ACTE EXCELLENCE AWARDS & WHAT YOU NEED TO KNOW

Session Objectives

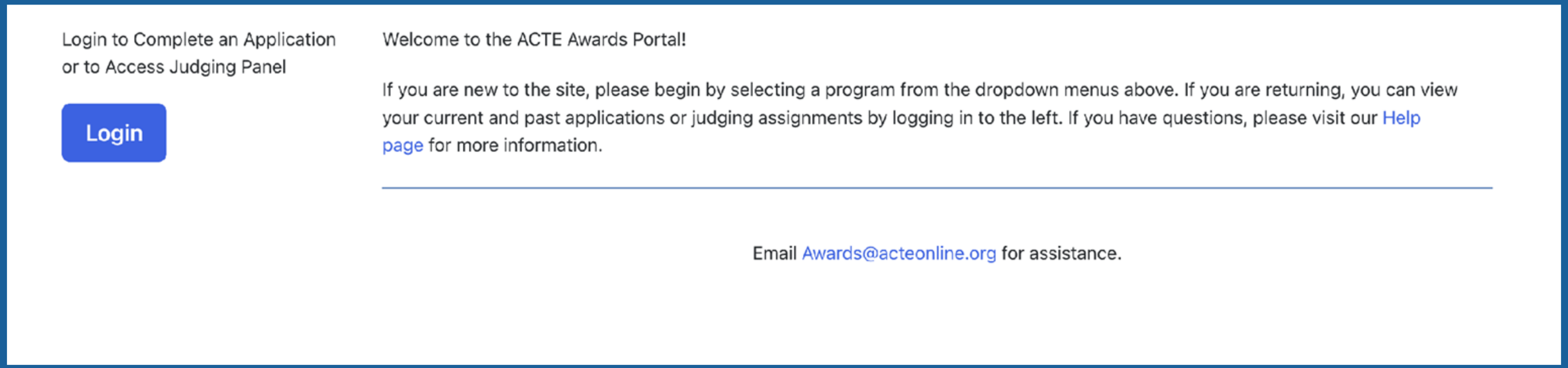
- What are the Excellence Awards?
- Where do I go to nominate?
- What is the process?
- Who determines the recipients?
- How do I get involved?

ACTE EXCELLENCE AWARDS

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

THE AWARDS PORTAL

https://acte.secure-platform.com/a/page/awards/states



THE AWARDS PORTAL

Home | My Account | Awards & Scholarships | Leadership | Student Trophy Design Contest | Help

Select Your State

If you are submitting a nomination for an ACTE Member Award, begin by selecting your state. If you are a state award winner trying to complete or update your nomination for the Region Awards, please click here.

If you are submitting a nomination for another award in your state, select your state.

Please note, the ACTE website member login is separate from the awards portal login. If you have never logged into the awards portal please select new user.

Region I	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia
Region II	Alabama, Florida, Georgia, Kentucky, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia
Region III	Illinois, Indiana, Iowa, Minnesota, Missouri, Wisconsin
Region IV	Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Texas
Region V	Alaska, Arizona, California, Colorado, Guam, Hawai'i, Idaho, Kansas, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming

Where do I start?

- Read the guidelines
- Know/Understand the terminology
- What is the High-Quality Framework
- Review the scoring rubric
- Use a professional-quality headshot (5x7, 200 DPI JPEG file)
- Write a brief biography — One paragraph (not your resume)
- Understand the responsibilities — It is a lengthy process, requiring out-of-state travel, and administrative/school support
- Winning candidates progress from the state to the regional, then to the national level of competition.

TERMINOLOGY & ACRONYMS

- CTE - Career and Technology Education
- ACTE - Association for Career & Technical Education—the professional organization for CTE education professionals
- ACTE MISSION - To provide educational leadership to develop a competitive workforce. ACTE strives to empower educators to deliver high-quality Career and Technical Education (CTE) programs that ensure all students are well-positioned for career success
- CTSO - Career and Technical Student Organizations: Business Professionals of America (BPA), Family, Career and Community Leaders of America (FCCLA), Future Business Leaders of America (FBLA), National FFA Organization (FFA), Professional Agricultural Student Organizations (PAS), SkillsUSA, Health Occupations of America (HOSA), Technology Student Association (TSA)

ADMINISTRATOR OF THE YEAR

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 to innovative, unique, and effective career and technical education programs.

Eligibility
All candidates must be employed as CTE administrators/principals, 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 regional level.

Criteria
Candidates will be evaluated on the following criteria:
1) Contributions to student success
2) Innovations in CTE
3) Leadership in the local or greater CTE community

All candidates must demonstrate at least one best practice in CTE as outlined in the High-Quality CTE Framework to be eligible for 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):
1) Description of Candidate's Qualifications for the Award
2) One (1) Letter of Support
3) Professional Photo/Headshot (5x7, 200 DPI JPEG)
4) Interview (at regional and national levels)

Description of Candidate's Qualifications for the Award (48/120 Total) *No Links to more information are allowed.
1) The High-Quality CTE Framework is used to assess the various components of CTE programming formatively. Please use the High-Quality CTE Framework to select an indicator that best describes how the candidate has supported student success through their work as a CTE professional. Cite the number of the indicator and refer to the High-Quality CTE Framework as a guide/reference. (Ex. Sequencing and articulation; work-based learning opportunities; ensuring Career and Technical Education (CTE) for All. (**500 words max – 16 points)**
2) Innovation has been defined as the implementation of both big and small ideas that are novel and have a significant impact. How has the candidate demonstrated innovation in Career and Technical Education (CTE) in their role? ((**500 words max – 16 points)**
3) How has the candidate demonstrated leadership to improve opportunities, programming, advocacy, and/or partnerships within the CTE community? (Ex. Activities conducted with community leaders, business & industry partners, fellow educators, and any level of ACTE, CTSOs, and/or other related stakeholder activities. (**500 words max – 16 points)**

Letter of Support
Each nomination should include one letter of support that recommends the candidate to the above areas. Please submit a letter from one of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

Professional Photo/Headshot
Each nomination should include a professional photo or headshot of the candidate. The image should be submitted as a 5x7, 200 DPI JPEG file. The photo will be used on the corporate website and at the VISION awards gala. (*Note: Photographs will be used for publicity purposes only.*)

Interview (for regional and national awards) (4 questions – 18 points each - 72/120 Total)
Candidates selected for regional consideration may undergo a brief interview with their regional awards committee in the spring. All national finalists will have an on-camera interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after their nomination is submitted. No props are allowed during the interview.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline.** Candidates for the ACTE Excellence Awards may nominate themselves or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1. The ACTE Awards Committee will select national winners**. Regional and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit the application's content 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 three years of their win.*

Are you the best in CTE? • Do you know someone who is?
To learn more and submit a nomination, visit www.acteonline.org/awards

2028

Teacher of the Year, Administrator of the Year, Professional of the Year, & New Teacher of the Year - Rubric

Rubric: Teacher of the Year, Administrator of the Year, Postsecondary Professional of the Year, New Teacher of the Year

	0 Not Met	1-4 Novice	5-8 Proficient	9-13 Excellent	14-16 Distinguished
Performance Indicator: High-quality CTE strategies The High-Quality CTE Framework is used to assess the various components of CTE programming formatively. Please use the High-Quality CTE Framework to select an indicator that best describes how the candidate has supported student success through their work as a CTE professional. Cite the number of the indicator and refer to the High-Quality CTE Framework as a guide/reference. (Ex. Sequencing and articulation; work-based learning opportunities; ensuring CTE for All. **(500 words max) 16 points**	The candidate's application describes no implementation of high-quality CTE strategies.	The candidate's application describes limited implementation of high-quality CTE strategies.	The candidate's application describes some implementation of high-quality CTE strategies that impact on student success.	The candidate's application describes significant-high-quality CTE accomplishments that have impacted CTE student success.	The candidate's application describes exceptional-high-quality CTE accomplishments that have substantially impacted CTE student success.
Performance Indicator: Innovations in CTE Innovation has been defined as implementing big and small ideas that are novel and impactful. How has the candidate demonstrated innovation in CTE in their role? **(500 words max) 16 points**	The candidate's application describes practices that are redundant of work already being done, with no real innovation demonstrated in the CTE role.	The candidate's application describes mostly practices that are redundant, with few innovations or examples of creativity in their CTE role.	The candidate's application describes some creative and innovative practices in their CTE role.	The candidate's application describes a high level of creativity and innovative practices in their CTE role.	The candidate's application describes a exceptional level of creativity and innovative practices that extend beyond their CTE role.
Performance Indicator: Leadership within the local or greater CTE community How has the candidate demonstrated leadership to improve opportunities, programming, advocacy, and/or partnerships within the CTE community? (Ex. activities	The candidate's application describes no leadership activities that	The candidate's application describes few leadership activities and	The candidate's application describes some leadership activities with a	The candidate's application describes a high level of leadership and significant	The candidate's application describes an exceptional level of leadership and

conducted with community leaders, business & industry partners, fellow educators, any level of ACTE, and/or other related stakeholder activities). **(500 words max) 16 points** **Written Prompts – 40%** **3 Questions – 16 Points Each** **48 Points Total**	have impacted the CTE community.	minimal to no impact within the CTE community.	small impact within the CTE community.	impact within the CTE community.	substantial impact within the CTE community.
	0 Not Met	**1-4 Novice**	**5-9 Proficient**	**10-14 Excellent**	**15-18 Distinguished**
Interview – 60% **4 Questions – 10 minutes – 18 Points Each** **72 Points Total**	The candidate did not complete the interview.	The candidate minimally addresses the interview questions and does not add to the information provided in the written application.	The candidate addresses the interview questions clearly and shares some information to enhance the written application.	The candidate addresses the interview questions at an advanced level, that's clear and concise. The candidate also adds information that significantly enhances the written application.	The candidate exceptionally addresses the interview questions, with clear, concise, and passionate responses. The candidate also shares information, not in the written application, that provides a comprehensive view of the candidate's work in CTE.
Total Points Available: 120					

PAYING ATTENTION TO DETAIL!

- Review the CTE High-Quality Framework and how it is demonstrated in your area
- Make sure you are eligible for the award
- Ensure you have your mobile number on the application to assist with scheduling interviews
- Letter of Support – 1 letter and must be specifically for the award
- The photo should be a professional headshot, jpg, 200 dpi, and 5x7
- Your biography is what will be read while you are on stage—one strong paragraph, not a resume

WHAT IS THE CTE HIGH-QUALITY FRAMEWORK?

- The ACTE (Association for Career and Technical Education) High-Quality CTE Framework is a research-based framework that defines high-quality Career and Technical Education (CTE) across 12 key elements. It's designed to serve as a guide for CTE programs in secondary and postsecondary settings, and can be used for program self-evaluation, improvement, and professional development.

HIGH-QUALITY FRAMEWORK

AWARDS PORTAL PREPARATION

- Know your ACTE membership number
- Ensure you are entering the correct division
- Use your personal email address (sometimes employers change during the process)
- Put your cell phone number on the application. This information is necessary, as most interviews take place after school hours.
- Your professional headshot will be used across all platforms, so be sure to follow the guidelines

AWARDS PORTAL PREPARATION
- Continued -

- Type your responses to the prompts in Word or Google Docs to have an accurate word count and grammar check
- Have others to read your application
- Be sure to mention which high-quality standard you are writing about
- Use statistics/data, where appropriate, to support your response (completion numbers, positive placement post completion, graduation, college credit, industry certifications, etc.)

What does a professional head-shot look like?

YES



NO



INTERVIEW PREPARATION

- These are ACTE awards; know your organization and the benefits it provides.
- What do you do above what is in your contract, and how does it help your students, school, and community?
- Have personal stories to share, data to support your response if appropriate, and demonstrate your passion for your job
- Dress professionally when on camera, if video is used.
- Know the scoring rubric!

Who are the judges?

- Divisional
- State
- Regional
- National

How do I get involved?

- Nominate someone
- Nominate yourself
- Volunteer to be on a committee
- Ask questions

The most important questions…

What do awards chairs do?

Awards Chairs manage TWO evaluation systems:

- **Excellence Awards: application + interview**
- **Impact Awards: high-volume application review**

PLUS

- **Judge coordination**
- **Candidate communication**
- **Scheduling interviews**
- **Managing scoring and advancement**

The most important questions…

What is my time commitment?

Two-year (minimum) leadership role

Includes:

- Ongoing communication and coordination
- Application reviews
- Judge management
- Interview scheduling
- Candidate support

NOT a one-time or occasional meeting role

QUESTIONS?

CONTACT:

awards@acteonline.org

