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

Multipart Event

This is defined as a real-time event with multiple activities, such as a conference with several sessions or multiple registration options. Participants at a multipart event choose between a variety of activities, and individual participants may earn different numbers of credits. **Note**: If you choose this type, you will be asked to enter information for each of the individual activities available at the event that you would like to offer for CM credit. Credits will be awarded for those individual activities rather than for the event as a whole. The event will appear once on the calendar and CM activity list; the individual activities will appear on the event's detail page.

*Please review the Standard Operating Procedures for minimum notification and APA Florida recognition requirements if you are asking APA Florida to sponsor these credits for your agency.*

**You will need the following information for the entire event or conference:**

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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/) | |

**You will need to enter the following information for each eligible session, part, or activity. You may need to add more tables/pages to accommodate the insertion of sessions and/or speakers.**

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| **Name of Session** | |  | |
| **Start Date** | |  | |
| **End Date** | |  | |
| **Start Time (a.m. /p.m.)** | |  | |
| **End Time (a.m. /p.m.)** | |  | |
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| **Instructors/Speakers :** An expert is defined by APA as a professional who has contributed to the profession through practice, teaching, research, or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism. | | | |
| **Speaker # 1** | **Name**  + any non-AICP title (PE, ASLA, AIA, MD, PhD…) | |  |
| **AICP or FAICP (yes or no)** | |  |
| **Biographical Information**  (100-4000 char max; including current professional title and notable achievements that indicate required level of expertise) | |  |
| **Speaker # 2** | **Name**  + any non-AICP title (PE, ASLA, AIA, MD, PhD…) | |  |
| **AICP or FAICP (yes or no)** | |  |
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| **Speaker # 3** | **Name**  + any non-AICP title (PE, ASLA, AIA, MD, PhD…) | |  |
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