

## Application for Certification Maintenance Exemptions

Please read through the following information carefully to determine the exemption category in which your situation would qualify. If you anticipate needing an exemption, it is in your best interest to apply as much in advance as possible. It may take up to six weeks to process your exemption request.

### How to Apply for a CM Exemption

Step 1: Make sure your APA, chapter, and AICP membership dues are up to date. An AICP member must be current in his or her membership dues to qualify for these exemptions. **If you have a question concerning your membership status, please contact customer service at [customerservice@planning.org](mailto:customerservice@planning.org)**

Step 2: Determine whether you want to request an active or inactive exemption by choosing **only one** from the categories below.

Step 3: Submit your application by checking the box and signing the form at the bottom of the page.

Step 4: Watch out for an email from us. It may take up to 6 weeks to process your request.

### Exemption Category #1 - Retaining Active Membership Status

The following exemptions may be granted to AICP members who wish to remain active and retain the use of their AICP credential during the period in which the exemption applies. APA, AICP and Chapter membership dues must be kept current for these exemption types.

Check Which Applies	Exemption Type	Qualifications/ CM Requirements	Special Notes
<input type="checkbox"/>	Retirement	An AICP member qualifies as retired if he or she has been an active and continuous member for at least 10 years; is at least 65 years of age; and who does not engage in any profession, business or trade (this excludes part-time non-planning or nonprofessional work). CM requirements are completely waived for retired members as long as the qualifications are met. Planners practicing part-time or who were retired and return to the workforce must engage in CM.	Retired members may apply to change their APA membership type to "Retired" to receive reduced dues. Members who have been continuous members for 25 years can also apply to have their membership changed to "life" and receive reduced dues.
<input type="checkbox"/>	Unemployment	Unemployed members must average 4 CM credits for each quarter that they are employed during their two-year CM reporting period and must report these CM credits by the end of the reporting period during which the exemption applies.	Unemployed members may apply to pay dues at a reduced rate or in monthly installments. Please contact customer service at <a href="mailto:customerservice@planning.org">customerservice@planning.org</a> to inquire about your eligibility and requirements. To download the application form for the dues installment program, please visit <a href="http://www.planning.org/join/pdf/directdebit.pdf">www.planning.org/join/pdf/directdebit.pdf</a> .
<input type="checkbox"/>	Practicing Outside the U.S.	Planners practicing entirely outside the U.S. are exempt from taking <b>registered</b> CM courses but are still required to maintain certification through a professional development plan as described on the website. The activities described in the professional development plan must be for the time in which the exemption applies.	Members must complete and <b>submit</b> a professional development plan with this application for exemption <a href="https://www.planning.org/cm/pdf/profdevplan.pdf">https://www.planning.org/cm/pdf/profdevplan.pdf</a> .

## Exemption Category #2 - Inactive Membership Status

The following exemptions will result in temporary inactive AICP membership status. Visit [www.planning.org/cm/exemptions.htm](http://www.planning.org/cm/exemptions.htm) for complete details. The maximum consecutive number of years a member may claim an inactive status is **four**.

Check Which Applies	Exemption Type	Qualifications/Eligibility CM Requirements	Special Notes
<input type="checkbox"/>	Military Service Leave	An inactive membership status may be granted to members on active duty who are deployed overseas for either Temporary Duty (TDY) or Permanent Change of Station (PCS), or to members of the Armed Forces Reserve or National Guard who have been mobilized or deployed.	AICP membership will be inactivated (e.g. AICP products and services will be suspended) and the AICP credential cannot be used during this period. Please see <a href="http://www.planning.org/cm/exemptions">www.planning.org/cm/exemptions</a> for complete details.
<input type="checkbox"/>	Parental Leave	An inactive membership status for up to four years may be granted for the birth or adoption of a child.	Same as above.
<input type="checkbox"/>	Health Leave	An inactive membership status for up to four years may be granted for reasons of ill health.	Same as above.
<input type="checkbox"/>	Care Leave	An inactive membership status for up to four years may be granted to members who need to stay home to care for another person.	Same as above.
<input type="checkbox"/>	Foreign Residency	An inactive membership status for up to four years may be granted to members living outside of the U.S.	Same as above.
<input type="checkbox"/>	Other	Other reasons for inactive membership status will be considered on a case-by-case basis.	Same as above.

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Name

APA ID

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Signature

CM Reporting Period

Date

*AICP member: By signing this form I verify that my APA, AICP and chapter memberships are up to date. I wish to apply for the exemption selected above and request that my member record be changed to reflect this exemption.*

**Please submit form to [AICPCM@planning.org](mailto:AICPCM@planning.org) or fax to (202) 872-0643 with "ATTN: CM Exemption" in the subject line.**