



**American Institute  
of Certified Planners**

*Creating Great Communities for All*

**Subject: Opportunity: Serve as a PAB Site Visitor**

Dear AICP members,

The Planning Accreditation Board (PAB) is looking for experienced AICP practitioners to serve as Site Visitors. This is a unique opportunity to directly contribute to the quality and standards of planning education programs.

**Application Information**

The AICP Commission is seeking applications from planning practitioners for the Planning Accreditation Board's site visitor pool. Site visitor nominations from the Commission are reviewed and approved by the PAB. A PAB Site Visitor serves as part of a three-member team, typically composed of two planning educators (one of whom acts as the Site Visit Team Chair) and one professional planner, responsible for conducting peer reviews of academic planning programs as part of the accreditation process.

More information about the PAB and the site visitor process can be found at:

<http://www.planningaccreditationboard.org/> (Site Visitor Application Information for Planning Practitioners).

If you are interested in serving as a site visitor, please submit:

- **A full resume**
- **A letter of reference** that can authoritatively speak on ability to:
  - Represent the broad and complex practice of planning.
  - Work effectively in teams.
  - Productively participate in critical meetings and meet tight deadlines during a three-day site visit.
- **A cover letter** detailing qualifications to be a site visitor, specifically addressing the standards listed below.

**Eligibility Requirements for the PAB Site Visitor Pool**

- Current active membership in the American Institute of Certified Planners (AICP)
- 8-10 years of full-time or equivalent experience in planning practice
- Broad knowledge of a wide range of planning areas
- Understanding of the connection between planning education and practice



Please note that the PAB does not admit retired people into its site visitor pool. PAB does continue site visitor pool membership for up to five years following retirement for people who are active in the pool at the time of retirement.

Once the AICP Commission submits its nominations for PAB Site Visitors, the PAB Board will finalize selections in time to train new site visitors during the ACSP Conference.

Please email applications and supporting materials in PDF format to Diane Landahl, Certification Manager for Professional Practice, at [\*\*dlandahl@planning.org\*\*](mailto:dlandahl@planning.org).

