

2022 CKLDP Application Instructions

05 October 2021

Overview

In 2013, AIA|DC developed a unique training program to help cultivate the District's next generation of design industry leaders. Now heading into its ninth year, the Christopher Kelley Leadership Development Program (CKLDP) is seeking a promising new cohort of motivated professionals to participate in the 2022 session.

Prospective candidates must complete an online application demonstrating proven career success, community involvement, and leadership qualities. Professional recommendations shall be submitted as part of the application, and employer support for a candidate's participation is also requested.

Schedule and Curriculum

The CKLDP schedule consists of nine half-day sessions, with one session occurring per month for nine months. Program participants include sixteen talented emerging professionals* that have been selected through a competitive application process. The CKLDP curriculum focuses on core professional skills such as firm management, collaborative excellence, negotiating skills, client development, community leadership, trends analysis, entrepreneurship, the future of the practice, and of course, leadership. The program is kicked off by an introductory "Boot Camp" session, where participants get to know each other, develop curriculum goals for the year, and learn about the session framework for the remainder of the program sessions. Program participants, dubbed scholars, then work in pairs to plan and execute the monthly sessions based on their expressed interests and expertise. Each pair of scholars is responsible for planning of one of the remaining eight program sessions.

Sessions are held monthly from January through September, generally on the first Friday of the month, from 12:00pm - 5:00pm. A group Happy Hour occurs after every session so scholars can discuss the day's topics and share ideas. A full list of session topics and specific dates are described below in the schedule.

* An emerging professional is not required to be licensed but should be actively working towards licensure. If licensed, they are within ten years of their first registration.

Application Process

Individuals can be nominated by their firm or can nominate themselves. Program participants will be chosen on the basis of a letter of interest, written application, recommendations, and resume. The sixteen selected applicants will represent a diverse group of emerging professionals that demonstrate strong potential as future leaders. Within their letters of interest, candidates should emphasize any previous leadership experiences, explain the unique qualities and expertise they would bring to the program, and clarify how they intend to utilize the skills learned from the program. A selection jury will convene to review applications in November.

- "Call for Applications" Announcement: October 12, 2021.
- "Applications 101" Information Session: An optional, informal Q&A session will be held via Zoom on October 19, 2021 at 6:30pm. This meeting will be hosted by the CKLDP Advisory Committee and provides potential program participants with an opportunity to ask questions and receive helpful hints about what to include, or not, in their program applications. Interested candidates are encouraged to attend, but attendance is not mandatory, nor does it influence the likelihood that a candidate would be accepted into the program.
- Application Submission Deadline: All application forms must be submitted by 11:59 pm on Friday, November 19, 2021.
- Notification of Acceptance: Candidates will be notified if they have been selected by Friday, December 10, 2021.

2022 APPLICATION PROCESS



Tuition

Tuition for AIA|DC Members is \$450. Tuition for non-AIA|DC members is \$550.

Tuition Assistance

Tuition assistance is available to individuals from small firms that have limited resources. The amount of tuition assistance granted will be at the discretion of the selection committee but shall not exceed 50% of the cost of tuition. The Tuition Assistance Request Form must be submitted with the program application.

AIA Membership

Though AIA membership is encouraged, it is not mandatory for program participation. Other allied organization members are also welcome to apply. Please note that preference may be given to AIA|DC members during the applications review process, but this is not always the case.

Required Commitment to the Program

The program's success is directly related to attendance of the participants, and therefore attendance is mandatory. Each scholar will be required to sign an agreement affirming their commitment to attend, and the agreement must also be signed by a principal at the scholar's firm. In the case of emergency, or provided due notice to the Program Chair, each scholar will be allowed one excused absence. If two sessions are missed, a fine of \$50 will be charged. A further absence will result in an additional \$50 fine and expulsion from the program. All scholars are required to attend the "Boot Camp" Session and the Closing Reception, no exceptions.

AIA Continuing Education

This program will offer AIA continuing education credits. A total of 45 CEU's will be earned for full program participation (5 credits per session), 20-25 of which are intended to be HSW.

Honoring Christopher Kelley

Christopher Kelley, AIA was an active member of the architectural community, both in Washington, DC and beyond. He was a respected leader in the Institute and in Gensler's DC office, and through his extensive volunteer efforts Chris contributed to initiatives that have had many positive impacts. In 2010, he was honored with the AIA Young Architects Award. As the jury stated in their commendation of his achievements, "Christopher has proven himself a young leader within and around the AIA, a real example for other young professionals."

Contact

For more information please visit the CKLDP website (www.ckldp.com) or contact the 2022 CKLDP Executive Committee:

Role	Name	Email
Chair	Sarah Wahlgren Wingo	ckldp.dc@gmail.com
Past Chair	Daniel Blair, AIA, NCARB	ckldp.dc@gmail.com
Co-Founder	Sean Stadler, FAIA, LEED AP	sstadler@wdgarch.com
Co-Founder	Ryan McEnroe, AIA, ASLA, LEED AP	ryan.t.mcenroe@gmail.com

Applying to CKLDP

CKLDP applications can be accessed and submitted by clicking on the “Apply” button on AIA|DC’s website. This link can also be accessed on CKLDP’s website. Please note that at this time the online application form must be completed in one sitting; there is no ability to save a partial application and finish at a later time. Therefore, it is recommended that applicants have all their short answer responses and supplemental forms at hand and ready to upload before sitting down to submit.

Complete applications consist of the online form, responses to the three short answer questions (listed below for reference), and all required supplemental documents. Supplemental documents shall be uploaded in PDF format and named as indicated.

Important Reminders

- Eligible applicants should be classified as emerging professionals. Please note that emerging professionals are not required to be licensed but should be actively working towards licensure. If licensed, they are within ten years of their first registration.
- Applications and all supplemental documents must be submitted by 11:59pm on **November 19, 2021** to be eligible for consideration.
- Incomplete applications may be rejected.
- Applicants must upload the following documents with their online applications.

Required Supplemental Documents

- Letter of Interest** - Applicants must prepare a one-page letter of interest describing their reasons for applying to CKLDP, including how participation in the program will help them become better leaders, any previous leadership experiences, unique qualities that set them apart from their peers, and other relevant personal details. Letters of interest should help the selection committee get to know the applicant as an individual, beyond what can be discerned from their professional resume. Letters shall be uploaded in PDF format. (Last Name-First Name-Letter of Interest.pdf)
- Letters of Recommendation** - Each application must include at least one, but no more than three, letters of recommendation. It is in the best interest of the applicant to ensure only strong letters of support that highlight an applicant's leadership skills and/or potential are submitted. Recommenders do not have to be from within the architecture and design industry. Letters of recommendation are limited to one page each and shall be uploaded in PDF format. (Last Name-First Name-Letter of Recommendation-1.pdf)
- Personal Resume** - Resumes shall include details of the applicant's employment history, education, activities, volunteer experience, publications, and any honors or awards. Resumes are limited to two pages and shall be uploaded in PDF format. DO NOT submit a one-page generic firm resume with a list of projects only. (Last Name-First Name-Resume.pdf)
- Participation Agreement Form** - Completed, signed, and uploaded in PDF format. (Last Name-First Name-Agreement.pdf)

Optional Supplemental Document

- Tuition Assistance Request Form** - Tuition assistance is limited to AIA|DC members and is dependent on firm size (must be less than 10 employees). Candidates are encouraged to apply for tuition assistance only in cases of genuine financial need. (Last Name-First Name-Tuition Assist.pdf)

Required Short Answer Questions

Responses to the short answer questions are submitted as part of the online application form, not as a supplemental PDF. Please note responses are **limited to 500 characters (not words)**.

- How do you define leadership, and how have you demonstrated leadership skills up to this point in your career?
- What are the three most significant issues/opportunities facing the profession today?
- What specific skills or knowledge do you hope to gain from your participation in the CKLDP?

Refer to the Application Packet for sample CVENT questions + short essays.