

## Nominate your outstanding instructor for the Top Instructor Award!

Nominations are now being accepted for outstanding instructors who taught theory, shop, or a combination of both, in approved apprenticeship technical training programs between *November 15, 2008 and November 13, 2009* at institutions funded by Alberta Advanced Education and Technology.

Top Instructor Awards are presented each year – one each for the North and South regions of Alberta. Recipients are formally acknowledged at the annual Alberta Apprenticeship and Industry Training Board Awards that will be held in early 2010.

## Instructions

- Thoroughly answer all eight questions on the nomination form. You can strengthen your nomination by giving examples of exceptional conduct and/or service. ***One word or very short answers limit the success of the nomination during the selection process. Thorough, well thought out nominations are encouraged.***
- Provide as much information as possible on the form. The more detailed the information, the easier it will be for the selection committee to consider your instructor as exceptional and deserving of an award.
- If necessary, attach extra sheets of paper to capture all of your top instructor's outstanding qualities.
- Only **one** instructor may be nominated per form. The number of nominations per class for a particular instructor will not be a factor in the selection process.
- To be considered, there must be only one signature per nomination. Unsigned nominations will not be considered.
- Any nominations received after November 13, 2009 will not be considered for nomination. Only 2009 Instructor of the Year nomination forms will be accepted to ensure a fair process. Older versions of the nomination form are considered void.

**Be sure to sign your nomination form**, and mail or fax it to:

Top Instructor Award  
Alberta Apprenticeship and Industry Training  
10<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L5  
Fax: 780-422-7376 (Attn: Carmen)

For more information call (780) 422-4472. To connect toll free, dial 310-0000 and the number. Additional nomination forms are available at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

**NOMINATION DEADLINE IS NOVEMBER 13, 2009!**

## Nomination Criteria

The following information is considered in the selection of the Top Instructor Award.

Be sure to clearly demonstrate how your instructor meets the criteria and is deserving of an award.

- A Top Instructor
  - performs **beyond** the requirements of an average instructor
  - has excellent presentation skills
  - is fair, friendly and firm
  
- Tell us how your instructor assisted and supported your technical learning. You should provide examples that demonstrate your instructor's abilities and why you think your instructor is a Top Instructor.

## NOMINATION FORM

**PLEASE PRINT CLEARLY. USE ADDITIONAL PAGES IF REQUIRED AND ATTACH TO NOMINATION FORM**

Instructor Name (first & last) \_\_\_\_\_ Trade \_\_\_\_\_

Name of College or Technical Institute \_\_\_\_\_

Apprentice Name \_\_\_\_\_ Apprentice ID Number \_\_\_\_\_

Address \_\_\_\_\_ Town/City \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number (        ) \_\_\_\_\_

Email \_\_\_\_\_

This instructor provided my technical training from \_\_\_\_\_ to \_\_\_\_\_ 2008

I completed my \_\_\_\_\_ period of technical training with this instructor.

Please note that comments provided may be used at the Board Awards and in the media, but your name as a nominator will be kept confidential.

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## NOMINATION FORM

**INSTRUCTOR NAME:** \_\_\_\_\_

What motivated you to nominate this instructor?

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Provide specific examples that show why you believe he/she is a top instructor.

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Share a personal experience that you've had with this instructor that demonstrates what your instructor has done going above and beyond what is expected of them.

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How did you instructor make a difference for your class? What have they done to make your class appreciated him/her as an instructor?

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How did your instructor make the class an interesting and exciting place to learn?

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How did your instructor make good use of presentation materials and his/her instruction materials?

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What did your instructor do that demonstrated he or she treated all students fair and equitably?

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How did your instructor promote safety in the classroom and create a safe environment to learn in?

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**I think this instructor is outstanding because:**

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Signature of Apprentice

Date Signed

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