

# Contest and Project Guide Introduction

Congratulations on your participation in SkillsUSA. Your choice to be involved in SkillsUSA aligns you and your training program with a national network of business, industry and education professionals who are committed to national technical standards and rigorous training techniques. This guide has been developed to assist you and your students in meeting the standards set by some of America's finest corporations and technical, labor and trade associations.

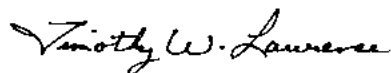
This guide is designed to assist you in preparing your students for state and national competition in the SkillsUSA Championships. However — and just as importantly — this guide should be used to help all students in your instructional program to practice national technical standards through the tests and projects included.

The technical standards have evolved into much more than a preparation guide for competition. The standards have been validated by some of the best subject matter experts in the nation and have been cross-walked to the academic areas of math, science and language arts. They are now the basis for what business and industry expect in entry-level employees in their respective occupational program of study.

You will find a variety of materials and tips inside to assist you in your instruction and contest preparation. To be sure you and your students receive the maximum benefit from these materials:

- The regulations and standards should be reviewed completely and followed exactly. Know the regulations and rules to be followed. In competition, a thorough knowledge of the rules is the first step to success.
- Analyze the rating sheets at: [www.skillsusa.org/competitions/skillsusa-championships/contest-scorecards/](http://www.skillsusa.org/competitions/skillsusa-championships/contest-scorecards/). The rating sheet should be used as an evaluation tool to measure how well students perform to the standards and regulations.
- Practice using the contest projects for your event (if they've been included in this guide). These are the 2015 projects from the national competition. Using them gives you the advantage of practicing using a recent contest.
- Read the Insider's Guide from *SkillsUSA Champions* magazine. Reading them now may seem to be a low priority, but these tips are from those who have had a national competition experience, and there could be some small hints that give you big advantages (not all contests are covered in this section).
- Make sure students study related technical knowledge. A written test on technical and academic knowledge can count for up to 15 percent of the total possible score (see the General Regulations section). Students can also take a Skill Connect Assessment in their contest area to assure they have the knowledge required. Visit [www.workforcereadysystem.org](http://www.workforcereadysystem.org) for more information.
- Check online for the contest updates. This will provide you with any recent changes to contest regulations. Find the updates at: [www.skillsusa.org/competitions/skillsusa-championships/contest-updates/](http://www.skillsusa.org/competitions/skillsusa-championships/contest-updates/).
- Make sure students have an up-to-date, one-page résumé. The résumé is part of a competitor's score. A sample résumé is included in this guide.
- Finally, students need to be prepared to demonstrate solid employability skills. They will be tested with a Professional Development Test and through an Oral Professional Assessment. Have students brush up on interview skills, eye contact and a firm handshake. Make sure students study Levels 1 and 2 of the SkillsUSA Professional Development Program (PDP), including the SkillsUSA Student Workbook. Each year at the national competition, contest ties are broken using the score from the PDP test. If you do not have the PDP, go to: [www.skillsusa.org/programs/professional-development-program-pdp/](http://www.skillsusa.org/programs/professional-development-program-pdp/). Practice using the sample Professional Development Test included with this guide.

Being well prepared is not only an important aspect of success in competition, it's also important for success in life. The SkillsUSA Championships program is a motivator for excellence. It drives quality instruction and quality learning through testing to national standards. I hope this guide will assist you in continuing to provide a quality experience for your students as "Champions at Work."



Timothy W. Lawrence, Executive Director, SkillsUSA

## INTRODUCTION

Many people consider the SkillsUSA Championships to be the preeminent showcase of public technical education in the United States. The championships recognize career and technical students who excel in their occupational and occupationally related areas, as well as in the leadership development activities that are such an integral part of the SkillsUSA program in the classroom.

The involvement of industry in the SkillsUSA Championships program is essential. Experts in leadership, health occupations, and skilled and technical sciences donate their time to serve as contest judges and as technical committee members. They assume responsibility for selecting the skills that are to be judged, determining the format of the contests and establishing the standards by which contestants will be judged.

Besides showcasing students' skills, the SkillsUSA Championships, by the very nature of competition, urges students to take pride in their work. It also provides prospective employers with an opportunity to see dedicated, motivated potential employees at work.

To continue to meet the needs of both these potential employees and prospective employers, the lines of communication between technical education schools and industry must be kept open. Educators need to be able to identify industry's needs and, in turn, develop appropriate curricula.

## SKILLSUSA WORK FORCE READY SYSTEM

The Work Force Ready System (WFRS) provides assessments for career and technical education that are supported by industry, education and policy leaders. Central to the WFRS are the expertise and industry-defined competencies compiled in the SkillsUSA Championships Technical Standards 2015–2016. All of the system's assessments and certificates are based on the procedures, protocols, competencies and criteria established by subject matter experts from industry and education.

## Overview

Using a unique collaboration between employers and educators that simultaneously improves instructional programs, the SkillsUSA Work Force Ready System assesses and documents the entry-level technical proficiency of students. It helps teachers and advisors engage with the system to enhance instruction in classrooms and labs across the nation. The major components of the WFRS are:

### 1. Skill Point Certificate

Individuals achieving an industry-defined cut score can earn a Skill Point Certificate through the online system. Skill Point Certificates, however, are awarded only to SkillsUSA member students who reach or exceed a threshold score in a national championships contest. Competitors achieving the cut score will be awarded the Skill Point Certificate, regardless of contest ranking or medal standing.

All “official” national championships competitions will award Skill Point Certificates.

Along with a national gold, silver or bronze medal, the Skill Point Certificate represents the pinnacle of achievement in demonstrating proficiency and workplace readiness in the student's occupational specialty. Each Skill Point Certificate may carry the logos and names of the organizations represented on that contest's national technical committee.

### 2. Skill Connect Assessments

Both SkillsUSA and non-SkillsUSA students will have an opportunity to purchase and take an assessment (online, proctored paper and pencil, or hands-on testing) based on the competencies and criteria established in the championships technical standards. Those candidates achieving a cut score in the assessment test will be awarded a Skill Connect Certificate, very similar to the Skill Point Certificate.

SkillsUSA has created fee-based Skill Connect assessment tests in more than 40 technical contests plus employability.

For more information on the Work Force Ready System, visit:  
[www.workforcereadysystem.org](http://www.workforcereadysystem.org).

## SKILLSUSA CHAMPIONSHIPS ORGANIZATION

The SkillsUSA Championships is governed by policies established by the board of directors of SkillsUSA Inc. These policies cover donations and awards as well as SkillsUSA Championships committees' composition and responsibilities.

The SkillsUSA Championships is organized as follows:

1. Board of directors of SkillsUSA Inc.
2. SkillsUSA Championships Executive Committee
3. SkillsUSA Championships director
4. Individual technical committees for each area of competition
5. National Education Teams

## INTRODUCTION OF NEW CONTESTS

There are many requests for the establishment of new contests in the SkillsUSA Championships program. In determining the addition of new events to the SkillsUSA Championships, either for demonstrations or for final approval as an official contest, the staff of SkillsUSA will apply the following principles as a test of need:

Go to [www.skillsusa.org/compete/downloads.shtml](http://www.skillsusa.org/compete/downloads.shtml) to download the "Application for Demonstration Contest" form. To be considered, the following time frame must be followed. If not followed, the contest will have to wait until the next open application period.

1. Applications submitted between Jan. 1 and July 1 of that year will be considered for the following year's NLSC. Example: Feb. 2, 2015, would be for 2016 NLSC; Sept. 13, 2015, would fall to the 2017 NLSC.
2. All applications submitted within the enrollment period will be reviewed and placed before the state association directors in their August meeting.

3. State association directors would then need to have their votes back to the SkillsUSA Championships director by Nov. 15 or sooner.
4. The SkillsUSA Championships director would then notify the state directors and the technical committees and post the results of which contests are going to be offered by Jan. 15 or sooner.

Some of the criteria to consider:

1. Are there a significant number of members in SkillsUSA who want to compete in the contest?
2. Are there jobs in the occupation and an industry that is nationally significant?
3. Special attention should be given to areas of new and changing technology as driven by industry.
4. Leadership contests will be added based upon solid proposals from the memberships that indicate value to students in relationship to future employment.

The following areas will be considered before a new contest can be approved:

1. A minimum of 10 state associations must commit to conducting the contest at the state level for a contest to be seriously considered.
2. A SkillsUSA Championships technical committee representing at least two different companies or professional organizations must be established to develop contest rules and establish the necessary support for personnel, contest equipment and prizes to introduce the contest. There also will be a need to establish a custodial account to help cover the cost of the contest. A financial commitment will be needed to cover costs in setting up the space and contest needs. The fee will be dependent upon the type of contest (Leadership, Occupationally Related, or Skilled and Technical Sciences) and the potential amount of consumables needed.
3. Preliminary contest rules will be printed and distributed to all state association directors with states invited to conduct the

contest and participate in the national demonstration.

4. New contests introduced at the national championships are given “demonstration” status. The contest is then reviewed and should qualify for “official” contest status by the third year. Demo status can be extended by the Executive Committee if warranted.
5. Contest operation and participation regulations will be reviewed by national staff to determine feasibility of official inclusion of the contest in the SkillsUSA Championships.
6. Official inclusion of new SkillsUSA Championships contests will be approved by the SkillsUSA board of directors. Industries may conduct technology demonstrations to solicit support from the states for a demonstration contest the following year.

## **ELIMINATION OF CONTESTS**

There must be at least 12 contestants/teams in each official contest for the contest to be held. (Exceptions are Chapter Display, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and health occupations contests.) In the event that fewer than 12 contestants participate for two years, the contest may be discontinued pending a decision by the SkillsUSA board of directors.

## **ABSORPTION OF CONTESTS**

If an existing contest is facing elimination because of declining numbers, it is to be evaluated to determine if there is a new contest that may be similar. If so, the old contest guidelines would be reviewed by the championships director to determine if it could be absorbed within an existing contest. If so, the contest would receive temporary demonstration status so the state association directors have time to restructure and review the possibilities. This temporary demonstration status will cover a two-year period.

## **GENERAL REGULATIONS**

1. These *SkillsUSA Championships Technical Standards* are written as guidelines for the administration of national contests.
  - a. They should serve as models for administration of local, regional and state contests but should not be considered binding upon state associations in conducting state-level SkillsUSA Championships.
  - b. Because of the changes that can occur within a contest area or a specific station, the scorecards or scoring criteria for all contests can be found on the SkillsUSA website under: [www.skillsusa.org/compete/updates.shtml](http://www.skillsusa.org/compete/updates.shtml).
2. A careful and thoughtful analysis of the skills and knowledge required for successful employment in technical, skilled and service occupations, including health occupations, will identify a core of technical and scientific principles that students should understand. Knowing these principles will increase their chances of succeeding and progressing in their fields and form a basis for understanding and applying new technology as it is introduced in their respective fields. Competitors are expected to understand such principles as they apply to their skill areas. They will be expected to know and demonstrate the following:
  - a. Mathematics: addition, subtraction, division and multiplication of whole numbers, common fractions, decimal fractions, ratio, proportion, percentage, average, area, volume, metrics and written problems specific to areas of training
  - b. Engineering drawing/print interpretation and schematics related to specific areas of training
  - c. Reading comprehension/interpreting technical manuals
  - d. Completion of a job application form
  - e. Making an appointment for a job interview
  - f. Proper interview techniques
  - g. Responding clearly to oral questions
  - h. Safety knowledge (Some contests require evidence of safety training.

Students are encouraged to complete the Occupational Safety and Health Administration's [OSHA] 10-hour, Web-based CareerSafe course. For more, visit: [www.careersafeonline.com](http://www.careersafeonline.com). Participants completing the safety training course will receive a wallet card from OSHA.)

- i. Compliance with all copyright laws and software licensing requirements
3. Begin checking SkillsUSA's website in September for any changes to these printed guidelines. All changes to the current year's competitions will be at: [www.skillsusa.org/compete/updates.shtml](http://www.skillsusa.org/compete/updates.shtml).
4. Professional Development Program (PDP) Test:
  - a. Each individual contestant in both leadership and skill contests (except Action Skills, Building Maintenance, Employment Application Process and Quiz Bowl contestants) will be given a test taken from Levels 1–2 of the Professional Development Program. The following procedures will apply:
    1. The tests will be administered by the state association directors at the National Leadership and Skills Conference before the SkillsUSA Championships begins.
    2. The test results will be used in the event of a tie to determine first-, second- and third-place winners only.
5. Technical Skills-Related Written Test:
  - a. Written tests and problem-solving exercises covering skills and related information will be included as a part of each contest (with the exception of the Building Maintenance contest). The number of points allowed will not exceed 15 percent of the total possible points and will be determined by the technical committee. The following procedures will apply:
    1. The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem solving and related information needed for employment.
2. The test will be prepared or approved by the SkillsUSA Championships technical committee and may be given at the contest orientation meeting or on the day of the contest.
6. An oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved or other employability skills assessment, will be included as a part of each contest. The number of points allowed will not exceed 10 and will be determined by the technical committee.
7. All competitors must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty. They can bring a résumé to the contest on the day of competition, however, the penalty will remain in effect.
8. Competitors in contests that require verbal presentations must use the proper name of the national organization, "SkillsUSA." Contestants in American Spirit, Chapter Display, Community Service, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and Career Pathways must exhibit the organization's proper name and logo. Failure to do so will result in penalty points being assessed by the national technical committee. Visit: [tinyurl.com/skillsusa-logo-standards](http://tinyurl.com/skillsusa-logo-standards) for proper use of the logo.
9. SkillsUSA Championships awards may be presented to the top three contestants in each division. Contestants are rated against a standard of performance rather than automatically being awarded first-, second- or third-place medals based on the highest-rankings. Medals will not be awarded if the standard of performance as determined by the technical committee does not justify such recognition.
  - a. No ties will be permitted.
  - b. National finalists will be recognized with an appropriate designation on

their SkillsUSA Championships participation certificates. The state association will determine designation as a finalist.

- c. Decisions of the judges will be final. Interpretations of all contest rules will be made by the director of the SkillsUSA Championships.

10. The competencies listed in this publication under each occupational area are the basis for a quality technical instructional program from which our national contests are derived. The competencies have been listed to provide direction and assistance to state associations as they establish their district and state SkillsUSA Championships and to identify the scope of the national contest.

### Who May Compete

11. Participants must be active SkillsUSA members in their respective divisions whose dues have been postmarked by midnight of March 1.
  - a. Exceptions to the above policy may be made under certain conditions. For details, contact your state SkillsUSA office.
12. Each national contest provides for individual entries unless the rules of the contest state that it is a team competition. States may enter one high school and one college/postsecondary student/team in each competition, unless otherwise stated in the specific contest rules.
  - a. High school contestants are students enrolled in a coherent sequence of courses or a career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry. Further, a high school contestant must be earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.
  - b. College/postsecondary contestants are students enrolled in a coherent series of courses or a career major that prepares them for further education

and/or employment related to technology, the health industry, trades or industry. College/postsecondary contestants must be earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

13. Individual contestants may enter only one national championships contest annually. Participation must be approved by their state association.
14. Participants in national contests must be first-place winners selected on a competitive basis at the state level. In the event the first-place winner is unable to participate, the alternate must be the next highest-placing contestant at the state level who is able to participate. All contestants must qualify through state SkillsUSA approved contests. States may be disqualified from participation in a specific contest if they approve contestants who have not competed in a state contest. In team events, substitutions may be made if a team member(s) has to withdraw from the national competition. **A full team must be registered.** The ability of the contestants to meet the standards of national competition must be considered before the state association certifies the contestant.
15. Participants must meet the eligibility requirements set forth in each contest description.

### Judging Criteria

16. The judging criteria listed on each contest rating sheet comprise the basic elements that will be considered in the evaluation of the contestants' performance.
  - a. The exact number of items evaluated and points assigned to each criterion may change from year to year depending on the complexity of the project.
  - b. The rating sheets are intended to give contestants and advisors a basic understanding of the evaluation criteria

and serve as a guide as they prepare for national competition.

### Release of Contest Results

17. An analysis of contestant scoring and a ranking of the contestants will be available and accessible to every competitor on the SkillsUSA website within one week following the close of the national conference. The ranking of all competitors will be available and given to the state association directors (or their appropriate designees) at the Awards Ceremony.
18. The appropriate state official agrees not to use this information in any way that will violate any local, state or federal law and will protect each student's right of privacy as required by law.

### How to Register

19. Only properly registered participants may enter SkillsUSA Championships contests. Registration requirements are:
  - a. Contestants must have joined SkillsUSA by March 1. **Note:** For some states, it may be sooner.
  - b. Official National Leadership and Skills Conference (NLSC) registration forms must be submitted by the deadline (May 1, or 10 days following the state SkillsUSA Championships).
  - c. States may make changes and substitutes are allowed up to 4 p.m. two days prior to the contest during the week of that particular conference.
  - d. **After June 1, the addition of contestants/teams must first be approved by the specific national technical committee chair.**
  - e. In team leadership contests, should a team member drop following the state competitions, states may substitute another student. Teams may compete with one fewer team member in the case of an unforeseen circumstance just prior to the national competition (e.g., student becomes ill, is involved in an accident or simply does not show up) as long as a full team was registered originally and the specific contest guidelines do not state otherwise.

### Tools and Materials

20. Participants who do not bring the required tools and materials as specified in the individual contest regulations may be penalized two points for each item missing. Such penalties will be assessed by the contest chair. The contest chair may, at his or her discretion, furnish the required item(s) but may assess the two-point penalty per item.
21. It is strongly recommended that toolboxes not exceed 9"x14"x22". Contestants may bring more than one box. Toolboxes that are bigger or cannot be carried by one person should have casters, wheels or a hand truck for movement to and from contest areas.

### Observer Rules

22. During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
23. It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be in violation of this regulation may be at the risk of penalty or even disqualification in the case of a serious violation.
24. A roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the SkillsUSA Championships technical committee.
25. No observers will talk or gesture to contestants.
26. Judges will disqualify contestants who accept assistance from observers.
27. No observers will be permitted in the contest holding room or at the contest orientation meeting unless specifically

invited by the SkillsUSA Championships technical committee.

28. Additional limitations on observers, such as entering or leaving a contest area during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
29. The technical committee chair may close the contest to observers if observers are seen to be communicating or aiding a contestant in any way or if safety demands such action.
30. Neither cameras with flash attachments, cell phones, nor recording devices of any kind will be permitted in any contest area without the consent of the SkillsUSA Championships director.

### **Contestants with Special Needs**

31. The SkillsUSA Championships management team will make every effort to provide assistance/accommodations as appropriate to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving the special needs contestant an unfair advantage. Advanced identification of the contestants and their special needs will be required. The following are examples of the types of assistance that are allowed:
  - a. Special tables will be allowed for contestants who need to use wheelchairs.
  - b. Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants.
  - c. Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a club foot, burn injury or amputation.
  - d. Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment.
  - e. Readers will not be allowed in contests where the use of technical manuals is required.

- f. Hearing-impaired contestants will be provided signers at contest orientations, at the startup of the competition (and throughout the day if required by the technical committee) and for the contest debriefing.
- g. Translators for language issues must be noted and provided by the state.

### **Models/Assistants**

32. Nail Care and Esthetics models and assistants in Action Skills, Principles of Technology, and Job Skill Demonstrations A and Open must be active SkillsUSA student members. Models and assistants are not required to be from the same school as the competitor. They are not considered contestants and are not required to attend contestant orientation meetings. **Since models and assistants are not involved in the written test and are not considered contestants, they are also not eligible to receive medals. They will, however, receive a participation certificate or other form of recognition.**

### **Mandatory Contest Meetings**

33. Contestants must report to the mandatory contest orientation meeting, as scheduled in the conference program, for instructions from the technical committee chairs. This is a critical meeting since technical committee chairs provide specific contest instructions and many times administer the written and oral tests at this meeting.

### **Personal Appearance of Piercing and Tattoos**

The policy in regards to piercing and tattoos while participating in the NLSC is as follows:

34. **Piercings:** Wearing of any piercings should not in any way cause a safety issue. If so determined, the offending item must be removed for the duration of the SkillsUSA Championships contest. Failure to comply will result in a safety penalty.
35. **Tattoos:** Any tattoo that is considered vulgar, sexual or morbid should be covered to the best of the student's ability while competing in any SkillsUSA Championships contest. Failure to comply will result in a clothing penalty.



# SKILLSUSA CHAMPIONSHIPS CLOTHING REQUIREMENTS

1. Contestants in the SkillsUSA Championships must wear the approved SkillsUSA Championships clothing or work uniform specified for their particular contests during competition or be subject to a penalty of up to 5 percent of the total points available. The clothing items\* referred to in these regulations are pictured and described at: [www.skillsusastore.org](http://www.skillsusastore.org). For questions regarding clothing or other logo items, call 800-401-1560 or 703-956-3723.
2. Contestants must wear their official contest clothing to the mandatory contestant meeting prior to the competition.
3. Participants must meet clothing requirements for the individual contests. For specific requirements, refer to the individual contest regulations.
  - a. The penalty for contestants who do not satisfy the clothing requirements will be a maximum of 5 percent of the total possible contest points.
  - b. All contestants are required to wear their official contest uniforms or official SkillsUSA attire to the Awards Ceremony, where the winners are announced and the industry awards are presented. Inappropriately dressed contestants will be denied access to the awards platform.

\* **Note:** Contestants with special needs regarding clothing requirements should contact the SkillsUSA Championships office.

The original official blazer, jacket, sweater or any other uniform with the old “SkillsUSA-VICA” or “VICA” emblem patch may still be worn in contests requiring official attire as the required clothing.

4. The clothing requirements apply only to the national contests. State associations may have different dress requirements for

their own SkillsUSA Championships program.

5. Official attire as indicated for specific contests refers to the following:

**For men:** Official blazer or jacket, black trousers with white dress shirt, plain black tie with no pattern (or official SkillsUSA black tie from: [www.skillsusastore.org](http://www.skillsusastore.org)), black socks and black shoes.

**For women:** Official blazer or jacket, black slacks or knee-length skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin-tone seamless hose and black dress shoes.

**Note:** T-shirt-style tops are not approved.

All personal jewelry should contribute to a businesslike appearance. Only official SkillsUSA jewelry is to be worn on a SkillsUSA blazer, jacket or sweater. Official jewelry is described as conference pin, SkillsUSA emblem, officer pin, President’s Volunteer Service Award pin, statesman pin (one only) and professional development (one only) pin.

6. Shoes: No canvas, vinyl, plastic or leather athletic-type shoes, open-toe or open-heel shoes are permitted in any SkillsUSA Championships event without penalty. Contestants may be disqualified where improper footwear constitutes a health or safety hazard. When leather work shoes are required: “work shoes” are technically defined as low or high-top leather, lace-up shoes with rubber, skid-resistant soles. They can be steel- or non-steel-toed. Work shoes can be purchased very inexpensively at any local department store and in most mail-order catalogs. Western-style (cowboy) boots are not allowed, except Roper-style boots that are all-leather, round-toed, flat-soled and with a low heel.
7. Eye protection must meet ANSI Z87 requirements. Prescription and non-prescription safety glasses must include side shields designed for the safety glasses

by the manufacturer of the eye protection. An imprint with the mark “Z87” will appear on the frame or lens to identify the safety glasses as meeting ANSI Z87 requirements. Approved safety goggles may also be worn to meet these eye protection requirements.

8. Contestants with long hair that poses a possible safety or sanitary hazard must wear hair containment devices (hair nets).
9. Contestants may be disqualified for lack of safety clothing or attire.
10. The wearing of accessory items (such as belts) is optional unless otherwise specified in the contest rules.
11. Only occupational or career patches, competitor patches and Professional Development Program (PDP) patches may be worn on the left shoulder or above the left pocket without penalty. However, they are not required.
12. No identification of the contestant, school or state is allowed on official clothing.
13. Check for specific clothing and safety requirements under the guidelines for each contest.
14. Clothing penalties in all skill contests will be assessed by the designated state director in cooperation with the contest chair. SkillsUSA Championships technical committees will assess clothing penalties for all leadership contests.

## **INSTRUCTIONS TO SKILLSUSA CHAMPIONSHIPS TECHNICAL COMMITTEE CHAIRS**

### **General Responsibilities**

1. Attend all meetings called by the SkillsUSA Championships director or officially designate a committee member to serve as your authorized representative at those meetings.

2. Make sure that all committee members are familiar with the *SkillsUSA Championships Technical Standards*.
3. Supervise the selection of the skills to be tested in the national contest, and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
4. Supervise the development of contest projects, drawings and instruction sheets for the contestants.
5. Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges.
6. Plan the layout of the contest site. Identify needs and/or services such as water, electricity and compressed air.
7. Make arrangements for acquiring appropriate industry awards.
8. Plan and conduct the mandatory contest orientation and debriefing meetings.

### **Contest Orientation Meeting**

The contest orientation meeting is mandatory for all SkillsUSA Championships participants. The purpose of this meeting is to review the following items with all contestants.

1. Contestants' Credentials: Verify each contestant's name and number as he or she appears on the nametag with the master list of contestants. Check the individual name to the actual name on the nametag.
2. Contest Rules: Check to be certain that all contestants are familiar with the contest rules and have been notified of any relevant information in the annual contest updates.
3. Contest Procedures: Explain the way in which the contest will be run, including schedule, procedure for time in/time out, rating criteria, procedure for breaking ties and method of dealing with problems.

4. **Safety Regulations:** Review general and specific safety requirements and procedures for the contest.
5. **Tools and Materials:** Go over the list of tools and materials that are to be supplied by the contestants. Include any additional items mentioned in the updates. If contestants do not have all the required items, be sure they understand that they must obtain them before the contest begins.
6. **Work Stations/Order of Performance:** If workstations are not identical, make sure contestants draw numbers for assignments. In contests where the order of performance is important, the procedure for determining the order should be explained.
7. **Equipment:** Take time to explain the operation of equipment with which contestants may not be familiar, including safety features. If possible, allow contestants time to become familiar with the equipment.
8. **Special Announcements:** Detail any special functions that the committee has planned, explain special transportation or time schedules, announce industry awards, and announce that contestants are not permitted to smoke during the contest.

**Note:** The national organization requests that all SkillsUSA Championships committee and contest personnel refrain from smoking or consuming alcoholic beverages in the presence of SkillsUSA student members.

9. **Contestants' Questions:** Encourage contestants to ask any questions they may have about the SkillsUSA Championships. Try to give satisfactory answers before the close of the contest orientation meeting.
10. **Contestant Penalties:** There may be special circumstances that prevent a competitor from attending the contest meeting (e.g., illness, accidents or transportation). Please do not disqualify a competitor without first consulting with the SkillsUSA Championships office.

## Conducting the SkillsUSA Championships

1. Check all contest area facilities prior to the day of the contest to be certain that everything is in place and in order for a smooth-running competition.
2. Assemble all judges at the contest site prior to the start of the contest for a briefing. Be sure that all questions are answered and that the rating procedures are clear.
3. Check to be certain that all contestants have brought the tools and materials required for the competition. The technical committee may, at its option, furnish any required items that contestants have failed to bring; however, a two-point penalty may be assessed for each missing item.
4. Make sure that all contestants meet clothing requirements for the contest. (See the section on SkillsUSA Championships Clothing Requirements in the individual contest regulations.) The penalty for those who do not satisfy dress requirements will be 1 percent to 5 percent of the total possible contest points. Clothing penalties in all skill contests will be assessed by the designated state director or designee in cooperation with the contest chair. SkillsUSA Championships technical committees will assess clothing penalties for all leadership contests.
5. Make sure that all contestants receive copies of the project to be completed as well as any necessary drawings, instruction sheets or other materials. Be certain that contestants understand all instructions and have a chance to ask procedural questions. Take great care to see that all contestants have equal time and their questions are answered fairly.
6. Oversee the contest to ensure that safe work practices are followed.
7. Do not permit contestants to enter the contest site at any time unless they are displaying their contestant badges and numbers.

8. Do not permit contestants to smoke during the contest.
9. Conduct a critiquing session with the contestants after the contest to point out general strengths and weaknesses and the quality of work expected by the judges. (Do not discuss individual contestant performance.)
10. Verify all judges' rating sheets and submit them to the SkillsUSA Championships scoring management team.
11. Complete the chair's final report and return it along with required items to SkillsUSA Championships headquarters following the contest.
12. Keep the results of the contest confidential until the announcement of the winners at the Awards Ceremony.
13. Attend the Awards Ceremony to present medals to the place winners.
14. Organize and supervise the teardown of the contest area and be certain that equipment, tools and supplies are returned to the proper owners.

### **Instructions to Contest Judges**

1. Judges must be completely familiar with the *SkillsUSA Championships Technical Standards*, particularly the General Regulations, Instructions to Technical Committee Chairs, and the specific rules of the contest they have been asked to judge.
2. Judges should receive copies of the contest project and judges' rating sheet(s), along with complete instructions from the technical committee chair prior to the competition.
3. Members of the SkillsUSA Championships technical committee may not serve as judges unless approved by the SkillsUSA Championships director.
4. Judges must give careful attention to each rule, and each contestant or entry must be judged in exactly the same manner and

under the same conditions as every other contestant or entry.

5. Judges will meet prior to the SkillsUSA Championships, at a time and place announced by the SkillsUSA Championships technical committee chair, to confer on:
  - a. Rule meanings and interpretations
  - b. Room arrangements
  - c. Materials and equipment
  - d. Last-minute details
  - e. Rating sheets
6. Judges will evaluate the performance of each contestant according to the criteria listed in each contest.
7. Judges will identify contestants by number only. Judges will not use contestants' names, schools or states unless otherwise specified in individual contest rules.
8. Judges may attend the contest orientation meeting held prior to the opening of the SkillsUSA Championships. However, only members of the technical committee may instruct the contestants and verify attendance.
9. Judges are selected because of their recognized expertise in the trade or skill that they are being asked to judge and are asked to follow the official SkillsUSA rules without inserting personal opinions. Such things as length of hair, length of dress and style of shoe, unless specifically covered in the contest regulations, are not to be considered by the judges except where safety is considered.
10. In no instance are judges or contest chairs authorized to change the contest rules. If an interpretation is required, the chair should contact the SkillsUSA Championships director.
11. Judges are to evaluate all items related to safety. Contestants not meeting safety requirements in clothing and/or devices may be disqualified from competition if, in the judges' opinions, the safety of the contestants or those around them is endangered.

12. Judges should rate contestants on the basis of entry-level job skills.
13. Judges should rate each contestant independently and not compare rating sheets with those of other judges.
14. Judges should rate contestants against a standard of performance rather than automatically awarding first-, second- or third-place medals to the highest-ranking competitors. It is not necessary to award a medal if the standard of performance does not justify such recognition.
15. After the judging is completed, judges should total their own rating sheets and return them, along with any notes and other pertinent information, to the SkillsUSA Championships technical committee chair.
16. The judges and technical committee members will keep all results confidential until the general announcement of winners is made at the Awards Ceremony. Under no circumstances may the judges discuss contest results or contestants' performance with contestants, chapter advisors or any observers.
17. Judges should refer all contest inquiries or problems that arise to the SkillsUSA Championships technical committee chair.

lessons for technical instructors and for SkillsUSA's corporate partners, whose productivity depends on employees with up-to-date skills. WSC results are one of the benchmarks by which a country's global economic competitiveness is judged.

Over its 60-year history, WorldSkills International has come to symbolize the pinnacle of excellence in career and technical training. Every two years, hundreds of young skilled people, accompanied by their teachers and trainers, gather from around the world to compete in the skills of their various trades and test themselves against demanding international standards and each other. They represent the best of their peers drawn from national skill competitions in 52 countries/regions.

WorldSkills was founded in 1950 and currently has members from 48 countries, with efforts constantly being made to expand the membership. In 1973, President Richard Nixon recognized SkillsUSA (then known as VICA) as the official organization representing the United States. Only one organization may represent a country in the official delegation and certify that country's international contestants.

SkillsUSA appoints one official delegate and one technical delegate to the governing body of the WorldSkills Organization, called the Member Assembly. A technical expert from the United States is appointed to each contest in which the United States competes and is responsible for working with technical experts from other countries to organize, conduct and judge that contest.

## WORLD SKILLS COMPETITION

### Introduction

SkillsUSA is a member of WorldSkills International, headquartered in Amsterdam, Netherlands. This organization sponsors the biennial WorldSkills Competition (WSC).

Participation in the WSC has provided a vehicle for comparing our career and technical students and methods of training with that of our major free-market competitors. The training technologies displayed at the WSC exemplify the ultimate standard in skilled workforce preparation. As such, they offer important

### WorldTeam Selection Procedures and Criteria

1. SkillsUSA\* will only compete in those WSC contests for which it has a well-qualified competitor, a well-qualified technical expert, adequate industry support for conducting qualifying trials, advanced training and general operating costs of the SkillsUSA WorldTeam contestant prior to the WSC.

**\*Note:** The SkillsUSA Foundation is responsible for obtaining financial support for the WorldTeam's general operating

costs, financial and in-kind support for qualifying trials, and advanced training of the WorldTeam members.

2. WorldTeam contestants may not turn 23 years of age or older during the calendar year of the WSC. (Exceptions apply for the two-member Mechatronics team and Aviation Technology contestants, who may be 25 years old.)
3. The selection process for the WorldTeam will be a combination of trials where possible and the balance by eligibility, scores from either of the prior two years' Championships along with an essay and a detailed interview process.
4. Only students continuing their education and/or currently working in the skill area of the international competition for which they are being considered will be eligible.
5. Advanced training may require contestants to travel to receive training. Contestants will not be expected to pay for their training or travel without adequate financial support.
6. WorldTeam members are required to attend all webinars, orientations and promotional meetings scheduled by the SkillsUSA national headquarters prior to departure for the WSC.
7. State directors and advisors of those candidates who are being considered will be notified. If their student is chosen, they will be notified and the student paired with a technical expert.
8. Individual training programs and schedules will be developed and will begin as soon as possible.

## OPENING AND CLOSING CEREMONIES



### PURPOSE

To evaluate the contestants' understanding of the symbolic representation of the colors and assembled parts of the SkillsUSA emblem and to evaluate teamwork and professional presentation skills.

First, refer to General Regulations, Page 9.

### CLOTHING REQUIREMENT

**For men:** Official blazer, jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie; black socks and black shoes.

**For women:** Official blazer or jacket; black dress skirt (knee-length) or slacks with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone seamless hose and black dress shoes.

These regulations refer to clothing items that are pictured and described at: [www.skillsusastore.org](http://www.skillsusastore.org). If you have questions about clothing or other logo items, call 800-401-1560 or 703-956-3723.

**Note:** Contestants must wear their official contest clothing to the contest orientation meeting.

### ELIGIBILITY

Open to a team of seven active SkillsUSA members. The team need not be comprised of officers, and team members may be from more than one section, but team members must be organized under one local charter and active members in the same division.

### OBSERVER RULE

Observers will be allowed to view the demonstration provided space is available. No talking or gesturing will be permitted. No

member of the audience is to leave or enter the demonstration room while a team is competing.

## EQUIPMENT AND MATERIALS

- Supplied by the technical committee:
  - Official SkillsUSA emblem
  - Easel for emblem
  - U.S. flag
  - Gavel and sound block
  - Speaker's stand (lectern)
  - Two draped tables 8 feet long and 30 inches wide
  - Six chairs
  - Copy of *SkillsUSA Championships Technical Standards* for each judge
  - All necessary information and furnishings for judges and technical committee
- Supplied by the contestant:
  - All competitors must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty.

**Note:** Your contest may also require a hard copy of your résumé as part of the actual contest. Check the Contest Guidelines and/or the updates page on the SkillsUSA website: [www.skillsusa.org/compete/updates.shtml](http://www.skillsusa.org/compete/updates.shtml)

## ARRANGEMENT

### OF DEMONSTRATION ROOM

The room provided will be arranged to seat an audience and will have a demonstration area at the front of the room. The room will be set up by the technical committee according to the diagram (see full diagram at end of contest) as closely as possible, based upon the confines of the facility. The tables will be placed 6 feet to 8 feet from the wall depending on what the facility permits. The chairs may be placed anywhere behind the tables. The room will contain a center aisle. If facilities permit, the room could have at least one side aisle added.

## Scope of Contest

This is a teamwork and oral presentation contest that evaluates teams' understanding of the symbolic representation of the colors and assembled parts of the SkillsUSA emblem. Each team includes seven registered members in the roles of president, vice president, parliamentarian, reporter, treasurer, secretary and historian.

## Knowledge Performance

There is no written knowledge test (other than the SkillsUSA knowledge test, which will be used as a tie breaker) required for this contest. Knowledge of ceremonies will be assessed during the performance demonstration.

## Skill Performance

The contest is a demonstration of the SkillsUSA Opening and Closing Ceremonies conducted according to the script and description as printed in the *SkillsUSA Championships Technical Standards*.

## Contest Guidelines

1. The official script and description for the contest shall be the one printed in the *SkillsUSA Championships Technical Standards*. No other method of performing the ceremony will be allowed for the purpose of the contest demonstration.
2. Teams will draw numbers during the pre-contest orientation meeting to determine the order of performance and demonstration times. Only the president, team captain or other representative of the team will attend the pre-contest meeting.
3. Each team must consist of seven registered members in the roles of president, vice president, parliamentarian, reporter, treasurer, secretary and historian. **Note:** The team may perform with six members (with a 14-point deduction) in the event that a member fails to show up or is forced to withdraw within five days of the competition. Another officer, not the president, will be assigned the missing part.
4. One member of the team, not the president, will deliver the thought for the day. It will be scored for voice, stage presence and mechanics.
5. There is no time limit for the demonstration.

6. The team will be allowed three minutes to properly assemble the contest paraphernalia before the demonstration begins. Any number of team members may enter the room to set up. Members will be asked to leave the room when three minutes are up. No additional points are given for the manner in which the team comes into or leaves the room.
7. Only the official SkillsUSA emblem will be used.
8. If notification is given to the contest chairperson at the contestant orientation meeting that one or more team members will not say the Pledge of Allegiance for religious reasons, no points will be deducted. However, if no one on a team says the pledge, 42 points will be deducted.

## Evaluation Criterion

Evaluations will be made by visual observation at the performance. A scoring rubric will be used.

## Official SkillsUSA Championships Opening and Closing Ceremonies: Opening Ceremony

The officers will walk in from the outside entrance to their respective places and remain standing.

**President:** (Raps twice with gavel.) The meeting will come to order. The thought for the day will be given by the (designated officer).

**Designated Officer:** (Gives the thought for the day at the speaker's stand and returns to his or her seat.)

**President:** (Raps gavel once to seat the officers.) The emblem is symbolic of the SkillsUSA organization. You are about to witness the emblem ceremony, in which the meaning of each component of our emblem will be given and the significance of the colors described. (Raps gavel once, calls for Mister or Madame Parliamentarian and steps directly back.)

**Parliamentarian:** (Picks up the shield and moves to speaker's stand.) The shield represents patriotism. (Pauses.) The shield



denotes our belief in democracy, liberty and the American way of life. (Affixes the shield to the SkillsUSA emblem stand, calls for Mister or Madame Reporter and returns to seat.)

**Reporter:** (Picks up the gear and moves to the speaker's stand.) The gear represents the industrial society. (Pauses.) The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working with labor and management for the betterment of mankind. (Affixes the gear to the emblem, calls for Mister or Madame Treasurer and returns to seat.)

**Treasurer:** (Picks up the torch and moves to speaker's stand.) The torch represents knowledge. (Pauses.) The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual. (Affixes the torch to the emblem, calls for Mister or Madame Secretary and returns to seat.)

**Secretary:** (Picks up the orbital circles and moves to speaker's stand.) The orbital circles represent technology. (Pauses.) The circles represent the challenge of modern technology and the training needed to accept and master new technical frontiers and the need for continuous education. (Affixes the circles to the emblem, calls for Mister or Madame Vice President and returns to seat.)

**Vice President:** (Picks up the hands and moves to speaker's stand.) The hands represent the individual. (Pauses.) The hands portray a search for knowledge and our desire to acquire a skill. In the process of attaining knowledge and skill, we will develop a respect for the dignity of work and become productive and responsible citizens. (Affixes the hands to emblem, calls for Mister or Madame Historian and returns to seat.)

**Historian:** (Moves to emblem and pauses.) With the affixing of the golden hands, we add the final official color of SkillsUSA. The colors of the emblem represent our organization. Red and white represent the individual states and the chapters; blue represents the common union of the states and the chapters; and gold represents the individual, the most important

element of SkillsUSA. (Calls for Mister or Madame President and returns to seat.)

**President:** (Picks up the letters 'SkillsUSA' and moves to emblem and affixes the letters to emblem; pauses.) All of the components constitute our emblem. Separately, they could be applied to many organizations, but as one unit, they represent the fundamental principles and purposes of our organization. The emblem represents SkillsUSA. (Returns to speaker's stand and pauses. Raps three times with gavel for all to stand.) We will respect the flag with the Pledge of Allegiance. (In unison, team members turn to flag and place their right hands over their hearts.)

**In Unison:** I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all. (In unison, right hand is lowered to side and all turn to front.)

**President:** (Raps once with gavel for all to be seated.)

### **Official SkillsUSA Championship Opening and Closing Ceremonies: Closing Ceremony**

**President:** Mister or Madame Secretary, have you a record of any further business to come before the meeting at this time?

**Secretary:** (Rises.) I have none, Mister or Madame President. (Is seated.)

**President:** Does any member know of any new or unfinished business that should come before this meeting? (Pauses for response.) Since there is no further business to come before the meeting at this time, we will prepare to adjourn. Since the rule is the basic instrument of our work, it is particularly fitting that we select the Golden Rule, "Do unto others as you would have them do unto you," to govern our lives. Let us speak our pledge. (Raps three times with the gavel for all to rise and leads in reciting the pledge.)

**In Unison:** Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of SkillsUSA.

**President:** I now declare this meeting adjourned until our next regular meeting or until a special meeting shall be called by your president. (Raps once with gavel.)

(All officers turn in unison and exit the room in a formal manner.)

## Standards and Competencies

### OCC 1.0 — Demonstrate proper room setup

- 1.1 Assemble the contest paraphernalia properly

### OCC 2.0 — Demonstrate teamwork and coordinated activities

- 2.1 Enter/exit room in step
- 2.2 Sit, stand and turn in unison
  - 2.2.1 Respond in unison to gavel raps immediately
  - 2.2.2 Sit, stand and turn together
  - 2.2.3 Synchronize movements
  - 2.2.4 Perform natural movements
  - 2.2.5 The sounding of the gavel will be the only sound made to signal movement
- 2.3 Handle emblem properly
  - 2.3.1 Pick up the pieces in the same smooth manner
  - 2.3.2 Keep emblem straight when being held
  - 2.3.3 Move with the emblem
  - 2.3.4 Put emblem on the easel in the same manner
- 2.4 Conduct pledges
  - 2.4.1 Place hand over the heart in unison in preparation for speaking the Pledge of Allegiance

- 2.4.2 Keep hands at sides during SkillsUSA pledge

### OCC 3.0 — Demonstrate professional presentation skills as in voice, stage presence and mechanics

- 3.1 Vary pitch, tempo, volume and enthusiasm of voices
- 3.2 Exhibit stage presence including poise, eye contact, confident appearance, attitude and natural movements
- 3.3 Use good language mechanics such as diction, pronunciation and enunciation
- 3.4 Speak words with feeling and understanding

### OCC 4.0 — Demonstrate accuracy of presentation

- 4.1 Recite the script exactly as written
  - 4.1.1 Include exact wording with commas, pauses and periods used in the correct places
  - 4.1.2 Recite all of both pledges in unison
- 4.2 Conduct a chronological presentation
- 4.3 Strike sounding block with gavel in all instances

### OCC 5.0 — Exhibit personal grooming, uniformity of dress and neatness

- 5.1 Wear clothing that fits well
- 5.2 Press clothing prior to performance
- 5.3 Wear the same style jacket as all members
- 5.4 Wear same style shirt, dress slacks, black socks and black dress shoes for males
- 5.5 Wear same style shirt, slacks or skirt, dress shoes and same color hose for females (refer to clothing requirements)
- 5.6 Arrange hair back and out of eyes for all contestants

## Committee Identified Academic Skills

The technical committee has identified that the following academic skills are embedded in this contest.

### Math Skills

None Identified

### Science Skills

None Identified

### **Language Arts Skills**

- Provide information in oral presentations
- Demonstrate use of verbal communication skills, such as word choice, pitch, feeling, tone and voice
- Demonstrate use of nonverbal communication skills, such as eye contact, posture and gestures using interviewing techniques to gain information
- Identify words and phrases that signal an author's organizational pattern to aid comprehension

effectively with a variety of audiences and for different purposes

- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

*Source:* IRA/NCTE Standards for the English Language Arts. To view the standards, visit: [www.ncte.org/standards](http://www.ncte.org/standards).

### **Connections to National Standards**

State-level academic curriculum specialists identified the following connections to national academic standards.

#### **Math Standards**

None Identified

*Source:* NCTM Principles and Standards for School Mathematics. To view high school standards, visit: [standards.nctm.org/document/chapter7/index.htm](http://standards.nctm.org/document/chapter7/index.htm). Select "Standards" from menu.

#### **Science Standards**

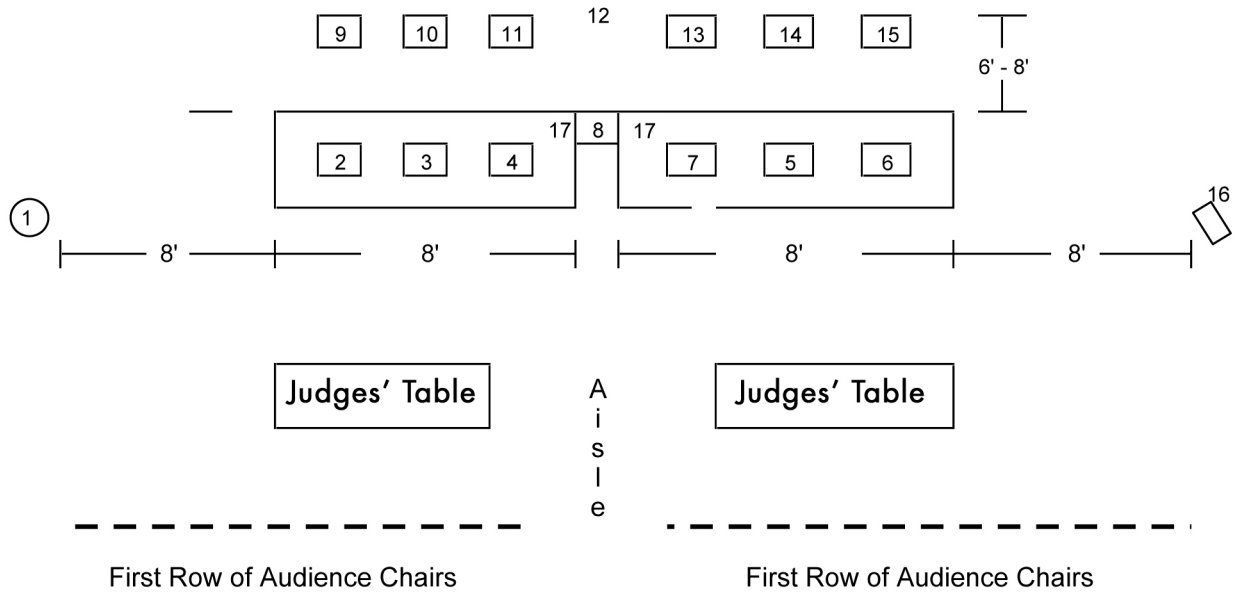
- Understands the scientific enterprise

*Source:* McREL compendium of national science standards. To view and search the compendium, visit: [www.mcrel.org/standards-benchmarks](http://www.mcrel.org/standards-benchmarks).

#### **Language Arts Standards**

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate

## Opening and Closing Ceremonies Room Diagram



## Diagram Key

1. American flag (8' from the front corner of the table)

### Emblem Plastics (Nos. 2-7)

**Note:** Teams may decide the proximity of the plastics to each other. However, they must still be placed in the specified order from the podium and may not overlap.

2. Shield
3. Gear
4. Torch
5. Orbital circles
6. Hands
7. Letters
8. Podium (speaker's stand)

### Chairs (Nos. 9-15)

**Note:** Teams may place the chairs any distance from the tables within the provided 6 feet to 8 feet space. For example, if the provided space is 7 feet, the chairs may be placed 1 foot, 2 feet, etc. from the table up to the point where the back of the chair is 7 feet from the table.

9. Parliamentarian
10. Reporter
11. Treasurer
12. President (no chair)
13. Secretary
14. Vice president
15. Historian
16. SkillsUSA emblem stand (easel — 8' from the front corner of the table)
17. Gavel and sound block (wooden block — either side is acceptable)

## **Professional Development Test**

Each individual contestant in both leadership and skill contests will be given a test taken from Levels 1 through 2 and the SkillsUSA manual of the Professional Development Program.

The following is a sample professional development test. Use this to practice for the actual test.

**YOU STILL NEED TO STUDY.** The test given at the national conference **WILL NOT** be the same as the test included here. It is provided to show an example of the types of questions that could be on the test.



**Professional Development Test  
National Leadership and Skills Conference  
2015**

1. Which word below is defined as “parts of the whole”?
  - A. Compendium
  - B. Components
  - C. Competency
  - D. Conscientious
  
2. A good communicator
  - A. Knows the audience
  - B. Speaks in slang
  - C. Speaks with authority by screaming
  - D. Speaks without preparing the remarks
  
3. In proper table setting eating utensils are arranged:
  - A. In any order
  - B. With forks on the right side
  - C. With the knives on the left side
  - D. With pieces used first on the outside
  
4. Which of the following demonstrates good social etiquette?
  - A. A man remaining seated when a woman approaches
  - B. A firm handshake to make a good first impression
  - C. If you forget a person’s name, try to act like you know it.
  - D. The man is always introduced first
  
5. What is good advice for completing a job application?
  - A. Use pencil so you can make corrections.
  - B. Complete it quickly to impress the employer
  - C. Read over the entire application before completing it
  - D. Leave an item blank if you don’t know the answer
  
6. Which of the following is spelled correctly?
  - A. Etiquette
  - B. Proficiency
  - C. Harasment
  - D. Chronolgically

7. Which of the following is a characteristic of a positive image?
- A. Chewing gum
  - B. Wearing fad clothing
  - C. Slouching posture
  - D. Being on time
8. How many US Representatives does a state have?
- A. 1
  - B. 2
  - C. Various depending upon the population of the state
  - D. Various depending upon how many people vote
9. What is the SkillsUSA Motto?
- A. Champions at Work
  - B. Preparing for Leadership in the World of Work
  - C. I believe in Education
  - D. I believe in High Moral and Spiritual Standards
10. What is the organization designed for students studying in trade, industrial, technical or health occupations?
- A. SkillsUSA
  - B. Labor Union
  - C. Professional Organization
  - D. Student Council
11. What term defines hostility or intolerance towards others?
- A. Ethnicity
  - B. Demographics
  - C. Nastiness
  - D. Prejudice
12. What term defines or describes someone as either male or female?
- A. Ethnicity
  - B. Gender
  - C. Demographics
  - D. Age
13. Effective communications with others involves many skills. Which one of the following is not a good communication skill?
- A. Listening
  - B. Writing
  - C. Collaboration
  - D. Ignoring others
14. Positive behaviors are good methods to cope with stress. Which of the following would you not use to cope with stress?
- A. Talk about your concerns with someone you trust
  - B. Compromise
  - C. Indulge in alcohol
  - D. Try to change your daily tasks or routines

15. What term defines competence in an art, or field of knowledge?
- A. Proficiency
  - B. Strengths
  - C. Ability
  - D. Knowledge
16. What term defines a formal personal meeting, especially one arranged for formal discussion or to evaluate an applicant?
- A. Application
  - B. Interview
  - C. Resume
  - D. Portfolio
17. What term is associated with discussing opposing points of view?
- A. Argument
  - B. Discussion
  - C. Fight
  - D. Debate
18. What is the name given to a course of study offered by a school?
- A. Program
  - B. Standards
  - C. Curriculum
  - D. Syllabus
19. Arranging events by time or date is using what kind of order?
- A. Seniority order
  - B. Chronological order
  - C. Cost order
  - D. Order of time with the company
20. What is a drawing or diagram that is used to compare data?
- A. Flow chart
  - B. Organizational chart
  - C. Venn diagram
  - D. Bar graph
21. What is the name of the diagram that shows all the positions or jobs in a company?
- A. A diagram
  - B. A flow chart
  - C. An organizational chart
  - D. A Venn diagram
22. More and more employers and college officers require applicants to show what they know and can do. What best showcases your abilities?
- A. a portfolio
  - B. a letter of recommendation
  - C. a transcript
  - D. a report card and attendance record



23. What is defined as a “wise and trusted counselor, teacher, tutor, coach or advisor?”
- A. A parent
  - B. A mentor
  - C. A member of the clergy
  - D. A supervisor
24. When should you list a specific salary in the “salary required” or “salary” block on an application?
- A. When you want the employer to know what you need to make
  - B. When you are applying for a different job at the same company
  - C. When you want to impress the employer
  - D. When you are absolutely certain of the wages paid for the position
25. When completing a job application what colors of ink are acceptable?
- A. Black or red
  - B. Blue or green
  - C. Black or blue
  - D. Green or red
26. What is the first step in applying for a job?
- A. Filling out a job application
  - B. Submitting a portfolio
  - C. Submitting references
  - D. Asking how much the job pays
27. If we are to exceed customer expectations, we have to know
- A. How much it costs
  - B. What the customer wants
  - C. Where to get the product
  - D. How to order online
28. Someone with whom you have business dealings who works with you in the same company is called a(n)
- A. Internal customer
  - B. External customer
  - C. Supervisor
  - D. Friend
29. If you were to be making a presentation in front of a group of people which of the following would you be least likely to do?
- A. Determine why you are speaking
  - B. Know your audience
  - C. Speak without notes or preparation
  - D. Practice your speech
30. What name is given to the fear of speaking in public?
- A. Stage fright
  - B. Fear of people
  - C. Communications
  - D. Lack of self confidence

31. Which of the following would you not expect to find in a professional journal?
- A. New concepts, trends, products and equipment
  - B. Articles on customer service
  - C. Articles by professionals in the field
  - D. Crossword puzzles
32. What is a publication directly related to a particular profession?
- A. Newsletter
  - B. Promotional flyer
  - C. Prospectus
  - D. Journal
33. When visiting local employers to survey for future opportunities, which of the following is not a good practice or necessary?
- A. Make an appointment in advance
  - B. Know the title and position of the person you will meet
  - C. Dress casually
  - D. Know basic information about the company
34. What should you do in a social or business situation if you forget someone's name?
- A. Change the subject
  - B. Admit it
  - C. Deny it
  - D. Talk to somebody else
35. Demonstrating good manners is a characteristic of good social behavior. What is the formal word defining the rules of good social behavior?
- A. Rules
  - B. Outlines
  - C. Plans
  - D. Etiquette
36. In a meeting when you have an idea you want discussed and decided upon, you would offer a(n)
- A. Main motion
  - B. Amendment
  - C. Secondary motion
  - D. Idea
37. What name is given to the list of the business to take place at a meeting?
- A. Order of business
  - B. Plan of action
  - C. Agenda
  - D. Business plan
38. What represents democracy in action?
- A. The legislature
  - B. Business meetings
  - C. Court proceedings
  - D. Faculty meetings

39. What skills do you need to properly critique a meeting?
- A. Personal skills
  - B. Communications skills
  - C. Technology skills
  - D. Parliamentary procedure skills
40. Class projects are planned and implemented to help people or to improve a business/school community. When a class develops and implements a project, particularly one involving the community, what is generated in the community for the school?
- A. Involvement
  - B. Disdain
  - C. Good will
  - D. Community service
41. What name is given to a spontaneous idea generating technique used by groups and individuals?
- A. Brainstorming
  - B. Cause and Effect
  - C. Pros and Cons
  - D. Researching
42. What title is associated with the chief executive of a state?
- A. Senator
  - B. Governor
  - C. Legislator
  - D. Principal
43. An elected state representative may be called a representative, delegate, legislator or other name identified in the state constitution. In the Legislature, that person represents:
- A. Themselves
  - B. A designated geographic area
  - C. Their immediate neighborhood
  - D. Only those who voted for them
44. In addition to participating in civic elections, an responsible worker is involved in what other types of organizations?
- A. Fraternal
  - B. Social
  - C. Community
  - D. Trade or professional
45. An individual who participates in the democratic system of government, including participating in elections is considered a(n) \_\_\_\_\_ citizen
- A. Active
  - B. Participating
  - C. Responsible
  - D. Engaging
46. When you show an impressive image of yourself, you are showing others that you \_\_\_\_\_ yourself and others.
- A. Respect
  - B. Enjoy
  - C. Emulate

D. Support

47. Who is responsible for your actions and thus the impression you give of yourself to others?
- A. Your parents
  - B. Your teachers
  - C. Your friends
  - D. Yourself
48. What is defined as pressure from outside yourself that makes you feel tense inside?
- A. Stress
  - B. Grades
  - C. Financial issues
  - D. Anger
49. Goals focusing on your appearance, personality, family or friends are examples of what kind of goals?
- A. Education goals
  - B. Salary goals
  - C. Personal goals
  - D. Career goals
50. In Level 1 of the PDP you were asked to set two short-term goals in each of three areas. Which of the areas below was not one of those areas?
- A. Education goals
  - B. Salary goals
  - C. Personal goals
  - D. Career goals

**SkillsUSA Championships**  
**Professional Development Test 2015**  
**Answer Key**

- |     |   |     |   |
|-----|---|-----|---|
| 1.  | B | 26. | A |
| 2.  | A | 27. | B |
| 3.  | D | 28. | A |
| 4.  | B | 29. | C |
| 5.  | C | 30. | A |
| 6.  | A | 31. | D |
| 7.  | D | 32. | D |
| 8.  | C | 33. | C |
| 9.  | B | 34. | B |
| 10. | A | 35. | D |
| 11. | D | 36. | A |
| 12. | B | 37. | C |
| 13. | D | 38. | B |
| 14. | C | 39. | D |
| 15. | A | 40. | C |
| 16. | B | 41. | A |
| 17. | D | 42. | B |
| 18. | C | 43. | B |
| 19. | B | 44. | D |
| 20. | D | 45. | C |
| 21. | C | 46. | A |
| 22. | A | 47. | D |
| 23. | B | 48. | A |
| 24. | D | 49. | C |
| 25. | C | 50. | B |

## **Professional Résumé**

As part of a competitor's professional development he or she must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty. Competitors can bring résumés to the contest on the day of competition, however, a penalty will be assessed.

An oral professional assessment, such as a personal interview, explanation of skills to be performed, problems to be solved or other employability skills assessment, will be included as a part of each contest. The number of points allowed will not exceed 10 and will be determined by the technical committee.

The following is an example of a one-page résumé. Use this as a guideline to format your own résumé. Many programs such as Microsoft Word include a résumé template or a résumé builder to help get you started.

You can also find some helpful tips on writing a résumé here: <http://resume.monster.com>.

# John Doe

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Objective	This is where you place a clearly-worded occupational objective.		
Experience	1990–1994	Arbor Shoe	Southridge, SC
	National Sales Manager		
	<ul style="list-style-type: none"><li>▪ Increased sales from \$50 million to \$100 million.</li><li>▪ Doubled sales per representative from \$5 million to \$10 million.</li><li>▪ Suggested new products that increased earnings by 23%.</li></ul>		
	1985–1990	Ferguson and Bardell	Southridge, SC
	District Sales Manager		
<ul style="list-style-type: none"><li>▪ Increased regional sales from \$25 million to \$350 million.</li><li>▪ Managed 250 sales representatives in 10 Western states.</li><li>▪ Implemented training course for new recruits — speeding profitability.</li></ul>			
Experience	1980–1984	Duffy Vineyards	Southridge, SC
	Senior Sales Representative		
	<ul style="list-style-type: none"><li>▪ Expanded sales team from 50 to 100 representatives.</li><li>▪ Tripled division revenues for each sales associate.</li><li>▪ Expanded sales to include mass market accounts.</li></ul>		
Experience	1975–1980	LitWare, Inc.	Southridge, SC
	Sales Representative		
	<ul style="list-style-type: none"><li>▪ Expanded territorial sales by 400%.</li><li>▪ Received company's highest sales award four years in a row.</li><li>▪ Developed Excellence In Sales training course.</li></ul>		
Education	1971–1975	Southridge State University	Southridge, SC
<ul style="list-style-type: none"><li>▪ B.A., Business Administration and Computer Science.</li><li>▪ Graduated Summa Cum Laude.</li></ul>			
Skills	Keyboarding, Microsoft Office Suite (Word, PowerPoint, Excel), Basic computer repair and maintenance.		
Interests/Hobbies	Running, gardening, computers.		

The logo for SkillsUSA Champions is set against a solid gold background. The word "SkillsUSA" is written in a small, white, sans-serif font at the top left. Below it, the word "champions" is written in a large, white, lowercase, sans-serif font, with the 'c' being significantly larger than the other letters.

# SkillsUSA champions

## **Insider's Guide to Competition**

**The following articles are excerpted from SkillsUSA Champions magazine.**

**They originally appeared in the Winter issue of the following years:**

- **2011-2015**

**[Download the Insider's Guide here.](#)**



# Links

## [SkillsUSA Home Page](#)

It all starts here. This is the official home page for the national SkillsUSA organization. Here you'll find an exhaustive amount of information covering every aspect of SkillsUSA.

## [Join SkillsUSA Online](#)

Submit your membership roster online or register for national conference. You can also find out who received medals in the most recent SkillsUSA Championships, or if you competed, get your score online (contestant number required). NOTE: Scores and medalist listings are for the national competition. For state results, see your [state association director](#).

## [Contest Information](#)

This page is the gateway to numerous other links related to the SkillsUSA Championships, contest information and other resources. Find capsule descriptions of each contest, rules for new demonstration contests, contest tips and even online forms for registering to attend our national conference.

## [Contest Updates](#)

The SkillsUSA Championships Technical Standards manual is updated every two years, but contests may still change slightly between printings. Each year, the national organization releases any changes made to existing SkillsUSA contests. This very important page is where you'll find those changes, a must for staying up to date with contest rules and regulations.

## [National Conference Information](#)

This page provides you with information on all aspects of SkillsUSA's National Leadership and Skills Conference, from exhibits to events to registration information.

## [WorldSkills Competition](#)

Held every other year, the WorldSkills Competition is a chance for national winners to become international champions. Find out who's on the current team and keep track of their progress as SkillsUSA's WorldTeam goes for the gold!

## [Educational Resources Catalog](#)

Purchase educational resources online using our secure server. Here you'll find items like the Professional Development Program curriculum, posters, software, and much, much more. You will also be able to purchase related products from other companies, such as Zeecraft (Quiz Bowl equipment) and Dunbar Parliamentary (Chapter Business Procedure materials).

## [SkillsUSA Store](#)

This is where you can order official SkillsUSA clothing, as well as numerous other SkillsUSA-related items.