2019–20 Total Participation Plan

Affiliation pricing and deadlines

The Total Participation Plan pricing includes students, professionals and a required educational resource cost. See the chart below to determine the total cost. The educational resource credit can be used to purchase the Career Essentials: Experiences or an eligible substitution product. Your school or district is required to pay and meet the minimum requirements for the entire agreement.

NOTE: You must have a school administrator username in the membership registration system to create the affiliation agreement online. Contact Patty Duncan at pduncan@skillsusa.org to set-up an admin username if you do not already have one.

PRICING:

<table>
<thead>
<tr>
<th>NO. OF STUDENTS</th>
<th>STUDENT Affiliation</th>
<th>EDUCATIONAL RESOURCES</th>
<th>PROFESSIONAL Affiliation</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-24</td>
<td>Not Eligible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 - 99</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 - 150</td>
<td>$395</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>151 - 250</td>
<td>$640</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>251 - 350</td>
<td>$1,312</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>351 - 500</td>
<td>$1,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>501 - 650</td>
<td>$2,185</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>651 - 750</td>
<td>$2,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>751 - 1,000</td>
<td>$3,045</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,001 - 1,250</td>
<td>$3,770</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,251 - 1,650</td>
<td>$4,425</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,651 - 2,000</td>
<td>$5,340</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,001 - 3,500</td>
<td>$5,900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3,501 - 5,000</td>
<td>$6,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5,001 - 7,500</td>
<td>$7,550</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7,501 - 10,000</td>
<td>$8,600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10,001 - 12,000</td>
<td>$9,955</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11,555</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The formula used for the minimum dollars you must purchase is:

$5.95 \times \text{the number of student affiliations.}$

NOTE: You must pay the retail price of the product you choose to order. Your required purchase may be more if the product you are purchasing costs more than the minimum formula calculated above.

The affiliation is inclusive of both your state and the national affiliations. Use the formula below to determine the cost per professional:

State affiliation PLUS $20.00 national

For state affiliation cost go to: http://bit.ly/SkillsU SATPP

Minimum of one professional for every 100 students.
2019–20 Total Participation Plan
Total Participation Plan Agreement

Be sure your school can comply with all the terms and conditions before completing the agreement online.

By submitting an affiliation plan online, you agree to:

- I agree to pay the appropriate Institutional Affiliation as outlined in this agreement, and to purchase the required Career Essentials: Experiences materials to support my program. If I do not order Career Essentials: Experiences, I will substitute an order of equivalent value for approved SkillsUSA Educational Resources or Career Essentials: Assessments.

- 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 to integrate SkillsUSA and Career Essentials: Experiences 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 at least one professional for every 100 students. 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.

- This is an institutional affiliation; therefore, all benefits are provided only to individuals registered as part of this affiliation. The affiliation and all the benefits cease immediately once an individual departs the institution for any reason.

- Affiliation pricing: includes student and professional affiliation and educational resources. I understand that students or professionals added to the SkillsUSA website any time after the initial affiliation plan is signed are subject to additional billing charges and that my school is liable for paying for duplicate member names.

DEADLINES and action needed:

<table>
<thead>
<tr>
<th>DEADLINES</th>
<th>Action Needed</th>
<th>Description and Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 15</td>
<td>Affiliation Incentives</td>
<td>To receive full services from SkillsUSA (including SkillsUSA Champions and professional affiliation incentives) TPP affiliations must be submitted and all students and professionals must be registered online within the SkillsUSA website.</td>
</tr>
<tr>
<td>Dec. 01</td>
<td>*TPP affiliation due to your State Association Director. *All First Semester students and professionals registered online.</td>
<td>*All Total Participation Plan (TPP) affiliations must be submitted for approval online within the SkillsUSA membership website. *All first semester students enrolled in your schools CTE program and all professionals should be registered as members online within the SkillsUSA membership website. *Order Career Essentials: Experiences or a substitution product for each student on the plan. Credit forfeited if orders not placed by June 1st of end of school year.</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Online affiliations due to National office online.</td>
<td>State Directors should approve and submit all TPP affiliations online within the SkillsUSA membership website.</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>All Second Semester students registered online.</td>
<td>All second semester students enrolled in your schools CTE program and all professionals should be registered as members online within the SkillsUSA website.</td>
</tr>
</tbody>
</table>

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ORDERING PROCESS for the REQUIRED EDUCATIONAL RESOURCES

NOTE: Once you select a product for your plan and are invoiced as part of your affiliation purchase you cannot change to another product. Credit is forfeited if orders are not placed by June 1st of the current school year.

Career Essentials: Experiences: By agreeing to the affiliation you agree to purchase and integrate the Career Essentials: Experiences to support your program.

  - During the ordering process; select PO as your form of payment. In the PO number box type; your TPP invoice number (i.e. T79018).
- SkillsUSA discount price of $15 per Fundamental (year one) or Advanced (year two) Experiences for the number of students and professionals registered the previous year within the SkillsUSA membership website. All vouchers valid for one year. Full price is $25 for one-year access. (The number of discounts per member can be updated to current year by contacting the support desk)

- Pre-orders (Placing orders before your TPP contract has been completed). We recommend you begin implementing the Career Essentials: Experiences early in the school year (August or Sept.) to ensure the students have enough time to complete.
  - Follow the instructions above and select PO as your form of payment. In the PO number box type; Pre-order TPP.

Order Support: Contact the Career Essentials support desk for technical support and assistance with ordering at 1-844-875-4557 or careeressentials@skillsusa.org

- If you do not order Career Essentials: Experiences, you can substitute an order of equivalent value with Career Essentials: Assessments or with approved SkillsUSA Educational Resources from the SkillsUSA catalog.

Substitution option #1: Career Essentials: Assessments

- View all available assessments and order at [http://www.careeressentials.org/assessments](http://www.careeressentials.org/assessments).
  - During the ordering process; select PO as your form of payment. In the PO number box type; your TPP invoice number (i.e. T79018).
- SkillsUSA discount price of $12 per assessment for the number of students and professionals registered the previous year within the SkillsUSA membership website. All vouchers valid for one year. Full price is $22 per assessment valid for one year. (The number of discounts per member can be updated to current year by contacting the support desk)
- Not eligible for purchase with TPP credit: Automotive (ASE)

Order Support: Contact the Career Essentials support desk for technical support and assistance with ordering at 1-844-875-4557 or careeressentials@skillsusa.org

Substitution option #2: SkillsUSA Educational Resources from the SkillsUSA catalog

- View the SkillsUSA Educational Catalog at [www.skillsusa.org/store](http://www.skillsusa.org/store)
2019–20 Total Participation Plan

- During the ordering process; in the ordering instructions, freeform area indicate that you are using TPP credit. Select PO as form of payment, in the box for Purchase Order number type: TPP along with your TPP invoice number (i.e. TPP T79018).

- **Not eligible for purchase with TPP credit:** Quiz Bowl Timing Tools, OSHA training course, CareerSafe and products on the SkillsUSA Clothing website.

Order Support: Email Rhodge@skillsusa.org for technical support and assistance with ordering.

Additional Educational Resource or Career Essentials Suite orders

Educational Resource Orders placed over the TPP invoiced amount are considered a standard product order where a new form of payment is required. Career Essentials: Experiences and Career Essentials: Assessments require a secured form of payment at the time of order. Acceptable forms of payment to secure the order is a valid Purchase Order (PO) or credit card payment.


Steps to create an online agreement:

**NOTE:** You must have a school administrator username in the membership registration system to create the affiliation agreement online. Contact Patty Duncan at pduncan@skillsusa.org to set-up an admin username if you do not already have one.

1. Launch to: [http://www.skillsusa-register.org](http://www.skillsusa-register.org)

2. Create a logon to the registration website if you do not already have one by clicking the button *Create Login*.
   
a. In the creation process select the school/organization name that the agreement will be created under.

3. Next logon using your email address (username) and password you created for your username.

4. At the top of the screen click the menu *Membership>*TPP/Campus Affiliation
5. Click the button *Clone Agreement from Last Year* or *Create New Affiliation*
   a. Clone Agreement copies contact information, billing, all schools on plan and number of members based on actual students and professionals registered previous year. Update each field with changes for this year's agreement.
   b. New Agreement provides a blank agreement in which you will complete with estimated students and professionals on the agreement.

6. Click the *Edit* button in upper left corner to complete or update the contact and billing information.

7. In the *Schools on Affiliation* section click the *Edit* button and complete the Estimated students and professionals for both first and semester members, *i.e.* columns *Est. Student* and *Est. Professionals.*
   a. *NOTE:* Cloned agreements will be pre-filled with last year's member counts.

8. The *Edit* button will turn to *Update* when in editing mode. Click *Update* once completed.

9. If multiple schools are on the agreement; at the bottom of the screen, select the school(s) from the drop-down menu and click the button *Add School.* Complete the step above to add the estimated number of members.

10. Click button *Review Fees* and input your required Educational Resources selection. *NOTE: Once you are invoiced you will not be able to change your Educational Resource selection.*

Example of screen:

11. Click the button *Submit for Approval* to complete the agreement.
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12. Once you complete the agreement you will not be able to make changes. The SkillsUSA State Director will approve and accept the affiliation agreement online. You will receive notification via email when the State Director has approved. **Once you receive the notification your school will be able to submit members.**

13. The State Director will submit the agreement for final approval to the national office. Once approved you will be emailed an invoice for the affiliation agreement. Please forward to your accounting department. Payment is due 30 days from invoice date.
   a. Note: invoices are accessible online in the affiliation detail screen of your agreement and in the add/edit screen of the registration website.

14. To revisit the site with the agreement details and invoice return to the registration website> *Membership*>TPP/Campus Affiliation.

**Questions on the Affiliation plan?** Contact Patty Duncan at pduncan@skillsusa.org or 703-737-0635