



August 2016

You are invited to join SkillsUSA under the **Total Participation Plan**. That means all of your school or school district can join SkillsUSA on a single contract that covers national and state affiliation plus employability skills training materials for students. If you choose to use this affiliation plan all classrooms in your school that have programs that SkillsUSA services must join under the Total Participation Plan.

I believe that *all* students should be given the opportunity to learn key employability skills – the essential personal, workplace and technical skills that create the SkillsUSA Framework. The Framework skills define the SkillsUSA mission and will be invaluable to students, no matter what their future occupation. Your affiliation through the Total Participation Plan means you've made a commitment to SkillsUSA to integrate the Professional Development Program (PDP) into your training program. This curriculum is available in a workbook format or as an online program.

To receive full services from SkillsUSA (including *SkillsUSA Champions* and the professional affiliation incentives) contracts must be submitted and all student and professionals must be registered on the SkillsUSA website. Contract deadlines, payment conditions and obligations can be found in the document "TPP Pricing, Payment and Deadlines".

Purchase of Educational Resources is mandatory under the TPP contract and materials will be included as part of your Total Participation invoice. **The TPP contract is not valid and the affiliation is not accepted until full payment is received.** Students or professionals added to the SkillsUSA website any time after the initial contract is signed are subject to additional billing charges.

Purchase and use of the Professional Development Program (PDP) is recommended for TPP affiliation. However, if the TPP classroom, school or school district has sufficient quantities of PDP materials available to conduct the program in the chapter(s), other educational materials may be selected from the *SkillsUSA Educational Resources Catalog* for this school year. Items may be chosen from the catalog at the marked catalog price. This includes the Skill Connect Assessments, which are available at the price of \$10 per assessment. Assessment vouchers are good for one year. **Excluded from the selection in the catalog are the Quiz Bowl Timing Tools and the OSHA training course, CareerSafe, HVAC and automotive assessments.**

If you have questions about finalizing your TPP contract, please contact Patty Duncan; email [pduncan@skillsusa.org](mailto:pduncan@skillsusa.org) or phone 1-800-355-8422.

Conducting a full SkillsUSA program provides all students the opportunities they need to acquire valuable skills for the future. I appreciate your support of SkillsUSA, and I hope you have a great school year!

Sincerely,

A handwritten signature in blue ink that reads "Timothy W. Lawrence".

Timothy W. Lawrence  
Executive Director



## 2016-17 TOTAL PARTICIPATION PLAN CONTRACT

### 1 Enrollment and Contact Information

Date: \_\_\_\_\_

Please type or print neatly

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person's Telephone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Primary School/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Multiple School Enrollments:** List additional schools that are part of the contract on the last page or use the document titled "TPP Additional School Counts" at: <http://bit.ly/SkillsUSATPP> Only the schools listed will be included as part of your Total Participation Plan (TPP) contract. The primary school listed above will be invoiced unless otherwise noted below in the Invoice Information section.

**Invoice Information:** (This person will be sent the invoices for payment.)

Check if contact person name above should receive invoice. If information is different from contact person above, complete information below: Send invoice to the following: (Only complete if different from the contact person.)

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Billing School/Institution/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

### SkillsUSA Affiliation Classification:

Please list below the total number of students and professionals in each education level who are joining SkillsUSA on this institutional contract. Include best estimate for the number of first and second semester students.

Minimum of 25 students per school required and a minimum of one professional per training program per school.

Classification Type	High School	College / Postsecondary	Middle School
Students			
Professionals (teachers, administrators)			

## ② The TPP Institutional Affiliation Agreement

To ensure the quality of the SkillsUSA chapter, sites must meet certain provisions. By enrolling in the SkillsUSA TPP Institutional Affiliation, you agree to the following:

- I agree to pay the appropriate Institutional Affiliation as outlined in this contract, and to purchase the required Professional Development Program materials to support my program. (See "Payment and Deadlines" document). I will order additional materials as necessary for students to progress through PDP as outlined in the Total Participation Plan goals and guidelines. *If I have a supply of PDP materials and do not need to order at this time, I will substitute an order of equivalent value for approved SkillsUSA Educational Resources or Skill Connect Assessments.*
- I will implement the SkillsUSA program for trade, industrial, technical and health students. I will form an institutional SkillsUSA chapter where officers will be elected and a program of work will be planned and carried out.
- I will ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials. I agree to provide or arrange training for professionals at our institution in order to integrate SkillsUSA and PDP into our program; I will contact the state or national office and arrange for the necessary training.
- I will register all eligible students and professionals within the SkillsUSA website. I agree that our school will register at least 25 students per school and one professional for each occupational training area per school. I understand that professionals receive incentives, affiliation mailings and critical contest updates via mail or email, and these may be missed if I fail to register our professionals by the specified deadlines. (For registration instructions refer to section 4.)
- This is an institutional affiliation, therefore all benefits are provided only to individuals registered as part of this affiliation. The affiliation and all of its benefits cease immediately once an individual leaves the institution for any reason.
- Affiliation pricing:** Includes student and professional affiliation, the required PDP materials, educational resources or assessments. (See next page.) I understand that students or professionals added to the SkillsUSA website any time after the initial contract is signed are subject to additional billing charges.

**Be sure your school can comply with all of the above terms and conditions before completing this contract.**

**3 Order Your REQUIRED Educational Resources and/or Skill Connect Assessments.**

If ordering Professional Development Program materials, please complete order form below.

For PDP Online licenses, please provide email addresses for instructors and list how many licenses go to each instructor. Instructions and licenses will be issued by email after your order is received.

**Professional Development Program (PDP) Order Form**

PDP WORKBOOKS	QTY.	PRICE	TOTAL
PDP Starter Kit Student Workbook		\$3.95	
PDP Level 1 Student Workbook		\$3.95	
PDP Level 2 Student Workbook		\$3.95	
PDP Level 3 Student Workbook		\$3.95	
PDP Level 4 Student Workbook		\$3.95	
PDP Level 5 Student Workbook		\$3.95	
PDP Instructor's Guide CD		\$25.95	
PDP – SkillsUSA Knowledge (Instructor's Manual)		\$5.00	
PDP – SkillsUSA Knowledge Student Workbook		\$3.95	
SUBTOTAL			
Add applicable shipping costs (see section #5)			
PDP ONLINE	QTY.	PRICE	TOTAL
PDP Online Starter Kit		\$5.00	
PDP Online Level 1		\$5.00	
PDP Online Level 2		\$5.00	
PDP Online Level 3		\$5.00	
PDP Online Level 4		\$5.00	
PDP Online Level 5		\$5.00	
<b>TOTAL</b>			<b>\$</b>

**OPTIONAL SUBSTITUTION OF OTHER SKILLSUSA EDUCATIONAL RESOURCES**

This contract requires your school to purchase the materials to implement the Professional Development Program. If your school already has professional development materials in stock, you may still join under the Total Participation Plan by choosing one of the following:

**Option #1:** Order other SkillsUSA Educational Resources that equal the value of the PDP materials you would have purchased. *Excluded from the selection in the catalog are the Quiz Bowl Timing Tools and the OSHA training course, CareerSafe.* View the SkillsUSA Educational Catalog at [www.skillsusa.org/store](http://www.skillsusa.org/store) or email [Rhodge@skillsusa.org](mailto:Rhodge@skillsusa.org) for a catalog by mail. Please include your name and address in the email.

**AND/OR**

**Option #2:** Order Skill Connect Assessments that equal the value of the PDP materials you would have purchased. View all available assessments and order at [www.worforcereadysystem.org](http://www.worforcereadysystem.org) (*Automotive and HVAC assessments are not eligible for purchase through Total Participation Plan.*) During the ordering process; select PO as your form of payment. In the PO number box type; TPP along with your TPP invoice number if available (i.e. TPP79018). Discount price of \$10 per assessment for number of students and professionals registered within the SkillsUSA website. Regular price is \$20 per assessment.

**4 Register your Student and Professionals by the Deadlines** (see document TTP Payment & Deadlines)

When registering student/professionals you may use one of the following formats:

1. Register each individual name on the SkillsUSA website: [www.skillsusa-register.org](http://www.skillsusa-register.org). Enter student and professional names by trade area. (Step by step instructions can be found on home page)
2. Upload list of names to SkillsUSA website: Login with your password to [www.skillsusa-register.org](http://www.skillsusa-register.org) - click the Membership tab – “Upload Membership File”, click (Step#1) Create Excel button and use the provided spreadsheet to list the names. Click (Step#2) to upload your saved file.

**5 Total Your Contract and Select a Payment Option**

\$3.95 X number of students	
<input type="checkbox"/> <b>Option #1 - Professional Development Program and other Educational Resources.</b> View the SkillsUSA Educational Catalog at <a href="http://www.skillsusa.org/store">www.skillsusa.org/store</a> or email <a href="mailto:Rhodge@skillsusa.org">Rhodge@skillsusa.org</a> for a catalog by mail. Please include your name and address.	\$
\$3.95 X number of students	
<input type="checkbox"/> <b>Option #2 - Skill Connect Assessments.</b> View available Skill Connect Assessments and order online at <a href="http://www.worforcereadysystem.org">www.worforcereadysystem.org</a> . ( <b>Automotive and HVAC assessments are not eligible</b> )	\$
<b>SHIPPING AND HANDLING:</b> *No charges for items delivered online, including assessments. *For orders up to \$1000, add 10%. For orders over \$1000, add 8%. *Alaska, Hawaii, Puerto Rico and the Virgin Islands, add 20%	\$
<b>STUDENT AFFILIATION</b> See Payment and Deadlines document	\$
<b>PROFESSIONAL AFFILIATION:</b> \$20 plus state affiliation. For state affiliation to to: <a href="http://bit.ly/SkillsUSATPP">http://bit.ly/SkillsUSATPP</a>	\$
<b>TOTAL PARTICIPATION PLAN GRAND TOTAL (check payable to “SkillsUSA”)</b>	\$

**Shipping Instructions:**

- Ship my Professional Development Program books right away!
- Please ship my Professional Development Program books on the following dates: \_\_\_\_\_  
Shipping instructions for School Districts: (On separate paper, list each school name and address, contact person and the quantity of books to be shipped to each school.)

**Payment & Billing:** (Please check one). A copy of a Purchase Order (promise to pay) is required for direct billing.

- Purchase Order # \_\_\_\_\_  Check - (Please enclose check made payable to SkillsUSA)
- Credit Card (circle one): MasterCard; VISA or American Express. For security reasons, we will call you for credit card information. Person to contact for credit card information: \_\_\_\_\_ Daytime phone number for card holder ( ) \_\_\_\_\_

## **6 Sign Contract, Submit Paperwork and Payment**

- Sign this contract in the space provided below.
- Mail signed contract to your state association office and postmark by the deadline (see deadline schedule). Go to: <http://bit.ly/StateDirectors> for your state office address and State Director contact information.
- Mail a check (payable to SkillsUSA) to the National Office address below. If submitting a purchase order for direct billing you may mail or fax copies to Patty Duncan at FAX 703-777-1306. (Invoices will be mailed to the specified contact person on the contract).

**The state association director must approve and sign the contract. Incomplete contracts cannot be processed.**

I have read and fully understand and agree to the terms set forth in this contract.

Authorized Person's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **7 State Association Director Approval**

As the State Association Director, I certify that the school(s) named in this contract is eligible to join SkillsUSA through the Total Participation Plan. This school has demonstrated its desire to run SkillsUSA as an integrated, educational program within the classroom, school or district. They have agreed to use the Professional Development Program to support student training and development through SkillsUSA's applied methods.

State Association Director:

- Keep one copy of each contract for your state association records.
- All contracts that do not meet the stated requirements will be returned to the state office. Affiliation is per school year (August to July) and institutional affiliation services begin once the national office processes the contract.

I have carefully reviewed this contract, and I certify that it meets ALL stated requirements.

State Association Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **MAIL TO NATIONAL OFFICE**

State Association Director: Mail signed contract and any enclosures.

School: Mail payment with a copy of the invoice and contract.

Address: Attn: Patty Duncan, SkillsUSA Inc., 14001 SkillsUSA Way, Leesburg, VA 20176-5494

## TPP Additional School Counts

List all schools with their student and professional totals that will be part of the Total Participation Plan below. The schools totals below should equal the number listed in the first section of the contract titled "Enrollment and Contact Information". Only the schools listed will be included as part of your TPP Contract.

Minimum of 25 students per school and one professional per training program per school required.

Example		Washington Technical School - Marion			
Address:		123 Main Street Marion, VA 23467			
# HS Students	# HS Professionals	# College/PS Students	# College/PS Professionals	# MS Students	# MS Professionals
100	10	30	3		

Primary school count (school name and address listed in section #1 "Enrollment and Contact")

Primary School/Institution:					
# HS Students	# HS Professionals	# College/PS Students	# College/PS Professionals	# MS Students	# MS Professionals

Additional Schools/Institutions:

School Name:					
Address:					
# HS Students	# HS Professionals	# College/PS Students	# College/PS Professionals	# MS Students	# MS Professionals

School Name:					
Address:					
# HS Students	# HS Professionals	# College/PS Students	# College/PS Professionals	# MS Students	# MS Professionals

School Name:					
Address:					
# HS Students	# HS Professionals	# College/PS Students	# College/PS Professionals	# MS Students	# MS Professionals

Please use document "TPP Additional School Counts" if you have other schools to list as part of the contract. Document is located at: <http://bit.ly/SkillsUSATPP>