INSTRUCTIONS FOR LOGGING CM CREDITS

Please visit the Certification Maintenance section of APA's website (www.planning.org/cm) to claim your credits. You may use the following steps:

1. Log in using your **APA ID number and password**.

2. Select **My CM log**

3. Select **Add Credits**

4. Under **Browse** you have the option of searching by **Date, Provider or Distance Education** and using the **Search** box to type in the name of the event or activity and clicking **GO**

5. If you search **Activities by Date,** on the left of the calendar view, please use the "previous" and "next" options to locate the month. On the right of the calendar view, please use the "previous" and "next" options to select the year

6. If searching **Activities by Provider**, using the letters, please select the initial of the first name of the provider. From the list, then select the name of the provider

7. Select the "Past Events" tab to locate the event you have attended

8. If browsing by **Distance Education**, after selecting, you will see a list of all distance education activities. To select, click on the name of the activity

9. A pop-up box will appear. Please note: if this is a multi-part event you will have the option to select from a list of activities

10. Please select the "date taken" (when you viewed the product), then rate, add a comment (optional), and click on the Ethics statement and answer

11. Click **Submit** and the CM credits should appear in your CM log

If you have problems reporting your CM credits or have general questions about our CM program, please contact AICPCM@planning.org. APA's customer service associates are available to assist you.

This event is Event # - 9282056
https://www.planning.org/events/eventmulti/9282056/