

# Exemplary Program Award

*Illinois Council for Continuing Education and Training*

The Illinois Council for Continuing Education and Training (ICCET) wishes to recognize outstanding programs and to encourage replicable best practices throughout the State of Illinois. This award will be presented to no more than three Illinois community colleges during the ICCET annual spring meeting. The top award recipient will be nominated for the National Council for Continuing Education and Training (NCCET) Exemplary Program Award. Other award recipients will be encouraged to submit a presentation proposal for the annual NCCET conference.

## Nomination Guidelines

- Nominations will consist of a narrative as described below and any supporting documentation (electronic form only).
- Colleges being nominated must have at least one employee who is a current ICCET member.
- Exemplary program award nominations may come from continuing professional education or community services.
- Colleges may submit as many entries as they wish but must complete a separate entry form for each program being submitted.
- Award recipients will be selected among those nominations that score the highest amount of points based on the criteria below.
- Nominations must be submitted via e-mail. Mailed or faxed entries will not be accepted.

## Scoring

Nominations will be judged on the basis of the six following criteria.

- Creativity/Innovation (20 points maximum): uniquely meeting the needs of individuals and employers for professional continuing education or community education.
- Partnerships (10 points maximum): forging alliances with business and industry, labor/industry groups, or other community colleges or universities to leverage resources and deliver comprehensive high quality training and education.
- Innovative marketing techniques (20 points maximum): creativity utilized to disseminate information about the program.
- Impact/Success of the program (20 points maximum): tangible outcomes of benefits derived by participants and the impact the program has had in the community.
- Sustainability (20 points maximum): longevity of the program, how often it is offered, and demonstrated commitment to sustain the activity.
- Replicability (10 points maximum): ease of replicability by other community colleges within the region or other parts of the state.

*continued*

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**Nomination Narrative**

1. Provide the name, title, college, address, phone number, and e-mail address of the primary contact.
  
  
  
  
  
  
  
  
  
  
2. Provide a synopsis of the program that succinctly describes its purpose, goals, enrollments, and benefits to students and the college.
  
  
  
  
  
  
  
  
  
  
3. Using the criteria above, provide a narrative that best addresses each point in the order that they are listed.

**Submission Procedures**

Colleges must e-mail nominations to:

Lori Ragland  
Director, Community Education  
Rend Lake College  
ragland@rlc.edu

**Nominations must be received no later than the deadline indicated on the website** to be included for consideration.

**Inquiries**

Request for additional information or questions should be directed to Lori Ragland at Phone(618) 437-5321 x1367 or e-mail ragland@rlc.edu.