

CEP APPLICATION SUMMARY

Following is a summary of what you can expect from the application.

Cover Page — This page captures all the necessary contact information and signatures.

Application represents the work of (select one): Chapter or Section

Name of school: _____

Chapter email address (required): _____

Primary contact advisor's name: _____

School address: _____

School city: _____ State: _____ ZIP: _____

School telephone number (including area code): _____

Cellphone number (required): _____

Number of unduplicated student enrollment in courses eligible for SkillsUSA membership: _____

Total SkillsUSA membership as indicated above by chapter or section: (auto-fill from registration site)

Note: To qualify for Level 1, the Quality Chapter Award, a chapter or section must conduct at least one activity related to each of the three SkillsUSA framework components.

CERTIFICATION:

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

Electronic Signature: The parties may execute this application electronically, equivalent to a handwritten signature. Use the following process to create an electronic symbol signifying intent: At the end of each line marked "Electronic Signature," **replace the empty box with a blackened box — simply copy and paste this black box ■** or select the font style Wingdings and type a lowercase letter "n" to insert a black box.

Chapter president name: (Print) _____

Chapter president electronic signature (Replace empty box with blackened box here.):

Chapter secretary name: (print) _____

Chapter secretary electronic signature (Replace empty box with blackened box here.):

Chapter advisor name: (print) _____

Chapter advisor electronic signature (Replace empty box with blackened box here.):

Superintendent or principal name: (print) _____

Superintendent or principal electronic signature (Replace empty box with blackened box here.):

State association director signature of approval: _____

Note: This application will not be returned by SkillsUSA. Please make a copy for your records.

Level 1 – Quality Chapter Award

This is where you verify what you have done for the year that qualifies you to be eligible for this award. There are two steps involved.

Step 1: You will see a series of yes/no chapter indicators that looks like this:

LEVEL 1 – QUALITY CHAPTER AWARD

Quality Chapter Indicators	
Chapter paid membership dues	YES/NO
All section/program advisors paid professional dues to SkillsUSA	YES/NO
The chapter elected chapter officers	YES/NO
The chapter conducted well-planned, regularly scheduled chapter meetings	YES/NO
The chapter completed a projected budget (list of planned income and expenses for the year)	YES/NO
The chapter completed a program of work (list of planned chapter activities for the year)	YES/NO

Step 2: You will fill out a page that requires you to list one activity conducted within each of the three framework areas – personal skills, workplace skills and technical skills. You cannot duplicate these activities for the Chapter of Distinction level.



Framework Component 1 — Personal Skills

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

List one major activity:

Select the *personal skills* the activity developed in students (required field):

- Integrity
- Work ethic
- Professionalism
- Responsibility
- Adaptability/Flexibility
- Self-Motivated

Step 2 continued ...



Framework Component 2 — Workplace Skills

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

List one major activity:

Select the *workplace skills* the activity developed in students (required field):

- Communication
- Decision Making
- Teamwork
- Multicultural Sensitivity and Awareness
- Planning, Organizing and Management
- Leadership



Framework Component 3 — Technical Skills

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

List one major activity:

Select the *technical skills* the activity developed in students (required field):

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