



SkillsUSA Michigan Virtual State Leadership & Skills Conference (SLSC)

Membership deadline: Feb. 15, 2021
Cost: Professional \$26 / Student \$14

SLSC Registration deadline: Mar. 12, 2021
Cost: Professional & Student \$60

<https://www.skillsusa-register.org/>

Important Dates

February 15	Membership Deadline – All contestants must be submitted by this date
March 12	Registration Deadline
March 26	Payment Deadline
April 6	Opening Ceremony
April 7	Resumes due (for most contests, see calendar)
April 7	Liability Forms due
April 7-10	PD Assessment Test (<i>formerly the Leadership Test</i>) due
April 7-22	Dates for Contests (<i>no competition on April 13-15</i>)
April 23	Contest Scores due to State Office
April 27	Awards Ceremony

Competition Information

Competitive Event Details:

NOTE: Each contest technical committee chair is working to ensure all students can compete in some form of competitive event. Some competitive events will be run as a “State Contest” while others will be run as a “National Qualifying Event.” Additionally, some contests may require a tiered contest with qualifier rounds.

- **State Contests** are being modified to accommodate a virtual format. Contests may include any of the following: technical hands-on demonstration of skills, interview, presentation, technical assessment, portfolio review, etc.
- **National Qualifying Event** may include an interview and/or technical assessment.
- In each contest area (contests and qualifying events), the highest scoring contestant will qualify for nationals.
- **Contest Descriptions** will be posted on the state website in the “2021 Virtual SLSC” area as soon as they are released from technical teams (*2019-2020 Contest Descriptions and/or national technical standards that are posted now on the State Contest page can be used as a general guide*).
- **Contest Limits** have been set. Please refer to the document posted on the Forms page, <http://miskillsusa.org/forms-and-documents/>
- **Conference and Contest Schedule** will be posted on website once all contest and conference dates are finalized. Additionally, Conference LMS will have due dates for contestants to follow.
- **Conference LMS Access** will start April 4.
- **Resumes** 1 page resume required by all students. Resumes should be submitted in conferences contest LMS. Due date for resume submission is set for each contest (see calendar).



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- **Liability Forms** are required for all students. The liability form must be uploaded into the Leadership Component of Conference LMS. Due date for Liability form submission is April 7. Failure to do so will disqualify the student from contests.
- **PD Assessment Test** (*formerly the Leadership Test*) All students are required to take the PD Test, which is now based on SkillsUSA Framework Skills. It is approximately 50 questions and students are given 60 minutes to take assessment. The assessments will be taken within the Leadership Component of Conference LMS starting April 7 and no later than April 11
 - If student has an IEP and requires extended time, please contact the state office at cwarning@emich.edu
- **Study Guide** - The PD Assessment study guide has been posted to the State website on <http://miskillsusa.org/forms-and-documents/> and also the State Conference page at <http://miskillsusa.org/state-leadership-and-skills-conference/>.
- **Technical Assessment** - All competitive events will include a technical assessment and may have a separate due date than the contest date. Please see contest schedule and conference LMS for details and dates. The assessments will be taken within the Contest Specific area in the Conference LMS.
 - **All technical assessments will take place between April 7th and April 17th.**
 - If student has an IEP and requires extended time, please contact the state office at cwarning@emich.edu

Virtual Requirements for all contests:

- Quiet environment for contest time to reduce noise and distractions to contestant(s) and judges.
- A strong internet connection
- Social Distance (6 feet spacing)
- Safety – students should take proper safety precautions, and work in a safe manner at all times.
- Advisor supervision – an advisor must be present and supervise student work to ensure proper safety precautions, and work practices are followed at all times.
- Masks – masks are permitted and encouraged (especially while working around others).
- Cleaning – ensure all work areas are cleaned following standard COVID requirements.
- Uniforms – uniforms and SkillsUSA official dress are not required this school year, but clothing must be safe for each specific contest. Clothing should not have any offensive logos/wording. Clothing should not have school or student name shown (only student number).
- Integrity – all contest work should be original work complete by contestants only within the allotted timeframe set by the contest requirements. No outside assistance is permitted.

COVID-19 safety protocols:

During the 2021 SkillsUSA Championships, competitors will either be competing at schools, in their homes, or at a local business due to the ongoing pandemic. Because restrictions related to the pandemic vary from state to state, it will be the sole responsibility of all competition facility hosts, competitors, instructors and other participants to follow all of their local and state guidelines related to COVID-19 safety protocols. Likewise, it will be the responsibility of all competition facility hosts to enforce adherence to these rules in their school or place of business. Please visit your local and state websites for full information on current COVID policies and restrictions that apply to you. For the latest national information and guidelines, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.



Registration Information

Conference Email Requirement: **A valid and unique email address is now required for all participants registering for virtual state and national conferences on SkillsUSA's Member Information System.** The email is critical to ensure that every participant has access to the virtual platform(s) and receives important conference communications. Advisors should plan and work with students now to ensure they each have a personal email address and access to that account. In addition, students should be advised to check spam folders to ensure important emails are not missed.

Most schools block emails to students from outside their school district, so **we strongly recommend using personal email addresses for competitors.**

Registered conference members will receive an email in April with a link to the conference website. Website will have links to contests, the opening ceremony, the closing ceremony, delegate meeting, and conference program. The conference program will have a calendar of events of general open sessions. These open sessions will provide members additional opportunities to learn, grow and develop your leadership skills. There will be learning sessions for students run by National Officers and State Officers. There will also be sponsored events by industry and post-secondary members.

All contestants must be a submitted member by February 15, 2021 to register for the conference.

Chapters will be charged a \$15 per person late fee (up to \$100 maximum) for payments that arrive after March 26, 2021. A two-week payment deadline is available if the Deadline Extension Request Form is submitted by the accounting department/clerk by March 12, 2021. http://miskillsusa.org/wp-content/uploads/2020/10/billing_deadlineextensionform.pdf

Required Information for Attendees:

- **Contestants must be a submitted member by March 1, 2021**
- Contestants may only compete in one contest
- **Street Address**
- **Date of Birth** – this is used to retrieve scores after the conference
- **Email Address**

Registration Steps:

1. Login to the SkillsUSA Register system at <http://register.skillsusa.org/> using your username and password.
2. Click on the Conference Icon from the main menu (a man in a red uniform with a wrench).
3. The drop-down menu towards the top of the page, choose the 2021 SkillsUSA Michigan State Conference (if it is not already displayed).
4. Click on the "Add Registrant" button.
5. To register a competitor, use the drop-down menus choose registration type, member selection, and contest.
6. To register an adult:
 - If the person is already a member, use the drop-down menus choose registration type (Advisor) and member selection.



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- If the person is not a member, choose registration type, (Advisor), and enter their name
7. Click on the “Save and Continue” button.
 8. A new screen will appear to enter in information for this person. Make sure you enter the required information fields (street address, date of birth, email address) for each attendee.
 9. When finished, click on the “Save” button from top menu.
 10. Repeat steps 4-9 for additional attendees.
 11. When finished, click on “Submit Registration” button.
 12. The next screen gives options for Invoicing; either **One Invoice Per Training Program**, or **One Invoice Per School**. After you have chosen which way you want to be invoiced, click on the appropriate checkbox under the option you wish to use for your school, and then the appropriate button to **“Submit Checked Training Programs”** or **“Submit Entire School”**. *We do not accept POs, so no number is needed in the field.*
 13. Remit the invoice to your school bookkeeper for payment. Payment must be made directly to SkillsUSA Michigan, PO Box 980432, Ypsilanti, MI 48198. Credit card payments are accepted using this form:
http://miskillsusa.org/wp-content/uploads/2020/10/billing_creditcardform.pdf
 14. You may come back and edit your registrations or add registrants until the final registration date.
 - a. To edit a previously submitted registration, repeat steps 1-3, then click on the number in the “edit” column for the person to wish to edit:
 - b. For a substitution, change the name, emergency contact information and birthdate, then click on the “Save” button at the top.
 - c. For a cancellation, click on the “Delete” button at the top. You can choose to generate a new invoice for the remaining registrants.
 - d. If payment is already in process for your school, any overpayments can be applied towards the next conference.
 15. If you have changes after the late registration date, you will need to send an email to Ann Day at aday7@emich.edu with the details of the change to be made (who to drop, who to replace with, if there are any team or contest changes, etc.). **There will be no refunds for cancellations after the registration due date.** Contestant substitutions are subject to contest and membership guidelines.