

## NBA ASSOCIATE ADVANCEMENT ACADEMY OF EXCELLENCE APPLICATION – APPLICANT FORM

The NBA Associate Advancement Academy for Excellence (“NBA Associate Advancement Academy” or “Academy”) is specifically intended to facilitate the advancement and retention of Black attorneys in the nation’s largest firms (e.g., AmLaw 200 law firms). The Academy will include educational, networking, mentoring, and pro bono/community service components as part of a year-long academy tailored to advance the careers of junior Black attorneys (e.g., Black attorneys within the first 3 years of practice in an AmLaw 200 firm). 2022-2023 cohort will include 20 associates, with no more than two associates from any one firm. Academy participants will participate in monthly educational and networking sessions; monthly mentoring check-ins with their law firm partner mentor and in-house mentor; and various NBA events throughout the year. The specifics of these mandatory sessions are provided below. The application materials (NBA Associate Advancement Academy Application – Applicant Form, NBA Associate Advancement Academy Application – Firm Support Certification, Statement from Firm Managing Partner, Office Managing Partner, or applicant’s Practice Group Chair explaining why the firm recommends the applicant for the Academy (no more than 250 words), applicant’s Current Resume, and a Letter of Interest from the applicant detailing why the applicant wants to be a participant in the Academy must be submitted **as one PDF** to [AAAcademy@nationalbar.org](mailto:AAAcademy@nationalbar.org) by May 27, 2022.

## NBA ASSOCIATE ADVANCEMENT ACADEMY OF EXCELLENCE OVERVIEW

### Participation Expectations (July 2023 – July 2024)

- **Monthly Professional Development and Networking Sessions (Aug 2023-Jun 2024):**

- Anatomy of a Law Firm: How It Makes Money
- Law Firm Etiquette and Navigating a Law Firm (Capitalizing on Firm Support Staff)
- Legal Research & Writing Skills Workshop
- Transaction Skills Workshop
- Accounting 101 & Corporate Basics
- The Art of Business Development/ Learning a

#### Client’s Business

- The Clients: In House Legal Perspectives
- Overview of Regulatory Practices
- Building your Brand-Externally
- Building your Brand-Internally
- The NBA & Using Your Legal Skills to Benefit

#### the Black Community

- Wellness (physical and mental)
- Doing Well While Doing Good (successfully

integrating pro bono/service into firm practice)

- **Monthly Mentoring Check-ins (with NBA law firm partner mentor and corporate mentor)**

- **The following NBA EVENTS:**

- **Annual Convention - Orientation**  
July, 29th 2023, Minneapolis, MN

*\*Convention Registration Estimated \$600; Orientation is free*

- **Commercial Law Section Conference**  
February 2024, San Antonio, TX  
\$700 (Early Bird); \$850 (Regular) Estimated  
Registration Cost

*\*Sponsors have registrations  
included*

- **Corporate Law Section’s Gateway to Success Seminar** Houston, TX  
\$199 *Estimated Registration Cost*

- **Annual Convention - Graduation**  
July 2024, Las Vegas, NV  
\$ 600 (Early Bird) *Estimated Registration Cost*

*All registration fees are estimates, subject to NBA Board of  
Governors approval*

## APPLICANT BACKGROUND INFORMATION

Applicant Name	Address
Phone	Email
Date of Birth	Gender
Firm	Class Year
Practice Group	

## APPLICANT MATERIALS

Each applicant must submit the following materials by May 15, 2023:

1. NBA Associate Advancement Academy Application – Applicant Form
2. NBA Associate Advancement Academy Application – Firm Support Certification
3. Statement from Firm Managing Partner, Office Managing Partner, or your Practice Group Chair explaining why the firm recommends you for the Academy (no more than 250 words)
3. Current Resume
4. Letter of Interest detailing why you want to be a participant in the Academy

**The application materials should be submitted as one PDF to [AAAcademy@nationalbar.org](mailto:AAAcademy@nationalbar.org).**

## Applicant Signature

I \_\_\_\_\_ (applicant name) certify that the included materials are accurate, and that I will commit to participating in the mandatory NBA Associate Advancement Academy activities unless I have a significant conflict, in which case, I will provide advance notice of the conflict.

x \_\_\_\_\_  
Signature