



SkillsUSA
OHIO



PROGRAM GUIDELINES

HANDBOOK

2016-17

HIGH
SCHOOL



Dear CTE Instructor,

SkillsUSA Ohio provides a wealth of leadership development opportunities and resources for students, teachers and administrators. This handbook has been put together to 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 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.

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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Chapter Advisor/Administrator/Treasurer:

PAYMENTS to SkillsUSA

School finance operations require that all purchases be accompanied by a Purchase Order number, check or credit card. 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. If payment is not paid by credit card at the time of registration, a Purchase Order is required.

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.
- Deadline - March 1 - **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.
 - **Dues must be paid prior to Regional Competition. Regional Competitors that are not members by their competition date will be disqualified.**

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

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 or GED 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.

Alumni Association

Alumni of SkillsUSA are encouraged to join the Alumni Association. It's **free** and includes a quarterly email update with a link to the online version of the Champions Magazine.

<http://www.skillsusa.org/supporters/alumnijoin.shtml>

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, 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 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. The applicants must show experiences they have been engaged in 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.
 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. Any applicant that does not meet the minimum qualifications listed above will not be forwarded as a finalist to the Board of Directors.
3. The review committee will then select finalists whose applications qualify will be sent to the Board of Directors for final selection.

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 April 1 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 State Contest Registration Deadline (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>

State High School 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 will 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 – Greater Columbus Convention Center, 400 N. High Street, Columbus, Ohio
- * Reservations – Schools are responsible for making their own hotel reservations
- * When – November 3-4, 2016
- * Who should attend:
 - CTPD's voting delegate strength, plus alternates (Alternates will not be permitted to sit on floor during Regional Election)
 - CTPD's regional officer candidates who have passed screening test
 - CTPD's high school chapter officer teams
 - CTPD's high school chapter members
 - CTPD's advisors and administrators
- * Registration
 - Forms must be emailed no later than October 7, 2016 to:
Tamyra.plotts@education.ohio.gov
 - A check, purchase order number or credit card payment must accompany registration forms.
 - 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
 - Lodging for schools will be included with registration.
 - Schools must provide their own transportation.
 - Students and advisors must wear official SkillsUSA dress or business-like attire during all leadership sessions.
 - It is the responsibility of the school to insure that the advisor attending the conference has copies of their students' medical forms and signed code of conduct on hand.
 - Advisors are responsible for their own students at all times.
 - All schools are expected to attend all general sessions.
 - For students and advisors attending the Thursday evening activities, appropriate school attire must be worn.
 - Each school is required to have an Advisor at the Convention Center during all conference activities in the event of an emergency.

High School Delegate Assembly Procedures

The High School Regional Delegate Assemblies will happen on the Friday of the State High School Fall Leadership Conference. The Regional Officers elected at this conference will represent Ohio in Washington D.C. at the Regional Officer Training Institute. The High School State Delegate Assembly will happen in April at the State Leadership and Skills Conference. The High School State Officers and National Officer Candidates for the following year will be elected in April.

- General Information
 1. Only pre-qualified officer candidates may run for office.
 2. Only qualified voting delegates will be eligible to receive a ballot.
 3. Campaigning in any form or manner may not take place with any students, teachers, administrators, delegates or other schools prior to the orientation.
 4. Candidates may not have previously held or currently hold the office they are running for.
 5. Any inappropriate or derogatory comments made by candidates or school delegation may result in disqualification.
 6. Candidates must wear official SkillsUSA attire.

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

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

- Ties
 1. 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.
 2. 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

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

Regional Voting Delegates

1. They must be paid SkillsUSA members.
2. Not required to be tested.
3. Number of delegates permitted each CTPD is based on the previous year's membership.
4. CTPD's must determine how they are going to split up delegate strength among its chapters prior to attending the delegate session.
5. All Delegates must be in official SkillsUSA dress or business attire to be permitted on the floor.
6. Regional Voting Delegates are required to attend the Delegate Breakout sessions and Orientation at the Fall Leadership Conference in order to participate in Regional Elections.

State Voting Delegates

1. They must be paid SkillsUSA members.
2. State Voting Delegates are encouraged to attend the Delegate Breakout sessions at Fall Conference.
3. Must be in official SkillsUSA dress.
4. 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, April 11, 2017.

National Voting Delegates

1. National Voting Delegates must submit application by May 15, 2017.
2. 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.
3. National Voting Delegates must attend the one-day Ohio National Prep Conference on June 9, 2017, prior to final selection.
4. They must be a paid SkillsUSA member.
5. Each school may send one official Voting Delegate and as many alternates as they are willing to pay for.
6. Delegates **must** attend the national conference at their school's expense and **must** be in official SkillsUSA dress.
7. Delegates **must** understand that they are going to be busy while at the national conference.
8. Returning National Voting Delegates may apply to serve as Head Voting Delegate.

Current Officer Duties and Activities

Elected Regional Officers

1. They can compete in any competition.
2. They 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.
3. They must attend the following conferences as instructed:
 - a - Regional Officer Training Institute (January, 6 days)
 - b - Regional Competitions (February or March - 1 day)
4. They are encouraged to attend:
 - a - State Fall Leadership Conference (October or November - 2 days) –
 - Both Thursday and Friday if they are still in School
 - Friday only if they have graduated
5. They will hold office for a term of one year.
6. They may not run for a second term.
7. They must submit eligibility report to SkillsUSA Ohio prior to participation in an event during school time.
8. They may apply to work as volunteers at SkillsUSA events as part of their term of office.

Elected State Officers

1. They **can** compete in regional, state, or national competition.
2. They will hold office for a term of one year.
3. No member shall serve more than **one term** as a state officer.
4. They **must** serve as national voting delegates during their term.
5. Schools will pay for their state officers to attend the national conference (mandatory).
6. They **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.
7. They must submit an eligibility form prior to each event during school time to SkillsUSA Ohio.
8. They must attend the following conferences:
 - a. State Officer's Retreat (June - 4 non-school days)
 - b. Ohio National Prep Conference
 - c. National Leadership Conference (June - 7 non-school days)
(This is the only conference the school pays for.)
 - d. Summer Leadership Conference (July - 5 non-school days)
 - e. State Officer/Advisor Fall Retreat – (October - 1 school day)
 - f. State Fall Leadership Conference (October or November – 3 school days)
 - g. Regional Competitions (February or March - 1 non-school day)
 - h. Regional Officer Training Institute (January - 4 school days, 2 non-school days)
 - i. SkillsUSA Ohio Championships (April - 3 school days, 1 non-school day)

Officer Candidate Guidelines

Regional Officer Candidates

- Candidates Qualifications
 1. Candidates must be an active high school SkillsUSA member for the current year by the SkillsUSA Ohio dues deadline.
 2. Candidates must be enrolled in an approved Career-Technical program and participating in a SkillsUSA Chapter.
 3. Candidates may not have previously held or currently hold a regional office.
 4. Each campus is permitted to test as many potential candidates as they wish.
 5. A maximum of 7 candidates may run from any single campus.
 6. CANDIDATES MAY BE FRESHMEN, SOPHOMORES, JUNIORS OR SENIORS.

- A maximum of seven officers will be elected for each Region:

President	Vice President
Secretary	Treasurer
Parliamentarian	Reporter
Historian	

- Procedure to run for regional office
 1. The candidate must complete a Regional Officer Candidate Application.
 2. An administrator/advisor must request screening test materials prior to the request cut-off date of September 30, 2016.
 3. A school administrator/advisor must administer the screening test (**student can take the test one time only**).
 4. The candidate must score 80% or better to be placed on the primary ballot.
 5. An administrator must return the qualified application to the SkillsUSA Ohio office by October 7, 2016.
 6. Upon receipt of their application, SkillsUSA Ohio will provide detailed information on the election procedures.
 7. 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

- A maximum of seven officers will be elected:

President	Vice President
Secretary	Treasurer
Parliamentarian	Reporter
Historian	

- Candidate Qualifications
 1. Candidates must be an active high school SkillsUSA member for the current year by the SkillsUSA Ohio dues deadline.
 2. Candidates must be enrolled in an approved Career-Technical program and participating in a SkillsUSA Chapter.
 3. Candidates need to have attended Fall Conference.
 4. Candidates may not have previously held or currently hold a state office.
 5. Candidates **must** have one full year remaining in a secondary Career-Technical Education program.
 6. Each campus may test as many students as they wish.
 7. No Career-Technical Planning District can have a president elected two years in a row.
 8. Candidates **cannot** be state voting delegates.
 9. Candidates **cannot** compete in the state SkillsUSA Championships.
 10. They are **not** eligible to run for national office.
 11. A maximum of 7 candidates may run from any single campus.

- Procedure to run for state office
 1. An administrator must request screening test prior to request cut-off date of March 3, 2017.
 2. A school administrator must administer screening test prior to the March 24 registration deadline, and:
 - a. Students can take the test one time only.
 - b. Test will consist of 25 multiple-choice questions from Levels 1 & 2 of the PDP, SkillsUSA Student Workbook, and Leadership Handbook.
 3. Student must score 80% or better on screening test to be on the primary ballot.
 4. The candidate must complete an application and submit it by March 24, 2017.
 5. The candidate must attend the state conference delegate assembly, and:
 - a. Must be in Official SkillsUSA dress.
 - b. Give speech of no more than 2 minutes in length.
 - c. Top two candidates for each office will appear on final ballot.
 - d. Top two candidates will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
 - e. Skits are not permitted.
 - f. Candidates may not use their own school names in their speech.
 - g. Candidates are not permitted to use other school names in their speech.
 - h. Candidates are not permitted to ask for audience participation.

- i. Campaigning in any form or manner may not take place with any students, teachers, administrators, delegates or other schools prior to the mandatory state officer orientation meeting on Tuesday.
- j. Campaign materials may only be displayed in designated Meet the Candidate area.
- k. Materials that do not fit within the designated campaign space will not be permitted.
- l. State Candidates may participate in a meet the candidate session prior to election.

National Officer Candidates

- 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 Louisville.
 - 1. Region III Vice President – Candidate
 - 2. National Officer-at-Large – Candidate
- Candidates
 - 1. They must be a paid SkillsUSA member.
 - 2. They must be enrolled in an approved Career-Technical program.
 - 3. They must have one full year remaining in a Career-Technical Education program.
 - 4. Each CTPD may test as many students as they would like.
 - 5. They **cannot** compete in the state SkillsUSA Championships.
 - 6. They must attend one non-school day of training (during State Officer’s Retreat). Failure to attend may result in removal from the national ballot.
 - 7. They must attend National Officer Candidate Orientation on Thursday June 8, 2017.
 - 8. They must attend the Ohio National Prep Conference on Friday, June 9, 2017.
 - 9. They must attend with their Advisor to the Leverage and Engage Training Pre-Conference at the National Conference.
- Procedure to run for national office
 - 1. The candidate must complete application.
 - 2. An administrator must request screening test prior to test request cut-off date of March 3, 2017.
 - 3. A school administrator must administer screening test, and:
 - Students can take the test one time only.
 - Test will consist of 25 multiple-choice questions from Levels 1 & 2 of the PDP, the SkillsUSA Student Workbook, and the Leadership Handbook.
 - 4. The student must score 80% or better to be on the primary ballot and must present evidence of PDP completion at screening interview on Tuesday of the state conference.
 - 5. The administrator must return cover sheet of the application packet to the SkillsUSA Ohio office prior to the test return cut-off date of March 24, 2017. The complete packet must be submitted by March 24, 2017.
 - 6. By March 24, 2017, the Administrator or Lead Advisor must contact SkillsUSA Ohio to schedule an appointment for National Officer Candidate’s Interview. The interview must

be completed by April 3, 2017, in order for the Candidate to be considered for the ballot. The interview may be completed in person or by phone.

7. The application packet will be reviewed and the candidates will be interviewed by a screening committee. This committee will determine final eligibility of the Candidate to be placed on the ballot.
8. Candidates and their advisors **must** attend the national conference at their school's expense, including pre-conference attendance at Leverage and Engage Training. See National Application for further details.

Summer Leadership Conference

Summer Leadership Conference is held annually for new and returning high school SkillsUSA members to provide an overview of SkillsUSA activities and the opportunity to develop leadership and teambuilding skills that will enhance each participant's ability to lead their SkillsUSA Chapter.

- What - A one-week leadership conference
- When – July 10-14, 2017
- Where – Hocking College, Nelsonville, Ohio

- Registration
 1. All registrations are done online and summary sheet must be postmarked and in the SkillsUSA Ohio office prior to the registration deadline.
 2. A purchase order number or check must accompany registration form.
 3. Dorm assignments are on a first come, first serve basis.

- Campers
 1. They must be a paid SkillsUSA member.
 2. They must be enrolled in an approved Career-Technical program.
 3. They must have one full year remaining in a Career-Technical Education program.
 4. They must be in good standing with their school and have at least a grade “C” average.
 5. They must pay registration cost which includes:
 - 4 nights lodging
 - 11 meals
 - T-shirt
 - workbook
 6. There will be no refunds for cancellations after the registration deadline.
 7. They must provide own transportation to and from the conference.
 8. An adult advisor from each school sending students is required to attend camp.
 9. Adult advisors and students must arrive prior to 1:00 p.m. on the first regularly scheduled day of the conference.

- Group Leaders
 1. They **must** have previously attended SkillsUSA Ohio Summer Leadership Conference or be a current regional or national officer.
 2. They **must** arrive at camp by 2:00 p.m. on the Sunday before the conference.
 3. They have to arrange their own transportation to and from the conference.
 4. There is **no cost** to selected group leaders.

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 Regional Competition form due December 20, 2016. Only students currently enrolled in Career-Technical Education Programs are eligible to compete. Final registration will be due online two weeks prior to the Regional Contest.

Regional Competitions

Regional Competitions will be held in accordance with the 2016-2017 Ohio Championships Guidelines book and the 2017-2018 National Technical Standards. The top 3 students in each event will advance to the SkillsUSA Ohio Championships in April.

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.**

Exceptions to the March 1 Membership Deadline

Membership Exception Policy of the SkillsUSA Ohio Board of Directors

The following is a statement of policy related to the March 1 policy and procedure for exceptions that will be considered by the SkillsUSA Ohio Director.

1. The March 1 deadline date will remain in effect. The March 1 policy is as follows:

Contestants, candidates and voting delegates, in order to participate in the SkillsUSA Ohio State Championships and/or the National Leadership and Skills Conference including SkillsUSA Championships, must be active members of SkillsUSA whose dues have been received in the SkillsUSA national headquarters by midnight of March 1.

2. 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 March 1, 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 amount 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.

3. Extenuating circumstances considered not to be controllable by a member are:
 - a. Clerical error by person other than the involved active member.
 - b. Teacher strikes where schools were closed for extended lengths of time during February.
 - c. Extremely severe weather where schools are closed for extended lengths of time during February.
 - d. Mail lost by the U.S. Postal Service.

4. 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.

5. 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.

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.

Regional Competition Registration

- Schools must send in completed intent form by **December 20, 2016**.
- Registration must be completed online two weeks prior to the Regional Contest.
- A purchase order number must accompany the registration form. Do not send a check. You will be invoiced based on confirmed contests in your region.
- There will be no refunds for cancellations after the registration cancellation deadline.
- No names are needed on registration, only the number of competitors in each event.
- Names must be submitted to contest site one week prior to regional competition.
- 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 area will be eligible to advance to the State Competition.
- SkillsUSA Ohio will determine if there are sufficient contestants in a particular contest for the contest to be run at the Regional Level.
- Registration for State Conference is due **March 24, 2017**.
- **The top three Regional Competitors advance to the State Conference.**
- **Each school may also send one competitor per eligibility rules for each straight to state competition they declared on the Regional Registration 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 SOC or SUSATS regulations. The completed grievance form will be submitted to the grievance committee within 15 minutes after the completion of the contest. Grievance forms can be obtained from the grievance booth. **Decisions of the judges are final!**
- After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Ohio before 4:45 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:
 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 up to the date of departure for the national conference.

Leadership and Occupationally Related Contest Specifications

Who can compete?

- The following competitions are open to all members of SkillsUSA.
- Schools may send one competitor or team for every 500 SkillsUSA members based on local competition.
- For example:
 1. If a school has 475 paid high school members, they are eligible for one competitor in each contest below.
 2. If a school has 520 paid high school members, they are eligible for two competitors in each contest below.
 3. If a school has 1010 paid high school members, they are eligible for three competitors in each contest below.
- For questions on eligibility, please contact SkillsUSA Ohio.

Regional Contest offerings:

- Customer Service
- Extemporaneous Speaking
- First Aid/CPR
- Job Interview
- Job Skill Demonstration A
- Job Skill Demonstration Open
- Opening & Closing Ceremonies
- Prepared Speech
- Promotional Bulletin Board
- Related Technical Math

Straight to State Contest offerings:

- American Spirit
- Chapter Business Procedure
- Chapter Display
- Community Service
- Engineering Technology/Design
- Entrepreneurship
- Principles of Engineering/Technology
- Occupational Health and Safety
- Outstanding Chapter
- Quiz Bowl

Architecture and Construction - Contest Specifications

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:

- Architectural Drafting
- Carpentry
- Electrical Construction Wiring
- TeamWorks (one team per 200 paid SkillsUSA members)
- Welding
- Welding Fabrication

Straight to State Contest offerings:

- Building Maintenance (may send up to 2 competitors per school)
- Cabinetmaking
- Career Pathways Showcase - Industrial & Engineering Technology/Architecture & Construction
- Heavy Equipment Operations (Ohio Only) (may send up to five competitors per school)
- HVAC
- Masonry
- Plumbing
- Sheet Metal
- Telecommunications Cabling
- Welding Art/Sculpture

Arts and Communications

Contest Specifications

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:
 1. 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.
 2. 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.
 3. 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
- Graphic Communications
- Photography

Straight to State Contest offerings:

- Career Pathways Showcase – Arts & Communications/Arts, Audiovisual Technology & Communications
- Digital Cinema Production (2-person team – 1 team per 100 SkillsUSA members)
- Performing Arts (Ohio Only)
- Television/Video Production (2-person team – 1 team per 100 SkillsUSA members)
- Web Design (2-person team – 1 team per 100 SkillsUSA members)

Health Science Contest Specifications

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:
 1. 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.
 2. 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.
 3. 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.

Regional Contest offerings:

- Basic Health Care (High School Only)
- Health Knowledge Bowl
- Medical Math
- Medical Terminology
- Nurse Assisting

Straight to State Contest offerings:

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

Hospitality and Tourism Contest Specifications

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:
 1. A school with 38 paid members enrolled in courses that teach the majority of the competencies in the Culinary Arts competition is permitted to send one competitor.
 2. A school with 53 paid members enrolled in courses that teach the majority of the competencies in the Culinary Arts competition is permitted to send two competitors.
 3. A school with 102 paid members enrolled in courses that teach the majority 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.

Regional Contest offerings:

- No regional competitions are offered at this time.

Straight to State Contest offerings:

- Career Pathways Showcase – Hospitality and Tourism
- Culinary Arts (1 competitor per school)

Human Services

Contest Specifications

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:
 1. A school with 38 paid members enrolled in courses that teach the majority of the competencies in the Cosmetology competition is permitted to send one competitor.
 2. A school with 53 paid members enrolled in courses that teach the majority of the competencies in the Cosmetology competition is permitted to send two competitors.
 3. A school with 102 paid members enrolled in courses that teach the majority 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:

- Career Pathways Showcase – Human Services

Information Technology Contest Specifications

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:
 1. A school with 38 paid members enrolled in courses that teach the majority of the competencies in the Information Technology Services competition is permitted to send one competitor.
 2. A school with 53 paid members enrolled in courses that teach the majority of the competencies in the Information Technology Services competition is permitted to send two competitors.
 3. A school with 102 paid members enrolled in courses that teach the majority 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:

- Career Pathways Showcase – Business, Management & Technology/Information Technology
- Computer Programming
- Internetworking
- Technical Computer Applications

Law and Public Safety Contest Specifications

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:
 1. A school with 38 paid members enrolled in courses that teach the majority of the competencies in the Criminal Justice competition is permitted to send one competitor.
 2. A school with 53 paid members enrolled in courses that teach the majority of the competencies in the Criminal Justice competition is permitted to send two competitors.
 3. A school with 102 paid members enrolled in courses that teach the majority 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
- Criminal Justice

Straight to State Contest offerings:

- Career Pathways Showcase – Human Services/Law, Public Safety & Security
- Firefighting (may send up to two competitors per school)

Manufacturing/Engineering Contest Specifications

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:
 1. A school with 38 paid members enrolled in courses that teach the majority of the competencies in the CNC Turning competition is permitted to send one competitor.
 2. A school with 53 paid members enrolled in courses that teach the majority of the competencies in the CNC Turning competition is permitted to send two competitors.
 3. A school with 102 paid members enrolled in courses that teach the majority 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:

- CNC Milling Specialist
- CNC Turning Specialist
- CNC Technician
- Industrial Motor Control
- Technical Drafting

Straight to State Contest offerings:

- Additive Manufacturing
- Automated Manufacturing Technology
- Career Pathways Showcase – Industrial & Engineering Technology/Manufacturing
- Career Pathways Showcase – Industrial & Engineering Technology/Science, Technology & Math
- Electronics Technology
- Humanoid Robotics
- Mechatronics
- Mobile Robotics Technology
- Precision Machining (state super regional only)
- Robotics and Automation Technology

Transportation Contest Specifications

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:
 1. A school with 38 paid members enrolled in courses that teach the majority of the competencies in the Automotive Refinishing competition is permitted to send one competitor.
 2. A school with 53 paid members enrolled in courses that teach the majority of the competencies in the Automotive Refinishing competition is permitted to send two competitors.
 3. A school with 102 paid members enrolled in courses that teach the majority 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
- Automotive Service
- Collision Repair

Straight to State Contest offerings:

- Aviation Maintenance Technology
- Career Pathways Showcase – Industrial & Engineering Technology/Transportation, Distribution & Logistics
- Diesel Equipment Technology
- Motorcycle Service Technology (may send up to 2 competitors per school)
- Power Equipment Technology (may send up to 2 competitors per school)

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)
- SkillsUSA Ohio phone number - (614) 466-8782
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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SkillsUSA Ohio Calendar of Events 2016 – 2017

September 30	Last day to request regional officer screening tests
October 7	Regional officer tests and applications due
October 7	State Fall Leadership Conference registration forms due
October 13-14	Chapter Advisor Training Institute – Deer Creek State Park
November 3-4	State High School Fall Leadership Conference – Greater Columbus Convention Center
November 15	National Early-Bird Membership Deadline
November 15	SkillsUSA Career Day with the Columbus Blue Jackets
December 20	Regional Competition intent forms due
January 12	Pin, T-Shirt and Banner designs are due
January 15	SkillsUSA Advisor of the Year Applications due
January 15-20	Regional Officers Training Institute – Leesburg, VA
Regional Competitions	
February 17	Northwest – Four County Career Center, Archbold
February 25	Northeast – Trumbull CTC, Warren
February 25	North Central – Polaris Career Center, Middleburg Heights
TBD	Southeast – C-TEC, Newark
TBD	South Central – South-Western Career Academy, Grove City
March 4	Southwest – Ohio Hi-Point Career Center, Bellefontaine
March 1	National Membership Deadline
March 3	Last day to request state/national officer screening tests
March 15	Chapter of Excellence applications due
March 24	State/national officer screening tests and applications due
March 24	SOC registration forms due
March 24	National Officer Application packets due and interview date scheduled
April 11-12	SkillsUSA Ohio Championships
May 15	Summer Camp Group Leader applications due
May 15	National Voting Delegate applications due
June 5-9	State Officers Retreat
June 9	Ohio National Prep Conference/Delegate Training
June 19-24	National Conference – Louisville, KY
July 10-14	High School Summer Leadership Camp – Hocking College



Ohio Association of SkillsUSA

Ohio Department of Education
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Phone: 614-466-8782

Fax: 614-644-6720

Email: mike.cowles@education.ohio.gov

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.

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.