

## 2022–23 Total Participation Plan

The Total Participation Plan (TPP) is for High Schools and Middle Schools and the pricing includes students, professionals and a required educational resource cost. See the chart below to calculate the total cost. A single school or multiple schools in a district or state can be on the same plan. Use the total number of student members between multiple schools for the student affiliation cost. Each school must meet the minimum number of members found in the Total Participation Plan Agreement section.

**NOTE:** You must have a **school administrator username** in the membership registration system to create the affiliation agreement online. Contact our Customer Care Team <CustomerCare@skillsusa.org or Patty Duncan at [pduncan@skillsusa.org](mailto:pduncan@skillsusa.org) to set-up an admin username.

NO. OF STUDENTS	STUDENT Affiliation		EDUCATIONAL RESOURCES		PROFESSIONAL Affiliation		TOTAL COST		
<b>01-24</b>	<b>Not Eligible</b>		Use the formula below to calculate the required dollars that will be billed as part of your plan.  <b>\$5.95 x the number of students on the plan.</b>  <i><b>NOTE:</b> You must order and pay the retail price of the product you select as part of the plan. The amount on your TPP plan will be used as credit towards your purchase. If your product order exceeds the TPP credit amount a separate form of payment will be required.</i>		The affiliation plan is inclusive of both state and the national. Use the formula and link below to calculate the cost per professional:  <b>State affiliation PLUS \$20.00 national</b>  For state affiliation cost go to: <a href="http://bit.ly/SkillsUSATPP">http://bit.ly/SkillsUSATPP</a>  <b>Minimum of one professional for every 100 students.</b>		<b>Student Affiliation + Educational Resources &amp; applicable shipping + Professional Affiliation</b>		
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								

DEADLINES	Action Needed	Description and Instructions
Nov. 15	<b>Affiliation Incentives</b>	To receive full services from SkillsUSA (including student benefits and professional affiliation incentives) the TPP affiliation plan must be created online, and all students and professionals must be registered online within the <a href="#">SkillsUSA website</a> .
Dec. 01	<p><b>Due</b> to your State Association Director.</p> <p><b>All First Semester</b> students and professionals registered online.</p>	<p>All Total Participation Plans must be created and submitted for approval online within the <a href="#">SkillsUSA membership website</a>.</p> <p>All first semester students enrolled in your schools CTE program, and all professionals should be registered as members online within the <a href="#">SkillsUSA membership website</a>.</p>

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	<b>Order</b> Educational Resources for student use early in the school year.	Order Educational Resources for each student on the plan early in the school year and no later than April. <b><i>Any credit not ordered by June 1<sup>st</sup> at the end of the school year will be forfeited.</i></b>
<b>Dec. 15</b> State Assoc. Directors	<b>Online affiliations due</b> to National headquarters online.	State Directors should approve and submit all TPP affiliations online within the <u>SkillsUSA membership website</u> .
<b>Jan. 31</b>	<b>All Second Semester</b> students registered online.	All second semester students enrolled in your schools CTE program, and all professionals should be registered as members online within the <u>SkillsUSA website</u> to receive full benefits.

### Total Participation Plan Agreement

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

**By creating and submitting an affiliation plan online, you understand and agree to:**

- register all eligible students and professionals within the SkillsUSA website. All students must be joined as members if they are enrolled in a career and technical class that SkillsUSA serves and is allowable by state policy.
- register at least 25 students and at least one professional for every 100 students. Your school(s) should ensure member names are correct and not duplicated. Once members are joined in the system drops and cancellations are not allowed. Your school is liable for paying for all registered members including duplicate member names.
- use the TPP educational resource credit to order and implement the Career Essentials: Experiences, Career Essentials: Assessments, CTE Knowledge and Framework Certification Bundle or order eligible educational resources from the SkillsUSA Resource online store. Once a product type is selected on the TPP agreement, your credit can only be used towards that product type during the year.
- ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials. You agree to implement or arrange for any necessary training for affiliated professionals and will contact the state or national headquarters and arrange for the necessary training.
- implement the SkillsUSA program to all eligible trade, industrial, technical and health sciences students and offer opportunities for eligible students to compete in local, state or national skill and leadership and skills competitions and participate in leadership training and conferences through SkillsUSA. If your school does not register members or take part in SkillsUSA programs or events after the agreement is signed, you understand your school is still liable for payment.
- professionals receive incentives, affiliation mailings and critical contest updates via email, and these may be missed if your school does not register professionals by the specified deadlines. Students must be registered within the SkillsUSA website by your states membership deadline to qualify for SkillsUSA competitions, scholarships, and programming.
- this is an institutional affiliation; therefore, all benefits are provided only to individuals registered as part of this affiliation. The affiliation and all the benefits cease immediately once an individual departs the institution for any reason.
- affiliation pricing includes student, educational resources and professional affiliation. I agree that once I sign and submit the affiliation plan that my school will pay the appropriate student, educational resource and professional affiliation based on the agreement. Members that are joined over the agreed student or professional count are subject to added billing charges. Billing may take place during the year or after the national March membership deadline. There are no refunds or credit given for members not joined that were included in the estimate member

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count or who elect not to participate in SkillsUSA during the school year.

- **PAYMENT IS DUE** to the SkillsUSA national office no **later than 30 days** of the invoice date. SkillsUSA will generate an automated invoice and email to the contact and billing email on the agreement once the agreement is approved. The invoice will also be available online and will be emailed each month until paid. Ensure the billing email is included in the contact and billing section.

### Order process for the TPP Educational Resources

**NOTE:** Once you select a product type for your plan and are invoiced the credit on the plan is only available for that product type and only for the dollars you allotted. Dollars allotted are not transferrable between product types once invoiced.

**Deadline to place orders using your TPP credit is June 01** of the current school year. **Credit is forfeited if orders are not placed by the deadline.**

By agreeing to the affiliation, you agree to order and integrate SkillsUSA Resources to support your program for this year's students. Select from the Career Essentials: Experiences, Career Essentials: Assessments, CTE Knowledge and Framework Certification Bundles or an eligible educational resource from the SkillsUSA Resource store.

### Ordering Instructions

#### Career Essentials: Experiences and Assessments

View product details at <https://www.careeressentials.org> and click the Pricing tab, for product offerings.

- \* Place your order at SkillsUSA Absorb here <https://absorb.skillsusa.org/>
- \* First time users and schools placing orders go to and click the Total Participation Plan button.
- \* Returning visitors; go directly to the absorb Catalog & Shopping Cart Tile on your dashboard.
- \* Select Purchase Order as your form of payment and enter your TPP invoice number as follows:

Experiences: TPPT123456-E

Assessments TPPT123456-A

- \* **Not eligible for purchase with TPP credit: Automotive (ASE) Assessments.**

#### CTE Knowledge and Framework Certification Bundle

- \* View product details and pricing at <http://bit.ly/CTEBundle21>
- \* Place your order at SkillsUSA Absorb here <https://absorb.skillsusa.org/>
- \* First time users and schools placing orders go to and click the Total Participation Plan button.
- \* Returning visitors; go directly to the Absorb Catalog & Shopping Cart Tile on your dashboard.
- \* Select Purchase Order as your form of payment and enter your TPP invoice number as follows: TPPT123456-C

#### Educational Resources from the SkillsUSA online catalog

- \* View and order the SkillsUSA Educational Resources at the SkillsUSA Resource Store here <http://www.skillsusa.org/store>
- \* Select Purchase Order as your form of payment and enter your TPP invoice number as follows: TPPT123456-R.
- \* **Not eligible for purchase with TPP credit: Quiz Bowl Timing Tools, OSHA training course, CareerSafe and products located on the SkillsUSA Clothing & Merchandise website.**

#### Order Support

For technical support and assistance with ordering call 1-844-875-4557 or email the Customer Care Team at [customercare@skillsusa.org](mailto:customercare@skillsusa.org).

#### Resource orders over your TPP credit

Resource Orders placed over the TPP credit amount are considered a standard product order where a new form of payment is required. All product orders 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.

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### Steps to create an online agreement

**NOTE:** **You must have a school administrator username** in the membership registration system to create the affiliation agreement online. Contact Customer Care [customercare@skillsusa.org](mailto:customercare@skillsusa.org) or Patty Duncan at [pduncan@skillsusa.org](mailto:pduncan@skillsusa.org) to set-up an admin username if you do not already have one.

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.
  - b. Contact Customer Care or Patty Duncan to set-up an admin username.
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, and includes multiple schools on the plan from previous year if you have a district or state plan. **You will need to complete the estimated number of student and professional members your school will have for the year.**
  - b. New Agreement provides a blank agreement in which you will complete all information to include billing, contact information and schools on the plan along with estimated students and professionals.
6. Click the *Edit Contact & Billing* button in upper left corner to complete or update contact 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.*
8. The *Edit* button will turn to *Update* when in editing mode. Click *Update* once completed.

#### Schools on this Affiliation

School	Est. Students	Est. Professionals	Act. Stu.	Act. Prof	Rst Inv	EDIT/Delete
SkillsUSA Beta Test School (Leesburg)	500	20	0	0	0	Edit Delete
Totals:	500	20	0	0	0	

Records per page: 200 Records: 1 - 1 of 1 - Pages: 1

(These Actual Counts include ALL Students & Professionals, regardless of whether they have SUBMITTED yet.

Need To add another school to this TPP or Campus Affiliation? Choose a school then click ADD:

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9. If multiple schools need to be 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 for all schools on the plan.

Need To add another school to this TPP or Campus Affiliation? Choose a school then click ADD:

10. Click button *Review Fees* and input your required Educational Resources selection. The required dollar amount is calculated for you. Allot the dollars to one or multiple products as shown in the example below.

**IMPORATANT: Once you are invoiced you will not be able to change your Educational Resource selection or allotted dollars. (Why? Payments are made to the product platform vendor(s) and your state association based on the selected products on your invoice.)**

Fees for this Affiliation	Counts	Fees
Estimated Total Students:	500	\$2,185.00
Estimated Total Professionals:	20	\$800.00
Required Educational Resources Purchase:	\$2,975.00	
Career Essentials: Experiences or Experiences Bundles (Dollar Amount):	\$1,000.00	\$1,000.00
Career Essentials: Assessments, Tech. and Career Ready Assess. (\$ Amount):	\$996.00	\$996.00
CTE Knowledge and Framework Certification Bundle order (Dollar Amount):	\$390.00	\$390.00
Educational Resource Catalog order (Dollar Amount):	\$589.00	\$589.00
Total Shipping Fees:		\$58.90
<a href="#">Click here for a list of Resource Options to Order</a>		
Current Order Amount:	\$2,975.00	
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>		
<b>Grand Total:</b>		<b>\$6,018.90</b>

Invoice Professionals Separately?  

11. Click the button  to complete the agreement. An invoice will be generated based on the calculations and products selected on this screen. Professionals are considered part of this affiliation plan and the default is the cost will appear on the same invoice as the student affiliation. If you prefer the professional invoice to be separate from the student affiliation invoice, **check the box *Invoice Professionals Separately* before submitting.**
12. Once you complete the agreement you will not be able to make changes. The SkillsUSA State Director will approve 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 join members.**
13. The State Director will submit the agreement for final approval to the national headquarters. Once approved you will be emailed an invoice for the affiliation agreement with instructions on how to place your resource order(s). Please send the invoice to your accounting department as 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*.

Questions on the Affiliation plan? Contact Patty Duncan at [pduncan@skillsusa.org](mailto:pduncan@skillsusa.org) or 703-737-0635.