



National Advisor of the Year Program

State Director Guide

(State-Selection Process Managed Outside of AOY Portal)

The SkillsUSA Advisor of the Year program recognizes professional members who actualize the organization's mission of empowering students to become world-class workers, leaders, and responsible American citizens.

SkillsUSA uses an online application for the National Advisor of the Year (AOY) program. Each State Director can enable this feature on the Registration website to allow Advisors to initiate AOY applications online and submit them for the State Director to judge or State Directors can use their own process to select their state AOY and then submit their recipient through that AOY portal. These instructions will assist in understanding how to configure the website settings, complete the AOY application, handle judging for State-level applications, and advance your State-level winner on to the Regional competition.

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PROCESS OVERVIEW

There are three levels of 'competition' leading up to the National Advisor of the Year (AOY) award:



1. State Directors have the option of using this online AOY portal (through the membership website) to collect and judge applications from schools throughout their state to select a "State Winner". If you choose not to use this online portal for collecting and scoring State-level AOY nominations, you will need to identify your own State-level winner and then follow the steps in this document to complete the application for advancement on to the Regional competition.
2. The State Director advances a single State Winner application on to the Regional competition. All nominations received by the National Office will be grouped by region and sent to a panel of judges. The panel will be comprised of business and industry, education leaders and national staff. The panel will score applications with the application rubric and select five Regional Advisors of the Year. Once state associations have had an opportunity to notify their recipients, the five Regional winners will be [posted online here](#). The National Office will also send an official letter to recipients.

3. The five Regional winners are then invited to be interviewed at the National Leadership and Skills Conference in June, where one of them will be selected as the National Advisor of the Year.

ADVISOR OF THE YEAR QUALIFICATIONS

- Chapter Excellence Level 2: Chapter of Distinction

In order to submit an AOY application, the Advisor's school or section must have completed Level 2 of the Chapter Excellence Program and submitted that CEP Application online at <https://www.skillsusa-register.org/>. More information on the Chapter Excellence Program can be found here: <https://www.skillsusa.org/programs/chapter-excellence-program/>

- Joined Professional Member of SkillsUSA

In addition, the AOY nominee must have joined SkillsUSA as a Professional Member in the year of their National nomination.

Note: An exception to these requirements may be made if the Advisor has retired during or prior to the year in which they are being submitted for National AOY consideration. The Advisor must have been a paid Professional member and met the minimum CEP requirement during their last year of teaching. A letter from an administrator stating the date of retirement must be submitted to Taryn Zeigler at tzeigler@skillsusa.org.

Steps to Submit:

1. Select your State Advisor of the Year

2. Gather letters of support

The advisor being advanced will need to collect the three required letters of support (student letter, administrator letter and letter from you (their state director)).

3. Select a timeframe to open the AOY application

Work with the advisor to select a window in which their application will be open for their completion (we recommend agreeing upon a date AFTER your state CEP deadline to avoid other advisors completing the AOY application).

4. Open your Advisor of the Year applications

When logged in as a State Director, use the Edit State Office screen to "Allow AOY Applications"

#	State	Division	Director Email	Dues Sec Stu	Dues Sec Pro	Dues Pos Stu	Dues Pos Pro
VA	B		director@skillsusava.org	\$4.50	\$7.00	\$4.50	\$7.00
State: <input type="text" value="VA"/> First Name: <input type="text" value="Scott"/> Director Email: <input type="text" value="director@skillsusava.org"/> State Address1: <input type="text" value="121 Maryland Avenue SW"/> State City: <input type="text" value="Leesburg"/> Office Phone: <input type="text" value="540-555-1212"/> Fax Number: <input type="text"/> Dues Sec Stu: <input type="text" value="\$4.50"/> Dues Pos Stu: <input type="text" value="\$4.50"/> Dues Mid Stu: <input type="text" value="\$4.50"/> NLSC / WLTI Fee Stu: <input type="text" value="\$100.00"/> Deadline: <input type="text" value="3/1/2020"/> <input type="button" value="▼"/>				Division: <input type="text" value="B"/> Last Name: <input type="text" value="Director"/> State Office Name: <input type="text" value="SkillsUSA Virginia"/> State Address2: <input type="text"/> State Zip: <input type="text" value="20175"/> Cell Phone: <input type="text" value="540-778-7878"/> Dues Sec Pro: <input type="text" value="\$7.00"/> Dues Pos Pro: <input type="text" value="\$7.00"/> Dues Mid Pro: <input type="text" value="\$13.99"/> NLSC / WLTI Fee Pro: <input type="text" value="\$100.00"/> TPP Essentials Fee: <input type="text" value="\$3.95"/> Allow TPP: <input checked="" type="checkbox"/> Allow Student Demographics: <input checked="" type="checkbox"/> Show Shirt Size: <input type="text" value="1"/> Allow Student Self-Reg: <input checked="" type="checkbox"/> Confirm New Schools: <input type="checkbox"/> Allow AOY Applications: <input checked="" type="checkbox"/>			
<input type="checkbox"/> Allow AOY on Prior Year CEP: <input type="checkbox"/>							

There are two settings on the Edit State Office page for configuring Advisor of the Year settings, as shown above:

Allow AOY Applications: You will need to turn this setting on so your advisor can complete the AOY application.

Allow AOY on Prior Year CEP: In order to achieve the regional or national level award, advisors must be current CEP Level 2 recipients and paid professional members during the year in which they would be announced as an ambassador of the organization. Some states want to allow advisors to begin their application based on the PRIOR school year instead of the CURRENT school year. By enabling this option, you can allow an Advisor who submitted a Level 2 CEP *LAST* year to launch their Advisor of the Year application whether or not they have started or submitted a CEP Level 2 application for *THIS* year but note that the Advisor **must submit their Level 2 application for the current year** to be eligible for the regional or national level award.

5. Completing the Application

There are six primary essay-type questions to complete for each AOY application. The advisor should enter their responses for each question, clicking Save periodically. Advisors may find it easier to craft answers to these questions in an offline Word document then copy/paste answers into the website.

Once the state director has opened AOY applications (instructions above), the advisor will be able to create their application by clicking on the Chapter Excellence Program icon on their homepage (<https://www.skillsusa-register.org/>) and then clicking “Create New AOY App”.

6. Uploading Support Letters

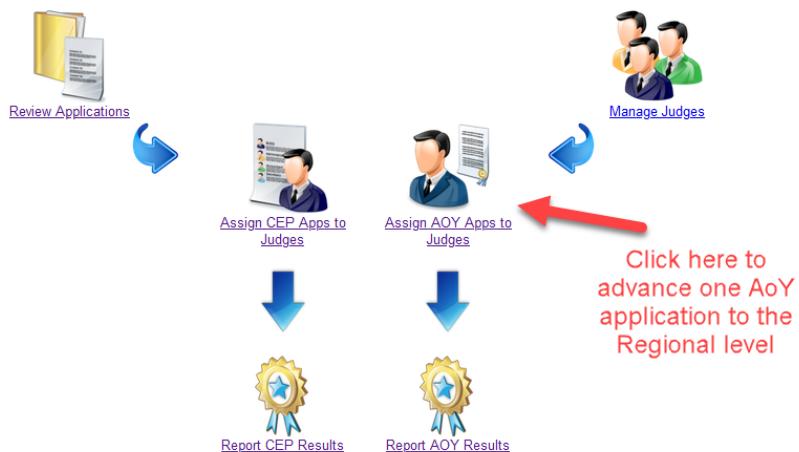
In order to advance an application to the Regional level, the advisor must upload the three letters of support, one from a School Administrator, one from a Student, and one from you, the SkillsUSA State Director.

7. Submitting the Application

Once all six questions have been completed, the advisor is ready to submit the application. Once the advisor has submitted, the application is no longer editable by the Advisor, but the State Director can still make changes until it is advanced to the Regional level.

8. Advance the AOY Application to the Regional Level

To advance your State's application to Regional, click the Chapter Excellence Program icon on the main landing page, and then select "Assign AOY Apps to Judges" as shown below:



On the Advisor of the Year Judge Assignments page, first click the drop-down list to choose a single nominee application, then click the "Advance to Regional" button:

SkillsUSA

Main Membership Conference Alumni State Director Help Logout

Advisor of the Year Judge Assignments

Then click to Advance this App

CEP Home Watch Video

Use this page to assign AOY Applications waiting to be judged to specific Judges, and also to select your single State-application to Advance to the Regional competition.

To add a group of Applications and assign to Judges, select an Application, enter a number of Judges and click 'Add Assignments'. Charlotte Rouge # Judges to add: 1 Add Judges Advance To Regional

The table below contains your current list of Chapter Excellence Level 2 Applications that are assigned to Judge Select one AOY APP to submit to the Regional level

ID	App#	School	Nominee	App Status	Level	Judge Assigned	Score Status	Pick Judge
108	1001	Greene County Tech Education	Charlotte Rouge	SCORED	State	wdtripp@gmail.com	SCORED	Pick Judge

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** App Status Definitions: ** SCORE Status Definitions:

First choose a single nominee application

9. Close your Advisor of the Year applications

Once you have advanced your State's AOY application, log in as a State Director, use the Edit State Office screen to un-check "Allow AOY Applications" box. This will disable advisors from creating applications until you are ready to repeat the process next year.

Edit State Office Details

#	State	Division	Director Email	Dues Sec Stu	Dues Sec Pro	Dues Pos Stu	Dues Pos Pro
	VA	B	director@skillsusa.org	\$4.50	\$7.00	\$4.50	\$7.00
State:		VA	Division:		B		
First Name:		Scott	Last Name:		Director		
Director Email:		director@skillsusava.org	State Office Name:		SkillsUSA Virginia		
State Address1:		121 Maryland Avenue SW	State Address2:				
State City:		Leesburg	State Zip:		20175		
Office Phone:		540-555-1212	Cell Phone:		540-778-7878		
Fax Number:			Dues Sec Pro:		\$7.00		
Dues Sec Stu:		\$4.50	Dues Pos Pro:		\$7.00		
Dues Pos Stu:		\$4.50	Dues Mid Pro:		\$13.99		
Dues Mid Stu:		\$4.50	NLSC / WLTI Fee Pro:		\$100.00		
NLSC / WLTI Fee Stu:		\$100.00	TPP Essentials Fee:		\$3.95		
Deadline:		3/1/2020	Allow TPP:		<input checked="" type="checkbox"/>		
Show Shirt Size:		1	Allow Student Demographics:		<input checked="" type="checkbox"/>		
Allow Student Self-Reg:		<input checked="" type="checkbox"/>	Allow AOY Applications:		<input checked="" type="checkbox"/>		
Confirm New Schools:		<input type="checkbox"/>	Allow AOY on Prior Year CEP:		<input type="checkbox"/>		
Allow AOY Applications:		<input checked="" type="checkbox"/>					

That's it! From there the National Office staff will process those State-level winners and run the Regional round of judging to select which nominees will be invited to the National Advisor of the Year interviews.

Questions about the AOY process?

support@skillsusa-register.org