

The AIA Oklahoma AXP Friendly Firm program began in 2006 to recognize those firms that go above and beyond to help licensure candidates advance in their careers through leadership opportunities and assistance throughout the licensure process. The program is meant to complement NCARB's Architectural Experience Program (AXP). AIA Oklahoma believes this program benefits both the licensure candidates 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 development of staff to encourage shared responsibility. Firms can leverage this program to foster relationships among staff, leading to a more positive environment that aids in the recruitment and retention of employees. Our profession, as a whole, benefits from the sharing of knowledge between those who have experience and those who are eager to learn.

AXP Friendly Firm is an annual designation. In order to be named an AXP Friendly Firm, a firm must fill out the form below and score at least 18 points. Firms that score 25 points will be honored as an Exemplary AXP Friendly Firm. AXP Friendly Firms will be announced during the AIA Oklahoma Conference on Architecture on Thursday, October 23rd, 2025 at the Luncheon Program.

Applications must be submitted to Lindsey Ellerbach at lindsey@aiaarchitects.com no later than Monday, October 13th, 2025.

Criteria Category One:

1. Your firm provides an in-house mentoring program and the mentor is someone other than a direct supervisor. **(2 Points)**
2. Your firm provides periodic review and assessment (min. once per calendar year) of the licensure candidate's progress towards satisfying each of the core competencies covered by NCARB's Architectural Experience Program. **(1 Point)**
3. All of your firm's licensure-eligible employees have established an NCARB record. **(1 Point)**
4. Your firm provides paid leave for taking the Architect Registration Examination (ARE). **(2 Points)**
5. Your firm has documented/published policies supporting equity as related to employment opportunities for all individuals, irrespective of their background or identity. **(1point)**
6. Your firm provides reimbursement for taking the ARE:
a minimum 50% **(1 Point)** or 100% **(2 Points)**
7. Your firm pays the cost of **establishing** an NCARB Council Record:
a minimum 50% **(1 Point)** or 100% **(2 Points)**
8. Your firm pays employees' annual membership dues for AIA:
a minimum 50% **(1 Point)** or 100% **(2 Points)**

Category One Points Subtotal

Criteria Category Two (*):

9. Briefly describe how your firm's in-house mentoring program facilitates the development of licensure candidates in all aspects of the firm's practice. **(2 Points)**

10. Briefly describe how your firm assists licensure candidates in developing knowledge of the NCARB/ AIA core competencies through inner office education programs such as speakers, field trips, opportunities to observe presentations, business meetings and the like, or by encouraging and supporting their participation in educational opportunities and professional organizations outside the workplace. **(2 Points)**

11. Briefly describe how your firm provides administrative and technical support, including the furnishing of resource and study materials, record keeping assistance, and practice examinations. **(2 Points)**

12. Your firm has a designated in-house AXP coordinator who is the firm's liaison to the AXP State Coordinator, and your firm's in-house AXP coordinator's contact information has been provided to the AXP State Coordinator. Please provide the name and contact information for this individual below.

name

email

phone

Briefly describe how your firm's in-house AXP Coordinator acts as a resource for licensure candidates within the firm for AXP related questions. **(2 Points)**

13. Your firm provides 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. Briefly describe your firm's applicable policies. **(2 Points)**

14. Your firm provides opportunities for licensure candidates to participate in community service activities. Briefly describe your firm's applicable policies. **(2 Points)**

Category Two Points Subtotal

Click in both of the yellow highlighted cells below to finalize tabulations.

AXP Friendly Firm: **points out of 18 minimum required points**

Exemplary AXP Friendly Firm: **points out of 25 minimum required points**

STATEMENT OF COMMITMENT

We commit to providing benefits as outlined above (indicated by accompanying scores) to promote the professional development of the licensure candidates 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" or "Exemplary 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:

Printed Name of Firm Principal:

Signature of Firm Principal:

Printed Name of Licensure Candidate:

Signature of Licensure Candidate:

Date: