

# PROGRAM GUIDELINES



**(HIGH SCHOOL)**  
**2023-2024** (November 30 Update)

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Dear CTE Instructor,

SkillsUSA Ohio provides a wealth of leadership development opportunities and resources for students, teachers, and administrators. This handbook will assist you in planning your events and working with your students as they prepare for the various leadership conferences and activities.

SkillsUSA provides its members with the opportunity to display their technical and leadership skills through the SkillsUSA Championships Program. The culmination of the program is an invitation to represent Ohio at the 59th Annual SkillsUSA National Leadership and Skills Conference. Ohio may send one high school competitor or team in each category.

The SkillsUSA Ohio Championships program determines who is eligible to compete. The Championships are broken down into four levels of competition: local, regional, state, and national. The state gold medalists in each contest represent Ohio in Atlanta, Georgia.

SkillsUSA Ohio is a partnership of students, teachers and business and industry working together to ensure Ohio has a skilled workforce. Through participation in SkillsUSA, your students will have the opportunity to participate in experiences that will develop the leadership skills necessary to compete in tomorrow's global workforce or transition to postsecondary education and training.

As you begin the school year, we hope you join us to make the SkillsUSA program an integral part of your curriculum. We will post all forms and specific event information at [www.ohioskillsusa.org](http://www.ohioskillsusa.org).

Thank you for your participation in SkillsUSA and we look forward to serving you this year.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline L. Walker".

Jacqueline L. Walker MSN, RN  
State Association Director  
SkillsUSA Ohio

**2023-2024 Skills USA Ohio Calendar of Events**  
<https://www.ohioskillsusa.org/calendar>

## Directory

- ✚ **SkillsUSA Ohio – Executive Director**  
Jackie Walker ([director@ohioskillsusa.org](mailto:director@ohioskillsusa.org))  
(614) 604-6150  
[www.ohioskillsusa.org](http://www.ohioskillsusa.org)
  
- ✚ **SkillsUSA Ohio – Board of Directors President and Corporate Member**  
Robert Kornack ([robert.kornack@education.ohio.gov](mailto:robert.kornack@education.ohio.gov))
  
- ✚ **SkillsUSA Ohio – Executive Administrative Assistant**  
Jaymi Binkley ([admin@ohioskillsusa.org](mailto:admin@ohioskillsusa.org))
  
- ✚ **SkillsUSA Ohio – Program Manager**  
Caitlin Noll ([events@ohioskillsusa.org](mailto:events@ohioskillsusa.org))
  
- ✚ **SkillsUSA Ohio – Program Lead**  
Cecilia Burford ([program@ohioskillsusa.org](mailto:program@ohioskillsusa.org))
  
- ✚ **SkillsUSA Ohio – Treasurer**  
Tammy Plotts ([tamyra.plotts@education.ohio.gov](mailto:tamyra.plotts@education.ohio.gov))  
25 S. Front Street MS 608  
Columbus, OH 43215  
ODE # (614) 466-8782  
Fax # (614) 644-6720
  
- ✚ **SkillsUSA Executive Director**  
Chelle Travis ([ctravis@skillsusa.org](mailto:ctravis@skillsusa.org))
  
- ✚ **SkillsUSA – National Office**  
14001 SkillsUSA Way  
Leesburg, VA 20176  
(703) 777-8810 or (844)875-4557  
Fax # (703) 777-8999  
<http://www.skillsusa.org/>
  
- ✚ **Curriculum materials including videos request**  
Roxanne at SkillsUSA  
(800)321-8422, Ext. 623  
[www.skillsusastore.net/](http://www.skillsusastore.net/)
  
- ✚ **Supply Service:**  
SkillsUSA Store  
P. O. Box 3851  
Frederick, MD 21701  
(800)401-1560  
Fax: 301-631-0108  
Email: [skillsusastore@egroupengage.com](mailto:skillsusastore@egroupengage.com)  
Order online: [www.skillsusastore.org](http://www.skillsusastore.org)



## Chapter Advisor/Administrator/Treasurer

### **Payments to SkillsUSA**

School finance operations require that a Purchase Order number or check accompany all purchases.

In order to protect your school from audit situations, SkillsUSA Ohio no longer registers or reserves space for a conference or competition unless the proper paperwork is submitted in full. If payment is not paid at the time of registration, a Purchase Order is required.

NOTE: Only certain events are payable by credit card.

**Registration Payments** for Events hosted by SkillsUSA Ohio should be mailed to:

**SkillsUSA Ohio**  
25 S. Front Street, MS 608  
Columbus, OH 43215

**Membership Payments** – Should be mailed directly to:

**SkillsUSA**  
Attn: Membership  
14001 SkillsUSA Way  
Leesburg, VA 20176-5494

# Memberships

Membership is required for participation in SkillsUSA events at the Regional, State and National level. Each advisor who was a participant the previous year will receive a membership packet from SkillsUSA in August. If you were not a participant, you may contact SkillsUSA Ohio to receive your packet. All students enrolled in a Career-Technical Education Program are eligible to join SkillsUSA.

- ✚ Early Bird Deadline – November 15, 2023
  - Members will receive full member benefits from SkillsUSA.
  
- ✚ Dues must be paid before contestants (including models) can compete in regional competitions.
  - Please refer to the Calendar of Events for the Ohio membership deadline.  
<https://www.ohioskillsusa.org/calendar>
  
- ✚ Non-contestant members (Officer candidates, observers, voting delegates) must be active members of SkillsUSA by March 1, 2024.
  
- ✚ Dues
  - State dues are \$9.50, national dues are \$8.00 for a total of \$17.50 per student.
  - Professional dues are \$12.00 for state dues and \$20.00 for national dues for a total of \$32.00.

## **Send all membership dues to:**

SkillsUSA  
14001 SkillsUSA Way  
Leesburg, VA 20176-5494

## **Chapter Requirements**

- ✚ General Information
  - A local chapter must have at least six members.
  - Tri-level membership (local, state, and national) is mandatory.
  - Membership is open to all, regardless of race, color, religion, sex, national origin, or handicap.
  
- ✚ Membership Registration
  - Complete online membership at [www.skillsusa-register.org](http://www.skillsusa-register.org).
  - Make sure you hit the “submit” button once you have the PO/check number.
  - Be sure to note 100% membership. 100% membership requires a minimum of 15 paid members in the program.

## Ten Simple Rules for Using SkillsUSA's Brand Marks

How well SkillsUSA is identified depends on your consistent use of the SkillsUSA logo and the new slogan art ("slogo").

Rely on SkillsUSA's Office of Publications to review your planned use of the trademarked logo and slogan art. If outside the SkillsUSA headquarters, e-mail your designs to **Tom Kercheval** at [tkercheval@skillsusa.org](mailto:tkercheval@skillsusa.org) or fax to 703-777-8999. Got a question that is not covered here? Don't alter the graphic – contact Tom Kercheval or download the complete graphics standards manual from the Web page listed below.

In preparing your branded materials, help ensure that SkillsUSA makes a memorable impression by following our simple guidelines. Please share these with your printers and other vendors; in no case should they ever alter or redraw any part of these graphics.

1. Always use the art as a single unit. Each graphic consists of two parts: the type, and above the type, a stylized graphic element referred to as the "stripes." These two elements are never to be altered, moved, or used individually. (For example, it would be incorrect to use the stripes alone as "bullets" on a Web site; or to use the "Champions at Work" type by itself without the SkillsUSA logo and red rule; or to move the "Champions at Work" graphic to the side of the type to fit your item.)
2. Do not add any other type or graphic elements to the art. Use only your official logo. State or chapter logos should not bear any additional symbols representing them individually. Such additions are considered "noise" that weakens the impression we need to make. Along the same line, don't add your state or local chapter name to the slogan brand mark. "SkillsUSA: Champions at Work" is our national, trademarked slogan.
3. Don't fence it in. The logo has been designed to work best with plenty of empty or "white" space around it. Maintain a "no-fly-zone" around the art, a distance equal to at least the height of the "k" in "SkillsUSA." Don't cramp the art in a box or put it too close to type or another graphic.
4. Keep the width and height of the art proportional. Don't "stretch" it in one direction to fit your allotted space. If you're working in a computer document, resizing the width and height separately until the art "looks right" will not keep it in accurate proportion. Refer to your software instructions on how to resize graphics proportionately.
5. In most cases, the single-color graphic has the greatest impact. All parts of this version must be the same color — one single color. You may use the solid (black) version against any color background that provides strong contrast. You may convert the entire graphic to solid white if you are reproducing it on a black background or another dark color. If your item is limited to a particular color ink or thread, such as dark blue, the art may be converted to that solid color — but again, there should be strong contrast against a light background, and all parts must be the same color.
6. There are specific limitations on using the red-and-blue versions. First, use only the specified colors (PMS 485 and 541), and only as they appear in the downloads. No other combination of colors within the graphics is allowed. Second, the two-color versions are only for use against a white background; any other color background will reduce the contrast and, therefore, visibility.
7. Don't change the colors of separate parts of the graphic to provide contrast for your item. For example, if you have a dark blue shirt and the blue type in the art fades into the background, don't change the blue part to white and leave the red as is — the entire graphic should be

changed to solid white.

8. Keep it legible. The logo is designed to be reproduced as large as needed. In reducing the logo for printing, the absolute minimum size is no less than one-half inch (1/2") wide (measured along the baseline of "SkillsUSA"). Reducing the logo further will render it virtually unreadable and very difficult to reproduce. For use of the logo in a digital format (Web site, screen saver, etc.), the absolute minimum size is no less than 1-inch wide at a resolution of 72 dpi.
9. Use the right type of downloaded file for the job. The EPS files are for commercial printing projects. (EPS graphics can be imported or placed in documents, but don't try to click and open them unless you have illustration software. It won't work.) The PNG files are for importing into Microsoft Office documents. (They may appear slightly pixilated on screen but print fine.) Don't use JPEGs from our website in commercial printing. The resolution isn't high enough, and the image will become pixilated if you resize it.
10. The PNG files are for importing into Microsoft Office documents. (They may appear slightly pixilated on screen but print fine.)
11. **Get rid of all your old art. Don't use any previous symbols of the organization, such as the striped "VICA: Quality at Work" logo or the "Pride in What We Do" eagle. Also, the SkillsUSA emblem is reserved for ceremonial purposes and should not be used to represent the organization.**

SkillsUSA logo, "SkillsUSA: Champions at Work" slogan brand mark, individual state association logos and local chapter logo generator: [www.skillsusabrandcenter.org/site/index](http://www.skillsusabrandcenter.org/site/index)

Questions: Email Office of Communications: [tkercheval@skillsusa.org](mailto:tkercheval@skillsusa.org)





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# SkillsUSA National Program



SkillsUSA is a co-curricular career-technical student organization. While many people are aware of our Skills and Leadership Competitions, SkillsUSA is also committed to providing a quality curricular program that serves students, educators, business, and industry while keeping an eye on current employer needs, educational mandates, and trends. The following programs were developed at the National level.

## **National Program of Work**

The heart of SkillsUSA is the Program of Work (PoW) or what your chapter is going to do. It is the activities and projects – the plan of action – that your chapter will carry out during the school year. The national Program of Work (PoW) sets the pace for SkillsUSA nationwide. The expectation is that each chapter will carry out this program of work. All the SkillsUSA programs are in some way related to the following seven major goals:

- ✚ Workplace Experiences
- ✚ Partner and Alumni Engagement
- ✚ Leadership Development
- ✚ Advocacy and Marketing
- ✚ Financial Management
- ✚ Community Engagement

[skillsusa.org/programs/program-of-work/](https://skillsusa.org/programs/program-of-work/)

## Career Essentials

In today's world, it's not enough for students to have technical skills. If they want to advance their career potential and compete in today's job market, they need to stand out, be distinct and be a step ahead. That's a tall order. As an instructor, how can you ensure your students are career ready?

Here's how. We are excited to announce the SkillsUSA Career Essentials suite. These products ensure your students have the foundational skills, attitudes, and values to distinguish them from other applicants in the skilled labor marketplace. Once on the job, your students will be productive and promotable. The SkillsUSA Career Essentials suite is the solution to your needs in producing career-ready graduates who are prepared to face the 21st century demands of employers.

- ✚ **SkillsUSA Career Essentials: Foundations** (formerly called Career Readiness Curriculum [CRC]) \*
- ✚ **SkillsUSA Career Essentials: Experiences** (replaces Professional Development Program [PDP]).
- ✚ **SkillsUSA Career Essentials: Assessments** (formerly called Workforce Ready System Skill Connect Assessments) \*\*

*\*The CRC content has not changed.*

*\*\*The Employability Assessment has changed, but all others remain the same.*

SkillsUSA has been working hard to update and improve the Professional Development Program (PDP). The result is a completely new online curriculum. Created to facilitate the development of SkillsUSA Framework skills in students, it is the next level of instruction after the Career Readiness Curriculum (CRC). The important PDP employability competencies and skills are still in the new curriculum; the only difference is they are now easier to deliver and much more relevant and engaging for students.

[www.skillsusa.org/programs/career-essentials](http://www.skillsusa.org/programs/career-essentials)

## Jump Into STEM!

*Jump into STEM!* just got ramped up a notch. SkillsUSA members across the nation are engaging in STEM related activities with fourth and fifth graders using the *Jump into STEM!* curriculum. Newly released *Jump into STEM!* lessons provide opportunities to engage first to third grade students and middle school students in STEM related activities. *Jump into STEM!* provides an opportunity for SkillsUSA members to engage middle school students and create an open door to recruitment for high school Career and Technical Education (CTE) programs. Recruit students into your program with engaging, hands-on learning provided by current SkillsUSA members.

[www.skillsusa.org/programs/jump-stem](http://www.skillsusa.org/programs/jump-stem)

## SkillsUSA's Alliance with CareerSafe

SkillsUSA and CareerSafe have joined forces to provide students with online youth-safety training authorized by the Occupational Safety and Health Administration (OSHA). Through this affordable, informative, and innovative training, students learn to recognize potential safety and health hazards

pertaining to all 16 national career clusters that can prepare students for college or a career pathway.

[www.skillsusa.org/programs/careersafe-online-safety-training](http://www.skillsusa.org/programs/careersafe-online-safety-training)

### **Student2Student Mentoring Program**

SkillsUSA offers Student2Student Mentoring as a national mentoring program that provides a way for our members to participate in America's Promise Alliance. Mentoring is a voluntary relationship between two people: a middle school, a high school or college student and a younger student (usually one in middle school). The aim is to encourage younger students to explore future careers and make decisions that will lead to marketable skills and productive futures.

Chapters who officially participate in the Student2Student Mentoring Program and submit their report by April 1, 2024, will be recognized at the Skills Ohio Championships State Conference.

[www.skillsusa.org/programs/mentoring-student2student](http://www.skillsusa.org/programs/mentoring-student2student)

### **SkillsUSA Recruitment Week**

The SkillsUSA Recruitment Week is designed to empower chapter leaders to recruit potential new members through a series of activities and events which promote SkillsUSA.

SkillsUSA wants to recognize achievements of chapters that host a Recruitment Week and recruitment activities. After your week is finished, you can submit your Recruitment Week work for the opportunity to be spotlighted on the [SkillsUSA Champions digital hub](#).

[www.skillsusa.org/programs/recruitment-week](http://www.skillsusa.org/programs/recruitment-week)

### **Skills Jam**

SkillsUSA has partnered with the Skilled Careers Coalition to produce Skills Jam, a docuseries that follows SkillsUSA students on their journey to Nationals. Skills Jam provides an opportunity for a wider audience to grasp the importance of skilled careers, and the opportunities available to students who participate in SkillsUSA and Career Technical Education. Viewers will cheer on competitors, feel moved by student stories and become advocates of skilled careers!

[www.skillsusa.org/programs/skills-jam](http://www.skillsusa.org/programs/skills-jam)

### **SkillsUSA National Signing Day**

The SkillsUSA National Signing Day will be held on Thursday, May 4 to celebrate high school seniors and college/postsecondary students who have chosen to pursue a career as a professional in any of the skilled trades. Local SkillsUSA chapters are encouraged to host a signing day event by inviting business partners, school administrators, teachers, elected officials, SkillsUSA alumni, family, and friends to honor students signing "letters of intent" for a job offer, apprenticeship or advanced technical training.

SkillsUSA and its National Signing Day partners are more dedicated than ever to build on the inspiring success of our past National Signing Day event while continuing to shine a much-needed

public spotlight on students pursuing careers in the skilled trades.

[www.skillsusa.org/events-training/national-signing-day](http://www.skillsusa.org/events-training/national-signing-day)

# WorldSkills Competition



## Introduction

SkillsUSA is a member of WorldSkills International, headquartered in Amsterdam, Netherlands. This organization sponsors the biennial WorldSkills Competition (WSC). The U.S. team that competes at the WSC is assembled by SkillsUSA and known as the WorldSkills USA team.

Participation in the WSC has provided a vehicle for comparing our career and technical students and methods of training with that of our major free-market competitors. The training technologies displayed at the WSC exemplify the ultimate standard in skilled workforce preparation. As such, they offer important lessons for technical instructors and for SkillsUSA's corporate partners, whose productivity depends on employees with up-to-date skills. WSC results are one of the benchmarks by which a country's global economic competitiveness is judged.

Over its 60-year history, WorldSkills International has come to symbolize the pinnacle of excellence in career and technical training. Every two years, hundreds of young skilled people, accompanied by their teachers and trainers, gather from around the world to compete in the skills of their various trades and test themselves against demanding international standards and each other. They represent the best of their peers drawn from national skills competitions across the globe.

WorldSkills was founded in 1950 and currently has members from 85 countries/regions, with efforts constantly being made to expand the membership. In 1973, President Richard Nixon recognized SkillsUSA (then known as VICA) as the official organization representing the United States. Only one organization may represent a country in the official delegation and certify that country's international competitors.

SkillsUSA appoints one official delegate and one technical delegate to the governing body of the WorldSkills organization, called the Member Assembly. A technical expert from the United States is appointed to each competition in which the United States competes and is responsible for working with technical experts from other countries to organize, conduct and judge that competition.

## WorldSkills USA Team Selection Procedures and Criteria

SkillsUSA\* will only compete in those WSC competitions for which it has a well-qualified competitor, a well-qualified technical expert, adequate industry-funded support for conducting qualifying trials, advanced training, and general operating costs of the WorldSkills USA competitor prior to the WSC.

**\*Note:** SkillsUSA is responsible to obtain funding for membership in WorldSkills. SkillsUSA must also have 100-percent funding for the competitor and the expert. The funding can be from a single company or a series of contributors. Competitors can be added as funding comes in; however, if there is a possibility that the training needed to send a qualified representative is not available, SkillsUSA may not select a representative.

2. WorldSkills USA competitors may not turn 23 years of age or older during the calendar year of the WSC. (Exceptions apply for the two-member Mechatronics team and Aviation Technology competitors, who may be 25 years old.)

3. The selection process for WorldSkills USA will be a combination of trials where possible and the balance by eligibility, scores from either of the prior two years' SkillsUSA Championships along with an essay and a detailed interview process. The selection process for those candidates not selected by trials will be as follows:

Invitations will be sent to eligible SkillsUSA Championships competitors who are selected by the national organization.

Potential candidates will then fill out an application that includes a more detailed overview of what they will be challenged with.

This will be followed by a telephone interview and then a more in-depth interview, either in person or via a web conference.

Only students continuing their education and/or currently working in the skill area of the international competition for which they are being considered will be eligible.

Advanced training may require competitors to travel to receive training. Competitors will not be expected to pay for their training or travel without adequate financial support.

WorldSkills USA members are required to attend all webinars, orientations and promotional meetings scheduled by the SkillsUSA national headquarters prior to departure for the WSC.

State SkillsUSA directors and advisors of those candidates who are being considered will be notified. If their student is chosen, they will be notified, and the student will be paired with a technical expert.

Individual training programs and schedules will be developed and will begin as soon as possible.





# Chapter Excellence Program

**\*\*\* Level 1 is required for ALL chapters in Ohio. \*\*\***

The Chapter Excellence Program (CEP) honors chapter achievement relative to SkillsUSA's framework of developing personal, workplace and technical skills. The framework actualizes SkillsUSA's mission "to empower members to become world-class workers, leaders and responsible American citizens." It also serves as the blueprint for workplace readiness – our ultimate goal as an organization. By centering on industry demands, the framework builds the foundation for relevant and intentional student learning and employability skill development. All schools receiving the award receive recognition at the SkillsUSA Ohio Championships.

## Models of Excellence

- ✚ Chapters are selected via committee to attend the National Leadership & Skills Conference (NLSC) as a Model of Excellence
- ✚ Receive travel stipend (based on securing sponsorship)
- ✚ Students participate in sponsor interviews
- ✚ Invited to Models of Excellence Dinner at NLSC
- ✚ Recognized in the NLSC session
- ✚ Receive school banner
- ✚ Receive school plaque (based on securing sponsorship)
- ✚ Recognized in promotional materials highlighting Models of Excellence

## Chapter of Distinction – Gold Recognition

- ✚ Complete Level 1 and 2 of application
- ✚ Achieve essential activities and distinction indicators
- ✚ Receive banner
- ✚ Receive advisor lapel pin
- ✚ Invited to attend NLSC
- ✚ Invited to Chapter of Distinction Gold Reception
- ✚ Recognize students and advisors at NLSC



## Chapter of Distinction – Bronze and Silver

- ✚ Complete Level 1 and 2 of application
- ✚ Achieve essential activities and distinction indicators
- ✚ Receive certificate

## Quality Chapter

- ✚ Complete Level 1 of application
- ✚ Achieve quality indicators
- ✚ Receive certificate

**CEP Level 1 must be completed by January 19, 2024 for schools competing at Regionals. CEP Level 2 must be completed by March 9, 2024- this is for recognition as gold, silver, or bronze achievement and the chance to proceed to Nationals.**

Applications are to be submitted online at [www.skillsusa.org/programs/chapter-excellence-program](http://www.skillsusa.org/programs/chapter-excellence-program).



## **SkillsUSA Ohio State Programs**

### **SkillsUSA Ohio Advisor of the Year**

#### **Criteria**

This award is presented to secondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, regional, state, or national levels.

#### **Eligibility**

- Individuals currently employed by high schools, career centers, area vocational technical schools, etc.
- Contributions and achievements on which the nomination is based should have been made within the past ten years.
- The nominee must be a paid professional member of SkillsUSA.
- The nominee must have reached CEP Level 2 during the current school year.

#### **Nominees**

Nominees will be recognized at State Championships. All the nominees will be invited to the SkillsUSA Ohio State Championships where one will be selected as the Ohio SkillsUSA Advisor of the Year and earn the opportunity to represent Ohio at the 2024 SkillsUSA Championships.

#### **Nominator's Special Instructions**

Nominator should submit to SkillsUSA Ohio a letter of support or recommendation for the nominee along with application. This letter should outline:

- ✚ The contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's state, region and/or nation. The applicant must show the experiences of engagement within SkillsUSA that are at a level beyond the classroom or local chapter. You may also describe how the nominee has advanced career and technical education in his/her occupational area.
- ✚ Significant positions held (in education or SkillsUSA).
- ✚ Other specialized SkillsUSA activities such as community service, safety projects, or any other activity above and beyond the call of duty.
- ✚ A narrative-style biography of the nominee (one page, single-spaced).

**Special Notice**

The procedure for final selection of the Advisor of the Year are as follows:

- ✚ Nominations are sent to the SkillsUSA Ohio Board of Directors. Any applicant that does not meet the minimum qualifications listed above will not be forwarded as a finalist to the Board of Directors.
- ✚ The Ohio Advisor of the Year will be submitted to the National Organization for the privilege of being selected at the Region 3 Advisor of the Year and a chance to compete for the National Advisor of the year at NLSC.

**Applications are due in the SkillsUSA Ohio office by January 27, 2024.  
Ohio's Advisor of the Year will be selected and notified by March 1, 2024.**

**Regional applications are due to Nationals by April 1, 2024.**



## **SkillsUSA Ohio Lifetime Achievement Award**

**Purpose and Requirements of the Award**

The purpose of this program is to recognize those who have served SkillsUSA in a significant way for an extended period of their career beyond being a school advisor. These individuals have been involved with making major strides in the organization to ensure student success and have truly embodied the SkillsUSA core beliefs and values. An individual's contributions may fall in one or more of the following areas:



- ✚ Advancement in the organization
- ✚ Development of student programs
- ✚ Success and innovation of state conference/competitions
- ✚ Increasing industry partnerships in the organization
- ✚ Service to the organization
- ✚ Advance of the status or visibility of the field

### **Presentation and Form of the Award**

Given once a year, the award shall be presented at the SkillsUSA Ohio State Championships on stage by the current State Director and State Officer team.

### **Procedures Governing the Award**

Requirements for the honor:

- ✚ Nomination can be submitted by student, staff member, board member or advisor or any other person related to SkillsUSA Ohio. Must have served at least 5 years outside of the classroom.
- ✚ Can be current or past Staff, Board Member, or State Advisor.
- ✚ Must have had an impact on students or the organization.
- ✚ The nominee should be at or near retirement.

### **The Submission should include:**

- ✚ The nominee's name, school, and years of service.
- ✚ A clear-cut, comprehensive description of the nominee's major contributions to the organization.
- ✚ At least three reasons the nominee is deserving of the award.

**Nominations for the award must be received by the chair of the Award Selection Committee no later than January 27, 2024, of the year in which the nominee is to be considered.**

Except for the winner, the other nominees' applications will remain active for up to 3 years.

### **Composition and Operation of the Award Selection Committee**

- ✚ Members of the award selection committee shall be comprised of members of the current Board of Directors.
- ✚ The award selection committee shall consist of at least three members.
- ✚ The award selection committee shall determine the winner by majority vote.
- ✚ The award selection committee may choose to make no award.
- ✚ All oral and written communications regarding nominations or deliberations of the award selection committee shall remain strictly confidential, including the names of all nominators, endorsers, and nominees.

## **SkillsUSA Ohio State Advisor Program**

SkillsUSA is a student leadership organization developed by teachers to support the initiatives of Career and Technical Education at the local, regional, state, and national levels. The success of our State Leadership Programs and Competitive Events Programs relies on volunteer support. The SkillsUSA Ohio State Advisor Program was established to build a cadre of educators that will provide

guidance and support to Ohio's Regional, State and National activities. The goal is to have 20-30 State Advisors that can support our program and events.

### **State Advisor's Expectations:**

- ✚ Perform management support at any events present.
- ✚ Chaperone National, State, and Regional Officers as needed.
- ✚ Lead/Coordinate Professional Development Program at Fall Conference.
- ✚ Conduct Regional and State Delegate Assemblies.
- ✚ Conduct Regional Officer Training Institute.
- ✚ Serve as contact for technical support in region.
- ✚ Provide support at Regional Awards Ceremony.
- ✚ Serve as part of SkillsUSA Ohio Championships Management Staff.
- ✚ Serve as Advisory Team to the Board on Leadership Programs.
- ✚ Serve as a liaison for SkillsUSA Ohio for new and existing chapter reach out.

### **The Advisor's Commitment:**

Attend as negotiated between the Advisor/School and State Director:

- ✚ SkillsUSA Ohio State Advisor Training (Saturday in the Spring and Fall).
- ✚ State Fall Leadership Conference (October/November – 2.5 school days per year).
- ✚ Regional Competitions (February/March – 1 non-school day per year).
- ✚ Regional Officers Training Institute (January – 4 school days and 2 non-school days).
- ✚ SkillsUSA Ohio Championships (April – 3 school days and 1 non-school day per year).
- ✚ Various Regional Reach-Out visits
- ✚ Other activities as approved by SkillsUSA Ohio and school.

### **The School's Commitment:**

- ✚ Grant appropriate leave or support for the Advisor to meet required activities.

### **Term of Office:**

- ✚ The term of office is 1-2 years and may be renewed.

### **SkillsUSA Ohio's Commitment to State Advisors:**

- ✚ Cover travel, lodging, meals, and registration expenses for the 5 required events.
- ✚ Provide necessary resources to conduct training.

For more information, visit [www.ohioskillsusa.org](http://www.ohioskillsusa.org) under the opportunities tab or contact the SkillsUSA Ohio office.

## **SkillsUSA Ohio Annual Advisor Training**

The SkillsUSA Ohio Advisor Training is an exciting opportunity for both new and veteran advisors to hone their chapters. The event hosts several speakers and field experts facilitate the 2 days of sessions. Sessions will be interactive and will cover topics from across the SkillsUSA spectrum; focusing on the Program of Work, the SkillsUSA Framework, how to integrate SkillsUSA into the classroom, and how to get students engaged and keep them engaged. Over the 2 days, this conference helps assist new advisors in building their chapter and getting them started on the right foot. Experienced advisors will have the chance to network with others and add more SkillsUSA 'tools' to their toolbox. Sessions are taught by the SkillsUSA Ohio State Advisors, select local advisors, select school administrators, the SkillsUSA Ohio State Director, along with many others. This is a great way to get your SkillsUSA Chapter excited and engaged and ensure students and

advisors alike have a great SkillsUSA Experience.

**\*\*This conference is highly recommended for new instructors/advisors to SkillsUSA\*\***

**Where and when:**

- + Deer Creek State Park (may rotate sites from year to year)
- + Must Register at <https://www.ohioskillsusa.org/advisor-training>
- + Hotel Reservations are made directly through the hotel (Deer Creek State Park)
- + This conference will take place annually between the end of September and the beginning of October – Refer to the Calendar of Events for dates [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)

**Who should attend:**

- + New Advisors (1-3 years)
- + Experienced Advisors (3 years +)
- + New Administrators and Supervisors to the SkillsUSA Program

**Registration:**

- + Registration must be completed at <https://www.ohioskillsusa.org/advisor-training>
- + There will be no refunds for cancellations after the registration deadline.
- + Substitutions may be made up to the day of the event.

**General Conference Information:**

- + Schools provide their own transportation.
- + Dress-code is business casual for the event.
- + It is the responsibility of the school to ensure that the advisor attending the conference has copies of their insurance and emergency medical forms with them.
- + Schools' codes of professional conduct apply at all times.
- + All attendees are expected to attend all general sessions.
- + Professional Development/CEU credits of 14-hours will be provided at the conclusion of the event.
- + Each participant will be provided with a professional curriculum package included with the registration cost.
- + Each participant will receive a polo shirt denoting them as an official SkillsUSA advisor at the event.

\*Please see conference brief for more information this will be posted at [www.ohioskillsusa.org](http://www.ohioskillsusa.org)



## SkillsUSA Ohio Fall Leadership Conference

The State High School Fall Leadership Conference is the official State Professional Development Event for High School SkillsUSA Chapters. The conference will feature an action-packed motivational speaker and training sessions for Advisors, Local Chapter Officers, Voting Delegates, Officer Candidates, and general members of SkillsUSA. All participants receive an official certificate of participation and Advisors will have the opportunity to collect CEU's. On the second day of the conference, Regional Delegate Assemblies will be conducted to elect the High School Regional Officers.

### Where and when:

- + Greater Columbus Convention Center, 400 N. High Street, Columbus, Ohio.
- + Reservations – Schools are now required to use the Housing Authority through SkillsUSA Ohio.
- + When – Refer to the Calendar of Events for dates [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)

### Who should attend:

- ✦ Voting delegates, plus alternates (Alternates are not permitted to sit on the assembly floor during Regional Election.)
- ✦ Regional Officer Candidates who have passed screening test
- ✦ Chapter Officer Teams
- ✦ Chapter members that are interested in growing into leaders
- ✦ Chapter advisors and administrators – **one advisor must be registered for every 10 students registered**

**Registration:**

- ✦ Registration must be completed in the Conference Management System (CMS)- [www.skillsusa-register.org](http://www.skillsusa-register.org)
- ✦ There will be no refunds for cancellations after the registration deadline.
- ✦ Substitutions may be made up to the day of the event.

**General Conference Information:**

- ✦ Schools provide their own transportation.
- ✦ **Students and Advisors must wear official SkillsUSA dress or business attire during all leadership sessions.**
- ✦ It is the responsibility of the school to ensure that the advisor attending the conference has copies of their students' medical forms and signed code of conducts on hand.
- ✦ Advisors are responsible for their own students at all times.
- ✦ All schools are expected to attend all general sessions.
- ✦ Students and advisors attending the Thursday evening activities must wear appropriate school attire.
- ✦ Each school is required to have an Advisor at the Convention Center during all conference activities in the event of an emergency.

\*Please see conference brief for more information this will be posted at [www.ohioskillsusa.org](http://www.ohioskillsusa.org)





# High School Delegate Assembly Procedure

The High School Regional Delegate Assemblies occur on the Friday of the Fall Leadership Conference and the Tuesday of the SkillsUSA Ohio State Championships.

- **Regional Officers will be elected at Fall Leadership Conference and must be registered members of SkillsUSA prior to Fall Leadership Conference to run for office.** The Regional Officers elected at this conference will attend Regional Officer Training Institute (R.O.T.I.). **For more detailed information on candidacy, please see the instructor's manual for regional, state, and national officer candidates**
- **State Officers and National Officer Candidates** are elected at the High School State Delegate Assembly that takes place in April/May at the SkillsUSA Ohio State Championships. **For more detailed information on candidacy, please see the instructor's manual for regional, state, and national officer candidates.**

## General Information

- ✚ Only pre-qualified officer candidates may run for office.
- ✚ Only qualified voting delegates will be eligible to receive a ballot.
- ✚ Campaigning in any form or manner may not take place prior to the orientation.
- ✚ Candidates may not have previously held or currently hold the office they are running for.
- ✚ Inappropriate or derogatory comments made by candidates or school delegation may result in disqualification.
- ✚ Campaign materials may not include anything perishable or that can be consumed by a person.
- ✚ Campaign materials cannot stick to the walls or floor and cannot damage anything at facility.
- ✚ Candidates **MUST** wear official SkillsUSA attire.
- ✚ All officer positions will be elected as a slate (top 7).

## Speech

- ✚ No more than 2 minutes in length
- ✚ Cannot use own school name
- ✚ Cannot use names of other schools or candidates
- ✚ Cannot ask for audience participation
- ✚ No props or skits may be used during your speech

## Impromptu Question

- ✚ Candidates on final ballot will have one minute to answer the question.
- ✚ Candidate must be in SkillsUSA dress when answering the question.
- ✚ Questions will be philosophical in nature and will pertain to leadership or SkillsUSA knowledge.

## Ties

- ✚ A tie for second place on the primary ballot will result in the candidate with the most votes (first place) and both second place candidates being on the final ballot.
- ✚ A tie on the final ballot will be broken by the results of the preliminary ballot. If still tied, another impromptu question will be asked by the SkillsUSA Ohio State Director or designated person, and the delegates will vote by secret ballot. This procedure will continue until the tie is broken.

# VOTING DELEGATES

## (Regional, State, and National)

Voting Delegates are an important part of the election process. It is up to the school to determine locally the qualifications for servings at voting delegates. Below are some basic guidelines.

### Regional Voting Delegates

- ✚ Must be paid SkillsUSA members.
- ✚ Not required to be tested.
- ✚ **\*New for 2023-2034\*** Number of delegates permitted is based on the previous year's membership by **BUILDING IRN**.
- ✚ **The new delegate strength is posted at [www.ohioskillsusa.org](http://www.ohioskillsusa.org) on the Fall Leadership Conference Page.**
- ✚ Delegates must be in official SkillsUSA dress or business attire to be permitted on the floor.
- ✚ Regional Voting Delegates are required to attend the Delegate Breakout Sessions and orientation at the Fall Leadership Conference to participate in Regional Elections.

### State Voting Delegates

- ✚ Must be paid SkillsUSA members.
- ✚ State Voting Delegates are encouraged to attend the Delegate Breakout Sessions at Fall Conference.
- ✚ Must be in official SkillsUSA dress.
- ✚ Campaigning in any form or manner may not take place with any students, teachers, administrators, delegates, or other schools prior to the state officer orientation meeting on Tuesday of the State Conference.

### National Voting Delegates

- ✚ National Voting Delegates must submit application by May 14, 2024.
- ✚ Applicants must identify experience as a Voting Delegate or Officer Candidate at the Regional or State level or have attended the Delegate training at the Fall Leadership Conference for consideration.
- ✚ National Voting Delegates must attend the one-day Ohio National Prep Conference on June 9, 2024.
  - Refer to the Calendar of Events for the date. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
- ✚ Must be a paid SkillsUSA member.
- ✚ Each school may send one official Voting Delegate and as many alternates as they are willing to pay for.
- ✚ Delegates must attend the national conference at their school's expense and must be in official SkillsUSA dress.
- ✚ Delegates must understand that they are going to be busy while at the national conference.
- ✚ Returning National Voting Delegates may apply to serve as Head Voting Delegate.

# Officer Candidate Guidelines

## Regional Officer Candidates

- ✚ Candidate Qualifications:
  - Candidates must be an active high school SkillsUSA member for the current year by the SkillsUSA Ohio dues deadline.
  - Candidates must be enrolled in an approved Career-Technical program and participating in a SkillsUSA Chapter.
  - **Candidates may not have previously held or currently hold a regional office.**
  - Each campus permitted to test as many potential candidates as they wish.
  - A maximum of 7 candidates may run from any single campus.
  - Candidates **may be** freshmen, sophomores, juniors, or seniors.
- ✚ A maximum of 7 officers will be elected for each Region.
  - These officers will be elected as a slate, meaning the top 7 vote winners will be elected as “Regional Officers”.
  - A President and Vice President will be chosen from every region at the Regional Officer Training Institute based on merit, desire, and performance.
  - Students running for office should know all parts of the Opening and Closing Ceremonies.
- ✚ Procedure to run for regional office:
  - Candidate must complete a Regional Officer Candidate Application.
  - An administrator/advisor must request screening test materials prior to the request cut-off date.
    - Refer to the Calendar of Events for the cut-off date.  
[www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
  - A school administrator/advisor must administer the screening test.
    - **Student can take the test one time only.**
  - Candidate must score 80% or better for placement on the primary ballot.
  - An administrator must return the qualified application to the SkillsUSA Ohio office by due date.
    - Refer to Calendar of Events for due date. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
  - All election information will be pushed onto the website.
  - All candidates are required to attend the Officer Candidate Orientation Session on Thursday at the State High School Fall Leadership Conference Orientation.

## State Officer Candidates

- ✚ Candidate Qualifications
  - Candidates must be an active high school SkillsUSA member for the current year by the SkillsUSA Ohio dues deadline.
  - Candidates must be enrolled in an approved Career-Technical program and participating in a SkillsUSA Chapter.
  - Candidates may not have previously held or currently hold a state office.
  - Each campus is permitted to test as many potential candidates as they wish.
    - A maximum of 7 candidates may run from any single campus.
    - Candidates may be freshmen, sophomores, or juniors.
  - No Career-Technical Planning District can have a president elected two years in a row.
  - Candidates **cannot** be state voting delegates.



- Candidates **cannot** compete in the state SkillsUSA Championships.
- Candidates are not eligible to run for national office.
- A maximum of seven officers will be elected. These officers will be elected as a slate of state officers. The President and Vice President will be chosen based on performance and merit following State Officers Retreat.

### Procedure to run for state office

- ✚ The candidate must complete a State Officer Candidate Application.
  - An administrator/advisor must request screening test materials prior to the request cut-off date.
  - Refer to the Calendar of Events for the cut-off date. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
- ✚ A school administrator/advisor must administer the screening test.
  - **Student can only take the test once.**
  - Test will consist of 25 multiple-choice questions from leadership general knowledge, the SkillsUSA Framework, the SkillsUSA Career Essentials and/or the Leadership Handbook.
- ✚ The candidate must score 80% or better to be placed on the primary ballot.
- ✚ An administrator must return the qualified application to the SkillsUSA Ohio by the due date.
  - Refer to the Calendar of Events for that date [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
- ✚ The candidate must attend the state conference delegate assembly, and:
  - Must be in Official SkillsUSA dress.
  - All Candidates will give speech of no more than 2 minutes in length.
  - The top 28 Candidates will appear on a primary ballot and will receive an impromptu question based around general leadership or SkillsUSA knowledge.
  - The top 14 Candidates will appear on the final ballot and will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
  - In between each ballot, a 5-10 minute meet the candidate caucus session will occur.
  - Skits are not permitted.
  - Candidates may not use their own school names in their speech.
  - Candidates are not permitted to use other school names in their speech.
  - Candidates are not permitted to ask for audience participation during any response on stage.
  - Campaigning in any form or manner may not take place prior to the mandatory state officer orientation meeting on Tuesday.
  - Campaign materials may only be displayed in designated Meet the Candidate area.
  - Materials that do not fit within the designated campaign space will not be permitted and are subject to disqualification (half of a 6-foot table). Materials must be a tabletop display.
  - State Candidates may participate in a meet the candidate session prior to election.
  - Campaign materials must not consist of anything that can be consumed by a person.
  - Campaign materials cannot stick to the walls or floor and cannot damage anything at facility.
  - Campaigning on social media prior to the meet the candidate session is not permitted.

### Ties

- ✚ A tie for second place on the primary ballot will result in the candidate with the most votes (first place) and both second place candidates being on the final ballot.
- ✚ A tie on the final ballot will be broken by the results of the primary ballot.
  - If still tied, another impromptu question will be asked by the SkillsUSA Ohio state director or designated person, and the delegates will vote by secret ballot.

- This procedure will continue until the tie is broken.

## **National Officer Candidates – Must identify to State Director by January 27, 2024**

- ✚ The election of candidates will be at the State Delegate Assembly.
- ✚ Ohio will have a maximum of two National High School Officer Candidates. The office they are running for will be determined during the National Officer Candidate Orientation in Atlanta.
  - Region III Vice President – Candidate
  - National Officer-at-Large – Candidate
- ✚ Candidates
  - Must be a paid SkillsUSA member.
  - Must be enrolled in an approved Career-Technical program.
  - Must have one full year remaining in a Career-Technical Education program.
  - Each CTPD may test as many students as they would like.
  - **Cannot** compete in the state SkillsUSA Championships.
  - Must attend a one non-school day of training (during State Officer's Retreat).
    - Failure to attend may result in removal from the national ballot.
  - Must attend the National Officer Candidate Orientation in June 2024.
    - Refer to the Calendar of Events for date.  
[www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
  - Must attend Leverage and Engage Training Pre-Conference at the National Conference with their Advisor.
- ✚ Procedure to run for national office
  - Must complete an application.
  - An administrator must request screening test prior to test request cut-off date.
    - See Calendar of Events for cut-off date  
[www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
  - A school administrator must administer screening test.
    - **Students can only take the test once.**
  - Test will consist of 25 multiple-choice questions from Leadership General Knowledge, the SkillsUSA Framework, the SkillsUSA Career Essentials and/or the Leadership Handbook.
  - Student must score 80% or better to be on the primary ballot and must present evidence of PDP/Career Essentials Experiences completion at screening interview on Tuesday of the State Conference.
  - Administrator must return the application packet to the SkillsUSA Ohio office prior to the cut-off date.
    - Refer to the Calendar of Events for date  
[www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
  - The Administrator or Lead Advisor must contact SkillsUSA Ohio to schedule an appointment for National Officer Candidate's interview in order for the Candidate to be considered for the ballot.
    - The interview may be completed in person or by phone.
  - The application packet will be reviewed, and candidates will be interviewed by a screening committee. (The committee will consist of State Director, SkillsUSA Ohio Staff and/or members of the Ohio Department of Education.) This committee will determine final eligibility of the Candidate to be placed on the ballot.
  - Candidates and their advisors **must** attend the national conference at their school's expense. See National Application for further details.

- The candidate must attend the state conference delegate assembly.
- Must be in Official SkillsUSA dress.
- All Candidates will give speech of no more than 2 minutes in length.
- All National Officer Candidates will appear on a primary ballot and will receive an impromptu question based around general leadership or SkillsUSA knowledge.
- The top 4 candidates will appear on the final ballot and will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
- In between each ballot, a 5 to 10 minute meet the candidate caucus session will occur.
- Skits are not permitted.
- Candidates may not use their own school names in their speech.
- Candidates are not permitted to use other school names in their speech.
- Candidates are not permitted to ask for audience participation during any response on stage.
- Campaigning in any form or manner may not take place prior to the mandatory state officer candidate orientation meeting on Tuesday.
- Campaign materials may only be displayed in designated Meet the Candidate area.
- Materials that do not fit within the designed campaign space will not be permitted and are subject to disqualification (half of a 6-foot table). Materials must be a tabletop display.
- National Officer Candidates may participate in a meet the candidate session prior to election.
- Campaign materials must not consist of anything that can be consumed by a person.
- Campaign materials cannot stick to the walls or floor and cannot damage anything at facility.
- Campaigning on social media prior to the meet the candidate session is not permitted.

## Ties

- ✚ A tie for second place on the primary ballot will result in the candidate with the most votes (first place) and both second place candidates being on the final ballot.
- ✚ A tie on the final ballot will be broken by the results of the preliminary ballot.
  - If still tied, another impromptu question will be asked by the SkillsUSA Ohio state director or designated person, and the delegates will vote by secret ballot.
  - This procedure will continue until a tie is broken



# Officer Duties and Activities

## Elected Regional Officers

- + Can compete in any competition.
- + Must maintain a grade average of a "C" in all subject areas to be able to participate in regional and state SkillsUSA activities as a regional officer.
  - o They may not be failing any classes with a "D" or lower.
- + Must attend the following conferences as instructed.
  - o Regional Officer Training Institute (January - 6 days).
  - o Regional Competitions (February/March - 1 day).
- + Encouraged to attend:
  - o State Fall Leadership Conference (October/November - 2 days)
    - Both Thursday and Friday if they are still in school.
    - Friday only if they have graduated.
  - o State Championships as Courtesy Corps.
- + Will hold office for a term of one year.
- + May not run for a second term.
- + Must submit eligibility report to SkillsUSA Ohio prior to participation in an event during school time.
- + May apply to work as volunteers at SkillsUSA events as part of their term of office.

## Elected State Officers

- + **Can** compete in regional, state, or national competition.
- + Will hold office for a term of one year.
- + No member shall serve more than one term as a state officer.
- + Must serve as national voting delegates during their term.
- + Schools will pay for state officers to attend the national conference (mandatory).
- + **Must** maintain a grade average of a "C" in all subject areas to be able to participate in SkillsUSA Ohio activities as a state officer.
- + Must submit an eligibility form prior to each event during school time to SkillsUSA Ohio.
- + Must attend the following conferences:
  - o State Officer's Retreat (June - 4 non-school days)
  - o Ohio National Prep Conference (June – 1 day)
  - o National Leadership Conference (June - 7 non-school days) (This is the only conference the school pays for.)
  - o Summer Leadership Conference (July - 5 non-school days)
  - o State Officer/Advisor Fall Retreat (October - 1 school day)
  - o State Fall Leadership Conference (October/November - 3 school days)
  - o Regional Competitions (February/March - 1 non-school day)
  - o Regional Officer Training Institute (January - 4 school days, 2 non-school days)
  - o SkillsUSA Ohio Championships (April - 3 school days, 1 non-school day)

## Summer Leadership Conference (temporarily on-hold)

Summer Leadership Conference is a one-week leadership conference held annually for new and returning high school SkillsUSA members. This conference provides students an overview of SkillsUSA activities and the opportunity to develop leadership and teambuilding skills that enhances each participant's ability to lead their SkillsUSA Chapter. Please refer to the Calendar of Events for dates and location.

[www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)

### Registration

- ✚ All registrations are done online, and summary sheet must be postmarked and in the SkillsUSA Ohio office prior to the registration deadline.
- ✚ A Purchase Order (PO) number or check must accompany registration form.
- ✚ Dorm assignments are on a first come, first serve basis.

### Campers

- ✚ Membership is not required.
- ✚ Must be enrolled in an approved Career-Technical program.
- ✚ Must have one full year remaining in a Career-Technical Education program.
- ✚ Must be in good standing with their school and have at least a grade "C" average.
- ✚ Must pay registration cost which includes:
  - 3 nights lodging
  - 11 meals
  - T-shirt
  - Workbook
- ✚ There will be no refunds for cancellations after the registration deadline.
- ✚ Must provide own transportation to and from the conference.
- ✚ An adult advisor from each school sending students is required to attend camp.
  - There should be one advisor for every 10 students registered.
- ✚ Adult advisors and students must arrive prior to 1:00 p.m. on the first regularly scheduled day of the conference.

### Group Leaders

- ✚ Must have previously attended SkillsUSA Ohio Summer Leadership Conference or be a current regional or national officer.
- ✚ Must be between the ages of 18-20.
- ✚ Must be a graduate from High School.
- ✚ Must arrive at camp by 2:00 p.m. on the Sunday before the conference.
- ✚ Need to arrange their own transportation to and from the conference.
- ✚ There is **no cost** to selected group leaders.

\*See group leader application form for more details.

# COMPETITION GUIDELINES

SkillsUSA Ohio has established 4 levels of competition to determine who is eligible to compete at higher levels of contest. The levels of competition are local, regional, state, and national. The state gold medalist in each contest held at the State Championships will be invited to represent Ohio at the National Leaderships and Skills Conference.

All SkillsUSA members are eligible and local chapters are encouraged to conduct local level competitions and advance in accordance with the Technical Standards Guidelines established for the SkillsUSA Championships Program.

## Competition Intent

Each school must declare all potential competitors in regional, and straight to state competitions, including demo contests and super regionals by **December 14, 2023**.

## Regional Competitions

Paid SkillsUSA members currently enrolled in Career-Technical Education Programs are eligible to compete. The final registration date can be found on our Calendar of Events [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar). Regional Competitions should occur in accordance with the Ohio Championships Guidelines book and the National Technical Standards. Exceptions to these standards must be listed in the competition standards for the regional competition. The top 3 students in each event will advance to the SkillsUSA Ohio Championships in April/May 2024.

## SkillsUSA Ohio Championships

The SkillsUSA Ohio Championships will be held at the Greater Columbus Convention Center. Gold medalists in each category will advance to National Competition. Refer to our Calendar of Events for dates of competition and registration deadline. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)

## National Leadership and Skills Conference

The National Leadership and Skills Conference are in Atlanta, Georgia, in June 2024. For more information, visit [www.skillsusa.org](http://www.skillsusa.org). Refer to our Calendar of Events for dates. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)

## Policy since 2020

**Schools need to send one advisor for every 10 students registered for an event.**

## What to Review and how to prepare students:

- ✚ Information in this book
- ✚ **Regional Competition Standards (For Regional Competitors)**
- ✚ **State Competition Standards (For State Championships)**
- ✚ **National Technical Standards (Review for all levels of contests as all levels will refer to the competencies contained here)**

## What to Bring:

- ✚ 1 copy of Emergency Medical Form on person (behind name badge)
- ✚ 2 pencils
- ✚ Any tools and/or materials to be supplied by contestant will be noted on Competition Standards List.



- + Appropriate Safety Personal Protective Equipment
- + A résumé will be required for all Regional and State contests. Résumés will be checked, but not collected by the Contest Coordinator as the student signs in.
  - o **Résumé penalties will be enforced.**

**EACH COMPETITION WILL IDENTIFY THE DRESS CODE IN THE SPECIFIC COMPETITION STANDARDS FOR THAT EVENT. DO NOT REFER TO THE NATIONAL TECHNICAL STANDARDS FOR DRESS CODE UNLESS FOR THE NATIONAL COMPETITION**

**Leadership and Occupational Competitors Clothing:**

- + Official SkillsUSA attire or
- + Business attire or
- + School Uniform with all identifying logos/markers covered (no jeans)
- + Do not mix and match (No Polo with Khakis, etc.)
- + Must wear official attire if it is listed on the Competition Standards list

**Technical Competitors Clothing:**

- + School Uniform with all identifying logos/markers covered (no jeans) or
- + Appropriate work attire as defined on the competition standards List
- + Shirts cannot have logos, slogans, or pictures
- + School names should be covered

**Safety Equipment/Training Verification:**

- + Student must provide Personal Protective Equipment that meets ANSI and/or OSHA standards per SkillsUSA Technical Standards.
- + Loose fitting clothing must be secured.

**Awards Ceremony - Clothing for all contestants:**

- + Official SkillsUSA attire or
- + Business attire or
- + School Uniform (no jeans)
- + Do not mix and match (No Polo with Khakis, etc.)
- + Regionals Only - Competition attire per competition standards list

## Official SkillsUSA Dress

Wearing the official SkillsUSA attire adds a sense of unity and identification, as well as enthusiasm, to meetings, ceremonies, presentations, and activities. Members are encouraged to strictly follow the guidelines for official attire during ceremonies, visits with dignitaries, officer campaigns and similar occasions.



# SkillsUSA Ohio Regional Competitions

## **Purpose**

SkillsUSA Ohio offers an opportunity for Career-Technical students to demonstrate the quality of their Career-Technical educational programs and recognizes outstanding students who excel in their occupational area. Competition in both individual skilled programs and leadership activities should be held at the local and regional level prior to the SkillsUSA Ohio State Championships

Conducting the skill competitions at these different levels permits students to become involved with the SkillsUSA Ohio organization. After competing in the state skill championships, students may have an opportunity to represent Ohio in the national SkillsUSA Championships.

## **Roles and Responsibilities**

Ohio Department of Education Program Specialists act as managers of the SkillsUSA Ohio Regional competition events. The Education Program Specialist will be primarily responsible for the regional budget and managing the Conference Management System (CMS). This includes managing registrations and certifying the scoring results for the regional event. Program Specialists will delegate most of the contest responsibilities to the Regional Chairperson. The final responsibility for the execution of these activities is ultimately that of the regional host site. It is the responsibility of the Regional Chairperson to ensure that expenditures are within budget.

Ohio Department of Education Program Specialists will be available during the contest to facilitate the contest grievances process.


<b>ODE Education Program Specialist</b>	<b>Regional Host Site</b>
Budget Assignment & Consultation	Regional Budget Management
Contest Registration Management	Host and Manage Competitions
Scoring	Coordinate Judges and Contest Coordinators
Facilitate Grievance process	Plan and Conduct Awards Ceremony
Generate Awards PowerPoint	Print Region Specific Materials

## **Regional Chairperson**

The Regional Chairperson is chosen by the regional host site and is responsible for the total operations of their regional skills competition event. For guidance in this process, the Regional Chairperson should use the checklist provided in this booklet. The past chairperson should act as co-chairperson. The chairperson should work in direct contact with the Ohio Department of Education Program Specialist to coordinate all activities of the regional skills championships.

## **State/Regional SkillsUSA Advisors**

State/Regional advisors should act in an advisory capacity to the Ohio Department of Education Program Specialist and Regional Chairperson. The state/regional advisor should be available to assist with the following tasks:

-  Propose recommendations that facilitates an efficient transition of events on contest day.



- ✚ Assist with host site needs on the day(s) of competition.
- ✚ Coordinate Regional Officers for Awards Ceremony.

## **Regional Officers**

The regional officers will attend the regional skills championships and wear official SkillsUSA dress. State Advisors must be notified if a regional officer is unable to attend the regional skills championships. Regional officers are permitted to compete in regional and state competitions.

The regional officers should handle the following tasks:

- ✚ Perform the opening and closing ceremonies
- ✚ Assist with introductions
- ✚ Assist with the presentation of medals
- ✚ Act as guides and ushers
- ✚ Assist with public relations activities

## **General Regulations**

Ohio Department of Education Program Specialists, Regional Chairperson, State/Regional Advisors and Regional Officers must use these general regulations in conducting a SkillsUSA Ohio Regional SkillsUSA Championships.

The regional competitive events should closely adhere to the SkillsUSA National Technical Standards. It is advised to conduct all regional competitions within those parameters. The National Technical Standards are available (with professional membership) through the SkillsUSA Registration Website.

A regional contest should be planned if there is intent from four or more contestants for a competition. If there are three or fewer contestants registered for a specific regional contest, that contest is not required to be held and those contestants automatically advance to state competition. In addition, if there are less than 18 competitors or teams registered statewide for a given contest, a regional contest may not be held, and those contestants automatically advance to state competition. SkillsUSA Ohio will provide the official list of contests to each regional chairperson no later than the first Monday following the registration form deadline.

## **Skill Contests**

Each region must offer the required competitions. If a region is unable to provide a required competition, no competitors from that competition can advance to the state competition.

90% of the score for each skill contest should be comprised of hands-on performance. Skills contests may assess an oral presentation such as a personal interview, an explanation of skills to be performed, or response to a problem. All contests will be performed in the safest manner possible. Any safety violation could result in disqualification.

Skill competitions may last a maximum of three hours and thirty minutes. Contestants should have equal time in each contest. Any exceptions to this rule should be approved by the State Director.

For skill contests that the Region is unable to provide an adequate hands-on event, a written

test could be administered. The State SkillsUSA Office may provide the written tests.

Contest orientation sessions are mandatory attendance. Orientation time (max 30 minutes) is excluded from the contest time limit.

Contestants arriving at the contest site late but before the end of the orientation session can participate. Contestants arriving at the contest site after the orientation session has ended are not allowed to participate until they receive an orientation from the chairperson. If a special orientation is required, this time may be deducted from the skill contest time.

Participants who do not bring the required tools and materials, as specified in the individual contest regulations, could be assessed a penalty in accordance with the established guidelines. The penalty is assessed by the Contest Coordinator. The Contest Coordinator may choose to furnish the required item(s); however, the penalty could still be assessed.

### **Offsite Contests**

For competitions held offsite from the regional host school, the Regional Chairperson will notify the State SkillsUSA Ohio Office of contest location, date, and time. The Regional Chairperson will coordinate the competition in partnership with the Ohio Department of Education Program Specialist and offsite location contact. It is the responsibility of the regional host site to provide support and oversight of all competitions regardless of location. All costs associated with offsite contests are part of the total regional budget.

### **Observers/Closed Contests**

Observers will be permitted where adequate space in the contest area is available. The Contest Coordinator may determine, at any time prior or during the competition, to close the competition if he/she feels that the presence of observers is disruptive to the competition or may cause a safety issue. All local advisors and administrators must cooperate with those individuals charged with the responsibility for such decisions. No observers will be allowed for Job Interview, Career Pathways Showcase and Opening and Closing Ceremonies.

For any closed competition, students and advisors must be given the opportunity to view the finished product, if applicable, following the judging for that competition.

### **Résumés**

Résumé penalties are enforced at the Regional Level. Résumés will be checked, but not collected by the Contest Coordinator as the student signs in. Résumés are not to be collected.

### **Who May Compete?**

Participants must be active SkillsUSA members. Dues must be paid to the National Office prior to regional registration. Participants compete as individuals unless the rules of the contest state that it is a team competition.

# Grievances

## Decisions of the Grievance Committee are final!

### **Regional Competition:**

- Each Region will establish a Grievance Committee that will handle issues that may arise during the competition. Grievance Committee members must be impartial and have no direct involvement with the regional event. The decisions of the Committee are final. Grievances must be filed in writing by the contestant, local advisor, or school administrator within 15 minutes of the conclusion of the competition. Grievances involving errors in placement at the awards ceremony should be submitted in writing to the Regional Coordinator or ODE Staff Member by 5:00 PM Friday of the week following the competition.

### **State Competition:**

- The SkillsUSA Ohio Championships Grievance Committee officially recognizes only those grievances filed in accordance with the following instructions.

### **Scoring Grievances:**

- After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Ohio before 5:00 p.m. on the Friday following the state conference. Changes in awards may be made only where a contest chairperson determines that one of the following errors existed at the time of the awards ceremony:
  - Error in transposition of numbers in tabulating scores.
  - Error in transposition of contestant names.
  - Error in tabulating scores.
  - Error in announcing of winners.

### **Contest Grievances:**

- The contestant, local advisor, or school administrator files a written grievance on the form provided describing the situation in question and the violation of the SkillsUSA Ohio Championships or the National SkillsUSA Technical Standards. The completed grievance form will be submitted to the grievance committee within 15 minutes after the completion of the contest. Grievance forms are included in the Registration packets and additional will be available at the registration area.

Once grievances are received, they will be reviewed by the SkillsUSA Grievance Committee. These decisions are final. SkillsUSA Ohio reserves the right to make placement changes regardless of whether a grievance has been filed up to the date of departure for the national conference.

## Decisions of the Grievance Committee are final!

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## Regional Grievance Form

The Grievance Committee will officially recognize only those grievances filed in accordance with the instructions outlined below. Please check one box below.

- Contest Improvement Suggestion:** If you feel any part of the contest regulations was not followed and could be improved upon, please complete this form, and return it to the state office within one week of the competition.
- Contest Grievance:** The contestant, local advisor or school administrator must file a written grievance, on this form, describing the situation in question and the violation being made. This form must be submitted to the contest office within 15 minutes of the completion of the contest.
- Scoring Grievance:** Protests of awards presented at the awards ceremony must be filed in writing with the Ohio Department of Education before 5:00 p.m. on the Friday following the Regional Competition. Changes in awards may be made only when a contest chairperson determines that one of the following errors existed at the time the awards were presented:
1. Error in transposition of numbers in tabulating scores.
  2. Error in transposition of contestant name.
  3. Error in score tabulation.
  4. Error in announcing winners.

\_\_\_\_\_  
Contest

\_\_\_\_\_  
Person Filing Grievance

\_\_\_\_\_  
Contestant Name and Number

\_\_\_\_\_  
Person Filing Grievance Phone Number

\_\_\_\_\_  
School

\_\_\_\_\_  
Person Filing Grievance Email

\*Both phone number and email address must be provided of person filing grievance.

Please describe the incident in question and the regulation you feel was not followed. Please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Action Taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature – chairperson

# General Competition Eligibility Rules

- + Participant must be a paid SkillsUSA member.  
Refer to Calendar of Events for deadline. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
- + Regional Officers can compete.
- + State Officers can compete.
- + **CEP Level 1 is required for all participating schools**
- + National Officers **cannot** compete.
- + Freshmen, sophomores, juniors, and seniors can compete.
- + **Students can compete in only one contest.**
  - If a student competes in more than one regional competition, they will be **disqualified** and will not be permitted to compete at the state level.
- + Only those competitors receiving a medal will go on to state competition unless there has been no regional competition conducted. In those instances, schools will be notified regarding how many competitors they are allowed to have at state competition.
- + Students who plan to run for State or National Office or serve as State Voting Delegates will not be eligible to compete at state.

## Competition Selection

SkillsUSA members may compete in any competition their program is eligible for as defined in this handbook. Competencies in the Technical Skill competitions must be a primary component of their local curriculum. High School programs must be aligned with the Ohio Department of Education Technical Content Standards. By registering for the contest, the school and advisor are certifying that the student has met and passed the appropriate safety training necessary for the contest and has sufficient training in the competencies of the competition and that the student is enrolled in an approved Career-Technical Education Program.

All SkillsUSA members are eligible to participate in Leadership and Occupationally Related competitive events.

## Divisions

Middle School- 6<sup>th</sup>-8<sup>th</sup> Grade enrolled in STEM, Engineering, Robotics, or other sequences of courses where most of the curriculum prepares students for further education and/or employment related to technology, the health industry, trades, or industry.

High School: 9<sup>th</sup> -12<sup>th</sup> Grade students enrolled in a coherent sequence of courses or career major that prepares students for further education and/or employment related to technology, the health industry, trades, or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference. High School Students concurrently enrolled in College Courses are considered High School contestants.

Post-Secondary and Adult Education: Students enrolled in a coherent sequence of courses or career major that prepares students for further education and/or employment related to technology, the health industry, trades, or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.

## Registration

- ✚ Schools must complete survey intent form by December 14, 2023.
  - Student names are **not to be included** on the intent form. This is to determine which contests will be run at the state level.
- ✚ Participant **must be a** paid SkillsUSA member.
  - Refer to Calendar of Events for membership deadline. <https://www.ohioskillsusa.org/calendar>
- ✚ Registration must be completed online. Names must be submitted when completing online registration.
  - Refer to Calendar of Events for registration deadline. <https://www.ohioskillsusa.org/calendar>
- ✚ There will be no refunds for cancellations after the registration deadline.
- ✚ Substitutions will be accepted without penalty up to Monday at 5:00 p.m. prior to the competition.
  - After this deadline, a \$25.00 processing fee will be assessed for each substitution.
- ✚ The regions will be responsible for developing and conducting any assigned contests based on the Regional Registrations.
  - If a Region is unable to conduct a required contest, no competitors in that contest will be eligible to advance to the State Competition.
- ✚ SkillsUSA Ohio will determine if there are sufficient contestants in a contest for the contest to be run at the Regional Level.
- ✚ Contest observers may be permitted at the discretion of the individual contest chairperson and/or the host site. All observers must be registered with SkillsUSA Ohio.
- ✚ The top three Regional Competitors advance to the State Conference.
- ✚ Refer to the Calendar of Events for State Conference Registration Deadline. <https://www.ohioskillsusa.org/calendar>

**Each school may also send one competitor per eligibility rules for each straight to state competition they declared on the intent survey form. (See Competition Eligibility Rules).**

**Each school must send an advisor for every 10 students registered for the event.**

## Communications

The SkillsUSA Ohio website ([www.ohioskillsusa.org](http://www.ohioskillsusa.org)) will be the official communications tool for regional competitions. This is the only process for communication and no local process should be used. All competition standards and official communications should be sent to an Ohio Department of Education Specialist for approval. The SkillsUSA Ohio Office will provide each regional site an official email contact list for their region.

# Regional/State Competition Registration and Eligibility

**State Championships Room Reservations – Schools are required to use the Housing Authority through SkillsUSA Ohio not doing so will incur a \$150 per room penalty.**

- + Participant must be a paid SkillsUSA member.
  - o Refer to the Calendar of Events for deadline. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
- + Registration must be completed online. Names must be submitted when completing online registration.
  - o Refer to the Calendar of Events for registration deadline. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)
  - o You will be invoiced upon submission of contestant registration in the registration system (check spam). This invoice will come to the advisor of record
- + There will be no refunds for cancellations after the registration deadline.
- + Once the registration deadline has passed for a competition no additions will be permitted. There will be no exceptions to this rule.
- + Substitutions will be accepted without penalty up to Monday at 5:00 p.m. prior to the competition. After this deadline, a \$25.00 processing fee will be assessed.
- + For State Championships Substitutions will be accepted until 8PM the Monday prior to competitions
- + The regions will be responsible for developing and conducting any assigned contests based on the Regional Registrations. If a Region is unable to conduct a required contest, no competitors in that contest will be eligible to advance to the State Competition.
- + SkillsUSA Ohio will determine if there are sufficient contestants in a contest for the contest to be run at the Regional/State Level.
- + Contest observers may be permitted at the discretion of the individual contest chairperson and/or the host site.
  - o All observers must be registered with SkillsUSA Ohio.
- + The top three Regional Competitors advance to the State Conference.
  - o Refer to the Calendar of Events for state conference registration deadline. [www.ohioskillsusa.org/calendar](http://www.ohioskillsusa.org/calendar)

**Each school may also send one competitor per eligibility rules for each straight to state competition they declared on the regional intent form. (See Competition Eligibility Rules.)**

## SkillsUSA Ohio Code of Conduct

This policy applies to all conference participants. The term "conference participant" shall mean any SkillsUSA member, including adults (teacher, advisor, or administrator), attending any SkillsUSA activity or involved in student preparation for an event. Ohio SkillsUSA Competitions are official educational functions and all activities conducted to meet that objective. Ohio SkillsUSA wants each person to have an enjoyable experience with maximum attention to safe practices and the comfort of participants. Each person in attendance will maintain conduct in a manner best representing Ohio SkillsUSA. Conference participants' conduct shall be the responsibility of the student's local advisor(s).

- ✚ Conference participants shall not deface public property.
  - Any damages to property or furnishings in hotel rooms or buildings will be paid for by the individual or club responsible.
- ✚ Conference participants from out of town shall spend the night or nights at assigned hotels, in assigned rooms.
- ✚ Conference participants shall be in their respective rooms at 10:30 p.m. and quiet at 11:00 pm (unless the time is altered by T&I State Staff Personnel).
- ✚ Conference participants shall not be permitted in sleeping rooms with members of the opposite sex unless an adult advisor is present.
- ✚ Conference participants shall be prohibited from having or consuming alcoholic beverages or drugs in any form (except prescribed drugs).
- ✚ Conference participants shall not leave the hotel unless permission from the local advisors/regional advisors has been obtained.
- ✚ Conference participants shall not throw objects out of hotel windows (an offence subject to criminal prosecution).
- ✚ Conference participants shall not be permitted to smoke or vape at SkillsUSA activities.
- ✚ Conference participants shall be prompt and prepared for all activities.
- ✚ Conference participants shall keep their local advisors/regional advisors always informed of their activities and whereabouts.
- ✚ Conference participants shall always wear identification badges.
- ✚ Conference participants shall attend all general sessions and activities for which they are assigned and registered.
- ✚ Conference participants shall always adhere to the prescribed SkillsUSA dress code.
- ✚ Participants will be professional with social media posts at all times.
- ✚ Act in accordance with your school's behavior policies, especially in relation to professional, polite, dignified, and appropriate behavior.
- ✚ Dress in accordance with your school's dress code, especially in relation to professional, clean, modest, and appropriate attire.

**Contestants or conference participants violating any of these rules of conduct will subject themselves and/or their entire delegation to being disqualified and may be sent home at his or her own expense.**

By participating in or preparing a student for any SkillsUSA Ohio Local, Regional, State or National competition or event; advisors, teachers and administrators agree to the following:

- ✚ I acknowledge that I have received and reviewed the Ohio Department of Education Licensure Code of Professional Conduct for Ohio Educators, and I agree to comply with the standards contained in the Code and all related policies and procedures as is required as part of my



continued employment.

- ✚ I agree to comply with all rules, regulations, policies, and procedures for Award Programs.
- ✚ I agree to always act in a professional and ethical manner.
- ✚ I agree to cooperate with SkillsUSA Ohio and other teachers in participating and conducting Award Programs, Leadership Events and Activities.
- ✚ I understand that in conjunction with SkillsUSA Ohio events and activities, students may be required to complete exams (“Exam or “Exams”). I acknowledge that all such Exams are the exclusive property of the SkillsUSA Ohio and constitute confidential and proprietary information that shall not be disclosed.
- ✚ In the event I receive confidential and proprietary information about the Exams, Award Programs, students, or other matters, I agree to notify SkillsUSA Ohio immediately and agree to not disclose, directly or indirectly, to any person, any such confidential and proprietary information.
- ✚ I understand that a violation of these provisions may result in disciplinary action against me and my students, including but not limited to, notice to my school administration, forfeiture of awards, suspension from participating in Award Programs, Leadership Events and Activities, and further action through the Office for Professional Conduct.
- ✚ I understand that violation of these disclosure provisions will cause irreparable harm to SkillsUSA Ohio for which monetary remedies may be inadequate, and that the SkillsUSA Ohio shall be entitled, without waiving other rights or remedies, to take all appropriate actions to remedy or prevent such disclosure or misuse, including obtaining temporary restraining orders and injunctions.
- ✚ No course of dealing between myself and SkillsUSA Ohio, no waiver by SkillsUSA Ohio, and no refusal or neglect of SkillsUSA Ohio in exercising any rights under this Acknowledgment, or in enforcing compliance with the terms of this Acknowledgment, shall constitute a waiver of any provision of this Acknowledgment.

### **Team Competitions**

- ✚ Teams will be able to make substitutions and compete at state and regional competitions provided that:
  - A full team was registered and due to unforeseen circumstances, a contestant(s) are unable to compete.
  - Greater than 50% of the ORIGINAL team competes.
- ✚ To advance to the state competition, at least 50% of the team must be made up of the original regional competition team.
- ✚ If a competitor competes in a technical competition at the regional level and does not advance to the state competition; he or she is not eligible to compete in any other technical contest at the state level.
- ✚ If a competitor competes in a leadership competition at the regional level and does not advance to the state competition; he or she is not eligible to compete in any leadership contest at the state level.

## Scoring Results

After competitions are completed, the Ohio Department of Education (ODE) staff will be responsible for the dissemination of information regarding placements and results. The results are PRELIMINARY and are NOT final until 5 business days after the completion of the event. The Ohio Department of Education (ODE) staff is required to notify participating schools of the top four preliminary winners in each contest in a timely manner to register competitors for SkillsUSA Ohio Championships (SOC) or National Leadership and Skills Conference (NLSC).

If a contest is conducted, awards will be given for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place. If no contest is conducted at the regional level, no medals are awarded and no competitors for that event will advance to SOC.

There can be no ties for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> place.

1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place regional winners will represent their region at the SkillsUSA Ohio Championships. Fourth place winners will be used as alternates, if necessary. First place state winners will represent their region at the National Leadership and Skills Conference. Second place winners will be used as alternates, if necessary.

Further information and placements below fourth place will be available upon request to ODE staff. Any scoring changes will be the result of the Education Program Specialist working with the Contest Coordinator within 5 days of the competition of the event. All scoring changes must be approved by the State Director.

## Observers/Closed Contests

Observers will be permitted where adequate space in the contest area is available. **The Contest Coordinator may determine, at any time prior or during the competition, to close the competition if he/she feels that the presence of observers is disruptive to the competition or may cause a safety issue. All local advisors and administrators must cooperate with those individuals charged with the responsibility for such decisions.** No observers will be allowed for Job Interview, Career Pathways Showcase and Opening and Closing Ceremonies.

For any closed competition, students and advisors must be given the opportunity to view the finished product, if applicable, following the judging for that competition.

## Demo Contests and New Contest Procedures

Proposed new contests in Ohio may be "State Only", or Contests proposed by the National Organization and are required to meet the following criteria:

- ✚ At least 1 sponsor
- ✚ A contest coordinator
- ✚ A contest technical committee (comprised of educational industry partners to sustain the contest with judges, supplies, and contest input)
- ✚ At least 6 schools (separate CTPDs) with participating contestants.

Once the above requirements are met, the contest will run as a straight to state demo contest for at least 1 year to ensure a quality contest at the state level before contestants are advanced to Nationals. After the first year, SkillsUSA Ohio will meet with the coordinator and determine the following:

- ✚ If there was enough interest to continue running the contest.
- ✚ Are the contestants able to pass the qualifications set by the National Technical Standards at such a level as to proceed and to be competitive at the National Event?
- ✚ Are the sponsor and coordinator willing to continue?

## **Competitors with Special Needs**

SkillsUSA Ohio will ensure that the appropriate modifications are made for students with disabilities who are participating in any CTSO event per Section 504 of the Rehabilitation Act, a federal civil rights law that prohibits discrimination against individuals with disabilities. Local advisors should follow the instructions provided in the registration materials for making the leadership aware of what specific modifications will be needed. SkillsUSA Ohio will work diligently to ensure that the needs of the student are met. The programs and activities implemented by SkillsUSA Ohio should be inclusive for all students. Due to the real-work environment of competitions SkillsUSA Ohio cannot accept any Individualized Education Programs (IEPs) from school personnel.

## **Extenuating Membership Circumstances**

If an active member has paid dues but, through no fault of his/her own, the dues were not received in the SkillsUSA national headquarters prior to the applicable deadline, then an exception may be granted when his/her membership is verified by the following procedure:

- ✚ Step 1 - Provide an official school receipt showing national dues paid, date paid, signature of agent receiving dues, and the receipt number.
  - ✚ Step 2 - Provide chapter or section minutes, or some other documentation, verifying (a) attendance at chapter or section meetings; and (b) participation in local SkillsUSA activities in addition to attendance only.
  - ✚ Step 3 - Provide statement from persons (e.g., chapter advisor, local administrator, supervisor, etc.) related to the case explaining why errors occurred and if the situation can be avoided in the future.
  - ✚ Step 4 - Provide copy of rosters lost or missing, including additions, accompanied by the appropriate number of dues to the SkillsUSA national headquarters.
  - ✚ Step 5 - Follow normal procedure for business coming to the SkillsUSA national headquarters. Local or state association business must be channeled through the state association director and/or state corporate member in writing and complying with announced due dates. Materials provided by local, or state association must be accompanied by a letter from the state association director and/or state corporate member requesting desired action.
- ✚ Extenuating circumstances considered not to be controllable by a member are:
    - Clerical error by person other than the involved active member.
    - Teacher strikes where schools were closed for extended lengths of time during February.
    - Extremely severe weather where schools are closed for extended lengths of time during February.
    - Mail lost by the U.S. Postal Service.
  - ✚ The state director may grant exceptions when all the above requirements verifying memberships have been documented properly and submitted to the SkillsUSA Ohio office prior to the SkillsUSA Ohio Championships. The State Director will determine if a potential exemption may be submitted to the national office. The school superintendent may appeal

- to the SkillsUSA Ohio Championships committee of the SkillsUSA Ohio Board of Directors.
- ✚ The national executive director may grant exceptions to this policy for the National Leadership and Skills Conference when all the above requirements verifying memberships have been documented properly and submitted to the SkillsUSA national headquarters. This request must be submitted on behalf of the member by the State Association Director. This does not alter the present policy of a direct appeal to the board of directors from a state association director and/or state corporate member.



## General Contest Eligibility Numbers- (See the follow pages for contest specifics)

### LEADERSHIP AND OCCUPATIONAL CONTESTS

- ✚ **Regional Competitions:** For Leadership and Occupationally Related Contests, each building IRN may send one competitor or one team for every 500 paid SkillsUSA members.
- ✚ **Straight to State Competitions:** For Leadership and Occupationally Related contests, each building IRN may send one competitor or one team for every 250 paid SkillsUSA members.
- ✚ Leadership and occupationally related contests are open to all members of SkillsUSA, including students enrolled in Career Exploration programs. If the number of competitors allowed increases due to the number of students enrolled in a Career Exploration program, the additional competitor or team must come from that population.

### SKILLED CONTESTS

- ✚ For Skilled Contests, each building IRN may send one competitor or team for every 50 paid SkillsUSA members enrolled in a program where the scope of the contest described in the SkillsUSA National Technical Standards reflects a major component of the program. (i.e. the majority of curriculum being taught matches the scope of the contest). If more than one competitor or team is registered from a building IRN, the school must provide documentation of students participating in the applicable program (Program Roster by SSID). Students enrolled in Career Exploration programs may not be included in these counts and may not compete in any skilled contest.

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**



## Leadership and Occupationally Related Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

### REGIONAL CONTESTS

#### Who can compete?

The following competitions are open to all members of SkillsUSA Schools (building IRN) may send one competitor or team for every 500 SkillsUSA members based on local competition.

For example:

- ✚ If a school has 0-500 paid high school members, they are eligible for one competitor/team in each contest below.
- ✚ If a school has 501-1000 paid high school members, they are eligible for two competitors/teams in each contest below.
- ✚ If a school has 1001 paid high school members, they are eligible for three competitors/teams in each contest below.
- ✚ If a school has 1501 paid high school members, they are eligible for four competitors/teams in each contest below.



## Regional Contest offerings:

- + Customer Service
- + Extemporaneous Speaking
- + First Aid/CPR
- + Health Knowledge Bowl (Team of 4)
- + Job Interview
- + Job Skill Demonstration A
- + Job Skill Demonstration Open
- + Medical Math
- + Medical Terminology
- + Prepared Speech
- + Promotional Bulletin Board (Team of 3)
- + Related Technical Math

## STRAIGHT TO STATE

### Who can compete?

The following competitions are open to all members of SkillsUSA Schools (building IRN) may send one competitor or team for every 250 SkillsUSA members based on local competition.

For example:

- + If a school has 0-250 paid high school members, they are eligible for one competitor in each contest below.
- + If a school has 251-500 paid high school members, they are eligible for two competitors in each contest below.
- + If a school has 501-750 paid high school members, they are eligible for three competitors in each contest below.
- + If a school has 751-1000 paid high school members, they are eligible for four competitors in each contest below.
- + If a school has 1001-1250 paid high school members, they are eligible for five competitors in each contest below.

### Straight to State Contest offerings:

- + American Spirit (Team of 3)
- + Career Pathways Showcase (Team of 3)
- + Chapter Display (Team of 3)
- + Community Service (Team of 3)
- + Engineering Technology/Design (Team of 3) (Must be in Engineering Pathway)
- + Entrepreneurship (Team of 4)
- + Health Occupations Professional Portfolio
- + Principles of Engineering/Technology (Must be in Engineering Pathway)
- + Occupational Health and Safety (Team of 3)
- + Opening & Closing Ceremonies (Team of 7)
- + Pin Design
- + Quiz Bowl (Team of 5)
- + T-Shirt Design



# Architecture and Construction Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in an Architecture and Construction Career Field. Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

For example:

- ✚ A school with 38 paid members enrolled in courses that teach the majority of the competencies in the carpentry competition is permitted to send one competitor.
- ✚ A school with 53 paid members enrolled in courses that teach the majority of the competencies in the carpentry competition is permitted to send two competitors.
- ✚ A school with 102 paid members enrolled in courses that teach the majority of the competencies in the carpentry competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

## Regional Contest offerings:

- ✚ Carpentry
- ✚ Electrical Construction Wiring
- ✚ TeamWorks (Team of 4)
- ✚ Welding
- ✚ Welding Fabrication (Team of 3)

## Straight to State Contest offerings:

- ✚ Architectural Drafting-(New Straight to State 2024)
- ✚ Building Maintenance (May send up to 2 competitors per school) – Move to state only (3 per school)
- ✚ Cabinetmaking
- ✚ Heavy Equipment Operations (National Demo) (may send up to 5 competitors per school)
- ✚ HVAC
- ✚ Industrial Motor Control (New Straight to State 2024)
- ✚ Masonry
- ✚ Plumbing
- ✚ Sheet Metal
- ✚ Welding Sculpture

# Arts and Communications Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in an Arts and Communication Program. Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

### For Example:

- ✚ A school with 38 paid members enrolled in courses that teach the majority of the competencies in the Advertising Design competition is permitted to send one competitor.
- ✚ A school with 53 paid members enrolled in courses that teach the majority of the competencies in the Advertising Design competition is permitted to send two competitors.
- ✚ A school with 102 paid members enrolled in courses that teach the majority of the competencies in the Advertising Design competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

## Regional Contest offerings:

- ✚ Advertising Design
- ✚ Photography

## Straight to State Contest offerings:

- ✚ Art Show (Ohio only)
- ✚ Audio/Radio Production (Team of 2)
- ✚ Broadcast News (Team of 4)
- ✚ Digital Cinema Production (Team of 2)  
(1 team per 100 SkillsUSA members)
- ✚ Graphic Communications (May send up to 2 competitors per school)
- ✚ Television/Video Production (Team of 2)  
(1 team per 100 SkillsUSA members)
- ✚ Web Design (Team of 2) (1 team per 100 SkillsUSA members)



# Health Science Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in a Health Science Career Field. Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

## For Example:

- ✚ A school with 38 paid members enrolled in courses that teach the majority of the competencies in the Nurse Assisting competition is permitted to send one competitor.
- ✚ A school with 53 paid members enrolled in courses that teach the majority of the competencies in the Nurse Assisting competition is permitted to send two competitors.
- ✚ A school with 102 paid members enrolled in courses that teach the majority of the competencies in the Nurse Assisting competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

## Straight to State Contest offerings:

- ✚ Basic Health Care (New straight to state 2024)
- ✚ Nurse Assisting (New straight to state 2024)
- ✚ Dental Assisting (May send up to 3 competitors per school)
- ✚ Medical Assisting (May send up to 3 competitors per school)
- ✚ Practical Nursing (May send up to 3 competitors per school)



# Hospitality and Tourism Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in a Hospitality and Tourism Career Field. Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

### For Example:

- ✚ A school with 38 paid members enrolled in courses that teach many of the competencies in the Culinary Arts competition is permitted to send one competitor.
- ✚ A school with 53 paid members enrolled in courses that teach many of the competencies in the Culinary Arts competition is permitted to send two competitors.
- ✚ A school with 102 paid members enrolled in courses that teach many of the competencies in the Culinary Arts competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

## Straight to State Contest offerings:

- ✚ Baking and Pastry Arts (1 competitor per school)
- ✚ Culinary Arts (1 competitor per school)
- ✚ Restaurant Service



# Human Services Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in a Human Services Career Field. Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

## For Example:

- ✚ A school with 38 paid members enrolled in courses that teach many of the competencies in the Cosmetology competition is permitted to send one competitor.
- ✚ A school with 53 paid members enrolled in courses that teach many of the competencies in the Cosmetology competition is permitted to send two competitors.
- ✚ A school with 102 paid members enrolled in courses that teach many of the competencies in the Cosmetology competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

## Regional Contest offerings:

- ✚ Cosmetology
- ✚ Nail Care
- ✚ Esthetics

## Straight to State Contest offerings:

- ✚ Barbering
- ✚ Early Childhood Education



# Information Technology Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in an Information Technology Career Field. Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

## For Example:

- ✚ A school with 38 paid members enrolled in courses that teach many of the competencies in the Information Technology Services competition is permitted to send one competitor.
- ✚ A school with 53 paid members enrolled in courses that teach many of the competencies in the Information Technology Services competition is permitted to send two competitors.
- ✚ A school with 102 paid members enrolled in courses that teach many of the competencies in the Information Technology Services competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.



## Regional Contest offerings:

- ✚ Information Technology Services

## Straight to State Contest offerings:

- ✚ Computer Programming (May send up to 2 competitors per school)
- ✚ Cyber Security (Team of 2)
- ✚ Interactive Application and Video Game Development (Team of 2)
- ✚ Internetworking
- ✚ Technical Computer Applications (May send up to 2 competitors per school)



# Law and Public Safety Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in a Law and Public Safety Career Field. Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

### For Example:

- ✚ A school with 38 paid members enrolled in courses that teach many of the competencies in the Criminal Justice competition is permitted to send one competitor.
- ✚ A school with 53 paid members enrolled in courses that teach many of the competencies in the Criminal Justice competition is permitted to send two competitors.
- ✚ A school with 102 paid members enrolled in courses that teach many of the competencies in the Criminal Justice competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

### Regional Contest offerings:

- ✚ Crime Scene Investigation (Team of 3)
- ✚ Criminal Justice

### Straight to State Contest offerings:

- ✚ Firefighting (May send up to 2 competitors per school)
- ✚ EMT



# Manufacturing/Engineering Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in a Manufacturing or Engineering Career Field.

Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

For Example:

- A school with 38 paid members enrolled in courses that teach many of the competencies in the CNC Turning competition is permitted to send one competitor.
- A school with 53 paid members enrolled in courses that teach many of the competencies in the CNC Turning competition is permitted to send two competitors.
- A school with 102 paid members enrolled in courses that teach many of the competencies in the CNC Turning competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

## Regional Contest offerings: (Back to Regional Contest Offering on October 24 per Committee)

- CNC 3-Axis Milling Programmer
- CNC 2-Axis Turning Programmer
- CNC Programmer



## Straight to State Contest offerings:

- Additive Manufacturing (Team of 2)
- Automated Manufacturing Technology (Team of 3)
- Commercial sUAS Drone
- Electronics Technology (May send up to 3 competitors per school)
- Industrial Motor Control
- Mechatronics (Team of 2) (May send up to 3 competitors per school)
- Mobile Robotics Technology (Team of 2)
- Robotics and Automation Technology (Team of 2)
- Robotics: Urban Search and Rescue (Team of 2)
- Technical Drafting (New Straight to State 2024)
- Precision Machining North (Separate Event- Competitors may still compete at Regionals and in Straight to State Contests other than Precision Machining- May send 3 per school)
- Precision Machining South (Separate Event- Competitors may still compete at Regionals and in Straight to State Contests other than Precision Machining- May send 3 per school)

# Transportation Contest Specifications

**EXCEPTIONS TO ALL GENERAL CONTEST ELIGIBILITY NUMBERS ARE LISTED NEXT TO THE NAME OF THE COMPETITION IN THE FOLLOWING PAGES**

## Who can compete?

The following competitions are open to all SkillsUSA members enrolled in a Transportation Career Field.

Schools may send one competitor or team for every 50 paid SkillsUSA members based on local competition enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.

For Example:

- A school with 38 paid members enrolled in courses that teach many of the competencies in the Automotive Refinishing competition is permitted to send one competitor.
- A school with 53 paid members enrolled in courses that teach many of the competencies in the Automotive Refinishing competition is permitted to send two competitors.
- A school with 102 paid members enrolled in courses that teach many of the competencies in the Automotive Refinishing competition is permitted to send three competitors.

By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.

## Regional Contest offerings:

- Automotive Refinishing (**Up to 2 competitors per school**)-Updated on 11/7/2023
- Automotive Service
- Collision Repair (**Up to 2 competitors per school**) -Updated on 11/7/2023

## Straight to State Contest offerings:

- Automobile Maintenance and Light Repair
- Aviation Maintenance Technology (May send up to 2 competitors per school)
- Collision Damage Appraisal
- Diesel Equipment Technology (May send **up to 3 competitors per school**)
- Motorcycle Service Technology (May send up to 2 competitors per school)
- Power Equipment Technology (May send **up to 3 competitors per school**)





## Ohio Association of SkillsUSA

**All checks for event payments go to:**

Ohio Department of Education 25 S. Front  
Street, MS 608  
Columbus, OH 43215

Phone: (614) 466-8782

Fax: (614) 644-6720

Email: [director@ohioskillsusa.org](mailto:director@ohioskillsusa.org)

[www.ohioskillsusa.org](http://www.ohioskillsusa.org)

**All questions go to:**

2550 Corporate Exchange Dr.  
Columbus, OH 43231

Phone: (614) 604-6150

Email: [director@ohioskillsusa.org](mailto:director@ohioskillsusa.org)

[www.ohioskillsusa.org](http://www.ohioskillsusa.org)



NOTE: Any changes or updates to a particular event's guidelines or information will be posted on the event's website at [www.ohioskillsusa.org](http://www.ohioskillsusa.org).

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