

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:
<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 contests require evidence of

safety training. There are some contests that require a minimum of a 10-hour CareerSafe training safety card. That requirement will be noted within the standards of those contests.

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. Tie-breaker:
 - a. No contest will end in a tie. If the competitors are tied at the end of the contest, 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 contest (with the exception of the Building Maintenance contest). 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. Professional Development Test:
There will be a written test based on *Career Essentials Foundations* and the *SkillsUSA Leadership Handbook*. Competitors will be required to take the exam, and the scores will be added to their total overall score within their respective contests. The number of points allowed will not exceed 5 percent of the total possible points.
7. 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, Principles of Technology, Promotional Bulletin Board and T-Shirt Design. Contestants in these contests, however, are still required to take the Professional Development Test.
 - b. The only Skilled and Technical Sciences contest to not require a written test is Building Maintenance.

Note: Check the contest Updates Page at: <http://updates.skillsusa.org/> for any potential changes.

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 contest. The number of points allowed will not exceed 5 percent of the total score and will be determined by the technical committee.

9. 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.*
10. 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: skillsusabrandcenter.org for proper logo guidelines.
11. 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.

12. 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

13. 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.
14. 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, trades or industry, including the health 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, trades or industry, including the health 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.

- d. An individual who has not completed the requirements for nor received a high-school-level diploma must compete as a high-school contestant even though they may be taking advanced placement or college/postsecondary courses.

15. Individual contestants may enter only one national championships contest annually. The Championships will not adjust a contest schedule for students running for national office or any other reason, with the exception of unforeseen travel issues.
16. Participants in national contests 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 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 need to replace more than 50 percent of a team should replace the entire team with the next highest team from the state competition.

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 as well as the reason for having less than the required number (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.

17. Participants must meet the eligibility requirements set forth in each contest description.

Judging Criteria

18. 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

19. 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.
20. 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

21. 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 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 contestants/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 contest, 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

22. 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.
23. 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

24. During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
25. 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.

26. No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the SkillsUSA Championships technical committee.
27. No observers will talk/gesture to contestants. Doing so may result in penalties or disqualification.
28. Judges may request a penalty or disqualify contestants who accept assistance from observers.
29. 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.
30. 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.
31. 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.
32. No cameras (with or without flash attachments), cell phones, or recording devices of any kind will be permitted in any contest area without the consent of the SkillsUSA Championships director.

Contestants with Special Needs

33. 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

34. 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

35. 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 often administer the written and oral tests at this meeting.

Personal Appearance of Piercings and Tattoos

The policy in regard to piercings and tattoos while participating in the NLSC is as follows:

36. 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.
37. 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 do so will result in a 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 1-888-501-2183.
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:
 - Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
 - Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area or the blazer, sweater, windbreaker or jacket.
 - Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin-tone seamless hose).
 - Black dress shoes.

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 (one only) pin.

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. Contestants 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. Contestants with long hair that poses a possible safety or sanitary hazard must wear hair containment devices (hairnets).
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.