

## **Scholarship Application Core Competencies for Professionals Program ACEC Washington**

### **ACEC Washington Mission**

In keeping with ACEC Washington's mission to "Improve the Business of Engineering," the Core Competencies for Professionals program supports the development of business and leadership skills within Washington's consulting engineering community.

ACEC Washington provides continuing education courses and seminars throughout the year to help member firms strengthen their business practices, develop future leaders, and support the long-term success of the profession. The CCP program has consistently been regarded as a valuable resource for training emerging business leaders across firms of all sizes, from large international companies to small and growing practices.

To learn more about ACEC Washington's Core Competencies for Professionals program, please visit:

<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 is:

- **Member Rate:** \$2,650
- **Non-Member Rate:** \$3,700

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.

Scholarships are intended to support participants who are prepared to fully engage in the CCP program and use the education to strengthen their firms, their leadership capacity, and the broader consulting engineering profession.

## **Scholarship Purpose**

The purpose of the CCP scholarship is to reduce financial barriers for qualified emerging and small engineering business leaders who would benefit from the program and who are committed to active participation in ACEC Washington.

Because scholarship funds are limited, scholarship recipients are expected to make a strong commitment to attending and completing the full CCP program. The value of the scholarship is tied not only to enrollment, but also to active participation, attendance, and completion of the program requirements.

## **Scholarship Distribution**

- Scholarship recipients will be notified upon admission to the CCP class of the amount of their award.
- Scholarship funds will be applied directly to the recipient's CCP registration balance.
- Scholarship recipients are responsible for any remaining balance not covered by the scholarship award.
- Failure to complete the course or fulfill the requirements of the scholarship agreement may result in the scholarship being forfeited and the full course tuition, based on the published registration rate for that CCP cycle, becoming due.
- The Scholarship Selection Committee and ACEC Washington Board reserve the right to review scholarship status if a recipient does not meet the attendance or participation expectations outlined in this document.

## **Attendance and Participation Expectations**

CCP is a 9-month seminar series designed as a cohort-based leadership and business education program. Each class builds upon the overall program experience, and consistent attendance is essential.

Scholarship recipients are expected to attend **all CCP classes**.

ACEC Washington recognizes that unavoidable conflicts or emergencies may occur. However, because scholarships are awarded with the expectation of full participation, the following attendance requirements apply:

- Scholarship recipients may have **one excused absence** during the CCP cycle without automatic scholarship review.
- Any additional absence may trigger a review by ACEC Washington staff, the Scholarship Selection Committee, or the ACEC Washington Board.
- A scholarship recipient who misses multiple classes may be subject to scholarship forfeiture, repayment of scholarship funds, payment of remaining tuition, loss of commitment deposit, or ineligibility for future scholarship support.
- Scholarship recipients who are unable to attend a class must notify ACEC Washington as soon as possible.
- Absences due to emergencies or unavoidable circumstances may be considered on a case-by-case basis.

The intent of this policy is not to penalize participants for true emergencies, but to ensure that scholarship recipients are fully committed to the program and that limited scholarship funds are used effectively.

### **Make-Up Class Policy**

On occasion, students may have unavoidable conflicts and may need to make up a missed class in the following CCP cycle in order to complete the program and graduate.

If a scholarship recipient needs to defer completion of one class due to an unavoidable conflict, the recipient must submit a short written explanation to ACEC Washington. Scholarship extension or make-up approval may be granted for a maximum of one year, with all other scholarship requirements still in effect.

Because make-up classes require additional administrative coordination and may create added program costs, ACEC Washington may require payment of a make-up class fee for any missed class completed in a future cycle.

The make-up fee may apply to:

- Scholarship recipients after more than one absence
- Participants who miss a class without prior approval
- Participants who need to complete one or more classes in a future CCP cycle
- Other situations as determined by ACEC Washington

The amount of any **make-up class fee is \$75 per class**, this reflects administrative, catering, instructional, or program-related costs.

### **Employer Commitment Deposit**

To reinforce the value of the CCP scholarship and ensure employer awareness of the participant's time commitment, ACEC Washington may require the scholarship recipient's employer to pay a **\$250 commitment deposit** at the time the scholarship is accepted.

The purpose of the employer commitment deposit is to:

- Confirm that the employer understands the time commitment required for CCP.
- Encourage both the employer and participant to prioritize attendance.
- Help ensure scholarship recipients are supported in completing the full program.
- Reinforce the value of the scholarship investment.

The \$250 commitment deposit may be refunded at the end of the CCP cycle if the scholarship recipient meets the attendance, participation, and completion requirements of the program.

To be eligible for refund of the commitment deposit, the scholarship recipient must:

- Attend the required percentage of CCP classes as determined by ACEC Washington.
- Have no more than one excused absence, unless otherwise approved by ACEC Washington.
- Complete the CCP program requirements.
- Remain in good standing with ACEC Washington.
- Fulfill the scholarship agreement requirements.

If the scholarship recipient does not meet the attendance or completion requirements, ACEC Washington may retain the commitment deposit. Retained deposits may be used to support CCP scholarship funds, administrative costs, make-up class costs, or other program-related expenses.

The employer commitment deposit is separate from any remaining tuition balance not covered by the scholarship award.

## Scholarship Agreement

All scholarship recipients will be required to sign a scholarship agreement before the start of the CCP program.

The agreement will confirm that the recipient understands and agrees to:

- Attend all CCP classes whenever possible
- Notify ACEC Washington in advance if a class must be missed
- Actively participate in the program
- Complete all program requirements
- Follow the make-up class policy if a class is missed
- Repay scholarship funds or pay remaining tuition if scholarship requirements are not fulfilled
- Participate actively in ACEC Washington during the scholarship year

The agreement may also require employer acknowledgment to confirm that the participant's firm understands the time commitment required for the CCP program, supports the participant's attendance, and understands the employer commitment deposit requirement.

## 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, this generally means:

- Annual receipts of less than \$1.5 million per year; or
- Fewer than 10 full-time employees

Small businesses may demonstrate that they are "small" by including certifications through the Washington State Office of Minority and Women's Business Enterprises, 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. Startup applicants should include a note on their application stating the status of their startup activities and a statement of commitment to join ACEC Washington once eligible.

Scholarship applicants must either:

- Be employed by an ACEC Washington member firm; or
- Commit to active participation in ACEC Washington during the scholarship year.

“Active participation” is individualized and may be demonstrated through:

- Attendance at ACEC Washington educational events
- Volunteering for one or more committees or liaison groups
- Attendance at social or conference events
- Participation in other ACEC Washington activities

Attendance or participation in at least one ACEC Washington activity during the scholarship year is required.

Emerging small businesses must self-perform their specific primary discipline of business, such as engineering, construction management, land surveying, or related consulting services, 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 business. Scholarships are not intended for silent partners or purely financing partners.

### **Scholarship Application Requirements**

Applicants must submit a Word document with the following information:

- Name
- Firm name
- Applicant title/role

- Contact information
- Type of small business certification, if applicable
- Copy of certification, if applicable
- Scholarship amount requested
- Statement of need, 250-word maximum
- Statement confirming ability to attend the full CCP program
- Statement confirming commitment to active participation in ACEC Washington
- Employer acknowledgment
- Confirmation that the employer understands the \$250 commitment deposit requirement, if scholarship is awarded

### **Statement of Need**

The application includes a Statement of Need and a request for the amount of scholarship requested.

The Scholarship Selection Committee and ACEC Washington 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 give back to ACEC Washington throughout the course of their careers.

### **Scholarship Review and Selection**

The Scholarship Selection Committee and ACEC Washington Board reserve the right to determine the number and amount of scholarships awarded annually based upon:

- Merit of the application
- Demonstrated need
- Applicant's commitment to completing the CCP program
- Applicant's commitment to active ACEC Washington participation
- Employer support of the participant's attendance and completion
- Available scholarship funds
- Alignment with the purpose of the scholarship program

## **Application Deadline**

Applications are due by **August 15, 2026**.

Please submit the required Word document and any supporting materials to ACEC Washington to **Pamela Beachnau** [pbeachnau@acec-wa.org](mailto:pbeachnau@acec-wa.org)

For additional information, please contact:

### **Pamela Beachnau**

Director of Events, Marketing & Membership  
ACEC Washington  
[pbeachnau@acec-wa.org](mailto:pbeachnau@acec-wa.org)

## **Scholarship Recipient Acknowledgment**

If awarded a scholarship, I acknowledge that CCP is a 9-month professional development program and that my scholarship is being awarded based on my commitment to attend, participate, and complete the program.

I understand that scholarship recipients are expected to attend all CCP classes and that more than one absence may result in review of my scholarship status. I understand that failure to complete the program or fulfill the scholarship requirements may result in scholarship forfeiture, repayment of scholarship funds, payment of remaining tuition, loss of commitment deposit, or ineligibility for future scholarship opportunities.

I understand that if I need to make up a missed class in a future CCP cycle, ACEC Washington may require payment of a make-up class fee.

I agree to notify ACEC Washington as soon as possible if I am unable to attend a class.

I also agree to actively participate in ACEC Washington during the scholarship year through attendance at an event, participation in a committee or liaison group, or another approved form of engagement.

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **Firm / Employer Acknowledgment**

I acknowledge that the applicant is participating in the CCP program and that the firm understands the attendance and time commitment required.

I understand that CCP is a 9-month program and that scholarship recipients are expected to attend all sessions, participate actively, and complete the program requirements.

I understand that, if the applicant is awarded a scholarship, the firm may be required to pay a **\$250 commitment deposit** at the time the scholarship is accepted.

I understand that the commitment deposit may be refunded at the end of the CCP cycle if the scholarship recipient meets the attendance, participation, and completion requirements of the program.

I understand that if the scholarship recipient does not meet the attendance or completion requirements, ACEC Washington may retain the commitment deposit.

**Firm Name:** \_\_\_\_\_

**Employer Representative Name:** \_\_\_\_\_

**Employer Representative Title:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **2026-2027 Schedule**

- Tuesday, September 8, 2026: Leadership, Personal Mastery & Inclusive Team Culture
- Tuesday, October 6, 2026: Finance, Project Profitability & Business Fundamentals
- Tuesday, November 10, 2026: Ownership Transition & Building Shareholder Value -
- Tuesday, December 8, 2026: AI, Digital Delivery & Technology in A/E Firms
- Tuesday, January 12, 2027: Contracts, Liability & Client Negotiation -
- Tuesday, February 9, 2027: Strategic Talent Management & Performance Leadership
- Tuesday, March 9, 2027: Client Communication, Business Development & Strategic Marketing

- Tuesday, April 6, 2027: Strategic Planning, Market Positioning & Advocacy
- Tuesday, May 4, 2027: Executive Leadership Capstone: Lead the Firm Simulation with a panel of judges.