**APA Florida Template for Data Collection for CM Activities**

Single Event **Live In Person**

A single activity is defined as a self-contained, real-time event, such as a workshop (including mobile workshops), lecture, keynote speeches, symposium, or audio/web conference where the lecturer and instructor are participating at the same time and at which participants cannot choose among multiple activities. All participants at a single event attend the same activities and earn the same number of credits.

**You will need the following information for the single event:**

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| **Event Details** |
| **Name of Session**  |  |
| **Short Name** for Online Calendar (optional) |  |
| **Event Code**This is the code your organization uses to identify the event. (optional).  |  |
| **Start Date**  |  |
| **End Date** |  |
| **Start Time (a.m. /p.m.)**  |  |
| **End Time (a.m. /p.m.)** |  |
| **Time Zone Where Event Will Occur** | (Eastern or Central) |
| **Event Location:**  | **Street Address**  |  |
| **City** |  |
| **State & Zip** |  |
| **External Web Site Link**It is recommended that you provide a link directly to the event details, making it easier for AICP members to find (and register) for your training. |  |
| **Is this a free event?**  | * Yes 🞎 No
 |
| **Contact person for event****Name, phone, email** |  |

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| **Topic: Please choose one to three topics** from the following list that represent the overall session: |
|  | American Planning Association |  | Government |  | Partnerships and Agreements |
|  | Autonomous Vehicles |  | Hazards |  | Planning History and Theory |
|  | COVID-19 |  | Health |  | Planning Methods and Tools |
|  | Career Development |  | Historic Preservation |  | Plans |
|  | Commercial Land Use |  | Housing Policy |  | Public Services |
|  | Community Engagement |  | Industrial Land Use |  | Real Estate Development |
|  | Community Revitalization |  | Infrastructure |  | Residential Land Use |
|  | Demographics |  | Institutional Land Use |  | Smart Cities |
|  | Economic Development |  | Land Uses and Activities |  | Sustainability and Resilience |
|  | Energy |  | Law |  | Transportation |
|  | Equity, Diversity, and Inclusion |  | Mixed Land Uses |  | Urban Design |
|  | Ethics |  | Natural Resources and Environment |  | Zoning and Ordinances |
|  | Finance |  | Open Space and Natural Resources |  |  |
|  | Food Systems |  | Parks and Recreation |  |  |
| **Event Description (4000 char max)** |
| Please clearly describe the planning-related educational objective that this training achieves (e.g., what AICP members will learn). Note that the content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member (e.g., a planner with at least two years of experience).*Please note description will be displayed to all members*. |  |

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| **Criteria for CM Approval**  |
| **Number of Credit Hours Requested - TOTAL**(1.0 contact hours = 1.0 CM credits). Non-instructional activities or breaks cannot be included toward the contact hour(s) and should be discounted from CM credit total. Law, Ethics, Equity & Targeted Credits must be provided in 1-hour increments and cannot be divided into smaller units.  |  |
| **Are you requesting any Law, Ethics, Equity, or Targeted Topic credits? If yes, please note below.**  | 🞎 Yes 🞎 No  |
| **CM Law Credits: (enter total # here)** | **CM Ethics Credits: (enter total # here)** |
| *CM Law – Planning practices are dependent upon local legislation and regulatory processes, which change frequently. The law mandatory credit topic ensures planners have a current understanding of case law, regulations, and statutes and their impact on planning practice. To view full details, click here:* [*Certificate Maintenance Credits*](https://www.planning.org/cm/credits/) | *CM Ethics – AICP-certified planners pledge to uphold high standards of ethics and professional conduct. The ethics mandatory credit topic ensures that planners maintain an understanding of how the AICP Code of Ethics applies to evolving circumstances and trends in the practice of planning. To view full criteria details, click here:* [*Certificate Maintenance Credits*](https://www.planning.org/cm/credits/) |
| **CM Equity Credits: (enter total # here)** | **CM Targeted Topic Credits: (enter total # here)** |
| *CM Equity – Planners have a special responsibility to serve the public interest, expand choice and opportunity for all persons, and to plan for the needs of the disadvantaged, as asserted in the AICP Code of Ethics and Professional Conduct. The equity mandatory credit provides the opportunity for planners to expand their equity toolkit, leading to more equitable outcomes in communities. To view full criteria details, click here:*[*Certificate Maintenance Credits*](https://www.planning.org/cm/credits/) | *CM Sustainability & Resilience - Planners must pay special attention to the long-term and interrelated consequences of their actions. Planning actions may have potentially detrimental long-term consequences, especially on their most vulnerable people, places, and systems. The sustainability and resilience credit will help planners better plan for sustainable and resilient outcomes. To view full criteria details, click here:* [*Certificate Maintenance Credits*](https://www.planning.org/cm/credits/) |

**Please supply a bio for each speaker. Please include credentials (e.g., AICP, JD ) with last name. The credits cannot be inserted into the log without this information. Bios can be provided in the space below or as separate sheets.**

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| **First Name:** |  | **Last Name:**  |  |
| **Email:** *(not required)* |  |
| **Bio:**  |  |

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| **First Name:** |  | **Last Name:**  |  |
| **Email:** *(not required)* |  |
| **Bio:**  |  |

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| **Email:** *(not required)* |  |
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| **First Name:** |  | **Last Name:**  |  |
| **Email:** *(not required)* |  |
| **Bio:**  |  |