



Minnesota Technology and Engineering Educators Association AWARDS PROGRAMS

Program Excellence Award Nomination Form

This award will be used to recognize an outstanding Technology Education Program at the middle school and high school level in Minnesota. These schools will represent the Minnesota Technology and Engineering Educators Association (MTEEA) at the Program Excellence Awards program at the annual International Technology and Engineering Educators Association (ITEEA) conference if the recipients meet the requirements.

REQUIREMENTS:

1. Applicants are generally nominated by an MTEEA affiliated organization. The MTEEA Board may vote to submit a nomination should area affiliates fail to submit one.
2. Programs will be assessed using the ITEEA Standards For Technological Literacy, as the criteria for assessment. The program must reflect a STEM education philosophy.
3. Candidates for this award must be characterized as providing technology and engineering education instruction of high quality, learner centered, and relevant to a study of technological literacy.
4. A minimum of sixty percent (60%) of its department's technology and engineering teachers, must be current members of MTEEA and have also been members for the previous 2 years at the time the nomination form is sent to the MTEEA Awards Chairperson.
5. The final application will require the submission of a self-study, detailed, school specific curriculum guide, written or revised within the last 5 years.
6. The school is eligible to receive a Program Excellence Awards no more than once every three years.

SCHEDULE:

1. MTEEA members may nominate a school technology education program that has met the requirements for an elementary, a middle school and/or a senior high educator.
2. Nomination forms can be submitted to the Awards Chairperson anytime from **October 15th through May 15th**.
3. The Awards Chairperson must receive the completed Program Excellence Nomination form and a digital photograph, of the group, by **May 15th** to be considered.
4. The Awards Chairperson will verify the information, notify the nominee about their status, and send out the application documents no later than **June 1st**.
5. The completed application documents must be returned to the MTEEA Awards Chairperson by **June 30th**.
6. The Awards Chairperson will notify the recipients about their award status and about attending the Awards Banquet by **August 15th**. A reminder notification will be sent out to the winner by **September 5th** about attending the Fall Conference.
7. The award will be presented to winner at the Annual MTEEA Fall Conference. The winner will receive up to two tickets for the Awards Banquet if they attend.
8. By May 15th if a minimum of sixty percent (60%) of the MTEEA Program Awards winners meet membership and ITEEA requirements their application materials will be submitted to the ITEEA Program Excellence Coordinator by **December 1st**.
9. ITEEA awards are presented at the ITEEA conference.
10. MTEEA will provide some financial help for one educator traveling to the ITEEA Conference.

Minnesota Technology and Engineering Educators Association

Program Excellence Award Nomination Form

Check one: Senior High School Date: _____
 Junior High/Middle School
 Elementary School

School Name: _____
 Full Name: _____ Nominated by: _____
 Address: _____ Address: _____
 City: _____ City: _____
 State/Zip: _____ State/Zip: _____
 Home Phone: (____) - _____ Home Phone: (____) - _____
 School Phone: (____) - _____ School Phone: (____) - _____
 Email: _____ Email: _____

Technology Education Teaching Staff

Total Technology Education FTE: _____

Teacher Name	School Phone	Home Phone	Email
* contact person should be listed at top of this list – use back of this sheet for additional staff			
* _____			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Technology Education Courses Taught

Course – use backside of sheet if needed	Teacher	Grade(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Local, State and National Affiliation Membership

MTEEA Affiliate: _____
 Teacher Name _____ MTEEA membership ____ (years) ITEEA membership ____ (years)
 Teacher Name _____ MTEEA membership ____ (years) ITEEA membership ____ (years)
 Teacher Name _____ MTEEA membership ____ (years) ITEEA membership ____ (years)
 Teacher Name _____ MTEEA membership ____ (years) ITEEA membership ____ (years)

NOTE: Please make a copy of all your materials before sending this nomination form to the MTEEA Awards Chairperson. The Awards Chairperson can be located on the MTEEA Website: www.mteea.net

Revised March 2018