

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



Champions at Work

1/4/08

Written Qualifying Exams for Illinois SkillsUSA Championships

08StateMEMO4

TO: Illinois SkillsUSA Advisors

FROM: Carol Huck, Written Skills Consultant

1. WRITTEN QUALIFYING EXAMS

The Illinois Qualifying Exams will be held on Friday and Saturday, February 22 and 23, 2008 at the locations indicated in this memo. The cost for the exams is \$ 7.00 per exam. There will be no officer exam fee for a student who is also taking another exam for a contest. The exams will be given in two parts. Part one will cover the skill area that the student is enrolled in, while part two will cover Professional Development Program knowledge. The PDP knowledge exam will be used as a tie-breaker at the contest entrance cut off line for the Written Qualifying Exams. It may also be used, if necessary, as a tie-breaker at the State SkillsUSA Championships. Be sure your students are aware of the PDP exam and come prepared to take this important exam. *To register your students for the written qualifying exams follow the instructions titled "Qualifying Exam Registration", which are located at the Illinois SkillsUSA website www.illinoisskillsusa.org.*

2. REGISTRATION DEADLINE

The registration deadline for the Written Qualifying Exams is February 1, 2008. Register online at the National SkillsUSA website. Remember all registration must be on time. If for some reason you cannot meet the deadline, you must call Larry Huck. Also, make sure you have submitted your membership on time before you register students for the Qualifying Exams. Only members of SkillsUSA should be registered to take exams.

It is recommended that you set deadlines for students that are well before February 1 and that you finish your online membership and exam registrations prior to February 1 in order to give yourself time to make changes/corrections to your exam registrations.

3. CONTESTS REQUIRING WRITTEN EXAMS

Check the updated 7.0 form on the Illinois SkillsUSA website for information regarding which contests require a written qualifying exam. The 7.0 form is found at the Illinois SkillsUSA website by clicking "Registration Forms" followed by "7.0 Illinois SkillsUSA Contests – Codes – Etc." Written exams **are required** for each of the contests that are in **bold lettering and have a "T"** (for test) after the contest name.

4. **RULES FOR MULTIPLE TESTS**

The Illinois SkillsUSA Board of Directors has ruled that a student enrolled in more than one Career and Technical course may take a qualifying exam in more than one area. However, the following guidelines must be followed. The student will be limited to two exams, must be registered for each exam, and must pay the \$ 7.00 testing fee for each exam.

When a student is registered for two written exams, the Advisor **MUST** indicate the contest the student would prefer on the online exam registration form. If the student qualifies to be in both contests on the day the exam results are published, the student will be allowed to enter the contest indicated as “preferred” by the Advisor. Advisors of students taking two written exams will be contacted to determine if their student would also like to be in the contest for the other exam they took, **if the contest times do not conflict and the additional contest is not completely filled by other exam takers.** There will be no exceptions to this policy.

5. **WRITTEN QUALIFYING EXAMS LOCATIONS AND DATES AND TIMES**

Friday, February 22, 2008 test site at 9:00 a.m. or 11:00 a.m.

College of Dupage, Carol Stream Campus at **9:00 a.m.** or **11:00 a.m.**

Carol Stream Community Education Center

500 N. Kuhn Road

Carol Stream, IL 60188

(630) 942-4888

(West side of Kuhn Road, north of North Avenue and south of Lies Road)

(Reminder: Your school must be registered for only one of the two specified times.

Be sure to indicate the time your students will be taking their exams.)

Friday, February 22, 2008 test sites at 6:00 p.m.

Lincoln-Way East H.S.

201 Colorado Ave.

Frankfort, IL 60423

(South of I 80 off Rt 45)

Capital Area Career Center

2201 Toronto Road

Springfield, IL 62707

(East of I 55)

Illinois Central College

One College Drive

East Peoria, IL 61635

(Off Route 24)

Saturday, February 23, 2008 test site at 9:00 a.m.

Libertyville High School

708 W. Park Avenue

Libertyville, IL 60048

St. Charles East H.S.

1020 Dunham Rd.

St. Charles, IL 60174

(Two blocks north of Highway 64)

Saturday, February 23, 2008 test sites at 10:00 a. m.

Southwestern College - Training Center

4950 Maryville Road

Granite City, IL 62040

Willowbrook High School

1250 S. Ardmore Ave

Villa Park, IL 60181

(Ardmore is west of Rt 83, off Roosevelt Rd.)

Saturday, February 23, 2008 test site at 2:00 p.m. (Only for TMA students, if necessary.)

Tooling and Manufacturing Association
1177 S. Dee Road
Park Ridge, IL 60068

6. **COLLEGE OF DUPAGE EXAM SITE**

Please be reminded that there are two different exam times at the College of DuPage on Friday. Those times are: 9:00 am and 11:00 a.m. **Schools must register for a specific time.** Students will not be allowed to test at both times, but only at the time for which their school is registered. This procedure helps to speed things up at this crowded exam site.

7. **INCLEMENT WEATHER**

It should be noted that seldom do we cancel exams because of the weather. However, just in case of an extreme case of bad weather, please note the following information. The general rule is that written exams are not canceled unless the exam site is closed because of a “snow day”. Any of the schools registered for a “closed” exam site will be notified of any make-up date, time, and place, but for those schools only. If Illinois SkillsUSA is notified that particular schools are closed and/or transportation will not be provided for those schools on the Friday test date, those schools will be informed of a make-up date and time. For the Saturday exams, again the general rule is “yes” the exams will be given unless Illinois SkillsUSA decides to cancel them.

If an Advisor is concerned because of the weather, he or she should call the Illinois SkillsUSA Office, Don Bauc at 708-479-8422, or the Written Skills Office, Larry and Carol Huck at 630-761-8268. There will be someone at either of these locations to answer your call or a recording will be on the answering machine giving the latest information regarding the written exams.

REMEMBER:

Please do not call the exam sites. They may not have the correct information on whether the written exams will be given. Please do not have individual high school students call for information. It is best if the Advisor, both high school and college/post-secondary, gets the information and /or advise us of any problem in their area and then gets the correct information to their students.

Advisors should attend the exam site with their students and be responsible for their students.

Very Important Information
follows on page 4 of 4.

IL SkillsUSA Exam Registration Instructions and Examination Information

Please carefully study all the following. There are changes every year.

All registrations must be done online at the National SkillsUSA registration site. Please follow the instructions located at the Illinois SkillsUSA website. The instructions are titled "Qualifying Exam Registration".

- ◆ Students must be "submitted" SkillsUSA members before they are registered for qualifying exams. **This means that your school's National SkillsUSA membership must be "submitted" online by February 1, 2008; and, the correct membership payment must be received at the National SkillsUSA Headquarters soon afterward. We check for Membership "submissions" before issuing Exam Tickets.**

Exam Registration closes at the end of the day February 1, 2008

You will be able to make changes/corrections to your online exam registrations until then.

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

- ◆ The exam registration fee is **\$7.00 per exam**.
- ◆ **Absolutely no registrations and no registration changes for examinations will be accepted at the exam sites.**
- ◆ Be sure to give the **correct location, date, and TIME** for your exams in your online registration.
- ◆ The most recent listing of all contests appears on the Illinois SkillsUSA website by clicking on "**Registration Forms**" followed by "**7.0 Illinois SkillsUSA Contests – Codes – Etc.**". Those contests that require a qualifying exam (not all do) are in **bold print** and followed by the letter "**T**".
- ◆ Students may take two qualifying exams, provided that they are enrolled in more than one training program or there are two contests that directly relate to their single program and they are registered for both exams **and \$7.00 is paid for each exam**.
- ◆ If a student is being registered for two contest qualifying exams, **the contest the student prefers to be in MUST be indicated by the advisor according to instructions titled "Qualifying Exam Registration" located at the Illinois SkillsUSA website.** If the student qualifies to be in both contests, the student will be allowed to enter the contest indicated as "preferred" by the advisor. Advisors of students taking two written exams will be contacted to determine if their students would also like to be in the contest for the other exam they took, if the contest times do not conflict and the additional contest is not completely filled by other exam takers. There will be no exceptions to this policy.
- ◆ All students running for office must take the officer qualifying exam. It covers SkillsUSA Knowledge and Parliamentary Procedure. The National "SkillsUSA Leadership Handbook" (2004 or newer), especially pages 3 - 27, should be studied. (There is no officer exam fee for a student who is also taking another exam for a contest. You may omit \$7.00 from your payment for each officer qualifying exam, if the student taking the officer qualifying exam is also taking a contest exam. Simply cross off the \$7.00 fee and correct the total on the "Fee Summary/Invoice" page that you can generate when you do your online registration at the National SkillsUSA website.)
- ◆ Any High School student planning to run for state office must be a sophomore or a junior with at least one full year of high school remaining. **High School offices open are: President, Secretary, and Treasurer. College/Postsecondary offices open are: President, Secretary, and Treasurer. Alumni offices open are: President, Vice-President, Secretary, and Treasurer.** **All officer candidates and their Advisors should read section 4 of the SkillsUSA Illinois Advisor's Handbook. Particular attention should be given to page 4.9.5. Page 4.9.5 is also available in the "Registration Forms" section of the Illinois SkillsUSA website.**
 - Each student **must have** an "IL SkillsUSA Written Exam Permit" slip at the exam site for each qualifying exam to be taken.
 - **Every student will complete a SkillsUSA Professional Development Knowledge exam at the exam site.** Make sure your students are aware of and prepared for it. These exams are used as tie-breakers. **They very often determine which students near the cutoff lines are accepted into contests.** A study guide is available from the State Director's office.
 - It is **IMPERATIVE** that each of your students **CORRECTLY** fills in the school code number and the test code number and the letters of their name on each of the "Scantron" sheets they receive at the exam site in order for their exam to be scored/scored correctly. Students will have their school code number on the "Illinois SkillsUSA Written Exam Permit" slips that advisors will be receiving with their testing registration confirmation. Exam code numbers are provided at the exam site.
 - Each student **must have** either 2 types of printed ID's or 1 picture ID (such as a driver's license) at the exam site.
 - **CELL PHONES, PROGRAMMABLE CALCULATORS, AUDIO OR VIDEO PLAYERS/RECORDERS, AND ANY TYPES OF STORAGE DEVICES may not be used for any purpose inside the examination rooms. They should be turned "off" and be out of sight if in the exam rooms. Non-programmable calculators are allowed.**
 - A "National Electrical Code" book is allowed to be used by those taking the Residential Wiring exam.
 - **Pencils will not be provided at the exam sites. Each student should bring two sharpened #2 pencils.**

IMPORTANT NOTICE: If the February 1, 2008, deadline absolutely can not be complied with, exceptions must be discussed with Larry Huck by phone prior to February 1, 2008.

- **VERY IMPORTANT NOTICE:** If there are any questions about your registration, **or if you do not receive your exam site registration confirmation and Written Exam Permit slips by Wednesday, February 13th,** contact Larry Huck at **Phone: (630)761-8268. ALWAYS give your home** and school phone numbers if you want a response to a message you leave.