



# Chapter Excellence Program

CEP *Simplified*





## Resources:

[SkillsUSA Framework Materials](#)  
[Essential Element Self-Assessment](#)  
[SMART Goals Lesson Plan](#)  
[CEP Program Info](#)

## What is CEP?

The Chapter Excellence Program (CEP) is the single best way to build a successful SkillsUSA chapter. CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter Program of Work (PoW) activities – activities that your Chapter plans and actualizes throughout the school year. CEP helps SkillsUSA chapters grow stronger by focusing on key career-readiness skills. It encourages students to learn and practice Essential Elements (EE) through activities and chapters intentionally teach and demonstrate an Essential Element while conducting chapter activities.

CEP is focused on the learning and skills developed by students as a result of chapter involvement versus honoring chapters simply by the number of activities they employ throughout the year. The award application is written and presented in a manner that supports evidence of these findings.

### There are 3 Levels of CEP Awards:

#### LEVEL 1

**Quality Chapter** - Meets essential basic requirements (awarded at the State-Level)

#### LEVEL 2

**Chapter of Distinction** - Bronze, Silver, or Gold (awarded at the State-Level)

- Bronze Chapter of Distinction: 100 – 164 points
- Silver Chapter of Distinction: 165- 239 points
- Gold Chapter of Distinction: 240 – 300 points

#### LEVEL 3

**Models of Excellence** - Top 24 chapters nationally (awarded at the National-Level, must receive Gold at the State-Level to be nominated)

## How to Get Involved:

- All chapters with paid student and advisor members can participate.
- Complete the [online CEP application](#) each year.

## How It Works:

### Apply for CEP - Level 1 (Quality)

1. Have members complete the [Framework self-assessment](#) to identify which Essential Elements (EE) your chapter needs to grow in.
2. Select one EE from each category (Personal, Workplace, Technical) to focus on this year. Challenge yourself by choosing the EEs that need the most growth from your chapter.
3. Do an activity that focuses on the chosen EE for each of the 3 categories.
4. Fill in the Level 1 CEP Application and Submit.

### Apply for CEP - Level 2 (Based on your application and points awarded at the state-level, you will be awarded Bronze, Silver, or Gold distinction)

1. Brainstorm and plan new activities that target an EE for each of the 3 categories. Continue to identify which EE your chapter needs to grow in to determine the focus of your activity. You cannot re-use the activities from level 1.
2. Write SMART Goals
  - For each activity:
    - 1 goal focused on EE learning
    - 3 goals focused on the activity
3. Create a plan of action by breaking each EE activity into steps:
  - Identify how/why you chose the FW/EE and activity of focus.
  - What EE content will be taught and how will it be taught?
  - Who will perform the duties to meet the four goals (committee and individual assignments).
  - What will need to be accomplished to meet the four goals?

- The timeline for completing assignments which meet the goals.
  - Identify where the activity will take place.
  - The activity budget.
4. Evaluate
    - After each activity, reflect:
      - Did we meet the goals?
      - If goals were unmet, why? What can be improved next time?
      - What did we learn about the EE?
      - How did students grow?

### Apply for CEP - Level 3 (Awarded at the National-Level, Model of Excellence distinction)

1. Chapters in each state receiving the gold award will be eligible for selection as a Models of Excellence chapter.
2. Gold Chapter Excellence Program (CEP) recipients are considered for the Model of Excellence distinction with no additional application required.
  - Of all Gold Chapters nationwide, only the top 24 chapters (roughly the top 10%) move forward to become national Models of Excellence.
3. At the National Leadership & Skills Conference (NLSC), these finalist chapters are represented by two student members who deliver a professional, team-based presentation. This live interview showcases their chapter's outstanding work in one of the three CEP focus areas: Personal, Workplace, or Technical Skills.

## SkillsUSA Framework Essential Elements:

**Personal Skills:** Integrity, Work Ethic, Professionalism, Responsibility, Adaptability/Flexibility, Self-Motivation

**Workplace Skills:** Communication, Decision Making, Teamwork and Awareness, Multicultural Sensitivity, Planning, Organizing and Management Leadership

**Technical Skills:** Computer and Technology Literacy, Job-Specific Skills, Safety and Health, Service Orientation, Professional Development