

## Master Citizen Planner APPLICATION

Master Citizen Planner (MCP) is an optional incentive based credentialing program for planning officials. The MCP credential is a component of the Michigan State University Extension Citizen Planner program offered in Michigan.

All participants seeking the Master Citizen Planner credential **MUST** complete this form and submit it to **Citizen Planner** within 30 days of completing the program, either by email at [dancaj@anr.msu.edu](mailto:dancaj@anr.msu.edu), or by mail to Citizen Planner, MSU Extension, 801 Hazen St., Suite D, Paw Paw, MI 49079.

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### PARTICIPANT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Residing County: \_\_\_\_\_

Email (required for exam): \_\_\_\_\_

CP Online Participant       Classroom Participant in \_\_\_\_\_ County

### CAPSTONE PRESENTATION

MCP applicants must complete a 20 minute (minimum) presentation on a topic learned in the course that is applicable to the community to a legislative body or planning commission in the community within 60 days of completion of the Citizen Planner classroom series or online course. The topic should be relevant and timely to the community's current needs and must be pre-approved by the Citizen Planner program.

Please briefly describe the proposed presentation topic: \_\_\_\_\_

Presented to (community's name): \_\_\_\_\_

Community board or commission (e.g. Township Board): \_\_\_\_\_

Proposed presentation date: \_\_\_\_\_

## Master Citizen Planner Certification Overview

1. Complete the Citizen Planner Classroom or Citizen Planner Online to receive status of Citizen Planner graduate. You *must* be a Citizen Planner certificate-holder in order to receive Master Citizen Planner Status.
  
2. Turn in by mail or email your Master Citizen Planner Application within 30 days of completion of Citizen Planner Core Series.
  - *Mailing Address:*  
 Citizen Planner  
 MSU Extension  
 801 Hazen St., Suite D  
 Paw Paw, MI 49079
  - *Email:*  
[cplanner@msu.edu](mailto:cplanner@msu.edu)  
[dancaj@anr.msu.edu](mailto:dancaj@anr.msu.edu)
  
3. Take the Master Citizen Planner Exam.
  - Access granted once MCP Application is received- you will be notified by the Citizen Planner office within 3-5 days of receipt of application.
  - You need a score of 70% or higher to pass the exam.
  - Exam can be taken up to 3 times free of charge during 60-day period.
  - Access to the exam lasts for 60 days from the initial date of access. Contact the Citizen Planner office (cplanner@msu.edu) if there are problems with accessing the exam.
  
4. Deliver a Capstone Presentation on a topic learned in the course to a local legislative body or planning commission and submit documentation from the meeting as proof of completion (i.e. minutes from the meeting, copy of the presentation signed by chair, secretary/clerk, or staff of the board) via mail, or e-mail to Citizen Planner within 60 days of when the MCP Application was received by Citizen Planner.

Citizen Planner Modules 1-7 Completed  <b>A.</b>	Complete and turn in MCP Application  <i>Within 60 days of the last session</i>  <b>B.</b>	Complete MCP Exam, Capstone Presentation  <i>Within 60 days of when Application was received</i>  <b>C.</b>	Receive MCP Certification  <i>Within 10 days</i>  <b>D.</b>
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## **Master Citizen Planner Program Policy (August 2012)**

### Master Citizen Planner Program Goals

- Provide incentives for continued learning of citizen planner certificate holders who have completed the requirements to become a Master Citizen Planner.
- Provide incentives for continued networking and sharing of ideas across communities and the state among Master Citizen Planners.
- Maintain the Master Citizen Planner designation as an achievement recognized as the standard of excellence among planning officials and community leaders in Michigan.
- Encourage partnership with other organizations that offer high quality educational programming to enhance the knowledge, skills and abilities of Master Citizen Planners.

### Requirements for Master Citizen Planner Certification

1. Receive certificate of completion from the Citizen Planner classroom series or online course. Only Citizen Planner certificate holders can receive Master Citizen Planner status.
2. Submit the Master Citizen Planner Application within 30 days of completion of the Citizen Planner classroom series or online course.
3. Complete a 20 minute (minimum) presentation on a topic learned in the course to a legislative board or planning commission in the community within 60 days of completion of the Citizen Planner classroom series or online course. Topic should be relevant and timely to the community's current need and must be pre-approved by Citizen Planner program. Applicant must submit documentation from the meeting as proof of completion (i.e. minutes from the meeting, copy of the presentation signed by chair, secretary/clerk, or staff of the board).
4. Complete the Master Citizen Planner Exam (must attain 70% or higher) within 60 days after completion of the Citizen Planner course.

### Maintaining Master Citizen Planner (MCP) Credential

Once awarded, the MCP credential is maintained by completing six (6) credit hours of continuing education every year. Participants can meet the education requirement by enrolling in MCP approved courses available throughout the year. Approved training is offered by MSU Extension and partnering organizations.

The one year period for continuing education begins January 1 of the year following receipt of the MCP dated certificate.

If a MCP certificate holder fails to meet the continuing education requirement, MCP status can be re-established by re-taking the exam and obtaining eight hours of approved education in one year. The annual requirement of continuing education will then begin January 1st of the year following the date of recertification

## Registered Educational Partner and Continuing Education Qualifications

Only courses offered by MSU Extension or a Registered Educational Partner will satisfy the continuing education requirement for MCP. The Citizen Planner program will maintain an up to date list of registered educational partners.

To become a Registered Educational Partner, an organization must provide evidence that they are an organization with a mission related to improving prosperity in Michigan through land use planning; community or economic development, natural resources or environmental quality initiatives; infrastructure, or energy initiatives; or other related educational activities and services.

Trainings may include face-to-face workshops, webinars, online classes or other methods offered by Registered Educational Partners but must be pre-approved by the Citizen Planner program. To apply for credit hours, a Registered Educational Partner must complete the Checklist for MCP Continuing Education Credit Hours. The completed checklist must be submitted to the Citizen Planner program at least two weeks before the training date but partners are strongly encouraged to submit course materials well in advance of the program so that marketing materials can include the MCP credit information and so that the program can be listed on the MSUE Citizen Planner web site and other marketing venues.

Each hour of training will qualify for one hour of education credit. Credits will be given in 30 minute increments.

All educational programs offered by MSU Extension where an attendance fee is charged will offer a reduced rate for MCPs. Registered Educational Partners will be encouraged to offer a reduced rate for MCPs when a fee is charged.

## Management of Master Citizen Planner Continuing Education Hours

To receive credit for training, the MCP will complete and/or sign the Record of Master Citizen Planner Credit form available at the training. Attendance at the course will be verified by an authorized representative for the course. The ultimate responsibility of verifying attendance and receiving credit for attending the program will be on the individual MCP who must make sure the form is received by the Citizen Planner program.

The Citizen Planner program will maintain a list of programs eligible for credit hours being offered around the state and will seek out training information from MSU Extension and partners such as Michigan Association of Planning, Michigan Township Association and Michigan Municipal League. Other registered educational partners and Master Citizen Planners are encouraged to submit information about potential eligible programs so that they can be pre-approved by the Citizen Planner program.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.