

Emerging Professional Friendly Firm Application (2021-2022)

AIA NORTH CENTRAL STATES REGION (MN, WI, ND, SD)

* Required

1. Email address *

GOALS

AIA NCSR would like to recognize regional firms who offer great support and opportunities to their Emerging Professionals (EP) and to suggest more ways that all firms can elevate the level of EP support throughout the region. 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 EP Friendly Firm Award provides recognition for architecture firms who meet the following criteria:

- Provide fair compensation and benefits to emerging professionals
- Support Architectural licensure
- Invest in the professional developments of Emerging Professionals
- Actively create opportunities for Emerging Professionals to grow
- Demonstrate commitment and innovation to train Emerging Professionals.

HOW IT WORKS

At least one EP 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.

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.

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) - 31 Point Threshold
- Medium firm (11-49) - 36 Point Threshold
- Large firm (50+) - 41 Point Threshold

Awards are valid for a two-year period (2021-2022). After that time, firms can re-apply to ensure they meet current criteria. Note questions 1, 27, and 28 have been updated to reflect current salary index and demographics.

AIA EMERGING PROFESSIONAL (EP) DEFINITION:

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

With this definition, include full-time staff, part-time staff, and student interns in your responses to all application questions.

COMPENSATION AND BENEFITS

17 possible points

2. 1. Is the starting salary for a "Recent College Graduate (Nonlicensed)" above the AIA Salary Calculator median of \$49,000? This salary median is set by the 2019 AIA Compensation Survey Salary Calculator, using the West North Central Region as a baseline <http://info.aia.org/salary/salary.aspx> *

Mark only one oval.

- YES - 2 points
- NO - 0 points
- Other: _____

3. 2. Does your firm cover NCARB fees for starting a record and NCARB annual fees? *

Mark only one oval.

- YES, 100% coverage - 2 points
- YES, 50% coverage or more - 1 point
- NO - 0 points

4. 3. Does your firm cover AIA annual fees? *

Mark only one oval.

- YES, 100% coverage - 2 points
- YES, 50% coverage or more - 1 point
- NO - 0 points

5. 4. Does your firm cover licensure fees / renewal in an architect's home state? *

Mark only one oval.

- YES, 100% coverage - 2 points
- YES, 50% coverage or more - 1 point
- NO - 0 points

6. 5. Are all EPs at your office offered firm supported health insurance coverage through the firm? (students exempt) *

Mark only one oval.

- YES, both medical and dental - 2 points
- YES, medical only - 1 point
- NO - 0 points

7. 6. Are all EP's at your office offered paid sick leave? *

Mark only one oval.

- YES - 1 point
- NO - 0 points

8. 7. Are all EP's at your office offered firm supported disability and/or life insurance? *

Mark only one oval.

- YES, both disability and life - 2 points
- YES, only one offered - 1 point
- NO - 0 points

9. 8. Are all EP's at your office offered a firm supported retirement plan? *

Mark only one oval.

YES - 1 point

NO - 0 points

10. 9. Does your firm pay registration fees for AIA conferences? *

Mark only one oval.

YES, 100% covered - 2 points

YES, 50% or more - 1 point

0 points

11. 10. Are all EP's included in firm-wide profit sharing? *

Mark only one oval.

YES - 1 point

NO - 0 points

12. Please include written answers for any question above that needs clarification.

LICENSURE

10 possible points

13. 11. Have all licensure-eligible architectural EPs established an NCARB record and registered with the Architectural Experience Program (AXP)? (1 point) *

Mark only one oval.

YES - 1 point

NO - 0 points

14. 12. Does your firm provide paid time off from work to take the ARE exams? This time may not count against an employee's vacation days or regular PTO. *

Mark only one oval.

YES, a full day - 2 points

YES, for exam time - 1 point

0 points

15. 13. Does your firm reimburse EPs for all passed ARE exams? *

Mark only one oval.

YES - 2 points

NO - 0 points

16. 14. Does your firm provide reimbursement to EPs for all failed ARE exams? *

Mark only one oval.

YES, full exam coverage - 2 points

YES, half exam coverage - 1 point

0 points

17. 15. Does your firm have or provide access to study materials for all six (6) exams of ARE 5.0? *

Mark only one oval.

YES - 1 point

NO - 0 points

18. 16. Does your firm publicly recognize (Via social media/press release/Newspaper, etc.) all of your recently licensed EPs? *

Mark only one oval.

YES - 1 point

NO - 0 points

19. 17. Does your firm regularly review EP's AXP hours and assign responsibilities that provide a well-rounded training in all areas of experience? *

Mark only one oval.

YES - 1 point

NO - 0 points

20. Please include written answers for any question above that needs clarification.

PROFESSIONAL DEVELOPMENT

12 possible points

21. 18. Does your firm employ student intern(s) seasonally and/or annually? *

Mark only one oval.

- YES - 1 point
 NO - 0 points

22. 19. What is the retainage for newly hired EP's hired at your firm? Consider EP's hired in the last 5 years. *

Mark only one oval.

- YES, 50% retainage for 36+ months - 2 points
 YES, 50% retainage for 18 months - 1 point
 0 points

23. 20. Do EP's at your firm have the opportunity to be involved in ALL project phases? I.e. Pre-design to Construction Administration *

Mark only one oval.

- YES - 2 points
 NO - 0 points

24. 21. Does your firm include EP's in all areas of the firm's practice? Client Meetings, Consultant Meetings, City Review Meetings, Job Site Meetings *

Mark only one oval.

- YES, involved in all four meeting types above - 2 points
 YES, involved in two or more meeting types above - 1 point
 0 points

25. 22. Does your firm provide a mentor to each Emerging Professional outside of their direct supervisor to guide licensure and young architect's development? *

Mark only one oval.

YES - 1 point

NO - 0 points

26. 23. Does your firm provide reimbursement and leave to attend seminars and conferences on top of paid time off? *

Mark only one oval.

YES - 1 point

NO - 0 points

27. 24. Does your firm provide a framework for constructive feedback or an employee review system that encourages and measures growth and development? *

Mark only one oval.

YES - 1 point

NO - 0 points

28. 25. Is the path to firm leadership outlined in an employee manual or other firm documentation accessible to employees? *

Mark only one oval.

YES - 1 point

NO - 0 points

29. 26. Does your firm organize continuing education for personal and professional development? *

Mark only one oval.

YES - 1 point

NO - 0 points

30. Please include written answers for any question above that needs clarification.

OPPORTUNITY

16 possible points

31. 27. Of the EPs in your firm, are at least 30% architects/designers women?
According to ACSA, 48% of architecture graduates are women. <https://www.acsa-arch.org/resources/data-resources/where-are-the-women-measuring-progress-on-gender-in-architecture-2/> *

Mark only one oval.

YES - 1 point

NO - 0 points

32. 28. Of the EPs in your firm, do at least 30% percent identify as a racial or ethnic minority? According to NCARB's 2020 assessment of demographics, 44% of exam candidates starting the AXP identified as people of color.

<https://www.ncarb.org/nbtn2020/demographics> *

Mark only one oval.

YES - 1 point

NO - 0 points

33. 29. Does your firm interview and extend job offers to at least 30% EPs who may be defined as a disadvantaged group? Disadvantaged groups are identified as ethnic minorities, women, persons with disabilities or former military personnel. *

Mark only one oval.

YES - 2 points

NO - 0 points

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

Check all that apply.

Established an EDI Committee at the firm

Sponsor Emerging Professionals to attend EDI related seminars or conferences

Support Emerging Professionals to attend Equity conferences such as the AIA Women in Leadership Summit or the NOMA Conference

Instituted an EDI advocate position at the senior leadership level

Provide a designated space in the office for nursing mothers

Evaluating pay equity on a yearly basis across all firm employees

We are currently not implementing any EDI initiatives at the firm

Other: _____

35. 31. Does your firm sponsor leadership training for EPs through formal coaching or continuing education? *

Mark only one oval.

- YES, internal AND external resources - 2 points
- YES, internal OR external resources - 1 point
- 0 points

36. 32. Has your firm provided company-wide, equity diversity and inclusion training to all employees within the past 3 years? *

Mark only one oval.

- YES - 1 point
- NO - 0 points

37. 33. Has your firm provided company-wide, anti-harassment training to all employees within the past 3 years? *

Mark only one oval.

- YES - 1 point
- NO - 0 points

38. 34. Does your firm provide paid family leave for caregiving? *

Mark only one oval.

- YES, maternity AND other family caregiving - 4 points
- YES, maternity - 2 points
- 0 points

39. 35. Regarding the question above, select all the apply: *

Check all that apply.

- The firm offers paid maternity and paternity leave with full salary and benefits
- The firm offers only paid maternity leave with full salary and benefits
- The firm offers paid maternity and paternity leave with partial salary and benefits
- The firm offers only paid maternity leave with partial salary and benefits
- The firm offers maternity and paternity leave without pay
- The firm offers maternity leave without pay
- The firm has no written policy

40. 36. Does your firm allow the option for employees to work remotely at least partially during traditional business hours (8 am - 5 pm)? *

Mark only one oval.

- YES - 1 point
- NO - 0 points

41. 37. Does your firm offer flexible working hours? *

Mark only one oval.

- YES - 1 point
- NO - 0 points

42. 38. Does your firm facilitate opportunities and support for EPs to participate in community service activities? *

Mark only one oval.

- YES - 1 point
- NO - 0 points

43. 39. Does your firm encourage / have EP's in leadership positions within AIA? *

Mark only one oval.

YES - 1 point

NO - 0 points

44. 40. Has your firm encouraged all staff to read the 2018 AIA "Guides for Equitable Practice"? *

Mark only one oval.

YES - 1 point

NO - 0 points

45. 41. Does your firm participate in education or after school opportunities for K-12 students about architecture and architectural practice as a career opportunity? *

Mark only one oval.

YES - 1 point

NO - 0 points

46. Please include written answers for any question above that needs clarification.

ADDITIONAL SUPPORT

10 possible points

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

48. Use the space provided below to note ways in which firm practice and policies have changed during COVID-19.

49. Use the space provided below to note ways in which firm practice and policies have changed to address racial disparities and injustice.

STATEMENT
OF
COMMITMENT

By signing your name 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.

harassment-free workplace: <https://www.aia.org/pages/185386-where-we-stand-sexual-harassment-the-archi>
code of ethics: <https://www.aia.org/pages/3296-code-of-ethics--professional-conduct>

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.

50. Emerging Professional Name/Signature *

51. Emerging Professional AIA Number *

52. Emerging Professional Phone Number

53. Date *

Example: January 7, 2019

54. Principal Name/Signature *

55. Principal AIA Number *

56. Principal Phone Number

57. Date *

Example: January 7, 2019

58. Firm Name *

59. Firm Size *

Mark only one oval.

Small (10& under)

Medium (11-49)

Large (50+)

60. % of Emerging Professionals who are women *

61. % of firm leadership who are women (architecture staff only) *

62. % of Emerging Professionals who are a racial or ethnic minority *

63. % of firm leadership who are a racial or ethnic minority (architecture staff only) *

64. % of Emerging Professionals who are in a leadership position *

Thank you.

We will review your application and respond to you shortly.

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