



CM Proposal Form

Please submit your completed form to Admin@APAColorado.org.

Event Details:	
Title of Event	
Start Date	
End Date	
Start Time (a.m. /p.m.)	
End Time (a.m. /p.m.)	
City	
State	
Country	
Is this event free?	yes no
Event Link (if applicable)	
Event Contact First Name	
Event Contact Last Name	
Event Contact Email	

Please continue to page 2.

Event Topic:

At least one topic is required. You may select up to three.

	American Planning Association		Infrastructure
	Autonomous Vehicles		Institutional Land Use
	COVID-19		Land Uses and Activities
	Career Development		Law
	Commercial Land Use		Mixed Land Uses
	Community Engagement		Natural Resources and Environment
	Community Revitalization		Open Space and Natural Resources
	Demographics		Parks and Recreation
	Economic Development		Partnerships and Agreements
	Energy		Planning History and Theory
	Equity, Diversity, and Inclusion		Planning Methods and Tools
	Ethics		Plans
	Finance		Public Services
	Food Systems		Real Estate Development
	Government		Residential Land Use
	Hazards		Smart Cities
	Health		Sustainability and Resilience
	Historic Preservation		Transportation
	Housing Policy		Urban Design
	Industrial Land Use		Zoning Ordinances

Please continue to page 3.

Event Description:

Please clearly describe the planning-related educational objective that this education achieves, what are three learning outcomes? Note that the content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member (e.g., a planner with at least 4 years experience after earning a 2-year master's). Content intended for planning commissioners or elected officials, or that is basic in nature (e.g., subject matter taught in planning school) is not eligible. Description will be displayed to all members.

Instructors/Speakers:

If more than four speakers will be present, please send additional speaker details to Admin@APAColorado.org along with this completed form.

Speaker # 1	First Name	
	Last Name	
	Email	
	AICP Certified?	
	Bio	
Speaker # 2	First Name	
	Last Name	
	Email	
	AICP Certified?	
	Bio	

Speaker # 3	First Name	
	Last Name	
	Email	
	AICP Certified?	
	Bio	
Speaker # 4	First Name	
	Last Name	
	Email	
	AICP Certified?	
	Bio	

Please continue to page 6.

Criteria for CM Approval:

1. Presentation meets a planning-related objective.
2. Presentation is unbiased and non-promotional.
3. Presentation communicates a clearly identified educational purpose or objective.
4. Presentation is led by one or more experts on the subject matter discussed.
5. Presentation uses learning methodologies and formats that are appropriate to the activity's educational purpose.
6. Presentation involves the use of materials that do not include proprietary information.
7. Presentation is timed in a manner consistent with the time for which the activity was registered for CM credit.

Will CM Criteria be met?	Yes No
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Criteria for CM Approval - Law, Ethics, Equity, or Sustainability & Resilience:

In addition to the general requirements above,

1. Education must include application of the topic to the current (two-year CM reporting period) practice of planning.
2. Education must meet a one-hour minimum per CM topic for a planning-related activity. (If offering credit for multiple mandatory topics in one activity, the activity length must be one-hour per topic.)
3. Speaker(s)/Panel must include at least one speaker who is AICP. (Educational activities related to the ethics mandatory credit must include a majority of speakers who are AICP.)
4. Diversity of speakers is strongly encouraged, including diversity in race, ethnicity, gender identity, age, national origin, cultures, abilities, sectors, allied professions and other groups representing underrepresented backgrounds in urban planning and community development.

Is Mandatory CM requested?	Law Ethics Equity Sustainability & Resiliency
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Describe how the event will meet the mandatory CM requirements:	
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Please submit your completed form to Admin@APAColorado.org. Thank you!