

# TES UNDER 80 INSTRUCTIONS

## NOTES

1. **NOMINATIONS ARE DUE MARCH 23, 2016.**
2. I will acknowledge receipt of your emailed nomination form. Once the recipients are chosen you will be sent a letter to let you know if they did or did not receive TES. Students will receive notice of award in late April.
3. Certificates will be sent in late April.
4. **PLEASE READ THE INSTRUCTIONS FULLY** before contacting HEAB with questions.

## GENERAL INSTRUCTIONS

1. You will find all Technical Excellence Scholarship (TES) forms and information on the HEAB website at [www.heab.wi.gov](http://www.heab.wi.gov).
2. The forms are a PDF format and you will be able to **TYPE DIRECTLY ON THE FORMS.**
3. Please **PRINT THE FORMS TO MAIL** with supporting materials listed below.
4. You will be mailing me **TWO PAGES AND SUPPORTING MATERIALS DUE, MARCH 23, 2016**

## SCHOOL INFORMATION FORM

1. Fill in general information regarding your school, name and full address.
2. List the person who is our contact person at the school.
3. Contact person's email address. All our correspondence will be sent to this address.
4. Enter school phone with contact person's extension.
5. Enter your school's **ENROLLMENT NUMBER** taken on the 3<sup>rd</sup> Friday in September for grades 9-12.
6. If you are Under 80 students you will not fill in the last line. Your student will compete for the 10 available scholarships.
7. Check the **ATTEST BOX** stating that each student nominated meets the TES requirements defined under section 20.235(1)(fw) of the Wisconsin State Statutes.
8. Type in the name of the school contact and date signed.
9. Type in the email address of the contact and telephone number.
10. Confirm the email address.
11. Type in the name of the school district represented.

## **UNDER 80 RECIPIENT FORM**

1. Check the Ms or Mr. box and enter the student's name as they would like to see it on their award certificate.
2. Fill in full home address, street, city, state and zip code.
3. Enter home phone number.
4. Students are now notified of their award via email. **WE DO NOT ACCEPT FORMS WITHOUT AN EMAIL ADDRESS.** Enter the student's personal or parent's email address. **WE DO NOT ACCEPT HIGH SCHOOL EMAIL ADDRESSES** as they do not follow the student after graduation.
5. HEAB would like to track which of the **EIGHT ELIGIBILITY ITEMS** were considered for each recipient. You can list these by number placing a space between each. Choose from the list below:
  - i. Be a **CTE Concentrator**, which is a high school student who has completed at least three (3) high school CTE courses (career and technical education courses) in program area(s) leading to a degree or diploma in the student's chosen pathway.
    - A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES.
    - The definition of "CTE course" is to be that definition approved by the board of the Wisconsin Technical College System (WTCS) under the Carl D. Perkins Career and Technical Education Act of 2006, P.L. 190-270 "Perkins IV", which is: a secondary-level course offered through the DPI-recognized program areas of Agriculture and Natural Resources Education, Business and Information Technology Education, Family and Consumer Science Education, Health Science Education, Marketing Education, or Technology and Engineering Education; such courses must be taught by a CTE instructor licensed for that specific discipline, except that courses in Health Science Education may also be taught by a health education instructor and/or a science licensed instructor.
  - ii. **Participated in a Youth Apprenticeship Program** under the supervision of the Wisconsin Department of Workforce Development (DWD) (see [https://dwd.wisconsin.gov/youthapprenticeship/program\\_info.htm](https://dwd.wisconsin.gov/youthapprenticeship/program_info.htm))

- iii. **Participated in a Technical High School Diploma program** as certified by the Wisconsin Department of Public Instruction (DPI) (see [http://cte.dpi.wi.gov/cte\\_tehsd](http://cte.dpi.wi.gov/cte_tehsd))
- iv. **Participated in a Career and Technical Training pathway** as defined by the Wisconsin Department of Public Instruction (DPI) (see [http://cte.dpi.wi.gov/cte\\_clustersandpaths](http://cte.dpi.wi.gov/cte_clustersandpaths))
- v. **Participated in a Skills Standards Program** offered by the Wisconsin Department of Public Instruction (DPI) (see [http://cte.dpi.wi.gov/cte\\_cteskills](http://cte.dpi.wi.gov/cte_cteskills))
- vi. **Completed (or be on track to complete) an industry-recognized certification program** approved under Wis. Stats. 115.367 (2). (This requirement is created under [2013 Wisconsin Act 59](#)).
- vii. **Participated in a Career and Technical Student Organization (CTSO)** in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA (see [http://cte.dpi.wi.gov/cte\\_ctso](http://cte.dpi.wi.gov/cte_ctso))
- viii. **Completed a technical training program** for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a tribal college in Wisconsin, or a private nonprofit college or university located in Wisconsin. Examples include but are not limited to:
  - Medical College of Wisconsin Summer Enrichment Programs
  - UW-Madison's Summer Science Institute at WIScience
  - Marquette University's K-12 Engineering Academies
  - MSOE summer programs for K-12 students

The program must be offered by a Wisconsin colleges or university; programs held at these campuses but offered by others are not eligible. (Such programs are usually of shorter duration.)

6. List student's **GPA IN CTE COURSEWORK**. The GPA used for TES shall be based on a 4.000 grade point scale with the grade of "A" equaling 4.000. Grades shall be unweighted for this GPA and shall be expressed on a 4.000 scale.
7. If a student has taken the ACT test, provide the score attained. It is not required.
8. All TES recipients must attend one of the Wisconsin Technical colleges to receive the scholarship. Please list which college they are considering at this time.

## **REQUIRED DOCUMENTATION**

1. Under 80 schools will fill out and mail an **UNDER 80 SCHOOL NOMINATION FORM**
2. Under 80 schools will fill out and mail an **UNDER 80 RECIPIENT FORM**
3. These **SUPPORTING DOCUMENTS** will be sent along with your forms: Request for Consideration form, School transcript, ACT scores if available and a copy of the HEAB worksheet. The Request for Consideration form and the worksheet are on our website.

## **CONTACT INFORMATION**

1. **MAIL COPIES TO:** TES Nomination Form, P.O. Box 7885, Madison WI 53707
2. **EMAIL COPIES TO:** TES Nomination Form [nancy.wilkison@wi.gov](mailto:nancy.wilkison@wi.gov)
3. **CONTACT:** Nancy Wilkison, TES Coordinator, HEAB, P.O. Box 7885, Madison WI 53707-7885, 608-267-2213, [nancy.wilkison@wi.gov](mailto:nancy.wilkison@wi.gov).