The James C. Hall Jr. Exemplary Program Awards
Programming: Exemplary Credit Program Award Submission Form

THE JAMES C. HALL JR. EXEMPLARY PROGRAM AWARDS RECOGNIZE INNOVATIVE AND EFFECTIVE PROGRAMMING AND MARKETING ACTIVITIES THAT MAKE A CONTRIBUTION TO THE FIELD OF ADULT AND CONTINUING EDUCATION. 3 COMMON QUALITIES OF EXCELLENCE ARE REFLECTED IN ALL OF THESE AWARDS: INNOVATION, WHICH INCLUDES NEW TOPICS, NEW IDEAS, AND NEW OR IMPROVED COMBINATION OF EXISTING OR TRADITIONAL IDEAS APPLIED TO THE FIELD OF ADULT OR CONTINUING EDUCATION. QUALITY AND EFFECTIVENESS, WHICH REFLECTS HOW WELL THE PROGRAM, ACTIVITY, OR SERVICE FULFILLED ITS STATED OBJECTIVES. CONTRIBUTION TO ADULT OR CONTINUING EDUCATION, WHICH CONSIDERS THE DEGREE TO WHICH A PROGRAM OR PROCESS MAKES AN ONGOING CONTRIBUTION TO ADULT OR CONTINUING EDUCATION AND CAN BE REPLICATED BY OTHER INSTITUTIONS.

AWARD DESCRIPTION

The Programming: Exemplary Credit Program award is offered for programs that are creative, successful, or innovative. In addition, they may have allowed an institution to serve the community/adult/special populations more effectively. Please provide specific information on: number of participants, fees (if any), grant funding (if any), and a narrative describing why the program is exemplary.

CRITERIA

1. Nominations must be made by a current member of CEANY in good standing.
2. Nomination must be for a current member of CEANY in good standing, self nominations are acceptable.
3. Nomination must be from within the last year of annual conference.

SUBMISSION INSTRUCTIONS

1. Complete and submit nomination form and attachments electronically to nominations@ceany.org.
   a. The award form by itself will not be considered a complete application without the required attachments.
   b. When submitting, the name of the award followed by the nominated party must be written in the subject line of the email with nomination material. For example: Exemplary Credit Program: City College
   c. The award application form and attachments must be received as 1 "package."
   d. The maximum entire packet must not exceed 7 pages.
   e. All award documentation must be attached documentation, not links.
   f. The award must be received by the deadline date. No late submissions will be considered.

If selected, CEANY may use the application and award information on the website and in conference information. Further, CEANY may use any photographs of the award ceremony in promotional materials.

CONTINUING EDUCATION ASSOCIATION OF NEW YORK
The Association for Public Continuing Higher Education

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CREDIT PROGRAM TITLE: _____

Please check appropriate affiliation:
☐ CUNY ☐ SUNY ☐ Other: ____

Nominee / Contact Name	**Position**
Institution	**Telephone Number**
Mailing Address (City, State, Zip)	**Email Address**
Nominator / Submitted by (if different than above)	**Position**
Institution	**Telephone Number**
Mailing Address (City, State, Zip)	**Email Address**

Name of Program

Basic Program Description

Semester Developed

Program Dates or Semester(s)

Degree or Certificate Curriculum

Rationale for Application
(level of success, uniqueness, innovation, creativity, popularity, revenue-producer, etc.)

Target Market/Audience

Number of Participants

Fees (if any)

Grant Funding (if any)

Background/History

Program Details

Contribution to Continuing Education

Additional Comments

List of Attachments

Please include attachments that describe (in no more than 7 pages) or visualize this nomination.