



Alabama

Alabama Council of The American Institute of Architects
Post Office Box 240757 • Montgomery, AL 36124-0757
Telephone 334.264.3037 • Fax 334.272.7128 • AIA@gmsal.com

AXP Friendly Firm Application

The AIA Alabama AXP Friendly Firm is a two-year commitment/designation. In order to be named an AXP Friendly Firm, a firm **MUST** fill out the form below and score at least **8** points. Firms who score at least **13** points will be honored as an Exemplary Firm. AXP Friendly Firms will be announced at the Annual Business Meeting featured in newsletters, listed on our web site and recognized at our Awards Reception.

Minimum Requirement to be considered an AXP Friendly Firm:

- A. Firm must be able to provide all areas of the minimum NCARB AXP requirements for professional experience.
- B. Firm provides an in-house mentoring program to facilitate the development of the intern in all aspects of the firm's practice.
- C. Firm provides periodic review and assessment (minimum of once per calendar year) of the intern's progress towards satisfying each of the core competencies covered by Architectural Experience Program.
- D. Firm assist interns in developing knowledge of the NCARB/AIA core competencies through inner office education programs including speakers, field trips, opportunities to observe presentations, business meetings and the like, and by encouraging and supporting their participation in educational opportunities and professional organizations outside the workplace.
- E. Firm must have a designated in-house AXP Licensing Mentor. This Mentor should act as a resource for interns within the firm for AXP related questions. The in-house AXP Licensing Mentor should be the firm's liaison to the AXP State Coordinator. The firm should provide AIA Alabama with the in-house AXP Mentor's contact information.

APPLICATION

- 1) Does your firm provide a mentor other than a direct supervisor for your Emerging Professionals? **(1 Point)** _____ pts
- 2) Does your firm provide administrative and technical support including the furnishing of and/or paying for resource and study materials and/or programming, record keeping assistance and practice examinations?
(2 Point) _____ pts
- 3) Does your firm provide paid leave for taking the architectural registration exam?
(2 Points) _____ pts

- 4) Does your firm provide a minimum of 50% reimbursement for taking the ARE?
(2 Points for 100% - 1 Point for 50%) _____ pts
- 5) Have all of your licensure-eligible employees established an NCARB record?
(1 Point) _____ pts
- 6) Does your firm pay a minimum of 50% of the cost of **establishing and/or maintaining** an NCARB Council Record? **(2 Points for 100% - 1 Point for 50%) _____ pts**
- 7) Does your firm pay a minimum of 50% of the dues for professional organizations such as AIA? **(2 Points for 100% - 1 Point for 50%) _____ pts**
- 8) Does your firm provide paid leave for professional development opportunities such as AIA National Conference on Architecture, AIA Continuing Education sessions, AIA Alabama Conference on Architecture, etc. and AIA Chapter Meetings?
(1 Point) _____ pts
- 9) Does your firm encourage interns to participate in leadership development programs such as Leadership in your City, Leadership Alabama, etc.? **(1 Point) _____ pts**
Provide an example of how this is done.

- 10) Does your firm provide opportunities for interns to participate in community service activities? **(1 Point) _____ pts**
Provide an example of how this is done.

Total Point Tally _____ pts

STATEMENT OF COMMITMENT – THREE YEAR COMMITMENT

We commit to providing benefits as outlined above (indicated by accompanying scores) in order to promote the professional development of the interns employed by our firm. If at any time the status of these benefits changes, we agree to notify AIA Alabama. We understand that by signing this statement of commitment, we are giving permission to AIA Alabama to identify our firm name as an “AXP Friendly Firm.” It is further understood that AIA Alabama and its chapter affiliates can place information (as provided by the firm) regarding the firm’s commitment on AIA web sites, social media, etc.

Firm Name _____
 Signature of Firm Principal _____
 Printed Name of Firm Principal _____
 Printed Name of Firm AXP Licensing Advisor _____
 Date _____

**Submit to AIA Alabama at AIA@gmsal.com
 P.O. Box 240757 • Montgomery, AL 36124**