



2024-2025 Secondary Nominations

Indiana Career and Technical Education Awards for Excellence Program

GENERAL INFORMATION

The Indiana Awards for Excellence (AFE) program highlights the outstanding achievements of Career and Technical Education (CTE) students, programs, partnerships, and career counselors/advisors around the state that exemplify the ideal qualities of Career and Technical Education. Recipients of these awards are exceptional individuals and groups who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community.

Career and Technical Education at the Indiana Commission for Higher Education (CHE) invite each Indiana secondary CTE District to select and submit a nominee for each of the following awards:

- [CTE Secondary Student Award](#)
- [CTE Secondary Program of Study](#)
- [CTE Secondary Partnership Award](#)
- [CTE Career Coaching /Advising](#)

Please use the appropriate website link (above) to enter your CTE District's nominees in any or all of the four award categories.

STATE AWARDS FOR EXCELLENCE PROCESS

Indiana secondary CTE Districts and schools may use their own selection process to select finalist nominees for the state AFE program. All finalist nominations are to be submitted via the online application. Please note that each career center or high school may only submit ONE nomination per award category.

2024-2025 AWARDS FOR EXCELLENCE TIMELINE

- January – February 2025 – Select nominees for state AFE program
- **March 3, 2025 – Deadline for submitting AFE state nominees**
- March 2025 – State selection committee will meet to select state award recipients
- April 2025 – Invitations will be sent to secondary representatives and state award recipients via email
- May 08, 2025 – CTE Awards for Excellence Ceremony



HOW ARE NOMINATIONS MADE?

Any Indiana CTE District or high school may submit one nomination per award category by completing the online form prior to the deadline. Specific instructions and requirements for each award are detailed on the specific award nomination forms.

- It is best for ONE person to enter nomination details if the information will be entered at different times. Having one person enter the nominations allows for partially completed nominations to be saved and completed at a later time.

HOW WILL AWARDEES BE SELECTED?

All nominations will be reviewed and rated by a selection committee made up of volunteers representing business, industry, state agencies, and education. The selection committee will submit a list of chosen awardees to the CTE team for final approval.

WHEN IS THE DEADLINE TO SUBMIT NOMINATIONS?

Completed nomination packets must be submitted online by March 3, 2025, using the links provided to be eligible for the 2024-2025 Awards for Excellence.

WHEN WILL THE AWARDS BE GIVEN?

The 2024-2025 Awards for Excellence ceremony will be held on May 08, 2025. Additional details will be provided as they become available.

HOW WILL AWARDEES BE NOTIFIED?

Awardees will be notified by email in April 2025.

WHAT CRITERIA WILL BE USED BY THE SELECTION COMMITTEE?

The Selection Committee will recommend awardees based on the following criteria:

CTE SECONDARY STUDENT AWARD

- *Scholarship*: The degree to which the nominee strives to achieve high scholastic competence, uses job-related academic skills, and demonstrates imagination, ingenuity, creativity, and curiosity.
- *Character*: Evidence of character traits such as: reliability and interpersonal skills, resourcefulness and creativity, personal integrity, positive attitude, and caring for others.
- *Leadership*: Demonstrated leadership in career and technical education activities, community service activities, and non-career and technical education activities.
- *Career/Technical Skill Proficiency*: Documented outstanding ability to perform career and technical skills/tasks at a higher level than students participating in the same career program.

- **Note: Nominees for this award must be enrolled in a secondary CTE program in the 2024-2025 school year to be eligible.**

CTE SECONDARY PROGRAM OF STUDY/PATHWAY AWARD:

- *Program Design:* The program includes objectives, expected outcomes, and expected student competencies. The program receives advisory committee input on activities, program design, resource utilization, and program outcomes. Other considerations are program accessibility, program promotion, and enrollment based on current and future student and workplace needs.
- *Resource Utilization:* The program utilizes resources available in a cost-effective and efficient manner. Instructional faculty are appropriately credentialed and make unique contributions to program quality. There is accessibility of equipment and facilities based on program objectives and workplace technology and there is community involvement and partnerships, when appropriate, which promote or enhance the program.
- *Program Outcomes:* Student competencies meet workplace standards and result in appropriate placement. Students participate in leadership/development activities. Graduate and employer follow-up studies provide data for program updating and planning.

CTE SECONDARY PARTNERSHIP AWARD:

- The number of entities involved in the partnership. Maximum points will be awarded to partnerships involving three or more entities.
- *Exemplifies CTE:* The partnership expands and/or exemplifies Career and Technical Education for secondary students by prioritizing quality hands on project-based and work-based learning opportunities through innovative and/or unique approaches.
- *Valuable Outcomes:* The overall value of the partnership to students, programs, and/or Career and Technical Education are demonstrated in clearly defined outcomes of the partnership.
- *Joint Management:* The partnership clearly identifies joint management and decision-making among involved entities. All partners identified demonstrate measurable benefit from the partnership.

CTE SECONDARY COUNSELOR/CAREER SERVICES AWARD:

- *Guidance Services Design:* The counseling program has service objectives and advisory committee input where applicable. Counselor is accessible, promotes CTE for all students, and uses information based on current and future student and workplace needs to advise students. The counseling program utilizes unique and/or innovative approaches to educate students about CTE opportunities and encourage exploration and involvement.
- *Guidance Services Implementation:* The program utilizes available resources in a cost-effective and efficient manner. The program provides a unique contribution which directly supports Career and Technical Education goals. When appropriate, the program involves community or establishes partnerships, promotes or enhances services, and cooperates/coordinates with other providers of services.
- *Program Outcomes:* The results of counseling services are stated in terms of expected outcomes and explain how the services benefit/meet the needs of individuals and the community.