

Finding and Recording Your AICP Certification Maintenance Credits

NNECAPA-Sponsored or Co-sponsored Programs

1. Visit the Certification Maintenance (www.planning.org/cm/) section of APA's website. You must log in using your e-mail address or APA member ID and password.
2. Click on the "My CM Log" link on the left hand side of your screen, then click on the "Add Credits" button located under your CM log summary.
3. Click on "Activities by Provider"; choose "APA", then scroll down to "APA Northern New England Chapter", then click on "Past Events" to locate and click on the conference that you attended and a pop-up box will appear.
4. In the alphabetical list of sessions, click on one that you attended. Under the tab "Add to my log," you will see the "Rating" tab. Rate the session from one to five stars.
5. Add a comment (optional), and check if you would like the comment published to the website.
6. Click on the ethics statement and response.
7. Click "Submit." The CM credit(s) will appear in your CM log.
8. Repeat steps 4-7 for each session you attended.

MAP-Sponsored Events (including the 2009 NNECAPA Conference)

Click on "Activities by Provider"; choose "Maine Association of Planners," then click on "Past Events" to locate and click on the conference that you attended and a pop-up box will appear.

NHPA-Sponsored Events

Click on "Activities by Provider"; choose "NH Planners Association," then click on "Past Events" to locate and click on the conference that you attended and a pop-up box will appear. [NOTE: Some NHPA events have been recorded under "Nashua Regional Planning Commission"]

VPA-Sponsored Events

Click on "Activities by Provider"; choose "Vermont Planners Association," then click on "Past Events" to locate and click on the conference that you attended and a pop-up box will appear.

APA National Conferences

For those who attended the APA National Conference, go to "Activities by Provider" choose "APA", and find the conference (things are listed in reverse chronological order). Note that Keynote speakers are listed under "Keynote" and not by their own names.

Southern New England Planning Conferences

For the **2007 Conference**, click on "Activities by Provider", then "APA, then "Massachusetts Chapter", then scroll chronologically to the fall of 2007. For the **2008 Conference**, click on "Activities by Provider", then "APA, then "Rhode Island Chapter", then scroll chronologically to the fall of 2008.

Monthly Free Webinars

Along with many other Chapters, NNECAPA is co-sponsoring an extensive series of free webinars. The Utah Chapter hosts the registration (<http://utah-apa.org/webcasts.htm>), but the chapter that is providing the particular program individually applies for the CM credits. So the easiest way to record your credits for these is to search by date or program title.

Other Providers

Click on "Activities by Provider", then go alphabetically to the name of the Provider. Other Northern New England Providers include NHARPC, among others. If you have difficulty finding an approved Provider, contact Ben Frost, NNECAPA PDO at bfrost@nhhfa.org.