American Technical Education Association

**OUTSTANDING TECHNICAL PROGRAM AWARD**

**Nomination Form**

**The program nominated must be at a college or institute with active institutional membership in ATEA.**

Program:

Institution Name: Click here to enter text.

Address: Click here to enter text.

Address: Click here to enter text.

City/State/Zip: Click here to enter text.

City/State/Zip: Click here to enter text.

Program’s Contact: Click here to enter text.

Nominated By: Click here to enter text.

Email:

Nominator’s Email: Click here to enter text.

Phone: Click here to enter text.

Nominator’s Phone: Click here to enter text.

REQUIREMENTS FOR NOMINATION DOCUMENTATION

To be considered, a candidate must be nominated on the official nomination form and be a postsecondary technical program. Selection will be made strictly on the merits of the participation/contribution of the nominee. Nomination documentation must not exceed 12 pages and should be organized in sections with appropriate headings. Points will be deducted if any items in the checklist below are not included or if the maximum number of pages is exceeded. Emphasize information from the last five years. A current resume of the director(s) or nominees and photo (head and shoulders or jpeg if by email) must be submitted at the time of application. Please send the nomination packet hardcopy ready to scan for distribution to the Awards Committee or email as a zip file or with all attachments. To be considered, nomination packets must be emailed or postmarked by Tuesday December 5, 2017. Upon receipt of the nomination packet, an email will be sent to the nominator. Communication of the results will sent to the nominator in early January.

Checklist:

1. Program Description
	* Narrative
2. Letters of endorsement (1 page each) - 1 from each category listed below:
	* Administrator
	* Advisory Committee Chair/Member
	* Employer of Program Completer
	* Program Completer
3. Professional Affiliations:
	* Professional Organization
4. Evidence of Program Excellence:
	* Summaries of Enrollment Trends
	* Career Advancement and Opportunities
	* Program Advisory Committee Membership List
	* Curriculum and Accreditation
	* List of Faculty and Credentials
	* Program Awards
5. Involvement in Community Service/Service Learning Activities:
	* Organization/Activity
	* Type of participation

**Return to:** Sandra Gehlen Krebsbach Ph.D.

 Executive Director of the American Technical Education Association

 818 Dunwoody Boulevard

 Minneapolis, MN 55403

 Phone 612-381-3315

 skrebsbach@dunwoody.edu

**Deadline: Emailed by midnight on Tuesday, December 5, 2017; or Post-marked by midnight on Tuesday, December 5, 2017.**

**The award will be presented on March 21, 2018, at the ATEA National Conference on Technical Education,**

**hosted by Gateway Technical College in Kenosha WI. The conference dates are March 21-23, 2018.**

**NOTE: All expenses for the nominee are the responsibility of the institution/company.**