



## **Recognition Awards**

### **Outstanding Experienced Continuing Education Professional Nomination Form**

#### **AWARD DESCRIPTION**

The Outstanding Experienced Continuing Education Professional award recognizes experienced continuing education professionals by honoring leaders who strive toward the highest levels of personal and professional accomplishment and who excel in continuing education.

#### **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.
4. The CEANY member must have been employed for a period of at least five years in a professional, continuing education position, at the time of his/her nomination.
5. Performed exemplary service to the field of public continuing higher education during the past two years.
6. The individual must demonstrate leadership, commitment, vision, and inspiration.

#### **SUBMISSION INSTRUCTIONS**

1. Complete and submit nomination form and attachments electronically to [nominations@ceany.org](mailto: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: Outstanding Continuing Education Professional Award: Mason Smith
  - 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.
2. Attach required documentation
  - a. CEANY Nomination Form including a 500 word or less summary of the nominee’s qualifications
  - b. Two (2) Letters of Support describing the nominee’s qualifications including one from the nominee’s current, direct supervisor (or recent supervisor who supervised nominee for a minimum of one year).
  - c. Additional documentation that illustrates and supports his/her exemplary contribution to, and involvement in continuing education. Quality and quantity of documentation is important.

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.



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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**

Please summarize the nominee’s qualifications for this award in 500 words or less. Emphasize the individual’s leadership, personal and professional development, awards / honors received, and any community service.