

With special thanks to:
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AICP
Certification

Real Life

Conflict(s) of
Interest

Politicians &
Planners

WILD CARD

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Category 1 AICP Certification

This is the total number of CM credits required to maintain AICP certification for each 2-year reporting period

32 certification maintenance credits



What is the minimum number of years of work experience a planner must have before sitting for the AICP exam

2-8 Years

(Depending upon level of education and degree acquired.)

Education ¹	Required Years of Professional Planning Experience
Graduate degree (Master's or Doctoral) in planning from a PAB-accredited program ²	2
Bachelor's degree in planning from a PAB-accredited program ²	3
Graduate degree in planning from a program not accredited by the PAB ³	3
Any other graduate or undergraduate degree (including Associate degree)	4
No college degree/no degree information provided	8



The AICP Certification Exam is offered at these times every year

Answer

Spring (May)
Fall (November)



Ethical questions constitute this percentage of the
AICP Certification Exam

Answer

10%



Question

Name 1 of the 4 mandatory categories of AICP credit

Answer

Law
Ethics
Equity
Sustainability & Resilience



Category 2 Real Life

Question

According to the AICP Code of Ethics name a form of sexual harassment?

Answer

Verbal
Written
Physical
Visual



True/false

An AICP certified planner is the only person that can file a complaint against a certified planner



False: Anyone can file a complaint



Question

Name one possible penalty for an ethical violation

Confidential letter of admonition
Public letter of admonition
Suspension of AICP membership
Revocation of AICP membership

Answer

True/False

Only an AICP planner can appeal a determination of the Ethics Officer

True: Only current members of AICP
may file appeals



Question

This is the group hears appeals of a determination of ethical misconduct.

Answer

The Ethics Committee



Category 3 Conflict(s) of Interest

A citizen claims there is a conflict of interest involving a county planner and an applicant's zone change application because they both lived in the same rural area.

The Planning Director reviews the facts and determines an actual conflict of interest does not exist.

Name an action the planner can take next

If possible, ask the director to assign another planner to the request assuming the county has more than one planner

If not possible, publicly disclose the circumstances and director's finding.

You are a board member for your state chapter of APA, on the subcommittee tasked with reviewing award nominations for annual conference awards.

The nominations include an old college friend of yours and a direct competitor of your private consulting firm. You should...

Recuse yourself from voting for the award recipients for that category



Yes/No

A developer is complaining to you that your colleague city engineer is treating the developer unfairly. You share that the engineer has had other complaints filed against them with the state board of professional registrations, but you don't know exactly the nature of them. Has an ethics violation occurred?

Yes.

Describe and comment on the work and views of other professionals in a fair and professional manner



After receiving an email with a pdf packet for the next planning commission meeting, one of the commissioners, who is new to the board and is not an AICP, “replies to all”, creating a quorum, and describes his reasons why one of the applications on the agenda should be denied. The staff member copied on the email is an AICP, and is advised by their supervisor to let it go for now and see if a pattern develops and if it does, then take definitive action.

Name one action the planner should do next.

Remind all of the board of open meeting rules

Contact the board member privately and remind them of open meeting rules

Contact legal counsel and advise them of what took place

“We shall not deliberately commit any wrongful act, whether or not specified in the Rules of Conduct, that reflects adversely on our professional fitness or the planning profession.”

A county planner accepts a position with a private engineering consulting firm. Two months into the new job, he is asked to submit a residential zone change application in an area that as a County planner, he previously had recommended denial of a similar rezoning request citing impacts to the area ground water from septic tanks, and rural road system.

This planner's clients project has the same potential impacts.

Name an action the planner should take before working on the project.

Disclose previous recommendations as a county planner

Request that another planner in the firm manage the project



Category 4 Politicians & Planners

YES/No

Your office receives a conditional use permit application to develop a dirt bike track on private property in a remote area of the county. The location is within a distance of one of the County Commissioners who may be able to hear the noise on the track

The affected commissioner asks you if he can testify in opposition at the public hearing. Can he testify?

Yes

he may provide comments and advise him that he will need to recuse himself from reviewing the application if the P&Z decision gets appealed.

YES/NO

Every Christmas all the local private consulting firms drop off Christmas baskets at your office as a gesture of goodwill and to thank your governing body for their business that year.

Is it okay to binge out on the chocolate, caramel corn and Harry and David pears?

YES! Enjoy the treats as long as they are shared throughout the office and the estimated value is less than the amount permissible by state and local code.

Don't forget departments with no public windows....share and share alike!!

YES/NO

One of the County Commissioners regularly meets with a group of friends for coffee at a local coffee house. One morning she comes to your office asking if your office has received a zone change application for a particular parcel because a friend was concerned about the availability of water if it developed.

You haven't heard anything about it. Is it okay for her coffee friends to raise concerns with the commissioner?

Yes.

A zone change is a legislative action

Your state and/or local code requires consideration of water supply for zone change applications



Question

Ex parte communication should be avoided for what types of decisions in South Dakota?

Quasi-judicial actions

Decisions governed by set criteria

(variances, conditional use permits, subdivisions requiring a public hearing)

An AICP planner works for a private consulting firm. He also serves on the local school board, which is interested in moving forward with plans to build a new school. The school wants to hire a consultant to conduct public outreach prior to running a bond election, and the planner's employer is interested in pursuing that work.

What is the BEST approach to avoid a perception of a conflict of interest

Recuse as a School Board member from voting on actions involving the RFP and consultant selection for the work.

Category 5 WILD CARD

Question

This western state had the highest number of Ethic Cases/Calls in 2022

Answer

California



Category 5

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Question

Name a state in the Western Planner region that did not have any Ethics Cases in 2022.

Answer

North Dakota
South Dakota
Utah
New Mexico



Question

Yes/No

Are anonymous complaints submitted to the ethics committee punishable?

Yes – if the Ethics committee finds that a violation occurred AND the subject of the complaint is an AICP certified planner.



Question

This is the position/title of the person who provides advisory opinions in response to informal requests for advice on ethics.

Answer

The Ethics Officer



True or False?

A planner must accept the client or employer's decisions regardless of their own opinion.

Answer

TRUE



Category 5

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