



Certification Maintenance Program for Providers of Professional Development

For Providers of Education and Training: Provider Registration Packages

The following table represents a full listing of provider registration packages.

Items marked with an asterisk (*) represent the options that were recently approved by the AICP Commission. These will be available for purchase in Fall 2008. More details will be posted on our website soon.

Please note: Until the new registration packages become available, we encourage all providers to continue to register their activities using the current fee system (e.g. \$50 per CM credit). We will contact all currently registered providers in the next few months to help them understand how these new options affect their CM accounts.

Also of note: Currently, staff are examining the administrative and operating details for these changes. More information, including how and when providers may purchase new registration packages, will be posted as soon as this information becomes available. Please bookmark and check www.planning.org/cm/programchanges.htm for the latest updates.

Every provider must pay a \$95 annual provider subscription fee that includes 2 CM credits. A provider then may select a credit registration package (or packages) that best suits its training needs. A provider can choose one or more of the following options for which it is eligible.

CM Credit Registration Package	Explanation
OPTION 1.0 Per-Credit Fees	This category is for any provider that chooses to register activities on a per-credit basis.
	<ul style="list-style-type: none"> • \$50 for every hour of training the provider offers for CM credit in face-to-face activities, such as workshops or conferences. • \$50 for every hour of distance learning training the provider offers for CM credit (such as online courses, podcasts, etc.), to be paid in each quarter (e.g. each three-month period) of the year in which the training is offered.
OPTION 2.0 * Bundled Fee Packages	This category is for any provider who chooses to register activities on a per-credit basis.
	<ul style="list-style-type: none"> • \$2,250 for 50 credits (equivalent to 50 hours of training offered for CM credit). Providers choosing this option would save 10 percent compared with the per-credit fees option above. • \$4,000 for 100 credits (equivalent to 100 hours of training offered for CM credit). Providers choosing this option would save 20 percent compared to the per-credit fees option above.

<p>OPTION 3.0 * Unlimited Daily or Weekly Fees</p>	<p>This category is designed for any provider hosting a conference or large event with multiple concurrent sessions eligible for CM credit. Providers would pay a flat fee to register an unlimited number of face-to-face activities for each day or week of the event.</p> <p>Note: Providers who wish to create and offer online recordings of these activities for CM credit must use another fee schedule (e.g. Option 1.0). Each distance-education activity will be assessed a \$50 per-activity (not per-hour) fee.</p>
	<ul style="list-style-type: none"> • Daily fee: \$700 (for a day or part thereof). • Weekly fee: \$2,000 (for seven consecutive days).
<p>OPTION 4.0 * Unlimited Annual Fees</p>	<p>This category is for governments, universities, non-profits, and providers offering training exclusively to their employees. The annual fee allows the provider to register an unlimited number of face-to-face and distance education activities within a year. Each distance-education activity will be assessed a separate \$50 per-activity (not per-hour) fee.</p>
<p>Governments</p>	<p>Education must be offered directly by the government agency registering the activities and not by a partner or through a partner not meeting this definition.</p> <ul style="list-style-type: none"> • Annual fee: \$1,900
<p>Universities</p>	<p>Education must be offered directly by the university registering the activities and not by a partner or through a partner not meeting this definition.</p> <ul style="list-style-type: none"> • Annual fee: \$1,900
<p>Nonprofits (includes <i>but is not limited to</i> APA Chapters and Divisions)</p>	<p>Education must be offered directly by the nonprofit and not by a partner or through a partner not meeting this definition. The entity cannot be affiliated with a governmental, university, or for-profit entity.</p> <p>Total Annual Gross Receipts less than \$500,000.</p> <ul style="list-style-type: none"> • Annual fee: \$900 <p>Total Annual Gross Receipts between \$500,000 and \$5 M.</p> <ul style="list-style-type: none"> • Annual fee: \$1,900 <p>Total Annual Gross Receipts between \$5 M and \$15 M.</p> <ul style="list-style-type: none"> • Annual fee: \$2,900 <p>Total Annual Gross Receipts greater than \$15 M.</p> <ul style="list-style-type: none"> • Annual fee: \$4,900
<p>In-House Training</p>	<p>Training must be offered by nonprofit, for-profit, and government organizations exclusively to their own employees (including planning departments offering training to elected or appointed officials). Providers offering training to non-employees must register activities under a separate category.</p> <ul style="list-style-type: none"> • Annual fee: \$450
<p>Special note: If a provider has more than one component within its organizational structure (e.g. a planning firm with several locations, a division within an organization, or a department within a university or government), it may choose to purchase a separate Provider Number for an additional \$95 fee per component. This allows each component to share registration powers under one unlimited</p>	

annual fee package rather than having to purchase individual annual unlimited fee packages. This option is limited to components that share either the same Tax ID number (e.g. nonprofits and universities) or fit within a governmental structure that recognizes a similar status (e.g. municipal departments or agencies).

More information will be provided as it becomes available.

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