

# Instructor of the Year Award Nomination Form

The Apprenticeship Manitoba Awards of Distinction recognize employers, journeypersons and instructors who have made an outstanding contribution to Manitoba's apprenticeship training system.

Nominations are being accepted for the **Instructor of the Year Award**, recognizing an outstanding instructor who taught an apprenticeship technical training program funded by Apprenticeship Manitoba (Red River College Polytechnic, Assiniboine Community College, and University College of the North).

Award recipients will be formally acknowledged during the Awards of Distinction event.

## Information & Eligibility Criteria

Registered Manitoba apprentices and recently certified journeypersons may nominate an instructor who taught an apprenticeship **technical training program within the past two years**. Only one instructor may be nominated per form.

Members serving on the awards selection committee are not eligible to nominate. Only one instructor may be nominated per form. The number of nominations for the same instructor will not be a factor in the selection process.

## Award Criteria

The Instructor of the Year must meet the following criteria:

1. Perform above and beyond the requirements of an instructor;

2. Demonstrate excellent communication and presentation skills to effectively transfer knowledge to the apprentice that is required for success in the trade;
3. Encourage an environment of pride, passion and excellence in the trade;
4. Be respectful, fair and equitable, and contributes to the diversity and inclusion of equity-deserving groups in the sector; and
5. Be a leader within their trade and community.

## Nomination Instructions

- Thoroughly answer all questions and provide as much information as possible to clearly demonstrate how the instructor meets the award criteria.
- Strengthen your nomination by providing examples, stories, and details of exceptional conduct and/or attributes. If necessary, attach additional information.
- Nominations received after the nomination closing date will not be considered.
- **Submit nominations to:**  
[apprenticeshipmbevents@skillscanada.com](mailto:apprenticeshipmbevents@skillscanada.com)

I would like to nominate (instructor being nominated):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**NOMINEE INFORMATION** (instructor being nominated)

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What trade does this nominee represent? \_\_\_\_\_

Name of the college employing the nominee: \_\_\_\_\_

Instructor provided technical training in level: \_\_\_\_\_

From (Month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_

**NOMINATOR INFORMATION** (the individual who is submitting the nomination)

Apprentice ID     Journeyperson Certificate    ID or Cert. Number: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**I consent to having my name published on all Awards of Distinction documents as a nominator**

Yes     No

**I consent to having my name shared with the person I am nominating**

Yes     No

**REFERENCE THAT SUPPORTS THIS NOMINATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE REFLECT THE AWARD CRITERIA IN YOUR ANSWERS. ATTACH ADDITIONAL INFORMATION IF NECESSARY**

**1. The Instructor of the Year must perform above and beyond the requirements of an instructor.**

Share why you are nominating this person and why they should be considered for Instructor of the Year.

Provide a detailed explanation and 1-2 specific examples.

**2. The Instructor of the Year must demonstrate excellent communication and presentation skills to effectively transfer knowledge to the apprentice that is required for success in the trade.**

What does the instructor do to improve your understanding of theory in the classroom and/or practical skills in the shop/lab?

Provide a detailed explanation and 1-2 specific examples.

**3. The Instructor of the Year must encourage an environment of pride, passion and excellence in the trades.**

How does the instructor create a learning environment that encourages pride, passion and excellence in the trades?

Provide a detailed explanation and 1-2 specific examples

**4. The Instructor of the Year must be respectful, fair and equitable, and contribute to the diversity and inclusion priorities of the trades.**

How did the instructor shape and promote an inclusive learning environment with equity-deserving groups?

Provide a detailed explanation and 1-2 specific examples.

**5. The Instructor of the Year must be a leader within their trade and community.**

What other qualities make this instructor a leader within the trade? Include any other comments or examples about why you think this instructor should be chosen for the award (e.g. community service, trade committees, extracurricular, achievements, publications, etc.).

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**By signing below, I declare, to the best of my knowledge, that the information I have submitted is accurate and true.**

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Signature

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Date