AICP
Exam Prep

Fall 2021
Who Are We?

- Professional Development Committee
  - Erin Fosdick, AICP
  - Morgan Hester, AICP
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Who Are You?
MS Teams Tips

Reminders –
• Keep self muted when not speaking
• Raise the virtual hand to speak
• Be respectful of all participants
• You can keep your camera off if you’d like!

Troubleshooting –
• Connection bad? Turn off camera. If helps with bandwidth.
• Microphone not working? Use the chat.
Virtual Meeting Norms

▪ Use your camera, if possible (if not, that’s OK too)
▪ Mute yourself when you’re not speaking
▪ Speak up if you have questions - we are all here to learn!
▪ Raise your virtual hand to ask questions or use the chat box
▪ Using MS Teams:
Why AICP?

- Distinction Among Peers and Public
- Enhanced Opportunities
- Higher Salary
- Letters After Your Name
Changes to AICP

▪ Mandatory Credits
  ▪ Currently require Law & Ethics
  ▪ Beginning in 2022 - requirements for Equity and a targeted topic (Sustainability & Resilience initially)

▪ Candidate Program
  ▪ Transitioning to simplified process in 2022
The Exam

- ½-Hour Tutorial
- 3 ½ Hours for 170 Questions
- 20 are “Pre-Test” Questions (not counted)
- Unofficial Results IMMEDIATELY
- Official Results 6 – 8 Weeks
Exam Content

- Plan Making & Implementation (30%)
- Areas of Practice (25%)
- Fundamental Planning Knowledge (30%)
- AICP Code of Ethics (10%)
- Leadership, Administration, and Management (5%)
Plan Making and Implementation

- Covers a broad variety of topics:
  - Visioning and goal setting
  - Quantitative and qualitative research methods
  - Demographics
  - Economics
  - Budgeting and Finance
  - Growth management techniques
Sample Question for Plan Making & Implementation

A comprehensive plan can be best described as...

A. A device to provide flexibility within the zoning ordinance
B. A plan that is required for local governments in all states except for Florida
C. A long-range planning policy document providing direction for future decisions on various issues related to community development
D. Something that does not run with the land and does not apply to future landowners
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Exam Content

- Plan Making & Implementation: 10%
- Areas of Practice: 5%
- Fundamental Planning Knowledge: 25%
- AICP Code of Ethics Leadership, Administration, and Management: 30%
Areas of Practice

- Community development
- Comprehensive/long-range planning
- Development regulation or administration
- Economic development and revitalization
- Economic analysis and forecasting
- Educational, institutional, or military facilities planning
- Energy policy
- Food system planning
- Growth management
- Hazard mitigation and disaster planning
- Housing
- Historic preservation
- Infrastructure
- Labor force or employment
- Land use
- Natural resources and the environment
- Parks, open space and recreation
- Planning law
- Policy planning
- Public services
- Social and health services
- Transportation
- Urban design
- Sustainability Planning
A. RLUIPA stands for Religious Land Use and Institutionalized Persons Act of 2000
B. Local governments may not impose a land use regulation that imposes a substantial burden on the religion of a person or a religious institution
C. RLUIPA is a protection by the federal government for churches from local zoning
D. All of the above.

Which of the following is the BEST answer for the term RLUIPA?
Sample Question for Areas of Practice

Which of the following is the BEST answer for the term RLUIPA?

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- Plan Making & Implementation: 30%
- Areas of Practice: 25%
- Fundamental Planning Knowledge: 10%
- AICP Code of Ethics: 5%
- Leadership, Administration, and Management: 30%
Fundamental Planning Knowledge

- History of planning, planning movements, and influences
- Foundational legal principles (housing law, eminent domain, etc)
- Theories of planning
- Patterns of human settlement
- Statutory basis of planning
- The general terminology, practices, and principles of related professions (public health, architecture, etc)
- Natural, social, and economic systems
- Core values of planning
Sample Question for Fundamental Planning Knowledge

The period between 1860 and 1870 in the US saw the beginning of suburbanization, with the creation of small settlements beyond the larger cities. Which of the following cities exemplifies this early American suburbanization?

A. Radburn, NJ
B. Riverside, IL
C. Lake Forest, IL
D. Elk Grove, CA
Sample Question for Fundamental Planning Knowledge

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Exam Content

- Plan Making & Implementation: 30%
- Areas of Practice: 30%
- Fundamental Planning Knowledge: 25%
- AICP Code of Ethics Leadership, Administration, and Management: 10%
- Other: 5%
AICP Code of Ethics

- Principles to Which We Aspire
- Our Rules of Conduct
- Our Code Procedures
- Planners Convicted of Serious Crimes – Automatic Suspension of Certification
Sample Question for AICP Code of Ethics

Under the AICP Code of Ethics, all of the following may be considered a potential conflict of interest for a public planner EXCEPT:

A. Stopping or "derailing" public participation in a long-range planning process.
B. Working for a developer who has an action before the City Council.
C. Processing a rezoning application for property that the planner himself/herself owns
D. Accepting a new BBQ grill on their birthday from a local development firm.
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Exam Content

- Plan Making & Implementation: 30%
- Areas of Practice: 25%
- Fundamental Planning Knowledge: 10%
- AICP Code of Ethics Leadership, Administration, and Management: 5%
Leadership, Administration, and Management

- Leadership
- Managing external relationships
- Internal organizational management
- Technology related applications
Sample Question for Leadership, Administration, and Management

The three levels of the Ladder of Public Participation are:

I. Citizen Power
II. Tokenism
III. Non-participation
IV. Community Involvement

A. II and III
B. I, II, and IV
C. III, and IV
D. I, II, and III
Sample Question for Leadership, Administration, and Management

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Practice Test Review

- Emailed to people registered for the workshop
- 48 Questions
- Ratio of Questions Similar to Exam
- 1 Hour to Complete
1. Which type of zoning allows a mixture of uses, and promotes flexibility in design and density?

A. TDRs  
B. Pyramid Zoning  
C. Overlay Zones  
D. PUD
2. Who authored “The Image of the City”?

A. Frank Lloyd Wright
B. Kevin Lynch
C. Louis Wirth
D. James Rouse
3. Which employee focused TDM strategies are commonly used specifically for Commute Trip Reduction?

i. Unbundled Parking Costs
ii. Traffic Calming
iii. End of Trip Facilities
iv. Transit Fare Subsidy

A. i
B. i, ii, iv
C. ii, iii
D. iii, iv
4. What is the floor area ratio of the building shown below?

A. .25  
B. 1.0  
C. .75  
D. 4.0
5. Which book did the "father of regional planning" write?

A. Cities in Evolution
B. The Devil in the White City
C. Garden Cities of Tomorrow
D. The Culture of Cities
6. What can be described as a budget that reflects one time major expenditures to be used over a long period of time?

A. PPBS
B. Capital Budget
C. Operating
D. None of the above
7. A Strategic Plan involves:

I. Focusing on a limited issue, problem, or project.

II. An open process that is not dictatorial.

III. Identification of S.W.O.T.

IV. Identification of resources that can be used to achieve identified goals.

B. I
C. I and II
D. II, III, and IV
E. All of the Above
8. A variance can be described as...

A. A form of relief from requirements of an ordinance based upon "unnecessary hardships"
B. An unnecessary hardship on a land owner
C. Something that cannot be granted by a board of adjustment
D. Something that cannot be granted by a board of zoning appeals
9. Of the following growth management techniques, which would likely be used to reduce development density?

A. Building permit caps  
B. Subdivision phasing  
C. Large lot zoning  
D. Building permit moratorium
10. For which of the following demographic groups is a mail survey instrument most effective?

A. Senior citizens
B. Middle-aged couples
C. Apartment dwellers
D. Minorities
11. Green Infrastructure:

i. Should be cost effective.
ii. Should be integrated with gray infrastructure.
iii. Should incorporate multi-functionality.
iv. Can be used to lessen heat island effects.

A. i & ii
B. i, ii, & iii
C. i, ii, iii, & iv
D. ii & iv
12. In which case did the Supreme Court say that a community may prohibit unrelated individuals from living as a family in the same house?

A. Moore v. East Cleveland (1977)
C. Tennessee Valley Authority v. Hill (1978)
D. April v. City of Broken Arrow (1989)
13. The 2010 US Census revealed which of the following?

A. A slowing of migration into the United States
B. An increasing diversity of the population
C. A smaller gap in household income between the highest quintile and the lowest quintile
D. A decreasing number of households below the poverty line
14. In drafting a neighborhood plan, what is the most efficient and effective way to ensure that the interests of all groups have been addressed?

A. Send a copy of the plan to all ethnic, religious, and social organizations in the neighborhood and request written comments.

B. **Conduct focus group meetings in the neighborhood to discuss plan concepts and issues prior to drafting the plan.**

C. Conduct statistically valid public opinion polls of residents to determine their issues and desires.

D. Hold a public hearing on the draft plan at a regularly scheduled Planning Commission meeting.
15. A planner’s primary obligation is:

A. To be conscious of others.
B. To protect the environment.
C. **To serve the public interest.**
D. To further economic development.
16. The intensity of residential land use is typically measured by which of the following methods?

A. FAR
B. Impervious surface area ratio
C. Dwelling units per acre
D. Open space ratio
17. Which of the following best describe the composition of the block highlighted below?

A. 50% Multi-Family Residential, 25% Park, 25% Retail
B. 74.32% Residential, 9.76% Park, 15.87% Office
C. 50% Residential, 30% Park, 20% Retail
D. 65% Multi-Family Residential, 15% Park, 20% Retail
18. A stratified sampling is when you:

A. Subdivide the population into at least two different subgroups that share the same characteristics, then draw a sample from each subgroup.

B. Divide the population into sections or clusters then randomly select some of those closes and choose all members from selected clusters.

C. Choose the first 10 participants.

D. Choose every 7th person of a group.
19. Which of the following are included in subdivision regulations?

   i. land recordation
   ii. dedication requirements
   iii. impact fees
   iv. growth management controls

A. iii only
B. iv only
C. i & ii
D. All of the above
20. An LOS C at a signalized intersection indicates:

A. Mostly stable flow, but speeds and maneuverability are somewhat constricted by the volume.
B. Free flow, with low volumes and high speeds.
C. Unstable flow, near roadway capacity, limited speed, very long delays.
D. Very low speeds, volumes greater than capacity, frequent stoppage.
21. A complete submission for site plan review should provide each of the following types of information EXCEPT:

A. A location map, site plan, and grading plan.
B. Indication of zoning, setbacks, and parking stalls around building footprints.
C. A listing of specific rents to be charged for leasing space in the proposed development.
D. Draining system specifications
22. Clarence Perry's "Neighborhood Unit" was...

   i. A self-contained residential area
   ii. Bounded by major streets
   iii. Shops at the intersections
   iv. A school in the middle

A. i, ii & iv  
B. i, ii & iii 
C. i & ii 
D. All of the above
23. Which of the following is a landmark housing case?

A. Hadacheck v. Sebastian (1915)
B. Berman v. Parker (1954)
C. Southern Burlington NAACP v. Township of Mt. Laurel (1975)
D. Village of Euclid v. Ambler Realty Co. (1926)
24. The three levels of the Ladder of Participation are:

i. Citizen Power
ii. Tokenism
iii. Non-participation
iv. Community Involvement

A. ii & iii
B. i, ii & iv
C. iii & iv
D. i, ii & iii
25. You are the newly appointed planning director in the small town of Buckville. Your husband is also the new owner of a gardening store that is applying for the construction of a large green house to be built adjacent to the store. This will need to be reviewed by the planning commission for approval. In this example, you should do which of the following:
A. You should craft an extensive staff report about the benefits of the greenhouse for the community. Referencing the potential classes that could be taught there.

B. Invite the planning commission to try and grow flowers and plants outdoors in the winter months.

C. Ask your wife to offer complimentary "flowers for a year" to all Planning Commissioners.

D. Inform the Commission about your connection to the case and remove yourself from the review process.
26. Who was the father of zoning?

A. Burgess
B. Bettman
C. Bassett
D. Burnham
27. What Housing Act focused on slum clearance?

A. Housing Act of 1954
B. Housing Act of 1964
C. Housing Act of 1949
D. Housing Act of 1970
28. What month has the APA designated as “National Community Planning Month?”

A. January
B. April
C. July
D. October
29. According to ITE’s Trip Generation, _____ trips per day per dwelling unit will be generated by single family homes.

A. 9.52  
B. 6.59  
C. 4.20  
D. 3.56
30. Who is involved with an organizational approach that has invitations sent out by the neighborhood or organization and a paid organizer is then sent to the neighborhood?

A. Paul Davidoff
B. Saul Alinsky
C. Sherry Arnstein
D. TJ Kent
31. What does ZIP Code stand for?

A. Zone Improvement Plan Code
B. Zoning Improvement Plan Code
C. Zone Improvement Planning Code
D. Zoning Improvement Planning Code
32. You are a Village Planner scheduled to attend a Plan Commission meeting to provide a staff recommendation on a PC Case #04-032. Prior to the meeting you receive a phone call from a friend and colleague who is a planner in a nearby community. She tells you that she has some "dirt" on the petitioner schedule to present PC Case #04-032. She says that you "won't believe your ears" and that although this information is confidential "you have to hear it!" You are afraid that this could impact your staff recommendation. What should you do?
A. Listen to what she has to say. You are a planner responsible for the public's interest.

B. Tell her to come in to your office so you can hear it face to face.

C. Provide time for her to present this information to your Plan Commission during its executive session.

D. Tell her that if she has anything to say that it should be done during public comment during the Plan Commission meeting this evening.
33. An Environmental Impact Statement can be defined as which of the following?

A. A less extensive environmental review used by various agencies to determine whether or not an EIR will be required

B. Written to satisfy requirements of NEPA when a major action will have a significant impact on the environment

C. Written to satisfy requirements of NEPA when a governmental action is expected to have no impact on the environment

D. None of the above
34. A nonconformity can be defined as...

i. Uses and structures that were created after the zoning ordinance and are not in conformity with its provisions.

ii. Uses and structures that existed prior to the zoning ordinance and are in conformity with its provisions.

iii. Uses and structures that existed prior to the zoning ordinance and are not in conformity with its provisions.

iv. Uses and structures that existed after the Comprehensive Plan

A. i & iii
B. iv only
C. iii only
D. All of the above
35. The polycentric concept can be described as which of the following?

A. A single metropolitan region
B. Metropolitan regions developed into a series of centers
C. A central core with service moving "out" to the other regions
D. None of the above
36. Advantages of subdivision regulations include which of the following?

i. The control and process for subdividing
ii. A way to ensure that developers design developments in a correct fashion
iii. Preservation of land records
iv. Letting the developer design neighborhoods freely on their own

A. i & ii  
B. i, ii, & iii  
C. iii & iv  
D. iv
37. This is a strip of mostly level land bordering a stream or river subject to flooding.

A. Floodplain  
B. Lagoon  
C. Marsh  
D. Peninsula
38. The Policy Delphi method can be defined as:

A. Successive rounds of argument and counter argument that work towards a consensus.
B. An intensive, interactive problem solving process.
C. A group that is presumed to represent the attitudes and ideas of the smaller, local groups.
D. A collection of citizens who participate in workshops to process various land use related proposals.
39. Which of the following are common principles of Transit Oriented Developments?

i. Walking environment
ii. Access for vehicles and pedestrians
iii. Residential development of less than 4 dwelling units per acre
iv. Diversity of housing types
v. Street orientated housing

A. i & ii
B. i, iv, & v
C. i, ii, iv & v
D. i, ii, iii, iv, & v
40. These are deep lakes that have a low supply of nutrients and thus contain little organic matter.

A. Oligotrophic  
B. Monomictic  
C. Metalimnion  
D. Filamentous
41. What is the range of the following data set:

6, 8, 4, 3, 7, 2, 1, 1, 1, 7, 5, 8

A. 1
B. 53
C. 4.4
D. 7
42. This can be described as a device to provide flexibility within the zoning ordinance.

A. Special Use Permit
B. Nonconforming Uses
C. Variance
D. Subdivision Regulation
43. Which are the key points to writing a WBS?

i. Keep the deliverable in mind

ii. Use a simple numbering system

iii. Its size and complexity is determined by the project

iv. Start general and work to more specific

A. i & iii
B. ii only
C. i & iv
D. All of the Above
44. This type of land use can be described as being allowed “by-right.”

A. Conditional Use
B. Accessory Use
C. **Permitted Use**
D. Temporary Use
45. Which of the following could describe the term “Earned Value”?

A. The budgeted cost of work scheduled  
B. The profit made on the project  
C. What the project should be bid at  
D. A method for measuring the progress of a project against the plan
46. Exactions can be defined as....

A. The city's financial responsibilities for private improvements associated with the development
B. The removal of a rezoning request from the rezoning process
C. The subdivider's financial responsibilities for public improvements associated with the development
D. The cancellation of a governmentally funded project
47. What is a disadvantage to Shift-Share analysis?

A. It does not discount the effect of abnormal events
B. Evaluates the strengths and weaknesses of a region's industries
C. Shows how well the region's current mix of industries is performing
D. Shows how well the individual industries are doing
48. Transfer of Development Rights (TDRs) do which of the following?

A. They create a market where people can sell their development rights to someone wishing to develop in a receiving area

B. A way to help stop sprawl

C. an economic incentive for preserving undeveloped land

D. All of the above
Tips and Resources
Additional Exam Information

• You can review updates from APA National on exam application guidelines here: https://planning.org/certification/apply/#cycle

• You can review information on how to register to take the exam in person or remotely here: https://www.prometric.com/test-takers/search/aicp
Focus Your Energy & Effort

• Know What You Know, and What You Don’t!

• You Know Your Style

• Expose Yourself to Practice Questions

• Make Your Own Flashcards

• Find an Online Study Group!
More Study Tips

- Tutorial and Practice Tests
- Don’t Memorize Questions
- Read!
- Don’t Personalize Information
Study Resources

American Planning Association (National)

- https://planning.org/certification/examprep/
- https://planning.org/certification/examprep/tips.htm
- https://planning.org/certification/examprep/selectedreading/
- https://www.planning.org/policy/guides/
- https://planning.org/pas/

American Planning Association (State Chapters)

- APA National has gathered resources from many states. These can be found here: https://planning.org/certification/register/
- Because this is a national exam, you can utilize resources from other states – the exam content is the same nationally
Study Resources

Specific Topics

- History
- Sustainability
- Social Justice
- Strategic Planning
- Ethics
- Law
Study Resources

Guides

▪ APA Exam Prep 3.0
  ▪ Not free

▪ www.planetizen.com
  ▪ Online sample exams & reading guide
  ▪ Not even close to Free

▪ www.planningprep.com
  ▪ 7 sample exams of 150 Qs
  ▪ FREE!
Find a Study Buddy! It motivated me and helped me ID what sections and topics I needed to study more (and what I could study less).
Studying for and passing the AICP exam was not only a major professional milestone, but also a great reason to reexamine many of the theories and foundations of planning underlying and supporting my daily planning practice.
Memorization sucks, and unfortunately that's a lot of what this exam requires. Find association games that will stick in your brain.
GOOD LUCK!

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