CM PROVIDER INSIDER - QUARTERLY NEWS AND RESOURCES FOR YOU

Minimum time for CM-eligible activities

Good news! The minimum length for activities eligible for CM credit has been reduced to 15 minutes, equaling 0.25 CM credits. This allows you the flexibility to design and enter 15-minute live online, live in-person, and on-demand CM activities, and encourages the development of creative and concise learning opportunities. All educational opportunities for certified planners, regardless of duration, must meet the CM eligibility criteria.

Offering Ethics and Law CM credit in one activity

The total number of credits you can offer for a CM activity may not exceed the length of that activity. This also applies to CM activities that cover both Ethics and Law content. For example, if you want to offer 1.5 credits of each topic in a single activity, that session must be at least 3 hours.

Refer to Ethics in Planning: A Toolkit for Conducting Ethics Sessions for tips on crafting training that best meets the size, goals, and learning styles of your audiences.

CM | 3.5
CM | 3.5 (.5 Ethics)
CM | 3.5 (.5 Law)
CM | 3.5 (.5 Ethics) (.5 Law)

It's time to renew your annual plan for 2020

You may now renew your 2020 annual registration and get an early start promoting your 2020 events and activities. Please visit your CM Provider Dashboard to access the link in the CM Registrations section.

Managing your account administrators

Take control of who can access your account by regularly reviewing linked administrators right from your provider dashboard. From your dashboard you may search for, link, add, and remove administrators. Note: if you are unable to locate an individual using the lookup tool, you may create a free nonmember account.

APA NEWS

October is National Community Planning Month

Planning Month is a chance to celebrate the planning profession and highlight the positive impact that planning has on communities. This year's theme is Planning for infrastructure that benefits all. Use the tools in our National Community Planning Month resource hub to give a shout-out to planners on social media, your website, and more!
IMPORTANT REMINDERS

Is it time for your CM Provider Periodic Review?

We know that providing APA's certified planners with the highest quality of educational offerings is important to you as a CM provider, and the AICP Commission shares this commitment. Providers are asked to regularly and thoroughly review the policies and guidelines outlined in the CM Provider Toolkit.

The CM Provider Periodic Review provides an opportunity for APA to monitor compliance with our policies. To find out when your review is due, visit your CM Provider Dashboard and look for your approval expiration date in the CM Provider Application section.

RESOURCES

Tools to assist you with promoting and running CM events – including a graphics toolkit and a sample evaluation and sign-in form – are available on the Tools for CM Providers page.

TIPS FROM THE TOOLKIT

Editing your events

- Click "View All" from your dashboard
- Locate the event to edit and click the edit option next to the title.
- Only future events may be edited or canceled

Promote your organization

Your organization's profile on the APA website is a great way to promote your organization and events. Check how your profile appears in the CM provider search, and go to your CM Provider Dashboard to edit your description.

View past issues of the CM Provider Insider here.

If you have any questions or feedback, contact Alisa Moore at amoore@planning.org