REGISTRATION CHECKLIST

This registration checklist walks through the steps needed to successfully complete registration for the SkillsUSA Illinois State Leadership and Skills conference.

BY MARCH 6 – CHAPTER EXCELLENCE PROGRAM DEADLINE

___ 2. Submit Chapter Excellence Program applications. Learn more at SkillsUSAIllinois.org/CEP

BY MARCH 20 – SLSC REGISTRATION & ADVISOR OF THE YEAR DEADLINE

___ 3. Registered all SkillsUSA Illinois SLSC attendees for the conference using the SkillsUSA Registration Site.

___ 4. Submit Advisor of the Year applications. CEP Level II Chapters only. Learn more at SkillsUSAIllinois.org/AoY

STARTING MARCH 20 – SLSC HOTEL REGISTRATION

___ 5. Contacted Hotel to book rooms in the “SkillsUSA Illinois, Inc. Room Block”.

___ 6. Completed Hotel Reservation Forms and send them to the hotel.

___ 7. Checked how to guarantee rooms. Send or requested payment for hotel.

BY MARCH 27 – SLSC PAPERWORK DEADLINE

___ 8. Submit the Action Skills letter(s). Action Skills forms have been eliminated. For students participating in national contests of Action Skills and Building Maintenance or state only contests of Basic Woodworking Skills, Case Studies, Food & Beverage Service, and Full Service Auto, submit letter from the appropriate school official on school letterhead stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. State associations having restrictions on the release of this information may submit a letter on school letterhead of eligibility, which simply states: “I certify that [student name] meets the eligibility requirements for the SkillsUSA Championships Action Skills contest. Signed, [school official].” The eligibility letter is to be presented to the contest chair at the contestant orientation meeting.

• Carpentry/TeamWorks Contests Proof of Training Certification Forms have been eliminated. TeamWorks competitors will need to present OSHA Certification card prior to competition.

• Team Contest forms have been eliminated, please ensure all students are registered for the correct team in the registration site. If registering an alternate only, please make sure they are registered as an observer. Students can only serve as alternate for one team in per contest.

___ 9. Final Conference Registration Form: Complete Conference Registration Form located on the State Leadership and Skills Conference page at SkillsUSAIllinois.org/SLSC.

___ 10. Requested/sent payment to SkillsUSA Illinois, Inc. P.O. Box 1029, Pekin, IL 61555.

CONTINUOUSLY

___ Instructed students to check Championships pages of SkillsUSA Illinois website for Updates.

___ Read email updates from SkillsUSA Illinois.

___ Reached out for assistance or questions.