

# How to Facilitate the Emerging Professional Friendly Firm Program

Young Architects Forum

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an **AIA** member group



**The American  
Institute  
of Architects**

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## Introduction

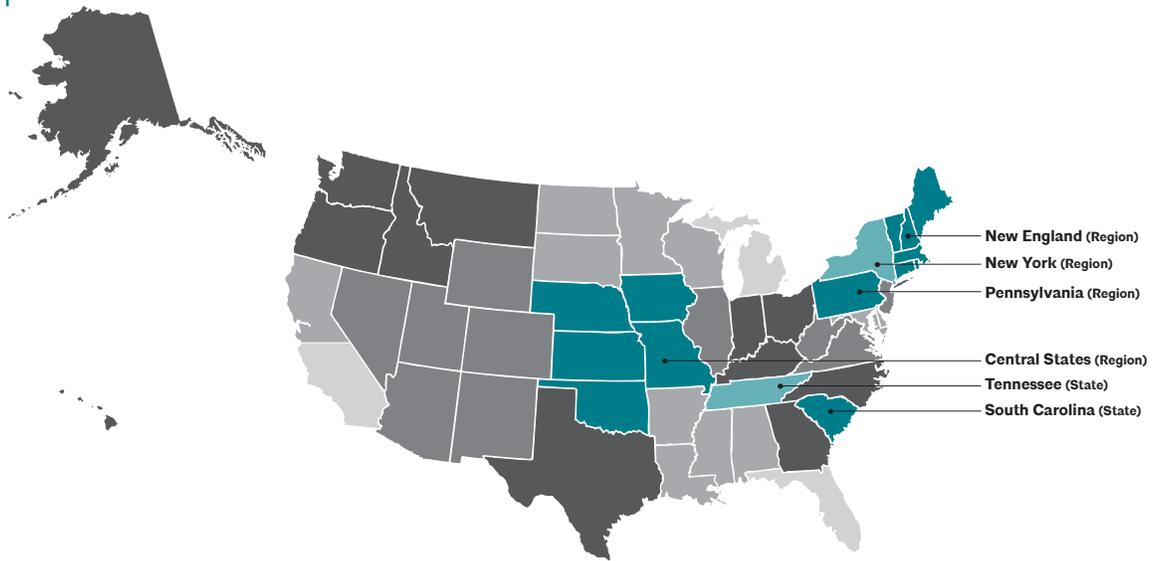
What makes a great place to work for emerging professionals? How does a specific firm in a region compare with local and national leaders?

The Emerging Professional Friendly Firm initiative is an award-based program aimed at celebrating firms that create nurturing environments and professional development opportunities for emerging professionals. Interested firms submit an application, completed by both a principal/senior leader and an emerging professional employee. The application includes survey questions intended to facilitate a discussion within the firm and provide a catalyst for future conversations between emerging professionals and firm leaders regarding the working environment at the firm. Initiatives, policies, and opportunities that the firm offers improve the experience of emerging professionals, with potential to increase employee retention rates, firm exposure, and future recruitment.

For the past few years, the Young Architects Forum (YAF) has been contacting regions that have

implemented this program. The 2019 YAF Community Focus Group continued this research by conducting interviews with each case-study region or state. This toolkit contains information on successful practices from each case study and suggestions to tailor the program to your needs. The 2017 Q4 edition of the YAF Connection magazine, located in the appendix, contains additional background information on the program.

Interested in making this toolkit your own? The information outlined in the following steps is gathered from case studies from the following AIA regions and states: Central States, New England, New York, Pennsylvania, South Carolina, and Tennessee.



Each region and state had an opportunity to share its biggest reward, greatest challenge, and lessons learned when facilitating this program:

### Central States

Central States has a long history of implementing this initiative. Its committee overcame challenges along the way to shape the program into what it is today. Two lessons learned: Set a schedule and timeline early to avoid conflicts with other events, and avoid handwritten submissions.

### New England

New England had three surprising rewards after the first year of implementing the program in 2018. First, after notifications were sent to each firm announcing the results of the program, firms not meeting the designation quickly identified measures they could take to improve in order to apply for the award the next year. Another surprising result of the survey was how competitively small firms scored in comparison to medium and large firms. Lastly, the award received great attention in its pilot year, with approximately 45 entries and 35 winners.

A challenge for New England was launching the program with a team of just two.

### New York

In New York, this awards program has set a benchmarking precedent for other firms. Firms that were not awarded are actively working toward improving, especially after seeing the list of recipient firms and what those firms offer emerging professionals.

A challenge for New York has been to increase participation from firms within the region.

### Pennsylvania

The biggest challenge for Pennsylvania has been publicizing the program and finding other avenues to encourage applicant firms to engage in the chapter's advocacy efforts.

### Tennessee

For Tennessee, the biggest reward has been the interest from firms that did not win and their requests for feedback from the jury on how they needed to improve.

The greatest challenge has been maintaining the enthusiasm of volunteers across the state after the excitement of the first year. It is

a lot of work for one volunteer and two AIA staff members. A second challenge has been getting firms to participate. Some firms that did not win the first year, didn't see the point in participating again. There were also firms that assumed they couldn't compete with larger firms that have more resources. Because of this challenge, the region is looking at conducting spotlight interviews of past award winners so those firms can talk about the strategies they implemented in their offices.

**To establish your own Emerging Professional Friendly Firm Program, follow the steps in this toolkit.**

## Step 1: Establish Your Team

Consider the size of your team and how to distribute tasks to meet your timeline.

### Consider the following roles

- Survey coordinator:  
To establish the questions and prepare the survey platform
- Analytics coordinator:  
To organize the survey responses and “grade” the applications
- Social media/outreach coordinator:  
To create promotional materials (e-blasts, one-pagers, etc.) and target the firm leadership and emerging professional audience
- Graphics coordinator:  
To create the program logo, certificates or digital badges, and infographics of the survey results

### Options for team size

- Primary individual with possible support of secondary adviser to offer suggestions
- Primary individual with the support of one or two AIA staff members (at the state or regional level)
- AIA staff take the lead in facilitating the program, and there is an emerging professional adviser (such as the Young Architect Regional Director (YARD) or member of an Emerging Professional Committee)
- Emerging Professional Committee establishes a task force of four to eight people to divide the work
- State or Regional board of 10 to 14 people divides the work

### Important to note

As you distribute roles and identify team members—confirm whether the state or regional board/council wants to have input on this initiative. Also confirm whether each component within your region wants to have input. You need their support to help publicize the program and generate interest.

## Step 2: Name Your Program

While the toolkit is titled the Emerging Professional Friendly Firm Program, you have the creative freedom to name your initiative.

**Consider these other variations**

- EP Friendly Firm Program
- Firms Fostering Emerging Professionals
- EPiC (Emerging Professionals Committee) Firm Recognition

## Step 3: Pull the Survey Together

### Considerations for creating the most effective survey.

#### **Consider the best platform to distribute your survey**

- Online survey platform:  
Examples: Survey Monkey, Google Forms, Jotform  
Pros: Submissions are easily accessible and can be tracked as they are submitted. Data can be exported for analysis.  
Cons: In Survey Monkey, users need to complete the survey in one sitting because they are unable to save their responses and return at a later date.
- Handwritten/PDF form:  
Completed applications are emailed to a dedicated address or sent to a specific location.  
Pros: The survey can be completed over time by the emerging professional and firm leader.  
Con: The team will need to analyze data one by one or create a data entry system.

#### **Consider how you want to structure your survey**

More yes/no questions can streamline the scoring process, but consider adding fill-in-the-blank, “other,” or short-answer options for answers that may go beyond a yes or no.

These types of questions allow for more variety in answers, which requires subjective analysis when determining whether the answer meets the baseline qualification you have set. In addition, if you intend to share the results, short-answer responses may be informative to other firms looking for ideas to implement.

#### **Consider which questions to include and how long your survey will take to complete**

On the following pages, you’ll find a list of potential questions to make your survey unique to your state or region. The questions are grouped into the following categories: licensing process, leadership, professional development, support and compensation, equity/diversity/inclusion, and transparency/communication.

#### **Optional questions to add to the survey**

- Firm demographics: Firm name, size, and location. If including questions regarding the number of emerging professionals in a firm, be sure to clarify the definition of an emerging professional. For example, if the emerging professional is also considered a senior leader in the firm, what category does that person fall into?
- Contact information: This is for both the firm leader and emerging professional representative. You will need a method to contact the applicants to inform them whether the firm has been awarded the designation.
- Additional questions: Reference the Appendix for a list of additional conversation points for emerging professionals to review with their firm leadership. Consider formatting some of these points into questions specific to your region.

The case study regions and states included 21 to 64 questions in their surveys. For regions that were on the higher end, introductory questions were added to the questionnaire to gather data about firm profile and demographics. These additional questions were required to analyze the scores based on firm size (reference the scoring section).

#### How to distribute the survey

Consider the following ideas from the case study regions and states for disseminating your survey:

- Host a link or a downloadable PDF on a regional or component website
- Send personalized emails to firms that participated in the past, firms for which you may have contact information, members on your regional board/council, targeted firm leaders and emerging professionals
- Send personal emails to component directors (executive directors, presidents) so that an e-blast can come from component leaders
- Include information regarding the program in a weekly newsletter

- Social media outlets—Instagram, LinkedIn, Facebook
- Announcements at component meetings

#### Lay some groundwork for this program

- What is an emerging professional? AIA uses the term to refer “to a diverse group of individuals who are recently licensed or moving along various points on the path to licensure. This includes students, recent graduates, candidates on the path to licensure, and architects licensed 10 years or less.”
- Which employees qualify as emerging professionals? It’s encouraged to include full-time, part-time, and current temporary staff.
- What types of firms are eligible to participate? What if a firm has offices across multiple regions? Are responses tailored to the firm locations only in that region or across the U.S.?
- What states are part of your region? Be sure to list these because not all firms are familiar with the AIA regional territories.

An example introductory paragraph that you can include on the survey and on promotional materials (modeled off the Central States Region text):

*An emerging professional is defined by the AIA as a student, recent graduate, candidate on the path to licensure, and architect licensed 10 years or less. Please include part-time and full-time staff in your responses to the following questions. All architecture firms that have an office in the [enter the region] region and have firm employees who are AIA members are eligible to apply. The AIA [enter the region] is composed of [enter state, enter state, and enter state]. Within the [enter the region] the [enter committee, for example Emerging Professional Committee] annually awards “Emerging Professional Friendly” status to firms that display an outstanding commitment to the development of their emerging professional staff. This is an excellent opportunity for firms in the [enter the region] to showcase their commitment to emerging professionals. There is no charge to apply, only your firm’s dedication to this effort.*

## Emerging Professional Friendly Firm Program list of selected questions:

### Category: Licensing Process

1. All emerging professionals in the firm who are licensure-eligible have established an NCARB Record and are registered with the Architectural Experience Program (AXP). Yes (  ) No (  )
2. Does the firm provide a mentor to each of the emerging professionals? Yes (  ) No (  )
3. Does your firm provide a mentor to help with the AXP process? Yes (  ) No (  )
4. Does the firm encourage emerging professionals to establish an AXP mentor outside the office as per the AXP Guidelines? (Note, results of this question will not be shared.) Yes (  ) No (  )
5. Does the firm provide opportunities for licensure candidates to earn AXP experience hours in all required areas through exposure to projects at various stages? Yes (  ) No (  )
6. Does the firm give each emerging professional a voice so that he or she is able to speak up and request to be placed on projects that will help meet the specific criteria of AXP? Yes (  ) No (  )

7. Does the firm provide opportunities for supplemental experience via activities in addition to emerging professionals' routine work assignments? Yes (  ) No (  )
8. All AXP supervisors and mentors in the firm have knowledge of current AXP Guidelines and the requirements for registration in the jurisdiction. Yes (  ) No (  )
9. All AXP supervisors and mentors in the firm verify that all records are accurate before signing each emerging professional's experience report. Yes (  ) No (  )
10. The firm requires each emerging professional to compile his or her AXP training requirement units for the past year to use in yearly employment reviews. Yes (  ) No (  )
11. The firm designates a registered architect as an in-house AXP coordinator for all emerging professionals. Yes (  ) No (  )
12. The in-house AXP coordinator meets quarterly with all the emerging professionals to review their progress and to help them compile Council Record updates to NCARB. Yes (  ) No (  )

13. The firm owns or provides funding for ARE preparation materials? Yes (  ) No (  )

### Category: Leadership

1. Our firm encourages emerging professionals to be involved in a committee and/or professional affiliation within or outside the firm. Yes (  ) No (  )
2. Our firm encourages emerging professionals to develop and lead new programs or committees within or outside the firm. Yes (  ) No (  )
3. Our firm provides emerging professionals with an annual and comprehensive review. Yes (  ) No (  )
4. Our firm works to engage emerging professionals in the entire project duration, from conception through completion. Yes (  ) No (  )
5. Our firm provides a variety of project experiences to expose emerging professionals to a broad range of responsibilities and challenges. Yes (  ) No (  )
6. Our firm supports our AXP supervisors and mentors to effectively lead the development of emerging professional skills and talents. Yes (  ) No (  )

## Emerging Professional Friendly Firm Program list of selected questions, continued:

7. Our firm includes emerging professionals in all areas of practice, such as design, documentation, construction, presentations, client meetings, consultant coordination meetings, job site meetings, code reviews, etc.  
Yes ( ) No ( )

8. Our firm encourages emerging professionals to participate in community groups, professional groups, or design organizations?  
Yes ( ) No ( )

9. Our firm supports community engagement by encouraging emerging professionals to volunteer, sponsor, or provide programming for the community?  
Yes ( ) No ( )

### **Category: Professional Development**

1. Does the firm provide time off and reimbursement for emerging professionals to attend conventions, conferences, or other continuing education events.  
Yes ( ) No ( ) or  
Yes, with 50% reimbursement /  
Yes, with 100% reimbursement /  
No / Varies based on position within the office / Other (fill in the blank)

2. Does the firm provide leadership opportunities or training for emerging professionals?  
Yes ( ) No ( )

3. The firm publicly recognizes newly licensed architects upon successful completion of the ARE and fulfillment of state requirements. Yes ( ) No ( )

4. Will the firm provide reimbursement or cover the registration for emerging professionals to attend the AIA Conference on Architecture?  
Yes ( ) No ( ) or

Yes, with 50% reimbursement /  
Yes, with 100% reimbursement /  
No / Varies based on position within the office / Other (fill in the blank)

5. Will the firm provide reimbursement or cover the registration for emerging professionals to attend daily AIA or field related events.  
Yes ( ) No ( ) or

Yes, with 50% reimbursement /  
Yes, with 100% reimbursement /  
No / Varies based on position within the office / Other (fill in the blank)

6. Will the firm cover time for emerging professionals to volunteer with the AIA or related field opportunities.  
Yes ( ) No ( )

7. Does the firm encourage and support additional funding and training for additional certifications, based on individual interest?  
Yes ( ) No ( ) or

Yes, with 50% reimbursement /  
Yes, with 100% reimbursement /  
No / Varies based on position within the office / Other (fill in the blank)

### **Category: Support and Compensation**

1. Does the firm cover 100% of the cost of NCARB fees?  
Yes ( ) No ( ) or

Yes, with 50% reimbursement /  
Yes, with 100% reimbursement /  
No / Varies based on position within the office / Other (fill in the blank)

2. Does the firm cover the cost of all ARE passed exams?  
Yes ( ) No ( ) or

Yes, with 50% reimbursement /  
Yes, with 100% reimbursement /  
No / Varies based on position within the office / Other (fill in the blank)

## Emerging Professional Friendly Firm Program list of selected questions continued:

3. Does the firm cover the cost of ARE classes, online training courses, or preparation books? Yes ( ) No ( ) or

Yes, with 50% reimbursement / Yes, with 100% reimbursement / No / Varies based on position within the office / Other (fill in the blank)

4. Is the emerging professional compensated a paid day to take an ARE exam? Yes ( ) No ( )

5. Does the firm cover the cost of an AIA membership? Yes ( ) No ( ) or

Yes, with 50% reimbursement / Yes, with 100% reimbursement / No / Varies based on position within the office / Other (fill in the blank)

6. The firm compensates emerging professionals (by bonuses or increases in salary) recognizing their completion of the ARE and licensure. Yes ( ) No ( )

7. The firm has written standards that outline the benefits of salary increases upon completion of licensure. Yes ( ) No ( )

8. Our firm makes an effort to provide flexible scheduling, recognizing the importance of the time spent outside of the office. Yes ( ) No ( )

9. Our firm emphasizes the necessity to prepare for and complete the ARE in a timely manner. Yes ( ) No ( )

### **Category: Equity, Diversity and Inclusion**

1. \_\_\_ % of emerging professionals who are women

2. \_\_\_ % of firm leadership who are women

3. \_\_\_ % of emerging professionals who are racial or ethnic minorities

4. \_\_\_ % of firm leadership who are racial or ethnic minorities

5. Does your firm provide diversity training or similar programming for the firm and its emerging professional staff? Yes ( ) No ( )

6. Does the firm provide time off and reimbursement for emerging professionals to engage with and attend equity events, seminars, or workshops? Yes ( ) No ( )

7. Does the firm have an internal equity committee or champion to provide diversity awareness and programming that includes a firm leader and an emerging professional employee? Yes ( ) No ( )

8. The firm considers the structure of its teams to be diverse and representative of a cross-section of its employees? Yes ( ) No ( )

9. How does your firm track progress regarding diversity (gender, ethnic, etc.)? (Fill in the blank.)

10. How does your firm sponsor local/regional equity committees or events? (Fill in the blank.)

11. Does the firm have a written family leave policy? If so, describe the policy. (Fill in the blank.)

### **Category: Transparency / Communication**

1. Do you publicly recognize all your recently licensed emerging professionals? Yes ( ) No ( )

2. Does your office openly share its salary structure with employees so that salaries are transparent and pay increases are based on years of experience? Yes ( ) No ( )

## Step 4: Establish a Timeline

When setting a timeline for your program, identify events or other milestones on your regional AIA calendar where you may want to align.

For example, if your region has a call for award submissions, consider releasing the survey at the same time. If your region has a regional awards celebration, consider using that event as your platform to award firms.

Each case study region or state keeps the survey application process open for two to eight weeks from the date the survey opens to the date it closes. The platform on which you distribute the survey may inform the length of time the process is open.

For New England and New York, firms are notified of the survey results within 10 to 14 days. Both regions used Survey Monkey, compared with Central States, where it takes a few months to review the PDF applications.

If you intend to present awards at a celebration, ensure you provide recipients a one- to two-week notice so they can arrange to attend the event to receive the award.

## Step 5: Establish a Scoring Convention

There are a few methods that the case study regions and states have used to develop a scoring system.

To begin, you will need to know whether you will be offering different levels of the award:

- A baseline “Emerging Professional Friendly Firm”
- An “Exceptional” or “Outstanding Emerging Professional Friendly Firm” for firms meeting a higher standard, the top firms overall, or the top firms by the size category

### **A few methods to develop a scoring system**

- Assign each question one point
- Assign each question one point, but allow for additional points to be earned

For example, in responses that include percentage answers, the baseline for one point could be set at 50 percent. Two points could be earned for 100% percent.

Provide extra points for a write-in answer that displays extraordinary support.

- Transparent scoring system: Identify the points each question is worth directly on the survey

Total the number of questions you have in your survey, and set the maximum score. If you offer bonus points, firms may exceed 100 percent.

### **Consider how a small firm would answer a question in comparison to a large firm**

An additional variation on the scoring system is to change the threshold for the final score depending on firm size. Remember to add demographic questions to your survey if this is the method you use. Depending on your region, typical firm sizes will vary. Consider the two scales below that New England and Tennessee used to establish categories. New England’s score threshold varies within each firm-size category. Tennessee tracks submissions based on firm size, but in the end, it awards the top 10 firms overall and identifies one firm from each size category that meets an “exceptional” level.

Small firm:

New England: 1-9 and 70%  
Tennessee: 10 and under

Medium firm:

New England: 10-49 and 75%  
Tennessee: 11-49

Large firm:

New England: 50+ and 80%  
Tennessee: 50+

For New York State, an 80 percent score qualifies firms for the “Emerging Professional

Friendly Firm,” while a 90 percent qualifies a firm as an “Outstanding Emerging Professional Friendly Firm,” regardless of size.

## Step 6: Create Promotional Material to Advertise the Program

Now that you have your survey ready for publication, it's time to get the word out.

### **What platforms do you intend to use to gain interest in the program?**

Your messaging must be clear and consistent across platforms, especially if you want people to share via email or social media.

Consider designing a program logo so your materials are easily identifiable. Reference the Appendix for examples of logos and promotional materials from the case study regions and states.

### **Option**

Design a one-page document with all key information, including the survey link that can be shared through email or e-blasts. Reference the Appendix for an example from New England.

## Step 7: Collect the Data and Identify Recipient Firms

Once your data collection period is closed, it's time to review the results.

The time it takes to review a written application probably will differ from that of an electronic survey with mainly yes-and-no questions. For additional information, reference Step 4: Establish a Timeline.

## Step 8: Notify Firms

Identify the firms that meet the baseline score you have set for the program.

Reference the Appendix for examples of draft email correspondence to inform firms whether they have received the designation. If you plan to honor the awarded firms at a celebratory event, be sure to give each firm a one- to two-week notice so it can send representation to the ceremony to receive the award.

In your email to the firm, be sure to ask for its logo (if you intend to post it on a website or include it in a presentation) and share with the firm the program logo for its use in marketing materials for the given year.

## Step 9: Throw a Celebration or Align with an Existing Celebration

Acknowledge each firm's success!

Check with your regional- or state-level AIA to see whether it is possible to align the celebration with an existing event.

### **In-person options**

Look for an awards celebration in conjunction with a component, state, or regional annual conference.

If you don't make it onto the agenda for the main awards celebration, follow Tennessee's lead and have an event before or directly following an emerging professional general session.

### **Remote options**

Pennsylvania has a Design Awards Broadcast and local pop-up viewing parties across the state.

### **What to have at the celebration**

- A presentation that includes the firm logos
- Talking points: Encourage the winning firm to have an emerging professional come up to shake your hand and accept the award or certificate
- Certificates: Print or email a digital copy to the firm. If each firm is going to receive a printed

certificate, you may want to mail hard copies to firms that don't attend the event. Check in with your regional or state AIA to see how the cost of postage can be covered.

- Digital badge: In lieu of a certificate, you can share a digital graphic that each firm can use on its website or email signature. If you choose this option, you can acknowledge the firms at the celebration without giving a printed certificate.
- Be sure that regional representatives sign the award: Young Architect Regional Director (YARD), Regional Associate Director (RAD), regional emerging professional leader, and/or AIA regional president

### **No celebration?**

Consider mailing a certificate or share a digital badge to acknowledge firms.

### **After the celebration**

- Host the awarded firm names and logos on a regional or state website with a write-up about the program. For examples, reference the AIA New England

website, at [aianewengland.org/ep-friendly-firm-awards](http://aianewengland.org/ep-friendly-firm-awards), or the AIA Tennessee website, at [aiatn.org/aia-tennessee-recognizes-top-ten-emerging-professional-friendly-firms-tennessee](http://aiatn.org/aia-tennessee-recognizes-top-ten-emerging-professional-friendly-firms-tennessee).

- Include the names of the winning firms and a program write-up in a regional or state newsletter

## Step 10: Publish the Results

This honors the winners and gives firms that didn't make the cut the knowledge they need to improve.

Results can be captured in a one-page infographic or other graphic representation. Host the results of the survey on a website and/or distribute them in a newsletter.

AIA New England has found that publishing the results is especially helpful for firms that did not receive the designation. Firms have been able to compare their responses to the questions, as well as to the average regional responses, to see where the firm stands. Results are hosted on AIA New England's website: [aianewengland.org/ep-friendly-firm-awards](http://aianewengland.org/ep-friendly-firm-awards).

Tennessee is exploring an initiative this year to interview winning firms. Questions will focus on how the firm's commitment to emerging professionals translates into a positive investment for the firm (via licensure, mentoring, providing time off for conference attendance, etc.). The goal of these interviews is to raise awareness of initiatives or policies other firms may consider while elevating the winning firm's position as an Emerging Professional Friendly Firm.

## Step II: Continuing the Award

Think about the succession plan for the program.

Will this initiative continue year to year? What will happen if the program falls under the leadership of one primary individual versus a committee? Can this be a joint effort between an Emerging Professional Committee and a Young Architect Regional Director or Regional Associate Director?

# Appendix

# 2017 Connection Article

FEATURE **POST GRADUATION / PRE-LICENSURE**

## FIRM CULTURE BEST PLACES TO WORK FOR EMERGING PROFESSIONALS BY SHELBY MORRIS

*What makes a great place to work for Emerging Professionals? How does your firm compare with national and local leaders? To explore what makes a great place to work, the Young Architects Forum reached out to AIA components in New York, Pennsylvania, Omaha, and Tennessee with firm-recognition programs. They describe why they started their programs, how they impact emerging professionals, and how to make the awards valuable to firms. Attracting and retaining employees is becoming ever more important for firms as the market continues to get busier. It is also great for emerging professionals to learn about career-life balance and the differences between firms.*

*Whether you are researching firms or just interested for your own firm, these awards help architects understand what the most progressive firms are doing for their employees. How does a firm measure the investment in employees? As employees, what makes your day-to-day work more than just a job?*



**Shelby Morris, AIA**

*is an associate principal with The Beck Group in Atlanta, Ga. He has led or been part of over \$800 million of design and design/build projects. Through the AIA, Morris has served as community director for the national AIA YAF Advisory Committee (2016-2017) and YAF South Atlantic Region director (2014-2015), and he is currently serving on the AIA Construction Contract Administration Committee. He was recently awarded the 2015 AIA Atlanta John Busby Award, the 2016 AIA National Young Architect Award, and the 2017 Building Design and Construction's 40 under 40.*



**Kate Thuesen, AIA (AIA CSR)**

*is an Architect and Associate at DLR, Des Moines, IA with vast experience in both the K-12 and Higher Education industries. She holds a B. Arch degree from Iowa State University. Thuesen is currently serving as the YARD representing the Central States Regions (CSR).*



**Sarah Page, Assoc. AIA (AIA TN)**

*is a project manager in Chattanooga, Tenn. She is serving as both the associate representative at AIA Tennessee and vice president of AIA Chattanooga. Page chairs the EP Committee for the state of Tennessee and is president of the local EP group in Chattanooga, Extended Studio.*



**Ross Miller, Assoc. AIA (AIA CSR)**

*is a principal with FormGrey Studio, a multi-city (Omaha, Neb & Reno, Nev) collaborative design and fabrication firm. A 2016 recipient of the AIA Associates Award, Miller is the 2018 associate director on the AIA National Board of Directors, he is president of the University of Nebraska, College of Architecture Friends Association.*



**David M. Powell, FAIA (AIA TN)**

*is a principal of the Nashville-based Hastings Architecture Associates. His projects have been recognized by AIA Gulf States, AIA Tennessee, Architectural Record, Urban Land Institute, and the Metropolitan Historical Commission. In 2016, David was elevated to a fellow by the American Institute of Architects.*



**Graciela Carrillo, AIA (AIA NY)**

*is serving as the treasurer and EP co-chair of the AIA Long Island Chapter. Carrillo was appointed as the NY regional director (YARD) for the Young Architects Forum (YAF) and sits on the AIA New York State Board of Directors in 2017. She holds a B. Arch. in Bogota, Colombia, and a master's in environmental planning from Pratt Institute.*



**Wayne Williams, AIA (AIA TN)**

*is the founder of Workshop: Architecture, a community focused practice in Chattanooga, Tenn. He is serving as treasurer of the local AIA component board and has spoken on the subject of starting a firm and firm culture at the local EP forum and at the AIA National Convention.*



**Christian Jordan, AIA (AIA PA)**

*obtained a bachelor's of Architecture from Philadelphia University, where he graduated with the AIA Henry Adams Gold Medal and the Herman Goldstine Thesis Award. He has been an adjunct professor in the university's College of Architecture + the Built Environment since 2006. Jordan is currently the YARD of AIA Pennsylvania.*

SOUP TO NUTS

■ *The firm recognition award is important to firms because it provides outstanding benefits for emerging professionals, creating a positive firm culture and its gives firms the opportunity to stand out between other firms that do not provide all these professionals supports.*

**Shelby Morris (SM):** Tell us about the firm-recognition program in your region. How was it started? Tell us about your experience working with the local chapter to establish this program (question to be answer by multiple YARDs).

**Ross Miller (RM) (AIA CSR):** Back in 2009, the AIA Central States Region Emerging Professionals Committee started the AIA Central States Region Intern Friendly Firm Award, an award that recognized firms in the AIA Central States Region who were dedicated to fostering leadership and involvement with interns. After the award was created and new members rolled onto the committee, the award somehow got lost in the shuffle and was never offered again. That all changed in 2014 when Ross Miller, Assoc. AIA (NAC RAD, 2014-2015) worked with the AIA Central States Emerging Professionals Committee to re-establish the award for the upcoming year. The 2015 version of the award was renamed the AIA Central States Region Emerging Professional Friendly Firm Award to reflect the AIA's position to eliminate the word "intern" from all literature when discussing new graduates and emerging professionals. Also, the award was revamped to provide categories not only related to the Intern Development Program (IDP), now the Architectural Experience Program (AXP), but also focused on fostering a culture of leadership and involvement for emerging professionals – taking cues from the national IDP Firm Awards Program and other similar award programs from AIA Portland, AIA Alabama, AIA Florida, and AIA Oklahoma. The revamped award continues to be offered annually with an abundance of firm participation from the region.

**Graciela Carrillo (GC) (AIA NY):** The firm-recognition award in NYS started in early summer 2017 following the previous experiences by Central States, Pennsylvania and South Carolina. The NYS Emerging Professionals (EP) Committee compiled and developed a series of questions that would help establish a rating score for companies that provide benefits and professional development of EPs. The call for entries was announced in September 2017.

**Christian Jordan (CJ) (AIA PA):** My YARD predecessor, Melissa Eckel, started a mentoring program at the local-chapter (AIA Philadelphia) level that was very successful. I wanted to develop a program that could also have an impact and be something that could continue after I was no longer a YARD. I thought about the (now-defunct) NCARB IDP awards and how something like that would benefit EPs and firms at the regional level. In Pennsylvania, there are seven accredited architecture schools, so I figured students in PA would want to know what firms in the state take an active approach in fostering EPs.

On a YAF monthly call last year, I found out that AIA Central States had something at the regional level that was aligned with my ideas for the program. I drafted up an application for each interested firm

to answer, sent the draft on to the AIA PA Board of Directors and was given the green light almost right away. It was a pretty exciting experience to see it go from conception to execution in a short amount of time with a lot of enthusiasm from around the region.

**Sarah Page (SP) (AIA TN):** The AIATN EP Friendly Firm Award was one of many projects to come out of our Board of Directors' statewide initiative to increase the support, engagement, and visibility of Emerging Professionals. The first step was creating an EP Committee in 2016. Their recommendations for 2017 included the EPFF Award, in addition to a video-shorts competition, adding a second associate member to the state board, and advocating for an expedited process to get approval from the state to begin testing and a change of the legal definition of an unlicensed architect from "intern" to more closely align with national standards.

The greatest challenge was organizing this as a statewide event almost entirely through conference calls, first with committee members and staff and then with jurors. We also were able to learn a lot from Central State's Shane Algieri, who was lovely enough to walk us through their process and let us use their application as a starting point when we were crafting ours.

**SM: Why are these awards important to the participating firms? What impact are you hoping that brings to the local EP community?**

**RM (AIA CSR):** In 2014, the AIA Central States Region Emerging Professionals Committee created a framework and subcommittee for the award to ensure that it continued on once the current members rolled off and new members joined the committee. The award allows AIA Central States Region firms to be designated as an "AIA Central States Region Emerging Professional Friendly Firm" and to be listed on the AIA Central States Emerging Professionals Committee website, informs graduating architecture students from the region and beyond of which firms will help foster and support their growth into becoming an architect. Such a designation is advantageous for firms in the region to have when recruiting new talent, as well as raising the bar for architecture firms in the entire region when it comes to employing emerging professionals. The award has been established so that there is no entry fee, allowing accessibility to all firms (large and small) to participate annually.

**GC:** The firm-recognition award is important to firms because it provides outstanding benefits for emerging professionals, creates a positive firm culture, and it gives firms the opportunity to stand out between other firms that do not provide all this professional support. Through this recognition award, we hope that firms will consider supporting more emerging professionals, not only in their professional development, but in their leadership development.

FEATURE **POST GRADUATION / PRE-LICENSURE**

**CJ (AIA PA):** For participating firms, the benefits are numerous:

- Recognition as a firm that takes EPs growth seriously
- Opportunity to engage firm EPs and solicit input and discuss the firm's current policies on EP-specific items

To local EPs, I wanted the recognition of the firms to be a database of firms that would most likely fit their own ideals, where the firm would potentially be a good cultural fit. Coming out of school, everyone knows the firms in the region that are doing great work. But it's the firms that are doing solid work, maybe it's not published or their social media accounts are not as popular, but also make fostering EPs part of their firm culture. The hope is that the job-search process is perhaps less daunting with this list of recognized firms. And that's why I wanted to keep it as a "recognition" and not a highly competitive award. Investing in a firm's staff and culture is something any firm can do, and we didn't want firms to be dissuaded simply because they thought their portfolio was not as strong.

**SP (AIA TN):** The obvious answer is that winning recognition for being an EP Friendly Firm is that it's great for marketing and hiring. What's often overlooked is that having policies in place that train, mentor, and support EPs is that these create better, more capable employees who are more likely to stay at a firm where they feel like they're able to continue to learn and grow as a professional.

Even more importantly, on an industry-wide level, these awards help encourage firms to better train the future leaders of our profession. This is particularly important as we've lost a large percentage of design professionals who would normally be the supervisors and mentors to emerging professionals during the recession when so many left the profession.

For emerging professionals and firms, this award was an opportunity to have a dialogue about some hard topics to bring up in another setting, like fair compensation, time off for testing, and possibilities for leadership opportunities. This was also a great way for EPs to be able to ask what their firms' policies are and for firm leaders to realize that they may not be communicating those policies or that there might be room for improvement. I've spoken with many EPs who didn't know that their firms gave them paid time off for taking their exams and a firm leader who didn't realize that they didn't have an actual policy for performance reviews even though they

thought they did.

**David Powell (AIA TN):** It provides confirmation that the firm respects and celebrates EPs. This is great for internal morale and validation of leadership efforts, as well as external perceptions for recruiting. The impact will be a certain prestige that EP Friendly Firms will carry that will make them more desirable to work for. This will also create accountability and healthy competition to increase value and experience for our young professionals.

**Wayne Williams (AIA TN):** Capable staff are in demand. Being able to demonstrate positive policies that aid the professional development of young architects can help in recruiting talented staff. Perhaps just as important, companies of all kinds are working hard to establish their bonafides as good citizens. People want to know they are doing business with honorable people, and the EP Friendly Firm Award can be an important part of firm-branding strategy.

Hopefully, the EP Friendly Firm will become a benchmark standard and will help to establish positive mentoring and support practices across the area-wide industry. In the end, we'll all get a better-trained and -qualified community of architects and eventually an even better built environment.

*SM: Many firms (especially small firms) might ask, how would investing resources in staff development benefit the company? How would you respond to this question?*

**Kate Thuesen (KT) (AIA CSR):** No matter the scale of the firm, making an investment in the most valuable part of a company, it's people, is always worth it. Professional development and growth of the individuals will grow their skill sets and capabilities, benefiting project teams, and creating better work and projects for clients. An investment in staff, I believe, is a healthy investment in growing not only the bottom line for a firm, but it also encourages retention, grows recruitment opportunities, and helps leadership signal to staff their critical value to the success of a firm.

**GC (AIA NY):** Firms that invest in emerging professionals' development will benefit from it due to the fact that emerging professionals will maximize their capabilities to give back into the firm's workload. Also, by fostering EPs, firms will have a stable workforce. Once the EP completes their licensing process, they will

SOUP TO NUTS

▀ *This is our future! These emerging professionals will be far better equipped to have a significant impact on society if we invest in their growth and experiences.*



ABOVE: EP FRIENDLY POSTER - Courtesy AIATN

FEATURE **POST GRADUATION / PRE-LICENSURE**



want to stay in a firm that provides them with those benefits.

**CJ (AIA PA):** This isn't new, but it certainly is appropriate:

What if we invest in our staff and they leave? What if we don't and they stay?

We are a small firm (five employees), and we take great pride in providing for the EPs in our firm. I would suggest incremental steps so that over time, the firm simply provides for staff development without giving it a second thought.

**SP (AIA TN):** Investing in your employees is one of the biggest returns on investment that a firm owner, large or small, can make. Employees who are better trained, who have gone through the licensure process, and who feel like a valued member of the team are always going to do better work for their firm. And resources aren't just limited to monetary resources. Firms that have the resources to pay for exams and AIA memberships are wonderful, but just as important is allowing the time and support to study for and take those exams and to be involved in the AIA. Taking the time to mentor emerging professionals is one of the most impactful ways firm an industry leaders can make an impact, and that does not require firm funds.

**DP (AIA TN):** That's a bit like asking why should we care about parenting. ... This is our future! These emerging professionals will be far better equipped to have a significant impact on society if we invest in their growth and experiences. They will also become more engaged and invested in your firm, which means there will be significant benefits as they become more experienced. So there is an ROI at both personal and global levels.

**WW (AIA TN):** Staff retention and enthusiasm is never more important than in the small firm where even a single departure can have a significant impact. A positive culture is crucial to prevent loss. In addition, the benefits of mentoring and supporting less experienced staff can be more quickly and deeply felt in the small firm, so the benefits are potentially that much greater.

**SM:** *There have been a number of award programs already established at the local level. How could the YAF / YARDs expand the program to other regions? Is there any goal to create a national program?*

**KT (AIA CSR):** As the 2017-2018 Central States Region Young Architects Forum (YAF) Regional Director, this is a conversation I've been having with YARDs all over the country. With the success that we've seen at the regional level, one idea was to expand it into

ABOVE: AIA TN 2017 EP FIRM AWARD CERTIFICATE - Courtesy AIATN

SOUP TO NUTS

■ *Investing in your employees is one of the biggest returns on investment that a firm owner, large or small, can make.*

a national award program to draw more attention into the value of investing in staff development. Ultimately, we agreed that it was better to encourage this program to develop or continue at the regional level, where there are regional Emerging Professionals Committees who can champion the efforts. In the Central States Region, our EP committee has led this effort for years, providing a connection between local and national efforts, and helping link states and cities together for a common opportunity for recognition. Members of our committee have provided support to other regions who have reached out after hearing about our successful program. We offer best practices and share resources, which has encouraged the development and refinement of our own program as well. Continuing to grow the program in other regions through this organic effort has shown promise and is a great model for expansion to other regions.

**GC (AIA NY):** In NYS, the local components do not have a firms fostering emerging professionals recognition award. Due to this, it is a good opportunity for the YARD to put in place a program on a regional level, instead of starting it on a local level.

**CJ (AIA PA):** Sharing of already established programs would certainly help. I think it's important that each region have the autonomy to develop its own criteria for the awards/recognition. Equally important would be to share those "best practices" with other regions. One of the things we have discussed at AIA PA is to provide the opportunity for firms to demonstrate unique ways that they are supporting EPs with the idea being to award several firms for going above the baseline standards we have set. Those would then be shared with the region so other firms can adapt those procedures/policies for the betterment of their own EPs.

**SP (AIA TN):** The one conversation that likely made the AIA TN EPFF Award possible this year was the one we had with the representative from Central States. Sharing resources and experiences between components would be the best way to start similar programs across other regions.

**SM:** *What are some of the things that firms can do to help the careers of their EP employees?*

**KT (AIA CSR):** There are so many firms doing incredible things for Emerging Professionals, and it's difficult to come up with a short list. Some trends that we've seen that interest EPs are providing flexible work hours and extended family leave, creating opportunities for

pro-bono work, encouraging social and cultural opportunities within offices, and encouraging a diverse workforce.

But, the single most important thing a firm can do for EPs is to provide robust and diverse opportunities for learning and growth. Including EPs in client meetings, site visits, team meetings, and other job-based learning is critical to the success of any young, aspiring architect. In addition to learning opportunities, I see great value in providing support for the Architectural Experience Program (AXP) Architectural Registration Exams (ARE), whether that's through purchasing study materials, providing time off to take the exams, or reimbursing for the cost of the exams. Additionally, encouraging involvement in professional organizations such as the AIA, NAC, or YAF is also an excellent way to help an EP nurture their networks, as well as providing leadership opportunities and a deeper tie to our profession.

**GC (AIA NY):** Firms can support the professional development of EPs by implementing a mentoring program, providing funding to cover the cost of the ARE exams, allowing the time off from work to take the exams, and supporting involvement in leadership with organizations like AIA.

**CJ (AIA PA):** I would encourage all the firms that are interested to take a look at the AIA PA's Firms Fostering Emerging Professional criteria for some ideas!

**SP (AIA TN):** Giving emerging professionals regular constructive feedback about their performance is probably the easiest and most important things firms can do. Formal reviews are the best way to make sure that some feedback is happening on a regular basis, but informal discussions about specific projects or conversations about professional goals are also extremely helpful. These conversations are also about listening to EPs and seeing what they feel they need to succeed and then working together to try to make those opportunities happen.

Creating opportunities for professional development and leadership opportunities is also a great way to further EPs' professional development. This could be letting them be a part of or chair in-office committees or letting them plan or lead a firm retreat, or it could be encouraging them to serve in leadership positions in professional, charity, and community organizations such as AIA, Habitat for Humanity, or the Historic Preservation Council. ■

## List of Conversation Points for Emerging Professionals and Firm Leaders



MENTORSHIP | LEADERSHIP | FELLOWSHIP

The Central States Region has established some guidelines for firms who have outstanding programs for their EPs, and the following information is provided to all applicant firms.

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Going forward for Outstanding Merit:  
This application is intended to serve as a resource for firms to generate ideas to implement within their own offices to support emerging professionals. Below is a list of items that firms could actively do to support their EPs above and beyond items listed in the application itself.

**COMPENSATION**

- o 401K profit sharing plans
- o ESOP Employee Stock Ownership
- o Firm supports student loan repayment
- o Provides paid time off for extraordinary efforts to meet project deadlines (not requiring use of PTO/vacation time)

**LICENSURE**

- o Firm reimburses for individual study material with proof of exam registration (in addition to firm-wide available study materials) which allows individuals to seek out study material that caters to their learning style
- o Firm provides exam pre-reimbursement when EP registers for exam, in lieu of after completion of exam which could be weeks later
- o Provides structured ARE goal planning process to help keep EPs on track
- o Hosts AXP/ARE lunches and study sessions
- o Provides travel reimbursement to and from testing center
- o Monetary bonus after passing each exam
- o Salary increase immediately upon licensure

**PROFESSIONAL DEVELOPMENT**

- o Monthly training offered on topics such as: project management, marketing, software, contracts, codes, specifications, construction administration, etc..
- o Public speaking/presentation training
- o New hire 'buddy' (in addition to mentor)
- o Support for certifications such as LEED

**OPPORTUNITY**

- o Firm complies with Family Medical Leave Act
- o Emerging professionals directly involved in planning of company outings and office events
- o Firm provides internal awards for outstanding efforts (project related or otherwise)

The [Young Architects Forum](#) is a Committee of The American Institute of Architects

# YAF YOUNG ARCHITECTS FORUM

MENTORSHIP | LEADERSHIP | FELLOWSHIP

- o Active encouragement by firm leaders for EPs to participate in professional and community organizations outside the office. Annual membership fees and event fees often paid by the firm. EPs are provided time off to attend meetings.
- o EP advisory council within firm that is directly tied to firm leadership.
- o Firm provides scholarships for students.
- o EPs encouraged to teach at local Universities.
- o Open office environment with no hierarchy; distribution of experience levels. Rotate desks once per year.
- o Weekly or monthly project pin-up discussions led by EPs

The [Young Architects Forum](#) is a Committee of The American Institute of Architects

## Program Logos



AIA New England Logo



AIA Tennessee Logo

## Promotional Material

AIA New England E-blast

**2018**  **AIA**  
**New England**  
**EMERGING PROFESSIONAL FRIENDLY FIRM**

**2018 New England Emerging Professional Friendly Firm Program**  
*WE ARE LOOKING FOR EMERGING PROFESSIONAL FRIENDLY FIRMS IN THE NEW ENGLAND REGION*

AIA New England is now accepting submissions for the 2018 New England Emerging Professional Friendly Firm Award. All architecture firms that have an office in the New England Region and are AIA member firms are eligible to apply. The AIA New England Region is composed of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

An *Emerging Professional* (EP) is defined by the AIA as a student, recent graduate or architect licensed within the last 10 years. Please include part time and full time staff in your responses in the survey (link below).

This award is being sponsored by New England's Young Architect Regional Director (YARD) and Regional Associates Director (RAD). A committee will review survey responses and award 'Emerging Professional Friendly' status to firms who display an outstanding commitment to the development of their Emerging Professional staff. This is an excellent opportunity for firms in the New England Region to showcase their commitment to Emerging Professionals. There is no charge to apply, only each firm's dedication to this effort.

**DATES AND INFORMATION**

The survey *opens* on **September 4, 2018 at 9 am** and *closes* on **September 18 at 8 pm**. Firms will be notified by September 28, 2018 of the results.

Firms meeting the qualifications for this award will be notified by email and will be asked to provide the firm logo to be featured on AIA New England's website. Firms may then use the 2018 AIA New England Emerging Professional Friendly Firm logo on promotional materials to highlight the firm's commitment to Emerging Professionals. The AIA New England Emerging Professional Friendly Firm designation is valid for one year, after which firms will be able to reapply for the annual designation.

Firms will receive award recognition at the AIA New England Awards event on Friday, October 12, 2018 held at the Boston Society of Architects (BSA). Registration is required to attend this event. Look for additional information coming soon!

**INSTRUCTIONS FOR COMPLETING THE SURVEY**

At least one Emerging Professional and at least one firm principal should sit down and fill out the survey together. The Emerging Professional should have a strong understanding of firm policies and a working knowledge of their peers status with NCARB's AXP program. The following questions are intended to be the framework and documentation of that conversation. Please allow one hour to complete the survey.

In order for the survey results to be valid, one firm principal and one Emerging Professional will provide their contact and firm information on the end of the survey. One submission per firm.

**CLICK HERE TO BEGIN THE SURVEY!**

Questions regarding the 2018 New England Emerging Professional Friendly Firm Program should be directed to the Young Architect Regional Director (YARD), Katelyn Chapin, at [yafnewengland@gmail.com](mailto:yafnewengland@gmail.com)

AIA New England Website Article ([aianewengland.org/ep-friendly-firm-awards](http://aianewengland.org/ep-friendly-firm-awards))

Navigation



# AIA New England Regional Council

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**2019** **AIA**  
New England  
**EMERGING PROFESSIONAL FRIENDLY FIRM**

The AIA New England Emerging Professional Friendly Firm program aims to identify firm initiatives that promote the advancement of Emerging Professionals through professional development and personal growth opportunities. The accuracy of the data reported through this questionnaire benefits firms, firm leadership and Emerging Professionals.

This program has an ability to attract and retain employees by sending a message to current employees, future employees, and other regional firms that the firm has evaluated their policies from an emerging professional lens, the firm recognizes emerging professionals at their firm, and the firm values Emerging Professionals development to sustain the future growth of their practice. For firm leaders, the infographics created from the data collection enables leadership to compare their firm policies and professional development opportunities with other firms in the region. For an Emerging Professional, the designation can help identify firms in the region that will support their growth (in a multitude of ways) while the infographic results provide them with reference regional statistics when negotiating, looking for a new job, or creating change within their current office.

For this survey, firms responded to questions referencing only their New England locations, if more than one office exists. Small firms are considered 1 to 9 employees, medium firms have 10 to 49 employees, and large firms employee 50+ employees.

On behalf of the 2018-2019 Young Architects Regional Director of New England, Katelyn Chapin AIA, and the 2019-2020 Regional Associate Director of New England, Gail Kubik Assoc. AIA, we would like to thank the 46 firms that submitted to the 2019 AIA New England Emerging Professional Friendly Firm Program.

The 39 firms that were awarded the designation **AIA New England Emerging**

**Professional Friendly Firm** for 2019 are listed below. **Infographic results of this year's program are [here](#)**. We look forward to offering this program in 2020 and encourage all AIA New England firms to apply late summer/early fall next year.

*(To see the infographics of the 2018 program, [click here](#).)*

**2019 AIA New England Emerging Professional Friendly Firms:**

**Small firms (1-9 employees)**

1. Atelier Cho Thompson / AIA Connecticut
2. Berkshire Design, Inc / AIA Western Massachusetts
3. Elizabeth Herrmann Architecture + Design / AIA Vermont
4. Mayor Kennedy Architects / AIA New Hampshire
5. Patriquin Architects / AIA Connecticut
6. Whitten Architects / AIA Maine

**Medium firms (10-49 employees)**

1. Ann Beha Architects / BSA
2. Bechtel Frank Erickson Architects / BSA
3. Bonin Architects & Associates, PLLC / AIA New Hampshire
4. Bruner/Cott Architects / BSA
5. CHA Architecture PC / AIA Maine
6. Davis Square Architects, Inc. / BSA
7. designLAB architects, inc. / BSA
8. DREAM Collaborative LLC / BSA
9. Ellenzweig / BSA
10. Freeman French Freeman, Inc. / AIA Vermont
11. Friar Architecture Inc. / AIA Connecticut
12. ICON Architecture / BSA
13. Isgenuity LLC / BSA
14. Kuhn Riddle Architects / AIA Western Massachusetts
15. Leers Weinzapfel Associates Architects Inc. / BSA
16. LLB Architects / AIA Rhode Island
17. Market Square Architects / AIA New Hampshire
18. Newman Architects, PC / AIA Connecticut
19. Scott Simons Architects / AIA Maine
20. Svigals+Partners / AIA Connecticut
21. Union Studio Architecture and Community Design / AIA Rhode Island
22. WBRC Architects Engineers / AIA Maine

**Large firms (50+ employees)**

1. Bergmeyer Associates, Inc. / BSA

2. CambridgeSeven / BSA
3. Dyer Brown Architects / BSA
4. E4H Architecture / AIA Vermont
5. Harriman / AIA Maine
6. HMFH Architects / BSA
7. Kleinfelder / BSA
8. Payette Associates / BSA
9. Pickard Chilton / AIA Connecticut
10. Stantec Architecture / BSA
11. The SLAM Collaborative / AIA Connecticut



Recent News

[EP Friendly Firm Awards Program](#)

AIA New York E-blast

4/23/2019 2019 Firms Fostering Emerging Professionals Recognition Award

 **AIA**  
New York State



**2019** Firms Fostering  
Emerging Professionals Award  
Apply by October 19



[Click](#) Here for Application

**The Award** | AIANY recognizes firms annually for a period of one year, for their dedication to fostering emerging professionals as they advance their careers. We distinguish firms who offer great support and opportunities to their Emerging Professionals (EP)- defined by the AIA as a student, recent graduate or architect licensed within the last 10 years.

**Procedure** | The recognition award will be given to the firms that achieve a minimum score after submitting the application for evaluation. The applicant firm must confirm that it complies with the policies and activities listed in the application form.

**Principles for Evaluation**

- Licensing Process
- Professional Development
- Support and Compensation
- Diversity

Entry to the recognition award is free for all NYS registered firms. Principal(s) must be AIANY members. Once the AIANY EP Committee completes the evaluation of the applications, those firms that achieve the minimum score will be recognized at the AIANY Design Awards Luncheon on November 8. In addition, the NYS EP website will list the 2019 Firms Fostering Emerging Professionals. If particular excellence is exhibited with one firm, we will award one (1) "Outstanding Firm Fostering EP's".

[https://ui.constantcontact.com/visualeditor/visual\\_editor\\_preview.jsp?agent.uid=1131321021151&format=html&print=true](https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1131321021151&format=html&print=true) 1/2

4/23/2019

2019 Firms Fostering Emerging Professionals Recognition Award

The recognition award will be valid for a period of one (1) year, after which a reapplication is required for continued designation.

**Instructions to Applicants** | All questions in the application must be checked. It is mandatory that the application must be signed by submitted by a firm's Principal and a representative Emerging Professional (both must be AIANYS members). The applications are due no later than Friday October 19, 2018 (11:59 PM EST). No extension will be given. Firms selected will be notified via email.

[Click here for application](#)

Questions? Contact [Cara Longobardi](#)

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AIA New York State, Inc., 50 State St., 5th Floor, Albany, NY 12207

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AIA Tennessee Website Article  
([aiatn.org/aia-tennessee-recognizes-top-ten-emerging-professional-friendly-firms-tennessee](http://aiatn.org/aia-tennessee-recognizes-top-ten-emerging-professional-friendly-firms-tennessee))



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## AIA Tennessee Recognizes TOP TEN Emerging Professional Friendly Firms in Tennessee

*This entry was posted in EP Competitions & Challenges News and tagged epff on August 6, 2018 by Ashley Cates*

Nashville, TN – The American Institute of Architects, Tennessee Chapter (AIA Tennessee) has selected the recipients of the Emerging Professionals Friendly Firm (EPFF) program. The award program showcases the best Tennessee firms offering great support and opportunities to their Emerging Professionals. The goal of the awards program is to foster dialogue within firms across the state to create new and innovative policies and opportunities that support and develop future members of the design profession.

While all firms that participated in this year's program showed support for their emerging professionals, the jury wanted to specifically recognize those firms that made professional development and leadership opportunities for their younger staff members an integral part of their firms' overall studio culture as well as their business policies and practices.

Criteria for the selected firms include the following principles:

- support and resources for EPs attaining licensure
- equitable compensation and benefits for EPs
- professional and personal development opportunities for EPs
- diversity and equal opportunity for EPs

Top Ten Firms were selected by a jury of peers and are as follows:

**Outstanding EPFF Firms:**

- EOA Architects, PLLC, Nashville, TN
- Haizlip Studio, Memphis, TN
- HBG Design, Memphis, TN
- McCarty Holsaple McCarty, Knoxville, TN

- Smith Gee Studio, Nashville, TN

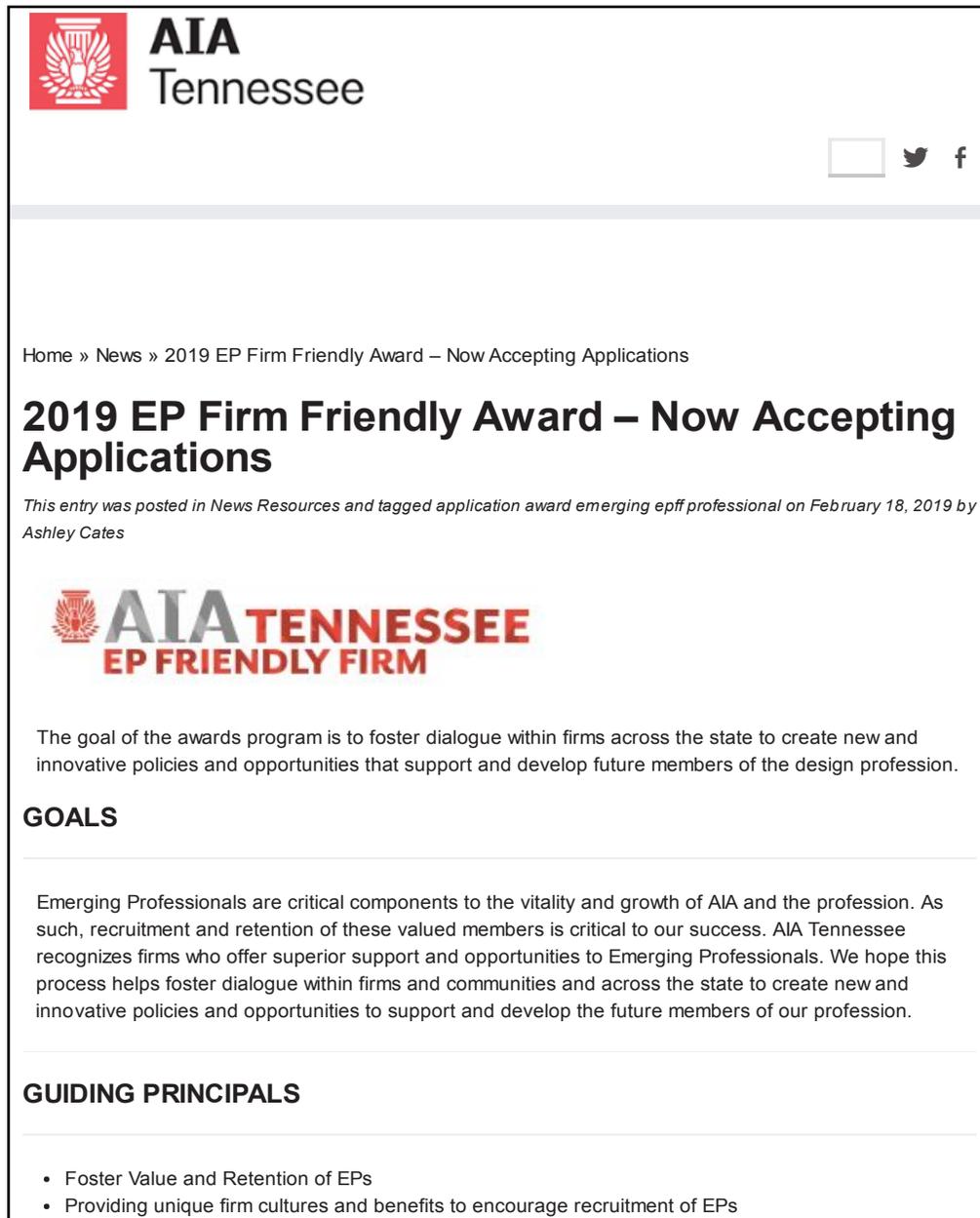
**EPFF Firms:**

- archimania, Memphis, TN
- Hastings Architecture Associates, Nashville, TN
- TMPartners, PLLC, Brentwood, TN
- Self+Tucker Architects, Memphis, TN
- Studio Four Design, Knoxville, TN

← TENNESSEE ARCHITECTS CELEBRATE 2018 DESIGN EXCELLENCE

AIA Tennessee Recognizes 2018 Lifetime Awards Honorees →

AIA Tennessee Website Article  
([aiatn.org/2019-ep-firm-friendly-award-now-accepting-applications](http://aiatn.org/2019-ep-firm-friendly-award-now-accepting-applications))



The image is a screenshot of a website article from AIA Tennessee. At the top left is the AIA Tennessee logo, which consists of a red square containing a white classical building facade, followed by the text "AIA Tennessee" in a bold, black, sans-serif font. To the right of the logo are three social media icons: a white square, a Twitter bird, and a Facebook 'f'. Below the header is a horizontal line. The main content area begins with a breadcrumb trail: "Home » News » 2019 EP Firm Friendly Award – Now Accepting Applications". This is followed by a large, bold, black heading: "2019 EP Firm Friendly Award – Now Accepting Applications". Below the heading is a line of smaller text: "This entry was posted in News Resources and tagged application award emerging epff professional on February 18, 2019 by Ashley Cates". The next section features a large graphic with the AIA Tennessee logo on the left and the text "AIA TENNESSEE EP FRIENDLY FIRM" in a bold, red, sans-serif font on the right. Below this graphic is a paragraph: "The goal of the awards program is to foster dialogue within firms across the state to create new and innovative policies and opportunities that support and develop future members of the design profession." This is followed by a section titled "GOALS" in bold black text. Below the heading is a paragraph: "Emerging Professionals are critical components to the vitality and growth of AIA and the profession. As such, recruitment and retention of these valued members is critical to our success. AIA Tennessee recognizes firms who offer superior support and opportunities to Emerging Professionals. We hope this process helps foster dialogue within firms and communities and across the state to create new and innovative policies and opportunities to support and develop the future members of our profession." The final section is titled "GUIDING PRINCIPALS" in bold black text. Below the heading is a bulleted list with two items: "• Foster Value and Retention of EPs" and "• Providing unique firm cultures and benefits to encourage recruitment of EPs".

- Providing equitable compensation and benefits
- Provide strong professional development for EPs
  - Mentorship
  - Encouraging and celebrating licensure
  - Providing EPs with a broad and diverse experiences in firm practice
  - Committing to and investing in EPs at all phases of their professional development
- Promote EP engagement and leadership in the profession and the community
- Providing leadership opportunities to EPs
- Encouraging EPs to inform firm culture to transform the practice of architecture for the next generation.
- Promoting involvement in the AIA and industry, charitable, and community organizations

## HOW IT WORKS

Upon the evaluation of the following application by an impartial jury, we will present the certification of "EP-Friendly Firm" to applicants who demonstrate consistent accordance with the guiding principles listed above. Firms qualifying for this status may use the AIA TN EP-Friendly Firm logo on promotional materials to display their commitment to Emerging Professionals.

If a firm exhibits particular excellence, we will award a single "Outstanding EP-Friendly Firm" award in each category listed below:

Small firm = 10 & under

Medium firm = 11-49

Large firm = 50+

All awards will be presented at the AIA Tennessee Conference on Architecture. As this recognition is awarded annually, firms are encouraged to participate every year, refining their applications to demonstrate their continued support of EPs. An out-of-state jury will judge applications; firm identities will remain anonymous during evaluation.

## INSTRUCTIONS TO APPLICANTS:

The online application is to be filled out together by one firm principal and one EP. Both must sign the application for it to be valid.

Please limit answers to the space provided. All answers should reflect the firm's current policies and practices.

There is no monetary fee to apply: we only ask for your dedication to this effort.

**Deadline to enter your submission is 5pm/central on May 31, 2019!**

**[Click here to begin your online application.](#)**

# Survey

## AIA Central States Survey



### 2018 EP FRIENDLY FIRM AWARD APPLICATION

An Emerging Professional (EP) is defined by the AIA as a student, recent graduate, or architect licensed within the last 10 years. Within the Central States Region, the EP Committee annually awards 'Emerging Professional Friendly' status to firms who display an outstanding commitment to the development of their EP Staff. Firms that meet the minimum 20 point threshold will qualify as "EP Friendly Firms" and will be recognized as such at the CSR Design Awards Ceremony. Those who support EPs above and beyond that minimum or in other exceptional ways will be recognized as an "Outstanding EP Friendly Firm."

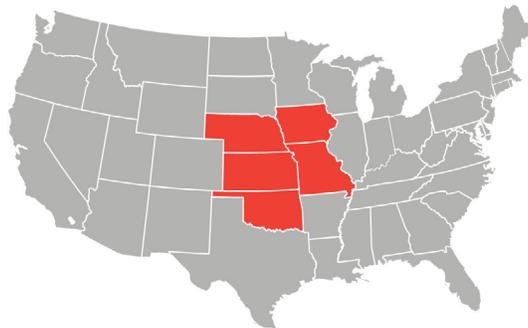
This is an excellent opportunity for firms in the Central States Region to showcase their commitment to Emerging Professionals. All architecture firms that have an office in the Central States Region and are AIA member firms are eligible to apply. The AIA Central States Region (CSR) is composed of Iowa, Kansas, Missouri, Nebraska and Oklahoma. There is no charge to apply, only your firm's dedication to this effort. Please include part time and full time staff in your responses to the following questions.

### INSTRUCTIONS TO APPLICANTS

At least one emerging professional and at least one firm principal should sit down and fill out the following application together. The following questions are intended to be the framework and documentation of that conversation. Please submit typed or legibly handwritten applications. Space for additional notes is available at the end of the document. Also, please submit a JPEG logo to be used at the CSR Design Awards Ceremony.

In order to be valid, the application must be signed and completed by a principal and an emerging professional from the applicant firm.

**Applications must be emailed to the EP Committee ([aiacsrep@gmail.com](mailto:aiacsrep@gmail.com)) by 5PM CDT September 14<sup>th</sup>. Please include in the subject heading "2018 EP Friendly Firm Application."**



| COMPENSATION  | NO | YES |
|---|----|-----|
| 1. Is starting salary for an 'EP on the Path to Licensure 1' above the AIA salary calculator median of \$44,000? (2 points)<br><i>(This salary median is set by the AIA Compensation Survey Salary Calculator, using the West North Central Region as a baseline <a href="http://info.aia.org/salary/salary.aspx">http://info.aia.org/salary/salary.aspx</a>)</i> |    |     |
| 2. Does your firm cover NCARB annual fees?<br>(2 points for 100%, 1 point for 50% or more)  |    |     |
| 3. Does your firm cover AIA annual fees?<br>(2 points for 100%, 1 point for 50% or more)  |    |     |
| 5. Does your firm cover licensure fees / renewal in an architect's home state?<br>(2 points for 100%, 1 point for 50% or more)  |    |     |
| 6. Are all EPs at your office provided with health insurance coverage through the firm? (Student Interns are exempt) (1 point)  |    |     |
| Supporting information (if necessary)   |    |     |
|   |    |     |
| LICENSURE   | NO | YES |
| 7. Have all licensure-eligible architectural EPs established an NCARB record and registered with the Architectural Experience Program (AXP)? (2 points)   |    |     |
| 8. Does your firm provide a full day off work for each ARE? (1 point)   |    |     |
| 9. Does your firm provide reimbursement to all EPs for all passed ARE exams? (1 point)  |    |     |
| 10. Does your firm provide reimbursement to all EPs for one failed ARE exam? (1 point)  |    |     |
| 11. Does your firm have study material for all six (6) exams of ARE 5.0? (1 point)  |    |     |
| 12. Does your firm publicly recognize all of your recently licensed EPs? (1 point)  |    |     |
| Supporting information (if necessary)   |    |     |
|   |    |     |

| PROFESSIONAL DEVELOPMENT   | NO | YES |
|--|----|-----|
| 13. Has your firm hired a graduate from a career fair in the past year? (1 points)   |    |     |
| 14. Does an EP work on a single project from start to finish (i.e. Predesign through Construction Administration) (2 point)  |    |     |
| 15. Does your firm provide a mentor to each EP outside of their direct supervisor? (1 point)   |    |     |
| 16. Does your firm include EPs in all areas of the firm's practice such as presentations, client meetings, consultant coordination meetings, job site meetings, code reviews, etc. (2 points)  |    |     |
| 17. Does your firm provide reimbursement and leave to attend seminars and conferences? (1 points)  |    |     |
| 18. Does your firm provide a framework for constructive feedback or an employee review system that encourages and measures growth and development? (1 point)   |    |     |
| Supporting information (if necessary)  |    |     |
|  |    |     |
| OPPORTUNITY  | NO | YES |
| 19. Of the EPs in your firm, are at least 43% women? (1 point)<br><i>According to ACSA, 43% of architecture graduates are women and 30% of AIA associate members are women.</i><br><a href="http://www.acsa-arch.org/resources/data-resources/women">http://www.acsa-arch.org/resources/data-resources/women</a>                 |    |     |
| 20. Of the EPs in your firm, do at least 30% percent identify as a racial or ethnic minority? (1 point)<br><i>According to NCARB's 2016 assessment of demographics, 30% of exam candidates identified as non-white.</i><br><a href="https://www.ncarb.org/nbtr2017/demographics">https://www.ncarb.org/nbtr2017/demographics</a> |    |     |
| 21. Does your firm sponsor leadership development through training, coaching, and education? (1 point)   |    |     |
| 22. Does your firm provide paid maternity and / or paternity leave? (1 point)  |    |     |
| 23. Does your firm allow employees to work from home / have flexible working hours? (1 point)  |    |     |
| 24. Does your firm provide opportunities for EPs to participate in community service activities? (1 point)   |    |     |
| Supporting information (if necessary)  |    |     |
|  |    |     |



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Additional information: Please share any efforts your firm undertakes to support Emerging Professionals - use as many additional pages as you need. (Up to 5 points)

Statement of Commitment

**By signing below, you are indicating that you have read, understand, and agree with the following statement.**

We commit to providing benefits as outlined above in order to promote the professional development of the EPs employed by our firm. If at any time the status of these benefits changes, we agree to notify the AIA Central States Emerging Professionals Committee. We commit to providing and maintaining a harassment-free workplace. We certify that we not have unpaid interns. We commit to the AIA Code of Ethics.

We understand that by signing this statement of commitment, we are giving permission to the Central States Regional Council (CSR) of the American Institute of Architects and its chapter affiliates to identify our firm name as an "AIA CSR EP Friendly Firm." It is further understood that the Central States Regional Council (CSR) of the American Institute of Architects and its chapter affiliates can place information (as provide by the firm) regarding the firm's commitment on AIA websites and in written newsletter and emails.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
Principal (*signature*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal (*printed name*)

\_\_\_\_\_  
Emerging Professional (*signature*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emerging Professional (*printed name*)

AIA New England Survey

|   |   |
|---|---|
| <b>2019</b><br><br><b>AIA<br/>New England</b><br><b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>  | <b>2019 AIA New England Emerging Professional Friendly Firm</b> |
| <b>Instructions on Survey</b>   |   |
| <p><b>At least one Emerging Professional and at least one firm principal should sit down and fill out the following survey together. The Emerging Professional should have a strong understanding of firm policies and a working knowledge of their peers status with NCARB's AXP program. The following questions are intended to be the framework and documentation of that conversation. Please allow approximately one hour to complete the survey.</b></p> <p><b>In order for the survey results to be valid, one firm principal and one Emerging Professional will provide their contact and firm information at the end of the survey. One submission per firm.</b></p> <p><b>The survey will close on September 16, 2019 at 8 pm</b></p> <p><b>Definition:</b><br/><b>An Emerging Professional (EP) is defined by the AIA as the diverse group of individuals who are recently licensed or moving along various points on the path to licensure. This includes students, recent graduates, candidates on the path to licensure, and architects licensed 10 years or less. For this survey, consider a recent graduate as an individual within zero to two years of receiving a degree.</b></p> <p>1. Enter the firm name</p> <input type="text"/> |   |
| <p>2. The firm employees are members of the following AIA New England component...<br/>(If the firm has more than one office, please respond with its New England location or if there are multiple offices within New England, please select the primary location.)</p> <ul style="list-style-type: none"><li><input type="radio"/> AIA Central Massachusetts</li><li><input type="radio"/> AIA Connecticut</li><li><input type="radio"/> AIA Maine</li><li><input type="radio"/> AIA New Hampshire</li><li><input type="radio"/> AIA Rhode Island</li><li><input type="radio"/> AIA Vermont</li><li><input type="radio"/> AIA Western Massachusetts</li><li><input type="radio"/> Boston Society of Architects</li></ul>  |   |
| <b>1</b>  |   |



|   |   |                            |  |
|---|---|----------------------------|--|
| <b>2019</b>   |  | <b>AIA<br/>New England</b> | 2019 AIA New England Emerging Professional Friendly Firm |
| <b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>  |   |                            |  |
| <b>Equity, Diversity and Inclusion</b>  |   |                            |  |
| 6. % of Emerging Professionals who are women  |   |                            |  |
| <input type="text"/>  |   |                            |  |
| 7. % of Emerging Professionals who are in a leadership position (for this question, leadership constitutes as an individual with the title Partner, Principal, Senior Associate, Senior Staff, or Associate)                                      |   |                            |  |
| <input type="text"/>  |   |                            |  |
| 8. % of firm leadership who are women (for this question, leadership constitutes as an individual with the title Partner, Principal, Senior Associate, Senior Staff, or Associate)  |   |                            |  |
| <input type="text"/>  |   |                            |  |
| 9. % of Emerging Professionals who are a racial or ethnic minority  |   |                            |  |
| <input type="text"/>  |   |                            |  |
| 10. % of firm leadership who are a racial or ethnic minority (for this question, leadership constitutes as an individual with the title Partner, Principal, Senior Associate, Senior Staff, or Associate)   |   |                            |  |
| <input type="text"/>  |   |                            |  |
| 11. Has the firm encouraged all staff to read the AIA Guides for Equitable Practice?<br>( <a href="https://www.aia.org/resources/6076046-guides-for-equitable-practice">https://www.aia.org/resources/6076046-guides-for-equitable-practice</a> ) |   |                            |  |
| <input type="radio"/> Yes   |   |                            |  |
| <input type="radio"/> No  |   |                            |  |
|   |   |                            | <b>3</b>   |

12. In which ways is the firm improving the firm culture around Equity, Diversity and Inclusion (EDI)? Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Established an EDI Committee at the firm  | <input type="checkbox"/> Provide a designated space in the office for nursing mothers      |
| <input type="checkbox"/> Sponsor Emerging Professionals to attend EDI related seminars or conferences  | <input type="checkbox"/> Evaluating pay equity on a yearly basis across all firm employees |
| <input type="checkbox"/> Support Emerging Professionals to attend Equity conferences such as the AIA Women in Leadership Summit or the NOMA conference | <input type="checkbox"/> We are currently not implementing any EDI initiatives at the firm |
| <input type="checkbox"/> Instituted an EDI advocate position at the senior leadership level  |  |

Other (please specify)

|   |   |
|---|---|
| <b>2019</b><br><br><b>AIA</b><br><b>New England</b><br><b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>  | <b>2019 AIA New England Emerging Professional Friendly Firm</b> |
| <b>NCARB and Architectural Experience Program (AXP)</b>   |   |
| <p>For these questions below, use the definitions as outlined by <a href="http://ncarb.org">ncarb.org</a>:</p> <p><b>An AXP supervisor is the individual who supervises the candidate on a daily basis and has professional knowledge of and responsibility for the individual's work. The AXP supervisor is required to certify that the information that the candidate submits on their experience report is true and correct and that the candidate has performed the task competently.</b></p> <p><b>An AXP mentor offers instruction, encouragement, and advice to candidates as they navigate the path to licensure. While typically this individual does not monitor a candidate's experience reports, there are specific opportunities where mentors who are licensed to practice architecture in the United States or Canada can act as an AXP supervisor.</b></p> |   |
| 13. Have all Emerging Professionals in the firm, that are licensure-eligible, established an NCARB Record and are registered with the Architectural Experience Program (AXP)?   |   |
| <input type="radio"/> Yes   |   |
| <input type="radio"/> No  |   |
| 14. Do all of the AXP supervisors and AXP mentors in the firm have knowledge of the current AXP Guidelines, and the requirements for registration within your local jurisdiction?   |   |
| <input type="radio"/> Yes   |   |
| <input type="radio"/> No  |   |
| 15. If the firm has an in-house AXP supervisor, what position does that person hold within the office?  |   |
| <input type="radio"/> Entry level   | <input type="radio"/> Senior leader                             |
| <input type="radio"/> Mid-career  | <input type="radio"/> Not applicable                            |
| <input type="radio"/> Experienced professional  |   |
| 16. Does the in-house AXP supervisor meet twice a year with all Emerging Professional staff to review their AXP progress and help them compile Council Record updates for NCARB?  |   |
| <input type="radio"/> Yes   |   |
| <input type="radio"/> No  |   |
| 5   |   |

17. Do the in-house AXP supervisors and AXP mentors in the firm verify all NCARB Record updates are accurate before signing each Emerging Professional's experience report?

- Yes
- No

18. Does the firm openly work with Emerging Professional staff to help individuals gain experience in specific AXP training units?

- Yes
- No

19. Does the firm provide support to the in-house AXP supervisors and AXP mentors so they can effectively lead the development of Emerging Professional staff skills and talents? Check all that apply.

- Yes, we provide support by offering training
- Yes, we encourage our AXP Supervisors to volunteer on State Licensing Boards and NCARB Committees
- Yes, we provide support by periodically checking in with our AXP supervisors and AXP mentors
- No, we do not provide support
- Yes, we reimburse our AXP Supervisor's fees for maintaining their NCARB Certificates

Other (please specify)

|  |   |                           |  |
|--|---|---------------------------|--|
| 2019   |  | <b>AIA</b><br>New England | 2019 AIA New England Emerging Professional Friendly Firm |
| <b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>   |   |                           |  |
| <b>ARE and Licensing Process</b>   |   |                           |  |
| 20. Does the firm own current ARE preparation books, flash cards or other reading materials in-house and offer them to the Emerging Professional staff?              |   |                           |  |
| <input type="radio"/> Yes<br><input type="radio"/> No  |   |                           |  |
| 21. Does your firm cover the cost of ARE classes, digital training courses, and other non-paper based ARE preparation resources for the Emerging Professional staff? |   |                           |  |
| <input type="radio"/> Yes, 100% of costs are covered<br><input type="radio"/> Yes, 50% of costs are covered<br><input type="radio"/> No                              |   |                           |  |
| Other (please specify)   |   |                           |  |
| <div style="border: 1px solid black; height: 50px;"></div>   |   |                           |  |
| 22. Does the firm compensate Emerging Professional staff a paid day to sit for each of the ARE exams?  |   |                           |  |
| <input type="radio"/> Yes<br><input type="radio"/> No  |   |                           |  |
| 23. Does the firm cover the cost of all passed ARE exams?  |   |                           |  |
| <input type="radio"/> Yes, 100% of costs are covered<br><input type="radio"/> Yes, 50% of costs are covered<br><input type="radio"/> No                              |   |                           |  |
| Other (please specify)   |   |                           |  |
| <div style="border: 1px solid black; height: 50px;"></div>   |   |                           |  |
|  |   |                           | 7  |

24. Does the firm provide reimbursement for the cost of one failed or a re-take of an ARE exam?

Yes

No

25. Does the firm publicly recognize newly licensed Architects upon successful completion of the ARE and fulfillment of state requirements?

Yes

No

|  |   |                           |  |
|--|---|---------------------------|--|
| <b>2019</b>  |  | <b>AIA</b><br>New England | 2019 AIA New England Emerging Professional Friendly Firm |
| <b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>   |   |                           |  |
| <b>Leadership</b>  |   |                           |  |
| 26. Does the firm include Emerging Professional staff in all areas of the firm's practice, such as design, documentation, construction, presentations, client meetings, consultant coordination meetings, job site meetings, code reviews, etc.? |   |                           |  |
| <input type="radio"/> Yes  |   |                           |  |
| <input type="radio"/> No   |   |                           |  |
| 27. Does the firm provide Emerging Professionals with an annual and comprehensive review?  |   |                           |  |
| <input type="radio"/> Yes  |   |                           |  |
| <input type="radio"/> No   |   |                           |  |
| 28. How does the firm work to engage Emerging Professional staff during the design and construction process? Check all that apply.   |   |                           |  |
| <input type="checkbox"/> Emerging Professional staff work on projects from inception through completion  |   |                           |  |
| <input type="checkbox"/> Emerging Professional staff share their opinion in open forums or office charrettes   |   |                           |  |
| <input type="checkbox"/> Emerging Professional staff shadow other employees as a professional development opportunity and gain additional AXP experience   |   |                           |  |
| <input type="checkbox"/> Emerging Professional staff are given design challenges and contribute to a larger project  |   |                           |  |
| <input type="checkbox"/> Emerging professional staff are assigned to different project typologies within the firm to expose them to the various ways to design and detail buildings for different uses   |   |                           |  |
| <input type="checkbox"/> The firm does not actively engage Emerging Professional staff during the design and construction process  |   |                           |  |
| Other (please specify)   |   |                           |  |
| <div style="border: 1px solid black; height: 50px;"></div>   |   |                           |  |
| 29. Does the firm provide clear paths and opportunities for Emerging Professional staff to grow into future firm leadership?   |   |                           |  |
| <input type="radio"/> Yes  |   |                           |  |
| <input type="radio"/> No   |   |                           |  |

30. Does the firm promote Emerging Professional staff to "Associate" or other firm leadership designations?

Yes

No

31. Does the firm provide and/or encourage each Emerging Professional staff member to have an in-house mentor?

Yes

No

32. If the firm provides or encourages each Emerging Professional staff member to have an in-house mentor, do the firm's principals participate in the mentoring process?

Yes

No

Not applicable

|  |   |                            |  |
|--|---|----------------------------|--|
| <b>2019</b>  |  | <b>AIA<br/>New England</b> | 2019 AIA New England Emerging Professional Friendly Firm |
| <b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>   |   |                            |  |
| <b>Professional Development</b>  |   |                            |  |
| 33. How does the firm provide support for Emerging Professional staff to attend conventions, conferences or other continuing education events? Pick all that apply.  |   |                            |  |
| <input type="checkbox"/> Time off<br><input type="checkbox"/> Registration<br><input type="checkbox"/> Registration / Travel / Lodging<br><input type="checkbox"/> 50% of all expenses<br><input type="checkbox"/> 100% of all expenses<br><input type="checkbox"/> The firm does not provide opportunities  |   |                            |  |
| Other (please specify)   |   |                            |  |
| <div style="border: 1px solid black; height: 55px;"></div>   |   |                            |  |
| 34. Will the firm provide reimbursement for Emerging Professional staff to attend the AIA Conference on Architecture 2020 in Los Angeles? Pick all that apply.   |   |                            |  |
| <input type="checkbox"/> Time off<br><input type="checkbox"/> Registration<br><input type="checkbox"/> Registration / Travel / Lodging<br><input type="checkbox"/> 50% of all expenses<br><input type="checkbox"/> 100% of all expenses<br><input type="checkbox"/> The firm does not provide reimbursement<br><input type="checkbox"/> Other (please specify) |   |                            |  |
| <div style="border: 1px solid black; height: 55px;"></div>   |   |                            |  |
|  |   |                            | 11   |

35. Does the firm encourage and support Emerging Professional staff to be involved in a committee, professional affiliation, community group and/or design organization within or outside of the firm?

- Yes
- No

36. If the firm does encourage and support Emerging Professional staff's involvement in a committee, professional affiliation, community group and/or design organization within or outside of the firm, how so?

- Paid time off
- Employee can make up the time away from work
- Financial support
- Employee is recognized for their efforts through social media campaigns
- Not applicable

Other (please specify)

37. Does the firm provide reimbursement for Emerging Professional staff to attend full-day or half-day educational or social events provided by the AIA or other allied professions?

- 50% reimbursement
- 100% reimbursement
- We do not provide reimbursement

Other (please specify)

38. Does the firm cover time out of the office for Emerging Professional staff to volunteer with the AIA or related allied profession opportunities?

- 50% of time
- 100% of time
- We do not cover time

Other (please specify)

39. Do any of the Emerging Professional staff in your organization hold a leadership position with the AIA or associated AEC organizations?

- Yes, 1-2 Emerging Professionals
- Yes, 3-5 Emerging Professionals
- Yes, 6+ Emerging Professionals
- No

|  |   |
|--|---|
| <b>2019</b><br><br><b>AIA</b><br><b>New England</b><br><b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>   | <b>2019 AIA New England Emerging Professional Friendly Firm</b> |
| <b>Culture</b>   |   |
| <p>40. Does the firm provide opportunities for Emerging Professional staff to further their knowledge of construction administration by conducting site tours, construction progress presentations, and/or by sharing lessons learned in round-table discussions?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Other (please specify)</p> <div style="border: 1px solid black; height: 40px; width: 500px; margin-top: 5px;"></div> |   |
| <p>41. Does the firm offer special programs/events for summer interns related to career development or mentorship?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>  |   |
| <p>42. Does the firm introduce Emerging Professional staff to the business of architecture by including them in business planning, strategic planning, business operations, contracts, and/or project cost conversations?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>   |   |
| <p>43. Does the firm provide Emerging Professional staff with the ability to work remotely and have a flexible schedule as needs arise?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>   |   |
| <p>44. Does the firm encourage Emerging Professional staff to develop and lead new programs, committees or initiatives within the firm?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>   |   |
| <b>14</b>  |   |

45. Does the firm support and encourage Emerging Professional staff to prepare presentations for a local or regional AIA Conference or the National AIA Conference on Architecture?

Yes

No

46. Does the firm support and provide application assistance for Emerging Professional staff applying for AIA individual recognition awards and honors?

Yes

No

|  |   |                           |  |
|--|---|---------------------------|--|
| 2019   |  | <b>AIA</b><br>New England | 2019 AIA New England Emerging Professional Friendly Firm |
| <b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>   |   |                           |  |
| <b>Support and Compensation</b>  |   |                           |  |
| 47. Does the firm cover the cost of the AIA membership for all of the Emerging Professional staff (including Associate AIA and AIA)? |   |                           |  |
| <input type="radio"/> Yes, the firm covers 100%<br><input type="radio"/> Yes, the firm covers 50%<br><input type="radio"/> No        |   |                           |  |
| Other (please specify)   |   |                           |  |
| <input type="text"/>   |   |                           |  |
| 48. Does the firm cover the cost of the annual NCARB fee?  |   |                           |  |
| <input type="radio"/> Yes, the firm covers 100%<br><input type="radio"/> Yes, the firm covers 50%<br><input type="radio"/> No        |   |                           |  |
| Other (please specify)   |   |                           |  |
| <input type="text"/>   |   |                           |  |
| 49. Does the firm cover the cost of licensure and renewal fees in an Architectural staff's home state?                               |   |                           |  |
| <input type="radio"/> Yes, the firm covers 100%<br><input type="radio"/> Yes, the firm covers 50%<br><input type="radio"/> No        |   |                           |  |
| Other (please specify)   |   |                           |  |
| <input type="text"/>   |   |                           |  |
| 50. Does the firm cover the cost for LEED certification?   |   |                           |  |
| <input type="radio"/> Yes, the firm covers 100%<br><input type="radio"/> Yes, the firm covers 50%<br><input type="radio"/> No        |   |                           |  |
| Other (please specify)   |   |                           |  |
| <input type="text"/>   |   |                           |  |

51. Does the firm cover the cost for additional non-traditional certifications, relevant to an Emerging Professional staff member's interests?

- Yes, the firm covers 100% of the exam cost
- Yes, the firm covers 50% of the exam cost
- No
- Other amount

52. Does the firm compensate Emerging Professional staff with a bonus or an increase in salary upon recognizing an individual's completion of the ARE Exams and licensure process?

- Yes
- No

53. Does the firm reference the AIA Compensation Guidelines during an annual performance and/or salary review for Emerging Professional staff to ensure equity within the workplace?

- Yes
- No

54. Does the firm have a written maternity and/or paternity leave policy?

- Yes, and the firm offers paid maternity and paternity leave with full salary and benefits
- Yes, and the firm offers only paid maternity leave with full salary and benefits
- Yes, and the firm offers paid maternity and paternity leave with partial salary and benefits
- Yes, and the firm offers only paid maternity leave with partial salary and benefits
- Yes, and the firm offers maternity and paternity leave without pay
- Yes, and the firm offers only maternity leave without pay
- No, there is no written policy

Other (please specify)

|   |   |                            |  |
|---|---|----------------------------|--|
| <b>2019</b>   |  | <b>AIA<br/>New England</b> | 2019 AIA New England Emerging Professional Friendly Firm |
| <b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>  |   |                            |  |
| <b>Communication</b>  |   |                            |  |
| <p>55. Does the firm have a written policy which outlines the benefits of salary increase for Emerging Professional staff upon completion of licensure?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>  |   |                            |  |
| <p>56. Does the firm have a written policy which outlines and provides Emerging Professional staff with compensated bereavement time for family members outside of an immediate family, including grandparents, aunts, uncles, cousins, etc?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> |   |                            |  |
| <p>57. Does the firm have a written policy which outlines the firm's stance on sexual harassment and discrimination behaviors and makes it available to all staff?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>   |   |                            |  |
| <p>58. Does the firm emphasize the necessity to prepare for and complete the Architect Registration Examination (ARE) in a timely manner?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>  |   |                            |  |
| <p>59. Does your firm openly share its salary structure with employees so that salaries are transparent and pay increase is based on years of experience?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>  |   |                            |  |
|   |   |                            | 18   |

|  |   |
|--|---|
| <b>2019</b><br><br><b>AIA</b><br><b>New England</b><br><b>EMERGING PROFESSIONAL FRIENDLY FIRM</b>   | <b>2019 AIA New England Emerging Professional Friendly Firm</b> |
| <b>Statement of Commitment</b>   |   |
| <p>We commit to providing benefits as outlined in the survey in order to promote the professional development of the Emerging Professionals employed by our firm. We understand that by entering our contact information below, we are giving permission to AIA New England and its chapter affiliates to identify our firm name as an "2019 New England Emerging Professional Friendly Firm." It is further understood that AIA New England and its chapter affiliates can place information (as provided by the firm) regarding the firm's commitment on AIA websites and in written newsletters and emails.</p> |   |
| 60. Firm Information   |   |
| Company  | <input type="text"/>  |
| Address  | <input type="text"/>  |
| Address 2  | <input type="text"/>  |
| City/Town  | <input type="text"/>  |
| State/Province   | <input type="text"/>  |
| ZIP/Postal Code  | <input type="text"/>  |
| 61. Firm Website   |   |
| <input type="text"/>   |   |
| 62. Contact information for firm principal   |   |
| Name   | <input type="text"/>  |
| Email Address  | <input type="text"/>  |
| Phone Number   | <input type="text"/>  |
| 63. Contact information for Emerging Professional  |   |
| Name   | <input type="text"/>  |
| Email Address  | <input type="text"/>  |
| Phone Number   | <input type="text"/>  |

64. Use the box below to provide comments or feedback on the survey process or questions.

AIA New York Survey



**AIA**  
New York State



**LICENSING PROCESS**

1. All Emerging Professionals in the firm that are eligible for licensure have established an NCARB Record and are registered with the Architectural Experience Program.  
Yes (  ) No (  )
2. Does the firm provide a Mentor to each of the Emerging Professionals?  
Yes (  ) No (  )
3. Does your firm provide a mentor to help with the AXP process?  
Yes (  ) No (  )
4. Does the firm encourage Emerging Professionals to establish an AXP Mentor outside the office as per the AXP Guidelines?  
Yes (  ) No (  )
5. Does the firm provide opportunities for licensure candidates to earn AXP experience hours in all required areas through exposure to projects at various stages?  
Yes (  ) No (  )
6. Does the firm provide opportunities for supplemental experience via activities in addition to emerging professionals' routine work assignments.  
Yes (  ) No (  )
7. All AXP supervisors and mentors in the firm have knowledge of current AXP Guidelines and the requirements for registration in the jurisdiction.  
Yes (  ) No (  )
8. All AXP supervisors and mentors in the firm verify that all records are accurate before signing each emerging professional's experience report.  
Yes (  ) No (  )
9. The firm requires the intern to compile his/her AXP training requirement units for the past year to use in their yearly employment review.  
Yes (  ) No (  )
10. The firm designates a registered architect as an in-house AXP coordinator for all firm interns.  
Yes (  ) No (  )
11. The in-house AXP coordinator meets quarterly with all the firm interns to review their progress and to help them compile Council Record updates to NCARB.  
Yes (  ) No (  )
12. Does the firm own ARE preparation materials.  
Yes (  ) No (  )

50 State Street, 5<sup>th</sup> Floor  
Albany, New York 12207  
(518) 449-3334 Fax (518) 426-8176  
[www.alanys.org](http://www.alanys.org)



## AIA New York State



**PROFESSIONAL DEVELOPMENT**

1. Does the firm provide time off and reimbursement for EP's to attend conventions, conferences or other continuing education events?  
Yes  No
2. Does the firm provides leadership opportunities or training for EP's within the firm?  
Yes  No
3. The firm publicly recognizes newly licensed architects upon successful completion of the ARE and fulfillment of state requirements.  
Yes  No
4. Will the firm provide reimbursement or cover the registration for EP's to attend the AIA National Conference?  
Yes  No
5. Will the firm provide reimbursement or will cover the registration for EP's to attend daily AIA or field related events?  
Yes  No
6. Will the firm cover time for EP's to volunteers with the AIA or related field opportunities?  
Yes  No

**SUPPORT AND COMPENSATION**

1. Does the firm cover 100% of the cost of NCARB fees?  
Yes  No
2. Does the firm cover 100% of the cost of all ARE passed exams?  
Yes  No
3. Does the firm cover cost of ARE classes, online training courses, ARE preparation books (full or partial)?  
Yes  No
4. Is the Emerging Professional compensated a paid day to present the ARE exams?  
Yes  No
5. Does the firm cover 100% cost of AIA membership?  
Yes  No
6. The firm compensates EP's (by bonuses or increase in salary) recognizing their completion of ARE Exams and licensure.  
Yes  No
7. The firm has written standards that outline the benefits of salary increase upon completion of licensure.  
Yes  No

**50 State Street, 5<sup>th</sup> Floor  
Albany, New York 12207  
(518) 449-3334 Fax (518) 426-8176  
www.aianys.org**



**AIA**  
New York State



8. Our firm makes an effort to provide flexible scheduling; recognizing the importance of the time spent outside of the office.  
Yes  No
9. Our firm emphasizes the necessity to prepare for and complete the Architect Registration Examination® (ARE®) in a timely manner.  
Yes  No

**DIVERSITY**

1. \_\_\_\_\_ % of EPs who are women
2. \_\_\_\_\_ % of firm leadership who are women
3. \_\_\_\_\_ % of EPs who are a racial or ethnic minority
4. \_\_\_\_\_ % of firm leadership who are a racial or ethnic minority

AIA Pennsylvania Survey

**2018 EPiC Firm Recognition**

This designation was formerly known as "Firms Fostering Emerging Professionals"



**AIA**  
Pennsylvania

**Deadline: September 28, 2018**

Do you think your firm is Engaging and Fostering Emerging Professionals? This campaign will give AIA PA member firms the "EPiC Firm" designation within our region. To be considered, the applicant firm must complete and turn in this application form for review. The applicant firm must attest to their firm's commitment to Emerging Professionals by striving to adhere to the policies, actions, and activities outlined below, indicating which criteria their firm meets or exceeds by checking the boxes beside those items. A firm principal and emerging professional from the firm must sign and date the affirmation at the end of the application.

There is no charge to be considered an "EPiC Firm," only your firm's dedication to this effort. Upon application approval, your firm will be recognized during the broadcast of the AIA Pennsylvania Virtual Awards on November 15, 2018 and the local pop-up parties. Firms will be notified via email and receive designation on the AIA PA Emerging Professionals Community (EPiC) webpage hosted on [aia.org](http://aia.org). The EPiC Firm designation is valid for one year, after which a reapplication is required for continued designation.

**Statement of Commitment**

We commit to providing benefits as outlined above (indicated by check box) in order to promote the professional development of the emerging professionals employed by our firm. If at any time the status of these benefits changes, we agree to notify the AIA Pennsylvania Emerging Professionals Committee. We understand that by signing this statement of commitment, we are giving permission to the Pennsylvania Society (PA) of the American Institute of Architects and its chapter affiliates to identify our firm name as an "AIA PA EPiC Firm." It is further understood that the Pennsylvania Society (PA) of the American Institute of Architects and its chapter affiliates can place information (as provided by the firm) regarding the firm's commitment on AIA websites and in written newsletters and emails.

1. Firm Name

\_\_\_\_\_

2. Firm Address

\_\_\_\_\_

3. Firm Website

\_\_\_\_\_

4. Firm Principal Name

\_\_\_\_\_

5. Firm Principal Email

\_\_\_\_\_

6. Emerging Professional Name

\_\_\_\_\_

7. Emerging Professional Email

\_\_\_\_\_

**Application Form**

**Please check all that apply**

**8. Architectural Experience Program (AXP)**

Check all that apply.

- In our firm, all licensure-eligible Architectural Emerging Professionals have established an NCARB Record and are registered with the Architectural Experience Program (AXP).
- In our firm, licensed architects mentor emerging professionals (within or outside of the firm) in all areas of practice. Our firm encourages emerging professionals to establish an AXP mentor outside the office as suggested by NCARB in the AXP Guidelines.
- Our firm provides emerging professionals with an annual and comprehensive review.
- All AXP supervisors and mentors in our firm verify that all records are accurate before signing each emerging professional's experience report.
- All AXP supervisors and mentors in our firm have knowledge of current AXP Guidelines and the requirements for registration in the jurisdiction.
- Our firm provides opportunities for supplemental experience via activities in addition to emerging professionals' routine work assignments.
- Our firm facilitates accumulating AXP experience hours in all experience areas through exposure to projects at various stages.

**9. LEADERSHIP**

Check all that apply.

- Our firm encourages emerging professionals to be involved in a committee and/or professional affiliation within or outside of the firm.
- Our firm works to engage emerging professionals in the entire project duration from conception through completion.
- Our firm provides a variety of project experiences to expose emerging professionals to a broad range of responsibilities and challenges.
- Our firm supports our AXP supervisors and mentors to effectively lead the development of emerging professional skills and talents.
- Our firm includes emerging professionals in all areas of the firm's practice such as presentations, client meetings, consultant coordination meetings, job site meetings, code reviews, etc.

10. **SUPPORT**

*Check all that apply.*

- Our firm provides reimbursement and/or leave to attend seminars and conferences.
- Our firm compensates emerging professionals fairly and generously, recognizing their completion of a professional degree in architecture and professional experience.
- Our firm emphasizes the necessity to prepare for and complete the Architect Registration Examination® (ARE®) in a timely manner.
- Our firm publicly recognizes newly licensed architects upon successful completion of the ARE® and fulfillment of state requirements.
- Our firm provides administrative and technical support, including furnishing of resources, study materials, and practice exams.
- Our firm reimburses emerging professionals a minimum of 50% of the cost for each ARE® division passed.
- Our firm offers emerging professionals paid time off to take each ARE® division.
- Our firm makes an effort to provide flexible scheduling; recognizing the importance of the time spent outside of the office.
- Our firm pays a minimum of 50% of our emerging professionals' dues for professional organizations such as the American Institute of Architects (AIA).

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 Google Forms

AIA South Carolina Survey



**INTERN FRIENDLY FIRMS**

To qualify as an Intern Friendly Firm, Architecture Firms in South Carolina must certify that they currently meet or exceed the following minimum requirements by completing the following form:

**MINIMUM REQUIREMENTS**

**NCARB's Intern Development Program**

- 1. The Firm requires registration-eligible interns to establish an NCARB Council Record.  
\_\_\_\_\_
- 2. The Firm requires the intern to compile his/her IDP Training Requirement Units for the past year to use in their yearly employment review.  
\_\_\_\_\_
- 3. The Firm designates a registered architect as an in-house IDP coordinator for all firm interns.  
\_\_\_\_\_
- 4. The In-house IDP coordinator has all current NCARB publications on IDP and is familiar with the SC LLR Board of Architectural Examiner's requirements for registration.  
\_\_\_\_\_
- 5. The In-house IDP coordinator meets quarterly with all the firm interns to review their progress and to help them compile Council Record updates to NCARB.  
\_\_\_\_\_
- 6. The Firm freely allows the intern to establish a Mentor outside of the office in accordance with NCARB's IDP guidelines.  
\_\_\_\_\_

**Supplementary Education & Professional Development**

- 7. The Firm provides continuing education opportunities from outside speakers that are AIA-approved and directly relative to the IDP Training Requirement Units.  
\_\_\_\_\_  
\_\_\_\_\_

AIA-SC Intern Friendly Firm Submission  
Page 1 of 3

- 8. The In-house IDP coordinator uses the Emerging Professional's Companion as a supplementary source for interns. (<http://www.epcompanion.org/>)  
\_\_\_\_\_  
\_\_\_\_\_

**Architectural Registration Exam**

- 9. The Firm compensates interns for at least 50% of the cost of each ARE section passed.  
\_\_\_\_\_  
\_\_\_\_\_
- 10. The Firm provides interns paid leave for each ARE section passed.  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL RECOMMENDATIONS:**

**NCARB's Intern Development Program**

- 1. Firm compensates intern for the cost of the NCARB certificate.  
\_\_\_\_\_  
\_\_\_\_\_
- 2. Firm compensates intern for the cost of the yearly maintenance fee for their NCARB Council Record after the initial three-year period.  
\_\_\_\_\_  
\_\_\_\_\_

**Supplementary Education & Professional Development**

- 3. The Firm provides interns with paid time off to attend professional development seminars such as AIA-SC Conferences, ICC Code seminars, etc.  
\_\_\_\_\_  
\_\_\_\_\_
- 4. The In-house IDP coordinator develops in-house training sessions structured around the IDP Training Requirement Units and the Emerging Professional's Companion.  
\_\_\_\_\_  
\_\_\_\_\_
- 5. The Firm provides interns with full AIA membership.  
\_\_\_\_\_  
\_\_\_\_\_

**Architectural Registration Exam**

6. Firm compensates interns for the cost of their NCARB Record transmittal fee.

\_\_\_\_\_

7. The firm maintains a current in-house ARE study material library.

\_\_\_\_\_

**STATEMENT OF COMMITMENT**

Our firm acknowledges the value and contribution our interns make to our firm by supporting their education as Emerging Professionals. Our firm does hereby certify that we support all of our interns to develop into competent design professionals through broad based professional experiences, internal education programs, and personal mentoring.

We understand that by signing this Statement of Commitment, we are giving permission to AIA South Carolina and its Sections to identify our firm as "Intern Friendly". It is further understood that AIA South Carolina and its Sections will publish the information we have provided herein to its constituency in the form of printed and electronic communications.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature of Firm Principal

\_\_\_\_\_  
Printed Name of Firm Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Firm In-house IDP Coordinator

\_\_\_\_\_  
Email & Phone Number of Firm IDP Coordinator

After completing this form, please return it to:

AIA South Carolina Chapter  
1522 Richland Street  
Columbia, South Carolina 29201  
803.252.6050  
FAX 803.256.0546

AIA Tennessee Survey

Number of architects licensed less than 10 years

Number of recent architecture graduates and those pursuing licensure

Number of student interns

TOTAL Number of EPs at your firm (add the three lines listed above)

Number of firm principals

Number of architects licensed more than ten years (not already counted as principals)

Number of technical support staff (education in technical field, draftsman, spec writers...)

Number of firm members in a related field (engineering, interior design...)

Number of firm members in marketing, accounting, administration, and clerical

Number of other firm members.

Please describe other firm members:

Please provide the percentage of EPs in firm (total number of EPs divided by total number of firm members)

Our firm is located in an:

Percentage of EPs who are women

Percentage of firm leadership who are women

Percentage of EPs who are racial or ethnic minority

Percentage of firm leadership who are a racial or ethnic minority

Number of eligible EPs at your firm enrolled in AXP (Architectural Experience Program)

Percentage of EPs enrolled in AXP

Percentage of eligible EPs currently taking exams

How many EPs have you hired in the last five years?

How many EPs have left your firm in the past five years?

Does your firm provide a mentor to help with the AXP process?

Does your firm encourage EPs to find a mentor outside of your firm, as suggested by NCARB?

Does your firm cover the cost of licensing exams?

Does your firm cover the cost of NCARB?

Does your firm provide any exam study materials?

Does your firm cover the cost of licensing registration fees?

Does your firm provide non-vacation paid time off for taking exams?

Does your firm provide non-vacation paid time off for studying for exams?

Does your firm cover the full costs of AIA annual dues?

Are health insurance and other benefits (vacation, retirement plans...) equal between EPs and other firm members?

Are there student interns working at your office without pay?

Does licensure result in a direct increase in salary or a bonus?

Does your firm provide non-vacation paid time off for EPs to attend conferences and other continuing education events?

Does your firm cover the cost for EPs to attend conferences and other continuing education events?

Does your firm perform annual performance reviews?

How does your firm provide leadership opportunities and leadership training within your firm?

How does your firm encourage participation in and/or provide opportunities for community engagement, professional groups, or design organizations?

How does your firm celebrate licensure and other major professional milestones?

How does your firm ensure EPs are able to participate in all phase of design, documentation, and construction? Are there opportunities for EPs to be involved in practice management?

In what ways do emerging professionals inform the general values and culture of your firm?

In the space below, describe ways in which your firm excels in the support of EPs that are not already covered in previous portions of the application.

Please list your firm name:

Firm Address

Firm Principal Name

Firm Principal Email

Firm Principal Signature - Required

Firm EP Contact Name

Firm EP Email

Firm EP Signature - Required

# Certificates

## AIA Central States Certificate



THE AMERICAN INSTITUTE OF ARCHITECTS  
CENTRAL STATES EMERGING PROFESSIONALS COMMITTEE

IS PLEASED TO CONFER THIS

**EMERGING PROFESSIONAL FRIENDLY FIRM AWARD**

UPON

**NAME OF FIRM**  
*Location of Firm*

IN RECOGNITION OF YOUR FIRM'S OUTSTANDING  
COMMITMENT TO AND SUPPORT OF EMERGING  
PROFESSIONALS IN THE CENTRAL STATES REGION.

OCTOBER 2018

\_\_\_\_\_  
Allison Méndez, AIA, NCARB  
2018 – 2019 NAC Regional Associate Director  
AIA Central States Region

\_\_\_\_\_  
Kayla Berkson, AIA  
2017 – 2018 Regional Associate Director  
AIA Central States Region

\_\_\_\_\_  
Kate Thuesen, AIA, LEED AP  
2017 – 2018 Young Architects Regional Director  
AIA Central States Region

\_\_\_\_\_  
Laura Boler, Assoc. AIA  
2018 – 2019 Regional Associate Director  
AIA Central States Region

AIA New England Certificate

|  |  |   |   |  |
|--|--|---|---|--|
|  <p><b>2018</b><br/><b>AIA</b><br/><b>New England</b><br/><b>EMERGING PROFESSIONAL FRIENDLY FIRM</b></p> | <p>The American Institute of Architects New England Regional Council</p> <p>presents the</p> <p><b>2018 AIA New England Emerging Professional Friendly Firm Award</b></p> <p>to</p> <p><b>Firm Name</b></p> <p>on the twelfth of October two thousand and eighteen</p> | <p><b>Katelyn Chapin, AIA</b><br/>New England Young Architects Regional Director<br/>Young Architects Forum</p> | <p><b>Stephanie Herring, Assoc. AIA</b><br/>New England Regional Associate Director<br/>National Associates Committee</p> | <p><b>Alan Lagocki, AIA</b><br/>President<br/>AIA New England Regional Council</p> |
|--|--|---|---|--|

AIA New York Certificate



**AIA**  
New York State

<Firm name>

**OUTSTANDING AWARD**

In recognition for your dedication to fostering Emerging Professionals as a member of AIA New York State

\_\_\_\_\_  
*Robert E. Stark, AIA*  
President

\_\_\_\_\_  
*Graciela Carrillo, AIA, LEED AP BD+C*  
Young Architect Regional Director

*AIA New York State*  
**FIRMS FOSTERING EMERGING PROFESSIONALS AWARD**  
2017

AIA Tennessee Certificate



AIA TENNESSEE IS PLEASED TO RECOGNIZE

**archimania**

as a certified Emerging Professional Friendly Firm for the year 2018.

**AWARDED JULY 25, 2018**

Elizabeth "Bea" Thompson, AIA  
2018 AIA Tennessee President

## Sample Email Correspondence

### AIA Central States Congratulatory Email

Congratulations! Your firm will be recognized by the AIA Central States Emerging Professionals Committee as a 2018 EP Friendly Firm!

First of all, we would like to thank you for applying for the award. Your participation indicates your commitment to supporting and advancing EP's in the region. We acknowledge that the application takes time, effort, and introspection to fill out, and would like to thank you for your efforts and thoughtfulness in the responses. The information is invaluable in not just assessing individual firms, but also in getting a clearer picture of what happening in the design community in our region. We thoroughly enjoyed reading your application and learning about all of the great ways you support emerging professionals at your firm!

**As a way to help showcase your commitment to EPs, your firm logo will be displayed during a presentation by the Emerging Professionals Committee at the 2018 AIA CSR Design Awards in Tulsa, OK on Friday, October 12. And for the next year, your firm will be recognized on the EP Committee's Regional Website!**

Thank you again, and we hope you will continue to support EP's in your office and in your region, and please apply again next year!

--AIA Central States Emerging Professionals Committee

AIA New England Congratulatory Email

September 27, 2018

Dear Firm Name,

Congratulations! Your firm is recognized by AIA New England as a 2018 AIA New England Emerging Professional Friendly Firm! While we hope that you are very proud of this achievement, we do ask that you do not publish this information until after the AIA New England Design Awards on October 12, 2018.

On behalf of New England's Young Architect Regional Director and Regional Associates Director, we want to thank you for applying to the 2018 AIA New England Emerging Professional Friendly Firm program. Your participation indicates your commitment to supporting and advancing EP's in the region. We acknowledge that the application takes time, effort, and introspection to fill out, and would like to thank you for your efforts and thoughtfulness in the responses. The information is invaluable to the YARD and RAD to get a clear picture of what is happening in the design community in our region. It's intended that the survey results will be shared with the membership by year's end so that firms can see where they stand in comparison to the region. All identifying firm information will be kept confidential.

This year, every applicant exhibited a level of dedication to their emerging professional's, which made the selection process especially difficult, and we commend you for your excellence and ability to stand out in this competitive group. For the medium firm category, a score of 30 points was required to meet the Friendly Firm status. Of the responding firms, the category average was 34.1 points. Your firm had a total of xx points.

As a way to help showcase your commitment to emerging professionals, **your firm will be recognized at the 2018 AIA New England Design Awards Celebration on October 12<sup>th</sup> at the BSA Space.** Please consider registering for this event to receive the firm award in person. (<https://www.architects.org/programs-and-events/2018-aia-new-england-design-awards-celebration-and-tours>)

**In addition, for the next year, your firm's logo will be proudly displayed on AIA New England's website! In order to properly recognize your firm, we ask that you send us a high-resolution jpeg of the firm logo by October 9, 2018.**

The firm may also use the 2018 AIA New England Emerging Professional Friendly Firm logo on promotional materials for the next year!

Thank you again for applying - we hope that the survey helped facilitate the conversation between the senior leader and emerging professional. Please continue the open dialog in the upcoming year and consider applying for the status again next fall.

Thank you,

Katelyn Chapin, AIA | Young Architect Regional Director, Young Architects Forum

Stephanie Herring, Associate AIA | Regional Associate Director, National Associates Committee

AIA New England Regret to Inform Email

September 26, 2018

Dear Firm Name,

On behalf of New England's Young Architect Regional Director and Regional Associates Director, we want to thank you for applying to the 2018 AIA New England Emerging Professional Friendly Firm program.

We regret to inform you that your firm was not selected to receive AIA New England's Emerging Professional Friendly Firm Status. Each applicant exhibited a high level of dedication to their emerging professional's, making the selection process especially difficult. For the medium firm category, a score of 30 points was required to meet the Friendly Firm status. Of the responding firms, the category average was 34.1 points. Your firm had a total of xx points.

We sincerely thank you for applying. Your participation indicates your commitment to supporting and advancing emerging professionals. We acknowledge that the survey takes time, effort, and introspection to fill out. We appreciate your efforts and thoughtfulness in the responses. The information is invaluable to the YARD and RAD to get a clear picture of what is happening in the design community in our region. It's intended that the survey results and trends will be shared with the membership by year's end so that firms can see where they stand in comparison to the region. All identifying firm information will be kept confidential. The winning firms will receive recognition at the AIA New England Design Awards Celebration on October 12, 2018 and will also be featured on AIA New England's website for the upcoming year.

We hope that the survey helped facilitate the conversation between the senior leader and emerging professional. Please continue the open dialog in the upcoming year and consider applying for the status next fall. If you have any additional comments, please contact Katelyn Chapin at [yafnewengland@gmail.com](mailto:yafnewengland@gmail.com).

Thank you,

Katelyn Chapin, AIA | Young Architect Regional Director, Young Architects Forum

Stephanie Herring, Associate AIA | Regional Associate Director, National Associates Committee

AIA New York Congratulatory Email

December 12, 2018

Christian Giordano, Assoc. AIA  
Mancini Duffy  
275 7th Ave.  
New York, NY 10001

Dear Christian,

Please find your certificate of recognition for the “Firms Fostering Emerging Professionals Award” for your contribution and dedication to fostering emerging professionals as a member of AIA New York State.

In addition, your Firm’s name and website will be listed on a page dedicated to this award in the Emerging Professionals section of the AIA New York State website for the year of 2019.

Once again, thank you for your dedication to the future of the profession.

Congratulations,



Graciela Carrillo, AIA, LEED AP BD+C  
2017-2018 New York Representative to the Young Architects Forum

# Young Architects Forum

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