

CONGRATULATIONS on starting your SkillsUSA Chapter Excellence Program application. This program is the single best way to recognize a successful SkillsUSA chapter at the local, state and national level. Level 1 honors chapters for achieving essential standards of excellence as a “Quality Chapter.” Level 2 recognizes chapters that go beyond baseline requirements with bronze, silver, and gold “Chapters of Distinction” awards.

Use this template to plan for the submission of your application with your local officers and members. This program empowers students to take the lead in the planning, implementation, evaluation and celebration of chapter activities. Members should also lead the development, review and completion of this application. The official Chapter Excellence Program application for Level 1 and Level 2 must be completed in SkillsUSA Register (register.skillsusa.org).



Questions? We’re here to help!

Chapter Excellence Program application assistance for advisors and chapter members is available. Our CEP Coach is ready to assist you in integrating the SkillsUSA Framework, articulating SMART goals, and selecting and evaluating Essential Elements within your CEP application. Schedule your appointment by visiting www.skillsusa.org/programs/chapter-excellence-program and clicking on the Schedule an Individual Coaching Session button.



If you need assistance in accessing the CEP online application or have questions about starting a new chapter, engaging members, or strategies to strengthen an existing chapter and more, please contact the SkillsUSA Customer Care Team. To reach the team, call 844-875-4557, email customercare@skillsusa.org or chat at register.skillsusa.org.

*Hours of operation: Mon., Wed. and Fri. 8 a.m.–5 p.m. ET
Tues. and Thurs. 11 a.m.–7 p.m. ET.*

Chapter Information

Application represents the work of a:	Chapter	Section
Name of School: (auto-filled)		
Primary Contact First & Last Name:		
Primary Contact Email:		
School Phone # (with area code):		
Contact Cell Phone #:		
Number of unduplicated student enrollment in courses eligible for		
Total SkillsUSA Membership as indicated by Chapter or Section (auto-filled):		

CERTIFICATIONS

We hereby certify that all claims and information reported in this application are true and accurate.

Electronic Signature: The parties below execute this application electronically - equaling to the same degree as a handwritten signature - by providing their individual names and email addresses and checking the ‘I certify’ boxes below.

Chapter President Name:	President’s Certification
Chapter President Email:	
Chapter Secretary Name:	Secretary’s Certification
Chapter Secretary Email:	
Chapter Advisor Name:	Advisor’s Certification
Chapter Advisor Email:	
Campus Administrator Name:	Campus Administrator’s Certification
Campus Administrator Email:	

Level 1 - Quality Chapter Award Indicators

ALL SIX (6) of these Level 1 Quality Chapter Indicators must be marked YES to qualify as a Level 1 - Quality Chapter.

Quality Chapter Indicators	Indicator Met?	
Chapter submitted membership	YES	NO
All section/program advisors are submitted professional members at SkillsUSA	YES	NO
The chapter elected chapter officers	YES	NO
The chapter conducted well-planned, regularly scheduled chapter meetings	YES	NO
The chapter completed a projected budget (list of planned income and expenses for the year)	YES	NO
The chapter completed a Program of Work calendar (list of planned chapter activities for the year)	YES	NO

Level 1 - Quality Chapter Award Indicators

Framework Component 1 - Personal Skills

The purpose of this component is to encourage students to develop essential values, personality traits and personal characteristics for success in life.

List One Major Activity:

Select the one Personal Skill the activity developed in students:

- | | |
|-----------------|----------------------------|
| Integrity | Responsibility |
| Work Ethic | Adaptability / Flexibility |
| Professionalism | Self-Motivation |

Framework Component 2 - Workplace Skills

The purpose of this component is to encourage students to develop essential attitudes and abilities for success in the workplace.

List One Major Activity:

Select the one Workplace Skill the activity developed in students:

- | | |
|-----------------|--|
| Communication | Multi-cultural Sensitivity & Awareness |
| Decision Making | Planning, Organizing & Management |
| Teamwork | Leadership |

Framework Component 3 - Technical Skills

The purpose of this component is to encourage students to develop essential knowledge and competencies for success on the job.

List One Major Activity:

Select the one Technical Skill the activity developed in students:

- | | |
|----------------------------------|--------------------------|
| Computer and Technology Literacy | Service Orientation |
| Job Specific Skills | Professional Development |
| Safety and Health | |

Level 2 - Chapter of Distinction Award Indicators

All FOUR of these Level 2 Essential Activities must be marked as YES to submit a Level 2 Application.

Essential Activities	Indicator Met?	
Conducted officer training	YES	NO
Conducted a chapter recruitment activity (i.e. membership drive, middle school presentation)	YES	NO
Members are engaged in committee structure to implement chapter activities	YES	NO
Plan to participate in State Leadership and Skills Conference	YES	NO

At LEAST SEVEN of these Level 2 Chapter of Distinction Indicators must be marked YES to submit a Level 2 Application.

Chapter of Distinction Indicator	Indicator Met?	
75% of eligible students are SkillsUSA members	YES	NO
Held executive committee meetings with local chapter officers	YES	NO
Conducted an activity to engage business and industry partners	YES	NO
Students attended Fall Leadership Conference	YES	NO
Chapter members attended one activity above the chapter level excluding Fall Leadership Conference	YES	NO
A report of chapter activities/accomplishments is presented to the school board	YES	NO
Held SkillsUSA local technical area Championships	YES	NO
Held SkillsUSA local leadership/occupational area Championships	YES	NO
Celebrated SkillsUSA Week through chapter activities	YES	NO
One or more articles were published in local media	YES	NO
Local chapter has a social media or web presence	YES	NO
A chapter awards program or banquet is conducted on the local level in which all members may attend	YES	NO
Has a candidate for state office	YES	NO
Participate in Career Essentials: <i>Experiences</i>	YES	NO
Plan to participate in SkillsUSA Signing Day	YES	NO

Personal Skills Activities *(cannot be the same activity as used in Level 1)*

List One Major Activity:

A. Which framework elements apply to the activity? (select only ONE which will be intentionally focused on)

Integrity

Responsibility

Work Ethic

Adaptability / Flexibility

Professionalism

Self-Motivation

B-1. What was the Essential Element goal of the activity (Provide ONE Intentional Essential Element SMART goal) (1,500 characters max)

B-2. What were three goals of the activity? (Need 3 Activity SMART goals) (1,500 characters max)

C. Plan of Action (who, what, when, where) (2,000 characters max)

D. Framework/Essential Element & Activity Outcome (What was accomplished? Impact to community, school, members, etc.) (2,000 characters max)

E. Framework/Essential Element & Activity Goals/Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and circumstances detailing results) (2,000 characters max)

Activity Photo



Provide a Caption for your image (550 characters max) – *Collages not allowed, must be single photo.*

Prepare to upload a photo with online application.

Workplace Skills Activities *(cannot be the same activity as used in Level 1)*

List One Major Activity:

A. Which framework elements apply to the activity? (select only ONE which will be intentionally focused on)

Communication

Multi-cultural Sensitivity & Awareness

Decision Making

Planning, Organizing & Management

Teamwork

Leadership

B-1. What was the Essential Element goal of the activity (Provide ONE Intentional Essential Element SMART goal) (1,500 characters max)

B-2. What were three goals of the activity? (Need 3 Activity SMART goals) (1,500 characters max)

C. Plan of Action (who, what, when, where) (2,000 characters max)

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Activity Photo

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*Prepare to upload a photo
with online application.*

Technical Skills Activities *(cannot be the same activity as used in Level 1)*

List One Major Activity:

A. Which framework elements apply to the activity? (select only ONE which will be intentionally focused on)

Computer and Technology Literacy

Service Orientation

Job Specific Skills

Professional Development

Safety and Health

B-1. What was the Essential Element goal of the activity (Provide ONE Intentional Essential Element SMART goal) (1,500 characters max)

B-2. What were three goals of the activity? (Need 3 Activity SMART goals) (1,500 characters max)

C. Plan of Action (who, what, when, where) (2,000 characters max)

D. Framework/Essential Element & Activity Outcome (What was accomplished? Impact to community, school, members, etc.) (2,000 characters max)

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