

FALL LEADERSHIP CONFERENCE CHECKLIST

Checkbox	Date	Checklist Item	Notes
<input type="checkbox"/>	October 30	Registration Deadline.	<ul style="list-style-type: none"> Registration instructions can be found here: FLC Registration
<input type="checkbox"/>	By October 30	All FLC Participants Build Profile in SkillsUSA CONNECT by this date.	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	By October 30	Complete Essential Element Assessment in SkillsUSA CONNECT.	<ul style="list-style-type: none"> Each participant needs to complete the assessment by the conference deadline. Students will be placed in workshops based on their Essential Element Assessment results.
<input type="checkbox"/>	November 3	Complete Framework Certification Module in SkillsUSA ABSORB.	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	November 3	Complete SkillsUSA Statesman Quiz in SkillsUSA ABSORB.	<ul style="list-style-type: none"> 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.

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<input type="checkbox"/>	November 6	Payment Deadline	<ul style="list-style-type: none"> • 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
<input type="checkbox"/>	November 6	Ensure Each Student Has Required Resources.	<ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	November 9	Conference pre-work is due at 5:00 pm.	<ul style="list-style-type: none"> • The pre-work includes: <ul style="list-style-type: none"> ○ Must complete the Framework Certification in SkillsUSA ABSORB. ○ Must complete the SkillsUSA Statesman Quiz in SkillsUSA ABSORB.
<input type="checkbox"/>	November 10	Virtual Fall Leadership Conference Date	<ul style="list-style-type: none"> • The conference will be held from 9:40 AM - 3:30 PM. • You can view the agenda on pg. 5: Advisor Guide