

Planning Experience Assessment Worksheet

Overview

The Planning Experience Assessment Worksheet will assist you in determining whether your verified professional planning experience meets the criteria for AICP Certification.

Planners help create communities of lasting value by managing change. The goal of planning is to maximize the health, safety, and well-being of all people living in our communities.

The AICP Commission has established three criteria that distinguish the experiences of professional planners from those of layperson planners, allied professionals, community stakeholders, and elected/appointed officials:

- Demonstrate a professional level of responsibility and resourcefulness while applying a planning process appropriate to the project or situation.
- Evaluate multiple impacts to a community when implementing professional planning tasks.
- Influence public decision making in the public interest.

When to use this worksheet

When you apply for AICP Certification, you will be required to complete the Planning Experience Assessment online, along with submitting education and employment verification. Use this worksheet to prepare for your online assessment.

If you are not sure if your experience qualifies as professional planning experience, use the [Professional Planning Experience Worksheet](#) to determine if it qualifies to meet the experience requirement.

Instructions

When you apply for AICP Certification, you must demonstrate that your professional planning experience meets these criteria by completing the Planning Experience Assessment online, which consists of checklists and open text fields.

Checklists

Using the entirety of your verified professional planning experience that you will be including in Section 2 of the online application (Employment History), select all the items that apply from the checklists to show that your experience aligns with each criterion. **You must be able to select at least one item in every list and at least two items in 2.2(A) for your verified experience to qualify you for AICP Certification.**

An “**other**” option is offered in each list to allow you to enumerate the full range of your professional planning experience, if needed.

Open text fields

Using a specific project example from your verified professional planning experience you will be including in Section 2 of the online application (Employment History), write brief responses that demonstrate how your professional experience meets the requirements for each of the three AICP criteria.

Sample answers are provided with the open text fields in this worksheet to guide you in writing your responses.

In completing the online AICP Certification process, you will be asked to confirm that the information you provide for the Planning Experience Assessment is accurate and complete to the best of your knowledge and that you have complied with the AICP Code of Ethics in not misstating your education, experience, training, or any other facts which are relevant to your professional qualifications.

If you are unable to complete the assessment worksheet based on the verified professional planning experience that you will be including in Section 2 of the online application (Employment History), you have not yet met the requirements to attain AICP Certification. You will need to complete the certification process at a later time when you have gained sufficient additional professional planning experience to demonstrate that you have met each of the criteria requirements.

Areas of Practice

In the entirety of my verified professional planning experience, I have worked in the following areas of planning practice (select all that apply):

Area of Planning Practice

<input type="checkbox"/> Climate adaptation or mitigation planning <input type="checkbox"/> Community advocacy and equity planning <input type="checkbox"/> Community development planning <input type="checkbox"/> Comprehensive planning <input type="checkbox"/> Current planning (e.g., zoning, development review) <input type="checkbox"/> Economic development planning <input type="checkbox"/> Environmental and natural resources planning <input type="checkbox"/> Federal planning <input type="checkbox"/> Food systems planning <input type="checkbox"/> Hazard mitigation or resiliency planning <input type="checkbox"/> Health planning <input type="checkbox"/> Historic and cultural resources planning <input type="checkbox"/> Housing planning <input type="checkbox"/> Infrastructure planning <input type="checkbox"/> Institutional planning (e.g., airport, military, educational) <input type="checkbox"/> International planning	<input type="checkbox"/> Land-use planning <input type="checkbox"/> Neighborhood planning <input type="checkbox"/> Parks, recreation, and open space planning <input type="checkbox"/> Planning law <input type="checkbox"/> Regional planning <input type="checkbox"/> Rural and small-town planning <input type="checkbox"/> State planning <input type="checkbox"/> Sustainability planning <input type="checkbox"/> Tribal planning <input type="checkbox"/> Transportation planning <input type="checkbox"/> Urban design <input type="checkbox"/> Other (<i>If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.</i>) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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Criterion 1: Demonstrate a Professional Level of Responsibility and Resourcefulness While Applying a Planning Process Appropriate to the Project or Situation

Professional urban, rural, and regional planners apply multistep processes related to managing change in communities. Typical process steps include defining a problem or opportunity, setting goals and objectives, generating alternative strategies, selecting a preferred alternative, implementing the preferred strategy, and monitoring and evaluating strategy performance.

1.1(A) Planning processes

In the entirety of my verified professional planning experience, I have led or been responsible for applying all or parts of the following types of planning processes (select all that apply):

Planning Processes

- Plan making (e.g., regional, comprehensive, functional, subarea)
- Community engagement
- Regulatory or incentive program design
- Zoning administration or development review
- Analysis (e.g., economic, environmental, health, transportation, land use, housing, historic preservation, community development)
- Development project or land-use site selection
- Development project or land-use entitlement
- Research program or project design
- Research program or project execution

- Plan, program, or project evaluation
- Technical assistance or training
- Course or curriculum development
- Course or curriculum evaluation
- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

1.2(A) Professional planning skills and practices

In the entirety of my verified professional planning experience, I have used the following professional planning skills and practices (select all that apply):

Skills/Practices

- Incorporating equity principles and strategies
- Collecting, analyzing, or visualizing data
- Conducting public, partner, or stakeholder outreach
- Facilitating public meetings, workshops, or other community engagement events
- Rendering ministerial land-use decisions
- Preparing staff reports, grant proposals, or grant reports
- Conducting studies or analyses
- Preparing spatial analysis and mapping
- Drafting plans, rules, or ordinances
- Providing public information, public testimony, or technical assistance

- Evaluating potential impacts to natural, cultural, or social resources
- Certifying studies, policies, or plans
- Defining learning objectives or methods
- Preparing presentations, manuscripts, or exercises
- Critiquing student work
- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

Project example

Identify **ONE** project example from your verified professional planning experience that applies to the checklist items you selected above. Describe elements of this project that meet the criterion requirements by answering the questions below.

Which verified professional planning position did you hold while completing this project?

1.1(B): Planning processes

Please briefly describe one project example in which you applied **ONE** of the planning processes you selected in 1.1(A) (50-word maximum):

Example response: I drafted an update to a municipal sign code, which was approved by the city council.

Briefly describe each step you applied in that process, making your role and responsibility clear (50-word maximum for each step; add as many steps as needed):

Step	Planning Process Step Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Step	Planning Process Step Description Example
1	<i>I set up meetings with stakeholders, including business owners, sign companies, and the chamber of commerce, to understand issues regarding signage in the community.</i>
2	<i>I collected data regarding sign size and height through the municipality.</i>
3	<i>I conducted research on best practices in sign regulation, including relevant U.S. Supreme Court cases, and reviewed sample ordinances from similar communities within the state.</i>
4	<i>I drafted an ordinance amendment based on input from stakeholders, trends within the sign industry, regulatory best practices, and development trends coupled with long-term goals from the city's comprehensive plans.</i>
5	<i>I created a staff report and presentations highlighting the major amendments and how the policy will affect the built environment.</i>
6	<i>I presented the ordinance amendment through seven meetings, including two public hearings, with the planning commission, city council, and various subcommittees, and answered questions about potential impacts.</i>

1.2(B): Professional skill/practice

Please briefly describe an example of **ONE** professional skill/practice you selected in 1.2(A) that applied in this project (50-word maximum):

Example response: I used my knowledge of legal requirements and ordinance language to draft a sign code update that would withstand legal scrutiny and result in the signage outcomes desired by the community.

Criterion 2: Evaluate Multiple Impacts to a Community When Implementing Professional Planning Tasks

Professional urban, regional, and rural planners consider the interrelated effects of policies, programs, projects, and actions that cause or influence change in communities. They identify and evaluate the potential positive and negative effects of specific planning interventions and work to shape those interventions in ways that minimize negative impacts and create quality-of-life improvements for the communities they serve.

2.1(A): Planning interventions

In the entirety of my verified professional planning experience, I have led or been responsible for the following types of planning interventions (select all that apply):

Planning Interventions

- A regional, comprehensive, functional, or subarea plan
- Land-use or development regulations
- A development plan or site plan
- A financial or technical assistance program
- A study or analysis
- A public investment, facility, or service
- A partnership or agreement
- A land-use or development project application or review

- A public awareness or education campaign
- A research project
- An instructional module or activity
- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

2.2(A): Community consequences

In these interventions, I have considered the following multiple consequences that could affect the community's quality of life (select all that apply; applicants must be able to select more than one consequence to meet requirements):

Community consequences

- Effects on air or water quality
- Effects on climate adaptation or mitigation
- Effects on community compatibility, identity, or appearance
- Effects on economic or social welfare
- Effects on energy supply or use
- Effects on equity and inclusion
- Effects on fiscal health
- Effects on habitat or natural resources
- Effects on hazards risk or vulnerability
- Effects on historic or cultural resources
- Effects on housing choice or affordability
- Effects on infrastructure or community facilities

- Effects on preexisting cultural or social fabric
- Effects on public health, safety, or security
- Effects on sustainability
- Effects on community resilience
- Effects on transportation access, safety, or convenience
- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

2.3(A): Intervention outcomes

In the entirety of my verified professional planning experience, the outcomes of the interventions I conducted have minimized negative impacts and created quality-of-life improvements for the community in the following ways (select all that apply):

Intervention outcomes

- Benefits to air or water quality
- Benefits to climate adaptation or mitigation
- Benefits to community compatibility, identity, or appearance
- Benefits to economic or social welfare
- Benefits to energy supply or use
- Benefits to equity and inclusion
- Benefits to fiscal health
- Benefits to habitat or natural resources
- Benefits to hazards risk or vulnerability
- Benefits to historic or cultural resources
- Benefits to housing choice or affordability
- Benefits to infrastructure or community facilities

- Benefits to preexisting cultural or social fabric
- Benefits to public health, safety, or security
- Benefits to sustainability
- Benefits to community resilience
- Benefits to transportation access, safety, or convenience
- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

Project example

Identify **ONE** project example from your verified professional planning experience that applies to the checklist items you selected above. Describe elements of this project that meet the criterion requirements by answering the questions below.

Which verified professional planning position did you hold while completing this project?

2.1(B): Planning interventions

Please briefly describe **ONE** project example in which you conducted **ONE** of the planning interventions that you selected in 2.1(A) (50-word maximum):

Example response: I developed a site plan that created a new design for a dangerous intersection in the downtown district.

2.2(B): Community consequences

Please briefly describe at least **TWO** specific community quality-of-life consequences you selected in 2.2(A) that you considered for this planning intervention (100-word maximum):

Example response: I considered

- *Effects on transportation access, safety, or convenience: the safety of bicyclists and pedestrians in moving through the intersection.*
- *Effects on community compatibility, identity, or appearance: compatibility of design changes with existing downtown streetscape design and district character.*
- *Effects on air or water quality: integration of green stormwater infrastructure to capture and filter runoff.*

2.3(B): Intervention outcomes

Please briefly describe how **ONE** of the outcomes of this planning intervention benefited the community's quality of life (50-word maximum):

Example response: The new intersection design enables bicyclists and pedestrians to safely cross this busy intersection--accidents at this location have decreased by 50%.

Criterion 3: Influence Public Decision Making in the Public Interest

Professional urban, regional, and rural planners influence decisions related to managing change in communities made by elected or appointed public officials in ways that protect or improve the well-being of the general public. This influence may be through direct communication with public officials or through intermediary processes.

3.1(A): Method of influence

In the entirety of my verified professional planning experience, I have used the following methods of influence (select all that apply):

Method of Influence

- Providing formal written recommendations to a board, commission, legislative body, or executive decision maker
- Providing public testimony
- Conducting research and writing policy briefs
- Preparing educational or training materials
- Conducting educational or training activities
- Presenting research findings or analysis

- Participating in advisory body meetings
- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

3.2(A): Types of decisions

In the entirety of my verified professional planning experience, my actions or work products have influenced the following types of public decisions made by elected or appointed officials (select all that apply; for applicants who do not work directly with decision makers, please indicate the types of decisions made by elected or appointed officials that your actions or work products indirectly influence):

Types of Decisions

- A legislative body votes to adopt a plan, ordinance, resolution, agreement, or budget
- A chief elected official signs an executive order
- A planning commission votes to approve or deny a plan or discretionary use permit
- A zoning board votes to approve or deny a variance or appeal
- A chief appointed official or legislative body issues an administrative rule, directive, or policy

- A chief appointed official or legislative body allocates funding for a project
- A judge or court issues findings and conclusions
- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

3.3(A): Areas of public interest

In the entirety of my verified professional planning experience, the decisions my actions or work products have influenced have served the public interest in the following areas (select all that apply):

Area of public interest

- Benefits to air or water quality
- Benefits to climate adaptation or mitigation
- Benefits to community compatibility, identity, or appearance
- Benefits to economic or social welfare
- Benefits to energy supply or use
- Benefits to equity and inclusion
- Benefits to fiscal health
 - Benefits to habitat or natural resources
- Benefits to hazards risk or vulnerability
- Benefits to historic or cultural resources
- Benefits to housing choice or affordability
- Benefits to infrastructure or community facilities

- Benefits to preexisting cultural or social fabric
- Benefits to public health, safety, or security
- Benefits to sustainability
- Benefits to community resilience
 - Benefits to transportation access, safety, or convenience

- Other (*If your professional planning experience has included areas of planning practice not listed above, list those additional areas of planning practice in 20 words or less.*)

Project example

Identify **ONE** project example from your verified professional planning experience that applies to the checklist items you selected above. Describe elements of this project that meet the criterion requirements by answering the questions below.

Which verified professional planning position did you hold while completing this project?

3.1(B): Method of influence

Please briefly describe one project example in which you used **ONE** of the methods of influence you selected in 3.1(A) in an action or work product to influence a decision (50-word maximum):

Example response: I presented a staff report to the planning commission with my recommendation to approve a mixed-use development proposal.

3.2(B): Type of decision

Please briefly describe the decision that was influenced by your action or work product, including the officials or types of officials making that decision (50-word maximum):

Example response: The planning commission approved the development plan for the mixed-use development project.

3.3(B): Area of public interest

Please briefly describe how this decision benefitted the general public in **ONE** of the areas of public interest you selected in 3.3(A) (50-word maximum):

Example response: Benefits to economic or social welfare: The project includes 2 affordable commercial spaces to support new minority-owned businesses and build local economic activity.

Please contact AICP customer service at aicp@planning.org if you have additional questions.