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| **Checkbox** | **Date** | **Checklist Item** | **Notes** |
| ⬜ | October 30 | Registration Deadline. | * Registration instructions can be found here: [FLC Registration](https://www.utahskillsusa.org/flc--fall-leadership-conference.html) |
| ⬜ | By October 30 | All FLC Participants Build Profile in SkillsUSA CONNECT by this date. | * Participants will need to create an account in SkillsUSA CONNECT, as this is where the conference will be hosted. * Make sure that students use the same email address that was provided during registration. * This is also where they will take their Framework Essential Element Assessment. |
| ⬜ | By October 30 | Complete Essential Element Assessment in SkillsUSA CONNECT. | * Each participant needs to complete the assessment by the conference deadline. * Students will be placed in workshops based on their Essential Element Assessment results. |
| ⬜ | November 3 | Complete Framework Certification Module in SkillsUSA ABSORB. | * Participants will be enrolled in ABSORB shortly after the   registration deadline. Participants will receive an email when their enrollment is complete.   * SkillsUSA’s Framework Certification is an e-learning module where participants will learn about SkillsUSA and how it ensures the development of world-class workers, leaders and responsible American citizens through the SkillsUSA Framework. |
| ⬜ | November 3 | Complete SkillsUSA Statesman Quiz in SkillsUSA ABSORB. | * Participants can access the Quizlet in SkillsUSA CONNECT to learn SkillsUSA Knowledge that will be helpful to complete the assessment * The Statesman Assessment is a SkillsUSA knowledge test. It is SkillsUSA’s virtual twist on what is a customary statesman award earned at Fall Leadership Conference. |
| ⬜ | November 6 | Payment Deadline | * Print two (2) copies of your final invoice. One (1) for your records, and one (1) to send with a check to: * SkillsUSA Utah   Attn: Richard Wittwer  4318 West 1275 South  Cedar City, UT 84720   * Or to pay via credit card: * Contact Jennifer Streker   (801)540-4342 - strekerj@gmail.com  \*There is a 3% Fee if you choose to pay your invoice via Credit Card |
| ⬜ | November 6 | Ensure Each Student Has Required Resources. | * Students should have a computer or Chromebook with a web camera and a cell phone. * Make sure these resources are working properly to ensure success during the conference. |
| ⬜ | November 9 | Conference pre-work is due at 5:00 pm. | * The pre-work includes:   + Must complete the Framework Certification in SkillsUSA ABSORB.   + Must complete the SkillsUSA Statesman Quiz in SkillsUSA ABSORB. |
| ⬜ | November 10 | Virtual Fall Leadership Conference Date | * The conference will be held from 9:40 AM - 3:30 PM. * You can view the agenda on pg. 5: Advisor [Guide](https://www.utahskillsusa.org/uploads/8/1/2/7/81273014/flc_advisor_guide.pdf) |