

# SKILLSUSA CHAMPIONSHIPS

## 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: [updates.skillsusa.org](http://updates.skillsusa.org).
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. Contests that require a training safety card will be noted in the technical standards or posted on the SkillsUSA Updates page: [updates.skillsusa.org](http://updates.skillsusa.org).)

Students are encouraged to complete the Occupational Safety and Health Administration's (OSHA) 10-hour, web-based CareerSafe course. For information, 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: [updates.skillsusa.org](http://updates.skillsusa.org).
  4. Professional Development Program (PDP) Test:
    - a. Each individual contestant in both leadership and skill contests (except Action Skills, Building Maintenance, Employment Application Process, Community Action Project 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 online prior to arriving at the National Leadership and Skills Conference by the state association directors. There will be the opportunity to take the test at the NLSC for late changes/substitutions before the SkillsUSA Championships begin.
      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. Leadership and Occupationally Related written test:
  - a. Written tests and problem-solving exercises covering skills and related information may be included as a part of some contests. Those that do not require a written test are:  
 Action Skills, Community Service, Community Action Project, Employment Application Process, Extemporaneous Speaking, Job Interview, Job Skill Demonstration A and Open, Opening and Closing Ceremonies, Pin Design, Promotional Bulletin Board and T-shirt Design.
 

**Note:** Check the contest Updates Page at: [updates.skillsusa.org](http://updates.skillsusa.org) for any potential changes.
  
7. 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% of your total score and will be determined by the technical committee.
  
8. 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.*
  
9. 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 Showcase 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: [SkillsUSABrandCenter.org](http://SkillsUSABrandCenter.org) for proper use of the logo.
  
10. 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.
  
11. 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

12. 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.
13. 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, one middle-school (where contests are stated to accept a middle 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.
  - c. Middle-school members must be or have been enrolled in a middle-school exploratory course that prepares for future study in a career and technical education pathway.
14. Individual contestants may enter only one national championships contest annually. Participation must be approved by their state association.
15. 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. Teams that have fewer attend than the full number registered may be subject to penalties. The amount of the penalty will be determined by the number of no-shows (e.g., team of three and one no-show, 1/3 of the total points).

**Note:** Teams will be allowed to add a member if a member has a family emergency and must cancel. Such cases will be handled as needed, and the director of the SkillsUSA Championships will be notified.
16. Participants must meet the eligibility requirements set forth in each contest description.

## Judging Criteria

17. 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

18. 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.
19. 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

20. 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

21. 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.
22. 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

23. During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
24. 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.
25. 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.

26. No observers will talk or gesture to contestants.
27. Judges may disqualify contestants who accept assistance from observers.
28. 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.
29. 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.
30. 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.
31. Neither cameras with flash attachments, cellphones, 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**

32. 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**

33. 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**

34. 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:

35. 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.

36. 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.