



Government
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Prime Minister's Awards for Teaching Excellence



GUIDELINES AND
NOMINATION FORM

2011-2012

Canada

This publication is available upon request in accessible formats. Contact:

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This publication is also available online at **www.pma.gc.ca**.

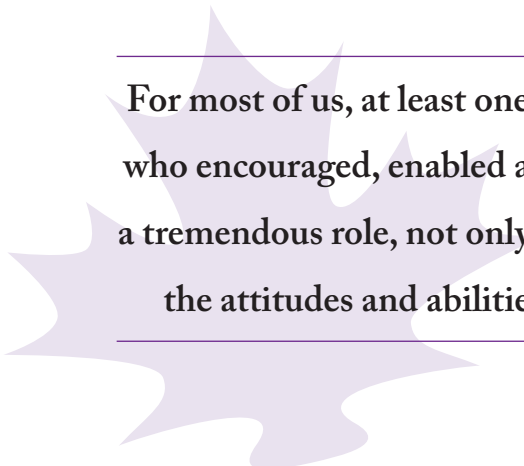
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Aussi offert en français sous le titre *Prix du Premier ministre pour l'excellence dans l'enseignement – Lignes directrices et formulaire de mise en candidature 2011-2012*.



For most of us, at least one teacher stands out in our memories—someone who encouraged, enabled and inspired us to do our very best. Teachers play a tremendous role, not only in the academic achievement of students, but in the attitudes and abilities they carry with them beyond the classroom.

The Prime Minister's Awards (PMA) for Teaching Excellence honour outstanding and innovative elementary and secondary school teachers in all disciplines who instill in their students a love of learning and who utilize information and communications technologies (ICT) to better equip their students with the skills needed to excel in a 21st century society and economy.

Awards

- Up to 15 Certificates of Excellence (national level), including a financial award of \$5,000.
- Up to 50 Certificates of Achievement (regional level), including a financial award of \$1,000.

Certificates of Excellence are awarded to the 15 top-ranked nominees, with at least one award designated for each of the following regions (provided standards of excellence are met): British Columbia; the Prairies; the North (Yukon, Northwest Territories and Nunavut); Ontario; Quebec; and Atlantic Canada. In addition, at least one Certificate of Excellence is awarded to the top-ranked Aboriginal teacher.

Up to 50 of the next top-ranked nominees each receive a Certificate of Achievement. Of these, at least one Certificate of Achievement is awarded to an Aboriginal teacher.

Financial awards for the Certificates of Excellence are shared equally between the recipient and the recipient's school or teaching institution (as identified on the nomination form) to be spent under the recipient's direction. If a winning teacher changes schools, financial awards (school portion) go to the school at which the recipient was teaching at the time of nomination. Financial awards for the Certificates of Achievement are sent directly to recipients.

Award funds may be used for professional development, website development, the purchase of equipment (e.g. computers, software, and audio-visual and laboratory equipment), resource materials, teaching aids, or other tools to improve teaching and student learning. For recipients of the Certificate of Excellence, a portion of the school's award funds (up to 50%) may be used to cover teacher replacement costs while the recipient is attending the national awards ceremony, traditionally held in Ottawa.



Attention Space Educators!

Courtesy of the Canadian Space Agency (CSA), special recognition including all expenses paid participation in the CSA annual Space Educator Conference will be offered to a 2011-2012 PMA recipient (or recipients if part of a team) who has demonstrated outstanding, innovative and creative teaching in the areas of space sciences, in a primary or secondary school setting. Recognition may be based on a special project or for ongoing work in this area. Selection will be made by the Canadian Space Agency from among the recipients of the 2011-2012 Prime Minister's Awards for Teaching Excellence. If you wish to be considered for this special recognition, please indicate on the nomination form in the specified section. Detailed criteria and additional information about this opportunity can be found at the CSA website at <http://www.asc-csa.gc.ca/eng/educators/default.asp>.

Recognition

All winning teachers receive a certificate, a PMA pin and a letter of congratulations signed by the Prime Minister.

Certificate of Excellence recipients may also be invited to participate in best practice sessions and attend a special event where the Prime Minister, or his representative, will formally announce the

PMA recipients and present them with their award certificates. Costs for the Certificate of Excellence recipients to attend the national award ceremony are covered by the Prime Minister's Awards program.

Certificate of Achievement recipients are honoured at local school or community events involving principals, peers, students and local members of Parliament, as appropriate.

Each recipient's school also receives a certificate, signed by the Prime Minister, recognizing its support and contribution to the teacher's achievement.

Promotion

The achievements of all recipients are promoted both nationally and in the teachers' home communities. Certificate of Excellence recipients are profiled, with their permission, in the Prime Minister's Awards *Exemplary Practices* publication, which can be viewed at www.pma.gc.ca.

“*I think it's the 'Nobel Prize of Teaching' - a major highlight of my teaching career. Professionally, it gives me a chance to make a bigger difference.*”

2000 Certificate of Excellence Recipient

Nomination Deadline: November 30, 2011

Eligibility

Upon submission of the nomination no later than **November 30, 2011**, all nominees must meet the following criteria:

- Nominees must be Canadian citizens or permanent residents.
- Nominees must be certified to teach in a public or private school in a Canadian province/territory (a copy of original teaching certification must be provided).
- Nominees must teach full-time in a Canadian school at the elementary or secondary level. Part-time teachers may be nominated, provided they teach the equivalent of 2.5 days a week in a classroom setting (or as defined by provincial/territorial guidelines).
- Nominees must have taught in a Canadian school for at least three years.
- A nominee's teaching certification must remain in good standing with the provincial/territorial governing body (proof of teaching certification status is required — letter from province/territory or College of Teachers is accepted).

Note: If the certification to teach is lost between the time of nomination and the award presentation, the Prime Minister's Awards program reserves the right to withdraw this candidacy. If eligibility status of a nomination is compromised or changes (e.g. due to loss of certification as a result of professional

misconduct), the nominator and/or nominee has a responsibility to inform the PMA program of a change in status in writing. See the PMA recipient **Code of Conduct** at www.pma.gc.ca for further information.

Posthumous nominations are not accepted.

The Prime Minister's Awards are designed to honour the overall accomplishments of a single teacher or a teaching team of up to three teachers. The program is not intended to recognize the achievements of an entire school or teaching staff. When team members teach in different schools, boards or districts, any cash award is shared equally among the institutions.

Teachers of young children who are not eligible for this award may be eligible for the Prime Minister's Award for Excellence in Early Childhood Education. Nomination guidelines are available at www.pma.gc.ca, by sending an e-mail to pmaece-ppmepe@gc.ca, or by calling **613-946-0651**.

Team Nominations

Successful team nominations address the overall accomplishments of a team of up to three teachers. Each member of a team must meet the eligibility requirements described above. A team nomination should reflect a **true collaboration**, not simply a collection of individual accomplishments. The nomination text should describe how the team worked together to meet each of the selection criteria.

Letters of support can endorse the accomplishments of one or all members of the team.

Note: Page restrictions for the nomination text and letters of support are the same for team and individual nominations. However, please provide evidence of each nominee's teaching certification, evidence that the nominee's teaching certification is in good standing and evidence of each nominee's experience.

Nominators

Nominators may be any person or group with direct knowledge of the nominee's contribution (e.g. parent, school principal, supervisor, fellow educator, etc.) Self-nominations or nominations received from a nominee's direct family members will not be accepted.

Renomination

Recipients of a Certificate of Achievement may be renominated for a Certificate of Excellence in a subsequent year, but are ineligible for a second Achievement award. Unsuccessful nominees may be renominated in a subsequent year. In all cases, complete and updated nomination packages must be submitted, including letters of support written during the current nomination period. Previous recipients of a Certificate of Excellence are not eligible.

How Recipients are Chosen

After an initial screening for basic eligibility, copies of the nomination text and letters of support are sent to selection committee members for review. Committee members include representatives of education stakeholders from across Canada. See the current list of organizations represented on the selection committee at www.pma.gc.ca.

Nomination packages are evaluated and ranked by selection committee members based on how well the nominee meets the selection criteria and a final list of top-ranked individuals is then recommended to the Prime Minister for recognition.

Selection Criteria

Award recipients are selected based on the excellence and innovation of their teaching practices, their ability to achieve outstanding results with students, to inspire them to learn and continue learning and equip them with the knowledge, attitudes and skills they will need to succeed in tomorrow's society and economy. In selecting award recipients, the committee looks for clear evidence that nominees have excelled in all of the following five areas:

1. Digital Literacy and Information and Communications Technologies (ICT) in the Classroom

Digital skills and literacy are essential to Canada's continued success and its future in the digital economy. While today's youth have become major consumers of digital media and technology, it is important that they move beyond passive consumption and use technology to create and innovate. As the leaders of tomorrow, Canadian youth must be able to understand digital content, create with digital technology, and safely access and use digital media and tools.

While the innovative and effective use of ICT in the classroom remains a key consideration for selection, this award recognizes outstanding teachers who not only use ICT to enhance learning experiences and improve learning outcomes for Canadian students but also help students become responsible, digitally literate citizens. Examples of ICT include, but are not limited to, computers, the Internet, assistive devices, multimedia, robotics and various online learning tools. To be selected by the committee, the nomination text must clearly

describe and provide concrete examples of teaching practices such as the following:

- innovative and effective use of ICT in the classroom;
- integrating ICT into the curriculum and across disciplines;
- incorporating best practices related to ICT into lesson plans;
- developing collaborative computer or Internet-based projects, learning materials and resources, or showing leadership in the use of these resources;
- educating students about media awareness, cyber bullying and the safe and ethical use of the Internet - in turn, helping them become good "cyber citizens";
- using assistive devices (such as speech readers, etc.) to support children with special needs;
- providing opportunities for students to be actively engaged in hands-on learning, using a variety of multimedia technologies; and,
- helping students in remote communities access quality learning materials and providing them with equal opportunities for success through the use of ICT.

“It inspires me to learn and grow more in my career. I am proud. It is my Stanley Cup!”

2009 Certificate of Excellence Recipient

2. Innovative and Exemplary Teaching Practices

The nomination text should describe and provide concrete examples of the teaching practices that best show the teacher's contribution to his or her students' learning, such as the following:

- creating a particularly stimulating and innovative learning environment;
- creatively integrating a subject with, and across, other disciplines;
- integrating hands-on strategies and problem-solving activities into daily teaching practices;
- using ICT in the classroom in innovative ways to improve student learning and outcomes;
- implementing provincial or territorial policies and curricula in an exceptional fashion to meet the specific needs of his or her students;
- involving parents in student learning;
- developing community or business-education partnerships;
- demonstrating the relevance of a subject to society; and,
- providing constructive feedback to students.

3. Student Skills Development

The nomination text should describe and provide concrete examples of evidence of student skills development, such as students' ability to do the following¹:

- listen, understand and communicate effectively;
- demonstrate positive attitudes and behaviours;
- be creative and innovative;
- be flexible and adaptable;

- work independently or collaboratively with others as a team;
- think critically and act logically;
- identify problems and implement solutions;
- show leadership and take initiative;
- use tools, technology and information systems effectively;
- find, organize and apply knowledge and information from various fields;
- set goals and manage time effectively;
- be responsible for actions taken;
- work safely; and,
- learn continuously.

4. Student Achievement and Participation

The nomination text should describe and provide concrete examples of the teachers' role in fostering student achievement and participation with individual students, groups, classes, or the community. Evidence may include the following:

- fostering high attendance rates;
- receipt of individual awards or scholarships;
- outstanding engagement of students (regardless of their level or abilities);
- superior student participation in extracurricular activities, educational partnerships, and co-op or apprenticeship programs, beyond course requirements;
- superior student participation in collaborative online learning;
- superior voluntary participation of students in Advanced Placement courses;
- superior student tutoring or mentoring activities;
- superior in-class assessment, district, or school board examination results;
- high achievement in provincial, territorial, national and international contests or exams; and,

¹ Skills are drawn from The Conference Board of Canada's Employability Skills 2000+. For more information, go to <http://www.conferenceboard.ca/education>.

- positive testimonials, such as letters from parents, students, administrators, businesses, and education partners.

5. Teacher Commitment and Leadership

The nomination text should describe and provide concrete examples of evidence of teacher commitment and leadership, such as the teacher's role in the following:

- demonstrating a passion for teaching;
- organizing or delivering professional development courses, workshops or other in-service activities;
- organizing or participating in extracurricular activities for students and/or the school as a whole;
- developing and disseminating curricula and learning materials;
- preparing articles or newsletters that contribute to the teaching profession;
- developing subject matter and teaching expertise through professional development;
- doing volunteer work; and,
- mentoring new teachers in all aspects of the profession and acting as a role model.

How to Apply

Once you have identified one outstanding teacher or a team of teachers, develop a nomination package using the guidelines and checklist provided.

- Each nomination package must include a completed copy of the attached PMA nomination form. This form is also available online at www.pma.gc.ca.

- Forms must be signed by the nominee and the nominator, as well as by the nominee's principal or supervisor.
- When there is more than one nominee, please copy and complete a separate form for each.
- When more than one nomination package is received for a teacher, nominators will be asked to combine their packages.

Nomination Deadline

Nomination packages must be date stamped no later than November 30, 2011.

Assembling a Nomination Package

LENGTH: Your nomination package must **not exceed 20 pages**, excluding teacher certification and checklist.

FORMAT: All information should be typewritten in a font no smaller than 10 points and double-spaced on 8½" x 11" paper. To ensure ease of reproduction, please print on one side only.

PACKAGING: Creative packaging can certainly make a nomination package stand out. Unfortunately, selection committee members do not get the opportunity to see it. Therefore, simple packaging is recommended.

BINDING: For ease of reproduction, please do not bind your nomination package.

COPIES: Please send only 1 original copy by mail.

Helpful Hints in Preparing a Nomination Text

An effective nomination package illustrates the outstanding achievements of the nominee and clearly explains why he or she should receive one of Canada's highest teaching honours. As a nominator, you are "painting a picture" of a nominee's achievements for a selection committee that reviews hundreds of applications, so the package should be compelling.

Although self-nominations are not accepted, nominators are encouraged to seek advice from the nominee while developing a nomination text.

Follow the criteria set out in the nomination guidelines. Provide adequate detail for each of the five categories of selection criteria. Organize your text using the same headings.

Provide concrete examples and details to show how the nominee has met the selection criteria and explain the impact of the teacher's efforts. Describe any special projects, teaching philosophies, unique learning environments, extracurricular activities, student reactions, outcomes or special achievements that make this teacher stand out.

Focus on the nominee's overall achievements. Show that the nominee is well rounded and meets all five criteria in his or her overall work, not just in one particular project. Include other activities the teacher participates in for his or her students, fellow educators or school, such as extracurricular activities, volunteer work, professional development or social events.

Refer to the checklist on page 9 to ensure you have included all necessary information.

Please send nomination packages to the following address:

Prime Minister's Awards for Teaching Excellence
Industry Canada
Jean Edmonds Tower North
300 Slater Street, 20th floor
Ottawa ON K1A 0C8
Fax: 613-998-0943

For more information, please send an e-mail to pmate-ppmee@gc.ca, call **613-946-0651**, or visit www.pma.gc.ca.

Acknowledgments

Industry Canada is grateful to its corporate partners in the Prime Minister's Awards for Teaching Excellence — the **RBC Foundation** and **Research In Motion Limited** — for their generous support. Industry Canada would also like to acknowledge the support of Aboriginal Affairs and Northern Development Canada for the awards for Aboriginal teachers, as well as the contribution of the Canadian Space Agency. In addition, the program could not function without the important contributions of countless volunteers from education organizations across Canada who take part in the selection process. These include teachers' federations, parent-teacher associations, post-secondary institutions, provincial and territorial education ministries, business organizations and student groups. A list of participating organizations is available on the program website at www.pma.gc.ca.



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Checklist



To facilitate the preparation of the nomination package and its review by the PMA office, please attach this checklist to your nomination package.

- ☐ **Copy of this checklist fully completed**
- ☐ **Signed nomination form** (two pages)
- ☐ **Teacher Certification**
A copy of the nominee's teaching certificate that shows the original year of certification
- ☐ **Evidence that nominee's teaching certification remains in good standing**
Letter from the provincial or territorial licensing body or from the College of Teachers is accepted (one page)
- ☐ **Evidence of nominee's experience**
Employer confirmation letter indicating a minimum of three years employment in elementary or secondary schools (one page)
- ☐ **Nomination text** (two pages per criteria, maximum of ten pages)
Note: If the nomination text is longer than 10 pages, double-spaced, nominators will be asked to reduce the text
- ☐ **Letters of support** (three letters, maximum of two pages each)
Note: If more than three letters are included, only the first three will be sent to the committee for evaluation
Letters **should not exceed two pages each** and must be signed by the author. Letters of support should provide evidence of the nominee's excellence and achievements under any or all of the five selection criteria. To reduce repetition, ask writers to focus on one or two specific things about the educator that make her or him exceptional. Letters may come from anyone with direct knowledge of the nominee's accomplishments; however, letters from parents, students, peers and professional associations are often particularly effective in demonstrating a nominee's impact. Letters of support must be issued **no earlier than six months** prior to the nomination deadline, and must include contact information (mailing address and telephone number) for the author.

Prime Minister's Awards for Teaching Excellence 2011-2012 Nomination Form

Please type or write in BLOCK letters. Please provide a separate form for each nominee.

Nominee's Personal Information

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms.

Last Name _____ First Name _____

Please provide names as they should appear on certificates.

Home Address _____

City/Community _____ Prov./Terr. _____ Postal Code _____

Tel. (H) (_____) _____ E-mail (H) _____

Tel. (W) (_____) _____ E-mail (W) _____

Is the nominee a Canadian citizen or permanent resident?

☐ Yes ☐ No

Does the nominee teach a minimum 2.5 days per week?

☐ Yes ☐ No

Is this a team nomination?

☐ Yes ☐ No

Does the nominee self identify as an Aboriginal teacher?

☐ Yes ☐ No

As of the nomination deadline is the nominee teaching at a First Nation school on-reserve?

☐ Yes ☐ No

Is this nomination to be considered for special recognition by the Canadian Space Agency?

☐ Yes ☐ No

Personal Information

All personal information collected in nominations is protected under the *Privacy Act*. It is used by Industry Canada to process the nominations and for related statistical studies. Participation is voluntary. Information will be stored in Personal Information Bank IC PPU 001. Nominees may access, request correction of, or have a notation attached to the information about them at the address on page 8.

Each award recipient's name, school, community, and work contact information are included in short biographies published for the media and on the Internet. Award recipients' photographs may also be used in promotional and information materials by the Prime Minister's Awards for Teaching Excellence.

Nominator

To be completed by either an individual nominator or a representative of a nominating group.

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms.

Last Name _____ First Name _____

Organization represented (when applicable) _____

Address _____

City/Community _____ Prov./Terr. _____ Postal Code _____

Tel. (H) (_____) _____ Tel. (W) (_____) _____ Fax (_____) _____

E-mail _____

Principal/Supervisor

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms.

Last Name _____ First Name _____

Nominee's School Information

Full name and address of school (or school board if teacher is not affiliated with a particular school)
(Cash awards will be shared with this teaching institution if the nominee is chosen for a Certificate of Excellence.)

School Name _____

School Address _____

City/Community _____ Prov./Terr. _____ Postal Code _____

School Telephone (_____) _____ School Fax (_____) _____

School E-mail _____

School Website _____

Teacher's Website at school, if different _____

Grade(s) currently taught _____

Subject(s) currently taught _____

Does the nominee use information and communications technologies (ICT) in his or her classroom? ☐ Aboriginal School? ☐

Signatures

Nominator

Signature of Nominator _____ Date _____

Nominee

I, the nominee, affirm that all information contained in this nomination package is, to the best of my knowledge, complete and correct. By signing this form, I authorize the Prime Minister's Awards office to conduct a verification of the information provided in this nomination. I understand that award-winning ideas and methods will be published in an online exemplary practices publication and I give my release for that purpose. I have also read the Prime Minister's Awards recipient Code of Conduct found on the program website at: www.pma.gc.ca.

Signature of Nominee _____ Date _____

Principal/Supervisor

Signature of Principal/Supervisor _____ Date _____

**For more information or assistance in completing your nomination,
please call the PMA office at (613) 946-0651, or send us an e-mail at pmate-ppmee@gc.ca.**

FOR PMA OFFICE USE ONLY

Is a copy of the teaching certification included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the certificate valid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the nominee have at least three years experience teaching in primary or secondary schools?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the nomination text included in the nomination package?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the three letters of support included in the nomination package?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the nominee meet all criteria to be eligible for a PMA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the nominee applying for special recognition as a space educator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

