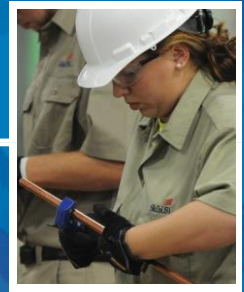




SkillsUSA
OHIO



PROGRAM GUIDELINES

HANDBOOK

2016-17

COLLEGE/
POSTSECONDARY



Dear CTE Instructor,

SkillsUSA Ohio provides opportunities and resources for students, teachers and administrators. This handbook has been put together to assist College Post-Secondary Instructors 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 showcase their technical and leadership skills through the SkillsUSA Championships Program. The culmination of the program is an invitation to represent Ohio at the 53rd Annual SkillsUSA National Leadership and Skills Conference. Ohio is permitted to send one high school competitor or team in each category in which we hold a state competition.

The SkillsUSA Ohio Championships program has been established to determine 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 will be invited to represent Ohio in Louisville, Kentucky.

SkillsUSA Ohio is a partnership of students, teachers and business and industry working together to insure 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 will join with us and make the SkillsUSA program an integral part of your curriculum. We will post all the forms and specific event information at www.ohioskillsusa.org.

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

Sincerely,

Mike Cowles

Mike Cowles, C.S.D.
SkillsUSA Ohio Director

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SkillsUSA Ohio Calendar of Events 2016 – 2017

October 12-13	Chapter Advisor Training Institute – Deer Creek State Park
November 15	National Early-Bird Membership Deadline
December 20	Competition Intent Forms due
March 1	SkillsUSA Dues Deadline (If Regional is prior to this date, dues must be paid before Regional Competition.)
March 24	SOC registration forms due
April 11-12	SkillsUSA Ohio Championships
June 19-24	National Conference – Louisville, Kentucky

Chapter Advisor/Administrator/Treasurer:

PAYMENTS to SkillsUSA

School finance operations require that all purchases be accompanied by a Purchase Order number or check. We have had several issues arise where advisors have submitted registrations without providing a P.O. Number. This causes an audit issue for the School Treasurer and eventually for SkillsUSA Ohio when we try to bill for the event.

In order to protect your school from audit situations, we will no longer register or reserve your space for a conference or competition unless the proper paperwork is submitted in full.

All payments for events hosted by SkillsUSA Ohio should be paid to:

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

Membership Payments should be mailed to:

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

Membership

Membership is required for participation in SkillsUSA events at the Regional, State and National Level. Each advisor who was a participant last year will receive a membership packet from SkillsUSA in August. If you were not a participant, you may contact SkillsUSA Ohio and a packet will be sent to you. Any student enrolled in a Career-Technical Education Program is eligible to join SkillsUSA.

- Early Bird Deadline – November 15
 - Members will receive full member benefits from SkillsUSA.
- Ohio's Early Bird Deadline – February 1 – **Schools meeting this deadline will receive complimentary bus parking vouchers for the State Competition.**
- Deadline - March 1 – **NO EXCEPTIONS! Any membership submitted after the March 1 deadline will not be eligible to compete in SkillsUSA Competitive Events.**
- Dues
 - State dues are \$9.50 and 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 dues to: SkillsUSA
14001 SkillsUSA Way
Leesburg, VA 20176-5494

- 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.
 - 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.

Membership Divisions

PLEASE NOTE: If you teach who have received their High School Diploma or GED they are considered College Postsecondary.

High School contestants are 9th thru 12th grade students enrolled in a coherent sequence of courses or career major that prepares the student 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.

College/Postsecondary contestants are students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry and who are earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

Students in a high school program that have received a high school diploma are considered College/Postsecondary contestants.

College Postsecondary Membership

Local chapters may be established at any College/Postsecondary Institution in Ohio that provides Career-Technical Education programming.

Full-time Adult Students enrolled in Career Development Programs located within any Ohio CTPD are eligible to enroll as part of their local chapter.

College Postsecondary students who are enrolled in Career-Technical Education programs that do not have a chapter at their school and were active members in high school may apply for Direct Membership to the SkillsUSA Ohio Program. There are restrictions to this option. For more information, contact the SkillsUSA Ohio office.

Middle School Membership

Local chapters may be established in any middle school where approved Career Technical Middle School courses (VM) are offered. Students must be enrolled in grades 7-9 and in at least one CTE course during the school year. These students are only eligible to participate in Middle School SkillsUSA activities.

Ten Simple Rules for Using SkillsUSA's Brand Marks

How well SkillsUSA is identified depends on your consistent use of these graphics: the SkillsUSA logo, the new slogan brand mark ("slogo"), the new SkillsUSA Championships logo and your individual state association or chapter logo.

We encourage you to rely on our national Office of Publications in reviewing your planned use of the trademarked logo and slogan brand mark. E-mail your designs to Tom Hall (thall@skillsusa.org) or fax to 703-777-8999. Got a question that's not covered here? *Don't alter the graphic* — contact the office.

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. Don't 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 particular 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 any JPEGs from our Web site in commercial printing. The resolution isn't high enough, and the image will become pixilated if you resize it.
10. 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.

Email Office of Publications: thall@skillsusa.org or go to www.skillsusa.org/about/logos.shtml

Chapter Excellence Program

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 will be recognized 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 school 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

Applications must be submitted on line at <http://skillsusa.org/programs/chapter-excellence-program> no later than March 15, 2017.

SkillsUSA Ohio Advisor of the Year

Criteria

This award will be 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 who are 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.

Regional Finalists

Regional finalists will be recognized at their Regional Spring Conference. All the Regional Finalists will be invited to the Skills Ohio Championships where one will be selected as the Ohio SkillsUSA Advisor of the Year and earn the opportunity to represent Ohio at the 2018 SkillsUSA Championships.

Nominator's Special Instructions

Nominator should submit to SkillsUSA Ohio:

- A letter of support or recommendation for the nominee along with the above application.
This letter should outline:
 1. The contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's state, region and/or nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area.
 2. Significant Positions Held: (in education or SkillsUSA)
 3. 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 the final selection of the Regional Advisor of the Year is as follows:

1. After all nominations from the individual schools are received as instructed above, they are separated by region.
2. The nominations are then sent to the SkillsUSA Ohio Award Review Committee.
3. The review committee will then select regional finalist whose applications will be sent to the Board of Directors.
4. Regional winners applications will be reviewed by the SkillsUSA Ohio Board of Directors and an overall Ohio winner will be selected.

Applications are due in the SkillsUSA Ohio Office by January 15, 2017.

National Programs

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 and business and industry while keeping an eye on current employer needs, educational mandates and trends. The following programs have been developed at the National level.

Student2Student Mentoring Program

The Student2Student program gives high school students the chance to serve as mentors to young middle or elementary school students. This gives the younger students a chance to consider all sorts of career options before they reach high school. High school mentors arrange a tour of their school for the younger students. Mentors representing each training program give brief presentations on their program. The younger students spend the day with their older mentors and receive certificates of completion at the end of the tour.

<http://www.skillsusa.org/educators/mentoring/shtml>

Chapters who officially participate in the Student2Student Mentoring Program and submit their report by March 20 will be recognized at the Skills Ohio Championships State Conference.

Career Skills Education Program

The Career Skills Education Program (CSEP) provides an easy way for college/postsecondary instructors to ensure that their students learn the basic employment and life skills that lead to career success. CSEP is grouped into five modules:

- Personal Growth
- Communication and Technology
- Career Focus
- Professional Growth
- Portfolio Development

Each of the 49 online lessons deals with a different topic of concern to the working individual. In addition to text and hands-on, interactive graphics, each lesson contains a number of activities to help you develop and test comprehension.

The program covers goal setting, communications, time management, résumé writing, job interviewing, financial management, teamwork, networking, portfolio development and much more.

<http://www.skillsusa.org/educators/csep.shtml>

SkillsUSA's Alliance with CareerSafe

One young person is killed every five days in work-related accidents. In order to help combat this alarming statistic, SkillsUSA has formed an alliance with CareerSafe, a safety training program. The CareerSafe program offers 10 safety training modules designed to provide high school and college students with the fundamental safety information needed in the workplace.

<http://www.skillsusa.org/educators/careersafe.shtml>

President's Volunteer Service Award

America has a long and proud tradition of volunteer service. Now more than ever, volunteers are renewing their commitment to helping others and making new connections that bring us closer together as families, as neighbors, as communities, and as a Nation. This award was created by the President of the United States to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service.

<http://skillsusa.org/students/volsvc.shtml>

Professional Development Program (PDP)

SkillsUSA's Professional Development Program helps students develop the skills they need to make a smooth transition to the workforce or higher education. The program – available in printed workbooks or online – guides students through 74 employability skill activities that are covered in seven levels of the program. PDP provides the tools to strengthen school-based learning, work-based learning and connecting activities as outlined in the School to Work Opportunities Act. Skill lessons include self-assessments to communications skills, ethics, conflict resolution, government awareness, time management skills, career research and more.

<http://www.skillsusa.org/educators/pdp.shtml>

Ohio Recognition Opportunities in the PDP Program

American Degree

- Applicants must have successfully completed the first five levels of the PDP.
- Must make application to the SkillsUSA Ohio office by March 25 (application can be found on pages 63-66 of the SkillsUSA Student Workbook).
- Submit notebook to SkillsUSA Ohio two weeks prior to the state conference.
- Pass a state exam and interview with at least a 70%, administered at the state conference.
- Awards will be passed out at the awards ceremony at the state conference.

Recognition Certificates and Pins may be purchased at www.skillsusa.org/store.

Customer Service Training Program

This program was developed with input from SkillsUSA industry partners including Lowe's, Mosaic, Irwin and Toyota. This new online program trains students on the practical skills required by customer service professionals. In 10 lesson levels, students learn what customer service is, why it is important and what constitutes excellent customer service. Through virtual, simulated scenarios, students test their knowledge and explore the qualities required for exceptional customer service skills in any field.

<http://skillsusa.org/educators/custsvc.shtml>

HP Life

HP Life e-Learning is a free, peer-reviewed online training program designed for students, entrepreneurs, and small-business owners to develop business and IT skills. HP Life e-Learning can be used as:

- A resource for a high school or community college entrepreneurship or business courses
- Part of an entrepreneurship club or program
- A tool for the SkillsUSA entrepreneurship business planning contest
- A guide for technical students who want to start a business
- Professional development for people wanting to learn more about starting or growing a business

<http://www.skillsusa.org/educators/HPLife.shtml>

Work Force Ready System

The SkillsUSA Work-Force Ready System provides online assessments for Career and Technical Education that are supported by industry, education and policy leaders.

<http://www.workforcereadysystem.org>

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 12-15 State Advisors that can support our program and events.

State Advisor's Expectations:

- Perform management support at any events present
- Chaperone National, State, 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 Skills Ohio Championships Management Staff
- Serve as Advisory Team to the Board on Leadership Programs

The Advisor's Commitment:

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

- Orientation/Planning (1 Thursday evening/Friday in October)
- State Fall Conference (October or November - 2.5 school days per year)
- Regional Competitions (February or March – 1 non-school day per year)
- Regional Officer's 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)
- 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 is 1-2 years and may be renewed.

SkillsUSA Ohio's Commitment to State Advisors:

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

For more information, contact the SkillsUSA Ohio Office.

SkillsUSA Ohio Championships Program

The SkillsUSA Ohio Championships program has been established to determine who is eligible to compete. The championships are broken down into 4 levels of competition: local, regional, state and national. The state gold medalist in each category will be invited to represent Ohio in Louisville.

All SkillsUSA members are eligible to participate at the local level in competitions and advance in accordance with the 2016-2017 Guidelines established for the SkillsUSA Championships Program.

Competition Intent

Each school must declare all potential competitions they intend to compete in on the College Post-Secondary Competition form due December 20, 2016. Only students currently enrolled in Career-Technical Education Programs are eligible to compete

SkillsUSA Ohio Championships

The SkillsUSA Ohio Championships will be held April 11-12, 2017, at the Greater Columbus Convention Center. The gold medalists in each category will advance to National Competition. Schools may compete only in events they have declared on the Regional Competition Registration form.

National Leadership and Skills Conference

The National Leadership and Skills Conference will be held in Louisville, Kentucky June 19-24, 2017. For more information, visit www.skillsusa.org.



General Guidelines for Regional and State Contestants

What to Review:

- Information in this book
- General SkillsUSA Championships Regulations, pp. 9-13
- Contest Specific Regulations from SkillsUSA Technical Standards
- Regional Contest Specification Sheet for Contest

What to Bring:

- 1 copy of Emergency Medical Form on person
- 2 pencils
- Any tools noted on Regional Contest Specification sheet
- Appropriate Safety Personal Protective Equipment
- **No résumé will be required unless specified in the regional or state tool list**

Leadership and Occupational Competitors Clothing:

- Official SkillsUSA attire *or*
- Business-like attire *or*
- School Uniform (no jeans)
- Do not mix and match
- **Must wear official attire if competing in Opening and Closing**

Technical Competitors Clothing:

- School Uniform *or*
- Appropriate work attire
- Shirts should have no logos, slogans or pictures
- **School names should be covered**
- **Shoes must meet safety requirements in Technical Standards**

Safety Equipment/Training Verification:

- Student must provide Safety Personal Protective Equipment per SkillsUSA Technical Standards.
- Loose fitting clothing must be secured.
- **Safety shoes/glasses must meet SkillsUSA Technical Standards.**

Awards Ceremony Clothing all contestants:

- Official SkillsUSA attire *or*
- Business-like attire *or*
- School Uniform (no jeans)
- Do not mix and match

Official SkillsUSA Dress:

Women: Red SkillsUSA blazer, windbreaker or sweater; white collarless or small-collared blouse or white turtleneck, collar not to extend over the blazer lapel or the sweater or windbreaker; black dress skirt (knee-length) or black dress slacks; black sheer (not opaque) or skin-tone seamless hose; black dress shoes, closed toes

Men: Red SkillsUSA blazer, windbreaker or sweater; white dress shirt; plain, solid black tie; black dress slacks; plain black socks; black dress shoes

NOTE: Putting a SkillsUSA jacket over civilian clothes is not appropriate SkillsUSA dress. **Official attire with SkillsUSA-VICA or VICA patches is still acceptable.**

Official Business-like Attire:

Women: Suit; jacket and slacks; dress shirt or blouse; dress; hose and dress shoes

Men: Suit; sport coat and slacks; dress shirt and tie; dress shoes

Unacceptable items of dress - Under no circumstances will any student wearing the following items be allowed on stage to receive awards or recognition, give speeches, or make formal presentations:

- Tennis shoes
- Work boots
- Jeans
- Athletic attire
- T-shirts of any type

Competition Eligibility Rules

1. Participant must be a paid SkillsUSA member.
2. Regional Officers can compete.
3. State and National Officers can compete.
4. Freshmen, sophomores, juniors and seniors can compete.
5. **Students can compete in only one contest. If a student competes in more than one regional competition, they will be disqualified and not permitted to compete at the state level.**
6. 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 in regards to how many competitors they are allowed to have at state competition.
7. **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.

College Postsecondary Competition Registration

- Schools must send in completed intent form by **December 20, 2016**.
- No names are needed on registration, only the number of competitors in each event.
- Names must be submitted to contest registration site two weeks prior to regional competition.
- Full Registration for State Conference is due **March 24, 2017**.
- **Each school may send one competitor per each state competition they declared on the intent form.**

Competitors with Special Needs

SkillsUSA Ohio and the Regional Contest sites will make every effort to provide assistance and accommodations, as appropriate, to create equal opportunities and playing field for all contestants. Schools with competitors who require special assistance/accommodations should notify SkillsUSA Ohio in writing at least two weeks prior to the Regional or State Event.

Cheating

Cheating in any manner or method by adults or SkillsUSA members will not be tolerated. Should a determination be made by the SkillsUSA Ohio director that there is evidence of cheating, the offending school's superintendent will be notified and the contestant(s) in question may be disqualified from further participation in that specific competitive event.

Grievances

Regional Competition: Each Region will establish a Grievance Committee that will handle issues that may arise during the competition. The decisions of the Committee are final. Grievances must be filed in writing by the Chapter Advisor 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 by Friday of the week following the competition.

State Competition: The SkillsUSA Ohio Championships grievance committee will officially recognize only those grievances filed in accordance with the following instructions:

- The contestant, local advisor, or school administrator will file a written grievance on the form provided describing the situation in question and the violation of the contest specifications identified in the SkillsUSA Ohio Contest Specifications and/or applicable National Technical Standards. The completed grievance form will be submitted to the grievance committee within 15 minutes after the completion of the contest. **Decisions of the judges are final!** Photos and videos will not be admissible as part of a grievance.

- After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Ohio before 3:00 p.m. on the Friday of the week following the Awards. 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:
 1. Error in transposition of numbers in tabulating scores
 2. Error in transposition of contestant names
 3. Error in tabulating scores
 4. Error in announcing of winners

The SkillsUSA Ohio Director reserves the right to make placement changes regardless of whether a grievance has been filed if an error is identified up to the date of the next level of competition. The SkillsUSA Ohio Championships Committee of the Board of Directors will rule on Placement Grievances and will inform the SkillsUSA Ohio Director of any changes in placement. The ruling of the Committee is final and not appealable.

Who can compete?

- The following competitions are open to all members of SkillsUSA.
- Schools may send one competitor or team.

Leadership and Occupationally Related Contest Offerings:

- American Spirit
- Chapter Business Procedure
- Chapter Display
- Community Service
- Customer Service
- Engineering Technology/Design
- Entrepreneurship
- Extemporaneous Speaking
- First Aid/CPR
- Job Interview
- Job Skill Demonstration A
- Job Skill Demonstration Open
- Occupational Health and Safety
- Opening & Closing Ceremonies
- Outstanding Chapter
- Prepared Speech
- Principles of Engineering/Technology
- Promotional Bulletin Board
- Quiz Bowl
- Related Technical Math

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in their specific career field.
- Schools may send one competitor or team.
- 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.

Architectural and Construction Contest Offerings:

- Architectural Drafting
- Building Maintenance
- Cabinetmaking
- Career Pathways Showcase - Industrial & Engineering Technology/Architecture & Construction
- Carpentry
- Electrical Construction Wiring
- HVAC
- Masonry
- Plumbing
- Sheet Metal
- TeamWorks
- Telecommunications Cabling
- Welding
- Welding Art/Sculpture
- Welding Fabrication

Arts and Communication Contest Offerings:

- Advertising Design
- Career Pathways Showcase – Arts & Communications/Arts, Audiovisual Technology & Communications
- Digital Cinema Production
- Graphic Communications
- Photography
- Television/Video Production
- Web Design

Health Science Contest Offerings:

- Career Pathways Showcase – Health Services/Health Science
- Career Pathways Showcase – Industrial & Engineering Technology/Science, Technology & Math (Biomedical only)
- Dental Assisting
- Health Knowledge Bowl
- Health Occupations Professional Portfolio
- Medical Assisting
- Medical Math
- Medical Terminology
- Nurse Assisting
- Practical Nursing

Hospitality and Tourism Contest Offerings:

- Career Pathways Showcase – Hospitality and Tourism
- Culinary Arts

Human Services Contest Offerings:

- Career Pathways Showcase – Human Services
- Cosmetology
- Esthetics
- Nail Care

Information Technology Contest Offerings:

- Career Pathways Showcase – Business, Management & Technology/Information Technology
- Computer Programming
- Information Technology Service (formerly Computer Maintenance Technology)
- Internetworking
- Technical Computer Applications

Law and Public Safety Contest Offerings:

- Career Pathways Showcase – Human Services/Law, Public Safety & Security
- Crime Scene Investigation
- Criminal Justice
- Firefighting

Manufacturing/Engineering Contest Offerings:

- Automated Manufacturing Technology
- Career Pathways Showcase – Industrial & Engineering Technology/Manufacturing
- Career Pathways Showcase – Industrial & Engineering Technology/Science, Technology & Math
- CNC Milling Specialist
- CNC Turning Specialist
- Electronics Technology
- Humanoid Robotics
- Industrial Motor Control
- Mechatronics
- Mobile Robotics Technology
- Robotics and Automation Technology
- Technical Drafting

Transportation Contest Offerings:

- Automotive Refinishing
- Automotive Service
- Aviation Maintenance Technology
- Career Pathways Showcase – Industrial & Engineering Technology/Transportation, Distribution & Logistics
- Collision Repair
- Diesel Equipment Technology
- Motorcycle Service Technology
- Power Equipment Technology

Ohio SkillsUSA Code of Conduct

This policy will apply to all conference participants. The term "conference participant" shall mean any SkillsUSA member, including adults, attending any SkillsUSA activity. Ohio SkillsUSA Competitions are official educational functions and all activities should be 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 be expected to maintain conduct in a manner best representing Ohio SkillsUSA. Conference participants' conduct shall be the responsibility of the student's local advisor(s).

Rules for Conference Participants

- Conference participants shall respect all public and private property, including the hotel in which they are housed.
- Conference participants will spend each night in the hotel to which they are assigned.
- Conference participants will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- Conference participants shall not be permitted in sleeping rooms of the opposite sex unless the door is completely open at all times and an advisor is present.
- Conference participants shall be prohibited from using alcoholic beverages and drugs, unless certain prescription medications have been prescribed by a licensed physician. If required to take medication, conference participants shall have the orders of their physician on their person.
- Conference participants shall not leave the hotel without the express permission of their advisor or state association director. Conference participants with permission shall leave a written notice of where they will be.
- Conference participant's conduct will be exemplary at all times.
- Conference participants will keep their advisor or state association director informed of their whereabouts at all times.
- Conference participants shall wear official identification badges at all times.
- Conference participants shall respect official SkillsUSA dress and not smoke while wearing it.
- Conference participants shall attend and be on time for all general sessions and activities for which they are assigned and registered.
- Conference participants shall adhere to the prescribed SkillsUSA dress code at all times.

Violations and Penalties (for conference participants)

- Competitors violating these rules of conduct including appropriate sportsmanship may be disqualified and may be sent home at his or her own expense.
- 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.

Directory

- SkillsUSA Ohio Director and Corporate Member
Mike Cowles (mike.cowles@education.ohio.gov)
- SkillsUSA Ohio Assistant Director
Jackie Walker (jackie.walker@ohioskillsusa.org)
- SkillsUSA Ohio Secretary and Treasurer
Tammy Plotts (tamyra.plotts@education.ohio.gov)
- SkillsUSA CEO – Timothy W. Lawrence (tlawrence@skillsusa.org)
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Fax # (614) 644-6720, web address - www.ohioskillsusa.org
- Ohio SkillsUSA Alumni Association – web address - www.ohioskillsusaalumni.org
- SkillsUSA phone number - (703) 777-8810 or 1-800-321-8422
Fax # (703) 777-8999, web address – www.skillsusa.org
- Addresses:

State Office:	SkillsUSA Ohio 25 S. Front Street, MS 608 Columbus, Ohio 43215
National office:	SkillsUSA 14001 SkillsUSA Way Leesburg, VA 20176
- Curriculum materials including videos - contact Keith at SkillsUSA at 1-800-321-8422, Ext. 623, or www.skillsusa.org/store
- Supply Service:

SkillsUSA Store P. O. Box 3851 Frederick, MD 21701 Telephone: 800-401-1560 Fax: 301-631-0108 E-mail: skillsusastore@egroup-inc.com Order online: www.skillsusastore.org
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Ohio Association of SkillsUSA

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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.

The Ohio Department of Education and SkillsUSA do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.