



## Leadership Institute Class of 2025 APPLICATION

**INSTRUCTIONS** The application is available as a writable PDF form at [www.acecwi.org](http://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 July 1, 2024.

**SELECTION** Leadership Institute welcomes driven individuals who demonstrate exceptional performance and a commitment to excellence. Individuals from varied backgrounds and levels of experience are welcome and encouraged to apply.

Class size is limited to 24 participants. A maximum of two applicants will be accepted from any one firm.

Participants will be chosen by the Leadership Institute Selection Task Force based on the information provided in this application. ***Time and care should be taken when completing the Participant Questionnaire and Sponsor Recommendation Form.*** Only complete applications will be reviewed.

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. Applicant's answers on Self-Evaluation Questionnaire. (35 points max)
4. Sponsor's answers on Sponsor Recommendation Form. (20 points max)
5. 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 2025 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)

Notification of selection shall be provided to all applicants by August 1, 2024.

**DEADLINE: The deadline for receipt of application materials is July 1, 2024.**  
**JULY 1, 2024 Submit the application package via email to [kelly@acecwi.org](mailto:kelly@acecwi.org).**

Contact Kelly Veit at [kelly@acecwi.org](mailto:kelly@acecwi.org) with questions about the Leadership Institute program or application process.





**Leadership Institute Class of 2025  
APPLICATION**

**APPLICANT GENERAL INFORMATION**

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Name: \_\_\_\_\_  
*Full Name (included applicable professional designations, i.e., PE)*

Preferred Name: \_\_\_\_\_

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 2025 announcement and class roster. The photo part of the application review material.*

**Work Information**

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Current Title: \_\_\_\_\_

Years Experience: \_\_\_\_\_

Primary Discipline: \_\_\_\_\_

Briefly describe primary responsibilities in the space below:

**Education History**

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Degree: \_\_\_\_\_

College/University: \_\_\_\_\_





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**APPLICANT SELF-EVALUATION QUESTIONNAIRE | Page 1 of 2**

*Answer the questions, in detail, in the space provided. Content beyond the space provided will not be reviewed.*

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

2. What are your long-term professional goals?





**Leadership Institute Class of 2025  
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**APPLICANT SELF-EVALUATION QUESTIONNAIRE | Page 2 of 2**

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

**APPLICANT COMMITMENT STATEMENT**

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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 recognize that honoring this commitment may mean delegating work and balancing your home calendar to attend each session in-person.

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.

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Applicant Signature

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Date





## Leadership Institute Class of 2025 APPLICATION

### **FIRM SPONSOR RECOMMENDATION & COMMITMENT| Page 1 of 2**

*This section is to be completed by a firm principal. Answers should be detailed and including compelling reasons why the individual should be selected for this program.*

*Content beyond the space provided will not be reviewed.*

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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 July 1, 2024.

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: July 1, 2024**

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**FIRM SPONSOR RECOMMENDATION & COMMITMENT | Page 2 of 2**

**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 2025 ACEC WI Awards Banquet.

Following acceptance into the program, the tuition fee is due August 31, 2024.

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. I recognize that honoring this commitment may require the participant to delegate project work, meeting attendance, or project interview participation.

**Sponsoring Principal Information**

Sponsor Name: \_\_\_\_\_

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

Office Location: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date





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**DEMOGRAPHIC INFORMATION**

*ACEC Wisconsin is committed to being a welcoming, diverse, and equitable organization. The diversity of the Class of 2025 is important to us. Diverse candidates are welcome and 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**

# 2025 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

