

CEP LEVEL 1 COMPLETION GUIDE

Level 1 of the Chapter Excellence Program will grant your chapter the status of “Quality Chapter”. This status is designed to recognize chapters who meet base standards of excellence. In order to complete level 1 of the Chapter Excellence Program you will need to complete the following:

1. Chapter Paid Membership Dues

If your chapter has submitted members that have paid their dues, this step is complete.

2. All Advisors Have Paid Professional Dues

ALL Advisors listed under your chapter’s membership must be paid professional members. Be sure to verify that no old/inactive advisors are listed under your chapter, as they will impact your ability to complete level 1.

3. The Chapter Elected Officers

Chapters must have identified an officer team in order to complete level 1 of the Chapter Excellence Program. You will be asked to identify these members as part of the application.

4. The Chapter Conducted Well Planned, Regularly Scheduled Meetings

In order to qualify the “Quality Chapter” status, your chapter must conduct well planned and regularly scheduled meetings. We recommend setting a chapter calendar to include meetings and other chapter events. This will aid you in your completion of levels 1 and 2 of the Chapter Excellence Program.

5. The Chapter Completed a Project Budget

This budget (template available here) is only a projection of your chapter’s expenses and income. There is no penalty for not adhering to the budget.

6. The Chapter Completed a Program of Work

The program of work for your chapter is simply a list of planned activities for the year. Holding a brainstorming session with your chapter officers to come up with programs for the year that revolve around the SkillsUSA Framework is a great place to begin.

To complete the level 1 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. As a note, the activities that you identify in level 1 of the application cannot be reused in level 2 of the application. As a general rule, you may wish to save “better” activities for the level 2 portion of the application.