

# 2010 Award for Classroom Excellence FAQs

*If you have any concerns about ACE, please refer to the list of frequently asked questions below. If you have further questions that are not addressed here, please contact us at [NYCTF@schools.nyc.gov](mailto:NYCTF@schools.nyc.gov) with 'ACE' as the subject line.*

*For more information about last year's program, including profiles of past ACE finalists and winners, please click [here](#).*

## **Applying for ACE**

### **1. Q. Who can nominate me? Can I nominate myself?**

**A.** Candidates for ACE can be nominated by anyone. Principals, Assistant Principals, mentors, coaches, professors, FVs, FAs, colleagues, parents and students are welcome to submit a nomination. A Fellow need not be nominated to apply.

### **2. Q. If nominated, am I obligated to apply?**

**A.** If you have been nominated for ACE, there is no obligation for you to apply. Your candidacy will not be considered until your completed application, including two letters of recommendation, has been submitted.

### **3. Q. If I applied last year, can I apply for the 2010 ACE?**

**A.** Yes! Finalists and applicants from prior years are welcome to re-apply. Please note that the application process has changed slightly. You will need to submit a new application as we will not reference previously submitted materials. Recipients of the 20008 and 2009 awards are **not** eligible to apply.

### **4. Q. There are two application deadline dates listed. Which parts of the application are due when?**

**A.** Once nominated, candidates will have until Monday, March 15 to submit their online application. References have an additional two weeks to submit their recommendation letters. Recommendation letters must be received by Monday, March 29 in order for an application to be complete. NB: Recommenders will be emailed instructions and a secure link for submitting a recommendation only after the candidate's portion of the application has been completed and submitted.

### **5. Q. Will I be able to start and save my application?**

**A.** No. Once an application has been started you will not be able to save any information and return to it later. Applications must be completed and submitted

in one sitting. We suggest you prepare your application materials, including your essays, in advance.

**6. Q. Will I be able to make changes once my application is submitted?**

**A.** No. Once an application is submitted, you will not be able to make any changes.

**7. Q. My application will not be complete by the deadline. Can I have additional time?**

**A.** No. All applications are due by Monday, March 15. Recommendation letters must be submitted by Monday, March 29. NB: Recommenders will be emailed instructions and a secure link for submitting a recommendation only after the candidate's portion of the application has been completed and submitted.

**8. How will I be notified about the progress of my application once submitted?**

**A.** After the application and recommendations are in receipt, applicants should expect to receive status updates via e-mail by mid-May.

### **Recommendations**

**1. Q. Can I list the same reference for both recommendation categories?**

**A.** No. You may not list the same person as your reference for both letters. Please keep in mind that one of your references must be a Principal or Assistant Principal. NB: Recommenders will be emailed instructions and a secure link for submitting a recommendation only after the candidate's portion of the application has been completed and submitted.

**2. Q. My Principal or Assistant Principal is unable to speak on my behalf. Who else can recommend me for the award?**

**A.** If your Principal or Assistant Principal is unable to recommend you for the award, you may have a department chair or mentor submit the recommendation letter on your behalf.

**3. Q. My recommender lost/did not receive a code to complete my recommendation form. Is there a way I can provide this?**

**A.** If your reference does not have a code number or reference form, please contact us at [NYCTF@schools.nyc.gov](mailto:NYCTF@schools.nyc.gov) so we can send him/her the appropriate information.

**4. Q. I have entered the wrong e-mail address for my recommender.  
How can I correct this?**

**A.** If you have listed the wrong e-mail address for your reference, please contact us at [NYCTF@schools.nyc.gov](mailto:NYCTF@schools.nyc.gov) with “ACE contact update” as the subject line. We will make any necessary changes for you. Please be sure to contact your references prior to listing their contact information within your application.