

2018–19 Total Participation Plan

AFFILIATION PRICING and DEADLINES

- Contracts are no longer available in paper form. *TPP affiliation agreements will be input and processed online.*
- **Professional Development Program (PDP) books and online curriculum have been discontinued** and has been replaced with a new online product *Career Essentials: Experiences*. Details on this product can be found at: <http://www.skillsusa.org/programs/career-essentials>. Contact your State Association Director for information about the new Career Essentials: Experiences.

The Total Participation Plan pricing includes students, professionals and a required educational resource cost. See the chart below to determine the total cost. The educational resource credit can be used to purchase the new Career Essentials-Experiences. Your school or district is required to pay and meet the minimum requirements for the entire agreement.

PRICING:

NO. OF STUDENTS	STUDENT Affiliation		EDUCATIONAL RESOURCES		PROFESSIONAL Affiliation		TOTAL COST
01-24	Not Eligible		The formula used for the minimum dollars you must purchase is: \$5.95 x the number of student affiliations. <i>NOTE: You must pay the retail price of the product you choose to order. Your required purchase may be more if the product you are purchasing costs more than the minimum formula calculated above.</i>	+	The affiliation is inclusive of both your state and the national affiliations. Use the formula below to determine the cost per professional: State affiliation PLUS \$20.00 national For state affiliation cost go to: http://bit.ly/SkillsUSATPP Minimum of one professional for every 100 students.	=	Student Affiliation + Educational Resources & applicable shipping + Professional Affiliation
25 - 99	\$395						
100 - 150	\$640						
151 - 250	\$1,312						
251 - 350	\$1,750						
351 - 500	\$2,185						
501 - 650	\$2,750						
651 - 750	\$3,045						
751 - 1,000	\$3,770						
1,001 - 1,250	\$4,425						
1,251 - 1,650	\$5,340						
1,651 - 2,000	\$5,900						
2,001 - 3,500	\$6,500						
3,501 - 5,000	\$7,550						
5,001 - 7,500	\$8,600						
7,501 - 10,000	\$9,955						
10,001 - 12,000	\$11,555						

2018–19 Total Participation Plan Total Participation Plan Agreement

Be sure your school can comply with all of the terms and conditions before completing the agreement online.

By submitting an affiliation plan online, you agree to:

- I agree to pay the appropriate Institutional Affiliation as outlined in this agreement, and to purchase the required Career Essentials: Experiences materials to support my program. *If I do not need to order at this time, I will substitute an order of equivalent value for approved SkillsUSA Educational Resources or Career Essentials: Assessments.*
- I will ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials. I agree to provide or arrange training for professionals at our institution in order to integrate SkillsUSA and Career Essentials: Experiences into our program; I will contact the state or national office and arrange for the necessary training.
- I will register all eligible students and professionals within the SkillsUSA website. I agree that our school will register at least 25 students per school and at least one professional for every 100 students. I understand that professionals receive incentives, affiliation mailings and critical contest updates via mail or email, and these may be missed if I fail to register our professionals by the specified deadlines.
- This is an institutional affiliation; therefore, all benefits are provided only to individuals registered as part of this affiliation. The affiliation and all of the benefits cease immediately once an individual departs the institution for any reason.
- Affiliation pricing: includes student and professional affiliation and educational resources (see below). I understand that students or professionals added to the SkillsUSA website any time after the initial affiliation plan is signed are subject to additional billing charges.

DEADLINES and action needed:

DEADLINES	Action Needed	Description and Instructions
Nov. 15	Affiliation Incentives	To receive full services from SkillsUSA (including <i>SkillsUSA Champions</i> and professional affiliation incentives) TPP affiliations must be submitted and all students and professionals must be registered online within the SkillsUSA website .
Dec. 15	<p>*TPP affiliation due to your State Association Director.</p> <p>*All First Semester students and professionals registered online.</p>	<p>*All Total Participation Plan (TPP) affiliations must be submitted for approval online within the SkillsUSA membership website.</p> <p>* All first semester students enrolled in your schools CTE program and all professionals should be registered as members online within the SkillsUSA membership website.</p> <p>*Order Educational Resources for each student on the plan. <i>Credit forfeited if orders not placed by June 1st of end of school year.</i></p>
Dec. 31 State Assoc. Directors	Online affiliations due to National office online.	State Directors should approve and submit all TPP affiliations online within the SkillsUSA membership website .
Jan. 31	All Second Semester students registered online.	All second semester students enrolled in your schools CTE program and all professionals should be registered as members online within the SkillsUSA website .

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ORDERING PROCESS for the REQUIRED EDUCATIONAL RESOURCES

NOTE: Once you select a product for your plan and are invoiced as part of your affiliation purchase you cannot change to another product. Credit is forfeited if orders are not placed by June 1st of the current school year.

Career Essentials: Experiences: By agreeing to the affiliation you agree to purchase and integrate the Career Essentials: Experiences to support your program.

- View product details and order at <http://www.careeressentials.org/experiences>.
 - During the ordering process; select PO as your **form of payment**. In the PO number box type; TPP along with your TPP invoice number (i.e. TPP T79018).
- SkillsUSA discount price of \$15 per Fundamental (year one) or Advanced (year two) Experiences for the number of students and professionals registered the previous year within the SkillsUSA membership website. All vouchers valid for one year. Full price is \$25 for one-year access. (The number of discounts per member can be updated to current year by contacting the support desk)
- If you do not need to order Career Essentials: Experiences, you can substitute an order of equivalent value with Career Essentials: Assessments or with approved SkillsUSA Educational Resources from the SkillsUSA catalog.
- Contact the Assessment support desk for technical support and assistance with ordering at 1-866-444-7779

Substitution option #1: Career Essentials: Assessments

- View all available assessments and order at <http://www.careeressentials.org/assessments>.
 - During the ordering process; select PO as your form of payment. In the PO number box type; TPP along with your TPP invoice number (i.e. TPP T79018).
- SkillsUSA discount price of \$12 per assessment for the number of students and professionals registered the previous year within the SkillsUSA membership website. All vouchers valid for one year. Full price is \$22 per assessment valid for one year. (The number of discounts per member can be updated to current year by contacting the support desk)
- **Not eligible for purchase with TPP credit: Automotive(ASE)**
- Contact the Assessment support desk for technical support and assistance with ordering at 1-866-444-7779.

Substitution option #2: SkillsUSA Educational Resources from the SkillsUSA catalog

- View the SkillsUSA Educational Catalog at www.skillsusa.org/store.
 - During the ordering process; in the ordering instructions, freeform area indicate that you are using TPP credit. Select PO as form of payment, in the box for Purchase Order number type: TPP along with your TPP invoice number (i.e. TPP T79018).
- **Not eligible for purchase with TPP credit:** Quiz Bowl Timing Tools, OSHA training course, CareerSafe and products on the SkillsUSA Clothing website.
- Email Rhodge@skillsusa.org for technical support and assistance with ordering.

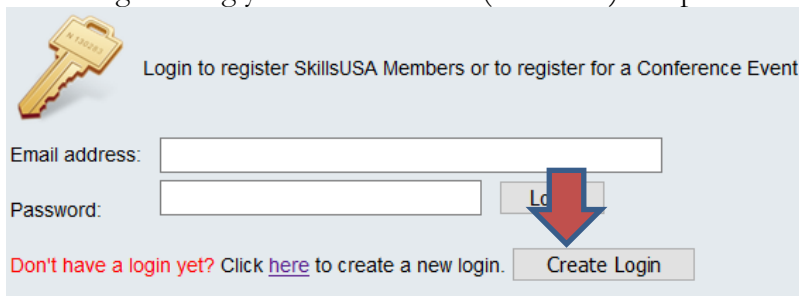
Additional Educational Resource orders

Educational Resource Orders placed over the TPP invoiced amount are considered a standard product order where a new form of payment is required. Career Essentials: Experiences and Career Essentials: Assessments require a secured form of payment at the time of order. Acceptable forms of payment to secure the order is a valid Purchase Order (PO) or credit card payment. Visit <http://www.careeressentials.org/> for details on ordering and securing payment.

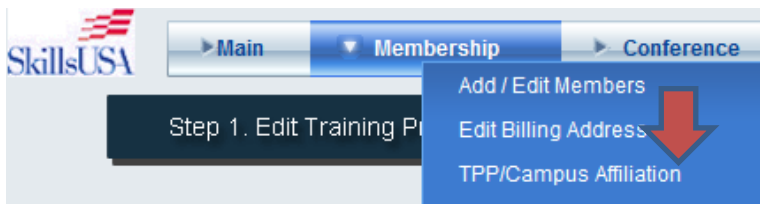
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Steps to create an online agreement:

1. Launch to: <http://www.skillsusa-register.org>
2. Create a logon to the registration website if you do not already have one by clicking the button *Create Login*.
 - a. In the creation process select the school/organization name that the agreement will be created under.
3. Next logon using your email address (username) and password you created for your username.



4. At the top of the screen click the menu *Membership > TPP/Campus Affiliation*



5. Click the button *Clone Agreement from Last year* or *Create New Affiliation*
 - a. Clone Agreement copies contact information, billing, all schools on plan and number of members based on actual students and professionals registered previous year. Update each field with changes for this year's agreement.
 - b. New Agreement provides a blank agreement in which you will complete with estimated students and professionals on the agreement.
6. Click the *Edit* button in upper left corner to complete or update the contact and billing information.
7. In the *Schools on Affiliation* section click the *Edit* button and complete the Estimated students and professionals for both first and semester members. *i. e columns Est. Student and Est. Professionals.*
 - a. *NOTE:* Cloned agreements will be pre-filled with last year's member counts.

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8. The *Edit* button will turn to *Update* when in editing mode. Click *Update* once completed.

Schools on this Affiliation							EDIT/Delete
School	Est. Studer	Est. Profes	Act. Stu	Act. Pro	Rst In		
Any School	500	20	0	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Totals:	500	20	0	0			

Records per page: 100 Records: 1 - 1 of 1 - Pages: 1

9. If multiple schools are on the agreement; at the bottom of the screen, select the school(s) from the drop-down menu and click the button *Add School*. Complete the step above to add the estimated number of members.
10. Click button *Review Fees* and input your required Educational Resources selection. **NOTE: Once you are invoiced you will not be able to change your Educational Resource selection.**
Example of screen:

Fees for this Affiliation		Counts	Fees
Estimated Total Students:		548	\$3,075.00
Estimated Total Professionals:		16	\$400.00
Required Educational Resources Purchase:		\$3,260.60	
Dollar Amount of Career Essentials: Experiences Order:	<input type="text" value="\$1,125.00"/>		\$1,125.00
Dollar Amount of Career Essentials: Assessments Order:	<input type="text" value="\$1,125.00"/>		\$1,125.00
Dollar Amount of Educational Resource Catalog Order:	<input type="text" value="\$1,010.60"/>		\$1,010.60
Total Shipping Fees:			\$80.85
Click here for a list of Resource Options to Order			
Current Order Amount:		\$3,260.60	
Dollar Amount You Still Need to Order or (dollars over the required amount):		\$0.00	
<i>(This could show a negative value if you order more than required)</i>			
Grand Total:			\$6,816.45

11. Click the button to complete the agreement.
12. Once you complete the agreement you will not be able to make changes. The SkillsUSA State Director will approve and accept the affiliation agreement online. You will receive notification via email when the State Director has approved. **Once you receive the notification your school will be able to submit members.**
13. The State Director will submit the agreement for final approval to the national office. Once approved you will be emailed an invoice for the affiliation agreement. Please forward to your accounting department. Payment is due 30 days from invoice date.
- Note: invoices are accessible online in the affiliation detail screen of your agreement and in the add/edit screen of the registration website.
14. To revisit the site with the agreement details and invoice return to the registration website> *Membership>TPP/ Campus Affiliation.*