

### **Proposed State Board Policy (April 24, 2010):**

Annually, the State Board's Professional Development Officer (PDO) shall send a letter out announcing their duties to each of the Chapter Presidents. This letter shall request that each Chapter President confirm and provide the contact information of the Chapter Professional Development officer to the State PDO. The State Board PDO shall maintain a spreadsheet of the Chapter PDO contact information.

The Chapter Professional Development Officer's responsibilities include the following actions:

1. Once an event has been finalized by the Chapter, send an email to the State Board's PDO detailing the event and whether the event is proposed for AICP CM credits. This information should include the event date/time, topic, speaker contact information, location, approval date, and number of credits proposed.
2. Once the State Board PDO has approved the event for proposed AICP CM credits, the Chapter PDO shall register the AICP Certification Maintenance request for the event by logging on as the FPZA Administrator at [www.planning.org](http://www.planning.org). Please see the attached handbook provided by AICP on the CM process.
3. Provide follow-up information to FPZA State Board PDO with the number of attendees and sign-in sheet with an overall comment on the program outcome.
4. Copy the FPZA State Board PDO on all email and other correspondence from AICP regarding the event.

The FPZA State Board Professional Development Officer's responsibilities include the following actions:

1. Update/register the Chapter PDO with AICP as an FPZA Administrator.
2. Remove/replace the Chapter PDO as an FPZA Administrator (in the unlikely event of actions that could jeopardize the FPZA registration as an AICP CM provider). This action would require a vote of the State Board.
3. Send an email to the Chapter PDO indicating that the State Board PDO has received the Chapter event information and event is approved for AICP CM registration.
4. Send Chapter event information to the Administrative Coordinator, Wanda Classe, to create a database in Excel that has the following fields: name of Chapter, Chapter contact person information, event date/time, topic, speaker contact information, location, approval date, and number of credits proposed.
5. Request that the Administrative Coordinator post information about the Chapter event on the FPZA Website, under the Continuing Education and under Chapter Events tabs, and remove this information once the event has occurred.
6. Request that the OVERVIEW Editor include event information in upcoming editions of the OVERVIEW as time permits or to coordinate a follow-up article on the event.