



Exceptions to the SkillsUSA March 1 Membership Deadline

Policy and Procedure of SkillsUSA in seeking exceptions to the March 1 deadline

To qualify as a national competitor, national officer candidate or a delegate for the National Leadership & Skills Conference (NLSC), students must be an active SkillsUSA member and be registered in the SkillsUSA registration system by March 1.

Extenuating Circumstances Policy

If a student has been an *active member, but through no fault of their own*, the student was not registered in the SkillsUSA registration system by March 1, then an exception may be considered for one of the following extenuating circumstances:

- a. Clerical error by persons other than the involved active member.
- b. Teacher strikes where schools were closed for extended lengths of time preventing the opportunity to register students by the March 1 deadline.
- c. Extremely severe weather caused school closures or internet outages for extended lengths where the advisor was not able to access the registration website by the March 1 deadline.

March 1 Exemption Request Procedure and Required Documentation

The following procedure must be followed to be considered for a March 1 exemption. **School personnel must submit all the required documentation (items 1-4) to their state SkillsUSA director.** The state SkillsUSA director will then submit the exception request to the national headquarters. *The March 1 exemption process is only required for a student who was not registered as a member by the national March 1 deadline and who is seeking an exemption to be a national competitor, national officer candidate or a delegate.*

1. Provide statements from persons related to the case (e.g., chapter advisor, school administrator, supervisor, etc.) explaining what clerical errors occurred and how the situation will be avoided in the future. Or, provide a letter to confirm a teacher strike or internet outages due to extreme weather where the advisor was unable to register the student(s) by the March 1 deadline.
2. Provide an official school receipt or accounting system report indicating the student name on a report that specifies the payment of dues for the individual student and the date of the payment.
3. Provide meeting minutes or other documentation verifying the student's attendance at a SkillsUSA chapter or SkillsUSA classroom section meeting.
4. Provide documentation verifying participation in a SkillsUSA activity such as a community service project, SkillsUSA fall event/conference or fundraising, etc.



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5. Provide a letter from the state SkillsUSA director requesting the exemption.

All March 1 exemption requests must be submitted via the state SkillsUSA director to the national office on or before April 28. The national office will respond directly to the state SkillsUSA director within three business days of submission with a decision. The SkillsUSA national staff may grant exceptions when the above requirements verifying membership have been properly documented.