



ADVANCE CTE EXCELLENCE IN ACTION AWARD

PROGRAM SUMMARY

Advance CTE is pleased to announce a call for applications for the fourth 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;
- Integrating high-quality work-based learning experiences;
- 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](#);
- The program of study must have at least one full graduating class; and
- Applications that do not include data to support positive impact on student achievement will not be eligible for consideration.

AWARD SUBMISSION REQUIREMENTS

Complete applications will contain the following:

- A completed application including supplemental materials by the application deadline of **December 14, 2016, 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 using [this form](#). 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, many questions do have a word limit. Please do not submit responses that go beyond this limit. Also, 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 2 – 4, 2017.

WINNERS WILL ALSO BE FEATURED IN

- A national press release, which will be distributed to national media.
- A standalone one-pager, used as part of Advance CTE's federal advocacy toolkit.
- A standalone blog on the [Learning that Works blog](#).
- The Advance CTE [website](#).
- Many past winners have been featured in national conferences, on webinars and in the media.

HOW TO APPLY

- Fill out the following application.
- Once you have finished, complete [this form](#) and upload the following:
 - Your full application saved as a Word document (.doc or .docx)
 - All of your supplemental documents or evidence consolidated as one PDF document.

BACKGROUND INFORMATION

1. Program of study name:

2. Point of Contact

Name:

Email Address:

Phone Number:

Address:

3. Applicant's School/College:

4. State: Choose an item.

5. Type of institution (click the box to check)

- Area technical center
- Career academy
- Comprehensive high school
- Community college
- Technical college

Other (please specify)

6. 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) **(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

7. 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.

8. Please check the geographical and demographic setting for your program of study and describe the geographic and economic conditions of the region served by the school.

- Urban
- Suburban
- Rural
- Other

STUDENT POPULATION & DATA

9. Please describe your program of study's demographic and outcome data for the most recent academic year(s). 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. Applications that do not include data to support positive impact on student achievement will not be eligible for consideration.

NOTE: Please specify if and when you are using a percentage with a different denominator (e.g., seniors) than the one listed.

SCHOOL YEAR	2013-14	2014-15	2015-16
SECONDARY-LEVEL DATA			
Total number of students served by your program of study			
% male students	%	%	%
% female students	%	%	%
% minority students	%	%	%
% low-income students	%	%	%
% students with disabilities	%	%	%
% English language learners	%	%	%
Other relevant <i>demographic</i> data			
% of students who earned postsecondary credit (dual enrollment, AP, etc.)	%	%	%
% of students who earned an industry-recognized credential	%	%	%
% of students who participated in work-based learning	%	%	%
% of seniors who graduated high school	%	%	%
% of graduates who enrolled in postsecondary education	%	%	%
% of graduates who entered the workplace and/or military	%	%	%
POSTSECONDARY-LEVEL DATA			
Total number of students served			
% male students	%	%	%
% female students	%	%	%
% minority students	%	%	%

% low-income students	%	%	%
% students with disabilities	%	%	%
% English language learners	%	%	%
Other relevant <i>demographic</i> data			
% of students who completed postsecondary/earned a degree or certificate	%	%	%
% of students who earned an industry-recognized credential	%	%	%
% of graduates who entered the workplace and/or military	%	%	%

10. List your links to or evidence of the above data.

11. What activities does your school or institution do to recruit students into the program of study? Please provide examples. (150 word limit)

12. How does your school or institution ensure equitable access and outcomes for students with diverse backgrounds? (150 word limit)

13. 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](#) of CTSOs) (100 word limit)

14. 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)

COLLEGE- AND CAREER-READY STANDARDS/EXPECTATIONS

15. Please describe how your program of study was developed and how it ensures students are academically and technically prepared for postsecondary education and careers. How were employers involved in the development and/or maintenance of your program of study? How does this program of study meet the economic needs of your community? How were both secondary and postsecondary educators involved in the development and/or maintenance of the program of study? (400 word limit)

16. Which technical, academic and/or employability skill standards does your program of study incorporate at the secondary and/or postsecondary level and how? (Please list the standards you use and be specific regarding how your program uses industry, national, state and/or locally-developed standards) (250 word limit)

Standard Types	Please list the standards your program of study uses and how it uses them below:
Academic Standards	
Career Cluster or Technical Standards	
Employability Standards	
Other	

19. 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.

Education Partnership Name	What role does this partner have in directly supporting your program of study?	How many years has this partnership been active, and how was this partnership developed?

25. 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.

Business/Industry Name	What role does this partner have in directly supporting your program of study?	How many years has this partnership been active, and how was this partnership developed?

26. 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)

27. 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. (Optional)

Additional Partnerships	What role does this partner have in directly supporting your program of study?	How many years has this partnership been active, and how was this partnership developed?

SUBMIT YOUR APPLICATION

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THANK YOU!

Thank you for completing this application! The selection committee will convene in January 2017 to review the applications and make final decisions, and we'll be in touch by February 15, 2017. 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.