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ACKNOWLEDGMENTS

The SkillsUSA Championships Technical Standards sets forth the rules, protocols, competencies and criteria for official career competitions at the annual 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 these 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 http://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.

Darren Gibson  
Program Director, Career Competition Events  
Office of Education  
SkillsUSA Inc.

SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities. In SkillsUSA, diversity encompasses differences in race, color, religion, sex, sexual orientation, gender identity, gender expression, gender transition status, national origin, age, physical and mental ability, thinking styles, experience and education. We strive to make all members, partners and employees feel welcomed and valued in the SkillsUSA family. SkillsUSA believes in treating all people with respect and dignity. We want SkillsUSA to be regarded as a membership organization of choice that encourages all individuals to be involved.
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 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 competition judges and as technical committee members. They assume responsibility for selecting the skills that are to be judged, determining the format of the competitions and establishing the standards by which competitors 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.
These regulations refer to clothing items that are pictured and described at www.skillsusastore.org. If you have questions about clothing or other logo items, call 1-888-501-2183.
CLASS A: SkillsUSA ATTIRE

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black dress shoes

**Note:** The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

**Note:** Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.
CLASS B: HEALTHCARE ATTIRE

- Official SkillsUSA blue scrubs
- White socks or white seamless/nonpattern hose visible above the top of the shoe
- Health-professionals white or black leather work shoe

*Note:* Scrubs should fit appropriately for all health competitions and should be properly hemmed and wrinkle-free. Only plain, white, collarless T-shirts may be worn underneath the scrubs. Hair must be pinned up and off the collar.

*Note:* Shoes must be all-white or black leather (no canvas/mesh) and completely enclosed (no open-toe or open-heel). Athletic-style shoes that meet the criteria are acceptable.
CLASS C: COMPETITION SPECIFIC —
MANUFACTURING/CONSTRUCTION KHAKI ATTIRE

- Official SkillsUSA khaki short-sleeve work shirt
- Khaki pants
- Black, brown or tan leather work shoes

*Note:* Safety glasses must have side shields or goggles. (Prescription glasses may be used only if they are equipped with side shields. If not, they must be covered with goggles.)
CLASS D: COMPETITION SPECIFIC — BLUE ATTIRE

- Official SkillsUSA light blue work shirt
- Navy pants
- Black, brown or tan leather work safety shoes (with protective toe cap, unless otherwise specified in a competition technical standard).

*Note:* Safety glasses must have side shields or goggles. (Prescription glasses may be used only if they are equipped with side shields. If not, they must be covered with goggles.)

*Note:* Law and Public Safety cluster competitions have additional parameters listed in the technical standards that are specific to competition dress in these occupational areas.
CLASS E: COMPETITION SPECIFIC — BUSINESS CASUAL

- Official SkillsUSA white polo shirt
- Black dress slacks or black dress skirt (knee-length minimum)
- Black closed-toe dress shoes

Note: Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.
CLASS F: COMPETITION SPECIFIC —
BARBERING, COSMETOLOGY, ESTHETICS, NAIL CARE

- Official SkillsUSA white dress shirt or official white polo
- Black dress slacks
- Black leather work or dress shoes

Note: Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

Note: The Official SkillsUSA white cosmetology smock or apron can be worn with the official white dress shirt.
CLASS G: CULINARY/BAKING AND PASTRY ARTS ATTIRE

- White chef’s jacket
- Black work pants or black-and-white checkered chef’s pants
- Black non-slip, non-porous shoes
- White apron
- Hair Restraint

*Note:* Chef’s hats (toques) and food handlers’ gloves will be supplied by the national technical committee.
CLASS H: COMPETITION SPECIFIC — RESTAURANT SERVICE

- Official SkillsUSA white long-sleeved dress shirt, or long-sleeved plain white collared shirt
- Black dress slacks or black dress skirt (knee-length minimum)
- Plain black tie with no pattern or SkillsUSA black tie
- Official SkillsUSA bistro apron
- Shined black leather work shoes or black flat heels

*Note:* Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

*Note:* Waiter’s jackets, bow ties, vests, cummerbunds or half aprons are not permitted.
CLASS I: COMPETITION SPECIFIC — WELDING | WELDING FABRICATION

- Official SkillsUSA khaki long-sleeve work shirt (100% cotton as per OSHA regulations)
- Khaki pants (100% cotton as per OSHA regulations)
- Black, brown, or tan leather work shoes

*Note:* Safety glasses must have side shields or goggles. (Prescription glasses may be used only if they are equipped with side shields. If not, they must be covered with goggles.)
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 competition and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
4. Supervise the development of competition projects, drawings and instruction sheets for the competitors.
5. Locate individuals who are knowledgeable in your competition trade or skill area and invite them to serve as judges.
6. Plan the layout of the competition 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 competition orientation and debriefing meetings.

COMPETITION ORIENTATION MEETING

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

1. Competitors’ Credentials: Verify each competitor’s name and number as he or she appears on the nametag with the master list of competitors. Check the individual name to the actual name on the nametag.
2. Competition Rules: Check to be certain that all competitors are familiar with the competition rules and have been notified of any relevant information in the annual competition updates.
3. Competition Procedures: Explain the way in which the competition 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 competition.
5. Tools and Materials: Go over the list of tools and materials that are to be supplied by the competitors. Include any additional items mentioned in the updates. If competitors do not have all the required items, be sure they understand that they must obtain them before the competition begins.
6. Workstations /Order of Performance: If workstations are not identical, make sure competitors draw numbers for assignments. In competitions 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 competitors may not be familiar, including safety features. If possible, allow competitors 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 competitors are not permitted to smoke during the competition.  
   *Note*: The national organization requests that all SkillsUSA Championships committee and competition personnel refrain from smoking or consuming alcoholic beverages in the presence of SkillsUSA student members.

9. **Competitor Questions**: Encourage competitors to ask any questions they may have about the SkillsUSA Championships. Try to give satisfactory answers before the close of the competition orientation meeting.

10. **Competitor Penalties**: There may be special circumstances that prevent a competitor from attending the competition meeting (e.g., illness, accidents or transportation). Please do not disqualify a competitor without first consulting with the SkillsUSA Championships office.

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**CONDUCTING THE SKILLSUSA CHAMPIONSHIPS**

1. Check all competition area facilities prior to the day of the competition to be certain that everything is in place and in order for a smooth-running competition.

2. Assemble all judges at the competition site prior to the start of the competition for a briefing. Be sure that all questions are answered and that the rating procedures are clear.

3. Check to be certain that all competitors have brought the tools and materials required for the competition. The technical committee may, at its option, furnish any required items that competitors have failed to bring; however, a two-point penalty may be assessed for each missing item.

4. Make sure that all competitors meet clothing requirements for the competition. (See the section on SkillsUSA Championships Clothing Requirements in the individual competition regulations.) The penalty for those who do not satisfy dress requirements will be up to 5% of the total possible competition points. *Clothing penalties in all skill competitions will be assessed by the designated clothing assessor in cooperation with the competition chair. SkillsUSA Championships technical committees will assess clothing penalties for all leadership competitions.*

5. Make sure that all competitors receive copies of the project to be completed as well as any necessary drawings, instruction sheets or other materials. Be certain that competitors understand all instructions and have a chance to ask procedural questions. Take great care to see that all competitors have equal time and their questions are answered fairly.

6. Oversee the competition to ensure that safe work practices are followed.

7. Do not permit competitors to enter the competition site at any time unless they are displaying their competitor badges and numbers.

8. Do not permit competitors to smoke during the competition.

9. Conduct a critiquing session with the competitors after the competition to point out general strengths and weaknesses and the quality of work expected by the judges. (Do not discuss individual competitor 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 competition.
12. Keep the results of the competition 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 competition area and be certain that equipment, tools and supplies are returned to the proper owners.

INSTRUCTIONS TO COMPETITION 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 competition they have been asked to judge.
2. Judges should receive copies of the competition 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 competitor or entry must be judged in exactly the same manner and under the same conditions as every other competitor 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 competitor according to the criteria listed in each competition.
7. Judges will identify competitors by number only. Judges will not use competitors’ names, schools or states unless otherwise specified in individual competition rules.
8. Judges may attend the competition orientation meeting held prior to the opening of the SkillsUSA Championships. However, only members of the technical committee may instruct the competitors 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 competition regulations, are not to be considered by the judges except where safety is considered.
10. In no instance are judges or competition chairs authorized to change the competition rules. If an interpretation is required, the chair should contact the SkillsUSA Championships director.
11. Judges are to evaluate all items related to safety. Competitors not meeting safety requirements in clothing and/or devices may be disqualified from competition if, in the judges’ opinions, the safety of the competitors or those around them is endangered.
12. Judges should rate competitors based on entry-level job skills.
13. Judges should rate each competitor independently and not compare rating sheets with those of other judges.
SkillsUSA Championships: Skill Point Certification

Overview
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 competition’s national technical committee. All “official” national championships competitions will award Skill Point Certificates. Individuals achieving an industry-defined cut score can earn a Skill Point Certificate.

Skill Point Certificate
SkillsUSA member students who reach or exceed a threshold score in a national SkillsUSA Championships career competition are awarded certification. Competitors achieving the cut score will be awarded a Skill Point Certificate regardless of competition ranking or medal standing. The certificate will be made available as a downloadable service, and state directors will be given the procedure for acquiring the certificate in their award packet on the night of the Awards Ceremony, along with their state results.

SkillsUSA Career Essentials: Proficiency 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 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.

SkillsUSA Career Essentials Proficiency Certificate
Both SkillsUSA and non-SkillsUSA students will have an opportunity to purchase and take an online assessment based on the competencies and criteria established in the SkillsUSA Championships Technical Standards. Those candidates achieving a cut score in the assessment test will be awarded a SkillsUSA Career Essentials Proficiency Certificate.

SkillsUSA has created fee-based SkillsUSA Career Essentials Proficiency Assessments in more than 39 technical and employability competitions.

For more information on the SkillsUSA Career Essentials, visit: www.careeressentials.org.
1. SkillsUSA Championships Technical Standards are written as guidelines for the administration of national competitions.
   a. They should serve as models for administration of local, regional and state competitions 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 competition area or a specific station, the scorecards or scoring criteria for all competitions can be found on the SkillsUSA website under: http://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: All Skilled and Technical competitions require evidence of safety training. There are some competitions that require a minimum of a 10-hour CareerSafe training safety card. That requirement will be noted within the standards of those competitions. 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.
   i. Compliance with all copyright laws and software licensing requirements

3. Begin checking SkillsUSA’s website in October for any changes to these printed guidelines. All changes to the current year’s competitions will be found at: http://updates.skillsusa.org/.

4. Tiebreaker:
   a. No competition will end in a tie. If the competitors are tied at the end of the competition, the tie will then refer to the most heavily weighted station as determined by the technical committee.
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 competition (with the exception of the Building Maintenance competition). The number of points allowed will not exceed 15% 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 competition orientation meeting or on the day of the competition.

6. Professional Development Test:
   Unless otherwise specified in the technical standards, there will be a professional development written test. A study guide will be published at http://updates.skillsusa.org.

   Please note that middle school competitors are not required to take the Professional Development test as part of their competition. Competitors will be required to take the exam, and the scores will be added to their total overall score within their respective competitions. The number of points allowed will not exceed 5% of the total possible points. (For leadership and occupationally related competitions, the Professional Development test may be selected as a knowledge exam. If selected as a competition's knowledge exam, the number of points allowed will not exceed 15% of the total possible points and will be determined by the technical committee.)

7. Leadership and Occupationally Related written test:
   a. Written tests and problem-solving exercises covering skills and related information will be specified in the competition’s technical standards and may be included as a part of some competitions. Check the Competition Updates Page for any potential changes at http://updates.skillsusa.org/.

8. 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 part of each competition. Except for some Leadership Competitions as identified in the SkillsUSA Championships Technical Standards, the number of points allowed will not exceed 5% of the total score and will be determined by the technical committee.

9. All competitors must create a one-page resume and submit a PDF version online. Failure to do so will result in a 10-point penalty. Competitions that require a hard copy of the resume as part of the skill performance will be specified in the competition's technical standards. Competitors may bring a resume to the competition on the day of competition; however, the penalty will remain in effect. Competitors may bring a resume to the competition on the day of competition; however, the penalty will remain in effect.
10. Competitors in competitions that require verbal presentations must use the proper name of the national organization: “SkillsUSA.” Competitors 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 brand.skillsusa.org and click on “Brand Guide” for proper logo guidelines.

11. SkillsUSA Championships awards may be presented to the top three competitors in each division. Competitors 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 the appropriate designation for finalists of their state leadership and skills competition(s).
   c. Judges’ decisions will be final. Interpretations of all competition rules will be made by the director of the SkillsUSA Championships.

12. The competencies listed in this publication under each occupational area are the basis for a quality technical instructional program from which our national competitions 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 competition.

13. Prohibited Devices:
   Cell phones or other electronic devices not approved by a competition’s national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.
   a. Penalties for Prohibited Devices:
      If a competitor’s electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the SkillsUSA Championships director. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor’s scores may be canceled.
   b. SkillsUSA the organization, SkillsUSA staff, technical committee members and other volunteers are not responsible for loss or damage to personal items — including electronic devices — while competitors are in the competition areas.

Who May Compete
14. Participants must be active SkillsUSA *student 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.
*Note: Teachers and/or professional members are prohibited from competing in any NLSC competition area that they also teach.

15. Each national competition provides for individual entries unless the rules of the competition state that it is a team competition. States may enter one high school, one middle school (where competitions are stated to accept a middle school competitor) and one college/postsecondary student/team in each competition unless otherwise stated in the specific competition rules.
   a. High-school competitors 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, trades or industry, including the health industry. Further, a high-school competitor must be earning credit toward a high-school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership & Skills Conference (NLSC).
   b. College/postsecondary competitors 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, trades or industry, including the health industry. College/postsecondary competitors 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.
   d. An individual who has not completed the requirements for nor received a high-school-level diploma must compete as a high-school competitor even though they may be taking advanced placement or college/postsecondary courses.

16. Individual competitors may enter only one national championships competition annually. The Championships will not adjust a competition schedule for students running for national office or any other reason, with the exception of unforeseen travel issues.

17. Participants in national competitions must be first-place winners selected within their career pathway 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 competitor at the state level who is able to participate. All competitors must qualify through state SkillsUSA-approved competitions. States may be disqualified from participation in a specific competition if they approve competitors who have not competed in a state competition.

18. 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 competitors to meet the standards of national competition must be considered before the state association certifies the competitor.

19. Teams that need to replace more than 50% of their members should replace the entire team with the next highest-ranked team from the state competition.
20. Teams that have fewer competitors attend than the full number registered may be subject to penalties. Unless otherwise specified in the technical standards, the amount of the penalty will be determined by the number of no-shows as well as the reason for having less than the required number (e.g., team of three and one no-show = penalty of \( \frac{1}{3} \) 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.

21. Participants must meet the eligibility requirements set forth in each competition description.

Judging Criteria
22. The judging criteria listed on each competition rating sheet comprise the basic elements that will be considered in the evaluation of the competitors’ 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 competitors and advisors a basic understanding of the evaluation criteria and serve as a guide as they prepare for national competition.

Release of Competition Results
23. An analysis of competitor scoring and a ranking will be available and accessible to every competitor on the SkillsUSA website approximately two weeks following the close of the national conference.

24. 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
25. Only properly registered participants may enter SkillsUSA Championships competitions. Registration requirements are:
   a. Competitors 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 state and national deadlines established each year.
   c. States may make changes and substitutions when they come to the current NLSC. Edits and/or changes made after that will need the approval of the Championships director or designee.
   d. After June 1, the addition of competitors/teams must first be approved by the specific national technical committee chair.
   e. Should a team member drop following the state competitions in a team leadership competition, 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 competition guidelines do not state otherwise.

**Tools and Materials**

26. Participants who do not bring the required tools and materials as specified in the individual competition regulations may be penalized two points for each item missing. Such penalties will be assessed by the competition chair. The competition chair may, at his or her discretion, furnish the required item(s) but may assess the two-point penalty per item.

27. It is strongly recommended that toolboxes not exceed 9"x14"x22". Competitors 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 competition areas.

**Observer Rules**

28. During the competition, participants must work independently, without assistance from judges, teachers, fellow students or observers. Competitors will be disqualified for receiving such assistance.

29. It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Competitors shall in no way disrupt or interfere with the work or performance of fellow competitors or teams. Any competitor 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.

30. No observers, including SkillsUSA advisors, will enter the designated competition areas without the approval of the SkillsUSA Championships technical committee.

31. No observers will talk/gesture to competitors. Doing so may result in penalties or disqualification.

32. Judges may request a penalty or disqualify competitors who accept assistance from observers.

33. No observers will be permitted in the competition holding room or at the competition orientation meeting unless specifically invited by the SkillsUSA Championships technical committee.

34. Additional limitations on observers, such as entering or leaving a competition area during a demonstration or sequence, may be posted to protect competitors from unnecessary distractions.

35. The technical committee chair may close the competition to observers if observers are seen to be communicating or aiding a competitor in any way or if safety demands such action.

36. No cameras (with or without flash attachments), cell phones, or recording devices of any kind will be permitted in any competition area without the consent of the SkillsUSA Championships director.
Competitors with Special Needs
37. 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 competitors. No assistance will be provided that could be interpreted as giving the special-needs competitor an unfair advantage. Advanced identification of the competitors 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 competitors who need to use wheelchairs.
   b. Hearing-impaired competitors will be provided signers at competition orientations, at the startup of the competition (and throughout the day if required by the technical committee) and for the competition debriefing.
   c. Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired competitors.
   d. Special tools and devices will be allowed for competitors with prosthetics or physical challenges such as a club foot, burn injury or amputation.
   e. Competitors with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the competition assignment.
   f. Readers will not be allowed in competitions where the use of technical manuals is required.
   g. Translators for language issues must be noted and provided by the state.

Models/Assistants
38. 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 competitors and are not required to attend competitor orientation meetings. Since models and assistants are not involved in the written test and are not considered competitors, they are also not eligible to receive medals. They will, however, receive a participation certificate or other form of recognition.

Mandatory Competition Meetings
39. Competitors must report to the mandatory competition 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 competition instructions and often administer the written and oral tests at this meeting.

Personal Appearance: Piercings and Tattoos
The policy regarding piercings and tattoos while participating in the SkillsUSA Championships is as follows:

40. Piercings: Wearing of any piercings should not in any way cause a safety issue. If so determined, the item must be removed for the duration of the SkillsUSA Championships competition. Failure to comply will result in a safety penalty.
41. 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 competition. Failure to do so will result in a penalty.

**SkillsUSA Championships Clothing Requirements**

1. Competitors in the SkillsUSA Championships must wear the approved SkillsUSA Championships clothing or work uniform specified for their particular competitions during the event or be subject to a penalty of up to 5% of the total points available. The official clothing items referred to in these regulations are pictured and described at: [www.skillsusastore.org](http://www.skillsusastore.org). For questions regarding clothing or other logo items, call 1-888-501-2183.

2. Competitors must wear their official competition clothing to the mandatory competitor meeting prior to the competition.

3. Participants must meet clothing requirements for the individual competitions. For specific requirements, refer to the individual competition regulations.
   a. Competitors who do not satisfy the clothing requirements may be penalized up to 5% of the total possible competition points.
   b. All competitors are required to wear their official competition uniforms or official SkillsUSA attire to the Awards Ceremony, where the winners are announced and the industry awards are presented. Inappropriately dressed competitors will be denied access to the awards platform.

   **Note:** Competitors 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 competitions specifying official attire as the required clothing.

4. The clothing requirements apply only to the national competitions. State associations may have different dress requirements for their own state championships program.

5. “SkillsUSA official attire” as indicated for specific competitions refers to the following:
   - Official SkillsUSA red blazer or official SkillsUSA red jacket
   - Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
   - Black dress slacks or black dress skirt (knee-length at minimum)
   - Black dress shoes

   **Note:** The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.
**Note:** Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

**Note:** 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 a conference pin, SkillsUSA emblem, officer pin, President’s Volunteer Service Award pin, statesman pin (one only) and professional development pin (one only).

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

7. **Eye protection must meet ANSI Z87 requirements.** Prescription and nonprescription 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. **Competitors with long hair that poses a possible safety or sanitary hazard must wear hair containment devices (hairnets).**

9. **Competitors 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 competition rules.**

11. **Only occupational or career patches and competitor 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 competitor, school or state is allowed on official clothing.**

13. **Check for specific clothing and safety requirements under the guidelines for each competition.**

14. **Clothing penalties in all skill competitions will be assessed by the designated clothing assessor in cooperation with the competition chair. SkillsUSA Championships technical committees will assess clothing penalties for all leadership competitions.**
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 Director of Career Competition Events
4. Individual technical committees for each area of competition
5. National Education Teams

INTRODUCTION OF NEW COMPETITIONS

There are many requests for the establishment of new competitions 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 competition, the staff of SkillsUSA will apply the following principles as a test of need:

Go to www.skillsusa.org/competitions/skillsusa-championships/competition-descriptions/ to download the “Demonstration Competition Application” form. To be considered, the following time frame must be followed. If not followed, the competition will have to wait until the next open application period.

1. Application submission deadline is July 1. Applications submitted by July 1 will be considered for the next NLSC. For example, an application submitted on July 1, 2022, will be considered for NLSC 2023. Applications submitted after July 1, will be considered for the following years NLSC. For example, an application submitted on July 4, 2022, will be considered for NLSC 2024.
2. All applications submitted within the enrollment period will be reviewed and placed before the state association directors in their August meeting. A New Demo Competition Survey will be sent to the state association directors following the August meeting. State directors must identify in the survey which proposed demo competitions they will commit to offering at their state competitions for the current school year if the competitions are approved.
3. State association directors must have the survey completed by Nov. 1.
4. By Dec. 1, the SkillsUSA Championships director would then notify the state directors and the technical committees and post the results of which competitions 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 competition?
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 competitions 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 competition can be approved:

1. A minimum of 15 state associations must commit to conducting the competition at the state level for a competition to be seriously considered.

2. A SkillsUSA Championships technical committee representing at least two different companies or professional organizations must be established to develop competition rules and establish the necessary support for personnel, competition equipment and prizes to introduce the competition. There also will be a need to establish a custodial account to help cover the cost of the competition. A financial commitment will be needed to cover costs in setting up the space and competition needs. The fees are as follows:
   a. Leadership: $2,000
   b. Occupationally Related: $3,000
   c. Skilled and Technical: $5,000

3. Preliminary competition rules will be printed and distributed to all state association directors with states invited to conduct the competition and participate in the national demonstration.

4. New competitions introduced at the national championships are given “demonstration” status. The competition is then reviewed and should qualify for “official” competition status by the third year. Demo status can be extended by the Executive Committee if warranted.

5. Competition operation and participation regulations will be reviewed by national staff to determine feasibility of official inclusion of the competition in the SkillsUSA Championships.

6. Official inclusion of new SkillsUSA Championships competitions will be approved by the SkillsUSA Championships Executive Committee. Industries may conduct technology demonstrations to solicit support from the states for a demonstration competition the following year.

ELIMINATION OF COMPETITIONS

In the event that fewer than 12 competitors participate for two years, the competition may be discontinued pending a decision by the SkillsUSA Championships Executive Committee. (Exceptions are Action Skills, Building Maintenance, Chapter Display, Community Action Project, Employment Application Process, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and health occupations competitions.)

ABSORPTION OF COMPETITIONS

If an existing competition is facing elimination because of declining numbers, it is to be evaluated to determine if there is a new competition that may be similar. If so, the old competition guidelines would be reviewed by the SkillsUSA Championships director to determine if it could be absorbed within an existing competition. If so, the competition 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.
INTRODUCTION

SkillsUSA is a member of WorldSkills International, headquartered in Amsterdam, Netherlands. This organization sponsors the biennial WorldSkills Competition (WSC). The U.S. team that competes at the WSC is assembled by SkillsUSA and known as the WorldSkills USA team.

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 skills competitions across the globe.

WorldSkills was founded in 1950 and currently has members from 85 countries/regions, 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 competitors.

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 competition in which the United States competes and is responsible for working with technical experts from other countries to organize, conduct and judge that competition.

WORLDSKILLS USA TEAM SELECTION PROCEDURES AND CRITERIA

1. SkillsUSA* will only compete in those WSC competitions 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 WorldSkills USA competitor prior to the WSC.

*Note: SkillsUSA is responsible to obtain funding for membership in WorldSkills. 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. WorldSkills USA competitors 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 competitors, who may be 25 years old.)

3. The selection process for WorldSkills USA 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. 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.
   c. 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 competitors to travel to receive training. Competitors will not be expected to pay for their training or travel without adequate financial support.

6. WorldSkills USA 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 will be paired with a technical expert.

8. Individual training programs and schedules will be developed and will begin as soon as possible.