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: Click here to enter text.

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: Click here to enter text.

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

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. Please send the nomination packet hardcopy ready to scan or email for distribution to the Awards committee. For consideration, nomination packets must be emailed or postmarked by December 16, 2019. Upon receipt of the nomination packet, an email will be sent to the nominator. Communication of the results will be with the nominator in mid-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

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**Deadline: Emailed by midnight December 16, 2019 or Post marked by December 16, 2019**

**The award will be presented at the 58th ATEA National Conference on Technical Education, March 17-18, 2020.**

**\*\*All expenses for the nominee are the responsibility of the institution/company**