

INSTRUCTIONS TO NOMINATE PROFESSIONALS FOR THE STATE LEVEL CTEI OUTSTANDING AWARDS.

ACTE has created a portal for Idaho to utilize their system to complete our CTEI nominations. Therefore, you will click on the **ACTE AWARD Portal** to submit your Idaho State CTEI application/nomination.

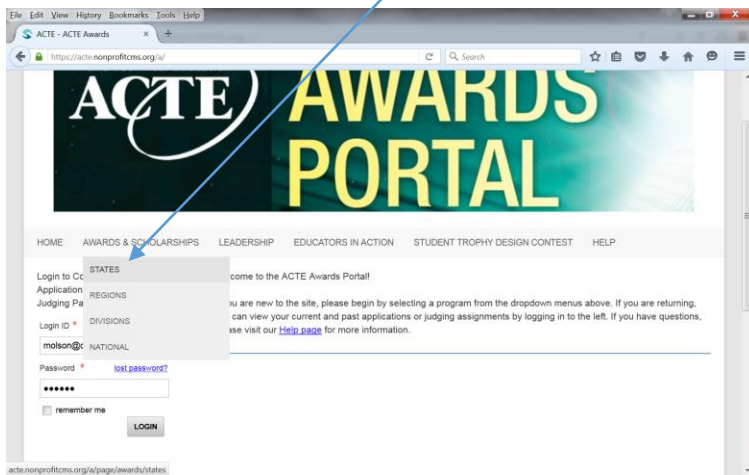
TO NOMINATE A PROFESSIONAL:

1. go to the CTEI website at www.ctei.org and click on the awards link. This will take you to this page.

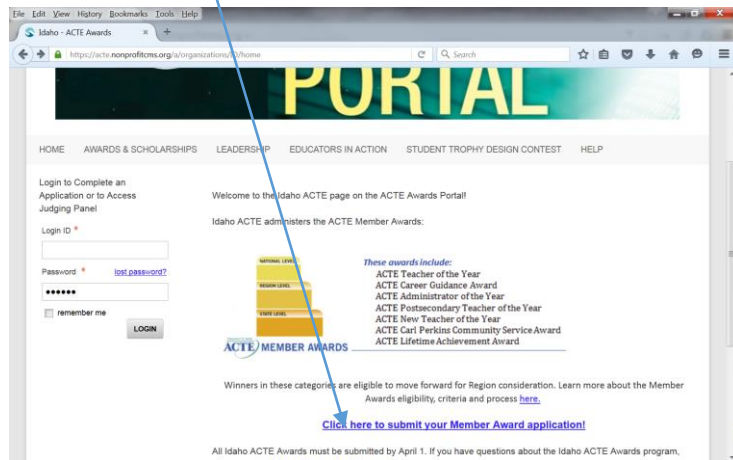
<http://www.ctei.org/awards.html>

Click on **ACTE Award Portal** on the right side of the page under the **Awards** heading.

If you have never nominated before, hover over the Awards & Scholarships link and click on STATES on the dropdown box as seen below.



Click on Idaho in Region V. Here you will see the award choices. Click on ***“Click here to submit your Member Award application!”*** to create your account to nominate a professional for the award.



INFORMATION REQUIRED for APPLICATION/NOMINATION:

- **Up to 300 word Letter of Introduction**
- **Up to 1000 word information to support the nominee**
- **2 letters of reference**
- **1 picture**

NOMINATION TIMELINE example:

Step 1: A person nominated at the State level between March 1 2015 and March 1, 2016 will be considered by the CTEI awards committee and winners will be announced at the 2016 State CTE Summer Conference (previously PTE). **Please note the nomination deadline for the Idaho CTEI State level has been extended to April 1, 2016 for this year only.**

Step 2: the State CTEI winner will be forwarded to the Regional ACTE level by March 1, 2017. Winners will be announced in April

Step 3: Winners of the Regional Level will be forwarded to the ACTE National level. Winners of the ACTE National level will be announced at the ACTE National Conference, CAREER Tech Vision in 2018.

NOMINATION PATHWAY

I. Winners at the State level:

- Winner named at the CTE Summer Conference in the year of nomination.

- CTEI membership required/ACTE membership not required at this level.
- Winner automatically forwarded to the ACTE Regional level March 1 following the State Summer Conference.

II. Regional Level:

- Winner will be named at the ACTE Regional Annual Conference
- ACTE membership required at this level.
- Winners at the Regional level are then forwarded to the ACTE National level. To be announced the following year at the ACTE National Conference.

III. ACTE National Level: Although the nomination for the CTEI State level will be awarded in the year of the application, the ACTE National award will be announced two years later at the CAREER Tech Vision.

If you need further information, please visit the ACTE website at

<https://acte.nonprofitcms.org/a/Page/Help>