**EXCELLENCE IN ACTION AWARD**

**PROGRAM SUMMARY**

The National Association of State Directors of Career Technical Education Consortium (NASDCTEc)/ National Career Technical Education Foundation (NCTEF) are pleased to announce a call for applications for the third annual Excellence in Action awards, through which we recognize and honor superior Career Technical Education (CTE) programs of study from across the nation.   
  
**CRITERIA FOR JUDGING**

Selected programs will exemplify excellence in:

* Implementing Career Cluster®-based programs of study;
* Maintaining effective employer and business partnerships;
* Demonstrating alignment to rigorous and relevant college- and career-ready expectations;
* Demonstrating a clear progression of knowledge and skills and student transitions across secondary and postsecondary systems;
* Integrating successful career guidance and advisement;
* Highlighting alignment to workforce and employer needs in the community; and
* Providing concrete data on the program of study’s impact on student achievement and success at both the secondary and postsecondary levels.

**ELIGIBILITY**This award is open to any secondary or postsecondary schools or colleges in the United States. Your school or institution may submit one application per [Career Cluster](http://careertech.org/career-clusters).

**AWARD SUBMISSION REQUIREMENTS**

Complete applications will contain the following:

* A completed application including supplemental materials by the application deadline of December 9, 2015, 5 p.m. ET;
* At least one letter of support from an employer or business partner supporting the program of study; and
* At least one additional letter of support from a partner (education, community or business) of your choosing.
* *Optional:* Supplemental materials including photos, videos, news articles, etc., are welcome but not required.

The application must be submitted in a Microsoft Word format. Supplemental materials, including the letters of recommendation, must be combined and submitted as one PDF document.

*Please note:*

* Submissions should **not** include any individual student data that includes names or otherwise identifiable information.
* The application does not have a page limit. However, submissions that do not contain all the required materials (a completed application, two letters of support and supplemental materials in the correct formats) will not be advanced for consideration.

**WINNERS WILL RECEIVE**

* A banner to hang in their school or institution;
* A digital banner to use in email and print materials as they so choose; and
* Travel and one hotel room for one night in Washington, DC for a representative to be recognized at an awards ceremony to be held the week of May 23, 2016.

**WINNERS WILL ALSO BE FEATURED IN**

* A national press release, which will be distributed to national media.
* A NASDCTEc webinar and/or at a national conference.
* A standalone one-pager, used as part of NASDCTEc’s federal advocacy toolkit.
* A monthly newsletter sent to members of Congress.
* A standalone blog on the [Learning that Works blog](http://blog.careertech.org/).
* The NASDCTEc [website](http://www.careertech.org).

**HOW TO APPLY**

Fill out the following application. Once finished, email your application and all supplemental materials in one email to [awards@careertech.org](mailto:awards@careertech.org) with the email subject line: [NAME OF YOUR PROGRAM OF STUDY] Excellence in Action Award.

This application should be submitted as a Word document (.doc or docx). All supplemental documents or evidence must be submitted in one PDF document, and must be attached to the same email as this application.

**BACKGROUND INFORMATION**

1. Program of study name:
2. Point of Contact  
    Name:

Email Address:

Phone Number:   
Address:

1. Applicant’s School/College:
2. State: Choose an item.
3. Type of institution (click the box to check)

☐ Area technical center

☐ Career academy

☐ Comprehensive high school

☐ Community college

☐ Technical college

Other (please specify)

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1. Career Cluster in which your program of study should be considered (Follow this link for a further explanation of each Career Cluster [careertech.org/career-clusters](http://careertech.org/career-clusters)) **(Select only ONE):**

☐ Agriculture, Food & Natural Resources Career Cluster

☐ Architecture & Construction Career Cluster

☐ Arts, A/V Technology & Communications Career Cluster

☐ Business Management & Administration Career Cluster

☐ Education & Training Career Cluster

☐ Finance Career Cluster

☐ Government & Public Administration Career Cluster

☐ Health Sciences Career Cluster

☐ Hospitality & Tourism Career Cluster

☐ Human Services Career Cluster

☐ Information Technology Career Cluster

☐ Law, Public Safety, Corrections & Security Career Cluster

☐ Manufacturing Career Cluster

☐ Marketing Career Cluster

☐ Science, Technology, Engineering & Mathematics Career Cluster

☐ Transportation, Distribution & Logistics Career Cluster

1. In three sentences or less, describe your program of study, including the secondary and postsecondary components and how long the program of study has been in place.
2. Please describe your program of study’s student population. It is our strong preference to have data from both secondary and postsecondary levels. If this is not available, please provide an explanation as to why the data from the other learner level is not available.

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| --- | --- |
| **SECONDARY DATA** |  |
| Number of students served |  |
| Percentage of male students |  |
| Percentage of female students |  |
| Percentage of minority students |  |
| Percentage of low-income students |  |
| Percentage of students with disabilities |  |
| Percentage of English language learners |  |
| Other relevant *demographic* information |  |

|  |  |
| --- | --- |
| **POSTSECONDARY DATA** |  |
| Number of students served |  |
| Percentage of male students |  |
| Percentage of female students |  |
| Percentage of minority students |  |
| Percentage of low-income students |  |
| Percentage of students with disabilities |  |
| Percentage of English language learners |  |
| Other relevant *demographic* information |  |

1. Please describe the geographical and demographic setting for your program of study (i.e., suburban, rural, or urban setting).
2. Is your program of study associated with a Career Technical Student Organization (CTSO)? If so, which one(s) and in what way(s)? (Check the [approved list](http://www.ctsos.org/ctsos/) of CTSOs)

**PARTNERSHIPS**

1. Please provide more detail on at least three *business, industry and/or labor* partnerships your program of study has, and how these partnerships have been built, maintained and sustained over time.

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| --- | --- |
| Business/Industry Name | How does this business, industry or labor partner contribute to the program of study? |
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1. Please provide more detail on at least three *education institutions and groups* partnerships your program of study has, and how these partnerships have been built, maintained and sustained over time. Use this space to specifically address the secondary and postsecondary partners that contribute to and maintain this program of study.

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| --- | --- |
| Education institutions and groups | How does this education institution or group contribute to the program of study? |
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1. If applicable, please provide more detail on any partnerships your program of study has that have not been mentioned already. This includes community groups, non-profits, volunteer organizations, etc. Describe how these partnerships have been built, maintained and sustained over time.

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| Additional Partnerships | How does this partner contribute to the program of study? |
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**COLLEGE- AND CAREER-READY STANDARDS/EXPECTATIONS**

1. Please describe how your program of study was developed and how it ensures students are academically and technically prepared for postsecondary education and careers. (250 word limit)
2. Which of the following standards does your program of study incorporate at the secondary and/or postsecondary level and how? (Please be specific)

|  |  |
| --- | --- |
| *Industry standards* |  |
| [*Career Cluster Knowledge & Skills Statements*](http://careertech.org/knowledge-skills-statements) *(Follow link for more info)* |  |
| [*Common Career Technical Core*](http://www.careertech.org/cctc)  *(Follow link for more info)* |  |
| *21st Century/ Employability Skills* |  |
| *State-developed CTE standards* |  |
| *State academic standards (e.g., English, mathematics, science, social studies, art, etc.)* |  |
| *Locally-developed CTE standards* |  |
| *Other standards* |  |

**ALIGNMENT WITH INDUSTRY AND BUSINESS NEEDS**

1. Please describe how your program of study is aligned with the needs of the workforce and industry in your community. Make sure to include information on how the program of study helps meet workforce demand identified by business and industry. (250 word limit)

1. Please describe any work-based learning opportunities that are required of and/or offered to students who participate in this program of study. (250 word limit)

1. Please list and describe the industry-based credentials/certifications offered to and earned by the program of study’s students.

1. Please describe the professional development opportunities available to educators and administrators to keep up-to-date on advancements in the workplace, such as externships. (100 word limit)

**SEQUENCE OF COURSES & CREDIT TRANSFER**

1. Please describe your program of study’s course sequence by grade level, including the relevant or required academic and technical courses, as well as other required activities. Make sure to highlight the course sequence that bridges secondary and postsecondary education, and explain how your program of study ensures students gain the broader Career Cluster-level knowledge/skills and, over time, gain the more specific occupation-level knowledge/skills as they progress through the program of study. You can also include graphics or [plans of study](http://careertech.org/sites/default/files/PlanStudy-CareerCluster-AG_0.pdf) of the course sequence in lieu of writing the answer in this section.

1. Describe how your program of study provides opportunities for students to earn, articulate and/or transcript dual enrollment credit across K-12 and postsecondary, including opportunities such as AP/IB, dual and concurrent enrollment, capstone experiences and/or transcript credit *(if this is outlined in the question above, you can skip to the next question.)* (250 word limit)

**GUIDANCE COUNSELING & ACADEMIC ADVISEMENT**

1. Describe how career guidance/advisement is integrated into your program of study to support students’ completion of the program of study and entry into additional education/training and/or a successful career. (200 word limit)

1. What does your school or institution do to recruit students into the program of study? How does your school or institution ensure equitable access for students with diverse backgrounds? (200 word limit)

**DATA, ACCOUNTABILITY & EVALUATION**

1. As available, please provide the following data for the most recent school year(s), the percentage of both secondary and/or postsecondary students in your program of study who:

|  |  |  |  |
| --- | --- | --- | --- |
| SCHOOL YEAR | 2012-13 | 2013-14 | 2014-15 |
| SECONDARY-LEVEL DATA | | | |
| Earned postsecondary credit (through dual enrollment, AP, etc.) |  |  |  |
| Earned an industry-recognized credential |  |  |  |
| Participated in work-based learning |  |  |  |
| Graduated high school |  |  |  |
| Enrolled in postsecondary education |  |  |  |
| Entered the workplace and/or military |  |  |  |
| POSTSECONDARY-LEVEL DATA | | | |
| Completed postsecondary/ earned a postsecondary degree or certificate |  |  |  |
| Earned an industry-recognized credential |  |  |  |
| Entered the workplace and/or military |  |  |  |

1. List your links to or evidence of the above data.
2. What role do assessments – end-of-course or end-of-program assessments, academic assessments, capstone experiences, etc. – play in the *delivery* or *improvement* of your program of study?
3. Please feel free to use the space below to share any other information or evidence of success of your program of study and the students who participate. (Optional)

**TO SUBMIT YOUR APPLICATION**

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This application should be submitted as a Word document (.doc or docx). All supplemental documents or evidence must be consolidated into one PDF document and must be attached to the same email as this application.

**THANK YOU!**

Thank you for completing this application! The selection committee will convene in January 2016 to review the applications and make final decisions, and we’ll be in touch by February 22, 2016. The programs of study will be evaluated based on their effective leveraging of partnerships, alignment to rigorous and relevant college- and career-ready expectations, clear progression of knowledge and skills across secondary and postsecondary systems, integration of successful career guidance/advisement, and key indicators of student success.

Don’t forget to use the Excellence in Action award submission checklist to make sure you’ve completed your application in its entirety.

We look forward to learning more about your program!

For questions, concerns or to submit additional materials and evidence, please contact [awards@careertech.org](mailto:awards@careertech.org).