

## Guidance Application Procedures For OkACTE Outstanding Career and Technical Educator *Process Sheet*

**Purpose:** To recognize career and technology educators, other than full time classroom/laboratory teachers, who have recently provided or are currently providing significant contributions to career and technology education programs for youth and/or adults in their field, communities, and/or states. 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 technology education.

**Eligibility:** Individuals (primary guidance members) who are currently employed as full-time baccalaureate career and technology education teacher educators, administrators, career guidance counselors, program specialists and other individuals involved in career and technology education other than full-time classroom teachers are eligible recipients for this award. **Contributions and achievements on which the nomination is based should have been made within the past ten years.** The nominee must also have been involved in some capacity in OkACTE/ACTE activities at the state, regional or national level, and must have been a member of OkACTE/ACTE for a minimum of the past five consecutive years and of the Guidance Division for at least the past two consecutive years. The Outstanding Educator will represent Oklahoma Guidance at Region IV and will receive a stipend to defray expenses.

**Guidance procedures:** **Application Nomination Form and Additional Documentation to Awards Co-Chair by February 15, 2011 or before.**  
**Interview March 9, 2011, TBA**

1. Submit a one page description of your position and significant accomplishments for career and technology education.
2. Submit a 1-2 page resume that will include:
  - a) Professional Memberships and Activities (include dates of involvement)
  - b) Professional contributions, publications, presentations (include dates of these activities)
  - c) Educational and Work Experience
  - d) Civic and Community Involvement (include dates of involvement)
3. Submit the attached nomination form for this award.

Send award documentation to Guidance Awards Co-Chair:

**Jil Gaylor**  
**Tulsa Tech, P.O. Box 477200, Tulsa, OK 74147-7200**  
**918.828.1232 or Fax 918.828.1209**  
**jil.gaylor@tulsatech.edu**

Nominees will be scheduled for tentative interviews on March 9, 2011, TBA. After the interviews, one nominee will be selected as the Guidance Outstanding Career and Technical Educator and will be required to complete the OkACTE application procedures and documentation.

**OKLAHOMA ACTE OUTSTANDING EDUCATOR**  
APPLICATION/NOMINATION FORM **Due February 15, 2011**

OkACTE Division \_\_\_\_\_

Name of Nominee \_\_\_\_\_

Home Address \_\_\_\_\_  
Street/PO Box City State Zip

Home Phone \_\_\_\_\_ E-MAIL \_\_\_\_\_

Employer \_\_\_\_\_

Business Address \_\_\_\_\_  
Street/ PO Box City State Zip

Business phone \_\_\_\_\_ E-MAIL \_\_\_\_\_

Nominee's Current Title or Position \_\_\_\_\_

Position Description \_\_\_\_\_  
\_\_\_\_\_

**ACTE Membership**

For \_\_\_\_\_ years starting in \_\_\_\_\_

Consecutive since \_\_\_\_\_ to current year

If Life Member, since \_\_\_\_\_

Division Affiliation \_\_\_\_\_

**OkACTE Affiliation**

For \_\_\_\_\_ years starting in \_\_\_\_\_

Consecutive since \_\_\_\_\_ to current year



NOTE: Nominees will interview on specified date. If nominee cannot interview on that specified date, an alternate date will be scheduled. If nominee cannot interview on the alternate date, his/her application will be withdrawn but he/she will remain eligible to apply for next year's award. If selected as Outstanding Educator then nominee must submit dossier to **OkACTE by April 30, 2011.**