

This Handbook will help guide you through the online nomination process and help you prepare the appropriate responses necessary to submit your nomination.

There is no cost to nominate someone or self-nominate for any of the awards.

Nomination Form

You will need to complete and submit an online nomination form available via four different award categories - Clinical/Practice, Education/Advocacy, Other and Special Categories - listed on the [ENA Achievement Awards](#) webpage.

Please note: If more than one completed nomination form is submitted for an individual, the first completed nomination form submitted will be accepted for review.

- **Select a Specific Award**

- Descriptions, requirements, and criteria are different for each of the 19 awards.
- Please thoroughly review all the award descriptions, requirements, and criteria to ensure that the award suits the Nominee.
- Awards have between 3 to 5 criteria.
- **Each Award has its own online nomination form.**

- **Only the following five awards may self-nominate:**

- 1) Council/Chapter Government Affairs Award
- 2) Crisis Response Team Award
- 3) Justice, Diversity, Equity, and Inclusion (JEDI) Initiatives of the Year Award
- 4) Media Award
- 5) Team Award

- **Contact Information - Nominee and Nominator(s)**

- Contact information for both the Nominee and Nominator(s) is required.
- This information is used only for notification purposes and is not shared with the Awards Committee reviewers.

- **Does the Nominee have to be an ENA member? And a nurse?**

Most awards require the Nominee to be an ENA member and a nurse, except for:

- 1) Behind the Scenes Award – *Nominee does not need to be an ENA member or a nurse*
- 2) Media Award – *Nominee does not need to be an ENA member or a nurse*
- 3) Rising Star – *Nominee must be an ENA member; but can be a student nurse or affiliate member*

- **Does the Nominator have to be an ENA member? And a nurse?**

For most awards, the primary Nominator must be an ENA member, except for the Media Award where the Nominator does not need to be an ENA member or a nurse.

- **Most awards require two different Nominators to provide narrative statements specifically addressing each criterion.**

However, the following three awards require only **one** Nominator to provide narrative statements:

- 1) Council/Chapter Government Affairs Award – *Nominator must be an active member of the council or chapter*
 - 2) Media Award
 - 3) Rising Star Award – *Nominator must be a Chapter President, or any member of the council board*
- Narrative Statements #1 and #2 must be written by two different Nominators (Authors).
 - Narrative Statement #1 Nominator/Author must be an ENA member (*except for the Media Award*).
 - Narrative Statement #2 (if one is required) Author does not need to be an ENA member.
 - Narrative Statement #2 Author will be assigned access to the nomination form by Author #1.
 - Narrative Statement #2 responses must be included in the same nomination form.

- **Each Narrative Statement has a 200-word count limit.**

Develop responses in a word processing program such as Microsoft Word, use the WORD COUNT checker to ensure your responses are limited to 200 words, as well as the spell-check option. Then copy/paste responses into the online nomination form.

Each criterion must have a response. If answers such as “N/A” or “see above/below” are provided, the nomination will not move forward in the review process.

Statements should use specific examples as to how the Nominee meets each criterion listed for the award. Avoid general statements that are not relevant, such as “they are a nice person.”

- **Additional Narrative Statements will not be accepted.**

If multiple individuals wish to contribute content, it is suggested to draft a Microsoft Word document; the “Nominator” can then copy content into the nomination form and submit on behalf of the group.

- **To ensure an unbiased review by the Awards Committee, Narrative Statements must not include the Nominee’s name. To de-identify the nomination form:**

- use [nominee] instead of their name
- use [name] instead of the names of other individuals

- **Curriculum Vitae/Resume Summary**

Nominee CV/Resume Summaries are required for most Awards, except:

- Behind the Scenes and Media Awards do not require a CV/Resume Summary.
- Full CVs/Resumes must be uploaded into the online nomination form for the Judith C. Kelleher Award for Contributions to Emergency Nursing and Lifetime Achievement Award (Nominee name and contact information are removed by ENA staff.)

- The following information is necessary for awards that require a Nominee CV Summary:

- **EDUCATION (Nominee's most recent degree) (e.g., MSN, BSN, ADN, etc.)**
Degree Type Year Degree Was Obtained Name of School City, State
- **EMPLOYMENT (Nominee's most recent position)**
Name of Employer Job Title Timeframe (list years, e.g., 2020-present)
- **LICENSURE – must be currently valid (e.g., RN, APRN, CNS, NP, etc.)**
Licensure Type
- **CERTIFICATION – must be currently valid (e.g., CEN, CPEN, SANE, etc.)**
Certification Type
- **FELLOWSHIP – must be currently valid (e.g., FAEN, FAAN, FAANP, etc.)**
Fellowship Type
- **ENA PARTICIPATION ROLE – Current or Previous (e.g., Board, Advisory Council, Committee, Faculty, etc.)**
Role
- **PUBLICATION (Nominee's most recent publication)**
Title of Article Year Published Name of Publication
- **PROFESSIONAL PRESENTATION (Nominee's most recent presentation)**
Name of Presentation/Topic Year Presented City, State Presented

- ***Additional documentation will not be accepted for any of the awards***

Submission

- Complete all required fields and submit the online nomination form.
- You will receive an automated email indicating receipt of the nomination form.
- If an email is not received, please email AnnualAwards@ena.org.

Deadline

- The deadline to submit completed nominations is **Thursday, Feb. 18, 2026, 1:00 pm Central**.
- Completed nomination forms must be submitted by the deadline. In fairness to all nominations submitted on time, extensions are not granted, and late nominations will not be accepted.

Notification

Notifications will be emailed by the end of May regarding the Awards Committee's decision.

Award Recognition

Award recipients will be recognized via ENA press release, ENA communications, social media posts, ENA website, *ENA Connection*, and at ENA's EN26 Conference in Phoenix, Arizona.