



American Planning Association
Northern New England Chapter

NNECAPA Certification Maintenance Credit Sponsorship Policy

NNECAPA will sponsor and file under its name the Certification Maintenance (CM) credit application of events hosted by another entity (the host organization), provided that

- The host organization is a non-profit or governmental organization based in the NNECAPA region, including any of the three state planning associations affiliated with NNECAPA;
- A NNECAPA member is significantly involved in the development of the event;
- The event meets minimum standards for CM credit for delivery and administration, as established by the AICP and described in the provider handbook (<http://planning.org/cm/activities/pdf/cmproviderhandbook.pdf>); and
- NNECAPA CM sponsorship will be consistent with APA's sponsorship guidelines.

As a condition of such sponsorship, the other entity will recognize NNECAPA as a co-sponsor of the event in all written communications related to the event, including emails and program agendas and brochures, and will announce NNECAPA's co-sponsorship at the event. Use of the CM logo is recommended. Registration discounts offered to members of the host organization or to other sponsors of the event will also be offered to NNECAPA members.

The host organization will communicate its request for sponsorship with the Professional Development Officer at the earliest possible time in the planning of the event. At this time, the host organization will identify the NNECAPA member who will serve as the point of contact for the event. Once the event information is complete, the NNECAPA member will submit information required for the CM application on a form specified by the Professional Development Officer.

The Professional Development Officer will report to the Executive Committee whenever a CM application is filed for APA/AICP CM approval.

Adopted 10/25/12