

Instructions The application is available as a writable PDF form at www.acecwi.org. Candidates must complete this application in its entirety, which includes the submission of a recommendation form to be completed by a firm principal.

Answers must fit within the space provided. Content beyond the space provided will not be reviewed.

Application must be signed by both the applicant and principal sponsor and received no later than June 30, 2023.

Selection The ideal candidate for the Leadership Institute program has six to 12 years of experience in the design profession. Individuals with additional experience will also benefit from the program. Potential candidates include, but are not limited to engineers, architects, planners, surveyors, historians and business development and marketing professionals.

Class size is limited. A maximum of two applicants will be accepted from any one firm. A panel will review applications based on information provided in the application form.

Leadership Institute Application Evaluation Criteria:

1. Employee of an ACEC Wisconsin Member Firm (25 points)
2. Employed out of a firm's Wisconsin office. (10 points)
3. Years of experience in target range of six – 12 years. (10 points max)
4. Applicant's answers on Self-Evaluation Questionnaire. (25 points max)
5. Sponsor's answers on Sponsor Recommendation Form. (20 points max)
6. Firm and applicant diversity status (10 points max)

ACEC Wisconsin is committed to being a welcoming, diverse, and equitable organization. The diversity of the Class of 2024 is important to us, and diverse candidates are highly encouraged to apply. Factors taken into class selection may include:

- a. Firm characteristics (i.e., firm size, DBE status, geographic area)
- b. Personal characteristics (gender, disability, veteran status, racial or ethnic group)

Participants will be chosen by the Leadership Institute Selection Task Force based on the information provided in this application. Only complete applications will be reviewed. Notification of selection shall be provided to all applicants by August 1, 2023.

Deadline: **The deadline for receipt of application materials is June 30, 2023.**
June 30, 2023 **Submit the application package via email to kelly@acecwi.org.**

Contact Kelly Veit at kelly@acecwi.org with questions about the Leadership Institute program or application process.



DEADLINE: June 30, 2023

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Applicant General Information

Name: _____
Full Name (included applicable professional designations, i.e., PE)

Nickname: _____

Firm: _____

Work Address: _____

Work Phone: _____ Mobile Phone: _____

Email: _____

Photo: *Please attach a separate image file of your headshot. Image will be used in the Class of 2024 announcement and class roster. The photo will not be included or used during in the application evaluation process.*

Work Information

Current Title: _____

Years of Industry Experience: _____

Primary Discipline: _____

Briefly describe primary responsibilities in the space below:

Education History

Degree: _____

College/University: _____



Self-Evaluation Questionnaire (Page 1 of 2)

Answer the questions in the space provided.

Content beyond the space provided will not be reviewed.

1. What specific skills/knowledge do you hope to gain from Leadership Institute?

2. What are your long-term professional goals?



Self-Evaluation Questionnaire (Page 2 of 2)

Answer the questions in the space provided.

Content beyond the space provided will not be reviewed.

3. Why should you be selected for the ACEC WI Leadership Institute program?

Applicant Commitment Statement

I understand the purposes of the ACEC Wisconsin Leadership Institute and, if selected, I will devote the time and resources to complete the entire program, including attending all sessions in-person and completing the pre-session reading and homework assignments.

I authorize and grant to ACEC Wisconsin, as well as its successors and assigns, the right to use, copyright, and/or publish photographs, pictures, drawings, images, or videos of me or my likeness for business-related purposes.

Applicant Signature

Date



DEADLINE: June 30, 2023

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Leadership Institute Sponsor Recommendation Form (Page 1 of 2)

This section is to be completed by a firm principal.

Content beyond the space provided will not be reviewed.

Candidates for the ACEC WI Leadership Institute must submit a recommendation form completed by a firm principal (sponsor). Please complete the following form based on your understanding of Leadership Institute and the applicant's character. Your answers should be succinct, fitting in the space provided.

This recommendation form should be returned as part of the complete application packet, which is due to ACEC WI by June 30, 2023.

1. Why did you select this individual to participate in the ACEC WI Leadership Institute?

2. What do you hope the applicant will gain from Leadership Institute?



DEADLINE: June 30, 2023

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**Leadership Institute Class of 2024
APPLICATION**

Leadership Institute Sponsor Recommendation Form (Page 2 of 2)

*This section is to be completed by a firm principal.
Content beyond the space provided will not be reviewed.*

Tuition & Employer Commitment

If accepted into ACEC WI Leadership Institute, the firm will be billed for the tuition fee of \$4,500 (ACEC Wisconsin member firm rate) or \$9,000 (non-member firm rate), which covers all program costs, but does not include all required reading material, lodging, or transportation to and from session sites. Tuition includes the registration fee for the 2024 ACEC WI Awards Banquet.

Following acceptance into the program, the tuition fee is due August 31.

This application has the approval of this organization, and the applicant has our full support, which includes the time required to participate in the entire program.

Sponsoring Principal Information

Sponsor Name: _____

Firm: _____

Office Location: _____

Email: _____

Sponsor Signature

Date





Leadership Institute Class of 2024
APPLICATION

DEMOGRAPHIC INFORMATION

ACEC Wisconsin is committed to being a welcoming, diverse, and equitable organization. The diversity of the Class of 2024 is important to us. Diverse candidates are highly encouraged to apply.

FIRM INFORMATION

Firm Size

WI Staff # National Staff

Firm Minority Status

- Disadvantaged Business Enterprise, Woman's Business Enterprise, Minority Business Enterprise, Not Applicable, Service-Disabled Veteran Owned Business

Firm Participation History

2024 applicants from firm Has the firm sent previous Leadership Institute Applicants? yes no

APPLICANT INFORMATION

What gender do you most identify with?

- Male, Female, Nonbinary, Preferred response not listed, Prefer not to answer

What is your age?

- 21 to 34, 35 to 44, 45 to 54, 55 or older, Prefer not to answer

Do you have a disability?

- Yes, No, Prefer not to answer

Have you ever served in the U.S. Armed Forces, Reserves or National Guard?

- Currently serving, No longer serving, Never served, Prefer not to answer

Racial or Ethnic Group with which you identify?

- African American/Black, Asian American/Asian, Hispanic/Latino/a, Middle Eastern/North African, Native American, Native Hawaiian/Other Pacific Inlander, White, Other, Prefer not to answer

