

# **ACTE REGION IV**



# **AWARDS PROGRAM GUIDELINES**

Revised March 2022

# Table of Contents

Overview .....	1
ACTE Member Awards .....	2
General Guidelines for ACTE Member Awards.....	4
Dossier Guidelines.....	5
Region IV Awards Committee	
Committee .....	13
Responsibilities – Committee Chair .....	13
Responsibilities – Committee Member .....	17
ACTE Awards Committee – Region IV Representative .....	20

# **ACTE REGION IV AWARDS PROGRAM GUIDELINES**

(Revised March 2022)

The Region IV Awards Committee has established the following guidelines for use in completing the appropriate Association for Career and Technical Education (ACTE) awards application forms and preparing dossiers.

## **Overview**

The Association for Career and Technical Education's (ACTE) Excellence Awards seeks to promote excellence in career and technical education by recognizing individuals who have made extraordinary contributions to the field of career and technical education, programs that exemplify the highest standards and organizations that have conducted activities that promote and expand career and technical education.

### **ACTE Impact Awards**

The ACTE Impact Awards recognize groups and individuals from the education, business, and industry communities who enhance career and technical education by contributing to the improvement, promotion, development, and progress of CTE.

- Business Education Partnership Award
- Champion for CTE Award

### **ACTE Member Awards**

These awards are limited to individuals who have won at both the state and regional level prior to competition at the national level:

- ACTE Teacher of the Year
- ACTE Counseling & Career Development Professional Award
- Teacher Educator of the Year Award
- Administrator of the Year Award
- Postsecondary Professional of the Year Award
- New Teacher of the Year Award
- Lifetime Achievement Award
- Carl Perkins Community Service Award

Region IV awards comply with the guidelines set forth by the ACTE awards program. Information and application forms can be found at [www.acteonline.org/awards.aspx](http://www.acteonline.org/awards.aspx).

## ACTE Member Awards

A summary of the guidelines for the Association for Career and Technical Education (ACTE) Member Awards as published in the document, "ACTE Excellence Awards" ([www.acteonline.org](http://www.acteonline.org)) follows:

## Administrator of the Year

### **Purpose**

This award recognizes administrative CTE professionals at the school, district, county, state or federal level who have demonstrated leadership in ensuring teacher and student success and have made significant contributions toward innovative, unique and effective career and technical education programs.

### **Eligibility**

All candidates must be employed as CTE administrators, program specialists, coordinators, federal or state department of education professionals or other administrative professionals at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- a) Contributions to teacher and student success
- b) Innovations in CTE
- c) Leadership in the local or greater CTE community

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework to be eligible to receive the award.** For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- A. Description of Candidate's Qualifications for the Award
- B. Two (2) Letters of Support
- C. Photo/Headshot
- D. Interview (at region and national levels)

See below for more information on each component.

### **A. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

1. How has the candidate contributed to implementing high-quality CTE programs in his/her institution, district, or county that ensure student and teacher success? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. development of standards-aligned and integrated curricula, contributions that resulted in student achievements/opportunities, teacher development and performance, improvements to facilities) *(500 words max)*
2. How has the candidate demonstrated innovation in CTE? (Ex. improvements implemented to programs or institution, new activities or initiatives spearheaded) *(500 words max)*

3. How has the candidate demonstrated leadership in improving CTE and enhancing student opportunity in the local or greater CTE community? (Ex. activities conducted with community leaders, business & industry partners, fellow educators, or ACTE and other organizations) *(500 words max)*

#### **B. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

#### **C. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. *(Note: photographs will be used for publicity purposes only.)*

#### **D. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit the content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*

## **Carl Perkins Community Service Award**

### **Purpose**

This award recognizes individuals who have used CTE to make a significant impact on their community and demonstrated leadership in programs and activities that promote student involvement in community service.

### **Eligibility**

All candidates must be current or retired CTE professionals at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- a) Leadership in furthering community service or improvement
- b) Innovation in integrating community service into their CTE program
- c) Contributions to student learning and success

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework to be eligible to receive the award.** For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- E. Description of Candidate's Qualifications for the Award
- F. Two (2) Letters of Support
- G. Photo/Headshot
- H. Interview (at region and national levels)

See below for more information on each component.

### **E. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

1. How has the candidate demonstrated leadership in furthering community service or improvement? (Ex. partnerships with business or community groups; community service initiatives spearheaded, etc.) (500 words max)
2. How has the candidate demonstrated innovation in furthering student learning through community service? (Ex. improvements implemented to program or institution through community service; creative or cutting-edge practices implemented in service projects) (500 words max)
3. How has the candidate contributed to implementing high-quality CTE programs that ensure student success? Please refer to the High Quality CTE Framework as a guide/reference. (Ex. development of standards-aligned and integrated curriculum; contributions that resulted in

student achievements, opportunities and innovations; CTSO successes; etc.) (500 words max)

**F. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

**G. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. *(Note: photographs will be used for publicity purposes only.)*

**H. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*



## Counseling & Career Development Professional Award

### **Purpose**

This award recognizes school counselors and career development professionals who have demonstrated commitment to connecting students with opportunities for success, shown innovation in career exploration and development, and have advocated for CTE as a viable option for all students.

### **Eligibility**

All candidates must be employed as school counselors and/or career development professionals at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- a) Contributions to student success
- b) Innovations in career exploration and development
- c) Leadership in advocating for CTE as a viable option for all students

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework to be eligible to receive the award.** For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- I. Description of Candidate's Qualifications for the Award
- J. Two (2) Letters of Support
- K. Photo/Headshot
- L. Interview (at region and national levels)

See below for more information on each component.

### **I. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

1. How has the candidate utilized components of high-quality CTE to connect students with opportunities for success? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. sequencing and articulation; work-based learning opportunities; ensuring access and equity to CTE programs) *(500 words max)*
2. How has the candidate demonstrated innovation in career exploration and development? (Ex. improvements implemented; new activities or initiatives spearheaded; creative or cutting-edge practices) *(500 words max)*
3. How has the candidate demonstrated leadership in advocating for CTE as a viable option for all students? (Ex. communicating the value of CTE to students, parents, educators,

community leaders, business & industry partners; leadership in ACTE and other organizations). (500 words max)

**J. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

**K. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. (Note: photographs will be used for publicity purposes only.)

**L. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*

## **Lifetime Achievement Award**

### **Purpose**

This award recognizes CTE professionals for their leadership on behalf of ACTE, their innovations in CTE and their contributions to the field over an extended period of time.

### **Eligibility**

All candidates must be current or retired CTE professionals at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- a) Leadership in ACTE (local, state, Region, or national level)
- b) Innovations in CTE across their professional careers
- c) Contributions to the CTE field and greater CTE community

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework in order to be eligible to receive the award.**  
For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- M. Description of Candidate's Qualifications for the Award
- N. Two (2) Letters of Support
- O. Photo/Headshot
- P. Interview (at region and national levels)

See below for more information on each component.

### **M. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

4. How has the candidate demonstrated leadership in the CTE field and in furthering the mission of ACTE? (Ex. leadership positions held; volunteer work in the association; contributions to CTE/ACTE at the local, state, Region or national levels) (500 words max)
5. Describe the candidate's innovations in CTE across their professional careers. (Ex. improvements implemented to program or institution; new activities or initiatives spearheaded; new partnerships developed; creative or cutting-edge classroom practices implemented) (500 words max)
6. Across their career, how has the candidate contributed to implementing high-quality CTE programs that ensure student success? Please refer to the High Quality CTE Framework as a guide/reference. (Ex. activities that resulted in student achievements, opportunities, and innovations; improvements to programs and institutions; development of standards-aligned

and integrated curriculum; new partnerships with business and industry or the community; etc.) (500 words max)

**N. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

**O. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. *(Note: photographs will be used for publicity purposes only.)*

**P. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*

## New Teacher of the Year

### **Purpose**

This award recognizes new CTE teachers who have made significant contributions toward innovative and unique career and technical education programs and shown a professional commitment early in their careers.

### **Eligibility**

All candidates must be employed as classroom/laboratory CTE teachers (at the middle, secondary or postsecondary level) and must be relatively new to the teaching profession (with 3-5 years' experience) at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- a) Contributions to student success
- b) Innovations in CTE
- c) Leadership in the local or greater CTE community

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework in order to be eligible to receive the award.**

For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- Q. Description of Candidate's Qualifications for the Award
- R. Two (2) Letters of Support
- S. Photo/Headshot
- T. Interview (at region and national levels)

See below for more information on each component.

### **Q. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

4. How has the candidate contributed to implementing high-quality CTE programs that ensure student success? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. development of standards-aligned and integrated curriculum; contributions that resulted in student achievements, opportunities, and innovations; CTSO successes; initiation and/or creation of apprenticeships; profession enhancements; student entrepreneurship and self-employment; etc.) *(500 words max)*
5. How has the candidate demonstrated innovation in CTE? (Ex. improvements implemented to program or institution; new activities or initiatives spearheaded; creative or cutting-edge classroom practices) *(500 words max)*

6. How has the candidate demonstrated leadership in improving CTE and/or student opportunities in the local or greater CTE community? (Ex. activities conducted with community leaders, business & industry partners, fellow educators, or ACTE and other organizations). *(500 words max)*

**R. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

**S. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. *(Note: photographs will be used for publicity purposes only.)*

**T. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*

## Postsecondary Professional of the Year

### **Purpose**

This award recognizes the finest career and technical professionals at the postsecondary level who have demonstrated innovation in CTE, commitment to student success and dedication to the improvement of CTE in their institutions or communities.

### **Eligibility**

All candidates must be employed as CTE professionals at the postsecondary level at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- d) Contributions to student success
- e) Innovations in CTE
- f) Leadership in the local or greater CTE community

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework in order to be eligible to receive the award.**

For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- U. Description of Candidate's Qualifications for the Award
- V. Two (2) Letters of Support
- W. Photo/Headshot
- X. Interview (at region and national levels)

See below for more information on each component.

### **U. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

1. How has the candidate contributed to implementing high-quality CTE programs that ensure student success? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. development of standards-aligned and integrated curriculum; contributions that resulted in student achievements, opportunities and innovations, such as: initiation and/or creation of apprenticeships; profession enhancements; student entrepreneurship and self-employment; etc.) *(500 words max)*
2. How has the candidate demonstrated innovation in CTE? (Ex. improvements implemented to program or institution, new activities or initiatives spearheaded, creative or cutting-edge classroom practices) *(500 words max)*

3. How has the candidate demonstrated leadership in improving CTE and/or student opportunity in the local or greater CTE community? (Ex. activities conducted with community leaders, business & industry partners, fellow educators, or ACTE and other organizations) *(500 words max)*

#### **V. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

#### **W. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. *(Note: photographs will be used for publicity purposes only.)*

#### **X. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*



## Teacher Educator of the Year

### **Purpose**

This award recognizes teacher educators who have demonstrated innovation in teacher education, leadership in improving CTE, and commitment to preparing teachers to deliver high quality CTE programs.

### **Eligibility**

All candidates must be employed as teacher educators at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- a) Contributions to success of student teachers and their CTE programs
- b) Innovations in teacher education
- c) Leadership in improving CTE in the local or greater CTE community

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework in order to be eligible to receive the award.**

For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- Y. Description of Candidate's Qualifications for the Award
- Z. Two (2) Letters of Support
- AA. Photo/Headshot
- BB. Interview (at region and national levels)

See below for more information on each component.

### **Y. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

7. How has the candidate supported student teachers in implementing high-quality CTE programs? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. student teacher achievements; improvements to their CTE programs) *(500 words max)*
8. How has the candidate demonstrated innovation in teacher education? (Ex. improvements implemented; new activities or initiatives spearheaded; creative or cutting-edge practices) *(500 words max)*
9. How has the candidate demonstrated leadership in improving CTE in the local or greater CTE community? (Ex. research conducted on the field; leadership in ACTE or other organizations; partnerships formed with business & industry entities, government organizations and other groups) *(500 words max)*

## **Z. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

### **AA. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. *(Note: photographs will be used for publicity purposes only.)*

### **BB. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*

## Teacher of the Year

### **Purpose**

This award recognizes the finest career and technical teachers at the middle/secondary school level who have demonstrated innovation in the classroom, commitment to their students and dedication to the improvement of CTE in their institutions and communities.

### **Eligibility**

All candidates must be employed as classroom/laboratory CTE teachers at the middle/secondary school level at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

### **Criteria**

Candidates will be evaluated on the following criteria:

- g) Contributions to student success
- h) Innovations in CTE
- i) Leadership in the local or greater CTE community

**All candidates must demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework in order to be eligible to receive the award.**

For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

### **Nomination Requirements**

Each nomination must include the following (incomplete nominations will not be considered):

- CC. Description of Candidate's Qualifications for the Award
- DD. Two (2) Letters of Support
- EE. Photo/Headshot
- FF. Interview (at region and national levels)

See below for more information on each component.

### **CC. Description of Candidate's Qualifications for the Award (1500 words total)**

Address the following:

1. How has the candidate contributed to implementing high-quality CTE programs that ensure student success? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. development of standards-aligned and integrated curriculum; contributions that resulted in student achievements, opportunities, and innovations; CTSO successes; etc.) *(500 words max)*
2. How has the candidate demonstrated innovation in CTE? (Ex. improvements implemented to program or institution; new activities or initiatives spearheaded; creative or cutting-edge classroom practices) *(500 words max)*
3. How has the candidate demonstrated leadership in improving CTE and/or student opportunities in the local or greater CTE community? (Ex. activities conducted with

community leaders, business & industry partners, fellow educators, or ACTE and other organizations) (500 words max)

**DD. Letters of Support**

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

**EE. Photo/Headshot**

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. (Note: photographs will be used for publicity purposes only.)

**FF. Interview (for region and national awards)**

Candidates selected for region consideration may undergo a brief interview with their region awards committee in the spring. All national finalists will conduct a phone interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after submission of their nomination.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*

## Writing a Strong Award Nomination

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How you represent a candidate's accomplishments and qualities in a nomination is critical in making the best impression on judges. Here are some tips for making the most out of your nomination:

### Persuasiveness & Impact

- Does your nomination address the criteria for the award? Looking at the rubric will give you an idea of what areas are most important.
- Are you being descriptive enough with your candidate's achievements? How did the nominee contribute to the goal, and what were the end results? Include measurable outcomes or milestones where possible (growth in programs, better retention, higher graduation rates, more students going to college, higher test scores, increased funding, etc.)
- What makes this candidate unique from others in the profession? How has he or she gone above and beyond? Provide concrete examples over general descriptions.

### Clarity & Conciseness

- Can you sum up in one sentence why the nominee deserves recognition? Keep your writing focused and make every word count. Don't worry about adding details that don't speak to the candidate's qualifications for the award.
- Is it easy for the reader to follow your train of thought and identify how every point addresses the criteria for the award? Keep the application organized; use bullet points if appropriate.
- Explain achievements in plain language. Judges may not be as familiar with activities that are specific to your content area, program or CTSO. Try to eliminate or explain jargon where possible.

### Professionalism

- **Proofread!** Type your application in Microsoft Word or a program that will catch basic spelling and grammatical mistakes before copying into the online form. Then ask a peer or colleague to proofread your application. Two sets of eyes are better than one!

#### ***Requesting Letters of Recommendation***

A positive endorsement from a colleague, peer, or supervisor can be a compelling way to showcase the qualities and achievements of the candidate. Be sure to choose your sources carefully! You can help your recommenders by providing them with a copy of the award criteria and your resume so they can write specifically to those qualities. Ask them to sign and date their letters for you—these details make the letters look more authentic and professional.

It takes time to write a strong nomination. The biggest advantage you can give your candidate is by starting your nomination early and giving yourself time to collect information, letters of recommendation and proofread.

## Region IV Awards Committee

### Committee

- The committee consists of one committee member from each of Region IV states (Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Texas).
- Committee member serves three (3) year term (can be re-appointed for an additional term).
- The rotation of committee members is defined in Region IV Policy & Procedures Manual.
- The term is July 1 through June 30.
- Awards Committee members may submit an ACTE Travel Expense Report following the Region IV Conference to reimburse up to \$300 for travel expenses.
  - ACTE Travel Expense Report found in Appendix.
  - Must complete according to ACTE instructions.
  - Must be submitted to the Region IV Vice President within two weeks of the conference ending.
- Awards Committee members are not eligible to receive an award during their term of service.
- Committee members select committee chair.
  - Should be from one of the two states that rotate off that year (last year of term) – provides some experience.
  - Chair confirmed at the Region IV Conference the previous year (second year of term).
  - If possible, selected as co-chair during the first year of the term – if there is a new committee member with experience on awards committees or who exhibits strong leadership qualities, the selection at this time allows that person to be more prepared for a year of service as chair.
  - The term is not completed until Region IV dossiers are submitted to ACTE – mid-September.

### Responsibilities – Committee Chair

- General
  - Communication (by most effective means)
    - ACTE
      - Communicate with awards designee at national office as needed.
      - Respond to requests from ACTE.
      - Become knowledgeable of ACTE Excellence Awards program and outlined procedures.
    - ACTE Awards Committee
      - Communicate with Region IV representative to this national committee.
      - Include Region IV representative in all committee communications.
      - Recognize Region IV representative at committee meetings.
      - Disseminate information received from Region IV representatives to committee members.
    - Region IV Awards Committee
      - Communicate before two meetings (CareerTech VISION and Region IV Conference).
      - Communicate as needed on special activities or projects.
    - Region IV Vice President
      - Communicate as needed on standing committee meeting activities.
      - Coordinate awards ceremony details for Region IV Conference.

- Respond to other requests from Vice President as needed.
    - Committee Functions
      - Ensure that Awards Committee completes responsibilities outlined in the Region IV Policy & Procedures Manual.
      - Ensure that the committee operates according to the Region IV Awards Program Guidelines and that guidelines are revised according to changes dictated by ACTE or Region IV policies and procedures.
      - Ensure that all committee meetings and activities are conducted professionally according to standard meeting practices/procedures.
  - Committee meetings
    - ACTE National Conference
      - Communicate prior to the conference with committee members regarding date, time, location of standing committee meeting (according to directions from Region IV Vice President).
      - Prepare agenda for the meeting.
      - Conduct meeting – appoint a committee member to record minutes (prepare electronically, save the document, print document, make copies).
      - Present committee report at Region IV Business Meeting (during ACTE National Conference) and provide two (2) copies to Region IV Policy Committee Recording Secretary (at the business meeting).
      - Send (electronically) minutes to all committee members and Region IV Vice President after the convention.
      - Proceed with any issue defined during committee meetings that requires action.
    - Region IV Conference
      - Communicate prior to the conference with committee members and Region IV Policy Committee liaison regarding date, time, location of committee meeting (according to directions from Region IV Vice President and conference planning committee from host state).
      - Prepare agenda for a standing committee meeting.
      - Conduct meeting – appoint a committee member to record minutes (prepare electronically, save the document, print document, make copies).
      - Present committee report at Region IV Business Meeting and provide two (2) copies to Region IV Policy Committee Recording Secretary (at the business meeting).
      - Send (electronically) minutes to all committee members and Region IV Vice President after the conference.
  - Region IV Awards
    - Selection Process
      - All states must have their applications submitted to Region IV by March 1. Send all award dossiers to committee members by March 15 (electronically).
      - Lead committee (through email communication, conference calls, etc.) to develop and choose interview questions – ensure that ACTE guidelines for the interview discussion topics are included.
      - Ensure that committee members arrive at Region IV Conference with all dossiers scored.
    - Pre-Conference
      - Coordinate with host state conference planning committee for a date, time, and location of pre-conference meeting (usually held the evening prior to the first

- day of the conference) - this can be assigned to committee member from the host state.
  - Coordinate with host state conference planning committee for refreshments and meals to be provided for the committee as needed (determined by schedule set and conference schedule) – this can be assigned to committee members from the host state.
  - Prepare an Excel spreadsheet for committee members to input scores for all award nominees.
  - Bring a laptop or make sure one is available in the committee workroom. Also, request that the conference planning committee provide a printer in the workroom.
  - Set a schedule for personal interviews for all award categories (first day of the conference) and send to committee members by March 15.
  - Communicate to awards committee members the interview schedule to relay this information to their respective state winners.
  - Arrange for purchase of awards plaques – this can be coordinated with a committee member from the host state – Region IV will fund purchases according to budget.
  - Special note – at the Region IV Conference for the final year of service for the Region IV Vice President, a plaque must be purchased for that person (2011, 2014, etc.) – ensure this is communicated to the conference planning committee. The plaque is usually presented to the outgoing Vice-President at the Awards ceremony by the incoming Vice-President.
  - Check with the conference planning committee on availability of photographer for the awards ceremony – or otherwise provide a digital camera.
- Initial Meeting at Conference
  - Held the evening before beginning of the conference (see above)
  - Conduct meetings (introductions, identification of roles/responsibilities, travel expenses, etc.).
  - Discuss the awards process (in general).
  - Discuss pertinent/current/critical issues concerning awards.
  - Each committee member will input award nominee scores into a prepared spreadsheet.
  - Assign committee members to present (read) awards during the Region IV awards ceremony.
  - Provide sample script for committee members to develop program narrative for assigned awards.
  - Determine time for the completed script to be submitted for final print (for use during awards program).
  - Discuss the interview process and schedule for all awards nominees (following day).
  - Discuss schedule for remainder of the conference.



- First Day of Conference (date scheduled for committee meetings)
  - General meeting – discuss interviews, script, arrange the room for interviews, travel, other business.
  - Lead interviews as scheduled.
  - Each committee member inputs scores to determine award winners.
  - Review dossiers for award winners – make notes of suggestions for improvement by committee members to prepare dossiers to be submitted to ACTE.
  - Attend Region IV Standing Committee meeting (Awards) as scheduled.
  - Release committee members to finish the script and attend sessions.
  - Submit names of award winners to the conference planning committee for plaques.
  - Check on final details for certificates and plaques.
- Second Day of Conference
  - Attend opening session.
  - Produce final script for the awards ceremony and provide copy for each committee member.
  - Secure all awards/plaques.
  - Discuss details of awards program with Region IV Vice President and conference planning committee.
- Final Day of Conference
  - Attend business meetings and present committee reports (or assign).
  - Deliver awards/plaques to location of the awards ceremony – place in order.
  - Deliver script to the podium.
  - Ensure committee members are present at the podium prior to the ceremony and are prepared for their parts in the awards ceremony.
  - Ensure photographer is in place (either conference photographer or designee).
  - Lead awards ceremony according to the script.
  - Instruct award winners for group photo following the ceremony.
- Post-Conference
  - Prepare summary report of activities of committee during the conference and send to committee members and others who may need that information.
  - Ensure that awards photos are sent to the Vice-President or designee to be placed on the website.
  - Prepare a news release template to publicize award winners, ACTE, and career and technical education and send it to committee members.
  - Notify award winners of the process to follow for submission of award dossier to ACTE for national competition.
  - Receive all Region IV award winners' dossiers by the designated deadline (according to ACTE requirements).
  - Forward region winners on to the national level within the awards portal (each application winner needs the forward to national level button selected and the chosen winner tab)

## **Responsibilities – Committee Member**

- General
  - Communication (by most effective means)
    - ACTE
      - Become knowledgeable of ACTE Excellence Awards program and outlined procedures.
    - Region IV Awards Committee
      - Respond/reply to communications from the committee chair.
      - Communicate with all committee members as needed on particular activities or projects.
    - State Association
      - Communicate with state association officials and state awards committee.
  - Committee Functions
    - Be knowledgeable of Awards Committee responsibilities outlined in the Region IV Policy & Procedures Manual and the Region IV Awards Program Guidelines.
    - Participate in all committee meetings and activities professionally according to standard meeting practices/procedures.
- Committee meetings
  - ACTE National Conference
    - Plan to attend the annual national conference if possible.
    - Attend Region IV Awards Committee (standing committee) meeting during convention according to the schedule set by ACTE and Region IV – if you cannot attend, secure a designee from your state who will participate in the meeting.
    - Proceed with any issue defined during a committee meeting that requires action by committee members.
  - Region IV Conference
    - Attend an annual conference.
    - Respond to communications from the committee chair.
    - Attend/actively participate in all Awards Committee conference meetings and activities.
    - Participate in an awards ceremony held during the conference.
- Region IV Awards
  - Selection Process
    - Ensure that all state association divisions, awards committees, and officials have current information on awards (dossier requirements, forms, etc.).
    - Receive all dossiers from the committee chair by March 15.
    - Score all awards dossiers from all states according to the scoring rubric located in the awards portal
    - Refer to ACTE Excellence Awards program guidelines for specific awards information as needed ([www.acteonline.org/awards.aspx](http://www.acteonline.org/awards.aspx)).
    - Allow adequate time to read/score each dossier to give equal time and attention to each state award winner – realize this is a significant honor and responsibility.
  - Pre-Conference
    - Register for the conference and make travel plans.
    - Plan to arrive the evening before the conference begins for the initial meeting.

- Make sure you have scoring rubrics and dossiers for all state award nominees.
- Ensure that your state winners can attend personal interviews according to schedule (first day of conference - date scheduled for committee meetings).
- If allowed, ensure that winners who cannot attend the conference have submitted a video-recorded interview according to directions from the Region IV Awards Committee Chair.
- Initial Meeting at Conference
  - Held the evening prior to the beginning of the conference
  - Attend/participate in meetings.
  - Discuss the awards process (in general).
  - Discuss committee schedule for the conference.
  - Input award nominee scores in Excel spreadsheet prepared by the committee chair.
  - Discuss interview questions – ensure that ACTE guidelines for the interview discussion topics are included – each member (except the committee chair who leads the interview) should pose the same question(s) to each award nominee.
  - Discuss the interview process and schedule for all interviews (following day).
  - Accept assignment to present (read) award during Region IV Awards Program.
  - Review sample script to develop program narrative for your assigned award – you will include information from the award winner’s dossier.
  - Make a note of deadline/time/process to submit your completed script to the committee chair for a final copy (for use during awards program).
- First Day of Conference (date scheduled for committee meetings)
  - Attend general committee meeting – discuss interviews, script, arrange room for discussions, travel, other business.
  - Participate in interviews as scheduled – ask questions as assigned, score interviews.
  - Input scores to determine award winners.
  - Review all dossiers for award winners – make suggestions for improvement in preparing dossiers to be submitted to ACTE.
  - Attend Region IV Standing Committee (Awards) as scheduled.
  - Finish script and submit by deadline to the awards committee chair.

- Second Day of Conference
  - Attend an opening session.
  - Attend conference sessions.
  - Read over your script and prepare for the awards ceremony.
- Final Day of Conference
  - Attend business meetings.
  - Report to a designated location for the awards ceremony at the assigned time.
  - Participate in awards ceremony according to the script.
- Post-Conference
  - Respond to requests by the committee chair as appropriate.
  - If any of your state winners received Region IV awards, assist in process of preparing awards dossiers for submission to the Region IV awards committee chair (who will submit to the ACTE Awards Committee).
  - Report state and regional award winners to local news media (or coordinate with state association officials).

## ACTE Awards Committee – Region IV Representative

### **ACTE Awards Committee**

The Association for Career and Technical Education (ACTE) Awards Committee comprises one representative from each ACTE Region and a chairperson.

- Term of service is two years
- The operating year is July 1 – June 30.
- A committee member may serve up to two terms.
- Committee elects chair (with approval of ACTE Board of Directors) to serve a one-year term.
- Committee members are not eligible to receive an award during their term of service.
- Objectives/purposes:
  - Recognize excellence and innovation in the career and technical education field.
  - Be responsible for soliciting and reviewing nominations for ACTE awards.
  - Be responsible for determining the recipients of ACTE awards.
  - Review and recommend changes to criteria and selection process for all awards.
  - Provide suggestions and guidance for coordination of awards process between state associations and regions.
  - Provide feedback, suggestions, and ideas for promoting the value of the ACTE awards.
  - Identify potential sponsors for the awards program.
  - Identify and recommend new awards that will enhance the recognition of the career and technical education profession.

### **Region IV Appointment**

- According to the rotation schedule in Region IV Policy & Procedures Manual (see Region IV link on the ACTE website [www.acteonline.org](http://www.acteonline.org)).
- State association recommends a person for this responsibility (must be ACTE member) to the Region IV Vice President.
- State associations should recommend a person with previous experience with the awards process, preferably past service on a state or regional awards committee or a past award winner.
- Region IV Vice President submits the name to ACTE Awards Committee.
- If Region IV representative is elected ACTE Awards Committee Chair before the end of the two-year appointment to ACTE Awards Committee, Region IV Vice President must submit the name of Region IV member to complete the appointment.

### **Responsibilities**

- Be knowledgeable of ACTE Excellence Awards program guidelines and awards portal.
- Respond to instructions from the ACTE Awards Committee concerning the national awards process.
- Read and score award winner dossiers from all ACTE regions for all ACTE Member Award categories.
- Register and attend ACTE national conference.
- Participate in ACTE Awards Committee meetings and activities as scheduled by ACTE:
  - Committee meetings to discuss award winners.
  - Awards interviews.
  - Social events are honoring award winners.
  - Awards Gala at the conference.

