

CEP LEVEL 2 COMPLETION GUIDE

Level 2 of the Chapter Excellence Program will grant your chapter the status of Bronze, Silver or Gold Chapter of Distinction. Your chapter's designation will be determined by the scoring of your application. Before beginning the level 2 application, your chapter must first complete the level 1 application. To earn level 2 recognition, your chapter must complete the following:

1. Conduct Chapter Officer Training

SkillsUSA Georgia has created a unique chapter officer training experience called [BOLT](#). BOLT meets all of the level 2 requirements. In addition, BOLT will train your officer team to lead a highly effective chapter with an emphasis on the CEP program.

2. Conduct a Chapter Recruitment Activity

This can be any activity designed to recruit potential members to join your chapter. SkillsUSA Georgia has launched a new initiative called the "Chapter Recruitment Challenge" This is a great tool to develop activities to help you complete CEP.

3. Members are engaged in committees within your chapter

Implementing committees within your chapter can lead to great planning and development opportunities. Committees are covered within SkillsUSA Georgia's [BOLT](#) chapter officer training.

4. Prepare to Participate in the State Leadership & Skills Conference

This is as simple as planning to attend and discussing competitive opportunities with chapter members well in advance to the State Leadership & Skills Conference.

5. Complete at least 7 of the 14 "Chapter of Distinction Indicators"

These items are indicators of a high-quality chapter.

- 75% of eligible students are SkillsUSA members
- Hold executive committee meetings with local chapter officers
- Conduct an activity to engage business and industry partners
- Students attend Fall Leadership Conference
- Chapter members attend one activity above the chapter level excluding, Fall Leadership Conference
- Present a report of chapter activities and accomplishments to the school board
- Hold SkillsUSA local technical area Championships
- Hold SkillsUSA local leadership/occupational area Championships
- Celebrate SkillsUSA Week through chapter activities
- Publish one or more articles in local media
- Provide a social media or web presence for your local chapter
- Have a candidate for state office
- Conduct chapter awards program or banquet on the local level, in which all members may attend
- Participate in the Career Essentials: Experiences
- Complete and record three Chapter Activities

6. **Complete activities within each of the three components of the SkillsUSA Framework**
As part of your application, you will be asked to identify three activities that your chapter has completed or plans to complete that emphasize each of the three components of the SkillsUSA Framework- Personal Skills, Workplace Skills and Technical Skills. These activities cannot be the same activities used in level 1 of the CEP application. Be sure to elaborate on these activities and connect them back to the SkillsUSA Framework.



IMPORTANT

The scoring outcome of your chapter's level 2 application isn't solely dependent upon the activity itself. When completing your application, be sure to reflect upon the activity, its goals and the essential element that was the chosen point of focus for the activity. The quality of your write up within your application has a direct impact on the scoring of your application. Be sure to review your application for spelling errors, grammatical mistakes as well as overall writing quality.