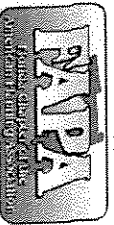


Relative Questions

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

Notes should be comprehensive and concise –

Testing center will provide scratch paper



Answering Questions

- Topic or Scope
Refer to the main idea in notes
- Specific Details
Refer to notes that will lead you correct text
- Inference
Refer to and apply knowledge of planning

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



- **APA Code of Ethics** (www.planning.org/ethics)

- These AICP documents offer codes, rulings, and procedures to help certified planners (identified as members of the American Institute of Certified Planners) negotiate the ethical and moral dilemmas they sometimes face.
- All 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.
- 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.
- ***Know the NEW Code –it was revised in Spring 2005. ***
 - [code of ethics](#)



- Everyday Ethics for Practicing Planners
- Book by Carol D. Barrett, 2002.

Ethical solutions to everyday problems--Barrett dissects 54 sticky, real-world situations. She shows how to recognize ethical conflicts that arise in everyday practice, reason through them, apply relevant sections of the AICP Code of Ethics and the APA/AICP Ethical Principles in planning, and decide on the best course of action. Five especially complex scenarios are structured for group discussion. Her thoughtful analyses and references to planning's professional code of ethics will help beleaguered planners develop a workable scheme for reasoned ethical evaluations and decision-making.



Test Taking Tips

- Attitude and preparation
- Particulars of the exam
- What and how to study
- Test taking strategies



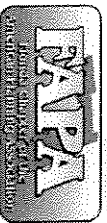
Mode and Preparation

- Maintain a positive attitude
- Stay in control
- Do not be intimidated
- Don't work the day of the exam
- Get a good night's sleep
- Stay in a hotel the night before if taking test in another town.
- CRAM... at least 2 days in advance, then relax. =)



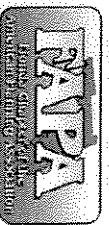
Attitude and Preparation

- Try to stay in your regular routine of sleeping and eating
- Don't drink a lot of coffee or eat a lot of sugar
- Bring some water with you



Guide and Preparation

- Know where the test center is in advance
 - Drive there so you know how long to allow for travel time
- Get there early – 30 minutes in advance of the scheduled test time
- Two forms of ID
- Schedule your time ASAP



Pre and Preparation

- Bring your testing slip and identification
- Simple calculator will be provided to you
- Scratch paper will be provided to you
- Prepare a survival kit
 - Water, snack/protein bar
 - Tylenol/Advil/Ibuprofen
 - Bring a Doctor's note for other medication, etc.
- Dress comfortably
- Three hour, thirty minute exam: change in temperature?



Attitude and Preparation

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



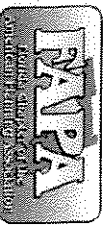
Time and Preparation

- The test is designed for speed
- Pace yourself
- No one question is worth more than any other question.
- Answer every question on the exam



Guide and Preparation

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



Regulars of the Exam

- 170 questions (only 150 count)
- 20 questions are pretest questions randomly inserted into test
- Over 100 of the questions are stand alone questions (a, b, c or d)



Requirements of the Exam

- Must get 110 to 115 questions to pass
- About 1 out of 2 pass the test



Particulars of the Exam

- Electronic Exam
 - Tutorial is available on
 - www.planning.org/tutorial
 - There will be a tutorial before the exam begins
 - There is a review capability



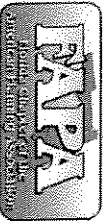
What and How to Study

- Decide how much time you want to or are able to study
- Some say 80-100 hours is needed
- Skimming and taking notes can be just as effective as extensive reading
- Know **your** study style



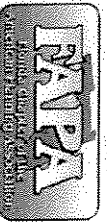
and How to Study

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



and How to Study

- Learn conceptual material first
- Learn factual material nearer to the test
 - Legal Milestones (Euclid v Ambler; Hadachek v. Sebastian, etc)
 - Famous and Infamous Planners and Ideas
 - <http://www.planning.org/pathways/default.htm>
- Go over things several times – better than going over large amount of info once



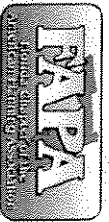
Stand and How to Study

- "Cram" at least 2 days in advance
- Cram early and often
- Cramming Best Practices
 - Flashcards – have a partner
 - Study very basic notes
 - Join a study group



and How to Study

- The Green Book
 - If you want to read it, go ahead
 - Estimated to prepare you for 10-15 questions
 - Suggest reading about planning analysis and management and finance



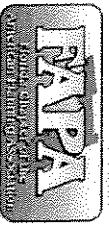
Stand and How to Study

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



and How to Study

- Practice Exam questions will not be identical to those on the AICP Exam
- But they may be very similar in topic, scope
- Any repetition is coincidence
- Exam Committee is distanced from prep course development – locally and nationally
- PDOs can audit, but cannot release information for at least a year



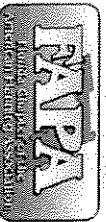
and How to Study

- Practice Tests
 - Take as many practice exams as you can
 - Pretend you are taking the test
 - Helps with scenario and judgment questions
 - Ask yourself – “why is the correct answer correct?” and vice-versa – “why are the incorrect answers incorrect”



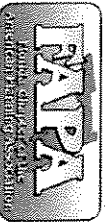
and How to Study

- Cannot provide specifics, but one might want to be familiar with:
 - U.S. census
 - Emerging design philosophies
 - Recent court case decisions at the national level
 - Planning Magazine, JAPA
 - Basics
 - How to read section/township/range
 - Converting SF to acres



and How to Study

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



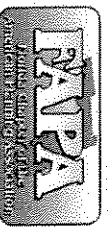
Making Strategies

- Divide and conquer!!!
 - Revised reading list – Planning website
 - Planning Magazine
- Articles available online
- Journal of the American Planning Association
- Study groups and communication
- Multiple methods: CD, discussion, readings, online – share resources



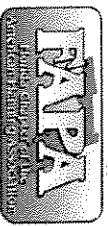
Taking Strategies

- Is there enough time?
 - Pace yourself – don't go too fast
 - 3.5 hours = 210 minutes
 - 74 seconds per question
 - Many questions will take you 10-20 seconds



Taking Strategies

- Scenario and Judgment
 - If you were the Planning Director . . .
 - Can you study for this?



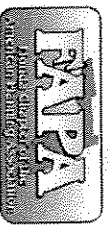
Taking Strategies

- Scenario and Judgment
 - Try to answer the question without looking at the answers given



Making Strategies

- If at first you don't succeed
 - Take the test again as soon as you can
 - Results will tell you the weak areas



Making Strategies

- Practice
- Practice
- Practice

