



EPiC Firm Recognition

Nomination Assessment Criteria Preview

Assessment Preview

The assessment criteria previewed below spans four (4) parts and is intended to serve as a printable preview of the assessment checkoff. The assessment criteria published here is subject to change in the online nomination assessment for the next assessment cycle.

The criteria below reflects the 2023 assessment. The EPiC Firm Recognition is valid for one year, after which reassessment and application is required for continued designation as an EPiC Firm.

Nomination Process

Two firm representatives, an Emerging Professional and a Firm Principal/Leader, are required to fill out the nomination assessments online.

An Emerging Professional from your firm must initiate the nomination process by completing the online nomination assessment, set to open in June. Visit aiapa.org/epic-firms in June to initiate the nomination process.

AIA Pennsylvania then reaches out to the Emerging Professional's designated Firm Principal or Leader to complete their identical assessment in July.

PART I | Architectural Licensure

- 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 for the ARE®, including furnishing of 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 reimbursing Emerging Professionals a minimum of 50% of the cost for ARE® testing OR offers a bonus compensation for ARE® completion.
- 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.

PART 2 | Leadership & Professional Development

- 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 corporation and teamwork.
- Our firm sponsors leadership development for Emerging Professionals through coaching and education.
- Our firm provides reimbursement for nondominant organization dues included but not limited to NOMA or Green Building.
- Our firm supports and encourages community involvement for Emerging Professionals and provides flexible scheduling for community volunteer work.

PART 3 | Support

- 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 scheduling; recognizing the importance of work/life balance.
- Our firm provides reimbursement and/or leave to attend continued 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 independent of an annual compensation review.
- Our firm provides opportunity for career growth and advancement from within.

PART 4 | Equity, Diversity, and Inclusion

- 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.
- My firm has an EDI committee / 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 paid parental leave (both maternity and paternity).
- Our firm provides accommodation for new parents including but not limited to (lactation room) or daycare services.
- To support a welcoming environment, our firm provides equity, diversity, and inclusion training for all staff.