



Nathan Deal  
Governor

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Commissioner

## MEMORANDUM

**TO:** SkillsUSA Georgia Postsecondary Advisors

**FROM:** Tjazha Mazhani State Director  
Derek Dabrowiak Executive Director, Student Affairs  
Dr. John Scott Consultant

**DATE:** December 12, 2016

We hope that you are having a great fall semester and you are re-energized for the 2016 – 2017 SkillsUSA year. This promises to be an even better year for SkillsUSA Georgia Postsecondary for several reasons. The state SkillsUSA Planning Committee developed a program of work for the year, which includes goals and strategies for improving customer service, membership, championships, community service for local chapters, and many other important programs.

### **2017 SkillsUSA Championships**

Planning has already begun for the annual State Conference and Championships, which is scheduled for March 23-25, 2017. Again this year, contests will be held at the Georgia International Convention Center, Atlanta Technical College, and possible remote sites to be announced.

A major thrust this year is to establish technical committees composed of business and industry and community and educational agency leaders to take over the major responsibility of designing and conducting leadership, occupationally related and skilled and technical sciences contests to promote invaluable learning experiences, improve the quality of our contests, and to make them equitable for everyone participating.

In addition, the SkillsUSA Georgia Postsecondary website is up and will be updated with the latest information. The address is: <http://www.skillsusagaps.org>. Our goal is to make the website the main mode of communication and information dissemination for Georgia'

association; however, there is information available on the national site as well. Visit [skillsusa.org](http://skillsusa.org), select “membership & resources” then “advisors,” there you will find a wealth of information to improve your knowledge to be an effective advisor.

Advisors must register their students by February 10<sup>th</sup>, 2017 to make them eligible to participate in the Championships contests. Conference registration is completed online through the National SkillsUSA Membership database. Included in this memorandum is a list of various contests and includes information as to how many students are permitted to participate in the various contests, and the contest location. It is important for advisors to obtain a firm commitment from interested students before completing the conference registration. The Planning Committee uses registration information to make decisions about the design of contests and the facilities/materials needed to conduct them.

**NOTE:** Remember to register alternate students for the Team events of Opening and Closing Ceremonies, Chapter Business Procedures, Quiz Bowl, and Health Knowledge Bowl. Remember to also register models for the Nail Care and Esthetics contests.

### **College Assessment Fee:**

Each college must pay an administrative fee of \$1,000 (invoices were sent to your college student activities coordinator/director, please verify prior to submitting additional payments) and a \$75 per person conference registration fee.

All checks should be made payable to TCSG Foundation, Attn: SkillsUSA and mailed to:

Ms. Lucretia Leigh  
Student Affairs Specialist  
Technical College System of Georgia  
1800 Century Place, Suite 400  
Atlanta, Georgia 30345

All assessment fees must be received in the Central Office by February 24<sup>th</sup>, 2017.

### **Membership and Registration Deadlines:**

To be eligible to compete in the State SkillsUSA Championships, the registration must be completed no later than 5:00 p.m. on February 10<sup>th</sup>. No changes will be accepted after this date.

To be eligible to compete in the State and National competitions, all membership rosters and conference registration must be submitted electronically no later than February 10<sup>th</sup>, 2017. Students who are not competing in any Championships contests can become members and must register, electronically, by March 1, 2017.

It is essential that registration fees and membership dues be paid promptly. The registration system has been updated to reject contestants that **are not** paid members by the membership due

date of February 3<sup>rd</sup>. Though you will be allowed to enter students electronically, advisors must follow through with making sure student memberships are paid. **On February 10<sup>th</sup>, a report will be run and any contestants listed, who are not paid members, will be purged from the system and will not be allowed to compete. Therefore, it is imperative that you ensure membership dues are paid, not submitted to the business office for payment, but rather paid, by the February 3<sup>rd</sup> deadline.**

This year's theme is, **SkillsUSA: Champions at Work (Preparing America's Skilled Workforce)**. This is also the theme for the Chapter Display, Prepared Speech and Promotional Bulletin Board contests. The topic to be addressed by the contestants in these events is how the theme relates to the national program of work in the area of professional development. To obtain information on sub themes, please visit the SkillsUSA website at <http://www.skillsusa.org/competitions/skillsusa-championships/theme/>.

### **Registration and Mandatory Meetings:**

Conference registration will be conducted on Thursday, March 23, 2017 at the Renaissance Concourse Atlanta Airport Hotel. You will receive specific time frames as we get closer to the conference date.

Mandatory contestant orientations will be scheduled on March 23<sup>rd</sup>. Specific times and locations will be disseminated at a later date.

### **Hotel Accommodations**

A block of rooms has been secured at two locations for our group. Both hotels offer complimentary internet usage and self-parking, and the facility should be able to accommodate buses and large vans.

The official conference hotel is the **Renaissance Concourse Atlanta Airport Hotel** at One Hartsfield Centre Parkway, Atlanta, Georgia 30354 at the rate of \$129 per night for single and double occupancy. **Here is the reservation link you can use to make online reservations:** [Book your group rate for Technical College Systems of Georgia](#)

**PLEASE NOTE:** If your school has 10 rooms or more for the Renaissance Concourse Atlanta Airport Hotel, do not use the above link but instead please fill out the attached rooming list and email it directly to [Genice.Caesar@marriott.com](mailto:Genice.Caesar@marriott.com)

The second location is the Atlanta Airport Marriott Hotel, 4711 Best Road, Atlanta, GA 30337 at the rate of \$129 per night for single and double occupancy. **Here is the reservation link you can use to make online reservations:** [Book your group rate for Technical College](#) or call reservations at 1-800-228-9290

**PLEASE NOTE:** If your school has 10 rooms or more the Atlanta Airport Marriott Hotel, do not use the above link but instead please fill out the attached rooming list and email it directly to [Brenda.Thomas@marriott.com](mailto:Brenda.Thomas@marriott.com)

The cutoff date to make hotel reservations at both locations is March 10, 2017 at 5:00 p.m.

Please note the hotels are in different counties, so in addition to the \$5.00 mandatory GA fee, any applicable tax exemption will need to be discussed with the hotels as they may have other mandatory local fees based on their counties.

### **Opening & Awards Ceremonies:**

Both ceremonies will be held at the Renaissance Concourse Hotel. The Opening Ceremony will take place on March 23rd, 2017. The Awards Ceremony will be held Saturday, March 25th, 2017.

### **Competition Scoring:**

All competitions will be scored in the following areas:

- Written test (If applicable)
- Performance (hands-on)
- Oral professional assessment (interview with the Technical Chair or Judge)—If Applicable)

### **Online Testing:**

A large portion of competitions will have the written testing portion of the competition held in advance. Advisors will be emailed instructions when online testing is open. It is the responsibility of the advisor to make sure the testing is proctored and students spend only the allotted time indicated for that particular test and test by the indicated deadline. Any online testing questions may be directed to Sherrie Rowe at [srowe@augustatech.edu](mailto:srowe@augustatech.edu).

### **Dress Code:**

The dress code for Trade competitions will be khaki work pants and white work shirts. **Denim will not be permitted.** For the Health and Leadership competitions, the dress code is the same as last year and can be found in the Rules and Regulations book.

The dress code for the Opening and Awards Ceremonies will be the Official SkillsUSA attire or Business attire. Black dress pants or black skirts (no miniskirts); white shirts or blouses and black closed toed shoes will also be permitted. **Denim will not be permitted.** School polo shirts worn with black, navy or khaki pants or skirts will be also allowed. T-shirts, sweat shirts, sandals nor tennis shoes will be permitted at the Opening and Awards Ceremonies. ***During the Awards Ceremony, students who are inappropriately dressed will not be allowed on stage to receive their medals.*** **This dress code applies to both advisors and students and will be strictly enforced.** Advisors, please inform your students of the dress code prior to their competition.

### **Contests:**

All students competing in the State Championships must be registered electronically on the SkillsUSA website [www.skillsusa.org](http://www.skillsusa.org) no later than February 10, 2017 **No additional contests can be added nor can contestants be replaced after the February 10, 2017 deadline. Please make sure that all names are spelled correctly because replacement name badges will not be printed on-site.**

### **Prizes:**

Each technical college is asked to sponsor one or more contests by bringing a 1<sup>st</sup> place prize valued at \$75.00; a 2<sup>nd</sup> place prize valued at \$50.00 and a 3<sup>rd</sup> place prize valued at \$25.00 for each contest it will sponsor. These are minimum values; prizes of higher value are welcome.

Should you have any questions concerning prizes or require additional information, please contact Cynthia Carter at (229) 931-2057 Cynthia Carter ( [ccarter@southgatech.edu](mailto:ccarter@southgatech.edu).)

### **State Officers:**

Please encourage your students to become SkillsUSA State Officers. It is a very rewarding experience that will provide opportunities to enhance their leadership abilities. If you have interested students, please contact Melissa Williams ([mcwilliams@centralgatech.edu](mailto:mcwilliams@centralgatech.edu)) and she will send you a State Officer packet. **The deadline to return the State Officer packet is February 24, 2017. The Officers qualifying examination and orientation will be held on March 23, 2017.**

### **Advisor of the Year**

The Advisor of the Year award to recognizes and honor dedicated career and technical education instructors who serve as SkillsUSA advisors. A packet will be sent out at a later date explaining the process. Therefore, start thinking now of nominating a deserving advisor.

### **Reminders:**

1. Contestants in contests that require verbal presentations must use the proper name of the National organization, SkillsUSA. Failure to do so will result in penalty points being assessed. All Skilled and Technical Sciences Championship contests have three components: oral assessment (50 points); written technical knowledge test (150 points); and the performance test (800 points). **You must have a copy of the SkillsUSA Championships Technical Standards 2017-2018 to find out all of the new changes.**
2. Contestants may compete for only two years in the same contest.

3. Move on When Ready high school students are not eligible to compete in postsecondary competitions. They must compete on the secondary level.

By now, most main college advisors have received the Membership Package or Kit that is a great resource for recruiting members and organizing the chapter. If you have not received the Membership Kit, you can request one by going to [SkillsUSA.org](http://SkillsUSA.org). The Kit has the following information and can be downloaded:

## College/Postsecondary Membership Kit

- 2016-17 SkillsUSA Membership Cards
- 2016-17 High School Membership Kit Booklet

[Download all college/postsecondary materials from skillsusa.org.](http://skillsusa.org)

### ORGANIZING THE CHAPTER

A main responsibility of SkillsUSA advisors is to organize the chapter by conducting officer elections and developing a plan of work for the 2016-2017 year. Two valuable resources for advisors to use for this task are the Leadership Handbook and the Chapter Activity Planner which can be ordered and/or can be downloaded from the SkillsUSA website. Advisors should try to order at least 10 leadership handbooks which contain very useful information for students and advisors on many topics. The Chapter Activity Planner can make it fairly easy to plan the **Program of Work** which leads to an active chapter with a number of educational and fun activities besides preparing for the Championships.

The key to an active and strong chapter is an enthusiastic and informed advisor. The SkillsUSA Website has a number of training modules and resources that advisors can access to improve their knowledge of the organization and become familiar with their responsibilities.

New and existing advisor training meetings will occur at the Fall Leadership conference. This is an excellent opportunity for all advisors to meet with other advisors and learn new information that can be used back at the Technical College to improve CTSO organizations.

### COMMUNICATIONS:

Advisors should contact Ms. Lucretia Leigh ([lleigh@tcsq.edu](mailto:lleigh@tcsq.edu)) of the Technical College System of Georgia to get their names on the SkillsUSA Listserv which is one of the main communication tools. In addition, the newly established website is being expanded to include important advisor information. If you are a new, main college advisor, please send your contact information to Dr. John Scott at [jscott@uga.edu](mailto:jscott@uga.edu) so a new advisor list can be developed and shared. Advisors can learn a lot by networking and sharing with each other.

### IMPORTANT DATES:

There are several important dates that advisors need to meet for the 2016-2017 Year as follow:

- Fall Leadership Conference at Atlanta Evergreen Marriott Hotel, 4021 Lake View Drive, Stone Mountain.....October 21-23, 2016
- Deadline to complete online registration (including payment) of Championships contestants.....February 10, 2017
- SkillsUSA Georgia Postsecondary Championships.....March 23-25, 2017

## 2017 Championship Contests Information

<b>Leadership Development (2017)</b>	No. Allowed from Colleges	Location	Contestants	Registration count (Individual or team)—Not team members
American Spirit	1	Atlanta Tech	Team of-3	
Chapter Business Procedures	1	Atlanta Tech	Team of 6	
Chapter Display	1	Atlanta Tech	Team of 3	
Community Service	1	Atlanta Tech	Team of 3	
*Community Action Project (demonstration)	2	Atlanta Tech	Team of 2	
*Employment Application Process	2	Atlanta Tech	Single	
Extemporaneous Speaking	1	Atlanta Tech	Single	
Job Interview	1	Atlanta Tech	Single	
Job Skills Demonstration A	1	Atlanta Tech	Single	
Job Skills Demonstration Open	1	Atlanta Tech	Single	
Occupational Health & Safety (Single)	1	Atlanta Tech	Team of 3	
Occupational Health & Safety (Multiple)	1	Atlanta Tech	Team of 3	

Opening and Closing Ceremonies	1	Atlanta Tech	Team of 7	
Outstanding Chapter	1	Atlanta Tech	Team of 3	
Pin Design	1	Atlanta Tech	1	
Prepared Speech	1	Atlanta Tech	Single	
Promotional Bulletin Board	2	Atlanta Tech	Team of 3	
Quiz Bowl	1	Atlanta Tech	Team of 5	
T-Shirt Design	1	Atlanta Tech	1	
<b>Occupationally Related Contests 2016</b>	No. Allowed from Colleges	Location	Contestants	
Customer Service	1	Atlanta Tech	Single	
Entrepreneurship	1	Atlanta Tech	Team of 4	
First Aid/CPR	1	Atlanta Tech	Single	
Health Knowledge Bowl	1	Atlanta Tech	Team of 4	
Health Occupation Professional Portfolio	2	Atlanta Tech	Single	
Medical Math	3	Atlanta Tech	Single	
Medical Terminology	3	Atlanta Tech	Single	
Related Technical Math	3	Atlanta Tech	Single	
Career Pathways (Arts & Communications)	1	Atlanta Tech	Team of 3	
Career Pathways (Business, Management & Technology)	1	Atlanta Tech	Team of 3	
Career Pathways (Human Services)	1	Atlanta Tech	Team of 3	
Career Pathways (Health Science)	1	Atlanta Tech	Team of 3	



Career Pathways-Marketing & Sales	1	Atlanta Tech	Team of 3	
Career Pathways-Transportation, Distribution and Logistics	1	Atlanta Tech	Team of 3	
Career Pathways (Industrial & Engineering Technology)	1	Atlanta Tech	Team of 3	
Career Pathways (Natural Resources/Agriculture/Food)	1	Atlanta Tech	Team of 3	
<b>Skilled and Technical Sciences (2017)</b>	No. Allowed From Colleges	Location	Contestants	
3-D Visualization and Animation	2	CEFGA/GICC	Team of 2	
Advertising Design	3	Atlanta Tech	Single	
Additive Manufacturing (demonstration)	2	To Be Announced	Team of 2	
Architectural Drafting	2	CEFGA/GICC	Single	
Automotive Refinishing (Allen Vigil Ford)	1	TEFGA/Allen Vigil Ford	Single	
Automated Manufacturing Technology	1	To Be Announced	Team of 3	
Automotive Service Technology	1	TEFGA/GICC	Single	
Aviation Maintenance Technology	3	TEFGA/GICC	Single	
Broadcast News Production	2	Atlanta Tech	Team of 4	
Cabinet Making	3	CEFGA/GICC	Single	
Carpentry	3	CEFGA/GICC	Single	
CNC Milling Specialist	2	CEFGA/GICC	Single	
CNC Technician	2	CEFGA/GICC	Single	

CNC Turning Specialist	2	CEFGA/GICC	Single	
Collision Repair Technology (Allen Vigil Ford)	1	TEFGA/Allen Vigil Ford/Classic Collision	Single	
Commercial Baking Technology	1	Atlanta Tech	Single	
Computer Programming	2	Atlanta Tech	Single	
Cosmetology	1	Atlanta Tech	Single	
Crime Scene Investigation	1	TEFGA/GICC	Team of 3	
Criminal Justice	1	TEFGA/GICC	Single	
Culinary Arts	1	Atlanta Tech	Single	
Dental Assisting	3	Atlanta Tech	Single	
Diesel Equipment Technology	3	TEFGA/GICC	Single	
Digital Cinema Production	2	Atlanta Tech	Team of 2	
Early Childhood Education	2	Atlanta Tech	Single	
Electrical Construction Wiring	1	CEFGA/GICC	Single	
Electronics technology	1	Atlanta Tech	Single	
Esthetics	1	Atlanta Tech	Single	
Firefighting	3	TEFGA/GICC	Single	
Graphic Communications	2	To Be Announced	Single	
Graphic Imaging Sublimation (demonstration)	2	To Be Announced	Single	
Heating, Ventilation, Air Conditioning and Refrigeration	1	CEFGA/GICC	Single	
Humanoid Robotics (Demonstration)	2	Atlanta Tech	Team of 2	

Industrial Motor Controls	1	CEFGA/GICC	Single	
Information Technology Systems	1	Atlanta Tech	Single	
Interactive Application and Game Development (demonstration)	1	To Be Announced	Team of 2	
Internetworking	2	?	Single	
Major Appliance and Refrigeration Technology	3	Columbus	Single	
Marine Service Technology	3	TEFGA/GICC	Single	
Masonry	3	CEFGA/GICC	Single	
Mechatronics	1	West Georgia Tech	Team of 2	
Medical Assisting	2	Atlanta Tech	Single	
Mobile Electronics Installation	2	?	Single	
Motorcycle Service Technology	3	TEFGA/GICC	Single	
Nail Care	1	Atlanta Tech	Single	
Nurse Assisting	2	Atlanta Tech	Single	
Photography	3	Atlanta Tech	Single	
Plumbing	3	CEFGA/GICC	Single	
Practical Nursing	2	Atlanta Tech	Single	
Residential Systems Installation & Maintenance	1	?	Single	
Restaurant Services	1	Atlanta Tech	Single	
Robotics and Automation Technology	1	North GA Tech	Team of 2	
Sheet Metal	2	CEFGA/GICC	Single	
Team Works	1	CEFGA/GICC	Team of 4	

Technical Computer Applications	2	Atlanta Tech	Single	
Technical Drafting	2	CEFGA/GICC	Single	
Telecommunications Cabling	2	Augusta Tech	Single	
Television Production	2	Atlanta Tech	Team of 2	
Web Design	2	Atlanta Tech	Team of 2	
Welding	1	CEFGA/GICC	Single	
Welding Fabrication	1	CEFGA/GICC	Team of 3	
Welding Art Sculpture	1	CEFGA/GICC	Single	

Leadership, Occupationally Related, and a number of Skilled and Technical Sciences contest will be held again this year on March 24<sup>th</sup>, 2017 at Atlanta Technical College. Construction Related, Transportation Related, and Criminal Justice contest will be held on March 23 and 24<sup>th</sup> at the Georgia International Convention Center near the Atlanta Airport.

### **ADVISOR CHALLENGE:**

The following are advisors challenges:

- Recruit and submit names of students who want to be state officer candidates
- Expand membership in SkillsUSA by recruiting members from satellite campuses as well as the main campus
- Explore having a set of officers at each former main college campus and then establishing an overall set of officers with representatives from each campus as described in the Leadership Handbook
- Recruit and prepare students who want to participate in the Championship contests.
- Conduct a local SkillsUSA Championships among participants for main campuses and satellite centers. (This is essential to avoid sending students to state level competition who have not completed enough of the program to be competitive)
- Read e-mails sent via the SkillsUSA Listserv as well as information posted on the website
- Express enthusiasm about the organization and be positive and encouraging with students
- Provide feedback to the Planning committee regarding student experiences with contest
- Inform students of the value in participating in the SkillsUSA Championships including the recognition one gets, possibly earning the right to participate in state level

Championships which may result in earning valuable prizes, and possibly earning the right to represent the State of Georgia in the National Championships. Participating in competitive is a very valued point on resumes and employment portfolios.

- Accompany officers to the Fall Leadership Conference in October and attend the new and existing advisor training meetings.
- Infuse the SkillsUSA framework into your local activities and trainings.

Should you have any questions regarding the State competition or any information contained in this correspondence, please contact the State Director Tjazha Mazhani (404) 679-1685 ([tmazhani@tcsge.edu](mailto:tmazhani@tcsge.edu)) or Dr. John Scott at (803) 300-6563 ([jlsconfig@uga.edu](mailto:jlsconfig@uga.edu)).

Thank you in advance for your cooperation and continued support of SkillsUSA Georgia Postsecondary!