

**Washington Association for
Career and Technical Education
Awards Program 2012**



WA-ACTE Awards Program

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Overview

The Washington Association for Career and Technical Education Awards Program seeks to promote excellence in Career and Technical Education by recognizing individuals who have made extraordinary contributions to the field, programs that exemplify the highest standards, and organizations that have conducted activities to promote and expand Career and Technical Education programs.

There are 10 categories of WA-ACTE awards. All awards are administered by the Association's Awards Committee. The committee, chaired by an individual selected by the current WA-ACTE president, is responsible for recommending awards programs to the Association's Executive Board, setting criteria for awards, reviewing applications, and recommending award recipients to the Board. All awards will be presented at the Association's annual Summer Conference.

Application Materials

Detailed information about the Awards Program, application procedures, and appropriate forms are contained in this booklet. Please pay careful attention to the information concerning criteria, eligibility, and application procedures for each award. This is very important. If you have any questions, contact the WA-ACTE headquarters for assistance. All state award nominees must submit materials as outlined. Nomination packets or dossiers that do not follow the rules listed will be rejected.

For Information and Copies

For further information or additional copies of this booklet, contact:

WA-ACTE, PO Box 315, Olympia WA 98507-0315; telephone 360-786-9286; fax 360-357-1491; email taa@wa-acte.org or wa-acte@wa-acte.org.

Washington Association for Career and Technical Education

PO Box 315

Olympia WA 98507-0315

Tel: 360-786-9286

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Email: wa-acte@wa-acte.org

www.wa-acte.org

WA-ACTE Summer Conference

August 5-8, 2012

Yakima, Washington

State/Regional/National Competitions

In order to be considered for a National ACTE Member Award (Teacher of the Year, Outstanding Career and Technical Educator, Outstanding New Career and Technical Teacher, Outstanding Teacher in Community Service, or Career Guidance Award), you must first be the WA-ACTE recipient. Applications of the winners of each award at the state level will be forwarded by the state association to the appropriate Regional Awards Chair. The applications for those candidates that win in their Region are automatically forwarded by the Regional Awards Chair to the National ACTE Office for consideration by the National Awards Committee for said award. Please note that additional information and an updated Nomination Dossier will be required for state winners to go on to the regional competition.

Guidelines for Section Competitions

1. Each section should have an awards committee, headed by an awards chairperson. The make-up of the committee should be determined by the section. That committee should be responsible for selecting a candidate for each of the WA-ACTE Awards to represent the section in the state competition.
2. Only one representative from each section should compete at the state level for each award.
3. The same evaluation form used by the National Awards Committee should be used at the section, state, and regional levels to evaluate nominees.
4. A personal interview should be one component of the selection process for Teacher of the Year at the section, state, and regional levels.

Guidelines for Section Awards Chairs

1. Winners selected at the section level will compete for a WA-ACTE Award. The selection of the state winners is made by the WA-ACTE Awards Committee.
2. For the sake of equity and continuity, WA-ACTE strongly suggests that each section follow the guidelines of the state competition. This will ensure that the nominee selected by the section has the best chance of competing successfully at the state level.
3. If you have any questions or need assistance, please contact WA-ACTE Headquarters at wa-acte@wa-acte.org or 360-786-9286.

Career and Technical Teacher of the Year

Purpose

To recognize teachers who are providing outstanding Career and Technical Education programs for youth and/or adults in their respective fields and communities. Recipients of this award must have made significant contributions toward innovative, unique, and novel programs that are serving to improve and promote Career and Technical Education.

Eligibility

Individual members who are currently employed as full-time classroom/laboratory teachers in a Career and Technical Education program other than at the baccalaureate level are eligible recipients for this award. Nominees must be classroom/laboratory teachers at the time of selection as a state winner. Contributions and achievements on which the nomination is based should have been made within the past 10 years.

The nominee also should have been involved in some capacity in WA-ACTE activities at the section and/or state level and must have been a member of WA-ACTE for at least the past five consecutive years. To be eligible to go on to the regional level, the nominee also should have been involved in some capacity in ACTE activities at the regional and/or national level and must have been a member of ACTE for at least the past five consecutive years.

Nominees recognized by persons outside their immediate field of endeavor and persons who have made contributions to education outside their field on state and national levels will be highly considered. Contributions to civic and philanthropic causes also will be considered. This award does not exclude any classroom teacher from nomination for any other WA-ACTE award. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

1. The WA-ACTE Award Nomination Form on page 14 becomes page 1 of the Nomination Dossier.
2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Innovative or Unique Program, Impact of Program, Teacher Effectiveness
 - Section B – Professional Memberships, Professional Association Activities, Outstanding Professional Contributions, Publications, Presentations
 - Section C – Education, Work Experience
 - Section D – Civic, Fraternal and/or Honorary Memberships, Community Activities or Contributions
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Interview

The nominees for the Career and Technical Teacher of the Year will be interviewed by the WA-ACTE Awards Committee during their committee meeting on the Saturday prior to the start of the WA-ACTE Summer Conference. Nominees will be evaluated on their philosophy of Career and Technical Education, knowledge and interpretation of critical issues in Career and Technical Education, professional involvement, ability to communicate, and poise and presence.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Washington Association for Career and Technical Education Awards Program

Outstanding Career and Technical Educator

Purpose

To recognize Career and Technical Educators, other than full-time classroom/laboratory teachers, who have recently provided or currently are providing significant contributions to professional associations and Career and Technical Education programs for youth and/or adults in their fields, communities, and/or state. Recipients of this award must have made significant contributions toward innovative, unique, and novel programs; and/or improvement, promotion, research, or development of programs of Career and Technical Education.

Eligibility

Individuals who are currently employed as full-time baccalaureate Career and Technical teacher educators, administrators, program specialists, and other individuals involved in Career and Technical Education other than full-time classroom/laboratory teachers are eligible recipients for this award.

A nominee should have been involved in WA-ACTE activities at the section and/or state level and must have been a member of WA-ACTE for at least the past five consecutive years. To be eligible to go on to the regional level, the nominee also should have been involved in some capacity in ACTE activities at the regional and/or national level and must have been a member of ACTE for at least the past five consecutive years. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

1. The WA-ACTE Award Nomination Form on page 14 becomes page 1 of the Nomination Dossier.
2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Professional Memberships, Professional Association Activities
 - Section B – Outstanding Professional Contributions, Publications, Presentations
 - Section C – Education, Work Experience
 - Section D – Civic, Fraternal and/or Honorary Memberships, Community Activities or Contributions
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Outstanding New Career and Technical Teacher

Purpose

This award is meant to encourage new teachers to remain in the profession. Recipients of this award must have made significant contributions toward innovative, unique, and novel programs and have shown a professional commitment early in their careers.

Eligibility

Individuals who are currently employed as full-time classroom/laboratory teachers in a Career and Technical Education program other than at the baccalaureate level are eligible for this award. Nominees must have taught for a minimum of three but not more than four years and must be new to the teaching profession, not just new to Career and Technical Education. *Applicants may be in their fourth year of teaching at the time of application.*

The nominee should have been involved in WA-ACTE activities at the section and/or state level and must have been a member of WA-ACTE for at least the past three consecutive years. To be eligible to go on to the regional level, the nominee also should have been involved in some capacity in ACTE activities at the regional and/or national level and must have been a member of ACTE for at least the past three consecutive years. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

1. The WA-ACTE Award Nomination Form on page 14 becomes page 1 of the Nomination Dossier.
2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Professional Memberships, Professional Association Activities
 - Section B – Outstanding Professional Contributions, Publications, Presentations
 - Section C – Education, Work Experience
 - Section D – Civic, Fraternal and/or Honorary Memberships, Community Activities or Contributions
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Outstanding Teacher in Community Service

Purpose

The purpose of this award is to recognize teachers with significant accomplishments and outstanding leadership in programs and activities that promote community involvement.

Recipients of this award must have made significant contributions toward training, motivating, and inspiring their peers and students to become involved in programs and projects that benefit their communities.

Eligibility

Individual members who are currently employed as full-time classroom/laboratory teachers in a Career and Technical Education program are eligible recipients for this award. Nominees must be classroom/laboratory teachers at the time of nomination and winner must be a classroom/laboratory teacher at the time of award presentation. Contributions and achievements on which the nomination is based should have been made within the past five years. The nominee also should have been involved in some capacity in WA-ACTE activities at the section and/or state level and must have been a member of WA-ACTE for at least the past three consecutive years. To be eligible to go on to the regional level, the nominee also should have been involved in some capacity in ACTE activities at the regional and/or national level and must have been a member of ACTE for at least the past three consecutive years. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

1. The WA-ACTE Award Nomination Form on page 14 becomes page 1 of the Nomination Dossier.
2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Community Service Work and/or Motivation of Peers, Students to Become Involved in Community Service
 - Section B – Community Service Awards or Acknowledgements
 - Section C – Community Service and Civic Organization Memberships
 - Section D – Professional Memberships and Professional Association Activities
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Career Guidance Award

Purpose

To recognize school counselors and career development professionals who are currently making significant contributions in Career and Technical Education programs in their communities. Recipients of this award must have made significant contributions to advocate, educate, and communicate the value of CTE as a viable career option to a variety of audiences, including students and adults. They must also demonstrate exemplary efforts in helping students and/or adults evaluate their abilities, interests, and talents that encourage them to develop academic and career goals aligned with Career and Technical Education.

Eligibility

Individuals who are currently employed as full-time baccalaureate school counselors and/or career development professionals involved in Career and Technical Education.

A nominee should have been involved in WA-ACTE activities at the section and/or state level and must have been a member of WA-ACTE for at least the past three consecutive years. To be eligible to go on to the regional level, the nominee also should have been involved in some capacity in ACTE activities at the regional and/or national level and must have been a member of ACTE for at least the past three consecutive years. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

1. The WA-ACTE Award Nomination Form on page 14 becomes page 1 of the Nomination Dossier.
2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Professional Memberships, Professional Association Activities
 - Section B – Outstanding Professional Contributions, Publications, Presentations
 - Section C – Education, Work Experience
 - Section D – Civic, Fraternal and/or Honorary Memberships, Community Activities or Contributions
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Program Award for Excellence in Teaching

Purpose

To recognize programs in Career and Technical Education that exemplify the highest standards of excellence for career preparation as determined by the WA-ACTE Awards Committee.

Eligibility

Any program within the occupational field that meets the criteria established by WA-ACTE may participate. Only one award will be presented in any one year. The following are criteria established by the WA-ACTE Awards Committee as minimum requirements for any program to participate in the awards competition:

- The program must demonstrate a capacity to prepare graduates to perform successfully in the occupational field.
- The program should exemplify the highest standards within its occupational field.
- Staff must be involved in an inservice program to keep abreast of technological changes in their occupational field.
- The program should provide numerous opportunities for intensive student involvement in Career and Technical Student Organization leadership activities.
- The program must have been in operation for at least three years.
- The instructors in the program must have been members of WA-ACTE for at least three consecutive years.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

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2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Demonstration of capacity to prepare graduates to perform successfully in the occupational field.
 - Section B – Exemplification of the highest standards within its occupational field.
 - Section C – Staff involvement in an inservice program to keep abreast of technological changes in their occupational field.
 - Section D – Provision of numerous opportunities for intensive student involvement in Career and Technical Student Organization leadership activities.
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Lifetime Achievement Award

Purpose

To recognize the contributions and distinguished accomplishments of those persons who have been identified with the work and purposes of the Washington Association for Career and Technical Education.

Eligibility

The award will be presented to distinguished persons who have been identified with the work and purposes of WA-ACTE and whose contributions have made a significant impact on the field. The award will be presented only to WA-ACTE members who have made a significant impact on the field of Career and Technical Education at the state level. Nominees must be active WA-ACTE members. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

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3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Impact of contributions on student achievement, curriculum, and community.
 - Section B – Impact of contributions to Career and Technical Education programs.
 - Section C – Significant contributions at the state level.
 - Section D – Contributions or prominence achieved above and beyond job assignments.
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Outstanding Service Award

Purpose

To recognize individuals who have made outstanding meritorious contributions to the improvement, promotion, development, and progress of Career and Technical Education.

Eligibility

This award may be presented to individuals whose careers have been marked by actions that have enabled Career and Technical Education programs to respond more fully to the individual needs of people for assistance in achieving more productive lives. Nominees should have made contributions or achieved prominence above salaried position assignments at the local or state level. Those who have recognition outside of their field of work and those who have made contributions of state significance will be most highly rated. A nominee should have been involved in WA-ACTE activities at the section and/or state level and must have been a member of WA-ACTE for at least the past three consecutive years. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

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2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Actions that have enabled Career and Technical Education programs to respond more fully to the individual needs of people for assistance in achieving more productive lives.
 - Section B – Meritorious contributions of local or state significance to the improvement, promotion, development, and progress of Career and Technical Education.
 - Section C – Publications.
 - Section D – Significant contributions to the field of Career and Technical Education.
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Award of Merit

Purpose

To recognize individuals or organizations outside the field of Career and Technical Education for the highest meritorious contributions to the improvement, promotion, development, and progress of Career and Technical Education.

Eligibility

Businesses and organizations considered for the Award of Merit must have demonstrated a concern for Career and Technical Education through sponsored programs, publications, financial support, and other activities. Nominees who have made contributions of state significance will be most highly rated. Business firms, industries, online communities, boards of education, boards of trustees, lay citizens groups, state or national committees, and any other types of organizations that have contributed significantly to Career and Technical Education are eligible recipients of this award. Only one award will be presented in any one year.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

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2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Sponsored Programs
 - Section B – Publications
 - Section C – Financial Support
 - Section D – Other Activities
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

Support Staff Award

Purpose

To recognize individuals who have exhibited excellence in their work in a support staff position.

Eligibility

This award will be given to an individual who is employed in a full-time support staff capacity in Career and Technical Education for at least the last two years. The nominee's supervisor must hold WA-ACTE membership. Membership in WA-ACTE will be considered, but is not required. Only one award will be presented in any one year. Although an individual is eligible to receive the Support Staff

Award only once, such award does not exclude that individual from nomination for other WA-ACTE/ACTE awards.

Application Procedures

Applicants should submit information written in the 3rd person context rather than the 1st. Events should be dated and listed with the most recent first. All materials must be submitted electronically (in Word, pdf, or jpg). All nominations must come from WA-ACTE members. Each nominee must be endorsed or sponsored by a section, agency, group, several individuals, or a combination. Each nominee shall submit a nomination dossier consisting of the following:

1. The WA-ACTE Award Nomination Form on page 14 becomes page 1 of the Nomination Dossier.
2. A program/position description and significant accomplishments in Career and Technical Education on page 15 becomes page 2 of the Nomination Dossier.
3. Support information on pages 16-19 becomes pages 3-6 of the Nomination Dossier. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities, and major publications. This should include no more than one page each in four sections, as follows:
 - Section A – Professional Memberships and Activities
 - Section B – Professional Contributions
 - Section C – Education and Work Experience
 - Section D – Civic and Community Involvement
4. Letters of support, minimum of three and a maximum of six, becomes pages 7-12 of the Nomination Dossier. Letters should be one page in length. These letters should come from the following individuals:
 - Candidate's immediate supervisor
 - Administrator
 - Current or former student
 - Parent or community lay person
 - Two additional letters of choice
5. One photograph of the nominee. (The photograph is used for publicity purposes only). Digital photo should be at least 300 dpi and jpg format.

Deadline

All nominations must be received at WA-ACTE headquarters by May 1, 2012.

Email completed Nomination Dossier to taa@wa-acte.org

WA-ACTE Nomination Form Page 1

Nomination Instructions:

Before you begin, please review the guidelines for your specific award for help in filling out this application. Please confirm membership eligibility before starting the nomination process. If you have any further questions, please contact the WA-ACTE staff at 360-786-9286 or taa@wa-acte.org.

Please complete this form and submit with your support materials electronically via email to taa@wa-acte.org or by submitting a CD with all materials to WA-ACTE Awards, Washington Association for Career and Technical Education, PO Box 315, Olympia WA 98507. All sections must be completed in order for this application to be considered.

Type of Award

- | | |
|---|--|
| <input type="checkbox"/> Career and Technical Teacher of the Year | <input type="checkbox"/> Outstanding Career and Technical Educator |
| <input type="checkbox"/> Outstanding New Career and Technical Teacher | <input type="checkbox"/> Outstanding Teacher in Community Service |
| <input type="checkbox"/> Career Guidance Award | <input type="checkbox"/> Program Award for Excellence in Teaching |
| <input type="checkbox"/> Lifetime Achievement Award | <input type="checkbox"/> Outstanding Service Award |
| <input type="checkbox"/> Award of Merit | <input type="checkbox"/> Support Staff Award |

Nominee

Name: _____		WA-ACTE Membership #: _____	
Employer: _____			
Title: _____			
Business Address: _____			
City: _____		State: _____	Zip: _____
Business Telephone: _____		Fax: _____	
Preferred Email: _____			
Home Address: _____			
City: _____		State: _____	Zip: _____
Home Telephone: _____		Mobile: _____	
Subject Currently Teaching and/or Duties: _____			

Membership Information

State WA-ACTE Member for __ years starting in ____.	
State Association Affiliation (Section): _____ for __ years starting in ____.	
If Life Member, since ____.	ACTE Membership #: _____
National ACTE Member for __ years starting in ____.	

Person Submitting Nomination

Name: _____	
Employer: _____	
Business Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	Fax: _____
Preferred Email: _____	
Mobile: _____	WA-ACTE Membership #: _____

WA-ACTE Nomination Form Page 2

Program/position description and significant accomplishments in Career and Technical Education.

WA-ACTE Nomination Form Page 3

Section A

WA-ACTE Nomination Form Page 4

Section B

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Section C

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Section D