



# PROGRAM GUIDELINES HANDBOOK

2019-2020 | HIGH SCHOOL

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Dear CTE Instructor,

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

SkillsUSA provides its members with the opportunity to display their technical and leadership skills through the SkillsUSA Championships Program. The culmination of the program is an invitation to represent Ohio at the 56th Annual SkillsUSA National Leadership and Skills Conference. Ohio may send one high school competitor or team in each category.

The SkillsUSA Ohio Championships program determines who is eligible to compete. The Championships are broken down into four levels of competition: local, regional, state and national. The state gold medalists in each contest represent Ohio in 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 join us to make the SkillsUSA program an integral part of your curriculum. We will post all forms and specific event information at [www.ohioskillsusa.org](http://www.ohioskillsusa.org).

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

Sincerely,

*Jackie Walker*

Jackie Walker  
SkillsUSA Ohio Director

# Directory

- SkillsUSA Ohio Director  
Jackie Walker ([skillsusaohiojw@gmail.com](mailto:skillsusaohiojw@gmail.com))
- SkillsUSA Ohio Board of Directors President and Corporate Member  
Robert Kornack ([robert.kornack@education.ohio.gov](mailto:robert.kornack@education.ohio.gov))
- SkillsUSA Ohio Secretary and Treasurer  
Tammy Plotts ([tamyra.plotts@education.ohio.gov](mailto:tamyra.plotts@education.ohio.gov))
- SkillsUSA CEO  
Timothy W. Lawrence ([tlawrence@skillsusa.org](mailto:tlawrence@skillsusa.org))
- SkillsUSA Ohio phone number - (614) 466-8782  
Fax # (614) 644-6720, web address - [www.ohioskillsusa.org](http://www.ohioskillsusa.org)
- Ohio SkillsUSA Alumni Association – web address - [www.ohioskillsusaalumni.org](http://www.ohioskillsusaalumni.org)
- SkillsUSA phone number - (703) 777-8810 or 1-800-321-8422  
Fax # (703) 777-8999, web address – [www.skillsusa.org](http://www.skillsusa.org)
- Addresses:

State Office:	SkillsUSA Ohio 25 S. Front Street, MS 608 Columbus, OH 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](http://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: <a href="mailto:skillsusastore@egroup-inc.com">skillsusastore@egroup-inc.com</a> Order online: <a href="http://www.skillsusastore.org">www.skillsusastore.org</a>
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## **2019-2020 Skills USA Ohio Calendar of Events**

<https://www.ohioskillsusa.org/calendar>

### **Chapter Advisor/Administrator/Treasurer**

#### **PAYMENTS to SkillsUSA**

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

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

**All REGISTRATION payments for EVENTS** hosted by SkillsUSA Ohio are paid to:

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

**MEMBERSHIP PAYMENTS** are 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 the previous year will receive a membership packet from SkillsUSA in August. If you were not a participant, you may contact SkillsUSA Ohio and to receive your packet. All students enrolled in a Career-Technical Education Program are eligible to join SkillsUSA.

- Early Bird Deadline – November 15
  - Members will receive full member benefits from SkillsUSA.
- **Dues must be paid before contestants (including models) can compete in regional competitions. Please refer to the Calendar of Events for the Ohio membership deadline.** <https://www.ohioskillsusa.org/calendar>
- Non-contestant members (Officer candidates, observers, voting delegates) must be active members of SkillsUSA by March 1.
- 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](http://www.skillsusa-register.org).
  - Make sure you hit the “submit” button once you have the PO/Check Number.
  - Be sure to note 100% membership. 100% membership requires a minimum of 15 paid members in the program.

## Membership Divisions

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

**College/Postsecondary:** 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. Postsecondary students are not permitted to compete in regional competitions.

***Students who have received a high school diploma or high school equivalent 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 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 is **free** and includes a quarterly email update with a link to the online version of the Champions Magazine.

<http://www.skillsusa.org/membership-resources/alumni>

# Ten Simple Rules for Using SkillsUSA's Brand Marks

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

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

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

1. Always use the art as a single unit. Each graphic consists of two parts: the type, and above the type a stylized graphic element referred to as the "stripes." These two elements are never to be altered, moved or used individually. (For example, it would be incorrect to use the stripes alone as "bullets" on a Web site; or to use the "Champions at Work" type by itself without the SkillsUSA logo and red rule; or to move the "Champions at Work" graphic to the side of the type to fit your item.)
2. 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 JPEGs from our website in commercial printing. The resolution isn't high enough, and the image will become pixilated if you resize it.

The PNG files are for importing into Microsoft Office documents (They may appear slightly pixilated on screen but print fine.)

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.

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

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



# 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 receive recognition at the SkillsUSA Ohio Championships.

## Models of Excellence

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

## Chapter of Distinction – Gold Recognition

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

## Chapter of Distinction – Bronze and Silver

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

## Quality Chapter

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

Applications are submitted on line at <http://skillsusa.org/programs/chapter-excellence-program> no later than March 1.

# SkillsUSA Ohio Advisor of the Year

## Criteria

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

## Eligibility

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

## Regional Finalists

Regional finalists are 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 2021 SkillsUSA Championships.

## Nominator's Special Instructions

Nominator should submit to SkillsUSA Ohio:

- A letter of support or recommendation for the nominee along with application.  
This letter should outline:
  1. The contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's state, region and/or nation. The applicant must show the experiences of engagement within SkillsUSA that are at a level beyond the classroom or local chapter. You may also describe how the nominee has advanced career and technical education in his/her occupational area.
  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 final selection of the Regional Advisor of the Year are as follows:

1. After all nominations from individual schools are received, as instructed above, they are separated by region.
2. Nominations are 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 qualified finalists whose applications will be sent to the Board of Directors for final selection.

**Applications are due in the SkillsUSA Ohio Office by January 10.**

# SkillsUSA Ohio Lifetime Professional Achievement Award

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

- a. Advancement in the organization
- b. Development of student programs
- c. Success and innovation of state conference/competitions
- d. Increasing industry partnerships in the organization
- e. Service to the organization
- f. Advance of the status or visibility of the field

**2. Presentation and Form of the Award:** Given at most once a year, the award shall be presented at The SkillsUSA Ohio State Championships on stage by the current State Director and State Officer team.

- a. A plaque inscribed with the name of the award, the name of the recipient, the name of the sponsoring organization, and the year in which the award is presented.

### **3. Procedures Governing the Award:**

Requirements for the honor:

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

The Submission should include:

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

**Nominations for the award must be received by the chair of the award selection committee no later than January 10 of the year in which the nominee is to be considered. Except for the winner, the other nominees' applications will remain active for up to 3 years.**

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

- a. Members of the award selection committee shall be comprised of members of the current Board of Directors.
- b. The award selection committee shall consist of at least three members. Each year one new member shall be appointed by the State Director to serve for three years.
- c. Each year the award selection committee shall select from that year's eligible nominees at most one individual who, in their collective judgment, has a sufficiently distinguished record of contributions to the field of simulation sustained over the course of a professional career.
- d. The award selection committee shall determine the winner by majority vote.
- e. The award selection committee may choose to make no award.
- f. All oral and written communications regarding nominations or deliberations of the award selection committee shall remain strictly confidential, including the names of all nominators, endorsers, and nominees.

**Applications are due in the SkillsUSA Ohio Office by January 10.**

# 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 were developed at the National level.

## National Program of Work

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

- Professional Development
- Community Service
- Employment
- Ways and Means
- SkillsUSA Championships
- Public Relations
- Social Activities

<https://skillsusa.org/programs/national-program-of-work>

## Career Essentials

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

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

- **SkillsUSA Career Essentials: Foundations** (formerly called Career Readiness Curriculum [CRC])\*  
*\*The CRC content has not changed.*
- **SkillsUSA Career Essentials: Experiences** (replaces Professional Development Program [PDP])
- **SkillsUSA Career Essentials: Assessments** (formerly called Workforce Ready System Skill Connect Assessments)\*\*  
*\*\*The Employability Assessment has changed, but all others remain the same.*

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

<http://skillsusa.org/programs/career-essentials>

## **Jump Into STEM!**

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

<http://www.skillsusa.org/programs/jump-stem>

## **SkillsUSA's Alliance with CareerSafe**

SkillsUSA and CareerSafe and joined forces to provide students with online youth-safety training authorized by the Occupational Safety and Health Administration (OSHA). Through this affordable, informative and innovative training, students learn to recognize potential safety and health hazards pertaining to all 16 national career clusters that can prepare students for college or a career pathway.

<http://www.skillsusa.org/programs/careersafe-online-safety-training>

## **Student2Student Mentoring Program**

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

<http://www.skillsusa.org/programs/mentoring-student2student>

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.

## **Generation T**

In the fall of 2018, SkillsUSA joined Generation T ("Gen T"), a national movement that Lowe's Home Improvement officially launched on April 25. The goal of Generation T is to address the widening trade gap and inspire a new generation to consider skilled trade careers. Committed to rebuilding and changing public perceptions of the skilled trades in America, Generation T seeks to drive enrollment in skilled trades education and build a pipeline of workers to offset the anticipated gap of three million jobs by 2028.

Lowe's chose SkillsUSA to help with this effort because SkillsUSA membership is a critical link to success in the workplace – whether students plan to go to work after high school, earn a technical certificate, attend community college or a four-year university, or enter an apprenticeship program. SkillsUSA is working to attract more students into construction, electrical, plumbing, HVAC and appliance repair programs, focusing on students in these trade areas.

<http://www.skillsusa.org/programs/generation-t>

# 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 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 their own hotel reservations.
- When – Please refer to the Calendar of Events for dates.  
<https://www.ohioskillsusa.org/calendar>
- Who should attend:
  - CTPD's voting delegates, plus alternates (Alternates are not permitted to sit on the assembly 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 – one advisor for every 10 students registered
- Registration
  - Form D Registration must be emailed to [tamyra.plotts@education.ohio.gov](mailto:tamyra.plotts@education.ohio.gov). Please refer to the Calendar of Events for the registration deadline.  
<https://www.ohioskillsusa.org/calendar>
  - Registration must be completed in the Conference Management System.
  - There will be no refunds for cancellations after the registration deadline. Substitutions may be made up to the day of the event.
- General Conference Information
  - Schools provide their own transportation.
  - Students and Advisors must wear official SkillsUSA dress or business attire during all leadership sessions.
  - It is the responsibility of the school to ensure that the advisor attending the conference has copies of their students' medical forms and signed code of conducts on hand.
  - Advisors are responsible for their own students at all times.
  - All schools are expected to attend all general sessions.
  - Students and advisors attending the Thursday evening activities must wear appropriate school attire.
  - Each school is required to have an Advisor at the Convention Center during all conference activities in the event of an emergency.

## High School Delegate Assembly Procedures

The High School Regional Delegate Assemblies occur on the Friday of the State High School Fall Leadership Conference. **Regional Officer Candidates must be registered members of SkillsUSA prior to Fall Leadership Conference to run for Office.** 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 happens in April at the State Leadership and Skills Conference. High School State Officers and National Officer Candidates for the following year will be elected in April. **For more detailed information on candidacy please see the instructor's manual for regional, state, and national officer candidates**

- 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 prior to the orientation.
  4. Candidates may not have previously held or currently hold the office they are running for.
  5. Inappropriate or derogatory comments made by candidates or school delegation may result in disqualification.
  6. Campaign materials may not include anything perishable or that can be consumed by a person.
  7. Campaign materials cannot stick to the walls or floor and cannot damage anything at facility.
  8. 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 servings at voting delegates. Below are some basic guidelines.

## Regional Voting Delegates

1. 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. 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. 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 of the State Conference.

## National Voting Delegates

1. National Voting Delegates must submit application by May 15.
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 in June. Please refer to the Calendar of Events for the date. <https://www.ohioskillsusa.org/calendar>
4. 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. Can compete in any competition.
2. 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. Must attend the following conferences as instructed:
  - a - Regional Officer Training Institute (January, 6 days)
  - b - Regional Competitions (February or March - 1 day)
4. 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
  - b - State Championships as Courtesy Corps
5. Will hold office for a term of one year.
6. May not run for a second term.
7. Must submit eligibility report to SkillsUSA Ohio prior to participation in an event during school time.
8. May apply to work as volunteers at SkillsUSA events as part of their term of office.

## Elected State Officers

1. **Can** compete in regional, state, or national competition.
2. Will hold office for a term of one year.
3. No member shall serve more than **one term** as a state officer.
4. **Must** serve as national voting delegates during their term.
5. Schools will pay for state officers to attend the national conference (mandatory).
6. **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. Must submit an eligibility form prior to each event during school time to SkillsUSA Ohio.
8. 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

- 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 may not have previously held or currently hold a regional office.
  4. Each campus 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. These officers will be elected as a slate, meaning the top 7 vote winners will be elected as “Regional Officers”. A President and Vice President will be chosen from every region at The Regional Officer Training Institute based on merit, desire and performance. Students running for office should know all parts of the Opening and Closing Ceremonies.
- Procedure to run for regional office
  1. Candidate must complete a Regional Officer Candidate Application.
  2. An administrator/advisor must request screening test materials prior to the request cut-off date. Refer to the Calendar of Events for the cut-off date.  
<https://www.ohioskillsusa.org/calendar>
  3. A school administrator/advisor must administer the screening test. **(Student can take the test one time only)**.
  4. Candidate must score 80% or better for placement on the primary ballot.
  5. An administrator must return the qualified application to the SkillsUSA Ohio office by due date. Refer to Calendar of Events for due date.  
<https://www.ohioskillsusa.org/calendar>
  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 Monday at the State High School Fall Leadership Conference Orientation.

## State Officer Candidates

- **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 may not have previously held or currently hold a state office.
  4. Each campus is permitted to test as many potential candidates as they wish.
    - a. A maximum of 7 candidates may run from any single campus.
    - b. Candidates may be freshmen, sophomores or juniors.
  5. No Career-Technical Planning District can have a president elected two years in a row.
  6. Candidates **cannot** be state voting delegates.
  7. Candidates **cannot** compete in the state SkillsUSA Championships.
  8. Candidates are **not** eligible to run for national office.
  9. A maximum of seven officers will be elected. These officers will be elected as a slate of state officers. The President and Vice President will be chosen based on performance and merit following State Officers Retreat.

### Procedure to run for state office

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

### 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 primary ballot. If still tied, another impromptu question will be asked by the SkillsUSA Ohio state director or designated person and the delegates will vote by secret ballot. This procedure will continue until the tie is broken.

## National Officer Candidates

- 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. Must be a paid SkillsUSA member.
  2. Must be enrolled in an approved Career-Technical program.
  3. 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. **Cannot** compete in the state SkillsUSA Championships.
  6. Must attend a one non-school day of training (during State Officer’s Retreat). Failure to attend may result in removal from the national ballot.
  7. Must attend the National Officer Candidate Orientation in June. Refer to the Calendar of Events for date. <https://www.ohioskillsusa.org/calendar>
  8. Must attend Leverage and Engage Training Pre-Conference at the National Conference with their Advisor.
- Procedure to run for national office
  1. Must complete an application.
  2. An administrator must request screening test prior to test request cut-off date. See Calendar of Events for cut-off date. <https://www.ohioskillsusa.org/calendar>
  3. A school administrator must administer screening test.
  4. Students can take the test one time only.
  5. Test will consist of 25 multiple-choice questions from leadership general knowledge, the SkillsUSA Framework, the SkillsUSA Career Essentials and/or the Leadership Handbook.
  6. Student must score 80% or better to be on the primary ballot and must present evidence of PDP/Career Essentials Experiences completion at screening interview on Tuesday of the state conference.
  7. Administrator must return the application packet to the SkillsUSA Ohio office prior to the cut-off date. Refer to the Calendar of Events for date. <https://www.ohioskillsusa.org/calendar>
  8. The Administrator or Lead Advisor must contact SkillsUSA Ohio to schedule an appointment for National Officer Candidate’s interview in order for the Candidate to be considered for the ballot. The interview may be completed in person or by phone.
  9. The application packet will be reviewed and candidates will be interviewed by a screening committee. (The committee will consist of State Director, SkillsUSA Ohio Staff and/or members of the Ohio Department of Education.) This committee will determine final eligibility of the Candidate to be placed on the ballot.
  10. Candidates and their advisors **must** attend the national conference at their school's expense. See National Application for further details.
  11. The candidate must attend the state conference delegate assembly, and
  12. Must be in Official SkillsUSA dress.
  13. All Candidates will give speech of no more than 2 minutes in length.
  14. All National Officer Candidates will appear on a primary ballot and will receive an impromptu question based around general leadership or SkillsUSA knowledge.
  15. The top 4 candidates will appear on the final ballot and will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
  16. In between each ballot, a 5 to 10 minute meet the candidate caucus session will occur.
  17. Skits are not permitted.
  18. Candidates may not use their own school names in their speech.
  19. Candidates are not permitted to use other school names in their speech.

20. Candidates are not permitted to ask for audience participation during any response on stage.
  21. Campaigning in any form or manner may not take place prior to the mandatory state officer candidate orientation meeting on Tuesday.
  22. Campaign materials may only be displayed in designated Meet the Candidate area.
  23. Materials that do not fit within the designed campaign space will not be permitted and are subject to disqualification (half of a 6-foot table). Materials must be a table top display.
  24. National Officer Candidates may participate in a meet the candidate session prior to election.
  25. Campaign materials must not consist of anything that can be consumed by a person.
  26. Campaign materials cannot stick to the walls or floor and cannot damage anything at facility.
  27. Campaigning on social media prior to the meet the candidate session is not permitted.
- 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.





# Summer Leadership Conference

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

<https://www.ohioskillsusa.org/calendar>

- 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. Must be a paid SkillsUSA member.
  2. Must be enrolled in an approved Career-Technical program.
  3. Must have one full year remaining in a Career-Technical Education program.
  4. Must be in good standing with their school and have at least a grade "C" average.
  5. 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. Must provide own transportation to and from the conference.
  8. An adult advisor from each school sending students is required to attend camp. There should be one advisor for every 10 students registered.
  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. Must have previously attended SkillsUSA Ohio Summer Leadership Conference or a current regional or national officer.
  2. Must be between the ages of 18-20.
  3. Must be a graduate from High School.
  4. Must arrive at camp by 2:00 p.m. on the Sunday before the conference.
  5. Need to arrange their own transportation to and from the conference.
  6. There is **no cost** to selected group leaders.

\*See group leader application form for more details.

## SkillsUSA Ohio State Advisor Program

SkillsUSA is a student leadership organization developed by teachers to support the initiatives of Career and Technical Education at the local, regional, state and national levels. The success of our State Leadership Programs and Competitive Events Programs relies on volunteer support.

The SkillsUSA Ohio State Advisor Program was established to build a cadre of educators that will provide guidance and support to Ohio's Regional, State and National activities. The goal is to have 20-30 State Advisors that can support our program and events.

### State Advisor's Expectations:

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

### The Advisor's Commitment:

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

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

### The School's Commitment:

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

Term of office 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, visit [www.ohioskillsusa.org](http://www.ohioskillsusa.org) under the leadership opportunities tab or 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 Technical Standards Guidelines established for the SkillsUSA Championships Program.

### Competition Intent

Each school must declare all potential straight to state competitions, including demo contests and super regionals, they intend to compete in on the survey form due December 1.

### Regional Competitions

Paid SkillsUSA members currently enrolled in Career-Technical Education Programs are eligible to compete. The final registration date can be found on our Calendar of Events (<https://www.ohioskillsusa.org/calendar>). Regional Competitions should occur in accordance with the Ohio Championships Guidelines book and the National Technical Standards. Exceptions to these standards must be listed in the tool list for the regional competition. 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 at the Greater Columbus Convention Center. Gold medalists in each category will advance to National Competition. Refer to our Calendar of Events for dates of competition and registration deadline. <https://www.ohioskillsusa.org/calendar>

### National Leadership and Skills Conference

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

### New This Year

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



# General Guidelines for Regional and State Contestants

## What to Review:

- Information in this book
- General SkillsUSA Championships Regulations from SkillsUSA Technical Standards
- Contest Specific Regulations from SkillsUSA Technical Standards
- Regional Contest Tool List for Contest

## What to Bring:

- 1 copy of Emergency Medical Form on person (behind name badge)
- 2 pencils
- Any tools and/or materials to be supplied by contestant will be noted on Contest Tool List
- Appropriate Safety Personal Protective Equipment
- **A résumé will be required for all Regional and State contests. Résumés will be checked, but not collected by the Contest Coordinator as the student signs in. Résumé penalties will be enforced.**

## Leadership and Occupational Competitors Clothing:

- Official SkillsUSA attire *or*
- Business attire *or*
- School Uniform with all identifying logos/markers covered (no jeans)
- Do not mix and match
- **Must wear official attire if it is listed on the contest tool list**

## Technical Competitors Clothing:

- School Uniform with all identifying logos/markers covered (no jeans) *or*;
- Appropriate work attire as defined on the contest tool list
- Shirts cannot have logos, slogans or pictures
- **School names should be covered**

## Safety Equipment/Training Verification:

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

## Awards Ceremony Clothing all contestants:

- Official SkillsUSA attire *or*
- Business attire *or*
- School Uniform (no jeans)
- Do not mix and match
- **Regionals Only - Competition attire per tool list**

### **Official SkillsUSA Dress:**

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

#### **Official Attire**

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket
- Button-up, collared, white dress shirt (accompanied by a plain solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks (accompanied by black dress socks or black or skin-toned seamless hose) or black dress skirt (knee-length) (accompanied by black or skin-tone seamless hose)
- 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 Attire:**

- Suit; sport coat and slacks; jacket and slacks; dress shirt and tie; dress shirt or blouse; dress; hose or dress socks; and 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 (unless part of the official contest uniform)
- Jeans
- Athletic attire
- T-shirts of any type



## Competition Eligibility Rules

1. **Participant must be a paid SkillsUSA member.** Refer to Calendar of Events for deadline. <https://www.ohioskillsusa.org/calendar>
2. Regional Officers can compete.
3. State Officers can compete.
4. National Officers cannot compete.
5. Freshmen, sophomores, juniors and seniors can compete.
6. **Students can compete in only one contest. If a student competes in more than one regional competition, they are disqualified and not permitted to compete at the state level.**
7. 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 regard to how many competitors they are allowed to have at state competition.
8. **Students who plan to run for State or National Office or serve as State Voting Delegates will not be eligible to compete at state.**
9. For Leadership and Occupationally Related contests, each building IRN may send one competitor or one team for every 500 paid SkillsUSA members. These contests are open to all members of SkillsUSA, including students enrolled in Career Exploration programs. If the number of competitors allowed increases due to the number of students enrolled in a Career Exploration program, the additional competitor or team must come from that population.
10. For Skilled Contests, each building IRN may send one competitor or team for every 50 paid SkillsUSA members enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program. If more than one competitor or team is registered from a building IRN, the school must provide documentation of students participating in the applicable program (Program Roster by SSID). Students enrolled in Career Exploration programs may not be included in these counts and may not compete in any skilled contest.

## 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

- **Participant must be a paid SkillsUSA member.** Refer to the Calendar of Events for deadline. <https://www.ohioskillsusa.org/calendar>
- Registration must be completed online. Names must be submitted when completing online registration. Refer to the Calendar of Events for registration deadline. <https://www.ohioskillsusa.org/calendar>
- A Purchase Order must accompany Form D. You will be invoiced based on confirmed contests in your region.
- There will be no refunds for cancellations after the registration deadline.
- Substitutions will be accepted without penalty up to Monday at 5:00 p.m. prior to the competition. After this deadline, a \$25.00 processing fee will be assessed.

- The regions will be responsible for developing and conducting any assigned contests based on the Regional Registrations. If a Region is unable to conduct a required contest, no competitors in that contest will be eligible to advance to the State Competition.
- SkillsUSA Ohio will determine if there are sufficient contestants in a contest for the contest to be run at the Regional Level.
- Contest observers may be permitted at the discretion of the individual contest chairperson and/or the host site. All observers must be registered with SkillsUSA Ohio.
- The top three Regional Competitors advance to the State Conference.
- Refer to the Calendar of Events for state conference registration deadline.  
<https://www.ohioskillsusa.org/calendar>

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

### **SkillsUSA Ohio Code of Conduct**

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

- Conference participants must respect all public and private property, including the hotel in which they are housed.
- Conference participants must spend each night in the hotel to which they are assigned.
- Conference participants must strictly abide by the curfew established and must respect the rights of others by being as quiet as possible after curfew.
- Conference participants are not permitted in sleeping rooms of the opposite sex unless the door is completely open at all times **and** an advisor is present.
- Conference participants are 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 must have the orders of their physician on their person.
- Conference participants must not leave the hotel without the express permission of their advisor or state association director. Conference participants with permission must 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 must wear official identification badges at all times.
- Conference participants must respect official SkillsUSA dress and not smoke while wearing it.
- Conference participants must attend and be on time for all general sessions and activities for which they are assigned and registered.
- Conference participants must adhere to the prescribed SkillsUSA dress code at all times.
- During contests, participants must work independently, without assistance from judges, teachers, other students, or observers. Assistance will result in Contestant disqualification.
- Prior to competition, contestants are not to see or practice any unpublished portion of the actual contest which gives them an advantage over another contestant.
- No SkillsUSA Member, Advisor or Instructor may attend or volunteer in another regional event for a competition that they (or their student) are registered to compete in prior to the competition date.

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

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

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

### **Team Competitions**

- Teams will be able to make substitutions and compete at state and regional competitions provided that:
  - A full team was registered and due to unforeseen circumstances, a contestant(s) are unable to compete.
  - Greater than 50% of the team competes.
- To advance to the state competition, at least 50% of the team must be made up of the original regional competition team.

- If a competitor competes in a technical competition at the regional level and does not advance to the state competition; he or she is not eligible to compete in any other technical contest at the state level.
- If a competitor competes in a leadership competition at the regional level and does not advance to the state competition; he or she is not eligible to compete in any leadership contest at the state level.

### Scoring Results

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

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

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

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

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

### Grievances

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

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

- The contestant, local advisor, or school administrator files a written grievance on the form provided describing the situation in question and the violation of the SkillsUSA Ohio Championships or the National SkillsUSA Technical Standards. The completed grievance form will be submitted to the grievance committee within 30 minutes after the completion of the contest. Grievance forms are included in the Registration packets and additional will be available at the registration area. **Decisions of the Grievance Committee are final!**
- After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Ohio before 5:00 p.m. on the Friday following the state conference. Changes in awards may be made only where a contest chairperson determines that one of the following errors existed at the time of the awards ceremony:
  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

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

### **Observers/Closed Contests**

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

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

### **Demo Contests and New Contest Procedures**

New contests in Ohio are required to meet the following criteria:

1. Each new contest must have at least 1 sponsor and a contest coordinator.
2. Each new contest must have at least 4 schools with participating contestants.

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

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

### **Competitors with Special Needs**

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

### **Extenuating Membership Circumstances**

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

Step 1: Provide an official school receipt showing national dues paid, date paid, signature of agent receiving dues, and the receipt number.

Step 2: Provide chapter or section minutes, or some other documentation, verifying (a) attendance at chapter or section meetings; and (b) participation in local SkillsUSA activities in addition to attendance only.

Step 3: Provide statement from persons (e.g., chapter advisor, local administrator, supervisor, etc.) related to the case explaining why errors occurred and if the situation can be avoided in the future.



- Step 4: Provide copy of rosters lost or missing, including additions, accompanied by the appropriate 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.
2. 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.
  3. 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.
  4. 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 Direct. 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.



# 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.

## Regional Contest offerings:

- Customer Service
- Extemporaneous Speaking
- First Aid/CPR
- Health Knowledge Bowl (Team of 4)
- Job Interview
- Job Skill Demonstration A
- Job Skill Demonstration Open
- Medical Math
- Medical Terminology
- Opening & Closing Ceremonies (Team of 7)
- Prepared Speech
- Promotional Bulletin Board (Team of 3)
- Related Technical Math

## Straight to State Contest offerings:

- American Spirit (Team of 3)
- Career Pathways Showcase (Team of 3)
- Chapter Display (Team of 3)
- Community Service (Team of 3)
- Engineering Technology/Design (Team of 3)
- Entrepreneurship (Team of 4)
- Health Occupations Professional Portfolio
- Principles of Engineering/Technology
- Occupational Health and Safety (Team of 3)
- Outstanding Chapter (Team of 3)
- Pin Design
- Quiz Bowl (Team of 5)
- T-Shirt Design

# 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 (Team of 4) (one team per 200 paid SkillsUSA members)
- Welding
- Welding Fabrication (Team of 3)

## Straight to State Contest offerings:

- Building Maintenance (may send up to 2 competitors per school)
- Cabinetmaking
- Heavy Equipment Operations (Ohio Only) (may send up to 5 competitors per school)
- HVAC
- Masonry
- Plumbing
- Sheet Metal
- Telecommunications Cabling
- Welding 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
- Photography

## Straight to State Contest offerings:

- Art Show (Ohio only)
- Audio/Radio Production (Team of 2)
- Broadcast News (Team of 4) – Demo Contest
- Digital Cinema Production (Team of 2) (1 team per 100 SkillsUSA members)
- Graphic Communications
- Screen Printing Technology
- Television/Video Production (Team of 2) (1 team per 100 SkillsUSA members)
- Web Design (Team of 2) (1 team per 100 SkillsUSA members)

# Health Science Contest Specifications

## 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)
- Nurse Assisting

## Straight to State Contest offerings:

- Dental Assisting
- 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:

- Commercial Baking (1 competitor per school)
- Culinary Arts (1 competitor per school)
- Restaurant Service

# 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:

- Barbering

# 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:

- Computer Programming
- Cyber Security – Demo Contest
- Interactive Application and Video Game Development (Team of 2)
- 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 (Team of 3)
- Criminal Justice

## Straight to State Contest offerings:

- Firefighting (may send up to 2 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 (Team of 2)
- Automated Manufacturing Technology (Team of 3)
- Electronics Technology
- Mechatronics (Team of 2)
- Mobile Robotics Technology (Team of 2)
- Precision Machining (state super regional only)
- Robotics and Automation Technology (Team of 2)
- Robotics: Urban Search and Rescue (Team of 2)

# 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:

- Automobile Maintenance and Light Repair
- Aviation Maintenance Technology
- Collision Damage Appraisal
- 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)



# ***SkillsUSA Ohio***

## ***Regional Competition Guidelines and Information***

***2019-2020 School Year***

# SkillsUSA Ohio Regional Competitions

## Purpose

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

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

## Roles and Responsibilities

### Ohio Department of Education Program Specialists

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

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

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

### Regional Chairperson

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

### State/Regional SkillsUSA Advisors

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

- Propose recommendations that facilitates an efficient transition of events on contest day
- Assist with host site needs on the day(s) of competition
- Coordinate Regional Officers for Awards Ceremony

## Regional Officers

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

The regional officers should handle the following tasks:

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

## General Regulations

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

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

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

**Contest Budgets** Each region receives a budget by the SkillsUSA State Office. SkillsUSA Ohio will reimburse for allowable expenses only. All qualifying expenses for reimbursement must fall within budget parameters and be accompanied with a documented receipt. Please note that all purchases on the SkillsUSA Ohio Lowes account contribute to the aggregated regional budget total. It is the responsibility of the Regional Chairperson to ensure that expenditures are within budget.

<b>Allowable Expenses</b>	<b>Non-allowable expenses</b>
Contest Consumable Supplies	Coordinator and/or Judges Stipends/Gifts
Custodial Services/Security	SkillsUSA SWAG and Apparel
Offsite Building Fees/Rental	Teacher/Staff Pay or Stipends
Lunch/snacks	Costs associated with unapproved contests

## **Scoring Rubrics**

It is the responsibility of the contest coordinator to provide Ohio Department of Education (ODE) staff with the scoring rubric 30 days prior to the day of competition. ODE staff will enter the scoring rules into the CMS/Scoring system and provide the coordinator with an electronic version (jump drive) the day of competition. Contest Coordinators must verify their scoring drive for accuracy the day prior to the competition.

## **Skill Contests**

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

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

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

For skill contests that the Region is unable to provide an adequate hands-on event, a written test could be administered. The State SkillsUSA Office may provide the written tests.

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

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

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

## **Written Exams**

Written exams may be administered as a part of each skill contest. Written exams are developed from a core of technical and scientific principles taken from an analysis of the skills and knowledge required for successful employment in trade, industrial, technical or health occupations. Knowledge of these core principles increases a student's chance of succeeding and progressing in his or her chosen career field and forms a basis for understanding and applying new technology as it is developed. Contestants are expected to understand such principles as they apply to their skill area.

A skill-related written exam must be prepared or approved by the State Association Director or technical committee. A skill-related written exam can make up no more than 10 percent of the contestant's total score except for contests where the written test is the only contest component. There are no written SkillsUSA knowledge tests given at Regional or State Contests.

## Offsite Contests

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

## Observers/Closed Contests

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

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

## Résumés

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

## Tool Lists

Tool lists should be submitted by the host school to the Ohio Department of Education on a date to be determined by ODE. To ensure that all competitors prepare properly for the competition, tool lists cannot be changed without approval from ODE staff.

Tool lists must be submitted on the Tool List Template and emailed to [toolist@ohioskillsusa.org](mailto:toolist@ohioskillsusa.org)

## Who May Compete

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

## Competition Eligibility Rules

1. **Participant must be a paid SkillsUSA member.** Refer to Calendar of Events for membership deadline. <https://www.ohioskillsusa.org/calendar>
2. Regional Officers can compete.
3. State Officers can compete.
4. National Officers cannot compete.
5. Freshmen, sophomores, juniors and seniors can compete.
6. **Students can compete in only one contest. If a student competes in more than one regional competition, they are disqualified and not permitted to compete at the state level.**
7. 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 regard to how many competitors they are allowed to have at state competition.
8. **Students who plan to run for State or National Office or serve as State Voting Delegate will not be eligible to compete at state.**



9. For Leadership and Occupationally Related contests, each building IRN may send one competitor or one team for every 500 paid SkillsUSA members. These contests are open to all members of SkillsUSA, including students enrolled in Career Exploration programs. If the number of competitors allowed increases due to the number of students enrolled in a Career Exploration program, the additional competitor or team must come from that population.
10. For Skilled Contests, each building IRN may send one competitor or team for every 50 paid SkillsUSA members enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program. If more than one competitor or team is registered from a building IRN, the school must provide documentation of students participating in the applicable program (Program Roster by SSID). Students enrolled in Career Exploration programs may not be included in these counts and may not compete in any skilled contest.

## Divisions

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

**Postsecondary:** 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. **Postsecondary students are not permitted to compete in regional competitions.**

## Scoring

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

If a contest is conducted, awards will be given for 1st, 2nd and 3rd place. If no contest is conducted at the regional level due to an inadequate number of participants, no medals are awarded and no competitors for that event will advance to SOC.

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

1st, 2nd and 3rd place regional winners will represent their region at the SkillsUSA Ohio Championships. Fourth place winners will be used as alternates, if necessary.

Further information and placements below fourth place will be available upon request to ODE staff. SkillsUSA Ohio should keep all documentation until the start of SkillsUSA State Conference. Any scoring changes will be the result of the Education Program Specialist working with the Contest Coordinator within 5 days of the competition of the regional event. All scoring changes must be approved by the State Director. All regions must use the SkillsUSA Conference Management System (CMS) electronic scoring process. ODE staff will manage all scoring for Regional Competitions, including generating the electronic database.

## Grievances

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

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

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

Once grievances are received, they will be reviewed by the SkillsUSA Grievance Committee. These decisions are final.

SkillsUSA Ohio reserves the right to make placement changes regardless of whether a grievance has been filed up to the date of departure for the national conference.

## Awards Ceremony

Each regional contest shall have an awards ceremony following the conclusion of the contests. If time permits, medals may be awarded at off-site events immediately following the competition. The PowerPoint presentation for the awards ceremony is generated by the scoring system and host sites are NOT permitted to produce their own presentation.

**To be included in the awards PowerPoint, scores must be submitted to the ODE scoring team at least 90 minutes prior to the awards ceremony start time.**

## Competition Intent Form

Each school must declare all potential straight to state competitions, including demo contests and super regionals, they intend to compete in on the survey form due December 1. Only students currently enrolled in career-technical education programs are eligible to compete. Refer to our Calendar of Events for final registration due date. <https://www.ohioskillsusa.org/calendar>

## Registration

- Schools must complete survey intent form by December 1. Student names are **not to be included** on the intent form. This is to determine which contests will be run at the state level.
- **Participant must be a paid SkillsUSA member.** Refer to Calendar of Events for membership deadline. <https://www.ohioskillsusa.org/calendar>
- Registration must be completed online. Names must be submitted when completing online registration. Refer to Calendar of Events for registration deadline. <https://www.ohioskillsusa.org/calendar>
- A Purchase Order must accompany Form D. You will be invoiced based on confirmed contests in your region.

- There will be no refunds for cancellations after the registration deadline.
- Substitutions will be accepted without penalty up to Monday at 5:00 p.m. prior to the competition. After this deadline, a \$25.00 processing fee will be assessed for each substitution.
- The regions will be responsible for developing and conducting any assigned contests based on the Regional Registrations. If a Region is unable to conduct a required contest, no competitors in that contest will be eligible to advance to the State Competition.
- SkillsUSA Ohio will determine if there are sufficient contestants in a contest for the contest to be run at the Regional Level.
- Contest observers may be permitted at the discretion of the individual contest chairperson and/or the host site. All observers must be registered with SkillsUSA Ohio.
- The top three Regional Competitors advance to the State Conference.
- Refer to the Calendar of Events for State Conference Registration Deadline.  
<https://www.ohioskillsusa.org/calendar>

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

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

### **Communications**

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



**I'M READY**

## Contest Coordinators

**\*Please furnish to ODE**

Contest	Coordinator	Phone #	Text OK	Email
Advert. Design				
Arch. Drafting				
Auto Refinishing				
Auto Service				
Basic Health Care				
Carpentry				
CNC Milling				
CNC Technician				
CNC Turning				
Collision Repair				
Cosmetology				
Crime Scene				
Criminal Justice				
Customer Service				
Electrical Const.				
Esthetics				
Extemp. Speaking				
First Aid/CPR				
Health Knowledge				
Ind. Motor Control				
Information Tech.				
Job Interview				
Job Skill Demo A				
Job Skill Demo Open				
Medical Math				
Medical Terminology				
Nail Care				
Nurse Assisting				
Opening & Closing				
Photography				
Prepared Speech				
Prom. Bulletin Board				
Related Tech Math				
TeamWorks				
Tech. Drafting				
Welding				
Welding Fabrication				

## *Lead Advisor Listing*

\*Please furnish to ODE

<b>School</b>	<b>Advisor Name</b>	<b>Phone #</b>	<b>Text OK</b>	<b>Email</b>

## Judges List

**\*Please furnish to ODE**

Contest	Coordinator	Phone #	Text OK	Email
Advert. Design				
Arch. Drafting				
Auto Refinishing				
Auto Service				
Basic Health Care				
Carpentry				
CNC Milling				
CNC Technician				
CNC Turning				
Collision Repair				
Cosmetology				
Crime Scene				
Criminal Justice				
Customer Service				
Electrical Const.				
Esthetics				
Extemp. Speaking				
First Aid/CPR				
Health Knowledge				
Ind. Motor Control				
Information Tech.				
Job Interview				
Job Skill Demo A				
Job Skill Demo Open				
Medical Math				
Medical Terminology				
Nail Care				
Nurse Assisting				
Opening & Closing				
Photography				
Prepared Speech				
Prom. Bulletin Board				
Related Tech Math				
TeamWorks				
Tech. Drafting				
Welding				
Welding Fabrication				

*This form should be completed and mailed to the regional chairperson one week after the organizational meeting by the individual contest chairperson.*

### **Contest Materials and Supplies**

Contest \_\_\_\_\_

Chairperson \_\_\_\_\_

Please list on this page the materials and/or supplies that you will need to conduct your contest. If possible, the contestants should be asked to bring these materials. Once this list is approved by the regional supervisor, you will be asked to order your own supplies.

<b>Item Name &amp; Description</b>	<b>Quantity per Contestant</b>	<b>Approx. cost per Contestant</b>

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

Contest End Time: \_\_\_\_\_

## **Regional Winners Reporting Form**

Region \_\_\_\_\_ Contest \_\_\_\_\_

### **First Place**

Name \_\_\_\_\_

Contestant # \_\_\_\_\_

School \_\_\_\_\_

### **Second Place**

Name \_\_\_\_\_

Contestant # \_\_\_\_\_

School \_\_\_\_\_

### **Third Place**

Name \_\_\_\_\_

Contestant # \_\_\_\_\_

School \_\_\_\_\_

*First, second and third place winners will compete at the state level.*

### **Fourth Place**

Name \_\_\_\_\_

Contestant # \_\_\_\_\_

School \_\_\_\_\_

*The fourth-place winner does not compete at state. They will be used as an alternate, if necessary.*

***There can be no ties for 1st, 2nd, 3rd or 4th places.***



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

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

## **REGIONAL GRIEVANCE FORM**

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

**Contest Improvement Suggestion:** If you feel any part of the contest regulations was not followed and could be improved upon, please complete this form and return to the contest office within 15 minutes of the completion of the contest.

**Contest Grievance:** The contestant, local advisor or school administrator must file a written grievance, on this form, describing the situation in question and the violation being made. This form must be submitted to the contest office within 15 minutes of the completion of the contest.

**Scoring Grievance:** Protests of awards presented at the awards ceremony must be filed in writing with the Ohio Department of Education before 5:00 p.m. on the Friday following the Regional Competition. Changes in awards may be made only when a contest chairperson determines that one of the following errors existed at the time the awards were presented:

- 1 – Error in transposition of numbers in tabulating scores
- 2 – Error in transposition of contestant name
- 3 – Error in score tabulation
- 4 – Error in announcing winners

\_\_\_\_\_  
Contest

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

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

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

\_\_\_\_\_  
School

\_\_\_\_\_  
Person Filing Grievance Email Address\*

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Action taken**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature - chairperson



### **Ohio Association of SkillsUSA**

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

Phone: 614-466-8782

Fax: 614-644-6720

Email: [skillsusaohiojw@gmail.com](mailto:skillsusaohiojw@gmail.com)

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



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

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.