Dear Administrator:

The New Jersey Chapter of the Council for American Private Education (NJ CAPE) is seeking applications for the award of 2021 Nonpublic School Teacher of the Year. As a member school of NJ CAPE, you have the privilege of submitting an application on behalf of one outstanding teacher on your faculty. All nonpublic school teachers, Pre-K through 12, who are providing classroom instruction and who will continue teaching in this current school year, are eligible to participate. The successful candidate must meet the criteria listed below:

- Be an exceptionally dedicated, knowledgeable, and skilled teacher;
- Be able to inspire students of all backgrounds and abilities to learn;
- Have the respect and admiration of students, parents, and colleagues;
- Be poised, articulate, and able to maintain a modest schedule of appearances.

PLEASE NOTE: Once again this year, nominations may be made by chief school administrators, peers, or teachers may nominate themselves. Therefore, this information should be widely distributed among your faculty members because the teachers may not know about the self-nomination process.

Application Procedure:

1. **Required from the Chief School Administrator** – Nominee Background Information and Endorsement of Nominee Form.
2. **Required from the Nominee** – Professional Background and Achievement Form, and Philosophy of Education Responses. (*Please note: If a teacher has already been NJ CAPE Teacher of the Year, he/she may not be re-nominated. If a teacher has been a finalist in NJ CAPE Teacher of the Year, he/she may not be re-nominated for three years.*) Please stress to the nominee that all directions must be followed completely, including using only space allotted on the forms (no submission of additional pages).

The completed forms must be received by your NJ CAPE / Nonpublic School Advisory Committee contact person no later than May 31, 2021. The contact person should be from one of the organizations indicated on this letterhead.

All nominations will be considered by an independent review board. The nominee chosen to receive the 2021 Nonpublic School Teacher of the Year Award will receive a monetary award and a plaque inscribed with his/her name as Nonpublic School Teacher of the Year. A separate plaque will be presented with the name and school of the honoree, to be housed in the school during the 2021–2022 school year. The presentations will take place in October 2021 after the meeting of the NJ Department of Education’s Advisory Committee for Nonpublic Schools.

We urge you to take advantage of this opportunity to provide statewide recognition for an outstanding teacher on your faculty.