



SkillsUSA
OHIO

**SkillsUSA Ohio Championships
College/Postsecondary
Division Competition
2010 Guidelines and Handbook**

Skilled
Educated
Prepared
Respected
Connected
Motivated
Involved

SkillsUSA provides its members with the opportunity to showcase their technical and leadership skills through the SkillsUSA Championships Program. The culmination of the program is an invitation to represent Ohio at the 46th Annual SkillsUSA National Leadership and Skills Conference. Ohio is permitted to send one college/postsecondary competitor or team in each category.

The SkillsUSA Ohio Championships program has been established to determine who is eligible to compete. The Championships are broken down into four levels of competition: local, regional, state and national. The state gold medalists in each category will be invited to represent Ohio in Kansas City.

This handbook has been designed to assist schools in preparing their students for entry into competition.

Thank you for your participation in SkillsUSA, and good luck in the Championships program.

Sincerely,

Mike Cowles

Mike Cowles, C.S.D.
SkillsUSA Ohio Director

Table of Contents

General Guidelines for Contestants.....	1
Membership.....	3
Secondary/Postsecondary Delineation.....	4
Eligibility Rules	5
Registration	6
Competition Selection.....	7
Competitors with Special Needs	7
Grievances.....	8
Cheating.....	8
Leadership & Occupationally Related Contests	9
Architecture & Construction	10
Arts & Communications.....	11
Health Science	12
Human Services.....	13
Information Technology	14
Law & Public Safety.....	15
Manufacturing	16
Transportation	17
Ohio SkillsUSA Code of Conduct	18
Rules for Conference Participants	19
SkillsUSA Ohio Championships Calendar	20

General Guidelines for Contestants

What to Review:

- Information in this book
- General SkillsUSA Championships Regulations, pp. 9-13
- Contest Specific Regulations from 2010 SkillsUSA Technical Standards
- State contest specification sheet for specific contest

What to Bring:

- 1 copy of Emergency Medical Form on person
- 2 pencils
- Any tools noted on State Contest Specification sheet
- Appropriate Safety Personal Protective Equipment
- No resume will be required unless specified in the tool list

Leadership and Occupational Competitors

Clothing:

- Official SkillsUSA Attire *or*
- Business-like attire *or*
- School Uniform (no jeans)
- Do not mix and match
- **Must wear official attire if competing in Opening and Closing**

Technical Competitors Clothing:

- School Uniform *or*
- Appropriate work attire
- Shirts should have no logos, slogans or pictures
- **School names should be covered**
- **Shoes must meet safety requirements in Technical Standards**

Safety Equipment/Training Verification:

- Student must provide Safety Personal Protective Equipment per SkillsUSA Technical Standards.
- Loose fitting clothing must be secured.
- **Safety shoes/glasses must meet SkillsUSA Technical Standards.**

Awards Ceremony Clothing all contestants:

- Official SkillsUSA Attire *or*
- Business-like attire *or*
- School Uniform (no jeans)
- Do not mix and match

Official SkillsUSA Dress:

Women: Red SkillsUSA blazer, windbreaker or sweater; white collarless or small-collared blouse or white turtleneck, collar not to extend over the blazer lapel or the sweater or windbreaker; black dress skirt (knee-length) or black dress slacks; black sheer (not opaque) or skin-tone seamless hose; black dress shoes

Men: Red SkillsUSA blazer, windbreaker or sweater; white dress shirt; plain, solid black tie, black dress slacks; plain black socks; black dress shoes

Official Business-like Attire:

Women - Suit; jacket and slacks; dress shirt and blouse; dress (street length/formal); hose and dress shoes

Men - Suit; sport coat and slacks; dress shirt and tie; dress shoes

Membership

Membership is required for participation in SkillsUSA events at the Regional, State and National Level.

- Early Bird Deadline – November 15
- Ohio’s Early Bird Deadline – December 1
- Deadline - March 1 – NO EXCEPTIONS!
- Dues
 - State dues are \$7.50 and national dues are \$8.00 for a total of \$15.50 per student.
 - Professional dues are \$10.00 for state dues and \$14.00 for national dues for a total of \$24.00.
- Membership Registration
 - Complete online membership at www.skillsusa-register.org.
 - Make sure you hit the “submit” button once you have the PO/Check Number.

Secondary/Postsecondary Delineation

PLEASE NOTE: If you teach High School Students, you are a Secondary Advisor and a Secondary program regardless of where your program is housed. Your program may have students who are:

Secondary contestants are students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.

College/Postsecondary contestants are students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry and who are earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

Students in a high school program that have received a high school diploma are considered College/ Postsecondary contestants.

Eligibility Rules

1. Participant must be a paid SkillsUSA member.
2. Participant must be enrolled in an approved Career-Technical Program.
3. State and National Officers can compete.
4. Students can compete in *only one contest*.
5. Students who plan to run for State or National Office will not be eligible to compete at state.
6. Students enrolled in College/Postsecondary Chapters at community colleges, adult education centers or proprietary schools first level of competition beyond the local level will be at the State level.
7. Students enrolled in a high school career-technical program who have graduated from high school prior to the start of the school year must compete at the Regional level first. They will advance to the State level if they score the equivalent of the third place high school medal winner.

Advisors of College/Postsecondary Students at the High School level should contact the SkillsUSA Office at 614-466-8782 for eligibility information prior to turning in your Regional Competition Form.



Registration

- Schools must send in completed College Intent form by **February 1, 2010**.
- No names are needed on intent form, only the number of competitors in each event.
- All competitors and advisors must be registered at www.skillsusa.org and registration summary must be sent by April 1. Do not forget your purchase order number.
- The Ohio Department of Education I&E unit will determine after review of the intent forms how the State competitions will be structured.
- Registration for State Conference is due **April 1, 2010**.
- **Each school may also send one competitor per eligibility rules for each competition they declared on the Regional registration form.**

Competition Selection

SkillsUSA members may compete in any competition their program is eligible for as defined in this handbook. Competencies in the Technical Skill competitions must be a primary component of their local curriculum. By registering for the contest, the school and advisor are certifying that the student has met and passed the appropriate safety training necessary for the contest and has sufficient training in the competencies of the competition.

All SkillsUSA members are eligible to participate in Leadership and Occupationally-Related competitive events.

Competitors with Special Needs

SkillsUSA Ohio will make every effort to provide assistance and accommodations, as appropriate, to create equal opportunities and playing field for all contestants. Schools with competitors who require special assistance/accommodations should notify SkillsUSA Ohio in writing at least 2 weeks prior to the Event.

Grievances

SkillsUSA will establish a Grievance Committee that will handle issues that may arise during the competition. The decisions of the Committee are final. Grievances must be filed in writing by the Chapter Advisor within 15 minutes of the conclusion of the competition.

Grievances involving errors in placement at the awards ceremony should be submitted in writing to the State Director by Friday of the week following the competition.

Cheating

Cheating in any manner or method by adults or SkillsUSA members will not be tolerated. Should a determination be made by the SkillsUSA Ohio director that there is evidence of cheating, the offending school's administration will be notified and the contestant(s) in question will be disqualified from further participation in that specific competitive event.

Leadership and Occupationally Related Contest Specifications

Who can compete?

- The following competitions are open to all members of SkillsUSA.
- Schools may send one competitor or team for every 500 SkillsUSA members based on local competition.

- American Spirit
- Chapter Business Procedure
- Chapter Display
- Community Service
- Customer Service
- Engineering Technology
- Entrepreneurship
- Extemporaneous Speaking
- First Aid/CPR
- Health Knowledge Bowl
- Health Occupations Professional Portfolio
- Job Interview
- Job Skill Demonstration A
- Job Skill Demonstration Open
- Medical Math
- Occupational Health & Safety
- Opening & Closing Ceremonies
- Outstanding Chapter
- Prepared Speech
- Principles of Technology
- Promotional Bulletin Board
- Quiz Bowl
- Related Technical Math

Architecture and Construction Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in an Architecture and Construction Career Field.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Architectural Drafting
 - Building Maintenance
 - Cabinetmaking
 - Carpentry
 - Heavy Equipment Operations (Ohio only)
 - HVAC
 - Masonry
 - Plumbing
 - Residential Wiring
 - Sheet Metal
 - TeamWorks
 - Tech Prep Showcase - Industrial & Engineering Technology
 - Welding

Arts and Communications Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in an Arts and Communication Program.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Advertising Design
 - Graphic Communications
 - Photography
 - Tech Prep Showcase – Arts & Communications
 - Television/Video Production
 - Video Product Development
 - Web Design

Health Science Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Health Science Career Field.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Dental Assisting
 - Health Knowledge Bowl
 - Health Occupations Professional Portfolio
 - Medical Assisting
 - Medical Math
 - Nurse Assisting
 - Practical Nursing
 - Tech Prep Showcase – Health Services

Human Services Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Human Services Career Field.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Cosmetology
 - Nail Care
 - Tech Prep Showcase – Human Services

Information Technology Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in an Information Technology Career Field.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Computer Maintenance Technology
 - Computer Programming
 - Internetworking
 - Tech Prep Showcase - Business, Management & Technology
 - Technical Computer Applications

Law and Public Safety Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Law and Public Safety Career Field.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Criminal Justice
 - Firefighting
 - Tech Prep Showcase – Human Services

Manufacturing Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Manufacturing Career Field.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Automated Manufacturing Technology
 - CNC Milling
 - CNC Turning
 - Electronics Technology
 - Industrial Motor Control
 - Mechatronics
 - Precision Machining
 - Robotics & Automation Technology
 - Technical Drafting
 - Tech Prep Showcase – Industrial & Engineering Technology

Transportation Contest Specifications

Who can compete?

- The following competitions are open to all SkillsUSA members enrolled in a Transportation Career Field.
- Schools may send one competitor or team, based on local competition, enrolled in a program where the scope of the contest described in the SkillsUSA Technical Content Standards reflects a major component of the program.
- By registering for these events, the school advisor and administration certify that the contestants have met the above eligibility guidelines and passed all safety requirements necessary to complete the tasks identified in the technical standards.
 - Automotive Refinishing
 - Aviation Maintenance Technology
 - Automotive Service
 - Collision Repair
 - Diesel Equipment Technology
 - Motorcycle Service Technology (offsite prior to State competition date)
 - Power Equipment Technology
 - Tech Prep Showcase – Industrial & Engineering Technology

Ohio SkillsUSA Code of Conduct

This policy will apply to all conference participants. The term "conference participant" shall mean any SkillsUSA member, including adults, attending any SkillsUSA activity.

Ohio SkillsUSA Competitions are official educational functions and all activities should be conducted to meet that objective.

Ohio SkillsUSA wants each person to have an enjoyable experience with maximum attention to safe practices and the comfort of participants. Each person in attendance will be expected to maintain conduct in a manner best representing Ohio SkillsUSA.

Conference participants' conduct shall be the responsibility of the student's local advisor(s).

Violations and Penalties (for conference participants)

- Competitors violating these rules of conduct including appropriate sportsmanship may be disqualified.
- Conference participants violating any of these rules of conduct will subject themselves and/or their entire delegation to being disqualified.

Rules for Conference Participants

- Conference participants shall not deface public property. Any damages to property or furnishings in hotel rooms or buildings will be paid for by the individual or club responsible.
- Conference participants from out of town shall spend the night or nights at assigned hotels, in assigned rooms.
- Conference participants shall be in their respective rooms at 11:30 p.m. and quiet at 12:00 midnight (unless the time is altered by State Staff Personnel).
- Conference participants shall not be permitted in sleeping rooms with members of the opposite sex unless an adult advisor is present.
- Conference participants shall be prohibited from having or consuming alcoholic beverages or drugs in any form (except prescribed drugs).
- Conference participants shall not leave the hotel unless permission from the local advisors/regional advisors has been obtained.
- Conference participants shall not throw objects out of hotel windows (an offence subject to criminal prosecution).
- Conference participants shall not be permitted to smoke at SkillsUSA activities.
- Conference participants shall be prompt and prepared for all activities.
- Conference participants shall keep their local advisors/regional advisors informed of their activities and whereabouts at all times.
- Conference participants shall wear identification badges at all times.
- Conference participants shall attend all general sessions and activities for which they are assigned and registered.
- Conference participants shall adhere to the prescribed SkillsUSA dress code at all times.

SkillsUSA Ohio Championships Calendar

February 1	College State-Only Intent Forms Due
April 1	State Registration Forms Due
April 14	Select Competition Notebooks Due
April 23-24	SkillsUSA Ohio Championships Columbus, Ohio
June 21-26	National Conference Kansas City, Missouri

SkillsUSA reserves the right to cancel any college entries not declared by the February 1st deadline. A chapter must be established and membership must be paid to declare intent to compete by February 1st.



Ohio Association of SkillsUSA

Ohio Department of Education
25 S. Front Street, MS 608
Columbus, Ohio 43215

Phone: 614-466-8782

Fax: 614-644-6720

Email: mike.cowles@ode.state.oh.us

www.ohioskillsusa.org

The Ohio Department of Education and SkillsUSA Ohio do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services.