



APA Virginia AICP Exam Prep Session

Wednesday, May 5, 2010, 1 p.m. to 4 p.m.

Sheraton Norfolk Waterside Hotel

Poplar Hall Room

Norfolk, Virginia

Exam Prep Session Speakers

- Glenn Larson, AICP - Virginia Chapter Professional Development Officer
- Terry Harrington, AICP – AICP Region II Commissioner
- Ryan Ramsey, AICP – Recently passed the AICP exam



APA Virginia AICP Exam Prep Session

AICP Exam Questions?

- Glenn Larson, AICP
Virginia Chapter Professional Development Officer (PDO)
AICP@apavirginia.org
Larsong@chesterfield.gov
804/748-1970



APA Virginia AICP Exam Prep Session

What About You?

- Plan to take the exam in May?
- Plan to take the exam in November?
- No set date, just interested in the AICP exam?



Agenda

- The Basics
- Recent Test Experiences
- How To Study
- *Break*
- What To Study
- Sample Questions
- Study Tips
- Questions and Answers





Acknowledgements

- John D. Pagini, AICP
Connecticut Chapter PDO
- CPC AICP Exam Study Manual
- Terry Harrington, AICP



The Basics

- **Virginia Chapter AICP and Exam Information:**
<http://apavirginia.org/member-resources/aicp>
- **AICP Exam Eligibility Requirements:**
<http://www.planning.org/certification/eligible.htm>
- **Application Process:**
<http://www.planning.org/certification/2010/may>



The Basics

- Current member of APA
- Be engaged in professional planning, currently or in the past.
- Have completed, at the time of application submission, a specific combination of education and experience.
- Must provide confirmation of degree and job verification from each employer.



The Basics

Eligibility Requirements

Level of Education	Experience
• Accredited graduate degree in planning	2 years
• Accredited bachelors degree in planning	3 years
• Non-accredited graduate degree in planning	3 years
• Any other degree	4 years
• No college degree	8 years



The Basics

Eligibility Requirements Professional Planning Experience

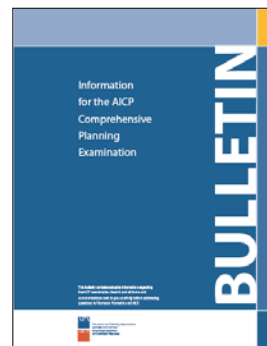
- Influencing public decision making in the public interest.
- Employing an appropriately comprehensive point of view.
- Applying a planning process appropriate to the situation.
- Involving a professional level of responsibility and resourcefulness.

<http://www.planning.org/certification/experience.htm>



Exam Candidates Bulletin

- Comprehensive Planning Examination Bulletin of Information for Candidates



www.planning.org/certification/pdf/bulletin.pdf



The Basics

Registration Process

- One Step Process - one form, one fee
- APA membership required
- Register and submit fee at www.planning.org/certification
- Deadline about 2 months in advance
- Fee - \$485
- Education and employer verification required



The Basics

Verifications of Employment and Education

- Employment Verification Letters
 - Must submit verifications for each job and degree listed in the online application
 - Original hard-copies of all verifications
- Education Verifications
 - Official transcript
 - Notarized photocopy of diploma
 - Letter from school dean, registrar, or program director



The Basics

Application Steps

1. Bring Your APA Membership Up-to-Date
2. Review the Requirements for AICP Membership
3. Submit the Online Application and Pay Fees
4. Submit Verification Documents
5. Make Sure Your Application is Complete
6. Schedule with Prometric



The Basics

Disapproved Applications

- Disapproved applicants will receive notification via letter
- Addresses the specific reasons behind the denial decision
- Refund (minus \$60 non-refundable application fee)
- Right to appeal the denial decision



The Basics

Test Scheduling

- Upon application approval, you are e-mailed with info that includes exam prep resources
- AICP forwards your name to test administrator (Thomson Prometric)
- E-mail confirmation by AICP
- Thomson Prometric issues Authorization to Test (ATT) 6 weeks before testing window



The Basics

About the Computer-based Exam

- Late arrivals not admitted!
- Testing appointment – 4 hours
- 3 ½ hours for 170 questions (150 Scored)
- Exam takers cannot bring coats, backpacks, calculators, paper, water bottles, etc. into exam room
- Calculators, pencils and scratch paper will be provided
- 20 questions are pre-test and do not count
- 30 minutes for brief tutorial and brief questionnaire at end
- You may change answers, or mark or skip questions and then go back to complete your answers



Exam Pass Rate - Nationwide

2009 Results

66 percent pass

34 percent fail



Recent Test Experiences

- Ryan Ramsey, AICP



Test Taking Tips

- Plan to go through the exam twice.
- First, go through the exam and answer all the “easy” questions.
- Take notes on scrap paper for questions you cannot immediately answer and go on at once to next question.
- After first run through take a breath!
- Go through second time and answer all questions.
- Enter your best guess – no penalty.

Source: John D. Pagini, AICP, Connecticut Chapter PDO

Study Tip

Don't think you have to buy a lot of stuff to study effectively.





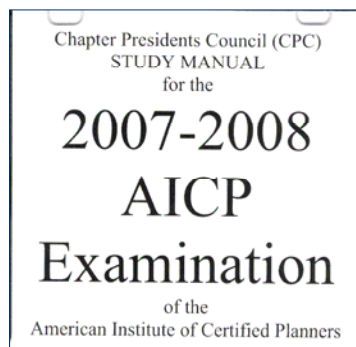
How To Study: Exam Study Resources

- **Subject Matter:**
www.planning.org/certification/examprep/subjectmatter.htm
- **Reading Lists:**
www.planning.org/certification/examprep/selectedreading.htm
- **APA 25th Anniversary Site**
<http://myapa.planning.org/25anniversary/>
- **Study Guides**
 - APA Chapter President's Council AICP Exam Prep Manual
 - AICP Exam Prep 2.0



How To Study: Exam Study Resources

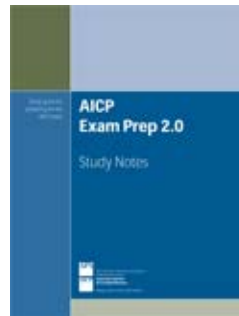
- **APA Chapter President's Council AICP Exam Study Manual**





How To Study: Exam Study Resources

- **AICP Study Guide Manual/CD-ROM**



<http://www.planning.org/apastore/Search/Default.aspx?p=3943>



How To Study: AICP Exam Study Courses/Sessions

Workshops

- APA Virginia Sponsored Exam Prep Workshop
- Workshops Sponsored By Nearby APA Chapters

On-Line Study Resources

- PLAN-310: Planetizen AICP Exam Online Preparation Course: <http://www.planetizen.com/courses/aicp/>
- Institute of Continuing Planning Education: <http://www.icpeweb.com/index.html>
- Planningprep.com: <http://www.planningprep.com/>
- Exam Secrets: [Media:http://www.mo-media.com/aicp/](http://www.mo-media.com/aicp/)



How To Study: AICP Exam Study Courses/Sessions

Other APA Chapter Exam Prep Sites

- Pennsylvania Chapter:
http://www.planningpa.org/career_aicp.shtml
- Florida Chapter (Treasure Coast Section):
http://www.floridaplanning.org/treasurecoast/05_aicp_links.asp
- Washington Chapter:
<http://www.washington-apa.org/career/aicp/>
- Colorado Chapter:
<http://www.apacolorado.org/content/aicp>



How To Study: AICP Exam Study Courses/Sessions

- North Carolina Chapter
http://www.nc-apa.org/index.php?option=com_content&task=view&id=37&Itemid=85
- Connecticut Chapter
<http://www.ccapa.org/education/aicp.htm>



How To Study: AICP Exam Study Courses/Sessions

Exam Prep Sessions at APA National Conference

- 2010 New Orleans Conference:
<http://www.planning.org/certification/examprep/pdf/2010fullexamprep.pdf>
- 2007, 2006 and 2005 Conferences:
<http://www.washington-apa.org/career/aicp/>



How To Study: Msc. Study Aids, Tips, Etc.

- **Study Stack:**
<http://www.studystack.com/studytable-33895>
- **Washington Chapter Tips:**
<http://www.washington-apa.org/career/aicp/>



How To Study: Other Exam Resources

- APA Virginia Chapter Exam Update E-Mail List
- Study Groups
- Reduced Exam Fee Scholarship Program



Break Time!

**Please be
back in ten
minutes**



Study Tip

What Is Your Goal?

To pass the exam or to become a better planner?



What To Study: New Test Specifications

Exam Overview

- Shift since 2000 - AICP slowly and deliberately shifting the focus to be more oriented to testing the application of planning knowledge and experience
- Reduced emphasis on rote memorization of facts and figures
- More decision making on the part of examinees

Source: John D. Pagini, AICP, Connecticut Chapter PDO



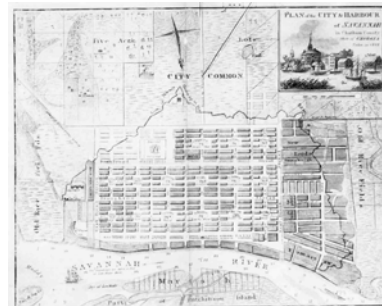
What To Study: New Test Specifications

- I. History, Theory and Law [15%]
- II. Plan Making and Implementation [30%]
- III. Functional Areas of Practice [25%]
- IV. Spatial Areas of Practice [15%]
- V. Public Participation and Social Justice [10%]
- VI. AICP Code of Ethics and Professional Conduct [5%]



Exam Subject Matter History, Theory and Law

- I. History, Theory and Law [15%]
 - A. History of planning
 - B. Planning law
 - C. Theory of planning
 - D. Patterns of human settlement





Exam Subject Matter

History, Theory and Law – Sample Question

The period between 1860 and 1870 in the United States saw the beginning of suburbanization, with the creation of small settlements beyond the larger cities. Which of the following cities exemplifies this early American suburbanization?

- (A) Radburn, New Jersey
- (B) Riverside, Illinois
- (C) Lake Forest, Illinois
- (D) Elk Grove, California



Exam Subject Matter

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Answer: B



Exam Subject Matter

Plan Making and Implementation

II. Plan Making and Implementation [30%]

- A. Visioning and goal setting
- B. Quantitative and qualitative research methods
- C. Collecting, organizing, analyzing, and reporting data and information
- D. Demographics and economics
- E. Natural and built environment
- F. Land use and development regulations
- G. Application of legal principles
- H. Environmental analysis
- I. Growth management techniques



Exam Subject Matter

Plan Making and Implementation

II. Plan Making and Implementation [30%]

- J. Budgets and financing options
- K. GIS/spatial analysis and information systems
- L. Policy analysis and decision making
- M. Development plan and project review
- N. Program evaluation
- O. Communications techniques
- P. Intergovernmental relationships
- Q. Stakeholder relationships
- R. Project and program management



Exam Subject Matter

Plan Making and Implementation - Question

The advantages of mail surveys include all of the following except:

- (A) Low cost.
- (B) Very high response rate.
- (C) No training costs.
- (D) Convenient to subjects.



Exam Subject Matter

Plan Making and Implementation - Question

The advantages of mail surveys include all of the following except:

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Answer: B



Exam Subject Matter

Functional Areas of Practice

III. Functional Areas of Practice [25%]

- A. Community development
- B. Comprehensive or long range planning
- C. Development regulation or administration
- D. Economic development and revitalization
- E. Economic analysis and forecasting
- F. Educational, institutional, or military facilities planning
- G. Energy policy
- H. Food system planning
- I. Growth management
- J. Hazard mitigation and disaster planning
- K. Historic preservation



Exam Subject Matter

Functional Areas of Practice

III. Functional Areas of Practice [25%]

- L. Housing
- M. Infrastructure
- N. Labor force or employment
- O. Land use
- P. Natural resources and the environment
- Q. Parks, open space and recreation
- R. Planning law
- S. Policy planning
- T. Public services
- U. Social and health services
- V. Transportation
- W. Urban design



Exam Subject Matter

Functional Areas of Practice – Sample Question

All of the following contribute to urban sprawl except:

- (A) Extension of water and sewer lines
- (B) Construction of a new high school
- (C) Urban service limit lines.
- (D) Building of a package sewer plant.



Exam Subject Matter

Functional Areas of Practice – Sample Question

All of the following contribute to urban sprawl except:

- (A) Extension of water and sewer lines
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- (C) Urban service limit lines.
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Answer: C



Exam Subject Matter

Spatial Areas of Practice

IV. Spatial Areas of Practice [15%]

- A. Planning at national level
- B. Planning for multi-state or bi-state regions
- C. Planning for state
- D. Planning for sub-state region
- E. Planning at county level
- F. Planning for urban areas
- G. Planning for suburban areas
- H. Planning for small town
- I. Corridors
- J. Neighborhoods
- K. Waterfronts
- L. Historic districts or areas
- M. Downtowns



Exam Subject Matter

Spatial Areas of Practice – Sample Question

Federal Statutes include which of the following?

- (A) Civil rights laws
- (B) Federal fair housing laws
- (C) Environmental laws.
- (D) A, B and C.



Exam Subject Matter

Spatial Areas of Practice – Sample Question

Federal Statutes include which of the following?

- (A) Civil rights laws
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- (C) Environmental laws.
- (D) A, B and C.

Answer: D



Exam Subject Matter

Public Participation and Social Justice

V. Public Participation and Social Justice [10%]

- A. Public involvement planning
- B. Public participation techniques
- C. Identifying, engaging, and serving underserved groups
- D. Social justice issues, literature, and practice
- E. Working with diverse communities
- F. Coalition building



Exam Subject Matter

Public Participation and Social Justice - Question

An intensive, interactive problem solving process with meetings convened around the development of specific topics is described as:

- (A) Alinsky's Organizations
- (B) Advocacy Planning.
- (C) A Charrette.
- (D) Citizen Referendum.



Exam Subject Matter

Public Participation and Social Justice - Question

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- (C) A Charrette.
- (D) Citizen Referendum.

Answer: C



Exam Subject Matter AICP Code of Ethics

VI. AICP Code of Ethics and Professional Conduct [5%]

- 5% of 170 = 8 – 9 Questions on Ethics
- Exam Statistics: If you fail you are likely to fail by less than 5 questions



AICP Code of Ethics

<http://www.planning.org/ethics/>





AICP Code of Ethics

- As planners we have an obligation to serve the public interest and act with the highest integrity
- Defining the public interest may not be easy...conflicting values may be present...ethical judgments must be made



AICP Code of Ethics

- The code provides a basis to help us as planners evaluate conflicting values and provides ethical guidelines for our public actions.



AICP Code of Ethics

- Originally adopted in late 1970's
- Revised in 1991
- Completely rewritten and overhauled in 2005
- Serious Crime Provision – Oct. 2009



AICP Code of Ethics

New Code – Four distinct sections:

- A. Aspirational Principles
- B. Rules of Conduct
- C. Procedural Provisions
- D. Serious Crime



AICP Code of Ethics

Aspirational Principles...

- Ideals to which we are committed
- We try to act in accordance to these principles
- If we fail to achieve principles... not subject to misconduct charge or disciplinary action



AICP Code of Ethics

Rules of Conduct...

- We can be held accountable if we violate these rules
- Charges of misconduct can be filed and adjudicated
- Sanctions can be applied



AICP Code of Ethics

Procedural Provisions...

- Procedures for informal and formal rulings
- Procedures for filing charges of misconduct
- Rights and responsibilities of all parties
- Procedures for investigation, prosecution and adjudication



AICP Code of Ethics

Serious Crime...

- Automatic suspension upon conviction
- Duty to notify ethics officer
- Petition for reinstatement
- Publication of conviction



AICP Code of Ethics

Our Aspirational Principles

21 Principles – 3 Categories

- **Our Overall Responsibility to the Public**
- **Our Responsibility to our Clients and Employers**
- **Our Responsibility to our Profession and Colleagues**



AICP Code of Ethics

Rules of Conduct

- **Twenty-six distinct Rules of Conduct**
- **As members of AICP we agree to adhere to these rules.**
- **Written with clarity - such that each is enforceable.**



AICP Code of Ethics

Ethics Guidance

**Paul Farmer, APA Executive Director
AICP Ethics Officer
(312) 431-9100**

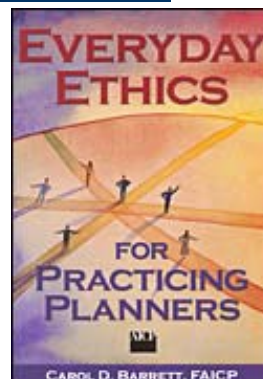
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Other Ethics Resources

- **Everyday Ethics for Practicing Planners**
By Carol Barrett

<http://www.planning.org/APAStore/Search/Default.aspx?p=1797>



Planning Ethics

How would you feel if it was reported in the newspaper the next day?



Study Tip

Don't study the questions. Study the format of the questions.





Sample Questions

On-line tutorial:



AICP Online Sample Test

You are about to take the AICP Online Sample Test. This sample is a demonstration of how our computer-based tests operate. When you are ready to take the sample exam, click the link below. Don't forget to maximize the window that opens once you click below!

[CLICK HERE TO BEGIN](#)

This online sample is best used with Microsoft Internet Explorer version 5 or above at a resolution of 1024 x 768 or above. Using another internet browser or screen resolution may cause some features to malfunction. 2001 - 2003 Thomson Learning, Inc. All rights reserved.

<http://www.planning.org/offsite/certification/tutorial/>



Sample Question

George Pullman designed and built the Town of Pullman in 1880. Pullman, was a model industrial town. In which state was it built?

- (A) New Jersey
- (B) Maryland
- (C) Illinois
- (D) Missouri



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Answer - C



Sample Question

In every project there comes a point in time when the public becomes involved. When would this take place?

- (A) At the start, before alternatives are developed.
- (B) In the middle, when a small or reduced set of options have been defined.
- (C) At the end, when a preferred choice has been selected.
- (D) At an appropriate time to be chosen based on a number of criteria, not by a set routine.



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- (D) At an appropriate time to be chosen based on a number of criteria, not by a set routine.

Answer - D



Sample Question

Health and Safety Regulations give local jurisdictions the power to enforce:

- (A) Development standards
- (B) Eminent Domain
- (C) Exaction of development impact fees
- (D) Building Codes.



Sample Question

Health and Safety Regulations give local jurisdictions the power to enforce:

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Answer - D



Sample Question

The county planning office has been criticized in recent years for poor customer service. There have been a number of complaints from the public that information is difficult to obtain over the counter, and that it takes too long to get zoning, general plan, and tax/ownership information. Which of the following would be the best actions for the Planning Director to take?

- I. Reduce the number of hours the public counter is open to the community to provide more time for the staff to work on requests for information from the general public.
 - II. Place a complaint box on the counter and review the contents of the box bimonthly.
 - III. Prepare an administrative report for the County Commissioner's consideration recommending that a new computer be placed on the public counter to allow easy access to basic planning information.
 - IV. Instruct your planning staff that they have a special obligation to serve the public and to work toward being more responsive to public inquiries.
- (A) I and /I
 - (B) II and IV
 - (C) III and IV
 - (D) I, II, III, and IV



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(B) II and IV
(C) III and IV
(D) I, II, III, and IV

Answer - C



More Study Tips

- Start early and continue to refresh
- Flash card for rote knowledge
- Memorize significant dates and events, but don't overdo it
- Take practice tests

Source: John D. Pagini, AICP, Connecticut Chapter PDO



More Study Tips

- Know current trends
- Read current material – i.e. Planning Magazine and JAPA
- Study the AICP Code of Ethics, including procedures
- Focus on citizen participation issues

Source: John D. Pagine, AICP, Connecticut Chapter PDO



More Study Tips

- Need familiarity with the public planning process: planners' roles; responsibilities of planning commissions and zoning boards; zoning and decision making; public hearing process; citizen participation
- “What would you do” planning process questions
- Emphasis on agency management; policy and decision making; citizen participation; and ethics

Source: John D. Pagine, AICP, Connecticut Chapter PDO



AICP Certification Maintenance

- If you are a member of AICP, you must earn a total of 32 Certification Maintenance (CM) credits within a two-year reporting period
- 1 hour = 1 CM credit
- Four month-grace period beyond a member's reporting period to complete the CM requirement
- Must be an AICP member at time of the credit



AICP Certification Maintenance

- A minimum of 1.5 credits must be on the topic of ethics, and another 1.5 credits must be on the topic of current planning law
- All sessions at this year's conference are approved by AICP for CM credits
- During any reporting period, you may carry over a maximum of 16 credits. These cannot include the required law and ethics credits



VAPA AICP Exam Prep Session

Questions?

Thanks, and Good Luck!