



The Path to the College of Fellows

Federal Planning Division

May 12, 2021

APA-FPD Session



Today's Panelist

- Roger D. Blevins, FAICP, Class 2006
- Andrea Wohlfeld Kuhn, FAICP, Class 2014
- Joel Putterman, FAICP, Class 2014
- Celeste Werner, FAICP, Class 2020
- Joseph Hart, AICP



Session Purpose

- Audience is senior APA-FPD planners who have 10 to 15 years or greater as AICP.
- NOT to teach you how to complete a Fellow Nomination package.
- Your primary source is the FAICP Guidelines.
- Identify lessons learned and provide critical advice.
- Find enjoyment in preparing the package.



FPD Fellows Session Outline

- Session Purpose
- It is Not a Reward
- Conduct Personal Evaluation
- FAICP Submission Items
- Validation of Contributions
- The 100-Word Statement
- 100-Word Four Focus Points
- Writing 100-Words
- The Ten Letters
- The Package
- Project Manage Package
- Get Ready for Writing, Editing and Re-Writing
- Write-Up Content
- Package Assembly
- Select the Right Category
- Nominees Liaison and Support Team Role
- Closing Comment and Questions
- Thank you!



FAICP Submission Items

- FAICP Nomination Form and Checklist.
- Nominator Endorsement Letter.
- One-page greatest accomplishments.
- Annotated Resume.
- One-page listing of Letters of Support.
- Letters of Support.
- 100-Word Statement.
- Headshot of the Fellows Nominee.



Fellows Nomination

- <https://www.planning.org/faicp/nomination/>
- Deadline for the next round of nominations: August 25, 2021
 - The AICP College of Fellows nomination process is biennial.
 - Nominations are due during odd-numbered years and each new class is inducted in even-numbered years during the APA National Planning Conference.
 - Refer to the nomination guidelines for details.
- 2022 FAICP Nomination Guidelines
- 2022 FAICP Nomination Form
- 2022 FAICP Nomination Checklist



How to be Nominated

- Nominations must be submitted in one of three ways (details available in the guidelines):
 1. Chapter president (Most Common)
 2. Division chair (New and Growing)
 3. 10 AICP members (Rare but successful)

List of Accomplishment Weighted Rating

No.	AICP NAME	Certifications and Registrations	Degrees	Years in Professional Planning	Planning Area	Evaluation of FAICP type work based on information provided (Weak – 5 pts/ Strong – 10 pts)	Major Contribution to Planning Profession	Potential for Selection as FAICP – Strong 10 pts/ Weak 5 pts
0	John Smith SAMPLE	AICP	BS Geography 1972, MSURP 1984,	39	Local planning and federal agency planning	9	Volunteer for environmental action committee instrumental in establishing first sustainability strategy in region. Recognized professional by state chapter. Writer of several papers and articles promoting the value of planning.	10
1								



Evaluation Guidance

- “Significant” experience during the past 15 years or greater. It is assumed a planner would enter an entry level position and at approximately 5 years will be established in the profession. The next five to ten years may be ordinary professional planning work or progressively responsible planning work. Those planners who are “Fellow” caliber will have stood out among their peers. Their careers will be peppered with efforts, projects, and programs that demonstrate a significant contribution to the planning profession.
- Primary Criteria: There are certain criteria that all AICP members should achieve as outlined by the AICP Code of Ethics and Professional Conduct. In order to qualify for Fellow status, however, the nominee must exhibit, and the nomination submission must document:
 - Exceptional and sustained leadership.
 - Innovation and excellence.
 - A legacy for his/her profession, community and society.
 - Exceptional accomplishments in planning over an extended period of time.
 - The significance of the nominee’s role in the work mentioned throughout the nomination.



Fellows -- It is Not a Reward

- It is an honor and privilege.
- NOT a reward for longevity.
- Nomination not based solely on traditional job success.
- 15 yrs AICP work history is not only measure.
- **Significant contributions to planning?**



Fellows “Go/No - Go” Decision

- Can you dedicate the time?
- Expect six months to one year to assemble package.
- Do your 100-Word essay first!
 - Singular planning characteristic.
 - Significant contributions to profession.
 - Provides a theme and Outline.



Conduct Personal Evaluation

- Most critical factor is “what significant contributions have you made to the profession?”
- Work you are truly proud; query your friends; and **validate, validate, validate.**
- Desire not a substitute for process.
- Prepare an effective nomination package you would be proud to "own."



Validation of Contributions

- 10 close friends, co-workers and professional colleagues.
- The letters should ideally represent each aspect of your career or specialty.
- These testimonials will often bring to light work and contributions you may have overlooked.
- The Letters validate the Contributions.



The 100-Word Statement

- Most important item.
- Stand-out item for review committee.
- 100-Word piece should grab them.
- Or -- Package could hit the reject pile.



100-Word Key Points

- Career Summary -- Why the nominee is an exceptional contributor to the planning profession.
- Summarize Area of Focus -- Your strongest singular planning characteristic.
- Summarize Specific Actions -- How did nominee actions make a difference. Not how important to nominees job they may appear?



100-Word Key Message

- Nominee presents their contribution to the "planning profession".
 - We understand candidates have many years in their chosen business.
 - They have achieved great success and/or status.
- BUT – you must reach deep and re-translate to say what great things they have done for planning.



Writing 100-Words

- Start with a draft statement of 100 words.
- Forces applicant to define two or three important themes.
- Your experience must support themes.
- Then rewrite 100-words again; and again to emerge career theme.



The Ten Letters

- Not required to present 10 letters.
- Unofficial accepted practice is 10.
- Letter provide evidence of contributions.
- Ask for more than 10 letters.
 - 1) provide background and validation.
 - 2) pick best 10 letters.
 - 3) Start early!



The Package

- How you influenced profession.
- How influenced beyond normal “sphere of influence.”
- Avoid jargon – especially agency specific.
- Use accepted APA urban planning terms.
- Terms must be familiar to the jury.



Get Ready for Writing, Editing and Re-Writing

- Get Help – spouse, parent, co-worker, friend, etc.
- Application structure:
 - chronological approach
 - theme development
- Don't bore reviewers.
- 100-Word & Accomplishments must entice reviewer to continue.



Write-Up Content

- Outline big and unique accomplishments.
- How you impacted world of planning?
- How were your accomplishments contributions to profession?
- BUT – it is not a Job Resume.



Package Assembly

- Package electronically uploaded.
- Graphics 10% (to 25%) and Text 90%.
 - Small vignette illustrations.
 - Uniquely fill a need.
- Text and graphics must be consistent and complement each other.
- You are selling yourself not the package.



Select the Right Category

- The current categories:
 - -- Professional Practice
 - -- Teaching and Mentoring
 - -- Research
 - -- Community Service and Leadership
- Through personal evaluation the category should come to the surface.
- Some feel they are playing a designated role but in reality their work may actually fall into another category.



Nominees Liaison and Support Team Role

- Work with your support team.
- Quality Control -- peers to review your package.
- Editor – recruit a good editor.
- Time-Keeper -- co-worker, family member or secretary. Give yourself plenty of time to make the deadlines.
- Endorsement – Division or Chapter.
- Payments -- APA requires a check or credit card.
- Electronic Document -- electronic uploads.



Project Manage Package

- 100-Word Essay.
- 10 Letters.
- Your Story -- one page summary and annotated resume.
- Shipping Package (Give yourself 5-days):
 - Endorsements by Nominee
 - Payment to APA
 - Upload to APA



Closing Comments & Questions

- Don't beat yourself up. Enjoy the process; you'll be stronger.
- Understand that your passion for planning has gotten you this far.



Thank you for your contribution!

- All those Fellows that have worked with Nominees for Fellows!