



AIA New Jersey Emerging Professionals Community (EPiC) Firm Annual Nomination Form

Is your New Jersey firm engaging and fostering Emerging Professionals or Young Architects?

The AIA New Jersey EPiC Firm Designation recognizes firms that actively support and invest in the growth of Emerging Professionals and Young Architects. Through this Annual Assessment, we invite you to share how your firm is creating opportunities for mentorship, leadership development, continuing education, and meaningful engagement for Emerging Professionals and Young Architects in New Jersey.

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.

Definitions:

Emerging Professionals are individuals who have completed their academic studies and are either pursuing licensure or within 10 years of graduation (Associate Members – unlicensed).

Young Architects are licensed members whose initial date of licensure is within the past 10 years (Architect Members – licensed).

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

Step 1: One Emerging Professional or Young Architect member of AIA New Jersey 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 between **May 8 – June 30, 2026.**

Step 5: Prepare your principal that they will receive a verification form to complete between **August 1 – September 30, 2026.**

The nominating Emerging Professional or Young Architect from the Firm must initiate the nomination process by completing the following four-part assessment checklist to be considered for recognition no later than **June 30, 2026.** AIA New Jersey will then reach out the Emerging Professional or Young Architect's designated Firm Principal or Leader as noted in the "Statement of Commitment" (below) to fill out the form by **September 30, 2026.**

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

The AIA New Jersey EPiC Firm designation will be granted for a one-year term. Firms wishing to maintain the designation must reapply annually.

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 New Jersey's Emerging Professionals Community (EPiC).

We understand that by signing this statement of commitment, we are giving permission to the AIA New Jersey and its section affiliates to identify our firm name as an "AIA New Jersey EPiC Firm."

It is further understood that the AIA New Jersey and its section affiliates can place information (as provided by the firm) regarding the firm's commitment on AIA New Jersey websites, in written newsletters, emails, and social media platforms.

1. Emerging Professional or Young Architect Name (Your name)

2. E-mail address

3. Phone Number:

4. AIA New Jersey Membership number:

5. Where are you in your Licensure Journey *

6. Firm Name

7. What Size is Your Firm

8. Firm Address

9. Firm Website URL

10. Firm Principal Email

- Please designate the Firm Principal that AIA New Jersey should be in contact with to fill out the second part of this assessment. *Principal must be AIA Member

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 or Young Architect

I Agree

I Do Not Agree

PART 1 | Architectural Licensure

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 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.
- 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®

No, 0% of exam costs are covered

Yes, 50% of exam attempt costs are covered

Yes, 100% of costs exams attempt costs are covered

Yes, 50% of each passed exam costs are covered

Yes, 100% of each passed exam costs are covered

Our Firm provides Emerging Professionals additional paid time off (or paid time learning) to take each ARE® division.

Our Firm policy includes offering financial compensation or incentives after completion of the ARE® (this could be a bonus, celebration dinner, etc)

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

Check all that apply.

- Our Firm encourages Emerging Professionals and Young Architects to be involved in a committee and/or professional affiliation within or outside of the firm.
- Our Firm engages Emerging Professionals and Young Architects 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 and/or encourages each Emerging Professional and Young Architect staff member to have an in-house mentor.
- If the firm provides and/or encourages each Emerging Professional and Young Architect staff member to have an in-house mentor, do the principals participate in the mentoring process?
- 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 and Young Architects 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 Young Architects and provides flexible scheduling for community volunteer work.

- Our Firm provides opportunities for Emerging Professionals and Young Architects to further their knowledge of construction administration by conducting site tours, construction progress presentations, and/or by sharing lessons learned in round-table discussions.
- Our Firm has programs for summer interns related to career development or mentorship.
- Our Firm encourages Emerging Professionals and Young Architects to develop and lead new programs, committees or initiatives within the firm.

PART 3 | Support

Please check all that apply to your firm Check all that apply.

- Our Firm compensates Emerging Professionals and Young Architects fairly 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 dues for professional organizations such as the American Institute of Architects (AIA).
- Our Firm provides emerging professionals and Young Architects with an annual professional development review and an annual compensation review.
- Our Firm provides opportunity for career growth and advancement from within.

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

Emerging Professionals and Young Architects in our firm are encouraged to speak up when they see an opportunity for change and leadership acknowledges their suggestions.

Please check all that apply to your firm Check all that apply.

- 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.
- Our Firm has Emerging Professionals and/or Young Architects in a leadership position (for this question, leadership constitutes an individual with a title such as Partner, Principal, Senior Associate, or Associate)

Our Firm has an EDI committee or policy to openly talk about different needs

Our Firm has an inclusive, flexible scheduling for holiday time off (i.e. considering all religions and cultures)

Our 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