



# AIA New Jersey EPiC Firm Recognition

## ***Annual Principal / Firm Leader Verification Form***

### Purpose:

This form serves as the leadership verification portion of the AIA New Jersey EPiC Firm Recognition process. It provides firm principals or leaders the opportunity to review and verify the information submitted by your Emerging Professional or Young Architect nominee, ensuring accuracy and alignment with firm leadership's perspective.

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

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 October.

The applicant firm nominators must attest to their firm's commitment to Emerging Professionals and Young Architects 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.

## Firm Information

Firm Name: \_\_\_\_\_

Principal / Leader Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Firm Size:  1–9  10–49  50–99  100+

Firm Website: \_\_\_\_\_

### Section 1: Verification Summary

Please confirm that you have reviewed the nomination submitted by your Emerging Professional or Young Architect:

- Yes, I have reviewed the submitted nomination.
- No, I have not yet reviewed it (please do so before completing this form).

In general, how accurately does the submission reflect your firm's culture and practices?

- Fully accurate  Mostly accurate  Somewhat accurate  Needs revision

If there are any items you wish to clarify or expand upon, please note them here:

\_\_\_\_\_

## Section 2: Firm Support and Culture Verification

Area of Evaluation	Please Confirm	Comments or Clarifications
Support for Licensure – Our firm actively supports staff pursuing licensure and encourages professional growth through mentorship, study resources, and financial or time support for exams.	<input type="checkbox"/> Confirmed <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	
Leadership & Professional Development – Our firm provides meaningful leadership opportunities, mentorship, and participation in professional or community organizations.	<input type="checkbox"/> Confirmed <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	
Career Advancement – Our firm provides equitable compensation, growth opportunities, and performance feedback to Emerging Professionals and Young Architects.	<input type="checkbox"/> Confirmed <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	
Equity, Diversity & Inclusion (EDI) – Our firm strives to maintain an inclusive, supportive culture and equitable workplace policies.	<input type="checkbox"/> Confirmed <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	

### **Section 3: Leadership Perspective**

1. How does your firm demonstrate a commitment to developing Emerging Professionals and Young Architects?

---

---

---

2. What practices or programs are most effective in supporting staff growth within your firm?

---

---

---

3. Are there areas where your firm is planning to strengthen its efforts in the coming year?

---

---

---

### **Section 4: Statement of Commitment**

By signing below, I verify that I have reviewed the nomination submitted on behalf of our firm and confirm that, to the best of my knowledge, it reflects our firm's ongoing commitment to supporting Emerging Professionals and Young Architects in accordance with the AIA New Jersey EPiC Firm values.

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_