

NOMINATIONS PROCESSING - GENERAL INFORMATION

For all nominations, any member in good standing may suggest names of deserving individuals to Trustees who are empowered to make nominations. Members-at-large should forward nominations directly to the International Office.

Trustees forward the completed nominations forms, the Who's Who form for the nominee and/or other supporting credentials to the appropriate Regional Director for action.

Determine and indicate the preferred date of award presentation of certificates. This should be accurately noted on the nomination form which is forwarded to the Regional Director for transmittal to the Executive Director.

Nominations must be made on the Epsilon Pi Tau Honors Nomination Form and must be supported by adequate credentials describing the nature and quality of the contributions of the nominee.

The Regional Director and the Executive Director may edit the statements which are prepared for the citation certificates.

The Regional Director reviews and recommends approval for all honors providing the Executive Director of Epsilon Pi Tau can certify that the nominee meets membership requirements for the particular citation.

The Regional Director forwards the completed nomination form and supporting credentials to the Executive Director for execution of the appropriate citation certificate and certified copies for the (1) recipient, (2) chapter, (3) International Office files, and (4) Regional Director.

Qualifications for the LAUREATE MEMBER

Member in good standing for the preceding five years.

Possess at least the master's degree.

Established and recognized competency in a field or fields of the Honorary's interest.

Demonstrated achievements at the local and state levels. Preferably in three of the CATEGORIES OF ACHIEVEMENT:

- scholarship, research, business and industry executive, management, or supervisory roles, teaching service, technical knowledge and craftsmanship, curriculum and evaluation, authorship, administration, community, state or federal service, professional and public relations, leadership in professional associations, exemplary service to the Honorary.

Qualifications for the DISTINGUISHED SERVICE MEMBER

Have long sustained record of membership in good standing.

Possess a master's degree and preferably the doctorate.

Evidence of achievements over a long period of time in one or more of the fields of the Honorary's interest at state, national, or international levels, in not fewer than three of the following CATEGORIES OF ACHIEVEMENT:

- scholarship, business and industry executive, management, or supervisory roles authorship, research, teaching, community service, educational administration, curriculum development and evaluation, leadership in professional organizations, and exemplary service to the Honorary.

These achievements must be of a meritorious character in contributing to the progress of the profession over an extended period of time.

Qualifications for the CERTIFICATE OF COMMENDATION

For non-members of Epsilon Pi Tau who have made significant contributions to the Honorary's field of interest directly or indirectly or in areas where a mutual interest prevails.

Qualifications for the INTERNATIONAL HONORS

The International Honors Citation is the highest award presented by the Board of Directors to non-members. Outstanding men and women may be nominated. They should have provided exemplary service and achievements which are consistent with the Honorary's precepts over an extended period of time. Representative fields for nominees may include: education, business, industry, research, letters, government, and public service.

Planning & Processing nominations for the LAUREATE and CERTIFICATE OF COMMENDATION

Nominations must be made on the Epsilon Pi Tau Honors Nomination Form and must be supported by adequate credentials describing the nature and quality of the contributions of the nominee.

Nominations from Chapter Trustees for the **Laureate** membership and for **Certificates of Commendation** are reviewed and approved by the respective Regional Director. The presentation date should be at least 30 days after the nominations for the Laureate Citation or the Certificate of Commendation are forwarded to the Regional Director. This allows sufficient time for communication between the Regional Director and the International Office and to prepare and mail the certificates.

Planning & Processing nomination for the DISTINGUISHED SERVICE and INTERNATIONAL HONORS

Nominations must be made on the Epsilon Pi Tau Honors Nomination Form and must be supported by adequate credentials, at least a comprehensive resume describing the nature and quality of the contributions of the nominee.

Determine and indicate the preferred date that the certificates will be presented.

Distinguished Service or **International Honors** citations require action of the entire Board of Directors. Nominations should be forwarded to the Regional Directors 30 days prior to any scheduled meeting of the entire Board of Directors. The presentation date should be at least 10 weeks after the nomination for the Distinguished Service and International Honors Citations are forwarded to the Regional Director. This will allow time for a vote of the Board of Directors and the International Office to prepare and mail the Certificate.