



AICP Certification Maintenance

Instructions

HCPO/HIGICC 2009 Conference

AICP Members: Please provide your name and e-mail on the sign-in sheets at each activity for verification of your attendance at the activity.

We have submitted most of the conference activities to APA to determine eligibility for CM credits. For those activities that are approved by APA for CM credit, please log in your credit(s) as described below. It will take up to three (3) weeks after the conference for APA to make its decision.

Please visit the Certification Maintenance section of APA's website (www.planning.org/cm) to claim your credits. You may use the following steps:

1. Log in using your **APA ID number and password**.
2. Select **My CM log**
3. Select **Add Credits**
4. Under **Browse** you have the option of searching by **Date, Provider or Distance Learning** and using the **Search** box to type in the name of the event or activity and clicking **GO**
5. If you search **Activities by Date**, on the left of the calendar view, please use the "previous" and "next" options to locate the month. On the right of the calendar view, please use the "previous" and "next" options to select the year
6. If searching **Activities by Provider**, using the letters, please select the initial of the first name of the provider. From the list, then select the name of the provider
7. Select the "Past Events" tab to locate the event you have attended
8. A pop-up box will appear. Please note: if this is a multi-part event you will have the option to select from a list of activities
9. Please rate, add a comment (optional), and click on the Ethics statement and answer
10. Click **Submit** and the CM credits should appear in your CM log

If you have problems reporting your CM credits or have general questions about our CM program, please contact AICPCM@planning.org. APA's customer service associates are available to assist you.

The Hawaii Chapter CM contacts are Paul Luersen (cell: 808-223-7865) and Peter Flachsbart.