



The American Planning Association's
Professional Institute
**American Institute
of Certified Planners**
Making Great Communities Happen

REVIEWER CRITERION RESPONSE CHECKLIST

The first step for applicants in becoming a certified planner is demonstrating that their professional experience meets AICP requirements by submitting responses to three criterion requirements. This checklist is intended to provide a more objective framework for reviewing criterion essays by describing what the review team should look for to approve responses.

In general, applicants' criterion responses should demonstrate professional planning experience. The exam candidate bulletin provides a list of work that is not generally considered to be professional planning experience, including work in related fields (e.g. subdivision design, large-scale housing or site design work, traffic engineering, land surveying, community organization, or social work) and experience in related professions (e.g., law, architecture, landscape architecture, and engineering). This also includes market research and analysis generally performed by other social sciences or academic disciplines, pre-professional or administrative work, and work as an elected or appointed official. See the exam candidate bulletin for a full description of work that is not generally considered to be professional planning experience.

CRITERION 1: APPLY A PROFESSIONAL LEVEL OF RESPONSIBILITY AND RESOURCEFULNESS WHILE APPLYING A PLANNING PROCESS APPROPRIATE TO THE SITUATION

Responses for this criterion should describe a step-by-step planning-related process applied by the applicant during their professional career. The process should involve substantive planning-related principles and tasks that conform to the lists of Plan Making and Implementation activities or the list of Functional Areas of Practice listed in the Exam Candidate Bulletin; processes should not be merely administrative or pre-professional in nature. The response should make clear the applicant's role in the process and demonstrate their responsibility and resourcefulness as a professional. For 1.3 responses, the response should describe a step-by-step process relevant to the applicant's research or teaching responsibilities, and show how their research or teaching is relevant to the field of urban and regional planning.

1. Does the response describe a planning process that the applicant applied while in a position listed as part of the required professional experience, described in a step-by-step manner in appropriate detail? YES NO

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2. Does the planning process described in the response involve substantive planning-related principles and tasks that are not purely administrative or pre-professional in nature? YES NO

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3. For 1.3 (research, analysis, and teaching) responses:

- a. Does the response describe a process carried out as part of the applicant's research, analysis, or teaching experience? YES NO

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- b. Does the response show the relevance of the project described to the field of urban and regional planning? YES NO

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4. Does the response demonstrate how the applicant showed responsibility and resourcefulness as a planner? YES NO

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5. Did the applicant write the response in the first person or otherwise clearly indicate his or her role and involvement in the example provided? YES NO

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6. Is the response reasonably free of grammatical and typographical errors and does it demonstrate the professional level of expression expected of a certified planner? YES NO

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Does this response meet the criterion requirements? YES NO

CRITERION 2: EMPLOY AN APPROPRIATELY COMPREHENSIVE POINT OF VIEW

Responses for this criterion should demonstrate that the applicant has employed a comprehensive point of view as defined by the criterion: considering the consequences of proposed planning projects or decisions on various aspects of a community's quality of life. The applicant should discuss how they considered multiple potential impacts, including environmental, economic, social, physical, spatial, intergovernmental, and stakeholder concerns. Answers that focus on work with stakeholders or a comprehensive plan project must make connections to the applicant's use of a comprehensive point of view as defined by the criterion. It is important that the applicant make the connection to his or her personal employment of a comprehensive point of view in the example provided.

1. Does the response demonstrate how the applicant employed a comprehensive point of view as defined by the criterion: considering the consequences of planning decisions as they affect a community's quality of life? YES NO

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2. Does the applicant discuss not just one, but multiple impacts addressing environmental, economic, social, physical, spatial, intergovernmental, or stakeholder concerns? YES NO

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3. Does the applicant use a specific project example or is otherwise specific enough to show how he or she applied a comprehensive point of view in their actual practice, rather than providing a general or aspirational response? YES NO

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4. For 1.3 (research, analysis, and teaching) responses:
 - a. Does the response demonstrate consideration of multiple impacts or issues in the applicant's research, analysis, or teaching? YES NO

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- b. Does the response make clear the relevance of the research, analysis, or teaching example described to the field of urban and regional planning? YES NO

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5. If the applicant discusses working with multiple governments or stakeholders, does the response make clear connections to how their input was used by the applicant in employing a comprehensive point of view? YES NO N/A

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6. If the applicant describes a comprehensive planning project, does the response clearly demonstrate the applicant's personal employment of a comprehensive point of view while working on this project? YES NO N/A

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7. Did the applicant write the response in the first person or otherwise clearly indicate his or her role and involvement in the example provided? YES NO

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8. Is the response reasonably free of grammatical and typographical errors and does it demonstrate the professional level of expression expected of a certified planner? YES NO

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Does this response meet the criterion requirements? YES NO

CRITERION 3: INFLUENCE PUBLIC DECISION MAKING IN THE PUBLIC INTEREST

Responses to this criterion should demonstrate that the applicant has worked either directly or indirectly (through his or her work) with elected or appointed officials or others with decision making authority to influence decision or outcomes in the public interest. For the example given, responses should identify the decision makers, the decision being made, and how the decision is in the public interest. The role of the applicant or their work in influencing the decision should be clear.

1. Does the response include a specific example to show how the applicant or his or her work influenced the decision making of elected or appointed officials in the public interest? YES NO

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2. For 1.3 (research, analysis, and teaching) responses:
- a. Does the example show how the applicant's research, analysis, or teaching promotes decision making in the public interest? YES NO N/A

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3. Does the response clearly identify the decision makers (elected or appointed officials, or those with decision making authority) in the example provided? YES NO

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4. Does the response clearly identify the outcome: the decision that the applicant helped to influence in the public interest? YES NO

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5. Does the response describe how the decision that the applicant influenced was in the public interest? YES NO

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6. Did the applicant write the response in the first person or otherwise clearly indicate his or her role and involvement in the example provided? YES NO

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7. Is the response reasonably free of grammatical and typographical errors and does it demonstrate the professional level of expression expected of a certified planner? YES NO

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Does this response meet the criterion requirements? YES NO

FINAL SUMMARY

1. **Criterion 1 Approved:** YES NO
2. **Criterion 2 Approved:** YES NO
3. **Criterion 3 Approved:** YES NO