



APA Virginia Chapter CD Lending Agreement and Reservation Form

The APA Virginia Chapter has APA CD ROM training packages for free use by Virginia Chapter members, either for individual or group study. The primary purpose of this lending program is to offer a no-cost option for AICP members to qualify for related Certification Maintenance (CM) Program credits, but these CDs can be borrowed by any Chapter member. CDs will be loaned on a first-come first-served basis. To reserve a CD to be sent by mail when it becomes available, complete and return this form to Glenn Larson, AICP, Virginia Chapter Professional Development Officer, by fax (804-717-6295) or by mail (c/o Chesterfield Planning Dept., PO Box 40, Chesterfield, VA 23832). You will be notified by e-mail when the CD is available and ready to be mailed. Please provide the following information and sign the agreement:

Name: _____ APA Member ID Number: _____

Organization/Agency (If part of mailing address): _____

Street Address/PO Box: _____

City: _____ State: _____ Zip: _____ Virginia Chapter Member? _____

E-Mail: _____ Telephone: _____

Only one CD can be borrowed at a time. Please indicate below your **three** choices. When one of the **three** CDs you choose becomes available, it will be mailed to you along with a pre-paid return mailer.

Choice	CD Name and Number of Available Credits (Use URL to get CD Description)
	Agreements, Fees, and CIP (2.5 CM Credits) http://www.planning.org/apastore/Search/Default.aspx?p=3383
	Best of Contemporary Community Planning 2003 http://www.planning.org/apastore/Search/Default.aspx?p=3386 (2.5 CM Credits)
	Planning Law in Perspective http://www.planning.org/apastore/Search/Default.aspx?p=3455 (5.5 CM Credits) <i>Meets Law Requirement</i>
	Ethics In Planning http://www.planning.org/apastore/Search/Default.aspx?p=3891 (1.5 CM Credits) <i>Meets Ethics Requirement</i>
	New Technologies for Planning and Public Participation http://www.planning.org/apastore/Search/Default.aspx?p=3496 (1.5 CM Credits)
	2008 Planning Law Review http://www.planning.org/apastore/Search/Default.aspx?p=3885 (1.5 CM Credits) <i>Meets Law Requirement</i>
	2010 Planning Law Review http://www.planning.org/apastore/Search/Default.aspx?p=4110 (1.5 CM Credits) <i>Meets Law Requirement</i>

By borrowing this CD I agree to:

- Return this CD to the Virginia Chapter within **three** business days of receiving it.
- Pay the Virginia Chapter \$100 to replace this CD if I damage it or do not return it.
- Keep this CD in my possession for individual or group use, and not loan this CD to others for their individual use.
- Not charge for any group use while in my possession.
- Not make copies of this CD, or load it on to the internet or any other network.
- If applicable, independently pursue any related AICP Certification Maintenance Program credits through my on-line log, and acknowledge that the Virginia Chapter is in no way responsible for registering member CM credits or verifying any CM credits associated with this CD.
- **Not re-view and log CM credits for the same CD over multiple CM reporting periods.**
- If I apply for related CM credits, also complete the separate on-line evaluation (see below).

Signature

Date Request Submitted

Steps To Claim CM Credit for Viewing an APA Training Product

To claim credit, an AICP member must report the use of the training product in their online CM log. In addition, the member must complete an online sign-in and evaluation.

- Go to <http://www.planning.org/cm/log/>. If not already logged-in, enter ID and password.
- Click the Add Credits from Calendar button.
- Click the Distance Education button in the Browse box. A list of all available training CDs will appear.
- Type the title of the CD in the Search box. Make sure you find the correct "Available" period, as the same CD is listed for different reporting periods.
- Complete the review and confirm you have viewed this CD.
- Now also go to the separate evaluation at: <http://survey.planning.org/cdeval1.htm>. Please complete.

Questions? Contact Glenn at 804-748-1970 or AICP@apavirginia.org.