

Overview

The Experience Assessment Template will assist you in determining whether your verified professional planning experience meets the criteria for AICP certification.

Planners help create communities of lasting value by managing change. The goal of planning is to maximize the health, safety, and well-being of all people living in our communities.

The AICP Commission has established three criteria that distinguish the experiences of professional planners from those of layperson planners, allied professionals, community stakeholders, and elected/appointed officials:

1. Demonstrate a professional level of responsibility and resourcefulness while applying a planning process appropriate to the project or situation.
2. Evaluate multiple impacts to a community when implementing professional planning tasks.
3. Influence public decision-making in the public interest.

When to use the Experience Assessment Template

When you apply for AICP certification, you must demonstrate that your professional planning experience meets these criteria by completing an online Experience Assessment, along with submitting education and employment verification. Use this Experience Assessment Template to prepare for your online assessment.

In completing the online AICP certification process, you will be asked to confirm that the information you provide for the online Experience Assessment is accurate and complete to the best of your knowledge and that you have complied with the AICP Code of Ethics in not misstating your education, experience, training, or any other facts that are relevant to your professional qualifications.

If you are not sure if your experience qualifies as professional planning experience, use the [Experience Worksheet](#) to determine if it qualifies to meet the experience requirement.

If you are unable to complete this Experience Assessment Template based on the verified professional planning experience that you will be including in Section 2 of the online application (Employment History), you have not yet met the requirements to attain AICP certification. You will need to complete the certification process at a later time when you have gained sufficient additional professional planning experience to demonstrate that you have met each of the criteria requirements.

Instructions

Follow the directions provided below to fill out the Experience Assessment Template, which allows you to demonstrate how your professional planning experience meets the three AICP criteria. You will first indicate the area(s) of planning in which you have professional experience. Then, for each criterion, you will respond to checklist questions, for which you will draw on the entirety of your professional experience, and open text field questions, for which you will choose **ONE** project example from your professional experience for each criterion.

Checklists

Using the entirety of your verified professional planning experience that you will be including in Section 2 of the online application (Employment History), select all the items that apply from the checklists to show that your experience aligns with each criterion. **You must be able to select at least one item in every list and at least two items in 2.2(A) for your verified experience to qualify you for AICP certification.**

An **“other”** option is offered in each list to allow you to enumerate the full range of your professional planning experience, if needed.

Open text fields

Using a specific project example from your verified professional planning experience you will be including in Section 2 of the online application (Employment History), write brief responses that demonstrate how your professional experience meets the requirements for each of the three AICP criteria.

Sample answers are provided with the open text fields in this worksheet to guide you in writing your responses.

Areas of Practice

In the entirety of my verified professional planning experience, I have worked in the following areas of planning practice (select all that apply):

Area of Planning Practice

- | | |
|--|--|
| <input type="checkbox"/> Climate adaptation or mitigation planning | <input type="checkbox"/> Land-use planning |
| <input type="checkbox"/> Community advocacy and equity planning | <input type="checkbox"/> Neighborhood planning |
| <input type="checkbox"/> Community development planning | <input type="checkbox"/> Parks, recreation, and open space planning |
| <input type="checkbox"/> Comprehensive planning | <input type="checkbox"/> Planning law |
| <input type="checkbox"/> Current planning (e.g., zoning, development review) | <input type="checkbox"/> Regional planning |
| <input type="checkbox"/> Economic development planning | <input type="checkbox"/> Rural and small-town planning |
| <input type="checkbox"/> Environmental and natural resources planning | <input type="checkbox"/> State planning |
| <input type="checkbox"/> Federal planning | <input type="checkbox"/> Sustainability planning |
| <input type="checkbox"/> Food systems planning | <input type="checkbox"/> Transportation planning |
| <input type="checkbox"/> Hazard mitigation or resiliency planning | <input type="checkbox"/> Tribal planning |
| <input type="checkbox"/> Health planning | <input type="checkbox"/> Urban design |
| <input type="checkbox"/> Historic and cultural resources planning | <input type="checkbox"/> Other (<i>If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.</i>) |
| <input type="checkbox"/> Housing planning | |
| <input type="checkbox"/> Infrastructure planning | |
| <input type="checkbox"/> Institutional planning (e.g., airport, military, educational) | |
| <input type="checkbox"/> International planning | |

Criterion 1: Demonstrate a Professional Level of Responsibility and Resourcefulness While Applying a Planning Process Appropriate to the Project or Situation

Professional urban, rural, and regional planners apply multistep processes related to managing change in communities. Typical process steps include defining a problem or opportunity, setting goals and objectives, generating alternative strategies, selecting a preferred alternative, implementing the preferred strategy, and monitoring and evaluating strategy performance.

1.1(A) Planning Processes

In the entirety of my verified professional planning experience, I have led or been responsible for applying all or parts of the following types of planning processes (select all that apply):

Planning Processes

- | | |
|--|---|
| <input type="checkbox"/> Development project or land-use entitlement | <input type="checkbox"/> Research program or project design |
| <input type="checkbox"/> Community engagement | <input type="checkbox"/> Course or curriculum development |
| <input type="checkbox"/> Research program or project execution | <input type="checkbox"/> Regulatory or incentive program design |
| <input type="checkbox"/> Course or curriculum evaluation | <input type="checkbox"/> Zoning administration or development review |
| <input type="checkbox"/> Plan making (e.g., regional, comprehensive functional, subarea) | <input type="checkbox"/> Other (If your professional planning experience has included planning processes not listed above, list those additional planning processes in 20 words or less.) |
| <input type="checkbox"/> Development project or land-use site selection | |
| <input type="checkbox"/> Analysis (e.g., economic, environmental, health, transportation, land use, housing, historic preservation, community development) | |
| <input type="checkbox"/> Plan, program, or project evaluation | |
| <input type="checkbox"/> Technical assistance or training | |

1.2(A) Professional Planning Skills and Practices

In the entirety of my verified professional planning experience, I have used the following professional planning skills and practices (select all that apply):

Skills/Practices

- | | |
|--|---|
| <input type="checkbox"/> Providing public information, public testimony, or technical assistance | <input type="checkbox"/> Preparing spatial analysis and mapping |
| <input type="checkbox"/> Collecting, analyzing, or visualizing data | <input type="checkbox"/> Incorporating equity principles and strategies |
| <input type="checkbox"/> Conducting public, partner, or stakeholder outreach | <input type="checkbox"/> Preparing staff reports, grant proposals, or grant reports |
| <input type="checkbox"/> Drafting plans, rules, or ordinances | <input type="checkbox"/> Evaluating potential impacts to natural, cultural, or social resources |
| <input type="checkbox"/> Critiquing student work | <input type="checkbox"/> Rendering ministerial land-use decisions |
| <input type="checkbox"/> Defining learning objectives or methods | <input type="checkbox"/> Other (If your professional planning experience has included skills and practices not listed above, list those additional skills and practices in 20 words or less.) |
| <input type="checkbox"/> Facilitating public meetings, workshops, or other community engagement events | |
| <input type="checkbox"/> Certifying studies, policies, or plans | |
| <input type="checkbox"/> Conducting studies or analyses | |
| <input type="checkbox"/> Preparing presentations, manuscripts, or exercises | |

Project Example

To answer the following questions, you will identify **ONE** project example from your verified professional planning experience through which you can show how you as a planner meet the requirements of Criterion 1 by demonstrating a professional level of responsibility and resourcefulness while applying a planning process appropriate to the project or situation.

1.1(B): Planning Processes

Please briefly describe **ONE** project example in which you applied one of the planning processes you selected in 1.1(A) (50-word maximum):

Example response: I drafted an update to a municipal sign code, which was approved by the city council.

Which verified professional planning position did you hold while completing this project?

Briefly describe each step you applied in that process, making your role and responsibility clear, adding as many steps as needed to demonstrate your application of a complete process from start to finish:

Step	Planning Process Step Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Step	Planning Process Step Description Example
1	<i>I set up meetings with stakeholders, including business owners, sign companies, and the chamber of commerce, to understand issues regarding signage in the community.</i>
2	<i>I collected data regarding sign size and height through the municipality.</i>
3	<i>I conducted research on best practices in sign regulation, including relevant U.S. Supreme Court cases, and reviewed sample ordinances from similar communities within the state.</i>
4	<i>I drafted an ordinance amendment based on input from stakeholders, trends within the sign industry, regulatory best practices, and development trends coupled with long-term goals from the city's comprehensive plans.</i>
5	<i>I created a staff report and presentations highlighting the major amendments and how the policy will affect the built environment.</i>
6	<i>I presented the ordinance amendment through seven meetings, including two public hearings, with the planning commission, city council, and various subcommittees, and answered questions about potential impacts.</i>

1.2(B): Professional Skill/Practice

Please briefly describe an example of **ONE** professional skill/practice you selected in 1.2(A) that you applied in this project (60-word maximum):

Example response: Drafting plans, rules, or ordinances: I used my knowledge of legal requirements and ordinance language to draft a sign code update that would withstand legal scrutiny and result in the signage outcomes desired by the community.

Criterion 2: Evaluate Multiple Impacts to a Community When Implementing Professional Planning Tasks

Professional urban, regional, and rural planners consider the interrelated effects of policies, programs, projects, and actions that cause or influence change in communities. They identify and evaluate the potential positive and negative effects of specific planning interventions and work to shape those interventions in ways that minimize negative impacts and create quality-of-life improvements for the communities they serve.

2.1(A): Planning Interventions

In the entirety of my verified professional planning experience, I have led or been responsible for the following types of planning interventions (select all that apply):

Planning Interventions

- A land-use or development project application or review
- An instructional module or activity
- A regional, comprehensive, functional, or subarea plan
- Land-use or development regulations
- A research project
- A partnership or agreement
- A study or analysis
- A development plan or site plan

- A public investment, facility, or service
- A public awareness or education campaign
- A financial or technical assistance program
- Other (If your professional planning experience has included planning interventions not listed above, list those additional planning interventions in 20 words or less.)

2.2(A): Community Consequences

In these interventions, I have considered the following multiple consequences that could affect the community's quality of life (select all that apply; applicants must be able to select more than one consequence to meet requirements):

Community Consequences

- Effects on air or water quality
- Effects on climate adaptation or mitigation
- Effects on community compatibility, identity, or appearance
- Effects on community resilience
- Effects on energy supply or use
- Effects on equity and inclusion
- Effects on fiscal health
- Effects on habitat or natural resources
- Effects on hazards risk or vulnerability
- Effects on historic or cultural resources
- Effects on housing choice or affordability
- Effects on infrastructure or community facilities

- Effects on preexisting cultural or social fabric
- Effects on public health, safety, or security
- Effects on sustainability
- Effects on economic or social welfare
- Effects on transportation access, safety, or convenience
- Other (If your professional planning experience has included community consequences not listed above, list those additional community consequences in 20 words or less.)

2.3(A): Intervention Outcomes

In the entirety of my verified professional planning experience, the outcomes of the interventions I conducted have minimized negative impacts and created quality-of-life improvements for the community in the following ways (select all that apply):

Intervention Outcomes

- | | |
|---|---|
| <input type="checkbox"/> Benefits to air or water quality | <input type="checkbox"/> Benefits to infrastructure or community facilities |
| <input type="checkbox"/> Benefits to climate adaptation or mitigation | <input type="checkbox"/> Benefits to preexisting cultural or social fabric |
| <input type="checkbox"/> Benefits to community compatibility, identity, or appearance | <input type="checkbox"/> Benefits to public health, safety, or security |
| <input type="checkbox"/> Benefits to community resilience | <input type="checkbox"/> Benefits to sustainability |
| <input type="checkbox"/> Benefits to economic or social welfare | <input type="checkbox"/> Benefits to transportation access, safety, or convenience |
| <input type="checkbox"/> Benefits to energy supply or use | <input type="checkbox"/> Other (If your professional planning experience has included intervention outcomes not listed above, list those additional intervention outcomes in 20 words or less.) |
| <input type="checkbox"/> Benefits to equity and inclusion | |
| <input type="checkbox"/> Benefits to fiscal health | |
| <input type="checkbox"/> Benefits to habitat or natural resources | |
| <input type="checkbox"/> Benefits to hazards risk or vulnerability | |
| <input type="checkbox"/> Benefits to historic or cultural resources | |
| <input type="checkbox"/> Benefits to housing choice or affordability | |

Project Example

To answer the following questions, you will identify **ONE** project example from your verified professional planning experience through which you can show how you as a planner meet the requirements of Criterion 2 by demonstrating how you have evaluated multiple impacts to a community when implementing professional planning tasks.

2.1(B): Planning Interventions

Please briefly describe **ONE** project example in which you conducted one of the planning interventions that you selected in 2.1(A) (50-word maximum):

Example response: I developed a site plan that created a new design for a dangerous intersection in the downtown district.

Which verified professional planning position did you hold while completing this project?

2.2(B): Community Consequences

Please identify at least **TWO** specific community quality-of-life consequences you selected in 2.2(A) and briefly describe how you considered and addressed multiple potential impacts to the community in your work for this planning intervention to protect and promote community quality of life (150-word maximum):

Example response: I considered:

- *Effects on transportation access, safety, or convenience: I integrated bulb-outs and bicycle boxes with clearly delineated bike lanes in the design to protect the safety of bicyclists and pedestrians moving through the intersection.*
- *Effects on community compatibility, identity, or appearance: I ensured that new streetscape elements identified in the design were visually compatible with the appearance and existing character of the surrounding downtown district.*
- *Effects on air or water quality: I integrated green stormwater infrastructure elements in the design to capture and filter runoff, reducing flooding risk and improving water quality.*

2.3(B): Intervention Outcomes

Please briefly describe how one of the outcomes of this planning intervention benefited the community's quality of life regarding one or more of the specific intervention outcomes you selected in 2.3(A) (60-word maximum):

Example response: Benefits to transportation access, safety, or convenience: The new intersection design enables bicyclists and pedestrians to safely cross this busy intersection, and accidents at this location have significantly decreased since the completion of the improvements.

Criterion 3: Influence Public Decision-Making in the Public Interest

Professional urban, regional, and rural planners influence decisions related to managing change in communities made by elected or appointed public officials in ways that protect or improve the well-being of the public. This influence may be through direct communication with public officials or through intermediary processes.

3.1(A): Method of Influence

In the entirety of my verified professional planning experience, I have used the following methods of influence (select all that apply):

Method of Influence

- | | |
|---|--|
| <input type="checkbox"/> Presenting research findings or analysis | <input type="checkbox"/> Providing public testimony |
| <input type="checkbox"/> Participating in advisory body meetings | <input type="checkbox"/> Other (<i>If your professional planning experience has included methods of influence not listed above, list those additional methods of influence in 20 words or less.</i>) |
| <input type="checkbox"/> Providing public testimony | |
| <input type="checkbox"/> Preparing educational or training materials | |
| <input type="checkbox"/> Providing formal written recommendations to a board, commission, legislative body, or executive decision maker | |
| <input type="checkbox"/> Conducting educational or training activities | |

3.2(A): Types of Decisions

In the entirety of my verified professional planning experience, my actions or work products have influenced the following types of public decisions made by elected or appointed officials (select all that apply; for applicants who do not work directly with decision makers, please indicate the types of decisions made by elected or appointed officials that your actions or work products indirectly influence):

Types of Decisions

- A chief appointed official or legislative body issues and administrative rule, directive, or policy
- A planning commission votes to approve or deny a plan or discretionary use permit
- A chief appointed official or legislative body allocates funding for a project
- A judge or court issues findings and conclusions
- A chief elected official signs an executive order

- A legislative body votes to adopt a plan, ordinance, resolution, agreement, or budget
- A zoning board votes to approve or deny a variance or appeal
- Other (If your professional planning experience has included types of decisions not listed above, list those additional types of decisions in 20 words or less.)

3.3(A): Areas of Public Interest

In the entirety of my verified professional planning experience, the decisions my actions or work products have influenced have served the public interest in the following area(s) (select all that apply):

Area of Public Interest

- Benefits to air or water quality
- Benefits to climate adaptation or mitigation
- Benefits to community compatibility, identity, or appearance
- Benefits to sustainability
- Benefits to economic or social welfare
- Benefits to energy supply or use
- Benefits to equity and inclusion
- Benefits to fiscal health
- Benefits to habitat or natural resources
- Benefits to hazards risk or vulnerability
- Benefits to historic or cultural resources
- Benefits to housing choice or affordability

- Benefits to infrastructure or community facilities
- Benefits to preexisting cultural or social fabric
- Benefits to public health, safety, or security
- Benefits to community resilience
- Benefits to transportation access, safety, or convenience
- Other (If your professional planning experience has included areas of public interest not listed above, list those additional areas of public interest in 20 words or less.)

Project Example

To answer the following questions, you will identify **ONE** project example from your verified professional planning experience through which you can show how you as a planner meet the requirements of Criterion 3 by influencing public decision-making in the public interest.

3.1(B): Method of Influence

Please briefly describe **ONE** project example in which you used one of the methods of influence you selected in 3.1(A) in an action or work product to influence a decision made by elected or appointed public officials (50-word maximum):

Example response: I presented a staff report to the planning commission with my recommendation to approve a mixed-use development proposal.

Which verified professional planning position did you hold while completing this project?

3.2(B): Type of Decision

Please briefly describe the decision that was influenced by your action or work product, including the public officials or types of public officials making that decision (50-word maximum):

Example response: The planning commission approved the development plan for the mixed-use development project.

3.3(B): Area of Public Interest

Please briefly describe how this decision benefited the general public in one or more of the areas of public interest you selected in 3.3(A) (60-word maximum):

Example response: Benefits to housing choice and affordability and economic or social welfare: The project provides new affordable housing options for the community and includes two affordable commercial spaces to support new minority-owned businesses and strengthen local economic activity.

Please contact AICP customer service at aicp@planning.org if you have additional questions.