AICP Employment Verification Letter

AICP applicants must submit valid verification for each job and degree provided in the online application. Employment verification letters are used to verify the professional planning experience claimed by the applicant.

The employment verification letter should be provided directly to the applicant. The applicant will save the letter as a PDF and must upload the employment verification letter in support of their application during an available application window.

Invalid employment verification letters that are missing required information detailed below will lead to an incomplete application.

EMPLOYMENT VERIFICATION LETTER REQUIREMENTS
The letter must be:

- Written by an immediate supervisor, principal of the firm or human resources
- Printed on company/department letterhead
- Signed by the letter writer
- Include the date the letter was written
- Include the name, title and contact information of the letter writer

REQUIRED EMPLOYMENT INFORMATION
The following information must be included in the letter to verify your experience in the position:

- Applicants full name
- Position/Title
- Dates of full-time employment (e.x. February 2015-November 2018)
- Dates of part-time employment (if applicable) and the average hours worked per week
- 1-2 paragraph summary of the applicant’s duties as a professional planner in the role

ADDITIONAL REQUIREMENTS

- Letter verifying multiple positions at the same company must address each position separately (i.e. positions/title, dates of employment, and summary of duties)
- Letters verifying internship experience must confirm the work was not completed as part of coursework for academic credit or a grade, and the work was not part of the applicant’s degree requirements

A sample employment verification letter is provided on the next page.

Please email us at aicpexam@planning.org with any questions you may have.
May 23, 2019

RE: J. Planner (APA ID 123456)
AICP Employment Verification Letter

Employer: American Planning Association
Position: Planning Intern
Dates: July 2012-December 2012 (part-time 20 hours/week)

Summary: J. Planner provided support to a team of community planners. He assisted staff in collecting and preparing data for various planning projects. He conducted field work, collected parcel data and searched land records. He prepared maps and planning reports of limited complexity. He produced sketches and renderings of limited complexity. He assisted planning staff at community meetings. He researched funding sources and wrote grant proposals.

**J. Planner’s work for APA was not completed for academic credit and was not part of coursework for a grade, nor was it part of degree requirements.**

Employer: American Planning Association
Position: Senior Planner
Dates: January 2013-October 2017 (full-time)

Summary: J. Planner performed advances professional work related to a variety of planning assignments, managed complex planning studies, development applications and reviewed consultant proposals. He reviewed and processed comprehensive plan amendments, rezonings, annexations, site plans, and plats. He developed project budgets, administered bidding processes, verified contract expenditures and compliances. He conducted research and prepared statistical reports on land use, physical, social and economic issues. He provided professional planning assistance to member communities on varied land use projects. He developed transportation plans, studies and analyses on a regular basis. He worked in regional program areas relating to natural/water resources planning, community development, hazard mitigation and coastal zoning management.

I served as J. Planner’s direct supervisor as both an Intern and as a Senior Planner at the American Planning Association. J. Planner was a diligent and dependable employee and a valuable asset to our organization. Please feel free to contact me with any questions.

Sincerely,

Jane C. Doe
Planning Manager
American Planning Association
312-431-9100