AICP Membership Reinstatement Appeal Form

AICP members who wish to reinstate between four and eight years of their AICP membership lapse date must either retake the AICP exam or appeal to the AICP Membership Standards Committee in cases of provable extreme hardship or documented administrative error.

To ask for reinstatement, complete Steps 1–5 below. AICP staff will send an email confirming receipt of the form.

**Step 1:** Complete contact information

**Step 2:** Select the reason for your appeal

**Step 3:** Provide a summary of the reason of your appeal

**Step 4:** Sign and date

**Step 5:** Submit to AICP at [AICP@planning.org](mailto:AICP@planning.org)

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**Step 1: Your Contact Information**

Name:

APA ID Number:

Address:

Phone:

Email:

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**Step 2: Reason for Your Appeal**

- **Extreme Hardship:** The inability to pay basic and reasonable living expenses. Factors that may determine extreme hardship may include homelessness, death of an immediate family member, prolonged unemployment beyond one year, or a physical or mental health situation that affects the member or an immediate family member for whom the member is the immediate care giver.

- **Administrative Error:** APA data processing errors such as incorrect data entry information, incorrect computer programming, or data analysis error made by APA.
Step 3: Summary for Reason of Appeal (supporting documentation may be attached)

Please include as much detail in your summary, to present the best case possible. Your summary will be considered by the AICP National Membership Standards Committee.

Decisions on appeals are subject to concurrence by the AICP Commission. If an appeal is approved, regardless of how long a member has been lapsed, the reinstated member will be required to pay a non-refundable reinstatement fee, AICP dues for four years of membership and document earned CM credits for the same four years.

Signature:_________________________________________ Date:________________________

Questions? E-mail AICP@planning.org or call 312-431-9100.
For Internal Use

Date Received:

Date Reviewed:

APA and AICP Membership History:

Staff Recommendation to National Membership Standards Committee:

National Membership Standards Committee Decision:

☐ Approved

☐ Denied

Date appeal decision emailed to appellant: