

**2026 NEA ESP of the Year Award**

**Nomination Submission Checklist**

* Affiliate points of contact (POCs) and nominees can use this checklist before submitting a nomination to ensure all award requirements have been met. The checklist includes requirements that the committee scores and those related to eligibility. The checklist can be printed or used as a Microsoft Word fillable form.
* The *2026 NEA ESP of the Year Overview and Requirements,* and other award materials, are available at [www.nea.org/espoty-nomination](http://www.nea.org/espoty-nomination).
* The deadline to submit nominations is **11:59 p.m. ET on Tuesday, September 23, 2025**.
* Questions? Contact Jennie Young at [jyoung@nea.org](mailto:jyoung@nea.org).

*\*Scored by the selection committee*

**Data Sheet**

Nominee is an **active ESP member** of an NEA local affiliate AND has been an NEA member for **at least three years as of December 31, 2025.**

**\*Personal Statement**

The nominee wrote the Personal Statement. It was not written by another individual (i.e., an individual who nominated the member as part of the affiliate’s process).

The Personal Statement demonstrates how the nominee has met or exceeded the following four criterion areas through specific examples of the nominee’s accomplishments and impact.

Impact on students.

Impact on families and the community.

Union engagement and activism, with a focus on ESP workforce issues.

Impact on colleagues.

Responses demonstrate the nominee’s accomplishments and impact in each criterion area by describing what action was taken and what impact the action had.

Responses take into consideration the following questions. These questions will be applied to each of the criteria during scoring.

1. What is the **degree of impact?** (Was the impact transactional or transformational? Were systems changed? What was the breadth and/or depth of impact?)
2. How did the actions advance **racial and social justice** in education? (Did the actions address issues of inequity? If yes, how? How were the actions inclusive and/or responsive to marginalized communities?)
3. To what degree did the nominee **collaborate or partner**with others? (e.g., individuals, organizations, etc.?)

Responses do not exceed **4,000 characters (including spaces) per criterion area**.

**\*Resume Questionnaire**

The nominee wrote Resume Questionnaire. It was not written by another individual (i.e., an individual who nominated the member as part of the affiliate’s process).

The Resume Questionnaire further demonstrates the nominee’s accomplishments and impact in each of the following award criteria.

Impact on students.

Impact on families and the community.

Union engagement and activism, with a focus on ESP workforce issues.

Impact on colleagues.

Responses do not exceed **4,000 characters (including spaces) per criterion area**.

**State President Acknowledgment**

The state president has given you permission to electronically sign and submit the nomination on their behalf.

The state president recognizes the individual outlined in the nomination as their affiliate's nominee.

For Local Affiliate Nominations ONLY (i.e., your state affiliate does not have a state ESP award program/nominee):

The local president has also given you permission to electronically sign and submit the nomination on their behalf.

**\*Letters of Recommendation**

**Three (3)** **letters** **(no more, no less)** have been uploaded as **PDF or Word files.**

No pictures of letters were uploaded.

Each letter is **typed**, **one-page maximum,** with **one-inch margins** and **minimum 11-point font.**

Each letter notes how long the letter writer has known the nominee and describes the capacity (e.g., school/worksite, local/state union, community) through which the writer is commenting on the nominee’s accomplishments and impact.

Letters are addressed to the selection committee or “to whom it may concern.”

Each letter includes the writer’s signature (typed or handwritten), first and last name, title/position, and phone number or email address.

Each filename includes the nominee’s name and state.

**Digital Headshot**

A high-resolution digital headshot (1200 x 1200 pixels or 1.4Mb in size and 300 dpi) in .JPG, .PNG, or .GIF file format has been uploaded.

The photo was taken in good lighting, and ample headroom is around the nominee’s head.

The photo is not a selfie, a picture of a picture, or a screenshot from a social media platform.

All award materials can be downloaded from [www.nea.org/espoty-nomination](http://www.nea.org/espoty-nomination).

Questions? Email Jennie Young at [jyoung@nea.org](mailto:jyoung@nea.org).