Logging CM Credits

Dreading the logging of your CM credits? You are not alone. While it has gotten easier since the CM program began, it can be confusing, especially when you don't use the APA website very frequently. While APA has tried to make it easier with website enhancements, we wanted to share some tricks that may make it a little bit easier.

1. Log in on the national APA website at http://www.planning.org/.
2. Once you've logged in, a box labeled "My APA" will appear on the right-hand side of the page with your current information. Click on "Track my Certification Maintenance credits" to get to you CM log.
3. Under "My CM Log" select "Add CM-Registered Credits"
4. Search for the CM event. Here's where it can get a little tricky. We encourage you to take advantage of the search features on this page. The calendar and green box to the right work together to narrow the number of events or distance education opportunities you need to search through. A few hints:
   - Rather than using "All" select either "Events" or "Distance." There are more search features when you use those tabs rather than the "All" tab.
   - One of our favorite features is that you are now able to select "Minnesota" on the "Events" tab to narrow your selection to events in Minnesota only. This will include events from APA Minnesota, SLUC, Center of Transportation Studies, etc. Imagine how many fewer events you have to search through if you don't have to see everything across the country.
   - Select a date on the calendar and it will only show you events or distance education that occurred after that date.
   - For CD trainings/viewings sponsored by APA Minnesota choose the "Distance" tab. Then put in just a bit of the CD title. Be sure when selecting that you pick an "Available For" timeframe that matches the date you took the event. For example, if you watched a CD back in April of 2012, then it needs to say "Spring 2012." The CD-ROMs are not listed under APA Minnesota because we did not produce them, they are actually APA CD-ROMs.
5. Select the event you attended and complete the form.

Don't forget you can log up to 8 hours of self-reported credits. These need to be an in-person training or webinars occurring on a specific date that you have to log in for. It cannot include web based learning that can happen at any time.

Finally, consider printing out the list of the credits you logged just in case something goes wrong with the electronic database. It hasn't happened often but we have heard of a few instances across the country.

If you have questions or problems, please contact either Jane or Rita.