

2019 EP FRIENDLY FIRM AWARD APPLICATION

AIA North Central States Region (MN, ND, SD, WI)



Emerging Professionals:

Architecture student, recent architecture graduate, architect licensed less than 10 years

EP Friendly Firm Award:

1. recognition for architecture firms who meet the following criteria:
 - a. provide fair compensation and benefits to emerging professionals
 - b. support architectural licensure
 - c. invest in the professional development of emerging professionals
 - d. actively create opportunities for emerging professionals to grow
 - e. demonstrate commitment and innovation to train emerging professionals

The EP Friendly Firm Award recognizes architecture firms who display an outstanding commitment to the development of their emerging professional staff. Eligible firms must be located within the North Central States Region.

Architecture firms will be evaluated through the EP Friendly Firm Award criteria and rated based on their *size of staff with a total of 65 possible points*:

Small firm (10 & under) - 30 Point Threshold

Medium firm (11-49) - 35 Point Threshold

Large firm (50+) - 40 Point Threshold

This is an excellent opportunity for firms in the North Central States Region to showcase their commitment to Emerging Professionals. All architecture firms that have an office in the North Central States Region and are AIA member firms are eligible to apply. The application is free. 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 AIA member 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 to aianorthcentralep@gmail.com. Space for additional notes is available at the end of the document. Also, please submit a JPEG logo to be used when NCSR recognizes eligible firms.

In order to be valid, the application must be signed and completed by an AIA member principal and an AIA emerging professional from the applicant firm. Applications without AIA numbers provided will be returned without consideration.

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COMPENSATION AND BENEFITS (17 Possible Points)	NO	POINTS
<p>1. Is the starting salary for an “EP on the Path to Licensure 1*” above the AIA Salary Calculator median of \$44,000? (2 points)</p> <p><i>(This salary median is set by the AIA Compensation Survey Salary Calculator, using the West North Central Region as a baseline http://info.aia.org/salary/salary.aspx)</i></p> <p><i>*Full-time entry-level emerging professional on the path to licensure (formerly known as intern) with fewer than two years of experience; develops design or technical solutions under the supervision of an architect.</i></p>		
2. Does your firm cover NCARB annual fees? (2 points for 100%, 1 point for 50% or more)		
3. Does your firm cover AIA annual fees? (2 points for 100%, 1 point for 50% or more)		
4. Does your firm cover licensure fees / renewal in an architect’s home state? (2 points for 100%, 1 point for 50% or more)		
5. Are all EPs at your office offered firm supported health insurance coverage through the firm? (Student Interns are exempt) (2 points dental & medical, 1 point medical)		
6. Are all EP’s at your office offered paid sick leave? (1 point)		
7. Are all EP’s at your office offered firm supported disability & life insurance? (2 points for both, 1 point for one)		
8. Are all EP’s at your office offered a firm supported retirement plan? (1 point)		
9. Does your firm pay registration fees for AIA conferences? (2 points for 100%, 1 point for 50% or more)		
10. Are all EP’s included in firm-wide profit-sharing? (1 point)		
Supporting Information (if necessary)		

Total Points _____

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LICENSURE (10 Possible Points)	NO	YES
11. Have all licensure-eligible architectural EPs established an NCARB record and registered with the Architectural Experience Program (AXP)? (1 points)		
12. Does your firm provide paid time off from work to take the ARE exams**? (2 points for full day, 1 point for exam time) <i>** This time may not count against an employees vacation days or regular paid time off</i>		
13. Does your firm reimburse EPs for all passed ARE exams? (2 points)		
14. Does your firm provide reimbursement to EPs for all failed ARE exams? (2 points for full exam coverage, 1 point for half exam coverage)		
15. Does your firm have study material for all six (6) exams of ARE 5.0? (1 point)		
16. Does your firm publicly recognize all of your recently licensed EPs***? (1 point) <i>***Via social media/press release/Newspaper, etc.</i>		
17. Does your firm regularly review EP's AXP hours and assign responsibilities that provide a well-rounded training in all areas of experience? (1 point)		
Supporting Information (if necessary)		

Total Points _____

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PROFESSIONAL DEVELOPMENT (12 Possible Points)	NO	YES
18. Does your firm employ student intern(s) seasonally and/or annually? (1 point)		
19. Do newly hired EP's continue working at your firm? 50% retainage for 36+ months (2 points), 50% retainage for 18 months (1 point)		
20. Do EP's at your firm have the opportunity to be involvement in ALL project phases? <i>ie. Pre-design to Construction Administration</i> (2 points)		
21. Does your firm include EP's in all areas of the firm's practice? <i>Client Meetings, Consultant Meetings, City Review Meetings, Job Site Meetings</i> (2 points for all four meeting types above, 1 point for two or more meeting types above)		
22. Does your firm provide a mentor to each Emerging Professional outside of their direct supervisor to guide licensure and young architect's development? (1 point)		
23. Does your firm provide reimbursement and leave to attend seminars and conferences on top of paid time off? (1 point)		
24. Does your firm provide a framework for constructive feedback or an employee review system that encourages and measures growth and development? (1 point)		
25. Is the path to firm leadership outlined in an employee manual? (1 point)		
26. Does your firm organize continuing education for personal and professional development? (1 point)		
Professional Development Supporting Information (if necessary)		

Total Points _____

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OPPORTUNITY (16 Possible Points)	POINTS
27. Of the EPs in your firm, are at least 30% architects/designers women? (1 point) <i>According to ACSA, 43% of architecture graduates are women and 30% of AIA associate members are women.</i> http://www.acsa-arch.org/resources/data-resources/women	
27. Of the EPs in your firm, do at least 30% percent identify as a racial or ethnic minority? (1 point) <i>According to NCARB's 2016 assessment of demographics, 30% of exam candidates identified as non-white.</i> https://www.ncarb.org/nbtn2017/demographics	
27. Does your firm interview and extend job offers to at least 30% EPs who may be defined as a disadvantaged group*? (2 point) <i>*disadvantaged groups are identified as ethnic minorities, women, persons with disabilities or former military personnel.</i>	
28. Does your firm sponsor leadership training for EPs through formal coaching or continuing education? (2 points for internal AND external resources, 1 point for either)	
29. Has your firm provided company-wide, equity diversity and inclusion training to all employees within the past 3 years? (1 point)	
30. Has your firm provided company-wide, anti-harassment training to all employees within the past 3 years? (1 point)	
31. Does your firm provide paid family leave for caregiving? (2 point for maternity, 2 additional points for other family caregiving - specify below)	
32. Does your firm allow the option for employees to work remotely at least partially during traditional business hours (8 am - 5 pm)? (1 point)	
33. Does your firm offer flexible working hours? (1 point)	
34. Does your firm facilitate opportunities and support for EPs to participate in community service activities? (1 point)	
35. Does your firm encourage / have EP's in leadership positions within AIA? (1 point)	
36. Has your firm provided/shared the 2018 AIA "Guides for Equitable Practice" to employees? (1 point)	
37. Does your firm participate in education or after school opportunities for K-12 students about architecture and architectural practice as a career opportunity? (1 point)	
Supporting information (if necessary)	

Total Points _____

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ADDITIONAL SUPPORT *(10 Possible Points)*

Use the space provided below to include any additional ways in which your firm supports Emerging Professionals.

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Statement of Commitment

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

We commit to providing benefits as outlined above 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 North Central States Emerging Professionals Committee. We commit to providing and maintaining a [harassment-free workplace](#). We certify that we do 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 North Central States Region (NCSR) of the American Institute of Architects and its chapter affiliates to identify our firm name as an "AIA NCSR EP Friendly Firm." It is further understood that the North Central States Region (NCSR) 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 newsletter and emails.

Email applications to aianorthcentralep@gmail.com

Total Points: _____

Firm Size: (*Circle One*)

Small

Medium

Large

(10 & under)

11-49

50+

Firm Name

Firm Address

Principal (*signature*)

Date

Principal (*printed name*)

Principal AIA Number

Emerging Professional (*signature*)

Date

Emerging Professional (printed name)

Emerging Professional AIA Number