

## **UPCEA REGION WEST**

In Honor of Excellence

2014 Awards Application

**CATEGORY: PROFESSIONAL CONTRIBUTIONS TO CONTINUING EDUCATION**

Please complete this form and *email* it to the chair listed below. Please note: if your nominee wins, your institution is responsible for any travel costs to the fall regional conference (Oct. 1-3, Las Vegas, NV) should he/she like to accept the award in person. The Region West winner of this award will be automatically forwarded as a nominee for the UPCEA national Walton S. Bittner Service Citation for Outstanding Service.

***Submission must be received by August 8, 2014***

### Criteria and Eligibility

* The nominee must be a member of a UPCEA institution.
* He/she must have contributed substantially to the development and maintenance of his/her institution and UPCEA through services performed over a period of years.
* Nominations by deans and directors on behalf of members of their staff are welcome and encouraged. Nominations from subordinates on behalf of superiors from their own institutions are excluded.

### Complete the questions below:

1. Name and position of person:

2. Institutional affiliation:

Note: No timeline is required, but number of years working in CE may be taken under consideration.

3. Outstanding qualities that determine candidate’s qualifications:

4. Contributions to the field:

5. Other outstanding achievements, e.g. research and/or publications:

Please provide the following supporting documentation:

* A nomination form and at least two letters of nomination or support from informed individuals: e.g., an academic department chair or faculty member; dean or director of continuing education, president or vice president of the nominee’s institution. The letters must address the nominee’s accomplishments.
* Documentation of the candidate’s excellence in achievements must include material such as length of service, university involvement, community contributions, employment, job performance, and so forth.
* A current vita of the nominee.
* The nominee must be a UPCEA member.

6. Nominee’s bio. Please provide us with a short paragraph below (approx. 200 words) describing the person you are nominating. This will appear on the UPCEA West Region conference website.

**Please *email* this completed document and any supporting material to** **melissa.nakamura@hawaii.edu****.**

Melissa Nakamura, Awards Committee Chair

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