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**2025 AXP FRIENDLY FIRM APPLICATION**

The AIA Oklahoma AXP Friendly Firm program (formerly “intern friendly firm”) began in 2006 to recognize those firms that go above and beyond to help intern architects advance in their career through leadership opportunities and assistance throughout the licensure process. The program is now called AXP Friendly Firms to highlight the importance of the Architectural Experience Program (AXP). AIA Oklahoma believes this program benefits both the interns and the firms that participate. It helps bridge the gap between education and experience by providing the tools necessary to achieve licensure. Firms benefit by creating an atmosphere of learning and professional growth, promoting professional development of staff so that more responsibility can be shared and fostering relationships among staff that create a positive environment which aids in retention of employees and a positive reputation among likely recruits. In the end the sharing of knowledge between those who have experience and those who are eager to learn benefits the profession as a whole.

AXP Friendly Firm is now an annual designation. In order to be named an AXP friendly firm, a firm must fill out the form below and score at least 17 points. Firms who score 20 points will be honored as an exemplary firm. AXP Friendly Firms will be announced during the AIA Oklahoma Conference on Architecture on Friday, October 25th at the Luncheon Program.

**Applications must be submitted to Lindsey Ellerbach at** [**lindsey@aiaarchitects.com**](mailto:lindsey@aiaarchitects.com) **no later than Friday, October 18th.**

1. Does your firm provide an in-house mentoring program to facilitate the development of the intern in all aspects of the firm’s practice? **(2 Points) \_\_\_\_\_\_ pts**
2. If so, is the mentor someone other than a direct supervisor? **(1 Point) \_\_\_\_\_\_ pts**
3. Does your firm provide periodic review and assessment (min. once per calendar year) of the intern’s progress towards satisfying each of the core competencies covered by Architectural Experience Program? **(1 Point) \_\_\_\_\_\_ pts**
4. Does your firm assist interns in developing knowledge of the NCARB/AIA core competencies through inner office educations 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? **(2 Points) \_\_\_\_\_\_ pts**
5. Does your firm provide administrative and technical support including the furnishing of resource and study materials, record keeping assistance and practice examinations? **(1 Point) \_\_\_\_\_\_ pts**
6. Does your firm have a designated in-house AXP coordinator? This coordinator should act as a resource for interns within the firm for AXP related questions. The in-house AXP coordinator should be the firm’s liaison to the AXP State Coordinator. The firm should provide the State Coordinator with the in-house AXP coordinator’s contact information. **(2 Points) \_\_\_\_\_\_ pts Please provide the name and contact information for this individual here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. Does your firm provide paid leave for taking the architectural registration exam? **(2 Points) \_\_\_\_\_\_ pts**
8. Does your firm provide a minimum of 50% reimbursement for taking the ARE? **\_\_\_ 50% (1 point) \_\_\_\_ 100% (2 points) \_\_\_\_\_\_ pts**
9. Have all of your employees who are interested in pursuing licensure established an NCARB record? **(1 Point) \_\_\_\_\_\_ pts**
10. Does your firm pay a minimum of 50% of the cost of **establishing** an NCARB Council Record? **\_\_\_ 50% (1 point) \_\_\_\_ 100% (2 points) \_\_\_\_\_\_ pts**
11. Does your firm pay a minimum of 50% of the dues for AIA Membership**? \_\_\_ 50% (1 point) \_\_\_\_ 100% (2 points) \_\_\_\_\_\_ pts**
12. Does your firm provide paid leave for professional development opportunities such as AIA National Conference on Architecture, Board of Governor’s Continuing Education sessions, AIA Oklahoma Conference on Architecture, etc.? **(1 Point) \_\_\_\_\_\_ pts**
13. Does your firm encourage interns to participate in leadership development programs such as Leadership Tulsa/Oklahoma City, Leadership AIA, etc.? **(1 Point) \_\_\_\_\_\_ pts**
14. Does your firm provide opportunities for interns to participate in community service activities? **(1 Point) \_\_\_\_\_\_ pts**
15. Does your firm have paid maternity and paternity leave? **(1 Point) \_\_\_\_\_pts**

Total Points Tally **\_\_\_\_\_\_\_\_\_ pts**

**STATEMENT OF 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 Oklahoma. We understand that by signing this statement of commitment, we are giving permission to AIA Oklahoma to identify our firm name as “AXP Friendly Firm.” It is further understood that AIA Oklahoma and its chapter affiliates can place information (as provided by the firm) regarding the firm’s commitment on AIA websites, social media, etc.

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

Signature of Firm Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Firm Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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