



The ***Trainer of the Year Award*** is presented to an individual whose contributions are instrumental in the excellence and success of a training program within a public safety agency.

Eligibility:

Nominees must have been employed in the applicable category by a public safety agency between January 1, 2020 and December 31, 2020.

Persons submitting a nomination or being nominated must be: residents of the United States or its Territories or members of the Texas Chapter of APCO, as contained in APCO Policy Manual Article XIII, Section 13.1.

Qualities:

- Plans, develops, schedules and conducts classroom training for Telecommunicators, CTOs, Supervisors and/or management personnel within the profession.
- Evaluates trainees, trainers and other public safety personnel’s performance.
- Assists with developing and enhancing trainees’ professional knowledge and skill level through continuing education.
- Provides and seeks out ways to improve public safety professionals in developing their potential in this profession.

Instructions:

- Save a copy of the downloaded version of this document. **Nominations will only be accepted using this form.**
- Provide the required information directly into the saved version of the document.
- Include specific facts or examples
- Email the completed Microsoft Word nomination form as an attachment to texasapco@gmail.com
- You will receive emailed confirmation of receipt within five business days.
- All nominations must be received by **April 2, 2021, 5:00 PM.**

Award Nominee Information:

Name:	
Agency & Job Title:	
Agency Address:	
Address line 2 (if applicable):	
City, State & Zip Code:	
Agency Phone Number (including area code):	Email Address:

Nomination Made By:

Name:	
Agency & Job Title:	
Agency Address:	
Address line 2 (if applicable):	
City, State & Zip Code:	
Agency Phone Number (including area code):	Email Address:

Criteria:

Please answer **all** questions individually. You may do so by expanding the space after each question or adding additional pages as needed to answer each question separately.

1. Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (Law, Fire, EMS, PSAP only, etc.).
2. Describe the nominee's daily duties and responsibilities.
3. How long has the nominee been at this job or any previous public safety communications position?
4. Describe how the nominee functions as a team player.
5. Provide an example of how the nominee goes above and beyond what may be required of an individual in this position.
6. Describe how the nominee is a role model and how he or she demonstrates professionalism and dedication to the profession.
7. Explain how the nominee instructs, mentors and nurtures trainees to help them fulfill their potential. Is the nominee able to convey clear expectations of performance and achievement along with providing timely and ongoing feedback in areas of success and those areas needing more attention?
8. In one page or less, describe why the candidate should receive the 2020 Texas APCO Public Safety Communications Trainer of the Year Award.