NQA Certified Teacher of the Year
The National Quilting Association, Inc.

P.O. Box 12190 • Columbus, OH 43212-0190
614-488-8520 • nqaquilts@sbcglobal.net • www.nqaquilts.org

Official Rules

1. This award is available to all National Quilting Association Certified Teachers whose NQA membership and update requirements remain current.
2. Nominations for the award will remain active for a period of one year.
3. Previous Certified Teacher of the Year award recipients are not eligible.
4. One teacher will be selected per year, provided the Evaluation Panel agrees that one nominee best meets the criteria. The honoree will be recognized at the NQA annual meeting.
5. This is not a monetary award.
6. NQA is not responsible for late, lost, mutilated, misdirected, illegible, incomplete, or postage-due nomination forms and supporting materials, or transmission failures owing to computer software, hardware, or internet malfunctions.
7. Selection will be made by an Evaluation Panel, chaired by the Education Chairman. Selection criteria include:
   - teaching experience and competency, as supported by the materials submitted by the nominating person
   - impact on the quilting community
   - involvement in the NQA and Certified Teachers Program.
   - Bio/resume to include quiltmaking classes taught, affiliations and positions held in all levels of quilting organizations, publications, show responsibilities, etc. The Bio should be written by the Certified Teacher being nominated to provide in-depth information to the evaluation panel.
8. All nomination and supporting materials become the property of NQA and will not be returned.
9. For the name of the selected honoree, visit www.nqaquilts.org after the Annual Quilt Show each year.

Procedures

1. Information regarding the process will be published at least annually in The Quilting Quarterly and information regarding the process and the Class Evaluation Form for students to complete will be made available on the NQA website.
2. Nomination forms, letters of recommendation, and evaluation forms will be sent to the NQA office and forwarded to the Education Chairman after the cut-off date.
3. Once the nominees have been verified as current members in good standing, the Education Chairman will forward copies of all nomination materials to the other two members of the Evaluation Panel who are appointed by the President – one previous award recipient and one member-at-large who is not a CT or CJ and has not studied with a teacher under consideration.
4. The panel will select a winner, provided one of the nominees meets the criteria. The award does not have to be given yearly.
5. The Education Chairman will notify the NQA President of the panel's decision. If there is an honoree, the Chairman will secure a suitable commemoration and present it to the honoree at the NQA Annual Meeting.
6. All nominations and supporting materials will be returned to the NQA office for filing.
7. The Education Chairman will insure that the honoree signs and returns the affidavit to the NQA office within 14 days after the announcement.

Process

1. Any student or employer of an NQA CT may nominate the CT for Teacher of the Year by mailing a completed nomination form with a letter of recommendation to the NQA office. Also included must be two additional letters of recommendation from two other employers, or Class Evaluation Forms from two additional students.
2. All nomination forms and supporting materials must be received in the NQA office by 3 p.m. EDT, March 31.

Nomination Form – NQA Certified Teacher of the Year

To nominate a National Quilting Association Certified Teacher for this annual award, please complete the form below and send it to:
Certified Teacher of the Year Nomination
The National Quilting Association, Inc.
PO Box 12190
Columbus OH 43212-0190
Entries must be received by 3:00 P.M. EDT, March 31.

NQA Certified Teacher being nominated:

Name _____

Address _____

City _____State _____Country ____Zip code _____

Phone _____Email _____

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Nominated by: _____

Address _____

City _____State _____Country _____Zip code _____

Phone _____Email _____

On a separate sheet of paper:

1. Describe your knowledge of nominee's teaching experience.

2. Describe how this nominee:

- **a. Establishes high standards of fine workmanship**
- **b. Encourages creativity in students**
- **c. Handles difficult teaching situations**
- **d. Contributes to the field of quilt making and/or the greater quilting community**

3. Please include the following pieces of documentation for your nomination:

- **a. Your letter of recommendation**
- **b. Two additional letters of recommendation from employers of the CT**

OR:

- **a. Your letter of recommendation**
- **b. Your Class Evaluation Form**
- **c. Class Evaluation Forms from two additional students**

NQA Certified Teacher of the Year
Class Evaluation Form

Title of class:

_____

Teacher:

_____

Please circle the appropriate number to answer the question. Provision for comments is provided at the end of this form.

1 = poor 2 = fair 3 = good 4 = excellent 5 = outstanding

Was this teacher prepared for the class?

1 2 3 4 5

Was this teacher professional?

1 2 3 4 5

How well did this teacher handle questions?

1 2 3 4 5

How did this teacher handle individual student's concerns?

1 2 3 4 5

Was this teacher knowledgeable about all aspects of the class?

1 2 3 4 5

Were the directions clear?

1 2 3 4 5

Did this teacher encourage creativity?

1 2 3 4 5

Did this teacher encourage students to do their best work?

1 2 3 4 5

If handouts were provided, did they correlate well to or enhance all class activities?

1 2 3 4 5

Will you be able to use what you have learned?

1 2 3 4 5

Did this class meet your expectations?

1 2 3 4 5

Would you take a class with this teacher again?

1 2 3 4 5

Comments: Is there anything else you would like the evaluation panel to know about this teacher?

Please mail your completed form to arrive by 3 p.m. EDT, March 31 to:
Certified Teacher of the Year
The National Quilting Association, Inc.
PO Box 12190
Columbus, OH 43212-0190

NQA Certified Teacher of the Year
Affidavit/Liability/Publicity Release

I, _____, grant The National Quilting Association, Inc. the right to use my name, biographical information, picture, and likeness without compensation, for publicity purposes (except where prohibited) and release The National Quilting Association, Inc. and its agents from any liability arising from the receipt of this award.

Signature _____

Date_____