

Oklahoma ACTE 2008 New Professional Award

Purpose

This award is meant to contribute to the professional development of members recognized as potential leaders of their division and the association. The award will entitle six recipients to funding specified annually by the Oklahoma ACTE Advisory Committee toward expenses incurred at the annual ACTE convention. Each recipient will also receive a complimentary registration to the Oklahoma ACTE/ACTE Legislative Seminar.

Eligibility

This award will be given to six individuals who have been a member of Oklahoma ACTE/ACTE no less than two, but no more than five years. The nominees must not have previously attended an ACTE Convention. **Since the purpose of the award is professional development, award recipients are required to attend the entire convention, beginning with the Opening General Session through the Closing General Session including the Delegate Assembly.**

Although an individual is eligible to receive the Oklahoma ACTE New Professional Award only once, such an award does not exclude that individual from nomination for other Oklahoma ACTE/ACTE awards.

Application Procedures

Each nominee shall submit a nomination dossier consisting of the following:

1. The Oklahoma ACTE New Professional Award Nomination forms become pages 1-2 of the nomination dossier.
2. A description of the applicant's position and significant accomplishments along with the applicant's goals and vision for professional development. This should be no more than two typed, single-spaced pages and will become pages 3-4 of the nomination dossier.
3. Support Information becomes pages 5-8. This should include no more than one page each in four sections, as follows:
 - ★ (page 5) Section A - Professional Memberships and Activities (must include dates of service. Please list them from most recent to least recent and then in alphabetical order).
 - ★ (page 6) Section B - Professional Contributions (May include presentations and publications. Must include dates. Please list them from most recent to least recent and then in alphabetical order).
 - ★ (page 7) Section C - Education and Experience Background (to include educational preparation and work experience; should include dates of service for work experience. Please list them from most recent to least recent and then in alphabetical order).
 - ★ (page 8) Section D - Civic and Community Involvement (to include civic, fraternal and/or honorary memberships and community activities or contributions. Please list them from most recent to least recent and then in alphabetical order).

4. Letters of support, limited to a maximum of six, should be pages 9-14 of the nomination dossier. Letters should be one page in length and addressed to the Awards Committee. These letters should come from the following individuals:
 - ★ (page 9) The nominee's immediate supervisor.
 - ★ (page 10) An administrator.
 - ★ (page 11) A current or former student.
 - ★ (page 12) A parent or community lay person.
 - ★ (page 13-14) Two additional letters of choice.
5. Media requirements:
 - ★ A series of three photographs of the nominee in his/her workplace submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only.
 - ★ .Jpeg files are preferred.
 - ★ Please smile and take no pictures of back of heads.
 - ★ **Enclose the CD with the dossier in a 9 X 12 envelope.**
6. General Guidelines:
 - ★ Please include a 100-word summary to include a brief program description along with significant contributions impacting the program on the CD in MS Word format. Send only one CD in the dossier. This summary will be used as the copy for the program and the basis for script copy.
 - ★ Applicants should submit information written in the 3rd person context rather than 1st.
 - ★ Events should be dated and listed with the most recent submitted first.
 - ★ One applicant may not be nominated for two similar awards
7. Formatting Guidelines:
 - ★ All materials must be word processed or typewritten in 12 pt. Times New Roman font on 8-1/2 X 11 sheets of white paper, with 3/4" margins (left, right, top and bottom).
 - ★ Place page numbers at the bottom center of each page.
 - ★ **Submit one original and six (6) copies of the completed materials, ALL on three hole-punch paper and the CD in a 9 X 12 envelope.**

All materials must be submitted at the same time as a complete package. No supplementary materials may be submitted; items not outlined above will be discarded before judging. All procedures must be followed for an application to be considered. Applications that do not follow these procedures will be rejected.

The original application must be submitted to the appropriate Oklahoma ACTE Division Awards Chair by the division deadlines (see Division deadlines in this file) and forwarded by the Oklahoma ACTE Division Awards Chair to the Oklahoma ACTE office by 5:00 p.m., April 30. **Assistant Director, Oklahoma ACTE, 4545 Lincoln Blvd, Suite 159, Oklahoma City, OK 73105.** Any application received after the deadline may be subject to having points deducted by the Awards Committee.

MATERIALS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY OF THE MATERIALS FOR POSSIBLE FUTURE USE.

Interviews

A selection committee within the appropriate division will evaluate each dossier, using the Oklahoma ACTE Outstanding New Professional Award Committee Evaluation Form. The division selection committee will interview finalists. One person from each division will be recommended to the Oklahoma ACTE Awards Committee as that division's candidate for the Outstanding New Professional Award. The Oklahoma ACTE awards committee will select six New Professionals to receive stipends to attend the ACTE Convention.

Deadline

All materials must be submitted to the appropriate Division Awards Chair by the Division deadlines and forwarded by the Division Awards Chair to the Oklahoma ACTE office by 5:00 p.m., April 30.

Oklahoma ACTE 2008 NEW PROFESSIONAL AWARD NOMINATION FORM

Oklahoma ACTE Division _____

Name of Nominee _____
First
MI
Last

This section for use by Oklahoma ACTE Awards Committee:

	Possible Points	Evaluator Score
Position Description and Goals.....	30	_____
Section A	20	_____
1. Professional Memberships		
2. Professional Association Activities		
Section B	20	_____
1. Outstanding Professional Contributions		
2. Publications		
3. Presentations		
Section C	10	_____
1. Education		
2. Work Experience		
Section D	20	_____
1. Community Activities or Contributions		
2. Civic, Fraternal and/or Honorary Memberships		
Grand Total	100	_____

Signature of Evaluator _____ Date of Evaluation ____ / __ / ____

Oklahoma ACTE 2008 NEW PROFESSIONAL AWARD

Official Nomination Form

Oklahoma ACTE Division _____

Name of Nominee _____
First MI Last

Business Address _____ Phone () _____

City State Zip

Employer/School _____

Email Address _____ Fax () _____

Nominee's Current Title or Position _____

ACTE, OkACTE and Division Memberships:

Member for _____ years starting in year _____;

Consecutive since _____ to current year.

Have you previously attended an ACTE Convention? Yes No

.....
Our signatures confirm that this nominee possesses the qualities and competencies that exhibit excellence in CareerTech.

Signature of Nominee _____

Signature of Immediate Supervisor _____

I hereby certify that this application meets the criteria specified for this award and is submitted
by the _____ Division.

Signature of Division Awards Chair or Division President _____ Date _____

Send completed form with appropriate attachments, to your division awards committee chairperson by the appropriate date as listed below.

**Oklahoma ACTE Division Deadlines for
Teacher of the Year, Outstanding Educator, New Teacher,
New Professional, Pride and Community Service Awards**

DIVISION	DEADLINE	PROCESS
Administration	February 15	Résumé, application form and short biography submitted by February 15. Candidate then prepares dossier.
Adult Workforce Development	January 15	Résumé and Interviews
Agricultural Education	January 15	Candidate prepares dossier
Business & Information Technology Education	January 15 Nominations Due	Nominees must submit a Résumé and 1-page program description. Awards Chair will set time for Interview. Candidate prepares dossier.
CBITS	February 15	Candidate submits Résumé, Application & 1-page summary to be selected for interview by February 15. Interviews held. Candidate then prepares dossier.
Family & Consumer Sciences	January 15	Candidate submits Résumé, Application & 1-page summary to be selected for interview by January 15. Interviews held. Candidate then prepares dossier.
Guidance	Jan 30 Nominations Due	Candidate submits Résumé, Application & 1-page summary to be selected for interview by February 10. Interviews held. Candidate then prepares full dossier.
Health Occupations Education	January 15 Nominations Dues	Application form due January 1. Interview at Mid-Winter and then candidate prepares dossier.
Marketing Education	September 18 Nominations Due	Candidate prepares dossier.
New & Related Services	January 4 Nominations Due	Candidate submits Résumé, Application & 1-page summary to be selected for interview by January 4. Interviews held. Candidate then prepares dossier.
Special Needs	January 15	Résumé, application form and short biography submitted by January 15. Candidate then prepares dossier.
Technology Education	January 15 Candidates Selected	Candidate prepares dossier, first draft is due March 1, final draft due April 6.
Trade & Industrial Education	January 15	Prepare dossier, nominee will then be contacted for interview.

Dossiers for the Francis Tuttle Career Excellence and Arch Alexander Awards are due to the Oklahoma ACTE Office May 1, as there may be multiple candidates from any division.