



WACTE Award Submission Checklist Guide

This optional checklist is for your convenience and can help you prepare before submitting. Each section outlines what's typically required for that specific award.

Administrator of the Year



Description:

This award recognizes administrative professionals in Career and Technical Education at the school, district, county, state, or federal level who have shown exceptional leadership in promoting teacher and student success while advancing innovative, effective CTE programs.



Nominee Eligibility (Check all that apply):

- WACTE Member
- Must be employed as a CTE administrator, program specialist, coordinator, or in a similar administrative role



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Contributions to Student Success: How has the nominee contributed to implementing a high quality CTE program that ensures student success (Standards aligned and/or integrated curriculum, student achievements, CTSO successes, etc.)?
 - Innovation in CTE: Describe how the nominee has demonstrated innovation in CTE across their professional career (Improvements to programs or institutions, new activities or initiatives spearheaded, etc.).
 - Leadership in CTE: Explain how the nominee has demonstrated leadership in improving CTE and student opportunities in WACTE and/or ACTE (Business & industry partnerships, fellow educators, professional organizations).

Career Guidance Award



Description:

This award recognizes school counselors and career development professionals who have demonstrated a strong commitment to connecting students with opportunities for success, innovated in career exploration, and advocated for Career and Technical Education as a viable option for all students.



Nominee Eligibility (Check all that apply):

- WACTE Member
- Currently employed school counselor and/or career development professional and WACTE member



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Contributions to Student Success: How has the nominee contributed to implementing a high quality CTE program that ensures student success (Standards aligned and/or integrated curriculum, student achievements, CTSO successes, etc.)?
 - Innovation in CTE: Describe how the nominee has demonstrated innovation in CTE across their professional career (Improvements to programs or institutions, new activities or initiatives spearheaded, etc.).
 - Leadership in CTE: Explain how the nominee has demonstrated leadership in improving CTE and student opportunities in WACTE and/or ACTE (Business & industry partnerships, fellow educators, professional organizations).

Carl D. Perkins Community Service



Description:

This award recognizes individuals who have made a significant impact on their community through Career and Technical Education and demonstrated leadership in promoting student involvement in community service.



Nominee Eligibility (Check all that apply):

- WACTE Member
- Current or retired CTE professional at the time of initial nomination



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Contributions to Student Success: How has the nominee contributed to implementing a high quality CTE program that ensures student success (Standards aligned and/or integrated curriculum, student achievements, CTSO successes, etc.)?
 - Innovation in CTE: Describe how the nominee has demonstrated innovation in CTE across their professional career (Improvements to programs or institutions, new activities or initiatives spearheaded, etc.).
 - Leadership in CTE: Explain how the nominee has demonstrated leadership in improving CTE and student opportunities in WACTE and/or ACTE (Business & industry partnerships, fellow educators, professional organizations).

Lifetime Achievement Award



Description:

This award honors Career and Technical Education professionals for their long-standing leadership on behalf of ACTE, their innovative contributions to CTE, and their significant impact on the field over an extended period of time.



Nominee Eligibility (Check all that apply):

- WACTE member
- Current or retired CTE professional at the time of initial nomination



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Contributions to Student Success: How has the nominee contributed to implementing a high quality CTE program that ensures student success (Standards aligned and/or integrated curriculum, student achievements, CTSO successes, etc.)?
 - Innovation in CTE: Describe how the nominee has demonstrated innovation in CTE across their professional career (Improvements to programs or institutions, new activities or initiatives spearheaded, etc.).
 - Leadership in CTE: Explain how the nominee has demonstrated leadership in improving CTE and student opportunities in WACTE and/or ACTE (Business & industry partnerships, fellow educators, professional organizations).

New Teacher of the Year



Description:

This award honors new Career and Technical Education teachers who have made significant contributions to innovative and unique CTE programs and demonstrated a strong professional commitment early in their careers.



Nominee Eligibility (Check all that apply):

- WACTE Member
- Must have 3-5 years of experience in the teaching profession at the time of initial nomination



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Contributions to Student Success: How has the nominee contributed to implementing a high quality CTE program that ensures student success (Standards aligned and/or integrated curriculum, student achievements, CTSO successes, etc.)?
 - Innovation in CTE: Describe how the nominee has demonstrated innovation in CTE across their professional career (Improvements to programs or institutions, new activities or initiatives spearheaded, etc.).
 - Leadership in CTE: Explain how the nominee has demonstrated leadership in improving CTE and student opportunities in WACTE and/or ACTE (Business & industry partnerships, fellow educators, professional organizations).

Postsecondary Teacher of the Year



Description:

This award honors outstanding Career and Technical Education teachers at the postsecondary level who demonstrate excellence in instructing students in CTE pathways, innovation in the classroom, and a commitment to improving CTE in their institutions and communities.



Nominee Eligibility (Check all that apply):

- WACTE Member
- Current Postsecondary CTE teacher
- 5 years of teaching experience at the time of initial nomination



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Contributions to Student Success: How has the nominee contributed to implementing a high quality CTE program that ensures student success (Standards aligned and/or integrated curriculum, student achievements, CTSO successes, etc.)?
 - Innovation in CTE: Describe how the nominee has demonstrated innovation in CTE across their professional career (Improvements to programs or institutions, new activities or initiatives spearheaded, etc.).
 - Leadership in CTE: Explain how the nominee has demonstrated leadership in improving CTE and student opportunities in WACTE and/or ACTE (Business & industry partnerships, fellow educators, professional organizations).

Teacher of the Year



Description:

This award recognizes exceptional Career and Technical Education teachers at the middle/secondary school level who demonstrate innovation in the classroom, commitment to student success, and a dedication to advancing CTE in their schools and communities.



Nominee Eligibility (Check all that apply):

- WACTE Member
- Current CTE teacher
- At least 5 years of teaching experience at the time of initial nomination



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Contributions to Student Success: How has the nominee contributed to implementing a high quality CTE program that ensures student success (Standards aligned and/or integrated curriculum, student achievements, CTSO successes, etc.)?
 - Innovation in CTE: Describe how the nominee has demonstrated innovation in CTE across their professional career (Improvements to programs or institutions, new activities or initiatives spearheaded, etc.).
 - Leadership in CTE: Explain how the nominee has demonstrated leadership in improving CTE and student opportunities in WACTE and/or ACTE (Business & industry partnerships, fellow educators, professional organizations).

Wyoming Award of Merit



Description:

This award honors individuals or organizations outside the field of Career and Technical Education for their exceptional contributions to the improvement, promotion, and development of CTE. Recipients demonstrate significant support through sponsorships, financial contributions, or other impactful activities.



Nominee Eligibility (Check all that apply):

- WACTE Member

- Businesses, industries, community leaders, educational boards, lay citizen groups, committees, or organizations that support Wyoming CTE

- Demonstrates commitment to CTE through sponsored programs, publications, financial support, or other significant activities



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address

- Your Contact Information

- Nominee Brief Biography

- Nominee Headshot

- Letter(s) of support for nominee *recommended to have two prepared

- Written Responses to the Following:
 - Section 1 - Sponsored Programs
 - Section 2 - Publications
 - Section 3 - Financial Support
 - Section 4 - Other Activities

Wyoming CTE Student of the Year



Description:

This award honors outstanding students in Career and Technical Education who demonstrate excellence in their CTE classes, leadership in student organizations, and commitment to their community. The recipient will receive a \$200 cash award.



Nominee Eligibility (Check all that apply):

- WACTE Member
- Student currently enrolled in a CTE class
- Demonstrates personal growth through significant involvement and achievements within the last four years



Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- Letter(s) of support for nominee *recommended to have two prepared
- Answers to the following:
 - CTSO Involvement & # of Years
 - Office Held or Duties in CTSO
- Written Responses to the Following:
 - Section 1 - Description of CTE classes taken
 - Section 2 - Portfolio: Should include materials and activities that support the description from the CTE Course Involvement/Impact Description

Wyoming Hall of Fame

Description:

This award honor recognizes distinguished individuals who have significantly contributed to Career and Technical Education through their work with WACTE. Inductees have demonstrated lasting impact at the national, regional, and state levels in advancing CTE. **Induction may be awarded posthumously*

Nominee Eligibility (Check all that apply):

WACTE Member

Upload Materials (Check As Completed):

Nominee name, contact info., home & school address

Your Contact Information

Nominee Brief Biography

Nominee Headshot

Letter(s) of support for nominee*recommended to have two prepared

Answers to the following:Year RetiredNumber of years in CTE

Year Retired

Number of years in CTE

Written Responses to the Following:

Section 1 - Impact of contributions on student achievement, curriculum, community, career and technical education programs.

Section 2 - 4 - Significant contributions at the regional, state, and national levels

Section 5 - Contribution of prominence achieved above and beyond job assignment. Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities and major publications.

Wyoming Innovative CTE Program

Description:

This award recognizes Career and Technical Education programs that are unique, impactful, and serve to enhance and promote the image of CTE. Programs honored exemplify innovation and excellence in preparing students for success in their chosen occupational fields.

Nominee Eligibility (Check all that apply):

- WACTE Member
- The program must have been in operation for at least three years
- Instructors must have been members of the state association for at least three consecutive years

Upload Materials (Check As Completed):

- Nominee name, contact info., home & school address
- Your Contact Information
- Nominee Brief Biography
- Nominee Headshot
- THREE** letters of support for nominee *recommended to have two prepared
- Written Responses to the Following:
 - Section 1 - Description of Program
 - Section 2 - Purpose of the Program
 - Section 3 - Innovative Features of the Program
 - Section 4 - Successes and/or Achievements of the Program