WORKPLACE SKILLS ASSESSMENT PROGRAM
PILOT PROCEDURE

Step 1 **A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT** be completed by the person proposing the event in coordination with their State Advisor and their CEAC representative(s). This form will be located on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines.

Step 2 **Summer:** At the summer meeting, a need for a new event is presented and supported by a majority of members of SAAC and CEAC. A minimum of two states must agree to pilot the proposed event at either/or both regional and state levels. The proposed event is recommended for Board approval.

Step 3 **Summer:** The proposed event is presented to the Board of Trustees for review and action. If approved, authors will be contracted by the National Center to write all levels of the pilot event and evaluation instruments for pilot states to complete.

Step 4 **Fall:** The regional and state levels of the pilot event are distributed to all state organizations. Other states, in addition to the two initial states that agreed, may decide to pilot the event and must inform the National Center by the designated deadline. Any state who agrees to pilot the new event understands it has *not* been through the CEAC auditing procedure and, thus, agrees to accept and administer the event as received.

Step 5 **Spring:** Proposed event is piloted in at least two states at their spring conference. Event may also be piloted at the regional level, if desired. Each piloting state will conduct an evaluation to be administered immediately upon completion of the contest. Evaluations should be completed by:
   a. All participants
   b. Administrators, proctors, graders, judges
   c. State CEAC representatives
   d. State Advisors

Step 6 **Spring:** Proposed event is piloted at NLC.
   a. Only students who competed in the pilot event at the state conference may compete in the pilot event at NLC.
   b. The number of entries per state in the pilot event will be the same as any other event in the same category.

Step 7 **NLC:** Participants in the pilot event at NLC will be recognized in the same way as participants in other events in the same category.

Step 8 **NLC:** At the conclusion of the pilot, the following groups will evaluate the event:
   a. All participants
   b. Administrators, proctors, graders, judges
   c. CEAC members present
   d. SAAC members present

Step 9 **Summer:** At the summer meeting, the proposed new event will be audited by CEAC and submitted for Board review. Joint CEAC and SAAC recommendations will also be submitted for review. If approved by the BOT, authorship will be assigned by the Director of Education and an addendum to the Guidelines will be sent to all states.

WORKPLACE SKILLS ASSESSMENT PROGRAM
NEW EVENT PROPOSAL

NOTE: THE REGIONAL LEVEL TEST MUST BE SUBMITTED WITH THE NEW EVENT PROPOSAL

Proposed By:	**E-mail Address:**
Contest Name:	
Career Cluster/Pathway:	

Description:

Competencies: (Specific skills needed to compete in this event)

Source/Organization/Agency	Acronym	Website or Location of Information	Section, Chapter, etc. Referenced in Performance Standards	Date of Edition or Version
States Career Cluster Initiative	SCCI	www.careerclusters.org		
National Business Education Association Standards	NBEA	www.nbea.org		
Common Core Standards	CCS	www.corestandards.org/the-standards		
21st Century Skills	C21			
All Aspects of the Industry	AA			
Other (as applicable)				

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)		SCCI	NBEA	CCS	C21	AA	Other
List all event specific objective and indicate linkage to a national standard							

All Aspects of Industry

AA1	- Planning	AA4	- Technical and Production	AA7	- Community Issues
AA2	- Management	AA5	- Principles of Technology	AA8	- Health, Safety, and Environment
AA3	- Finance	AA6	- Labor Issues	AA9	- Personal Work Habits

List of Major Instructional Resources: (websites, textbooks, essential equipment, reference materials, supplies)

Resources: www.bpa.org Business Professionals of America

Rationale: (Explain need for new event and how it furthers the mission of the Workplace Skills Assessment Program.)