

NOTICE: We have completed another highly successful Qualifying Exam session for 2008 with over 3,000 exams being completed by students from around the state. We are leaving this information here for those who are curious about the Qualifying Exam registration procedures.

1/4/08

Illinois SkillsUSA
Qualifying Exam Registration
From Larry Huck

Greetings and Happy New Year to all Illinois SkillsUSA Advisors,

Those of you that worked with the online Qualifying Exam Registration system last year will be pleased to see that there are almost no changes. However, please read through the following instructions to make sure everything goes as it should. The instructions are organized as a “check-list” that you can follow; so, you may want to print these pages. If you are new at this, or if you have any doubts at all, please contact me so I can help you make sure everything is done correctly. I am happy to walk you through the procedure over the phone while you are at your computer.

I can be reached at: (630)761-8268 and ldhflyguy@sbcglobal.net

Qualifying Exam Registration Closes at Midnight:

February 1, 2008

It is recommended that you set deadlines for students that are well before February 1.

Suggestion: Before starting the following procedures, prepare an organized, accurate list of each of the members that you will be registering to take a Qualifying Exam. That list should include the name of the contest for which each member wishes to take a qualifying exam. A list of the contest names is found at the Illinois SkillsUSA website by clicking “Registration Forms” followed by “7.0 Illinois SkillsUSA Contests – Codes – Etc.”. The website address is: www.illinoiskillsusa.org

Notes: 1) A member may be registered for and take up to two exams, provided that the member is enrolled in more than one training program or there are two contests that directly relate to the member’s single training program and the member is registered for both exams. A \$7.00 fee must be paid for each exam for which the member is registered. **When registering a member for two exams, you must specify which contest the member would “prefer” to compete in should they qualify to be in both.** A member who qualifies for two contests will only be allowed to compete in their “preferred” contest, unless the other contest does not fill up. Be sure your members understand this.

2) You may alter your registration online until registration closes. You will be expected to pay for the exams for which you have registered. Only people that are registered will be allowed to take exams.

- 1) **If you have not “submitted” your Membership online to National SkillsUSA, you should do this first. Qualifying Exam registrations will not be processed for anyone who is not currently listed as “submitted” on the online National registration system. See “Online Membership Registration/Rosters” at the Illinois SkillsUSA website for instructions on completing your Membership.**
- 2) Assuming that you have already submitted your Membership online to National SkillsUSA, you should enter the National SkillsUSA Registration System and navigate to the page with the 5 color tabs across the top. Select the “Conference” tab followed by “My Registrations” and at the “Filter Event” box select “IL Written Qualifying Exams”. (If you’ve forgotten how to get to the Registration System, use the link near the bottom of the Illinois SkillsUSA homepage or <http://www.skillsusa-register.org/Login.aspx>)
- 3) **First you must register yourself** so you don’t forget to do it later and so I will know which Advisor is submitting your school’s Qualifying Exam registration and which exam site you will utilize.

Follow these steps:

- a. Click on the “New Registrant” button on the left side of your screen. A “Registrant Details” page should appear with your school’s name on it.
- b. In “Select Division and Level” be sure “Professional” is selected so you will not be charged any registration fee for a test. In the “Reg. Type:” box select “Advisor”. You will need to supply your mailing address and date of birth to satisfy the registration system. Make sure your home phone number is supplied ...not your work number... in the box labeled “Home Telephone Number”.
- c. Go to the large rectangle at the bottom of the page and complete **“The Name of my Qualifying Exam Site is:”** with the **name, date, and time** for the exam site you will be attending. **The sites and times are listed in Carol Huck’s Memo regarding written testing. Carol’s Memo is part of “Advisor Memos, 4 – Written Qualifying Exams” at the Illinois SkillsUSA homepage.** This is the only time that you should give the name, date, and time for the test site. It will not be recognized if you put it any where else.

- d. Click the “Save Registration” button or the “Save” button at the top of the page.

Now for the Students

- 4) Click on the “New Registrant” button on the left side of your screen. A “Registrant Details” page should appear with your school’s name on it.
- 5) Near the top of the right column is a button labeled “Reg. Member”. Using the down arrow below the button will produce a list of all your members. Pick one of them that you wish to register for taking a Qualifying Exam and click on the “Reg. Member” button. This should automatically fill in the student’s Division, Level, First & Last Name, Complete Mailing Address, Home Phone Number and Date of Birth, if you supplied them when you submitted your Membership online.
- 6) a) Find “**Reg. Type**” and select “**Contestant**” – none of the others.
VERY IMPORTANT: When a member is being registered to take two exams, you must let me know which contest the member prefers to be in should they qualify to be in both. This is done by clicking the “**This is the Preferred Contest**” box which is located in the large rectangle at the bottom of the page being used to register the member for their preferred contest qualifying exam.
- b) Go to the bottom of the page and click the “Add Contest” button on the left side of the page. You should see your student member’s name and four fill-in boxes.
- c) The “Contest” box should now be used to select the correct contest name. The other 3 boxes should already be filled in correctly. If you see something wrong correct it. Now, click “Save” on this page.
- d) Click “Save” at the top of the “Registrant Details” page to complete the student’s exam registration.
- NOTE:** If you need to change the exam choice after you click “Save” for this or any member registered, use the “Edit” choice at the bottom left of the “Registrant Details” page for the particular member.
- 7) Go back to step “4” above and enter another member (or the same member if they are taking two exams) and another contest name by working your way back to this step. Repeat steps “4” through “7” for all exams for which you wish to register members to take.

IMPORTANT NOTE: You might discover that you can simply add another contest to the same member without leaving that member’s original “Registrant Details” page. **Please do not do this.** This will make your fee summary incorrect. You will not be able to specify a preferred contest. And, I will have to contact you about these matters. For the State Conference registration you will only need to enter a member once and you can register that member for multiple contests.

- 8) Finally! Click on the “Fee Summary” button at the top of the Registration Information” page. If all looks correct, print out the summary and mail it to me along with a school check for your registration fee total.

My address is: Larry D. Huck, Registration Consultant
Illinois SkillsUSA
1506 Hadley Drive
Batavia, IL 60510

- ◆ You may also wish to click on the “Registration Summary” button and print this out and show it to your students to have them verify that you have registered them correctly. You should do this before the registration deadline, in case you need to make changes.