

ACKNOWLEDGMENTS

The SkillsUSA Championships Technical Standards 2018 sets forth the rules, protocols, competencies and criteria for official contests at the 2018 SkillsUSA Championships. Thousands of hours of volunteer and staff effort have been invested in this document. The business, industry, labor and education communities uniquely combined their time and talents to create and update the technical standards.

This document has a one-year shelf life, so advisors and students should be diligent in checking for updates from their competition's national technical committee, posted on SkillsUSA's website at: *updates.skillsusa.org*.

The organizations contributing to the technical standards want to improve the quality of career and technical education and better prepare our students for successful careers and engaged citizenship. The competency listings in this manual transmit the expectations of industry to our classrooms and labs.

SkillsUSA owes a great debt of gratitude for the selfless service of the members of our national technical committees and the organizations that support them. The SkillsUSA Championships represents a national hallmark in corporate citizenship. We would like to again thank our partners from business and industry for their sponsorship and dedication in helping shape our future skilled workforce. I would also especially thank my colleagues in the Office of Business Partnerships and Development and in the Office of Communications for their dedication and professionalism in preparing this edition.

David J. Worden
Program Director, SkillsUSA Championships
Office of Business Partnerships and Development
SkillsUSA Inc.

In keeping with a tradition of respect for the individuality of our members and our role in workforce development, SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities.

INTRODUCTION

Many 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 CAREER

ESSENTIALS: ASSESSMENTS

SkillsUSA's Career Essentials suite includes assessments for career and technical education that are supported by industry, education and policy leaders. Central to the assessments are the expertise and industry-defined competencies compiled in the SkillsUSA Championships Technical Standards. 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 programming, the SkillsUSA Career Essentials: Assessments 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 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 and employability contests.

For more information on the SkillsUSA Career Essentials, visit:
www.careeressentials.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/competitions/skillsusa-championships/contest-descriptions/ to download the "Demonstration Contest Application" 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, 2018, would be for 2019 NLSC; Sept. 13, 2018, would fall to the 2020 NLSC.
2. All applications submitted within the enrollment period will be reviewed and presented to the state association directors in their annual August meeting.
3. State association directors will send their votes to the SkillsUSA Championships director by Nov. 15 (preferably sooner).
4. By no later than Jan. 15, the SkillsUSA Championships director will notify the state

directors and the technical committees and post the results of which contests are going to be offered.

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. To introduce the contest, 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. A custodial account must be established to help cover the cost of the contest. A financial commitment will also be needed to cover costs in setting up the space and contest needs. The fees are as follows:
 - a. Leadership, \$1,750
 - b. Occupationally Related, \$3,000
 - c. Skilled and Technical, \$4,500
3. Preliminary contest rules will be printed and distributed to all state association directors. States are invited to conduct the contest at their state championships and participate in the national demonstration.
4. New contests introduced at the national championships are given "demonstration" status. The contest is then reviewed and may 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 the struggling contest 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.

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.
2. A careful analysis of the skills and knowledge required for successful employment 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.)

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. Participants completing the safety training course will receive a wallet card from OSHA

Note: Some contests may require the 10-hour OSHA safety card and/or other type of safety certification.

- i. Compliance with all copyright laws and software licensing requirements
3. Begin checking SkillsUSA's website in September for any changes to these guidelines. All changes to the current year's competitions can be found at: updates.skillsusa.org.
 4. Tie-Breaker Test:
 - a. No contest will end in a tie. If the competitors are tied at the end of the contest, ***the tie will be broken by checking the scores of specific stations as determined by the technical committee of that contest.*** The committee will determine the highest or weighted station and list the top three. The SkillsUSA Championships scoring committee will review that list, compare the scores and break the tie.
 - b. 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 special needs contests). 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:

- The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem-solving and related information needed for employment.
 - 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, American Spirit, Chapter Display, Career Pathways Showcase, Community Action Project, Community Service, Employment Application Process, Entrepreneurship, Extemporaneous Speaking, Job Interview, Job Skills Demonstration, Occupational Health and Safety, Opening and Closing Ceremonies, Outstanding Chapter, Pin Design, Prepared Speech, Principals of Technology, Promotional Bulletin Board and T-Shirt Design.
 - b. The only Skilled and Technical Sciences contest to not require a written test is Building Maintenance.
- Note:** Check the contest Updates Page at: 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 percent of the 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. **Competitors may 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: www.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. Judges’ decisions 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 (or members) 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 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. Doing so may result in penalties or disqualification.

27. Judges may request a penalty or 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, 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

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 regard 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.

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. 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. Contestants who do not satisfy the clothing requirements may be penalized up to 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. “SkillsUSA 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), 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. No canvas, vinyl, plastic or leather athletic-type shoes, open-toe shoes 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 work boots/shoes are required, they can be steel-, or non-steel-toed, tied or pull-on (Roper-type, no cowboy boots), with rubber or skid-resistant soles, and they must meet the specifications of The Occupational Safety and Health Administration (OSHA) OSH Act of 1970; United States Code Title 29, Chapter 15, states:

The OSH Act was established to ensure safe and healthful working conditions for every working man and woman. Among the many provisions, the act requires the use of personal protective equipment (PPE) to reduce employee exposure to hazards

when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels. OSHA's personal protective equipment standard, 1910.132 (d)(1), requires that employers "assess the workplace to determine if hazards are present or are likely to be present, which necessitate the use of personal protective equipment."

OSHA 29 CFR 1910.136 incorporates the following industry standards by reference: the American Society for Testing and Materials — ASTM F2412-05 Standard Test Methods for Foot Protection, F2413-05 Standard Specification for Performance Requirements for Protective Footwear and the American National Standards Institute (ANSI) American National Standard for Personal Protection — Protective Footwear (ANSI Z41-1999 and Z41-1991).

What to look for: Approved foot safety protection should be labeled as "Complies with (or Conforms to) ASTM F 2412-05 and F 2413-05" (which replaced the older label of the former ANSI Z41-1999 footwear standard in 2005). Work boots come in a wide range of styles. Some may look similar to athletic shoes but are regulation safety work boots/shoes and meet the ASTM standards. Checking work boots will require verifying compliance with the standards. One shoe of a pair must be clearly and legibly marked (stitched in, stamped on, pressure sensitive label, etc.) on either the surface of the tongue, gusset, shaft or quarter lining. Work boot identification marking must be enclosed in a rectangular border, and a four-line format is suggested.

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.

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 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 75 countries/regions.

WorldSkills was founded in 1950 and currently has members from 76 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.

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-funded 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. SkillsUSA must also have 100-percent funding for the competitor and the expert. The funding can be from a single company or a series of contributors. Competitors can be added as funding comes in; however, if there is a possibility that the training needed to send a qualified representative is not available, SkillsUSA may not select a representative.

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' SkillsUSA Championships along with an essay and a detailed interview process.
Note: *The selection process for those candidates not selected by trials will be as follows:*
 - a. Invitations will be sent to eligible SkillsUSA Championships competitors who are selected by the national organization.
 - b. Potential candidates will then fill out an application that includes a more detailed overview of what they will be challenged with.

- b. This will be followed by a telephone interview and then a more in-depth interview, either in person or via a web conference.
- 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 SkillsUSA 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.