

2025 EP NOMINATIONS NOW OPEN

Complete the below assessment before Friday July 25, 2025.

* Indicates required question

1. Email *

Emerging Professional Nomination Annual Assessment

Is your firm engaging and fostering Emerging Professionals? Take the time to assess, recognize, and celebrate your firm this year. This is an annual submission process. Changes are made to the survey each year.

This recognition gives AIA Pennsylvania members the chance to bestow their firms with the "EPiC Firm" designation.

Step 1: One Emerging professional from each firm applying should complete this form.

Step 2: There should be collaboration between Emerging Professionals and Young Architects within each firm so they are certain of what support the firm offers at different stages of the path to licensure.

Step 3: Prior to submitting the form inform your principal that you are submitting the form and be sure they are willing to complete the process

Step 4: Complete the form to the best of your ability and submit prior to July 25th.

The nominating Emerging Professional from the Firm must initiate the nomination process by completing the following four-part assessment checklist to be considered for the recognition no later than Friday July 25, 2025. AIA Pennsylvania will then reach out the Emerging Professional's designated Firm Principal or Leader as noted in the "Statement of Commitment" (below) to fill out the form by Friday August 25, 2025.

There is no fee to be considered an "EPiC Firm," only your firm's dedication to this effort. Firms will be notified of the status of the recognition by the end of September.

The applicant firm nominators 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 in four categories assessment sections.

Firms honored with the EPiC Firm Recognition will be celebrated in the 2025 AIA Pennsylvania Architectural Excellence Design Awards Broadcast in December 2025.

Please note that if you've applied in the past, the EPiC Firm designation is valid for one year, after which reapplication is required for continued designation.

Statement of Commitment

We commit to providing benefits as outlined in the assessment statements (indicated by the checkbox in the following four sections) 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 Pennsylvania 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, in written newsletters, emails, and social media platforms.

2. Firm Name *

3. What is your firm Size *

Check all that apply.

- ☐ 0-10 Employees
- ☐ 11 - 50 Employees
- ☐ 51 - 100 Employees
- ☐ 100 + Employees

4. Firm Address *

5. Firm Website URL *

6. Emerging Professional Name | Your Name *

7. Emerging Professional Email | Your E-mail *

8. Where are you in your Licensure Journey *

Mark only one oval.

- ☐ recently graduated
- ☐ Studying for ARE
- ☐ Recently licensed
- ☐ Licensed for 10 years or less

9. I understand the Survey has questions about different parts of the path to licensure. If I am not at that stage of my path to licensure that I will talk to others at my firm to confirm the correct answers. This will best represent my firm and their support to the Emerging Professional *

Mark only one oval.

- ☐ I Agree
- ☐ I do not agree

10. Firm Principal Name | Please designate the Firm Principal that AIA Pennsylvania should be in contact with to fill out the second and separate part of this assessment *

11. Firm Principal Email | Please designate the Firm Principal that AIA Pennsylvania should be in contact with to fill out the second part of this assessment *
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PART 1 | Architectural Licensure

12. Please check all that apply to your firm *

Check all that apply.

- ☐ All licensure-eligible Architectural Emerging Professionals are encouraged to establish an NCARB Record and are registered with the Architectural Experience Program (AXP®).
- ☐ All Emerging professionals are working directly under a licensed architect (within the firm) in all areas of practice.
- ☐ 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 in addition to emerging professionals' routine work assignments.
- ☐ Our firm facilitates accumulating AXP® experience hours in all areas through exposure to projects at various stages.
- ☐ Our firm provides emerging professionals paid time off to take each ARE® division.
- ☐ Our firm provides administrative and technical support including furnishing of up to date resources, study materials, and practice exams.
- ☐ Our firm publicly recognizes newly licensed architects upon successful completion of the ARE® and fulfillment of state requirements.
- ☐ Our firm policy includes offering financial compensation or incentives after completion of the ARE®
- ☐ Emerging Professionals at our firm are finishing their AXP® hours
- ☐ Our firm policy includes reimbursing NCARB dues
- ☐ Our firm policy includes reimbursing license renewal fees
- ☐ Our firm Policy includes financial assistance for the ARE® including PTO or paying for part or all exam costs.

13. If you feel you have met the spirit of the requirement of one of the above in a different way please elaborate below.

PART 2 | Leadership | Professional Development

14. Please check all that apply to your firm *

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 engages Emerging Professionals in the entire project duration from conception through completion and provides 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. i.e., attending client meetings, consultant coordination meetings, job site visits, and perform code reviews, etc.
- ☐ Our firm provides opportunities for team building and training sessions to build staff morale and better facilitate cooperation and teamwork.
- ☐ Our firm sponsors leadership development for Emerging Professionals through coaching or education
- ☐ Our firm provides reimbursement for nondominant organization dues included but not limited to NOMA, Green Building, or local government.
- ☐ Our firm supports and encourages community involvement for Emerging Professionals and provides flexible scheduling for community volunteer work

15. If you feel you have met the spirit of the requirement of one of the above in a different way please elaborate below.

PART 3 | Support

16. Please check all that apply to your firm *

Check all that apply.

- ☐ Our firm compensates Emerging Professionals fairly and generously based on AIA Compensation Report, recognizing their completion of a professional degree in architecture and professional experience.
- ☐ Our firm provides flexible in office scheduling, work from home or remote options; recognizing the importance of work/life balance.
- ☐ Our firm provides reimbursement and/or leave to attend continuing education seminars and conferences.
- ☐ Our firm pays at least a minimum of 75% of EP dues for professional organizations such as the American Institute of Architects (AIA).
- ☐ Our firm provides emerging professionals with an annual professional development review and an annual compensation review.
- ☐ Our firm provides opportunity for career growth and advancement from within.

17. If you feel you have met the spirit of the requirement of one of the above in a different way please elaborate below.

PART 4 | Equity, Diversity, and Inclusion

18. Check all that apply to your firm

Check all that apply.

- ☐ EPs in our firm are encouraged to speak up when they see an opportunity for change and leadership acknowledges their suggestions.
- ☐ Our firm strives to be inclusive for all people.
- ☐ Our firm provides equity, diversity, and inclusion training for all staff to create a sense of belonging and a welcoming environment at work.
- ☐ I see underrepresented firm leaders around me (differences in race, ethnicity, gender, gender identity, gender expression, sexuality, religion, ability, socioeconomic status, culture, age, and/or livelihood, etc.), either in my own firm or in the consultants we choose to work with.
- ☐ I see underrepresented consultants around me (differences in race, ethnicity, gender, gender identity, gender expression, sexuality, religion, ability, socioeconomic status, culture, age, and/or livelihood, etc.), either in my own firm or in the consultants we choose to work with.
- ☐ My firm has an EDI committee or policy to openly talk about different needs
- ☐ My firm has an inclusive, flexible scheduling for holiday time off (i.e. considering all religions and cultures)
- ☐ My firm has a transparent salary structure which is comparable to the AIA Compensation Report.
- ☐ Our firm supports and hires new graduates
- ☐ Our firm provides additional paid parental leave options other than short term disability for birthing parents and non-birthing parents.
- ☐ Our firm provides accommodations for new parents including but not limited to (lactation room) or daycare services

19. Please Elaborate on any parenting accommodations your firm has.

20. If you feel you have met the spirit of the requirement of one of the above in a different way please elaborate below.

Additional Information

Please share any efforts your firm undertakes to support Emerging Professionals. Must provide explanatory information/data to be recognized as an Outstanding EP Friendly Firm.

21. Please upload a PDF (no larger than 10MB) containing any supporting documents for consideration of Outstanding EP Friendly Firm. Use your firm name and title "2023 EP Friendly Firm Supporting Information" (Example: Your Architect 2023 EP Firm Friendly Supporting Information).

Files submitted:

22. Please upload a JPEG (no larger than 10MB) of your company logo, to be used for awards. Use your firm name and title "Logo" (Example: Your Architect Logo). *

Files submitted:

23. Please DOWNLOAD, complete, and upload the "Statement of Commitment" (linked below). Use your firm name and title "Commitment" (Example: Your Architect Commitment)

[Statement of Commitment](#)

Files submitted:

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