



# State Leadership and Skills Conference

## Registration Guide

---

**April 7th – 9th, 2025**

## TABLE OF CONTENTS

Key Dates & Deadlines	Pg. 3
SLSC Condensed Agenda	Pg. 4
Conference Venue	Pg. 5
SLSC Hotel Booking & Blocks	Pg. 6
Registration	Pg. 7
Registration Instructions	Pg. 8
ADA/Dietary Accommodations	Pg. 10
Adding Students to Contests	Pg. 11
Optional Fees and Items	Pg. 11
Conference Attire	Pg. 13
Conference Programs and Events	Pg. 14
SLSC Career Fair	Pg. 14
State Officer Elections	Pg. 14
Delegates	Pg. 15
SkillsUSA Championships	Pg. 16
Online Testing	Pg. 17
Awards and NLSC Qualifiers	Pg. 19
Contest Grievances	Pg. 20
Resumes	Pg. 20
Wahooz Champions Night	Pg. 21
Recognition Opportunities	
SkillsUSA Idaho Statesman Award	Pg. 22
Chapter Excellence Program	Pg. 22
Inclusivity Statements and Conference Expectations	Pg. 23
Hotel Courtesies and Fire Safety	Pg. 24
Advisor Best Practices	Pg. 25
Quick Links and Resources	Pg. 26

## KEY DATES & DEADLINES

*\*Dates subject to change. Any changes to the calendar will be communicated by SkillsUSA Idaho*

### JANUARY 2025

- |            |                      |  |
|------------|----------------------|--|
| January 14 | 5:00 PM              | <ul style="list-style-type: none"> <li>• SLSC 2025 Advisor Orientation Meeting - <b>ZOOM</b></li> </ul>  |
| January 17 | 11:59 PM<br>11:59 PM | <ul style="list-style-type: none"> <li>• <b>SLSC Intent to Compete Form DUE</b></li> <li>• <b>Advisor of the Year Nomination form DUE</b></li> </ul> |
| January 20 |                      | <ul style="list-style-type: none"> <li>• SLSC Registration Opens</li> <li>• State Officer Applications Open</li> </ul>                               |
- 

### FEBRUARY 2025

- |             |          |  |
|-------------|----------|--|
| February 28 | 11:59 PM | <ul style="list-style-type: none"> <li>• <b>State Leadership and Skills Conference Registration Close</b></li> </ul> |
|-------------|----------|--|
- 

### MARCH 2025

- |             |         |   |
|-------------|---------|---|
| March 1     |         | <ul style="list-style-type: none"> <li>• <b>National Membership Deadline</b></li> </ul>   |
| March 7     |         | <ul style="list-style-type: none"> <li>• <b>State Officer Applications DUE</b></li> <li>• <b>Chapter Excellence Program Applications DUE</b></li> </ul> |
| March 11    | 4:30 PM | <ul style="list-style-type: none"> <li>• Delegate Training Session – Part 1 - <b>ZOOM</b></li> </ul>  |
| March 15    |         | <ul style="list-style-type: none"> <li>• <b>Hotel Booking Deadline</b></li> </ul>   |
| March 17-28 |         | <ul style="list-style-type: none"> <li>• <b>SLSC Online Testing Window</b></li> </ul>   |
- 

### APRIL 2025

- |           |         |  |
|-----------|---------|--|
| April 1   | 5:00 PM | <ul style="list-style-type: none"> <li>• State Officer Candidate Interviews - <b>ZOOM</b></li> </ul> |
| April 7-9 |         | <ul style="list-style-type: none"> <li>• State Leadership and Skills Conference</li> </ul>           |
-



## SLSC 2025 CONDENSED CONFERENCE AGENDA

### Monday, April 7<sup>th</sup>

- 3:30 PM - 8:00 PM SLSC Conference Registration
- 4:00 PM – 8:00 PM SkillsUSA Idaho Store
- 5:00 PM – 6:00 PM SLSC Opening Ceremonies
- 6:00 PM – 8:00 PM Delegate Session – *State Officer Candidate Introductions*

### Tuesday, April 8<sup>th</sup>

- 7:00 AM - 5:00 PM Skilled & Technical Contests
- 5:00 PM - 8:00 PM SLSC Champions Night at Wahooz

### Wednesday, April 9<sup>th</sup>

- 7:00 AM – 12:30 PM Leadership & Occupationally Related Contests
- 7:00 AM – 12:30 PM SLSC Career Fair
- 3:00 PM – 6:00 PM SkillsUSA Idaho Store
- 3:30 PM – 5:30 PM Closing and Awards Ceremony



## CONFERENCE VENUE

### Nampa Civic Center

311 3<sup>rd</sup> Street South

Nampa, ID 83651



The Nampa Civic Center, the home of the State Leadership & Skills Conference, is where all general sessions, delegate sessions, career fair, leadership/occupational contests, and registration will take place.

The SLSC Headquarters will also be on-site at the NCC

### Skilled & Technical Contest Locations

SLSC Skilled and Technical Contests are hosted at various locations across the Treasure Valley. Please check the Contest Updates portion of the [SLSC page on the SkillsUSA Idaho Website](#) for the full list of contest locations, addresses, and times.

### SLSC Registration Pick-Up & Opening Ceremonies

The conference registration desk will be open on Monday, April 7<sup>th</sup> beginning at 4:00 p.m. Chapters are required to check in to receive all their items needed for the conference – name badges, t-shirts, pins, registration packets, etc. **Items will NOT be delivered to contest sites.** During registration any drops or changes can be made prior to competition.

After items are picked up at registration, the SLSC Opening Ceremony will begin at 5:00 p.m. Plan to attend this ceremony as we have special guests to include; SkillsUSA National Officer, SkillsUSA National Staff, IDCTE Director, and more. Join the State Officer team in recognizing special awardees such as Chapter Excellence Program awardees and State Advisor of the Year. We will also be announcing the 2025-2026 State Officer Candidates. Our 2024-2025 State Officer team has been hard at work planning the Opening Ceremony to welcome all members to the SLSC and enter the 2025 SLSC!



## HOTEL BOOKING AND BLOCKS

The Best Western Peppertree shares a parking lot with the Nampa Civic Center. SkillsUSA Idaho has a room block available on a first-come, first-served basis for SLSC attendees.

In order to take advantage of this special rate, and book your rooms, please review the information below and click the reservation link to book your room.

NOTE: It is not a requirement for chapters to stay at the Best Western Peppertree in Nampa. Chapters are able to secure hotel rooms where it is most convenient for transportation and logistics for SLSC.

### HOW TO BOOK ROOMS UNDER THE SKILLSUSA IDAHO ROOM BLOCK



[Click to Book Your Room](#)

#### Rate—\$129.99 + tax per night

When you visit the booking link above, you will be brought to a booking page for the Best Western Plus Peppertree Nampa Civic Center Inn.

To add more rooms and more people to each room, click the “Edit” drop down. You can then choose how many people per room and how many rooms you would like to reserve. To select the type of room (1 King or 2 Queens), simply scroll down to the bottom of the page and click “Select.”

Once you have selected your room you will be brought to a payment screen. Follow the instructions on the payment screen and click “Make Reservation” at the bottom of the page when you are finished.

The included screenshot shows you where you can edit the number of people/rooms you would like to reserve. If you have any questions, feel free to contact **Andrew Armstrong** via phone at **(208) 429-5529** or via email at **andrew.armstrong@cte.idaho.gov**.

The screenshot shows the Best Western booking interface. At the top, there is a navigation bar with links for 'BEST WESTERN REWARDS', 'OFFERS', 'CUSTOMER SERVICE', 'BRANDS', and 'CHECK RESERVATIONS'. Below this, a breadcrumb trail reads: 'Home > Hotels in Nampa > Best Western Plus Peppertree Nampa Civic Center Inn > Hotel Rooms'. The main content area displays the following details:

- Destination: Nampa, ID, United States
- Check-in: Wed Apr 05 2023
- Check-out: Thu Apr 06 2023
- Nights: 1 NIGHT
- Room 1: 1 Adult, 0 Children
- Rate: Best Rate
- Buttons: '+ ROOM', 'EDIT', and 'UPDATE'



## CONFERENCE REGISTRATION

**Registration Opens:** January 20, 2025

**Registration Closes:** February 28, 2025

**Registration Fee:** SLSC - \$65 per registrant

The conference registration fee applies to SkillsUSA members, advisors, and chaperones. The registration fee includes the following:

- Admittance to general sessions
- Admittance to workshops or Delegate sessions
- Conference pin
- Conference T-shirt
- Lunch during Skilled & Technical Contests on Tuesday, April 8th

**NOTE:** In order to register for SLSC, student and instructor attendees are **REQUIRED** to be registered as SkillsUSA members. If students are not registered members, advisors will be unable to add them to the chapter's SLSC registration.

### Registration Payment

SLSC registration invoices can be paid via check or credit card (additional fees apply). Purchase orders will not be accepted.

If sending a check, please include a copy of your registration invoice with the check. Payments can be mailed to:

**SkillsUSA Idaho**  
**C/O CTSO Accounting**  
650 W State St Ste 324  
Boise, ID 83702-5936

Credit card payments can be made through the following Access Idaho link:

<https://otc.cdc.nicusa.com/Public2.aspx?portal=id&organization=Career%20and%20Technical%20Education%20-%20SkillsUSA>

### Refund Policy

No drops or refunds will be granted after March 15. Refund checks will be sent within one month after the final day of SLSC.

## SLSC REGISTRATION INSTRUCTIONS

Register contestants, student participants, parents or anyone requiring a badge for entry to the general sessions including the Opening and Awards sessions, access to the SkillsUSA Conference floor, and educational workshops.

Log-on to the SkillsUSA Register site using your advisor log-on credentials to register attendees for the State Leadership and Skills Conference (SLSC): [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). Only the advisor or school personnel should be registering attendees. Below is a short description of the registrant types.

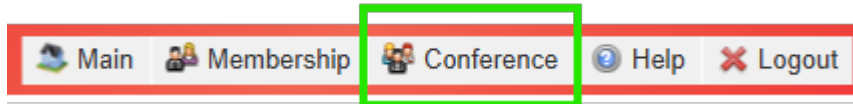
### Registrant Types

- **Contestants:** All students competing in a skilled/technical or leadership/occupationally related contest must register in this category. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, and Outstanding Chapter
- **Current State Officers:** Students that are currently serving as a SkillsUSA Idaho State Officer are not charged a fee for attending SLSC. If a State Officer wishes to compete, they must be registered under this designation
- **Advisors:** SkillsUSA advisors or educators attending conference.
- **Observer:** Chaperones, family members and other attendees not listed above who wishes to attend the conference.

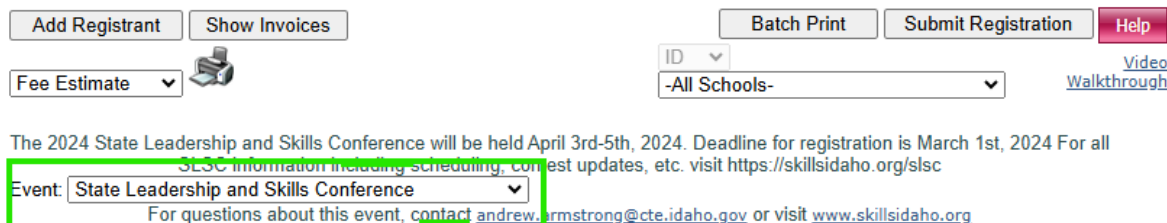
### Steps to Register for Conference

**Contestants must be submitted, registered SkillsUSA members by the national deadline of March 1 to compete at SLSC.**

1. Log on to the registration site and click the tab **Conference > My Registrations**.



2. Select the event State Leadership and Skills Conference in the filter event drop-down menu.



Participants previously registered for past conferences: Click the button Look Up Previous Regs at the bottom of the screen to locate registrations from a previous conference and quickly register for SLSC. **NOTE: This feature will only work if membership for your attendees has been fully submitted.**

3. Click the Add Registrant button at the top of the screen to manually register new attendees.




The 2024 State Leadership and Skills Conference will be held April 3rd-5th, 2024. Deadline for registration is March 1st, 2024 For all SLSC information including scheduling, contest updates, etc. visit <https://skillsidaho.org/slsc>

Event: **State Leadership and Skills Conference**

For questions about this event, contact [andrew.armstrong@cte.idaho.gov](mailto:andrew.armstrong@cte.idaho.gov) or visit [www.skillsidaho.org](http://www.skillsidaho.org)

4. On the New Conference Event Registration page, follow the prompts:
- Select Registration Type – Choose Advisor, Contestant, Observer, or State Officer
  - Select a Member to Compete - Be sure to select registered members from the drop-down name list. Only manually type names of attendees who are not members at the school.
  - If Competing, select the Division, Contest, and Contest Registrant Type
  - Click Save & Continue

**New Conference Event Registration**  
 State Leadership and Skills Conference  
 (Questions? Email your state director or [customer@skillsusa.org](mailto:customer@skillsusa.org))

Select Registration Type: **Contestant** 

Select School: **SkillsUSA Idaho State Office - Boise**

First letter of member last name: \*  *(Can't find a member name? Type the first letter of the last name then select a member from the list.)*

Select Member to Compete: **-Select a SkillsUSA Member-**

**Contest Details**

Division: **High School**

Contest:

Contest Reg. Type: **Contestant**

5. **Add the registrant information to the following page, and ensure accurate information is provided.**  
*\*Please ensure the student's email address is correct. If your school blocks outside emails to students, please work with your IT department to allow incoming emails, or add the student's personal email address.*

**Registrant Detail Info**

Print FORM

Apply

Save

Delete



Created By: andrew.armstrong@cte.idaho.gov On: 01/08/25

Last Edited By:

This Registration has already been submitted, invoiced and thus locked down - USE CAUTION when editing this record!  
 State Directors - changing this data will not automatically change any state or school invoices.

State: ID 2146586

CURRENT EVENT:  
 State Leadership and Skills Conference

Select Division:  
 High School  College/PS  Middle School

Member Names Are Only Editable by National Office  
 Click here to request a spelling correction for Contestants.

Participant's First Middle & Last Name  
 Andrew Armstrong

Participant's Home Address:  
 \_\_\_\_\_

City State Zip:  
 Boise ID 83702

Home Phone (with area code): Cell Phone (with area code):  
 \_\_\_\_\_

Date of Birth: Age: Gender:  
 \_\_\_\_\_ Male

(mm/dd/yyyy - Accurate DOB is critical for locating your scores online!)

Email Address of Registrant:  
 andrew.armstrong@cte.idaho.gov

ADD NEW Event: -Register for another event? Duplicate This Registration

Select Level: Registrant Type:  
 Student  Professional Advisor

Member ID: 5042516

Parents' / Guardians' Names (if Participant is under age 18):  
 \_\_\_\_\_

Parents' / Guardians' Phone with area code:  
 \_\_\_\_\_

Name of SkillsUSA Advisor for participant's Occupational Area:  
 Andrew Armstrong

School where Participant's trade area is taught:  
 SkillsUSA Idaho State Office - Boise

Occupational Training/Trade Area in which Contestant is enrolled:  
 Administrators

(This is NOT the Contest for competition - just the class the student is enrolled in.)

Graduation Year: Participant's T-Shirt Size:  
 0 1-XLarge

Name of Teacher/Adult accompanying participant, if applicable:  
 \_\_\_\_\_

(Cell) Phone Number of teacher / adult chaperone :  
 \_\_\_\_\_

**ADA / Education / Dietary Accommodations**

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA).  YES

Describe: \_\_\_\_\_

Check YES if participant has dietary restrictions.  YES

Describe: \_\_\_\_\_

6. **Select ADA or Dietary Accommodations, if applicable**

7. **Registrant Options**

If the student is participating as a State Officer, State Officer Candidate, or Delegate, please check the box next to this option

If your student has dietary restrictions, please check the correct box. If you do not see your specific restriction, please reach out to the state office.

### Registrant Options

- State Officer?
- Officer Candidate?
  
- Delegate?
- Gluten Free Needed?
- Vegan or Vegetarian Needed?
- Dairy Free Needed?
- Do you need any Reasonable Accommodation?

### 8. Contests

To add a student to their contests (1 skilled/technical and 1 leadership/occupational) select the Add Contest box. Once contest is added, click Save Registration.

**CONTESTS**

Add Contest
For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest.
Save Registration

Edit	Event	Contest	Div	Reg Type	#
No data to display					

### 9. Optional Fees and Items

If you would like to purchase Wahooz tickets, click the Add Product button. From the Fee Item / Product drop down, select Wahooz Tickets – Champions Night

**OPTIONAL FEES**

Add Product

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

New	Fee Item / Product	Qty	Amount	Extended
Save Cancel	Wahooz Tickets - Champions Night - \$30.00			
				Sum=\$0.00

### 10. Once all information is complete, select the highlighted I Agree box, and then click Save Registration

**ATTESTATION**

**Advisor Acceptance**

I attest that the information on the SkillsUSA Conference Registration and Liability form has been reviewed with the attendee and there is complete understanding and agreement to the SkillsUSA Code of Conduct, and the state association Code of Conduct, the release of personal information, conference photography and sound release, safety and health responsibilities and liability. If the student is under 18 years old, I have provided the attendee's parent or guardian with the SkillsUSA Conference Registration and Liability Form. By checking the box below, both the attendee and I agree to abide by ALL SkillsUSA guidelines and policies as stated on the Conference Registration and Liability form and any other requirements mandated by the state or national office. We accept all conditions of this agreement; and the attendee and I completely release SkillsUSA national and state associations of any liability.

I Agree:  My Email: [andrew.armstrong@cte.idaho.gov](mailto:andrew.armstrong@cte.idaho.gov) IP: 164.165.55.61 Time Stamp: 2025-1-8 9:13:2

Save Registration

### 11. Once all of the names are added and individual registration records are completed click the **Submit Registration** button to validate your registration information and to issue an invoice on the next page.

[Video Walkthrough](#)

The 2024 State Leadership and Skills Conference will be held April 3rd-5th, 2024. Deadline for registration is March 1st, 2024 For all SLSC information including scheduling, contest updates, etc. visit <https://skillsidaho.org/slsc>

Event:

For questions about this event, contact [andrew.armstrong@cte.idaho.gov](mailto:andrew.armstrong@cte.idaho.gov) or visit [www.skillsidaho.org](http://www.skillsidaho.org)

Edit *	Print	Name	School	Contest	Reg Type	Team	Div	Submitted
--------	-------	------	--------	---------	----------	------	-----	-----------

12. On the Verify Conference Submission page, select how you'd like to receive your invoice (by training program or by school) and click Submit one final time.

### Conference Registration Liability and Release Form

Once the name is registered, click the FORM link that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for contestants, onsite emergency contacts for all participants, and complete the Americans with Disability Act and food allergies sections if applicable. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.

- A blank Registration, Liability and Release Form can be printed ahead of time and given to the participant to fill out or have a parent sign. Click the tab Conference > [Conference Liability and Release Form](#). The form should then be returned to the advisor or designated school person to enter the data on the website as mentioned above.
- Email Addresses: You must provide a working and active email address for contestants. If your school has strict restrictions regarding emails from outside sources, it may be beneficial to provide a student's personal email address. **This email address is where all of the online testing information will be sent.**
- Emergency contact information is required for all participants.

### Name Badges

- **Name badges must be worn to be admitted to all SLSC functions.** Please remind your students to remember to have their badge before leaving the hotel to avoid a return trip back to the hotel.
- Name badges will have information on two sides.
  - The participant's name, chapter, and registration type will be printed on the front
  - Students that are competing will have their Competitor ID number on the back. When participating in their competition, only display the Competitor ID number.



## CONFERENCE ATTIRE

### Monday, April 7<sup>th</sup>

#### Registration and Opening Ceremonies

- SLSC Conference T-Shirt or school appropriate casual attire.  
State Officers, and State Officer Candidates MUST be in SkillsUSA Official Dress

### Tuesday, April 8<sup>th</sup>

#### Skilled & Technical Contests

- Official SkillsUSA Contest Attire, as referenced in the Technical Standards OR Appropriate attire as worn during classroom training.
- Appropriate PPE requirements as outlined in the Technical Standards and/or Contest Updates

#### Champions Night

- School appropriate casual attire / SLSC Conference T-Shirts

### Wednesday, April 9<sup>th</sup>

#### Leadership & Occupationally Related Contests

- SkillsUSA Official Attire

#### Career Fair and Workshops

- SkillsUSA Official Dress or Business Attire is acceptable

### Closing and Awards Ceremony

- SkillsUSA Official Attire, business professional dress, or clean competition uniforms.

**NOTE: If students are not compliant with the dress, they will not be allowed to accept a medal on stage.**



## CONFERENCE PROGRAMS AND EVENTS

### SLSC Career Fair

**Wednesday, April 9<sup>th</sup>**

7:00 a.m. – 12:30 p.m.  
Nampa Civic Center

The SkillsUSA Idaho SLSC showcases the latest technology and its application by our students, teachers, and experts. At the SLSC Career Fair, students can connect and forge relationships with various Industry experts at the local, regional, state, and national levels.

In addition to industry connections, representatives from Idaho's College/Postsecondary institutions and Military branches will be available for students to explore a variety of future career paths.

Students are encouraged to bring copies of their resumes, and to dress for success!

Plan to ask questions, meet recruiters, and learn about a variety of career fields available right here in Idaho!

### State Officer Election Process

The SkillsUSA Idaho state officer election process facilitates the election of high school and college/postsecondary representatives to serve as student leaders for SkillsUSA Idaho.

Candidates engage in selection interview rounds that may occur individually or in groups. In all rounds, candidates apply their knowledge and skills applicable to the responsibilities of a state officer.

The State Officer Election Process will be held throughout the SLSC registration period and the duration of the SLSC. Applications for State Officer Candidates is due by **March 7th at 11:59 p.m.** MST

Please see the [2025-26 State Officer Program Guide](#) for further details and to access the application.



The SkillsUSA Idaho Delegate Program engages chapter-identified delegates to represent their respective chapters in introducing, debating, modifying and voting upon delegate items that may include organization Bylaws, and the SkillsUSA Idaho state officer elections. Delegates receive training to develop their responsibility and decision-making skills while building their peer network throughout the delegate processes.

The duties of the delegates are important to the operation of the organization. Therefore, the selection process for voting delegates must be seriously considered to ensure that the voting delegates are aware of their duties and will carry them out diligently.

**Duties include:**

- Elect officers of the organization.
- Act upon items of business as requested by the Idaho State Executive Council and Board of Directors.

**Delegate Counts**

Each chapter should be represented at the Delegate Assembly through its voting delegation. The number of delegates representing each chapter is determined by the chapter's active membership of the current year (2024-2025).

**Eligible number of voting delegates per chapter is determined by using the following formula:**

7-12 members	2 Delegate
13-24 members	3 Delegates
25-49 members	4 Delegates
50-79 members	5 Delegates
80-200 members	6 Delegates
201+ members	1 Delegate per 100 additional members

**Delegate Training - Tuesday, March 11th, 2025**

- 4:30 pm – 5:30 pm (Mountain Standard Time) – Delegate Training Session – Part 1
- Location – Online (Zoom)
- Attire: SkillsUSA Official Attire (recommended). Competition attire, or business attire is acceptable.

Delegates will join the SkillsUSA Idaho State Director and Delegate Program Lead for an important training that will discuss the purpose of Delegates, rules and regulations, and more. Delegates will be able to ask any questions about the SLSC Delegate sessions.

**Advisors are also encouraged to attend this session.**

For additional information, please see the [Delegate Program Guide](#), or contact the State Office.



## SkillsUSA Championships Information

The SkillsUSA Championships assesses and recognizes career and technical education students. It engages students by testing their skills against standards for entry-level workers in the skilled trades through authentic skill demonstrations. Students are evaluated by expert representatives of business, industry and organized labor. The SkillsUSA Championships program connects and showcases the work done by students at the local level to the state level.

### Competition Updates

All competition updates will be posted on the [State Conference](#) page of the SkillsUSA Idaho website to provide members with the latest information about competitions, tools & personal protective equipment requirements, contest clarifications, professional development test study guides, and more.

A competition update covers anything that is not listed in the official SkillsUSA Championships Technical Standards and that a competitor and/or advisor needs to be aware of and bring and/or complete for the state competition.

### Request for Accommodation

SkillsUSA is committed to providing equal access during our state conference. Please be sure to annotate your request for accommodation while registering for SLSC. Accommodations can also be requested by reaching out to the SkillsUSA Idaho State Director, Andrew Armstrong, via email at [andrew.armstrong@cte.idaho.gov](mailto:andrew.armstrong@cte.idaho.gov) or phone at (208) 429-5529. Our staff will review each request and contact the requestor if additional information is needed to provide services. Please submit all requests by **March 1, 2024**.

Requests for Accommodation should be made for participants who:

- Require the assistance of another person at the orientation meeting and/or during the competition.
- Have a disability that may require adaptations or accommodations
- Have hearing impairment and will need the support of a sign language specialist for the contest orientation, beginning of the contest and/or the debriefing. If a signer is needed for longer intervals or for the whole day, SkillsUSA Idaho staff will work with advisors and schools on an individual basis
- Have food allergies, diabetes or other health concerns or conditions
- Use a wheelchair, walker or crutches



## Online Testing – Technical Assessments & SkillsUSA Professional Development Testing

Technical Assessment & SkillsUSA Professional Development testing will be conducted pre-conference via the SkillsUSA Online Testing Platform provided by the SkillsUSA National Office

Along with the Competition assessment, students will see a SkillsUSA Professional Development Test. In order to best prepare students for the expectations of the National conference, **Both the Technical Assessment AND SkillsUSA Professional Development tests will be REQUIRED.**

Offering this as a pre-conference test alleviates test administration duties from contest chairs while also providing student competitors with the opportunity to take the test at a time and location that is most productive for them.

Competitors registered to compete will receive testing credential information on how to access their exam(s) on or before **March 17<sup>th</sup>**. Registered competitors will receive an email to the **email address affiliated with SLSC conference registration** with their assigned username, password and login URL. In addition to this information being emailed directly to competitors, user credentials for all registered competitors will be emailed to each student's Advisor.

The SkillsUSA Customer Care Team can assist Advisors and students with gaining access to testing accounts. The Customer Care Team can be contacted by email at [customercare@skillsusa.org](mailto:customercare@skillsusa.org) or by phone at (844) 875-4557.

Please encourage your competitors to take this assessment, as it is worth **2.5% of their total overall score**.

**The online testing window will be March 17<sup>th</sup> – 28<sup>th</sup>, 2025. All online testing must be completed by 5 p.m. MST on March 28<sup>th</sup> to be scored.** Failure to complete the test by this deadline will result in a score of zero for that portion of the competition scorecard.

A study guide for the Professional Development Test is available here: [SKILLSUSA PD TEST STUDY GUIDE](#)

## Online Testing Platform – NOTCI

New for 2025 - The NOCTI online testing platform will host the SkillsUSA Championships state support knowledge tests. Advisors and students can familiarize themselves with the platform by accessing the [test center login page](#)

NOCTI provides a demo test feature, which is also available on this website. To access the demo test, click the button labeled: "Try the Testing System." Login credentials are not required for this demo test. The nine-question demo test allows you to experience the navigation tools available within the system.

Proctoring – All online testing must be completed using a proctor. It is the responsibility of the school to determine who the proctor will be, and schedule testing times.

A proctor guide can be found here: <https://skillsidaho.org/wp-content/uploads/2024/12/SkillsUSA-NOCTI-Proctor-Guide-FINAL.pdf>





Technical Computer Applications  
 Technical Drafting

Available Online  
 Available Online

Available Online  
 Available Online

**Competition**

Telecommunications Cabling  
 Video Production  
 Web Design and Development  
 Welding  
 Welding Fabrication  
 Welding Sculpture

**Competition Specific Test**

Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online

**PD Test**

Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online

**Leadership/Occupationally Related**

American Spirit  
 Chapter Display  
 Community Service  
 Customer Service  
 Engineering Technology-Design  
 Entrepreneurship  
 Extemporaneous Speaking  
 Job Interview  
 Job Skill Demonstration A  
 Mobile Robotics Technology  
 Opening and Closing Ceremonies  
 Outstanding Chapter  
 Prepared Speech  
 Promotional Bulletin Board  
 Team Engineering Challenge  
 Quiz Bowl

Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required  
 Not Required

Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Available Online  
 Tie Breaker Only  
 Available Online

**Awards and NLSC Qualifiers**

Gold medalists at the SLSC are invited to participate in the National Championships. To qualify, the top-scoring student must achieve a “cut score” of at least 90%. Scores are reviewed and certified by the State Director and scoring team before the ceremony. No gold medal will be awarded if the “cut score” is not achieved by any contestant; the top-scoring contestant may be awarded a silver or a bronze medal, and no contestant will be invited to the national competition for that contest. Alternatively, the Technical Committee may opt not to award any medals if minimum skills are not demonstrated OR the Technical Committee may recommend that contestants do receive a gold medal based on potential difficulty and overall scoring averages for all contestants.

During the Closing and Awards Ceremony, winners will be announced in each division and competition and awarded gold, silver, and bronze medals. If a gold medalist is unable to attend the NLSC, the Advisor of that student or team must contact the state office within 10 days so that the silver medalist may be extended the offer to compete at the NLSC.



## Contest Grievances

If a student encounters an issue during a competition that violates the official contest rules or general regulations, they can file a Grievance. The SkillsUSA Idaho Board of Directors will officially recognize only those grievances filed by the advisor or the person in charge of a school association delegation.

Grievances are to be considered in the following manner:

- The local SkillsUSA advisor or contestant will file a written request describing the situation in question and the violation of the SkillsUSA technical standards no later than **6:00 pm** on the day of the occurrence.
- This written statement must be signed by the advisor and filed with the State Director, or the Board Chair.
- The State Director and the Board of Directors (if necessary) will review all grievances. In the event the State Director cannot resolve a problem, the SkillsUSA Idaho Board of Directors will rule on the validity of the complaint and decide on its disposition.

A copy of the Grievance form for state contests will be available on our website, and hard copies will be available in each chapter's registration packet, and in the onsite at the event in the SLSC headquarters room. Contestants and advisors should review it in advance.

## Resumes

All contests, including middle school contests, require the submission of a resume. It is recommended that students bring multiple hard copies of their resume with them to the SLSC for contests, and the SLSC Career Fair

- For state competitions, contestants must bring a hard copy of their resume OR upload their resume digitally if prompted by a competition update. Additional uploads may be required; refer to the Technical Standards and State Contest Updates for more information.
- For national competitions, contestants must upload their resume before the competition. Additional uploads may be required; refer to the Technical Standards and National Contest Updates for more information.

## SLSC Champions Night

### Wahooz Discounted Tickets for SLSC Attendees

SkillsUSA Idaho is offering a Champions Night at Wahooz Family Fun Zone! After a long day of competing, unwind with your chapter and other SkillsUSA Idaho members!



The SkillsUSA Idaho Champions Night will start on Tuesday, April 8th from 5:00-8:00 pm. Tickets are an additional charge to the SLSC registration.

Discounted Tickets will be \$30 per person. Ticket prices include:

- Unlimited Play Pass
- \$5 Game Card
- Unlimited Sodas

### How to Purchase

When registering your chapter, there is an area below the Contests and the email/cell phone/parents name where you can add additional products. (See the screenshot below)

- Click the “Add” button next to Add Optional State Fee Items
- Add the desired amount of Champions Night tickets
- Once finished, click the “Recalc” button below the grid to tabulate what the current total registration fee will be, including all the selected products.

#### Add Optional State Fee Items:

These are Additional or Optional fee items available within your State for this particular Conference Event. Items might include optional dinners, t-shirts, hotel costs or award ceremony tickets. Please check with your State Director for additional questions.

Event	Fee Item	Qty	Amount	Extended	
Southwest Fall Festival	Baseball Cap	3	\$6.00	\$18.00	Edit   Delete
Add New - Records: 1 - 1 of 1 - Pages: << << 1 >> >>					

Total Registration Fees: [recalc](#) (This total includes all conference registration fees and optional state fees listed above.)

*Advisors can also enter a quantity, as shown above, indicating this registrant wants to purchase THREE Baseball Caps, and the system will calculate the total and apply it to the invoice to be generated.*



## RECOGNITION OPPORTUNITIES

### Statesman Award

The SkillsUSA Idaho Statesman Award is the highest student leadership recognition on the state level. Students must demonstrate leadership abilities to their chapter officers and chapter advisor and SkillsUSA knowledge to receive this award. Statesman recipients will be recognized on stage during the SLSC Opening Ceremony on April 7<sup>th</sup>.

In order to qualify, students simply work with their chapter to complete the [Statesman Award Form](#), and submit to the state office by the deadline.

#### **Submission Deadline: March 7<sup>th</sup>, 2025**

To submit, email completed forms to Andrew Armstrong - [Andrew.armstrong@cte.idaho.gov](mailto:Andrew.armstrong@cte.idaho.gov).



The Chapter Excellence Program (CEP) is the single best way to build a successful SkillsUSA chapter. The CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter Program of Work (PoW) activities.

Every chapter is encouraged to participate in the CEP, and there are three award levels to recognize program involvement. The first two levels are acknowledged by a chapter's state association, and the third level is recognized nationally. Each level is designed to give chapters a benchmark for success and future improvement, leading to stronger chapters and better-prepared students. The more a chapter applies the Framework, the greater the chance for CEP honors, so go for the gold and gain the recognition your chapter deserves through CEP participation!

#### **CEP Recognition Levels**

- **Level 1: Quality Chapter**
  - This first level honors chapters for achieving essential standards of excellence.
- **Level 2: Chapter of Distinction**
  - This second level recognizes chapters that go beyond baseline requirements, and Chapter of Distinction award winners may earn bronze, silver or gold level of this award.
- **Level 3: Models of Excellence**
  - Chapters in each state receiving a gold "Chapter of Distinction" award are eligible for national selection as a Models of Excellence chapter. These chapters define excellence. Best practices will be gleaned from the award winners and shared with the field to serve as models for other chapters to emulate in strengthening their local programs. Eight chapters will be chosen to represent each component of the SkillsUSA Framework (Personal, Workplace and Technical Skills), and one winner representing each component will be chosen at SkillsUSA's National Leadership & Skills Conference.

CEP recipients at each level will be recognized on stage during the SLSC Opening Ceremony on April 7<sup>th</sup>. Resources and guidelines are available on the national SkillsUSA website [HERE](#)



## Inclusivity

SkillsUSA Idaho aims to be inclusive to all participants of SkillsUSA events to ensure a welcoming, safe, and respectful environment by reflecting the diverse interests of our membership. We remain committed to providing an inclusive environment for all participants without regard to, and prohibit harassment on the basis of, race, color, national origin, religion, sex, age, disability, marital status, sexual orientation, or genetic information. Lack of English language skills will not be a barrier to admission and participation.

*For the purposes of this statement, "participant" includes student members, advisors, chaperones, business and industry partners, contest chairs, judges, volunteers, alumni, contractors, vendors, exhibitors, and anyone else present at a SkillsUSA Idaho function or activity.*

## Expectations

All participants must adhere to the following expectations:

- Exercise consideration and respect in your speech and actions.
- Avoid demeaning, discriminatory, or harassing behavior or speech.
- Be mindful and respectful of your surroundings and fellow participants.
- Alert staff if you witness a violation, someone in distress, or a potentially dangerous situation.

**Unacceptable Behavior** The list of behaviors below is not exhaustive. Participants must exercise common decency and professionalism in all interactions and behaviors. The list below is in no way exhaustive or inclusive.

- Intimidating, derogatory, or demeaning speech or actions by any participant.
- Displaying or otherwise distributing harmful or prejudicial verbal or written comments or visual images related to age, gender, gender expression or identity, race, ethnicity, nationality, health status, disability, relationship status, sexual orientation, socioeconomic status, faith, or religion.
- Use of nudity and/ or sexual images, obscene gestures, or language.
- Deliberate stalking or following; harassing photography or recording; sustained disruption of talks or other events; real or implied threat of physical or professional damage or harm.
- Unwelcome and uninvited attention or contact or physical assault (including touching/ groping).
- Retaliation for reporting an incident or reporting an incident in bad faith.

**Reporting Unacceptable Behavior** If you feel uncomfortable or unwelcome as a result of another participant's behavior, witness inappropriate behavior, or have concerns regarding another participant's behavior, contact the closest SkillsUSA Idaho staff member onsite or email [Andrew.armstrong@cte.idaho.gov](mailto:Andrew.armstrong@cte.idaho.gov) or [skillsusa@cte.idaho.gov](mailto:skillsusa@cte.idaho.gov). If possible, provide any relevant details and documentation including:

- Your name and contact information, date, time, and location of the incident.
- Identifying information of any offenders or victims (physical traits, contestant number, school, etc.)
- Description of the violating behavior, along with any physical injuries or property damage.
- Photos, videos, screenshots, or any other evidence; identifying information for any witnesses and any additional information that might be useful.



## Hotel Courtesies

SkillsUSA Idaho has a reputation for upholding high standards. This good reputation allows each of us to take pride in our organization. The following is a list of hotel courtesies and suggestions for students and advisors:

- Both the SkillsUSA Code of Conduct and the rules of the hotel must be followed.
- Conference attendees should respect and obey hotel security staff, procedures and safety regulations including fire alarms, cleared stairwells, security doors and lighting, restricted areas or posted notices.
- Conference attendees should be considerate of all other guests in the hotel, keeping voices low in common areas such as the lobby, hallways and elevators.
- Conference attendees should keep their hotel room neat and their personal belongings organized, for the comfort of everyone staying in the room. Do not leave valuables in the hotel room.
- Conference attendees may not open hotel windows or throw objects out of windows (an offense subject to police action). Do not damage or remove items from the hotel room.

## Fire Safety

The probability of you being involved in a hotel fire is remote but taking precautions and knowing what to do in an emergency is important to every traveler. You won't have time to plan during an actual emergency.

- When you arrive in your hotel room, review the fire evacuation plan posted on the back of the door and read it carefully. If one is not posted, ask the front desk.
- Find the two exits nearest your room. Check them to be sure they are unlocked.
- Count the doors between your hotel room and the exits. This will allow you to find the exits even if the corridor is unlighted or becomes filled with smoke.
- Take every alarm or unusual noise seriously. If you hear a smoke alarm, don't hesitate — act.
- If fire is in your room, get out of the room and close the door. Report the fire immediately to the fire department and the front desk.
- If the fire is not in your room, leave it if you can. Touch the door to test it for heat. If it's cool, brace your shoulder against the door and open it slowly. Be ready to close the door right away if there are flames on the other side. Stay low and crawl through the smoke to the exit; fresher air will be near the floor. Take your key so that you can return to your room if you can't use the exits.
- If your room door is hot, don't open it as there could be fire on the other side.
- Use wet towels or sheets to seal the cracks around the door. Turn off fans and air conditioners. Call the fire department even if you can see firefighters outside and give your exact location. Signal at your window and stay low to avoid smoke. Leave your window closed if you see smoke outside since smoke and fire may enter through the window. If there is smoke in the room and it is clear outside, try opening the window. Be sure to close the window immediately if more smoke enters your room.
- Fire exits and stairwells are your best escape routes. Never use an elevator during a fire; the elevator could stop at the fire floor.



## Advisor Best Practices

Conference week will really fly by but try to take in as much as possible. This conference provides something for everyone. Best practices: Meet as many people as you can. Get contact information or connect on social media. You will meet fellow advisors who have great ideas; you will meet industry personnel who can advise you. You will meet national staff who are prepared to help you become the best SkillsUSA advisor you can be. And it all starts with a simple hello!

**Discuss SLSC with your school administrator or CTE Director:** Seeking support for you and your students to attend SLSC is a critical step. Schedule a meeting to discuss budget and travel policies. Create a planned budget of expenses to share during the meeting. Include the cost of registration, travel, meals, transportation of tools and equipment (if applicable), and try to plan for some fun extras if possible. (Your school may not provide all these items, but there may be organizations in the community willing to help offset those costs.) We encourage you to consider bringing along future chapter leaders and another advisor for professional development and overall logistics management.

*Tip: Begin the requisition process as soon as possible (some advisors even do this before SLSC registration is open, as there is sometimes a quick turnaround for travel agents, registration, etc.).*

**Connect with Student Families:** Meet with your student(s) and their families. This step is crucial! Don't assume that your student is communicating needed information to parents/guardians. This meeting should be done after you meet with your administrator so that finances can be discussed. Make sure that your students' family understands that it is a school event, and all policies and procedures set by your school/district will still be followed. Review the travel itinerary and hotel arrangements with the family. Be candid about costs. If your student is expected to pay for food, baggage fees, mementos and clothing, give them a reasonable amount of money to plan for.

## Preparing a Competitor for SLSC

**General Rules and Regulations:** SkillsUSA Idaho follows the National General Regulations for contests. These regulations are available on the SkillsUSA national website, and with the Technical Standards at [absorb.skillsusa.org](http://absorb.skillsusa.org).

**Technical Standards:** The SkillsUSA Technical Standards are the primary source of information for contests, including standards and competencies to be measured, uniform requirements, eligibility, tool/supply lists, written exam information, team size, and other details. They are available with Professional membership online at [absorb.skillsusa.org](http://absorb.skillsusa.org). Once you join as a professional member at [register.skillsusa.org](http://register.skillsusa.org), you'll receive an email with instructions on creating and accessing your account. If you have issues accessing your account, please contact the Customer Care Team at 844-875-4557.

## Planning and Packing — Tips for Students:

- Take the time to think through what you will need, then pack accordingly
- Leave your itinerary with your family
- Tag your luggage inside and out
- Bring a cellphone (and charger) and download the SLSC app
- Save your advisor's cell phone number
- Bring comfortable shoes
- If you take prescription medicine, bring a supply with you
- Double check all contest updates and requirements for tools, materials, or PPE you must bring with you
- Take the responsibility to check the [SLSC page on the website](#) for full instructions



## Quick Links and Resources

**SLSC Information:** <https://skillsidaho.org/slsc/>

Includes schedules, contest updates, and all things SLSC

**Advisor Resources:** <https://skillsidaho.org/resources/>

Any publications and resources for the benefit of advisors, including conference guides, meeting recordings and PowerPoints, important forms and documents, important links, and more.

**Membership and Conference Registration:** [register.skillsusa.org](https://register.skillsusa.org)

**Technical Standards:** [absorb.skillsusa.org](https://absorb.skillsusa.org)

Rules and regulations for competitions. Available with Professional membership.

**SkillsUSA Customer Care Team:** For questions regarding membership, to receive coaching and ideas about starting, building, and growing your chapter. • 1-844-875-4557, <mailto:customercare@skillsusa.org>, or chat at [register.skillsusa.org](https://register.skillsusa.org)

## Social Media

Follow SkillsUSA Idaho on our social media platforms. We are on Facebook and Instagram! We post about current and upcoming events, highlight our past and current State Officers and their accomplishments, and highlight our chapter activities.

If you would like your chapter activities to be recognized, reach out to our State Officers or State Director and we'll get your SkillsUSA members featured!



**Instagram**  
[@idahoskillsusa](https://www.instagram.com/idahoskillsusa)



**Facebook**  
[@Skillsusa Idaho](https://www.facebook.com/SkillsusaIdaho)



## SkillsUSA Idaho Statesman Award Requirements Form

<b>Last Name:</b>	<b>First Name:</b>
<b>Trade (Program Area):</b>	<b>School:</b>

<b>Answers must be given orally to your chapter officers</b>	Chapter Officer Initials
1. <b>Know and state the SkillsUSA motto.</b>	
2. <b>Know the symbolism of the SkillsUSA emblem. State the components of the emblem and what they represent.</b>	
3. <b>Recite the SkillsUSA pledge.</b>	
4. <b>Know and state the SkillsUSA Values</b>	
5. <b>Know and state the colors that represent the SkillsUSA organization and what they represent.</b>	
6. <b>Know and state the current SkillsUSA theme.</b>	
7. <b>Know and state the names of the SkillsUSA Idaho State Director, State CTSO Manager, and the National Executive Director of SkillsUSA.</b>	
8. <b>State the URL (Web site addresses) for SkillsUSA and SkillsUSA Idaho.</b>	
9. <b>Name the elements of the SkillsUSA Creed.</b>	
10. <b>Name the components of the National Program of Work.</b>	

**I certify that the above-named individual has successfully demonstrated knowledge or performance of each of the required elements for this award.**

\_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_  
**Chapter President / Advisor (both sign) Date**

**Please email completed form to Andrew Armstrong at [andrew.armstrong@cte.idaho.gov](mailto:andrew.armstrong@cte.idaho.gov). Statesman awards will be given at the SLSC Opening Ceremony.**