

Golden Apple Award

Eligibility Requirements for a Teacher

The candidate must be a practicing Catholic, a full time teacher and must have completed a minimum of six full years in the elementary or secondary school at which he/she is currently employed.

The applicant must have a **Pennsylvania Instructional II certificate** and the appropriate catechetical certification (see application).

The Nominating Process

An elementary teacher applicant must be nominated by a teacher, parent, or student and parent.

A secondary teacher applicant must be nominated by a student or parent.

All teacher nominations should be sent to the nominee's principal.

Before the nomination is approved, the nominee's principal should verify that all the eligibility requirements have been satisfied.

Once eligibility is verified, the nominee should be asked to complete an application and return it to his/her principal.

There will be a nominating committee at each elementary school consisting of the pastor of the parish school, a representative pastor in a consolidated school, the principal, and the president of the parent/teacher association (unless a teacher, in which case the vice president will serve).

In each secondary school, the nominating committee will consist of the principal, the president of the advisory committee, the dean of students and/or the dean of studies, and the chaplain.

The Teacher Selection Process

The **teacher selection process** at the local level will take into consideration the following:

- Verification of eligibility
- Application and applicant's essay
- Professional development – Please print & attach list of Act 48/45 hours from PDE
- Nominator's letter of recommendation
- Commitment to students and school
- Leadership qualities
- Service to Church and community
- Teaching skills
- Role model as a Catholic educator

Each school may nominate one full-time teacher.

Each nominee should be certain to include the following for submission to the principal:

1. A completed application form – **Please include all required documents**
2. Nominator Letter – **Please include only one nominating letter**
3. Pastor/Priest/Chaplain Letter
4. Principal Letter
5. Nominee essay

Please submit the above 5 items in the appropriate order (1-5), for proper verification of paperwork.

The principal will then submit **five (5)** copies of the packet to Mrs. Livia Riley, Superintendent of Schools by **February 22, 2019.**