

TES Instructions

NOTES

1. **NOMINATIONS ARE DUE MARCH 23, 2016.**
2. Three pages should be returned to HEAB, a School Nomination form, a Student Nomination form with 1-5 nominees, and a Student Alternate form.
3. I will acknowledge receipt of your emailed forms.
4. Students will receive notice of award in late April.
5. Certificates will be sent in late April.
6. **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.
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 OR SCAN TO EMAIL.**
4. This is **NOT AN ONLINE FORM.**
5. You will be emailing me **THREE PAGES DUE, March 23, 2016:** a School Nomination form, a Student Nomination form with 1-5 nominees, and a Student Alternate form.

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 3rd Friday in September for grades 9-12.
6. List the **NUMBER OF AWARDS** your school has using your enrollment number and this chart:

HS Enrollment-Number of Scholarships per school

1-79	10 scholarships statewide for all schools with enrollments under 80
80-499	1
500-999	2
1000-1499	3
1500-1999	4
2000-2499	5

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.

TES RECIPIENT FORM

1. Choose the form with the number of scholarships your school is allowed 1-5.
2. Check the Ms or Mr. box and enter the student's name as they would like to see it on their award certificate.
3. Fill in full home address, street, city, state and zip code.
4. Enter home phone number.
5. 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.
6. Check the **YES** box if you are using HEAB's criteria for the choosing of scholars. Choose the **NO** box if you have submitted your own criteria for approval to HEAB Executive Secretary, John Reinemann, by February 1, 2015.
7. HEAB would like to track which of the **EIGHT ELIGIBILITY ITEMS** were considered for each recipient. Tick the appropriate number(s) 1-8. 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)

- 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)

- 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)

- v. **Participated in a Skills Standards Program** offered by the Wisconsin Department of Public Instruction (DPI) (see 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)

- 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.)

8. All TES recipients must attend one of the Wisconsin Technical colleges to receive the scholarship. You will **not** nominate students who will not be attending a Tech. Please list which college they are considering at this time.
9. 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. Fill in the remaining information

ALTERNATE RECIPIENT FORM

1. Only students who will be attending a Technical college can be nominated. Should an original recipient of the scholarship be unable to be enrolled in a Wisconsin Technical college by September 30th following high school graduation, you may list an alternate. If you have one scholarship you may list one alternate, if you have two scholarships you may list two alternates, and so on.
2. Use the TES RECIPIENT FORM instructions to fill out the alternate form.

CONTACT INFORMATION

1. **EMAIL COPIES TO:** heabmail@wi.gov Subject line "TES Nomination Form"
2. **MAIL COPIES TO:** TES Nomination Form, P.O. Box 7885, Madison WI 53707
3. **CONTACT:** Nancy Wilkison, TES Coordinator, HEAB, P.O. Box 7885, Madison WI 53707-7885, 608-267-2213, nancy.wilkison@wi.gov.