Testing center will provide scratch paper
Notes should be comprehensive and concise -

- Decide if specific notes would be helpful
- Determine if the question has multiple parts
- Inference Question
- Specific Details
- Overall topic or scope
- Determine what is being asked
- Carefully read the question

Review Questions
Inference questions appear frequently and you must feel comfortable applying planning knowledge – not all the relevant information is in the text.

Refer to and apply knowledge of planning.

- Inference
- Refer to notes that will lead you correct text
- Specific Details
- Refer to the main ideas in notes
- Topic or Scope

Warning Questions
Know the NEW Code – it was revised in Spring 2005.

This Code is a guide to the ethical conduct required of members of the American Institute of Certified Planners. The Code also aims at informing the public of the principles to which professional planners are committed.

Confidentiality of e-mail communication is not to be used.

Communications regarding specific situations should occur either in letters or phone conversations with the Executive Director in his capacity as the Ethics Officer. Because of issues of reliability and confidentiality, e-mail communication is not to be used.

Sometimes face-to-face communications (identified as members of the American Institute of Certified Planners) negotiate the ethical and moral dilemmas they face.

These AICP documents offer codes, rulings and procedures to help navigate the ethical principles and dilemmas of the planning profession.

APA Code of Ethics (www.planning.org/ethics)
decision-making. Scheme for reason and ethical evaluations and believable plans develop a workable professional code of ethics will help analyses and references to planning's structured for group discussion. Her thoughtful action. Five especially complex scenarios are planning, and decide on the best course of ethics and the APA/ACIP Ethical Principles in them. Apply relevant sections of the ACIP Code arise in everyday practice, reason through shows how to recognize ethical conflicts. She dissects sticky, real-world situations. She ethical solutions to everyday problems--Barrett.

- Book by Carol D. Barrett, 2002.
- Everyday Ethics for Practicing Planners
Test Taking Strategies
What and how to study
Particulars of the exam
Attitude and preparation

Tips for Taking Tips
- Cram... at least 2 days in advance, then relax. =)
- Stay in a hotel the night before if taking test
- Get a good night's sleep in another town.
- Don't work the day of the exam
- Do not be intimidated
- Stay in control
- Maintain a positive attitude
- Bring some water with you
- Sugar
- Don't drink a lot of coffee or eat a lot of sugar and eating
- Sleep
- Try to stay in your regular routine
- Nudge and Preparation
Schedule your time ASAP

Two forms of ID

The scheduled test time

Get there early - 30 minutes in advance of travel time

Drive there so you know how long to allow for

Know where the test center is in advance

Guide and Preparation
Temperature?

- Three hour, thirty minute exam: change in
  - Dress comfortably
  - Bring a doctor's note for other medication, etc.
  - Tylenol/Advil/Ibuprofen
  - Water, snack, protein bar
  - Prepare a survival kit

Scratch paper will be provided to you
Simple calculator will be provided to you
Bring your testing slip and identification

Preparation
- Keep your rhythm and cadence; relax
- Maintain your organized test-taking style
- Pass is a pass ... by one question or ten
- Shine
- Broad brush exam: you will have areas to
- Do not be intimidated by the questions

Preparation
Answer every question on the exam.

No one question is worth more than any other question.

Pace yourself.

The test is designed for speed.

Preparation
• Bathroom break
• Water, snack bar before reviewing your answers.
• After you finish the exam – take a break
• If you don’t ... mark it and move on!
• If you do ... answer it!
• Decide quickly if you know the answer

Guide and Preparation
Questions (a, b, c or d)

- Over 100 of the questions are stand alone inserted into test
- 20 questions are pretest questions randomly
- 170 questions (only 150 count)

Regulare of the Exam
- About 1 out of 2 pass the test
- Must get 110 to 115 questions to pass
There is a review capability

There will be a tutorial before the exam begins

www.planning.org/tutorial

Tutorial is available on

Electronic Exam

Regulations of the Exam
Know your study style

Effective as extensive reading

Skimming and taking notes can be just as

Some say 80-100 hours is needed

Able to study

Decide how much time you want to or are

Select how to study
Less attention on how — no time for this
who and what effect in short statements
Be able to explain what, when, where, why,
Study concepts not details

and How to Study
going over large amount of info once

- Go over things several times – better than
  http://www.planning.org/pathways/default.htm
  Famous and Infamous Planning and Ideas
  (Sebastian, etc)
  Legal Milestones (Euclid v. Amble v.
  Learn factual material nearer to the test
  Learn conceptual material first

How to Study
Join a study group

Study very basic notes

Flashcards - have a partner

Cramming Best Practices

Cram early and often

"Cram" at least 2 days in advance

...and how to study
management and finance

Suggest reading about planning analyses and

Estimated to prepare you for 10-15 questions

If you want to read it, go ahead

The Green Book

Read How to Study
Learn How to Study

- AICP Code of Ethics
- Skim and take notes
- Focus on weak areas
- If you want to read it, go ahead
- Official Reading List
Information for at least a year

PDOS can audit, but cannot release

course development - locally and nationally

Exam Committee is distanced from prep

Any repetition is coincidence

But they may be very similar in topic, scope

to those on the AICP Exam

Practice Exam questions will not be identical

And How to Study
Incorrect answers incorrect
Incorrect and vice-versa — why are the
Ask yourself — why is the correct answer
Helps with scenario and judgment questions
Pretend you are taking the test
Take as many practice exams as you can
Practice Tests

Hand How to Study
Converting SF to acres
How to read section/township/range
Basics
Planning Magazine, JAPA
Recent court case decisions at the national level
Emerging design philosophies
U.S. census

To be familiar with:
Cannot provide specifics, but one might want

Read How to Study
Skim titles/topics
Do this if you have time
Last two to three years are relevant
Planning Magazine

Hand How to Study
Online – Share Resources

Multiple methods: CD, discussion, readings

Study groups and communication

Journal of the American Planning Association

Articles available online

Planning Magazine

Revised reading list – Planning website

Divide and conquer!!
Many questions will take you 10-20 seconds
74 seconds per question
3.5 hours = 210 minutes
Pace yourself – don’t go too fast
Is there enough time?
Can you study for this?

If you were the Planning Director...

Scenario and Judgment

Taking Strategies
• Scenario and Judgment
  • Try to answer the question without looking at the answers given
- Results will tell you the weak areas
- Take the test again as soon as you can
- If at first you don't succeed
Practice

Practice

Practice

Striking Strategies