Item #1: Membership Reminder - Deadline is January 31, 2020

This is a reminder that you must submit your SkillsUSA Maryland membership information by January 31, 2020. The instructions provided by SkillsUSA are listed below. When you finish the online membership process be sure to press the “Submit” button and delete any previous year’s membership information before logging out.

**For schools using block (fall/spring semester) schedules ONLY:**
Chapters currently welcoming new spring semester members will have until February 8, 2020, to add new members to the 2019-20 membership rosters. Chapters using a block (semester) schedule must submit Fall semester membership information by the regular January 31 deadline.

**How to Register Members Electronically**
Register students and professional members quickly and easily on the SkillsUSA National website. Using online registration makes it easier to register for state or national conferences later in the year.

**To register electronically, follow these steps:**
1. Before you begin, obtain a purchase order number, a credit card (MasterCard or VISA) or a check number in order to pay for your membership.
2. Prepare your list of students and professional members.
3. **Login at www.skillsusa-register.org.** Type in e-mail address and password, then go to the Membership tab. If you are a New User: Click Create Login. Select your state, select your school and answer the questions to create your password.

**Registration Support Resources (Steps to register individual members or multiple members in a batch upload):**
Quick tip registration videos:  [https://www.skillsusa.org/membership-resources/join/](https://www.skillsusa.org/membership-resources/join/)
Quick Start Guide for registering members:  [https://www.skillsusa.org/membership-resources/membership-kit-2/](https://www.skillsusa.org/membership-resources/membership-kit-2/) (step #5)

**New Chapter (school):** If you are a new chapter and your school is not shown in the drop-down list of schools for your state, complete the new school form at:  [https://www.skillsusa-register.org/rpts/CreateNewSchool.aspx](https://www.skillsusa-register.org/rpts/CreateNewSchool.aspx). (Provide advisor name, school name, address and telephone number).

**Note:** Once you click the *Join Now* button on the confirmation and accept to pay page an automated invoice will generate for traditional membership. Print and submit to your accounting department for payment. Total Participation Schools will not receive invoices for individual members.

**Payment Requirements & Options**
By submitting membership online, you are agreeing to pay SkillsUSA membership fees. The current year membership registration begins August 1st, and services will begin when members are registered. You may pay for membership by using a credit card, check or purchase order.
If paying by check, send a copy of your roster with your check. If using a purchase order, enter the PO number in the Payment Option box on the Web site. If paying by VISA or MasterCard, click the link on the invoice for credit cards or the pay now link found on the screen you registered members; invoice button. No additional action is need if paying by credit card.

For assistance or questions regarding the registration process contact SkillsUSA Hotline Operators at (844) 875-4557 or e-mail Hotline Operators at operators@skillsusa.org.

**Item #2: ACTION ITEM! Regional Competition Online Registration**

It’s time to register your students for SkillsUSA Regional competitions! Be sure to contact the coordinator in your region for important information, including, registration fees, deadlines and contest details. Regional coordinator contact information is available via this link: http://mdskillsusa.org/regionals.html

**Item #3: SkillsUSA Maryland Chapter Excellence Program Challenge!**

Every SkillsUSA Maryland chapter is encouraged and challenged to participate in the Chapter Excellence Program (CEP), which offers three award levels to recognize program involvement. The first two levels are acknowledged by the Maryland state association and the third level is recognized nationally. Each level is designed to give chapters a benchmark for success and future improvement, leading to stronger chapters and more involved and prepared students. The more a chapter applies the SkillsUSA Framework, the greater the chance for CEP honors.

We’d like to recognize and commend the following sixteen (16) Maryland chapters for participating in CEP. If your chapter is not on the list, there is still time to join:

- Catonsville High School
- Carver Voc-Tech High School
- Calvert Career & Technology Academy
- Center of Applied Technology South
- Dorchester Career & Technology Center
- Dr. James A. Forrest Career & Technology Center
- Edmondson-Westside High School
- Frederick Douglass High School
- Parkside High School CTE
- Robert D. Stethem Educational Center
- Severna Park High School
- Southern Garrett High School
- Somerset County Technical High School
- Thomas Edison High School of Technology
- Western School of Technology & Environmental Science
Worcester Technical High School

Item #4: **ACTION ITEM!** 2020 State Championship Participation Survey

Please take a few minutes to complete the 2020 State Championship survey, now abbreviated and online! This important survey targets twenty-four (24) competitions that experienced low registration numbers in 2019. Even if students from your chapter are not planning to compete in any of the listed competitions, you **must** return the survey with advisor name, chapter name and email address, by **Friday, January 10, 2020**.

Here’s the link: [2020 State Championship Survey](#)

Item #5: 2020 SkillsUSA Maryland State Championship

The 47th Annual SkillsUSA Maryland State Championship is April 17-18, 2020. We are pleased to be returning to the Center of Applied Technology North (CATN) and extend a special thank you to Principal Dan Schaffhauser and the entire CATN staff for continuing to support Maryland’s premier CTSO event. SkillsUSA Maryland is moving to the BWI Airport Marriott hotel for Friday afternoon and evening competitions, activities and overnight accommodations.

**Important!** As in previous years, conference registration materials (name badges, programs, etc.) will only be available at the BWI Airport Marriott, Friday, April 17, 2020, 2:00 p.m.-6:30 p.m. Plan for the chapter lead advisor or designee to pick-up this important information. Registration materials will not be available Saturday morning, April 18, 2020. Additional State Championship details will be released in the coming weeks.

Item #6: Help is Only a Call, Email or Chat Away!

Hotline operators are ready to answer your questions on how to start a new chapter, engage chapter members and strengthen an existing chapter. Operators are on call from 8 a.m.–5 p.m. (Eastern time) Monday, Wednesday and Friday and from 11 a.m.–7 p.m. (Eastern) Tuesday and Thursday. Call the hotline toll free: 844-875-4557.

Don’t have time to call? Send the operators an email at [operators@skillsusa.org](mailto:operators@skillsusa.org) or chat with them online at the membership registration site.

On behalf of the Board of Directors and State Officer team, wishing everyone a happy and healthy holiday. See you next year!

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