

APA

The American Planning Association's
Professional Institute

AICP

**American Institute
of Certified Planners**

Creating Great Communities for All

AICP Guide Part 2: Taking the Exam

After your AICP Certification Application has been approved, it's time to take the AICP Certification Exam. The AICP Guide Part 2 takes you through everything you need to know about scheduling your test appointment and making sure your exam day goes as smoothly as possible.

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planning.org/aicp

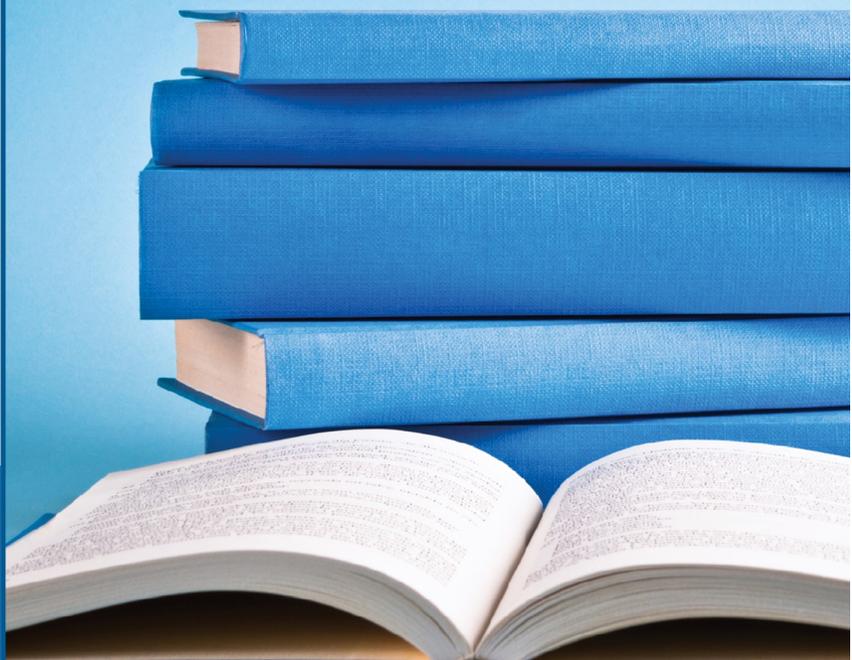


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GENERAL INFORMATION

American Planning Association

The American Planning Association (APA) brings together thousands of people—practicing planners, citizens, elected officials—dedicated to making great communities happen. APA is a nonprofit public interest and education organization committed to urban, suburban, regional, and rural planning. APA's professional institute, the American Institute of Certified Planners (AICP), provides leadership in professional development, ethics, and the standards of planning practice.

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Prometric

APA works with Prometric to administer the AICP Certification Examination. Prometric is the recognized global leader in testing and assessment services, providing computer-based, Internet, and paper-and-pencil testing solutions. It offers a fully integrated testing system that includes test development, test delivery, and data management capabilities. On behalf of more than 600 current clients in the academic, professional, government, corporate, and information technology markets, Prometric develops and delivers assessments through a global network of testing centers in 131 countries, as well as direct to candidates via the web.

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AICP-Certified Planners

AICP-certified planners are members of APA's professional institute, AICP. They have demonstrated a commitment to high standards of professional practice and a mastery of theories and tools of planning. To become certified, an APA member must meet requirements for education and experience, pass the AICP Certification Examination, and pledge to uphold ethical standards and engage in ongoing professional development. The AICP Code of Ethics and Professional Conduct defines those aspirational principles and Rules of Conduct to which a certified planner must adhere. AICP's Certification Maintenance program helps them engage in ongoing professional development. Under the Certification Maintenance program, certified planners engage in 32 hours of professional development every two years.

Details about the AICP Code of Ethics and Professional Conduct are at planning.org/aicp.

Details about the Certification Maintenance program are at planning.org/cm.

Becoming an AICP-certified planner is a multi-step process. You first need to obtain the necessary education and professional planning experience. Next, you demonstrate that you have been engaged in professional planning experience that qualifies you for AICP certification. This is evaluated through the AICP application, for which you provide employment verification and write three short essays that illustrate how your planning experience meets APA's definition of professional planning practice. Applications are reviewed by both APA staff reviewers and a peer reviewer team made up of certified planners who have volunteered to help advance the planning profession by fostering the next generation of certified planners. Once your application has been approved, you take the AICP Certification Exam and become an AICP member!

AICP Guide Part 1 covers everything you need to know about education and experience requirements for becoming AICP and how to prepare a successful AICP application. AICP Guide Part 2 covers everything you need to know about the AICP Certification Exam.

If you are enrolled in the AICP Candidate Pilot Program, the procedures and deadlines for taking the AICP Certification Exam are different from what is outlined in this guide. For more information about the procedures and deadlines for AICP Candidate Pilot Program participants, visit [planning.org/AICP/candidate](https://www.planning.org/AICP/candidate).

THE AICP CERTIFICATION EXAM

The AICP Certification Exam tests the knowledge and skills of applicants eligible for membership in AICP. The exam has been developed by task forces of experts in the field of planning with the help of Prometric test specialists. The AICP Exam Committee oversees the program to ensure its continuing professional relevance.

The AICP Certification Exam addresses basic knowledge areas and skills of planners. It has been developed to be taken by a national audience and focuses on a wide array of planning topics. The general content areas of the exam are outlined on

the APA website. The exam is made up of 170 multiple choice questions, of which 150 are scored and 20 are sample questions being considered for future examinations and therefore not scored.

The exam is administered in a computer-based format at more than 300 Prometric test centers in the United States, Canada, and numerous locations internationally, as well as proctored remotely online. The examination can be taken during two test windows every year, one in May and the other in November. The exam is timed, and you will have 3 ½ hours to complete the examination.

SCHEDULING EXAM APPOINTMENTS

To take the AICP Certification Exam, you must schedule an exam appointment. Here's how:

- After your AICP application is approved, you will need to register for the exam and pay your exam registration fee.
- You will receive an eligibility ID and instructions on how to set up your exam appointment during the testing window.
- You must have your eligibility ID to schedule an appointment to take the exam because you will be asked to supply your candidate identification number.
- You can choose to test for the exam at any Prometric test center site or you can test remotely at home with ProProctor.
- Once your exam has been scheduled, you will receive a confirmation number via e-mail. You will not receive a confirmation of your appointment by regular mail. Do not lose this number as you will need it if you need to make any changes to your appointment (see Changes to Your Test Appointment on page 7).

Where to Take the Exam

You can schedule, reschedule, and cancel exam appointments online at prometric.com/aicp. Test centers are located domestically and internationally, and the website lists current test center locations, contact information for each site, and directions. Individual test center hours of operation typically range from 9 a.m. to 5 p.m., Monday through Friday. Saturday hours vary by test center.

You can select the most convenient city, regardless of whether it is in the state where you live. Prometric will make every effort to assign you to the center of your choice. There may be times, however, when more examinees apply for one center than can be accommodated. If you attempt to schedule at a test center that is already at capacity, you will have the opportunity to select another date within the exam window or a test center as near as possible to the requested location. If you are unable to schedule your appointment online, call either Prometric's Candidate Service Call Center (CSCC) at 800-796-9853 or the Prometric test center of your choice.

Contact APA at 312-431-9100 or e-mail aicpexam@planning.org if you need to correct any information or to request a duplicate authorization if you lose your eligibility ID.

You must take the exam during the testing window you registered for and you must make your appointment at least 48 hours before the test window opens.

Remote Proctoring with ProProctor

Prometric's online proctor service, ProProctor, gives applicants the flexibility to test for the AICP Certification Exam anywhere with a secure and reliable internet connection.

Before you select ProProctor as your testing option, you must confirm your computer meets the basic system requirements for online proctoring and complete a system check.

ProProctor System Requirements

- Laptop/PC power source: Your device must be plugged into a power source, unattached from a docking station.
- Screen resolution: 1024 x 768
- Operating system: Windows 7 or higher.
- Web browser: Current version of Google Chrome
- Internet connection speed: 0.5 mbps or greater.
- Wi-Fi connection: Please position your device where you can receive the strongest signal. For the best experience, please use an Ethernet cable to connect directly to the router.

Test Environment Requirements

Your office or home setting must meet the following requirements:

- Your testing location must be indoors, well lit, with a closed door and free from background noise and disruption.
- No third party may be present in the room or enter the room for the duration of the exam. If this occurs, your exam will be terminated, and your results invalidated.
- Your workstation and surrounding area must be free of pens, paper, electronic devices, etc. No content that could potentially provide an unfair advantage during your exam,

including that posted on walls or within your immediate area, should be present during your exam session.

- Two tissues are permitted at workstation but must be inspected by the proctor.
- Leaving the camera view while the exam is in progress is strictly prohibited.
- Unauthorized personal items may not be accessible while testing which includes but is not limited to: outerwear, hats, food, drinks, purses, bags, briefcases, notebooks, watches, cell phones, electronic devices, and wearable technology.
- Eating, drinking, smoking, and chewing gum are prohibited during the exam.
- Written notes, published materials, and other testing aids are strictly prohibited.
- Changing location while testing, turning off lighting or audio, speaking to or receiving aid from others is strictly prohibited.
- Candidates are required to be professional, civil, and respectful.
- You will be dismissed from the exam, your exam invalidated, and fees forfeited if any of these requirements are violated.

System Check

Before installing the ProProctor application, you must run a system readiness check. This check confirms whether your operating system is able to install and run the ProProctor application so that you can take the exam.

Once your system has been validated, you are ready to download and install the ProProctor application that delivers the exam.

To launch the exam, please enter your appointment confirmation number and the first four letters of your last name. You must begin the check-in process at least 15 minutes before your exam so you can

complete the inspection of your testing environment.

Checking In

On the day of your exam, please make sure you allow 15 minutes to prepare your testing environment. When you are comfortably sitting at your workstation, go to the Prometric ProProctor site at <https://rpcandidate.prometric.com/> and launch your exam. The easy-to-follow, self-serve check-in process will guide you through the final steps of preparation before you're greeted by a Prometric readiness agent.

Self-serve check in steps:

- Image capture
- ID capture
- Checklist

Meeting Your Prometric Readiness Agent

Your Prometric readiness agent will guide you through three security checks before launching your exam.

1. Candidate detail confirmation: Confirm your name, address, and exam details via video chat.
2. 360-degree environment check: You will need to provide a 360-degree view of your testing environment and workstation using your webcam.
3. Candidate person check: You will have to stand to do a scan of yourself which will include a sleeve, pocket, and glasses check.

Taking the Test

Once you've completed the check-in process and have met your Prometric readiness agent, you'll begin the online proctored exam. Although you will not see your proctor, you will be monitored throughout the duration of your exam and will be available to help as needed using the live proctor feature.

Additional Scheduling Information

This section includes additional information for members

outside of the United States and Canada, and members requiring special testing arrangements.

MEMBERS OUTSIDE OF THE UNITED STATES AND CANADA

The exam is administered in a computer-based format to members outside of the United States and Canada during the same May and November testing windows. The exam can be administered at Prometric international sites or prearranged sites such as embassies or universities. You can view international Prometric test center sites at prometric.com/aicp. There is no additional fee to take the AICP Certification Exam outside of the United States.

SPECIAL TESTING ARRANGEMENTS

If you have documented visual, physical, hearing, or learning disabilities that would prevent you from taking an examination under standard conditions, you may request special testing accommodations and arrangements.

Prometric requires written documentation of the disability from your doctor or another qualified medical professional. This written documentation should specify the accommodations needed for the applicant and must be emailed to APA staff at aicpexam@planning.org prior to making an exam appointment. There is no extra fee for making these arrangements.

In considering a request from an applicant for special accommodations, APA and Prometric are guided by a sense of fairness. Special accommodations are granted to give you the opportunity to be tested in an equivalent manner with other members, but not to provide an advantage over others. A list of pre-approved personal items for testing accommodations can be found on the Prometric website.

EXAM SCHOLARSHIPS AND GI BILL REIMBURSEMENT

Exam Scholarships

A limited number of reduced fee scholarships are available through APA Chapters. Each Chapter is allotted a minimum of one scholarship. Larger Chapters may have more available. The reduced fee scholarship is for the exam registration fee (\$75 instead of \$425); the Application fee still applies and is non-refundable. Receiving a reduced fee scholarship does not guarantee approval of an AICP Application. To learn more about the requirements, please contact your [Chapter PDO](#).

GI Bill Exam Reimbursement

Military veterans (and their surviving dependents) who are also approved AICP applicants (meaning they have paid the registration fee to AICP and taken the exam), can now ask the Veterans Administration to reimburse the fee. Veterans interested in the GI Bill Education Benefits Program may find information about reimbursement for the AICP exam at benefits.va.gov/gibill/licensing_certification.asp. You may also send an e-mail to AICPexam@planning.org.

TRANSFERS AND APPOINTMENT CHANGES

This section covers policies that apply to rescheduling your AICP Certification Exam appointment within the same exam window or transferring your appointment to the following exam window.

For a May window, the following exam window is November of the same calendar year. For a November window, the following exam window is May of the next calendar year.

NOTE: cancelling an exam appointment with Prometric is only the first step in the transfer process. You must also contact APA staff to request a transfer before the deadline – see below for more information. If you cancel your exam appointment and do not request a transfer or do so after the deadline, you will forfeit your exam fee. Leaving a message on an answering machine is not an acceptable method of canceling or rescheduling your appointment to test. Prometric will not charge a fee to cancel or reschedule your exam appointment if you do so 30 or more days before your test date. Please see the chart below for more information.

PROMETRIC’S CANCELLATION / RESCHEDULING POLICY

TIME PERIOD	FEE
30 or more days before the test date	None
2-29 days before the scheduled test date	\$35 (to be collected by Prometric from member)
Less than 2 days before the test date	Full exam fee payment
Fail to appear for the scheduled test	Full exam fee payment
15 minutes after the scheduled start time on the test date and is refused entry	Full exam fee payment

Changes to your Test Appointment (Within the Same Exam Window)

To change an appointment date/time within the same exam window, you must cancel your scheduled appointment and reschedule your appointment through Prometric. Log onto prometric.com/aicp or contact the test center directly by noon (ET) at least two full business days prior to your scheduled appointment. Prometric will collect a \$35 fee for cancelling or rescheduling an exam appointment 2-29 days before the scheduled test date (see the chart above for more information). You will not be permitted to cancel or reschedule your appointment if you miss this deadline (see No Show Policy below).

Transfers to the Next Exam Window

When you register to take the AICP Certification Exam, you are expected to take the test during the upcoming exam window. However, you are allowed to transfer to the following exam window within the lifespan of your AICP Application (6 consecutive exam cycles beginning with your initial approval). A \$100 transfer fee must be paid online when you register for the next consecutive exam (e.g., if you transfer your May 2018 exam registration, you must pay the \$100 transfer fee when registering for the November 2018 exam).

TO REQUEST A TRANSFER TO THE FOLLOWING EXAM WINDOW:

1. Cancel your existing exam appointment with Prometric (see Changes to Your Test Appointment).
2. Email us at aicpexam@planning.org with your request to transfer and with confirmation of your cancelled exam appointment. Be sure to include your full name and APA ID number in the email. You must request the transfer by APA's transfer deadline (posted at planning.org/certification/currentexam). If you do not request a transfer by APA's transfer deadline, you must either take the test or forfeit your exam fee.
3. We will process your transfer request and email you with confirmation and instructions on how to register for the next AICP exam.

No Show Policy

You will be considered a "no show" and will forfeit your full exam fee if:

- You miss your scheduled appointment.
- You cancel with Prometric less than two full business days prior to your scheduled appointment.

NOTE: We will not approve consecutive exam transfers unless extenuating circumstances are present. Transfer requests submitted after the transfer deadline or submitted while you still have a test appointment scheduled will not be accepted.

- You cancel with Prometric but do not request a transfer or request a transfer after the deadline.
- You arrive 15 minutes or more past your scheduled appointment time.
- You do not bring acceptable ID with you to the test center and are denied admission (see Identification Requirements on page 11).

In the cases listed above, you will not be allowed to reschedule your exam appointment within the current exam window, you will forfeit all fees paid, and you must remit another full exam fee to register for a future exam window.

If You Never Schedule an Appointment

Members who register to take the AICP Certification Exam must schedule a test appointment and sit for the exam during the upcoming exam window. Members who register for the exam and do not test or transfer will forfeit their full exam fee (see Refunds below).

Refunds

No refunds will be given once the exam fee has been paid. Members who register for the exam must either take the test or transfer.

DAY OF EXAM

Identification Requirements

To be admitted to the test center and to test remotely, you must have two forms of identification bearing your name and your signature. One or more must be a primary form of identification and must include a recent photo. If you do not have valid and appropriate identification, you will not be able to test within that testing window. Please note that your name as it appears on your identification must match the name on the Eligibility ID. Contact APA at aicpexam@planning.org if the name on your exam registration does not match your legal ID prior to scheduling an appointment.

Acceptable Differences in ID

If there is a discrepancy in your name as it appears on the photo identification and the Eligibility ID email, please refer to the examples of acceptable name variations listed below. If the name variation is listed, you may schedule an appointment to test. If the name variation is not listed in the examples of acceptable name variations shown below, you must contact APA via e-mail at aicpexam@planning.org before making an appointment to test. AICP staff will update the members record and forward the updated record to Prometric. You will be notified once the appropriate changes have been made and will need to wait 48 hours before making an appointment for the updated file to reach the Prometric test centers.

If the names on examinee’s record on computer and ID differ because examinee has made a legal name change, you must present one of the following:

- marriage certificate
- divorce decree
- legal name change

PRIMARY FORMS OF ID	SECONDARY FORMS OF ID	INVALID ID
valid passport	military ID card	draft classification card
valid driver’s license	citizenship card	student identification
photo-bearing employee ID card	valid credit card with signature	
	Social Security Card	
	bank automated teller card	

NOTE: The address in your exam appointment confirmation does not need to match the address provided on your identification.

ALLOWABLE NAME DISCREPANCIES	EXAMPLES
A single-letter discrepancy exists in examinee’s name.	<ul style="list-style-type: none"> • Single letter difference: Johnson vs. Johmson • Single letter transposition: Alexander vs. Alexandre • Single letter omission: Schultz vs. Shultz • Single letter addition: Miller vs. Mialler or Miler
One version of examinee’s name has a middle initial or middle name while other does not.	<ul style="list-style-type: none"> • John E. Smith vs. John Smith • Mary R. Abernathy vs. Mary Rose Abernathy
First name is provided formally on one document, but a typical variation is used on another document.	<ul style="list-style-type: none"> • Michael Jones vs. Mike Jones
Incorrect letters are used in a name on one document but correct letters are used on another document.	<ul style="list-style-type: none"> • Diller vs. Ditter • Dutton vs. Ditton
Maiden name is used as a middle name on one document, while given middle name is used on another document.	<ul style="list-style-type: none"> • Mary Elizabeth Smith vs. Mary Jones Smith
Names are shown in Last Name, First Name format.	<ul style="list-style-type: none"> • Russell, Evan vs. Evan Russell
Suffixes to name should be ignored.	<ul style="list-style-type: none"> • For example: Jr., Sr., II, III

IMPORTANT: Substitution of another name for either the first or last name or both names (e.g., Smith to Jones or Smith to Smith-Jones, or John to James) is not permitted.

At the Test Center

Plan to be at the test center for four hours. Arrive early and bring proper ID. If you need directions to the Prometric testing center, you can connect to the Prometric automated direction line, 800-796-9853, or visit Prometric's website at prometric.com/aicp for door-to-door directions.

You must arrive at the test center 30 minutes before your scheduled appointment to complete the required admission process before testing begins. Late arrivals will not be admitted. After you are admitted, the Test Center Administrator (TCA) will give you a short orientation then escort you to a workstation. You must remain in your seat during the examination, except when authorized to leave by a test center staff member. Members may not leave the testing room without the TCA's permission.

You will have access to a calculator on the computer. The TCA will provide you with scratch paper, which may be replaced as needed during testing. You may not remove the scratch paper from the testing room at any time. You will not be allowed to bring your own scratch paper, pencil, or calculator into the testing room.

Raise your hand if you:

- Have a problem with your computer.
- Need more scratch paper.
- Need to take a break (no extra time will be given to take the examination).
- Need the TCA for any reason.

When you have finished with the exam and a post-examination survey, the TCA will collect all your scratch paper.

Testing Procedures

To ensure that all members take the exam under comparable conditions and achieve fair and accurate results, a standardized testing environment will be maintained.

The following regulations and procedures will be observed at every test center:

- You must follow the instructions given by the TCA.
- You will be provided a secured locker to store personal possessions and materials not allowed in the testing room. You may reclaim these items when you leave the test center.
- Keep both forms of identification with you at all times. If you leave the testing room for any reason, you will be required to show the TCA your identification to be readmitted to the room.
- You will be provided a multi-functioning calculator. It will be a basic, non-programmable, non-printing, four function calculator with percent and square root buttons. This will be the only calculator permitted to use, if needed.
- You cannot bring books or other reference material into the testing room. The TCA will not permit anyone found possessing such materials to continue the examination.
- You may not bring scratch paper into the testing room. The TCA will give you scratch paper.
- If you wish to leave the room during the exam, you must secure the TCA's permission.
- You will not be permitted to continue the exam beyond the 3 ½ hour time limit. An on-screen clock will count down your time remaining.
- Visitors are not permitted at the test center.

Computer-Based Examination Tutorial

A brief tutorial precedes the examination. The tutorial is designed to familiarize you with the computer and the testing software. You will have up to 15 minutes to complete the tutorial. This is in addition to the 3 ½ hours allotted to take the examination. The tutorial will teach you how to select answers, move from one question to the next, and use testing features such as “Item Review,” as well as how to use the mouse and keyboard. By familiarizing you with the operation of the computer, the tutorial will make it easier for you to concentrate on completing the examination. You do not need to be concerned with the answers you select during the tutorial; it is intended for practice only and there is no penalty for incorrect answers. Once you exit the tutorial, you may not return to it.

As a convenience, APA offers a sample tutorial on our website at planning.org/certification/examprep. The online sample tutorial is available at any time.

Some Notes on Computer-Based Testing

You do not need extensive computer experience to take the exam. On-site assistance includes:

- An online tutorial to guide you through how to use the computer.
- Computer workstations equipped with a mouse, standard keyboards, and 17-inch monitors for optimum viewing.
- Fully trained TCAs available during your examination for technical assistance (TCAs will not assist with examination content).

Examination Logistics

Your scheduled appointment time is four hours. You will have 3 ½ hours to answer 170 examination questions. 150 of the questions will be scored; 20 are questions being considered for future examinations that will not be scored. This is the standard format for computer-based testing. Scored and un-scored questions and content areas are distributed randomly throughout the exam.

You will have 15 minutes prior to the exam for an online tutorial and 15 minutes after the exam to answer a brief computer-administered exit survey at the end of the examination.

During the exam, you will have the opportunity to review all questions. You may change answers or mark or skip questions and then go back to complete your answers. This system allows you to use your time efficiently. Answer the questions you are sure of first, leaving your remaining time for the more difficult questions.

Should your time expire while taking the exam, all answers, regardless of how they are marked, will be calculated into your score. Once your allotted time has expired or you exit the exam, you cannot see or review the questions again.

Exit Survey

At the conclusion of the exam, you will be asked to complete a brief on-screen survey, which will provide APA and Prometric with an evaluation of your testing experience. All comments will be reviewed after the close of the testing window and will remain confidential.

Examinee Misconduct

The following are examples of behaviors that are considered to be misconduct and will not be tolerated and you will not be permitted to complete the exam.

- Giving or receiving assistance of any kind.
- Using any unauthorized references.
- Attempting to take the exam for someone else.
- Failing to follow testing regulations or the instructions of the Test Center Administrator.
- Creating a disturbance of any kind.
- Copying, removing, or attempting to remove exam questions or scratch paper from the testing room.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam.
- Leaving the testing room without permission.
- Using electronic communications equipment, such as cellular phones.
- Bringing in a calculator.

Reporting Test Center Irregularities

While at the test center, should you experience a delay in taking your exam or encounter any technical problems, please make sure that this irregularity is documented by the TCA. The TCA will file a written report with Prometric and APA.

SCORING THE EXAMINATION

This section of the AICP Guide covers everything you need to know related to AICP Certification Exam Scores.

Score Reports

Your scores are confidential and are released directly to APA by Prometric. You will receive your official score report by email after completion of the exam. Your official score report will show a total scaled score and will indicate whether you have passed or failed. Scores are reported on a scale of 25-75, with 55 as a passing score. To protect your privacy and to maintain the confidentiality of test results, score information will not be given over the phone. If you have specific questions or concerns about your scores, you may write to APA. Requests for duplicate score reports must be made in writing to aicpexam@planning.org. Electronic score data files will be retained by Prometric for two years. APA retains this information in perpetuity.

Diagnostic Scores

For diagnostic purposes, failing members are informed of how many questions they answered correctly (raw score) in each of the exam content areas. Do not expect diagnostic scores to average out to the total score. Raw score information is intended only to assist the member in preparing for reexamination by indicating the areas in which the member had the most difficulty. Failing members should review those areas in which they scored comparatively low before retaking the exam.

Equating and Scaling

The computerized version of the exam contains the 150 scored questions from a larger pool of questions, meaning that there are different versions of the exam. Equating makes statistical adjustments to test scores to compensate for differences in the relative difficulty of different versions of the exam.

For example, presume you and your colleague are equal in your mathematical abilities. You both take a mathematics test. Both tests are intended to cover the same type of mathematics questions; however, the test you take is harder than the one your colleague takes. You answered 35 questions correctly on your test. Your colleague answered 40 questions correctly on his test. It would not be accurate or fair to conclude, on the basis of the test scores, that you were not as proficient in mathematics as your colleague. The difference in the scores was not due to your mathematical abilities, because our first assumption was that you and your colleague were of equal ability. The difference in your scores was because one test was harder than the other. Equating allows us to determine that a 35 on the test that you took represents the same level of mathematical knowledge, skills, and abilities as a score of 40 on the test that your colleague took.

NOTE: Scaled scores are not percentage scores. They allow us to report different raw scores that represent the same kind of knowledge, skills, and abilities as the same scaled score.

Scaling allows scores to be reported on a common scale. Instead of having to remember that a 35 on the test that you took is equivalent to a 40 on the test that your friend took, we can use a common scale and report your score as a scaled score of 55. Since we know that your friend's score of 40 is equal to your score of 35, your friend's score would also be reported as a scaled score of 55.

The scaled scores in the AICP Certification Exam range from a low of 25 to a high of 75. A scaled score of 55 or greater indicates a pass. The passing score was set by the AICP exam committee using a standard established statistical procedure.

Reliability

Reliability is a concept that refers to the accuracy of test scores, such as the scaled scores derived for the AICP Certification Exam. All test scores are affected by sources of error to some extent, the smaller the effect, the higher the reliability. Examples of error sources include an unclearly worded test question or even a momentary spell of boredom. Hypothetically, if you could take the same test an infinite number of times, while remaining unchanged (physically and psychologically), your scores would vary. The average of these scores would be your true score, which would be free of error. If a test were perfectly reliable (not affected by error), each time you took the test you would receive the same score and there would be no difference between your test scores and your true score. For a highly reliable test, your test scores would vary, but would all be close to your true score. The concept of reliability is expressed statistically as a reliability coefficient. Reliability coefficients range from 0 (absence of reliability) to 1 (perfect reliability).

Standard Error of Measurement

Since no measure of test performance is perfectly accurate, you might ask: "How accurate is my AICP Certification Exam score?" This question is not directly answerable since it requires knowing what your score should be (true score). Your true score can never be known. The difference between your actual test score and your true score would be the "error of measurement" associated with this administration of the exam. Since errors of measurement vary from one test administration to another, it would be convenient to estimate how much these errors can be expected to vary. Such an estimate can be calculated without administering the exam to any examinee more than once. This estimate is called the standard error of measurement (SEM). If a test could measure basic elements of the subject matter without error, the value of the SEM associated with that test would be zero, in scaled score units. Although the SEM will invariably exceed zero, its value should be small. APA and Prometric closely monitor the SEM of each test form to ensure reasonable accuracy for the AICP Certification Exam.

Score Validity Review

In the absence of observed misconduct, it should be noted that Prometric and APA routinely conduct post-test administrative review of the validity of the test scores. If irregularities are found as a result of these reviews, you will be contacted and notified of procedures to resolve any validity issues concerning your score.

If You Have a Complaint

If you have a complaint or wish to make a comment about test center facilities or supervision, examination content, or any other matter related to the testing program, please write to APA at:

American Planning Association
205 N. Michigan Ave., Suite 1200
Chicago, IL 60601

Attn: AICP Exam

312-431-9100

aicpexam@planning.org

In all correspondence, be sure to give your name, address and APA ID number. If your questions or comments concern an exam you already have taken, also include the name of the exam, the date you took the exam, the location of your test center, and your exam number. APA will investigate each complaint and respond within a reasonable amount of time.

If You Retake the Exam

If you decide to take the exam again, you should be aware that, without any change in your level of knowledge, your test score may increase or decrease slightly. This slight change may be caused by something as simple as the way you feel on the day of the test or the temperature of the room in which you take the test. To increase the probability of significantly improving your test score, increase your knowledge of the subject material. You cannot retake just one part of the exam; you must retake the entire exam again and pay the full exam fee.

AICP Membership & Dues

The final step to becoming AICP is paying AICP membership dues. After you have passed the exam, you will receive a prorated invoice for your new AICP dues, bringing them into the same billing cycle as your APA dues. Please allow 4 weeks to receive your invoice.

You may not begin using the AICP designation until your AICP dues are paid and you are a full member of AICP.