



Scholarship Application for CORE COMPETENCIES FOR PROFESSIONALS (CCP)

In keeping with ACEC Washington's Mission;

"The mission of ACEC Washington is to further the overall business environment of the consulting engineering, land surveying, and affiliate members firms in private practice."

Succinctly, the ACEC mission is to; *"Improve the Business of Engineering."*

In support of our Mission, one of our Strategic Goals is to;

"ACEC-WA continues to be recognized as the leading resource for the development of business-strategy for member firms."

ACEC Washington provides numerous continuing education courses and seminars throughout each year to fulfill our commitment to business practice education.

The CCP class has consistently been regarded as an excellent program to train business leaders throughout our service area. Graduates have filled leadership roles from executive positions in large international firms to successful sole proprietorships, and firms of all sizes in between. To learn more about ACEC Washington's CCP Class, see the following link. <https://acec-wa.org/events/core-competencies-for-professionals/>

CCP SCHOLARSHIPS

In 2018, the ACEC Washington Board elected to invest in the growth of our industry by offering scholarships to emerging and small engineering firm leaders to expand the capacity of qualified firms. The cost of the CCP Program for members is \$2,350 and \$3,350 for non-members. Scholarship awards are provided based upon need, but are typically about \$1,500, with a maximum award of \$2,500. The Scholarship Selection Committee and ACEC Washington Board reserve the right to determine the number and amount of scholarships awarded annually based upon the merits of applications received and the funds available.

SCHOLARSHIP DISTRIBUTION

- Scholarship recipients will be notified upon admission to the class the amount of their award.
- The full tuition for the class will be invoiced to the registrant.
- The invoice will show a payment schedule indicating that the non-subsidized portion is due prior to the first class.

- The scholarship amount, the registration fee less the non-subsidized portion, will be shown as due within 30 days after the anticipated graduation date.
- Upon successful completion of the course, the balance remaining on the invoice (scholarship amount) will be credited to the remaining balance.
- Failure to complete the course and fulfill the requirements of the scholarship agreement will result in the full course tuition becoming due as invoiced.
- On occasion, students have unavoidable conflicts and cannot complete the full series of classes within one course year. Students can make up the missed class the following year to be graduated. If a scholarship recipient needs to defer graduation for a year due to an unavoidable conflict, then they shall send a short letter explaining the circumstances of the deferral and the scholarship can be extended by a maximum of one year with all other scholarship requirements still in force. The \$50 per session make-up fee will not be waived for scholarship awardees.

SCHOLARSHIP CRITERIA

- Applicants must be employed by an emerging small engineering business.
 - For the purpose of this scholarship, an “Emerging Small Business” is defined as being less than 10% of the Small Business Size standard defined by the Small Business Administration.
 - For NAICS 541330, Annual receipts of less than \$1.5 million per year, or less than 10 full time employees.
 - Small businesses can demonstrate that they are “small” by including their certifications through to WSDOT Office of Minority and Women Owned Business Enterprises (OMWBE), <https://omwbe.wa.gov/resource-type/wsdot> or other similar certifications.
 - For firms that are not certified, self-certification on the scholarship application will be accepted.
 - Founders of startup firms that are in the process of licensing, incorporating, or otherwise opening a consulting engineering business are encouraged to apply for a scholarship and include a note on their application stating the status of their startup activities, and a statement of commitment to join ACEC Washington once they are eligible.
- Scholarship applicants must commit to “active participation” in ACEC Washington.
 - “Active participation” is very individualized, and can be demonstrated through attendance at other educational events, volunteering to participate on one or more committee or liaison groups, or attendance at various social or conference events. Attendance is required for at least one of the types of events listed above during the year the scholarship is awarded.
- Emerging small business must self-perform for their specific primary discipline of business (engineering, CM, etc.) in order to be eligible for the scholarship.
- Scholarships are intended to support firms planning to grow into fully functioning independent firms. Founders of emerging small businesses are required to commit to working actively in their engineering business. Scholarships are not intended for silent or purely financing partners.
- Scholarship applicants must fill out an application form, attached.

- The application includes a “Statement of need” and a request for the amount of scholarship requested. The Scholarship Committee and Board recognize that need is highly subjective and influenced by competing needs for cash within a business. Applicants are encouraged to seek the support of the association, use their education to build a thriving business, and then give back to ACEC Washington throughout the course of their careers.

The Scholarship Selection Committee and ACEC Washington Board reserve the right to determine the number and amount of scholarships awarded annually based upon the merits of applications received and the funds available. **Application deadline is August 31, 2023.** Please submit a Word document with the following information:

- Name
- Firm Name
- Type of Small Business Certification (please attach a copy of your certification to the application)
- Scholarship Amount Requested
- Statement of Need (250 word maximum)

For additional information, please contact:

Claire Inslee
Meetings and Membership Manager
ACEC Washington
cinslee@acec-wa.org, 425-615-6357