



AIA Indiana - 2025 Emerging Professional Friendly Firm Recognition

Narrative:

Greetings! The AIA Indiana EP Friendly Firm award is a newly established annual designation approved by the AIA Indiana Board of Directors this year. This accolade aims to provide a clearer, more accessible route for individuals pursuing licensure. Participation in this program is voluntary, and firms have the flexibility to withdraw at any point. It is imperative that firms uphold the policies and practices outlined during their submission throughout the duration of the designation. Applications for the EP Friendly Firm program will be open annually from **April 1 to May 30**.

Two designations are possible for a firm to receive: the EP Friendly Firm Designation and the EP Exemplary Firm Designation.

- EP Friendly Firm Designation by receiving 8 points or above on the questionnaire.
- EP Exemplary Firm Designation by receiving 14 points or above on the questionnaire.

EP Friendly and Exemplary Firms will be recognized at the 2025 AIA Kentucky | AIA Indiana Convention, be featured on the AIA Indiana Website, and may use the EP Friendly Logo or EP Exemplary Logo for marketing purposes in the year shown on the logo.

A jury will review survey responses and award the 'EP Friendly Firm Designation' and 'EP Exemplary Firm Designation' status to firms. The jury will include Emerging Professional representatives from all AIA Indiana sections and an AIA Indiana Executive Board member.

Definitions:

An **"AXP supervisor"** is the individual who supervises the candidate daily and has professional knowledge of and responsibility for the individual's work. The AXP supervisor must certify that the information the candidate submits on their experience report is true and correct and that the candidate has performed the task competently.

An **"AXP mentor"** offsets instruction, encouragement, and advice to candidates as they navigate the path to licensure. While this individual does not typically monitor a candidate's experience reports, there are specific opportunities for mentors licensed to practice architecture in the United States or Canada to act as an AXP supervisor.

"Design Professional" represents a full-time employee with a NAAB-accredited degree eligible for licensure.

"Emerging professionals" are individuals who have completed their academic studies and are either on the path to licensure or within 10 years of completing their academic studies.

"Intern" describes a student pursuing an architecture degree in a NAAB accredited program.

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A. General:

- Firm Name and Address (Submit only one application per firm).

- Firm Employees:

- Licensed Architects:
- Emerging Professionals (Architecture)
- Architectural Support Staff:
- Others (Engineers, Interior Design, etc)
- Total:

- How many are:

- A. AXP Supervisors
- B. AXP Participants
- C. NCARB Members

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B. Minimum Mandatory Requirements:

Your firm **must** meet the following minimum requirements to be considered an EP Friendly Firm.

- Check all criteria below that apply to your firm.
 - The firm engages in the lawful practice of architecture.
 - An architect licensed to practice in the United States or Canada supervises interns and design professionals.
 - The firm compensates interns for their work.
- What experience (as defined by NCARB) does your firm provide to its interns/design professionals? (Check all that apply).
NCARB: <https://www.ncarb.org/gain-axp-experience/experience-requirements>
 - The firm provides practice management experience.
 - The firm provides project management experience.
 - The firm provides programming and analysis experience.
 - The firm provides project planning & design experience.
 - The firm provides project development and documentation experience.
 - The firm provides construction and evaluation experience.
- Does your firm provide in-house mentors to facilitate the development of interns/design professionals in all aspects of the firm's practice?
 - Yes
 - No
- List the **name(s)** of your firm's designated in-house AXP supervisor(s) and mentor(s), their **email address(es)**, and your **registration number(s)**.

Name: _____ NCARB
Email: _____ Record #: _____

Name: _____ NCARB
Email: _____ Record #: _____

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C. Program Criteria:

- Does your firm provide a review and assessment of an intern's /design professional's progress towards satisfying each of the AXP core competencies at least once a year?
1 point
 - Yes
 - No

- Does your firm assist interns/design professionals in developing knowledge of the NCARB/AIA core competencies through inter-office education programs such as speakers, field trips, presentations, business meetings, etc.?
1 point
 - Yes
 - No

- Does your firm encourage interns/design professionals to participate in educational opportunities and professional organizations outside the workplace?
1 point
 - Yes
 - No

- Does your firm assign a mentor other than a direct supervisor to design professionals?
1 point
 - Yes
 - No

- Do you require that all licensure-eligible employees establish an NCARB record?
1 point
 - Yes
 - No

- Does your firm pay for the cost of **establishing and/or maintaining** an NCARB Council record? (Check only one).
1 point for 50%, 2 points for 100%
 - The firm does not provide reimbursement.
 - 50% reimbursement provided.
 - 100% reimbursement provided.

- Does your firm provide or pay for current ARE study materials for design professionals?
1 point

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- Yes
- No

- Does your firm provide paid time off to design professionals to take the ARE exams? (Check only One) **1 point for first Attempt, 2 points for ALL Attempts**
 - No
 - First Attempt of each Exam.
 - ALL** Attempts of each Exam.

- Does your firm provide design professionals a reimbursement for the cost of the first attempt (or successful completion) of each exam? (Check only one). **1 point for 50%, 2 points for 100%**
 - The firm does not provide reimbursement.
 - 50% reimbursement provided for the first attempt (or successful completion).
 - 100% reimbursement provided for the first attempt (or successful completion)..

- Does your firm pay membership dues for design professionals for professional organizations such as AIA, CSI, or ASID? (It's acceptable if paid dues are contingent on meeting reasonable requirements such as regular attendance or mandatory participation.) (Check only one). **1 point for 50%, 2 points for 100%**
 - The firm does not provide reimbursement.
 - 50% reimbursement provided.
 - 100% reimbursement provided.

- Does your firm provide paid leave to design professionals for professional development opportunities such as conferences, continuing education sessions, leadership development programs or professional organization meetings? **1 point**
 - Yes
 - No

- Does your firm encourage interns and design professionals to participate in community service activities? **1 point**
 - Yes
 - No



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Verification of Accuracy by Firm Principal:

- I, the applicant, and the licensed firm principal above attest that the information submitted in this form is accurate. Furthermore, we agree to notify AIA Indiana within 30 days if any of the proposed information changes (except for replacements of named, licensed employees).

- I affirm the above statement is correct.
- I cannot affirm the above statement is correct.
- Other:

Firm Name: _____

Offices in Indiana: _____

Signature of Firm Principal: _____

Printed Name of Firm Principal: _____

AIA Member Number: _____

Date: _____

Verification of Accuracy by AXP Licensing Advisor:

- I, the applicant, and the licensed firm principal above attest that the information submitted in this form is accurate. Furthermore, we agree to notify AIA Indiana within 30 days if any of the proposed information changes (except for replacements of named, licensed employees).

- I affirm the above statement is correct.
- I cannot affirm the above statement is correct.
- Other:

Signature of Firm AXP Supervisor: _____

Printed Name of Firm AXP Supervisor: _____

AIA Member Number: _____

Date: _____



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Verification of Accuracy by Emerging Professional:

- I, the applicant, and the licensed firm principal above attest that the information submitted in this form is accurate. Furthermore, we agree to notify AIA Indiana within 30 days if any of the proposed information changes (except for replacements of named, licensed employees).
 - I affirm the above statement is correct.
 - I cannot affirm the above statement is correct.
 - Other:

Signature of Emerging Professional: _____

Printed Name of Emerging Professional: _____

AIA Member Number/NCARB Record Number: _____

Date: _____

Please return the completed form to

Executive Director, Jason Shelley

jshelley@aiaindiana.org

Please contact the following with any questions.

Tyler Kennedy, Associate AIA

aiain.associatedirector@gmail.com

Cassandra Quissell-Wright, Associate AIA

cwright@dlz.com