



Alabama Planning Institute Certified Alabama Planning & Zoning Official Program (CAPZO)

HOW TO BECOME CERTIFIED:

Certification involves completing a specific 30-hour program. The following courses are required.

- ❑ The Legal Foundation for Planning and Zoning in Alabama (3.5 hours)
- ❑ Powers, Duties, and Responsibilities of Planning Commissions and Boards of Adjustment (3.5 hours)
- ❑ Comprehensive Planning: How to Prepare, Update, and Implement Your Plan (3.5 hours)
- ❑ Basic Zoning and Subdivision Regulations (3.5 hours)
- ❑ Meeting Management and Dispute Resolution Workshop (6 hours)
- ❑ Community Planning in Alabama: A Primer for PC and BZA Members-Home Study Course (10 hours)

Start the certification program today and take courses in any order that is convenient to you!

HOW TO MAINTAIN CERTIFICATION:

- ❑ Certification is effective for 24 months. To ensure certification does not expire, be sure to complete the recertification requirements during the two years your certification is active. (example: certification period is effective January 1, 2008 – January 1, 2010) Thereafter, certification is required annually.
- ❑ Certification may be extended for one year by attending the *Annual “Alabama Zoning Administrators’ Workshop”* or the *Annual “Alabama Planning and Land Use Law Update”* workshop or other designated workshops.
- ❑ Visit our website often for a list of new course offerings (www.una.edu/continuing-studies), then select Alabama Planning Institute)

CERTIFICATE & CERTIFICATION: *What’s the difference?*

Certificate in the Fundamentals of Local Planning requires only 20 hours of Alabama Planning Institute courses. There are no required courses, so you may choose from the short (3.5 hour), typically one-night seminars, the annual zoning workshops, the annual land use law seminars, or other similar professional programs offered by the API. When you have attended a total of 20 hours, you receive the certificate.

Certification (CAPZO), on the other hand, has certain prescribed training designed to provide you with the essential skills and knowledge necessary to be an effective planning commissioner or board of zoning adjustment member. It includes home-study materials to supplement the in-class instruction, enabling you to learn more with less time away from home and work. A simple open-book exam, *which you may retake if you choose*, will demonstrate your knowledge of the duties of a planning commissioner or BZA member in Alabama.

Contact Wanda Dixon at 256-765-4786 or Lavonne Gatlin at 256-765-4787 if you have any questions or if you need additional information.