

# District Leadership & Skills Conference Registration Guide 2024

## Important Dates

A recommended list of important dates and actions needed for the District Leadership & Skills Conference. Please note this list does not supersede any dates or deadlines published by the state or national office.

Date	Activity
December 1	Registration Opens
January 12	Registration Closes
Jan 13 - Feb 8	Registration Adjustment Window
Jan 15 - Feb 9	Online Objective Testing Window
February 16	Awards Announcement
March 1	Payment Deadline

## General Information

The SkillsUSA Iowa District Leadership & Skills Conference is designed to qualify competitors in certain events that have a limited number of seats at the State Leadership & Skills Conference.

Date	Time	Location	Cost
January 15 - February 9	Monday - Friday 7 AM - 7 PM	Testing administered at local school	Members: \$10 per contest enrolled Advisors: \$0

## Registration Information

Conference registration is open from December 1 through January 12 at 5 PM in the conference management system, [SkillsUSA Register](#). For registration and membership assistance with SkillsUSA Register, please contact Customer Care. Customer Care can be reached M/W/F - 7 AM - 4 PM and T/Th 7 AM - 6 PM at 844-875-4557 or [customercare@skillsusa.org](mailto:customercare@skillsusa.org).

### Registration Dates

December 1 - Registration Opens  
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 February 16 - Awards Announcement  
 March 1 - Payment Deadline

member & paid by the registration deadline. Every chapter must register an advisor or qualified adult with competitors. Important conference communications are sent to each registered chapter's advisor and qualifying adult registrants.

### Registration Eligibility

Every competitor at the District Leadership & Skills Conference MUST be a registered

#### Checks

Checks should be made out to SkillsUSA Iowa and mailed to:  
 SkillsUSA Iowa  
 PO Box 481  
 Ankeny, IA 50021

### Conference Payments

#### Credit Card Payments

A 3% credit card convenience fee will be added to the invoice. If requesting to pay by credit card, please email [statedirector@skillsusaiaowa.org](mailto:statedirector@skillsusaiaowa.org) for an updated invoice and payment link.

#### Late Fee

A 10% late fee will be added to the invoice if payment is not RECEIVED by March 1.

### Registration Adjustment Window

After the registration deadline of January 12, any changes to the chapter registration will be charged \$15 per attendee change. Any attendee additions after the registration deadline will be charged the registration fee plus a \$15 per member fee. After February 8, no changes or additions can be made to the registration.

Name	Change	Fees & Costs
Attendee 1	Add registration, add events	\$15 fee + \$10 registration
Attendee 2	Change event(s)	\$15 fee
Attendee 3	Drop event, delete registration	No fee, no refund provided

## Contests Offered & Entries

The District Leadership & Skills Conference offers contests that require a qualification process for the State Leadership & Skills Conference based on the number of maximum entries allowed in the contest. Contest limits are based on spacing requirements, equipment needs, and a final decision made by the technical committee. The District Leadership & Skills Conference does not limit the number of competitors a chapter may enter in each contest. Additionally, a student competitor may only compete once in each of the contests offered at the conference. The following events are offered at the District Leadership & Skills Conference.

Contest	Advance to SLSC	Questions	Time Limit
Automotive Service Technology	Top 44	50 questions	45 minutes
Carpentry	Top 25	50 questions	45 minutes
Welding	Top 50	50 questions	45 minutes

## Online Objective Tests

Online objective tests will be taken during the District Leadership & Skills Conference at each local high school. Objective Tests are taken via an online testing platform. Information about the online testing events will be sent to advisors after the close of registration. Please ensure computers with internet access are available during this window for members to test. Testing at the district level is proctored and students must take the test with a proctor. All tests are 50 questions and are timed with a 45-minute time limit in one sitting. The testing platform is set up with many fail safes to reduce cheating and uphold testing integrity. Please remind students of this and the penalties associated with cheating in competitive events. **The online testing window is January 15 - February 9, 2024, with hours of 7:00 AM - 7:00 PM CT during the testing window.**

## Skills & Technical Demonstration

For the 2024 District Leadership & Skills Conference, the contests will only include an online objective test. There will be no technical or skills demonstration component to the contest.

## State Leadership & Skills Conference

Competitors who compete and qualify for the State Leadership & Skills Conference will be notified on February 16, 2024, with the awards announcement. Competitors who participated and qualified in tests may choose to compete in that specific event at the State Leadership & Skills Conference or may choose a different event.

## Forms, Policies, and Procedures

To create a safe and meaningful educational environment and experience for all attendees, SkillsUSA Iowa has adopted the following forms, policies, and procedures.

### Conflict of Interest Policy

SkillsUSA Iowa requires all board members, officers, volunteers, and key employees to act in the best interest of SkillsUSA Iowa at all times. To view the full policy, click [here](#) or go to [skillsusaiowa.org/advisor](http://skillsusaiowa.org/advisor).

### Non-Discrimination Statement

SkillsUSA Iowa will not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family, or marital status in its programs, activities, or employment practices. To view the full statement, click [here](#) or go to [skillsusaiowa.org/advisor](http://skillsusaiowa.org/advisor).

### Accommodations

For members that require accommodations, complete this portion in the registration system for each member/attendee. Students may need accommodations including wheelchair access, interpreter services, food allergies, 504 plans authorized under Section 504 of the Rehabilitation Act of 1973, or Individualized Education Programs authorized by The Individuals with Disabilities Education Act (IDEA) determined accommodations.

### Whistleblower Policy

SkillsUSA Iowa aims to provide employees with an avenue for raising such concerns and to reassure such employees that they'll be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, employee, or agent of SkillsUSA Iowa. To view the full policy, click [here](#) or go to [skillsusaiowa.org/advisor](http://skillsusaiowa.org/advisor).

### Americans with Disabilities Act (ADA)

SkillsUSA Iowa will make all reasonable accommodations necessary for all students to compete. During the registration process, please indicate any accommodations on an individual student's registration. A representative from SkillsUSA Iowa will reach out to confirm your accommodation request after the close of registration.

### Online Integrity Policy

SkillsUSA Iowa is committed to providing a safe, productive, and welcoming environment for all meeting participants and SkillsUSA Iowa staff. To view the full policy, click [here](#) or go to [skillsusaiowa.org/advisor](http://skillsusaiowa.org/advisor).