



**SkillsUSA**

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**New York State**

# **Championships**

*Technical Standards*

*2006 – 2008*

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## **State Contest Guidelines**

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## INTRODUCTION

This book contains regulations for all Skills championships contests in New York State that are not in the *SkillsUSA Championships Technical Standards*. The *SkillsUSA New York Championships Technical Standards* profile the competencies in occupational areas offered at the state level only. These competencies not only provide the outline for success in the *SkillsUSA New York Championships* competitions, but also form the basis for an industry-based set of New York skill standards for occupational training. All technical standards are created to follow the *SkillsUSA Championships Technical Standards* format closely as possible.

This set of *SkillsUSA New York Championships Technical Standards* is the result of many people who have diligently worked in promoting the philosophy of *SkillsUSA New York* to the youth of our state throughout the years. This has been a result of administrators, advisors, and industry people who, have so generously given of themselves in developing the New York State Skills and Leadership Conference.

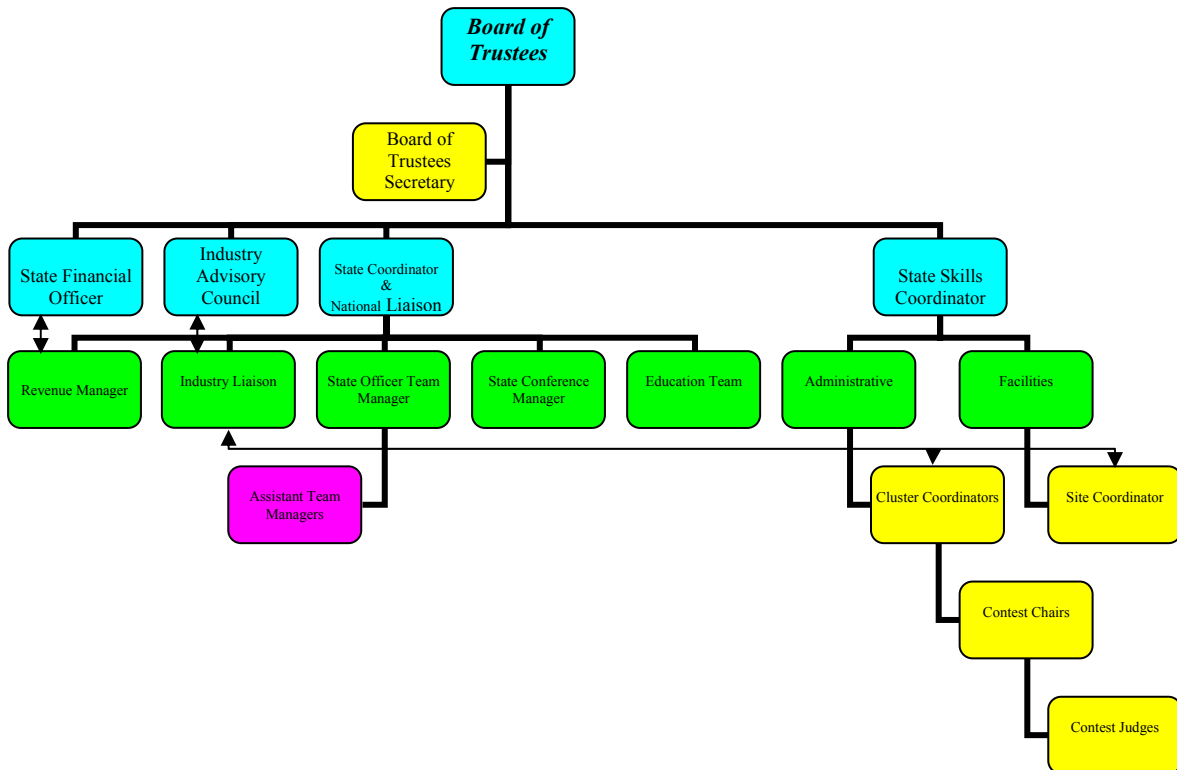
The *SkillsUSA New York Championships Technical Standards* were developed to standardize the information concerning the New York Leadership Conference and Skill Championships. It is to be used in conjunction with the *SkillsUSA Championships Technical Standards* (2005-2007).

All if the materials in this book should be saved and copies made for each year. The *SkillsUSA New York Championships Technical Standards* are posted on the SkillsUSA New York web page [www.nysskillsusa.org](http://www.nysskillsusa.org)

Contest guidelines remain the same but the contest projects may change each year. These changes require the contestant to supply assorted tools, supplies and equipment related to his/her trade. If there are changes or special instructions, a *New York State Skills Championships* update describing the same will be posted on the SkillsUSA New York State web page. It is the advisor's/contestant's responsibility to check the web page periodically prior to the championships to assure they are informed of any updates or changes. Updates will be dated and should supersede prior updates.

## SKILLS NEW YORK CHAMPIONSHIPS ORGANIZATION

The *SkillsUSA New York Championship* is governed by policies established by the Board of Trustees of New York State, Inc.



### New Contest Approval

Requests for the establishment of “new contests” in the *SkillsUSA New York* program must follow the steps outlined before a new contest will be approved.

1. A letter requesting the new contest must be submitted to the championship coordinator so that a survey can be sent to each chapter.
2. A minimum of seven (7) state clubs must request and support the contest with solid prospects of seven (7) contestants for a contest to be seriously considered.
3. Proposed contest rules must be designed and approved by a contest technical committee and the SkillsUSA New York Championships Committee.
4. The rules, as approved, will be submitted to the Board of Trustees of New York SkillsUSA for authorization and then will be added to the *SkillsUSA New York Technical Standards*.
5. The Board of Trustees will initially provide for the selection of a contest chairperson, supportive assistance, and for distribution of contest guidelines.

**SkillsUSA New York Guidelines**  
**Contests governed by *SkillsUSA New York Technical Standards***  
**as described in this book**

Basic Vehicle Maintenance  
Building Repair Technology  
Carpenter's Assistant  
Cosmetology, Junior  
Data Entry  
Floral Design

Food Preparation Assistant+  
Hydronic Heating  
Office Technology  
Precision Heavy Equipment Operation  
Small Animal Careers  
Small Engine Service

**Contests governed by SkillsUSA Technical Standards**  
*Except clothing requirements.*

**Leadership Development Contests**

Action Skills  
American Spirit  
Chapter Business Procedure  
Chapter Display  
Extemporaneous Speaking  
Job Interview  
Job Skill Demonstration A  
Job Skill Demonstration B  
Opening and Closing Ceremonies  
Outstanding Chapter  
Prepared Speech  
Promotional Bulletin Board  
Quiz Bowl

**Health Occupations Contests**

Basic Health Care Skills  
Dental Assisting  
Health Knowledge Bowl  
Health Occupations Professional Portfolio  
Medical Assisting  
Nurse Assisting  
Practical Nursing

**Occupationally Related Contests**

Community Service  
Customer Service  
First Aid & CPR  
Occupational Health & Safety  
Related Technical Math  
Total Quality Management

**Trade, Industrial and Technical Contests**

3-D Visualization and Animation  
Advertising Design  
Architectural Drafting  
Automated Manufacturing Technology  
Automotive Service Technology  
Aviation Maintenance Technology  
Basic Vehicle Maintenance  
Building Maintenance  
Cabinetmaking  
Carpentry  
CNC Milling Technology  
Collision Repair Technology  
Commercial Baking  
Computer Maintenance Technology  
Cosmetology, (Senior)  
Criminal Justice  
Culinary Arts  
Diesel Equipment Technology  
Electronics Applications

Electronics Technology  
Food and Beverage Service  
Heating, Ventilation, Air Conditioning &  
Refrig.  
Industrial Motor Control  
Internetworking  
Masonry  
Motorcycle Service Technology  
Nail Care  
Photography  
Plumbing  
Power Equipment Technology  
Pre-School Teaching Assistant  
Residential Wiring  
Team Works  
Technical Computer Applications  
Technical Drafting  
Television (Video) Production  
Welding

***Special guidelines for demonstration contests will be addressed in the State Skills Championships Update.***

## NEW YORK STATE SKILLS CHAMPIONSHIPS UPDATES

The State Skills Championships Update is written by the current contest chairperson to inform contestants of any change requirement: tools, supplies, equipment or updating of contests for each year. All changes for the current year will be posted on the website. The listing must be duplicated along with the contest guidelines and shared with the contestant.

### GENERAL RULES AND REGULATIONS

The *SkillsUSA New York Championships Technical Standards* is written as a guideline for the administration of the state contests. It serves as a model for administration of local and regional contests. It is designed to mirror the *SkillsUSA Championships Technical Standards*.

1. The rating sheets are intended to give contestants and advisors a basic understanding of the evaluation criteria and serve as a guide as they prepare for competition. The exact number of points assigned each task may change depending on the projects.
2. Competitors are expected to understand technical and scientific principles as they apply to their skill areas for successful employment. Refer to your specific contest for the scope of the competition.
3. General regulation, refer to page 9 – 12 in the *National Technical Standard Book 2005-2007*.
4. *Skills USA New York Championships* awards will be presented to the top three contestants in each contest. In addition, certificates of participation will be awarded to each contestant at the contest site. These will not be listed at the awards ceremony.
  - a. No ties will be permitted.
  - b. Decisions of the judges will be final. The *New York State Grievance Committee* will make interpretations of all contest rules.
5. Contestants must meet the clothing requirements listed in the *New York Championships Technical Standards* (see “Official New York State Clothing Requirements”). The penalty for contestants who do not satisfy the dress requirements will be a maximum of 5% of the total possible contest points. Penalties will be assessed on a scale of 1 to 5% according to the severity of the infraction.

### WHO MAY COMPETE

1. Participants must be active SkillsUSA members whose duties have been received in the state SkillsUSA office by the established deadline.
2. Each state contest provides for individual entries unless the rules of the contest state that it is a team competition. Contestants are secondary students, enrolled in state department of education approved occupational programs in trade, industrial, technical, and/or health occupation education diploma/certificate/graduation for the school year of the state conference.
3. Individual contestants may enter only one *SkillsUSA New York Championships* contest. The state SkillsUSA Association must approve participation.
4. CSE Contests:
  - a. The intent of the CSE contests is to provide equitable competition opportunities for SkillsUSA members who have a disability as defined in Public Law 94/142 entitled, “Education for Handicapped Children Act of 1975”.
  - b. A Committee for Special Education (CSE) must refer students to the Occupational Center. Students, are eligible as contestants if they are:
    - 1) Enrolled in a “modified or special” occupational education program designed specifically for CSE students.
    - 2) If the center does not offer “modified” programs and the student is mainstreamed into a regular occupational program.
    - 3) Students are not eligible if they are enrolled in “Special”/secondary programs but not CSE referred.
    - 4) The official CSE Contestant Verification Form must be completed and submitted by the deadline stated on the form.
5. Students with physical handicapping conditions requiring special support, i.e. hearing impaired, non-ambulatory, visually impaired, must be brought to the attention of the *New York State SkillsUSA Coordinators* by March 1<sup>st</sup>. The chapter, to which the contestant belongs, will provide a sign language

6. Interpreter, wheelchair, etc. as needed or general activities. New York State will provide accessibility as indicated. The judges will disqualify any contestant who accepts help from their interpreter or aide.
7. There must be at least five (5) entries in each contest, as shown by the pre-registration of the clubs, before the contest will be held (with exception of Outstanding Chapter, Occupational Health and Safety, and Display Contests). The *New York State SkillsUSA Board of Trustees & NYSC* may determine additional exceptions to the minimum number of contestants on a yearly basis.
8. Participants must meet the qualifications as stated in this section and in the contest guidelines for that contest. The ability of the contestants to meet the standards of state competition should be considered before they are registered for a contest.
9. Only properly registered participants may enter the SkillsUSA New York Championships.

## OBSERVER RULES

1. The roped or marked area shall be designated for observers. No observers, including advisors, shall be admitted in the contest areas at any time.
2. Observers shall not talk or gesture to contestants.
3. Chairperson will disqualify contestant who accepts assistance from observers.
4. Observers will not be allowed in the contest holding room or the contestants orientation meeting.
5. Additional limitations on observers, such as entering or leaving during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
6. Neither, cameras with flash attachments nor recordings devices of any kind will be permitted in any contest area without the consent of the contest chairperson. A time may be set by the contest chairperson to allow pictures to be taken.

## OFFICIAL SKILLSUSA NEW YORK CHAMPIONSHIPS CLOTHING REQUIREMENTS

### LEADERSHIP CONTESTS:

All leadership contests: Clothing requirements are posted in the *National SkillsUSA Championships Technical Standards*.

### HEALTH OCCUPATIONS CONTEST:

**Basic Health;** Official school clinical uniform with identification removed/concealed

**Dental Assisting;** Official school clinical uniform with identification removed/concealed and protective (safety) eyewear

**First Aid & CPR;** Official school clinical uniform with identification removed/concealed, black or white leather shoes

**Health Knowledge Bowl;** SkillsUSA blazer, sweater, or windbreaker and accompanying dress

**Health Occupational Professional Portfolio;** Official SkillsUSA attire

**Medical Assisting;** Official school clinical uniform with identification removed/concealed

**Nurse Assisting;** Official school clinical uniform with identification removed/concealed

**Practical Nursing;** Official school clinical uniform with identification removed/concealed

### TRADE, INDUSTRIAL, AND TECHNICAL CONTESTS:

**3-D Visualization and Animation;** Official SkillsUSA clothing

**Action Skills;** SkillsUSA blazer, sweater, or windbreaker and accompanying official dress or uniform of contestant's trade area

**Advertising Design;** SkillsUSA Dress (black pants or skirt, white shirt)

**Architectural Drafting;** Accompanying official dress minus blazer

**Automated Manufacturing Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses with side shields or goggles, leather or steel toed work shoes, hair must be contained

**Automotive Service Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes.

**Aviation Maintenance Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Basic Vehicle Maintenance;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Building Maintenance;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Building Repair Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Cabinetmaking;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes, hearing protector (OSHA approved)

**Carpenter’s Assistant;** White crew neck short- sleeved T-shirt, work pants, safety glasses/goggles, leather or steel-toed work shoes, hardhat and nail apron without advertisement or printed name

**Carpentry;** White crew neck short- sleeved T-shirt, work pants, safety glasses/goggles, leather or steel toed work shoes, hard hat, nail apron without advertisement or printed name

**Collision Repair Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Commercial Baking;** Chef pants (checkered or black), double breasted chef coat, white bib apron, black oil resistant shoes, chef hat (paper or cloth), side towels (if needed), hairnet or hair pinned up (if hair is collar length), no visible jewelry

**Computer Maintenance Technology;** SkillsUSA Dress (black pants or skirt, black shoes, white shirt)

**Cosmetology, Junior and Senior;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer. Professional smock either black or white, work shoes either black or white. Students name or school name may not appear on any item of clothing.

**Criminal Justice;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer

**Culinary Arts;** White or checked pants, white jacket or shirt, chef’s hat (paper or cloth), white apron, white chef’s scarf, white or black shoes, hairnet or hair pinned up (if hair is collar length), no visible jewelry

**Customer Service;** Refer to the National SkillsUSA Championships Technical Standards

**Data Entry;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer

**Diesel Equipment Technology;** White crew neck short -sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes.

**Electronics Applications;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer, safety glasses or goggles

**Electronics Technology;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer, safety glasses or goggles

**Floral Design;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer

**Food and Beverage Services;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer, “aprons are optional”, (NO Bow Ties, Vests, and/or Open Toed Shoes).

**Food Preparation Assistant;** White chef’s jacket or shirt, white or checked chef’s pants (identification removed/concealed), chef’s hat (paper or cloth), white apron, white or black work shoes, hairnet or hair pinned up (if hair is collar length), no visible jewelry

**Graphic Communications;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer, apron optional

**Heating, Ventilation, Air Conditioning, & Refrigeration;** White crew neck short-sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Hydronic Heating;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Industrial Motor Control;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Internetworking;** SkillsUSA Dress (black pants or skirt, white shirt) minus blazer

**Job Skills Demonstration A & B;** Skills blazer, sweater, or windbreaker & accompanying official dress or uniform of contestants trade area

**Marine Service Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes.

**Masonry;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Motorcycle Service Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses with side shields or goggles, leather or steel toed work shoes

**Nail Care;** Stylist: Accompanying official dress, minus blazer, smock. Model: Official dress minus blazer

**Office Technology;** Accompanying official dress minus blazer

**Photography;** Accompanying official dress minus blazer

**Plumbing;** White crew neck short- sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes, hardhat

**Power Equipment Technology;** White crew neck short- sleeved T-shirt, work pants, safety glasses, leather or steel-toed work shoes, hardhat

**Precision Heavy Equipment Operations;** White crew neck short-sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes, bump or hard hand, outdoor clothing suitable for any outdoor weather.

**Precision Machining Technology;** White crew neck short-sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes, hair must be contained.

**Pre-School Teaching Assistant:** Accompanying official dress, minus blazer, smock or apron for clothing protection at discretion of contestant, shoes with heels no higher than ½ inch

**Residential Wiring;** White crew neck short-sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes, hardhat

**Small Animal Careers;** Scrub Top, black or scrub pants, lab coat, work shoes (No Facial Jewelry)

**Small Engine Service;** White crew neck short-sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes

**Team Works;** White crew neck short-sleeved T-shirt, work pants, safety glasses with side shields or goggles, leather or steel toed work shoes

**Technical Computer Applications:** Accompanying official dress minus blazer

**Technical Drafting:** Accompanying official dress minus blazer

**Television (Video) Productions;** SkillsUSA blazer, sweater, or windbreaker and accompanying official dress

**Total Quality Management;** SkillsUSA blazer, sweater, or windbreaker and accompanying official dress

**Welding;** Protective welder's clothing, gloves, welder's helmet, welder's hat, safety glasses or goggles, leather or steel toed work shoes

## ***SKILLSUSA NEW YORK CHAMPIONSHIPS INSTRUCTIONS FOR CONTESTANTS***

1. Contestants must be familiar with contest rule and these procedures prior to the *SkillsUSA New York Championships Conference*.
  2. Contestants must be active members of SkillsUSA whose dues have been received by the State SkillsUSA financial Officer by the established deadline
  3. Participants must meet the clothing requirements for individual contests as listed on the *SkillsUSA New York Clothing Requirements*. The contestant will be penalized a maximum 5% of the total possible contest points for not complying with the clothing requirements. Penalties may be assessed on a scale of 1 to 5 percent according to the severity of the infraction.
  4. All contestants are required to wear official SkillsUSA dress or dress clothing to the awards ceremony when the winners are announced and the industry awards are presented.
  5. Prior to the contest, there will be a contestants orientation meeting held at the contest site.
  6. Contestants will assemble at the contest site at the time announced. They will have the tools and materials required by their specific contest rules. NY Championships Update will indicate any changes. Contestants who do not bring the required tools and/or materials as specified will be penalized 2 points for each missing item. Contestants may not bring any additional tools and materials except those listed on the contest guidelines and/or NY Championships Update.
  7. At the orientation meeting, contestants will draw a number and be known to the judges by that number only. Contestants are not allowed to exhibit labels, patches or other markings that identify their name or school.
  8. Emergency information on the reverse side of the competition number must be completely filled in before contestants will be permitted to begin the contest.
  9. Contestants will draw for workstations if workstations are not identical.
  10. Contestants will proceed with their assignments as directed by the contest chairperson.
  11. All contest rules must be observed.
  12. Contestants may leave their contest area only upon the approval of their chairperson.
  13. Judges will be present during the entire proceedings.
  14. Contestants will be judged on each assignment as indicated on the rating sheet.
- Any injury or accident, no matter how minor, must be reported to the contest chairperson.

**SkillsUSA New York  
Grievance Form and Procedures**

Date \_\_\_\_\_

Time \_\_\_\_\_

***In order for a grievance to be officially entered and processed by the  
Grievance Committee, the following procedures must be followed.***

- 1. THE CONTESTANT MUST COMPLETE THIS FORM AND PRESENT ALL GRIEVANCES.**
2. All grievances must be completed on a copy of this form. Forms may be obtained from the Contest Chairperson, Site Coordinator or the Grievance Committee the day of the contest.
3. The protestor's officially registered club advisor must authorize all grievances.
4. The contestant must present all the facts as briefly as possible.
5. The contestant must submit the grievance to the committee members at their posted location until 6:00 P.M. on the day of the contests.
6. Protestor's: Please plan to stay at the grievance site until your complaint is settled.
7. A written report will be submitted to the Board of Trustees and a copy will be forwarded to the official advisor of the club submitting the grievance, the Board, and the NYSC Committee.

**SkillsUSA New York Championships Statement of Protest**

**Name of official club advisor:** \_\_\_\_\_

**Phone/ Cell Number:** \_\_\_\_\_

**Name of SkillsUSA club and mailing address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of student protesting:** \_\_\_\_\_

**Title of Contest:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contest Chairperson(s):** \_\_\_\_\_

**Contest location:** \_\_\_\_\_

**Protest description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Where can protestor be reached if further information is needed?**

Hotel \_\_\_\_\_ Room Number \_\_\_\_\_

## **BASIC VEHICLE MAINTENANCE**

### **Purpose:**

To evaluate each contestants ability to demonstrate basic skills in the automotive industry.

**First**, refer to General Rules and Regulations.

### **Clothing Requirements:**

White crew neck short sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes.

### **Eligibility:**

- a. Open to active SkillsUSA members enrolled in vocational programs teaching basic level auto service skills on the secondary level. Students are eligible who have a disability as defined in Public Law 94/142 entitled, "Education for Handicapped Children Act of 1975"
- b. A Committee for Special Education (CSE) must refer students to the Occupational Center. Students are eligible as contestants if they are:
  1. Enrolled in a "modified or special" occupational education program designed specifically for CSE students.
  2. If the center does not offer "modified" programs and the student is mainstreamed into a regular occupational program.

### **Equipment and Materials:**

1. Supplied by the contest chairperson:
  - a. All materials, tools and equipment needed for the contest.
    1. Supplied by the Contestant:
      - a. Tire gauge (pressure)
      - b. 3/8" drive spark plug sockets- 5/8" and 13/16"
      - c. 3/8" drive ratchet
      - d. 3/8" drive extension- 1" and 3"
      - e. Wheel weight hammer
      - f. Spark plug gaping tool
      - g. Core removal tool
      - h. Brake spring pliers
      - i. Brake hole-down spring tool- large & small
      - j. Brake adjusting tool
      - k. Pen or pencil
      - l. 3 x 5- index card with name of contest, contestants name, home address, name of vocational center, advisor/chaperone, social security number.

All tools must be brought to the contest site in a toolbox with no visible student or school name on it.

### **Scope of the Contest:**

1. Contestants will demonstrate their ability to perform tasks selected from the following list of competencies:
  - a. Remove and replace spark plugs and set the gap to manufacturer specifications.

**Basic Vehicle Maintenance** *(continued)*

- b. Demonstrate under hood checks such as fluid levels, belts, hoses and coolant protection levels.
- c. Perform safety inspection and explain repair of faulty items, aim headlights, check air pressure in tires.
- d. Identify the main parts of the drum and disk brakes.
- e. Demonstrate correct method to disassemble and reassemble brakes.
- f. Demonstrate correct procedure for installing spark plug wires to manufacturer specifications.
- g. Identify the main parts of a tire and wheel.
- h. Demonstrate correct use of a tire machine.
- i. Remove, balance and replace a tire.
- j. Identify selected tools of the trade.
- k. Job interview skills.
  - 1. Contestants may be asked for an oral explanation of a procedure or to answer a question, but there will be no written test.
  - 2. Careful instruction and explanation of all tasks to be completed will be given to each contestant in both oral and written form to ensure that each contestant fully understands the assigned task.
  - 3. Time limits will be assigned for each task, but no bonus points will be awarded for early completion.
  - 4. The judging will be determined by the difficulty of the tasks assigned.
  - 5. All safety rules must be observed.

## **BUILDING REPAIR TECHNOLOGY**

### **Purpose:**

To evaluate each contestant's preparation for employment and to recognize outstanding students excellence and professionalism in the field of building maintenance.

### **First:**

Refer to General Rules and Regulations

### **Clothing Requirements:**

White crew neck short sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes.

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with building repair/maintenance as the occupational objective.

### **Equipment and Materials:**

1. Supplied by the chairperson:
  - a. Materials and/or equipment for the contest.
  - b. All information necessary for the contestants and judges.
    1. Supplies by the contestant:

a. Glass cutter	r. 8" adjustable wrench
b. Tubing cutter	s. Electrician pliers
c. Putty knife	t. Spring bender 5/8" O.D. tubing
d. Utility knife	u. Mechanical flaring tool
e. Ruler	v. 3" drywall taping knife
f. Pencil	w. Needle nose pliers
g. Flat head screwdriver	x. Soldering torch
h. Phillips head screwdriver	y. 1- compression type fauchet
i. Expansion bit- up to 3"	z. 18" Type L flexible 5/8" O.D. copper tubing
j. Hand brace	aa. 12" pc. 14/2" "M" tubing
k. Spade bits- 1/4", 1/2", 5/8", 7/8", & 5/16"	bb. 2 & 5/8" O.D. flare nuts
l. 5/16" bit brace	cc. 18" pc. 14/2 romex w/ ground
m. T-square	dd. 1- switch box
n. Butt chisel	ee. 1- duplex receptacle
o. Rattail file	ff. 1- 1/2" 90 degree cc elbow
p. Half round file	
q. 2" hole saw	
2. Contestants must bring a 3x5- index card with name of contest, contestant's name, and home address, name of vocational center, advisor/chaperone, and social security number.

## **BUILDING REPAIR TECHNOLOGY**

*Continued*

### **Scope of Contest:**

1. The contestants shall be given job sheets explaining the tasks to be performed.
2. The time limits for each project will be established on the job sheet. Contestants will be stopped when the time limit is up. Contestants may stop at any time they have finished a particular phase.
3. Contestants will demonstrate their ability to perform jobs and skills selected from the following list:
  - a. Replace a broken window sash.
  - b. Install a new lockset.
  - c. Patch a hole in sheet-rock wall.
  - d. Sweating copper pipe.
  - e. Flaring copper tubing.
  - f. Replace damaged roof shingles.
  - g. Reseat a faucet.
  - h. Replace a faucet washer and packing.
  - i. Replace a flush valve mechanism in a water closet tank.
  - j. Proper use of a caulking gun.
  - k. Replace a trap.
  - l. Replace a circuit breaker.
  - m. Replace a duplex outlet.
  - n. Replace a ballast in a fluorescent fixture.
  - o. Patch worn wallpaper.
  - p. Replace damaged floor tile.
  - q. Install wall fasteners.
  - r. Install a wax seal.
  - s. Install ceramic tile.

## CARPENTER'S ASSISTANT

### **Purpose:**

To evaluate each contestant's ability to demonstrate basic skills in the field of carpentry. *To demonstrate the contestant's ability to support the carpenter on the job site.*

### **Clothing Requirements:**

White crew neck short-sleeved T-shirt, (no printing or designs on the shirt), work pants, safety glasses or goggles, leather or steel toed work shoes, hard hat.

- *Loose or torn clothing and jewelry will not be allowed.*
- *No student will be allowed on the floor without safety glasses or goggles, leather or steel-toed work shoes and hard hat.*
- *Contestants will be tested on power tool safety.*

### **Eligibility:**

1. Open to active SkillsUSA members enrolled in vocational programs teaching basic level carpentry skills on the secondary level. Students are eligible who have a disability as defined in Public Law 94/142 entitled, "Education for Handicapped Children Act of 1975."
2. The Committee for Special Education (CSE) must refer students to the Occupational Center. Students are eligible as contestants if they are:
  - a. Enrolled in a "modified or special" occupational education program designed specifically for CSE students.
  - b. If the center does not offer "modified" programs and the student is mainstreamed into a regular occupational program.

### **Equipment and Materials:**

1. Supplied by the contest chairperson
  - a. All lumber needed for the contest.
2. Supplied by the contestant
  - a. Crosscut saw
  - b. A 3/4" wood chisel
  - c. Claw hammer
  - d. Framing square
  - e. Utility knife
  - f. Sharpened pencils
  - g. Folding rule or pocket rule
  - h. Pinch bar or cats paw
  - i. Nail apron or pouch
  - j. Combination square or tri square
  - k. 2 Packets of assorted sand paper
  - l. Tool box for above tools
  - m. 3x5- index card with the name of contest, contestant's name, and home address, name of vocational school, advisor/chaperone's name, social security number.
  - n. **A letter signed by the "Contestant" and "Instructor" stating contestant has received proper safety instruction in the use of power tools including Circle Saw.**

## CARPENTER'S ASSISTANT

*Continued*

### Scope of the Contest:

1. All safety rules must be observed.
2. ***Contestants will receive proper instruction and testing in the safe and proper use of selected power tools.***
  - a. *Power tool use may include circular saws, drills, etc.*
  - b. ***Only contestants that pass the safety test and have a "safety letter" from their Instructor will be allowed to operate power tools.***
3. Careful instruction and explanation of all tasks to be completed will be given to each contestant in both oral and written form to ensure that each contestant fully understands the assigned tasks.
4. The contest will consist of the following:
  - a. A job interview for a carpenter's helper position.
  - b. Demonstrate correct measurement to the eighth (1/8) of an inch
  - c. Identify basic carpentry tools and materials.
  - d. Identify lumber dimensions.
  - e. Be able to select basic materials from a "lumber yard"
  - f. The contestant will make a project from a plan and visual model to follow; using hand tools The project will include measuring, sawing and assembling pieces.
  - g. Assist a carpenter with the safe tear down of a project, pull nails and re-stack materials in a safe and neat manner.
5. Time limits will be established on the job sheet for each task.

## **COSMETOLOGY, JUNIOR**

### **Purpose:**

To evaluate each contestant's preparation for employment and to recognize outstanding students' excellence and professionalism in the field of cosmetology.

### **First:**

Refer to SkillsUSA National Technical Standards and the SkillsUSA New York Technical Standards, General Rules and Regulations.

### **Clothing Requirements:**

Stylist: Accompanying official dress minus blazer. This shall be replaced with a professional smock either black or white, work shoes either black or white. Shoes shall be either black or white uniform shoes. Student's name or school may not appear on the uniform.

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with cosmetology as the occupational objective. Contestants may have no more than 540 hours of instruction.

### **Equipment and Materials:**

1. Supplied by the contest chairperson:
  - a. All information necessary for the contestants.
  - b. Tables and chairs.
  - c. Any and all pictures of literature styles, haircuts, and techniques.
2. Supplied by the contestant:
  - a. Table top mirror- 12"x18" with stand
  - b. One long mannequin for long hair design
  - c. One long mannequin for hair cut
  - d. Mannequin stand or holder.
  - e. Capes and towels.
  - f. Full "Student Kit" provided by the contestant's school.
  - g. All supplies needed to do long hair design including hairspray, and combout cape.
  - h. All supplies needed to do general techniques and a hair cut, including wave set, a filled water bottle and cutting shears.
  - i. Clipboard and #2 pencil
  - j. Blow dryer and brushes
  - k. Extension cord 12 gauge
  - l. 70% alcohol and cotton
3. Contestants must bring a 3x5-index card with name of contest, contestant's name, home address, name of vocational, center, advisor/chaperone, and social security number.

### **Scope of Contest**

- a. Each contestant must supply their own manikin for the long hair design. The manikin will be brought to the contest site set and dried. The set will Not be scored.

### **Long Hair Design – 1 Hour 30 Minutes**

- a. Any technique may be used (such as braiding, twisting, rolls, loops, etc.).
- b. NO ornaments or hairpieces allowed.
- c. Juniors may NOT color the manikin or apply makeup.
- d. Earrings may be added once the hair design is completed provided it is done within the time frame allowed.
- e. Use of thermal tools will NOT be allowed.

## **COSMETOLOGY, JUNIOR** *continued*

### **Women's Haircut and Design – 45 minutes**

- a. Contestant must be able to duplicate a predetermined haircut and style which has been selected by the contest chairperson.
- b. Shears, thinning shears, razor may be required to complete the haircut.
- c. Blow dryer and styling tools will be required to complete the style. (No curling irons or flat irons).
- d. Styling product of choice may be used.
- e. Earrings may be added once the hair design is completed provided it is done within the time frame allowed.

### **Razor Haircut and Design – 45 minutes**

- a. Contestant must be able to duplicate a predetermined haircut and style selected by the contest chairperson using only a razor. Contestant must perform finger drying (air forming with blow dryer and fingers only).
- b. Haircut must be performed on wet hair using only the razor and combs (NO shears, clippers, or other implements allowed).
- c. Drying and styling must be performed with the blow dryer and fingers (NO brushes, picks, or combs allowed).
- d. Styling products of choice may be used.

### **Communication Skills – Approximately 2-5 minutes**

- a. Contestant must be able to follow oral instructions and written instructions, respond to oral questions, demonstrate customer service skills by phone or in person and/or demonstrate customer service skills by phone or in person and/or demonstrate oral presentation skills.
- b. One of the following communication skills will be tested:
  - a. Professional product recommendation
  - b. Telephone techniques
  - c. Customer service
  - d. Handling clients

### **Written Examination**

- a. Contestant will answer multiple choice questions related to cosmetology. The following topics may be covered:
  - a. Sanitation, Professional Image, Hairstyling, Haircutting, Manicuring/Pedicuring, Permanent Waving, Shampooing, Histology of the Hair.

### **Contest Rules**

1. All contestants must keep their work area clean and organized.
2. All contestants must follow sanitation and safety procedures throughout the contest.
3. Once time is called contestant must stop working. Touching hair after time is called will result in three penalty points.
4. **NO CELL PHONES** will be allowed during the contest. Cell phone use will result in disqualification.

## **DATA ENTRY**

### **Purpose:**

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of data entry.

### **First:**

Refer to General Rules and Regulations.

### **Clothing Requirements:**

Accompanying official dress minus blazer.

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with data entry as the occupational objective.

### **Equipment and Materials:**

1. Supplied by the contest chairperson:
  - a. Supplies and materials needed for the contest.
2. Supplied by the contestant:
  - a. A computer and compatible printer with Data Entry (Data Base) software installed on the computer.
  - b. Pens and/or pencils with erasers.
  - c. Ruler (12 inches or longer)
3. Contestants must bring a 3x5-index card with name of contest, contestant's name, and home address, name of vocational center, advisor/chaperone, and social security number.

### **Scope of Contest:**

1. A data device will be used for all machine testing and will be set in the entry mode.
2. Contestants will demonstrate their ability to perform any or all of the following tasks:
  - a. Create a data base document
  - b. Make entries (enter data)
  - c. Editing and formatting data
  - d. Organizing data
  - e. Creating reports
3. Contestants will be judged on their ability to organize, analyze and enter minimum number of fields.
4. Contestants will be required to complete a written exam covering concepts such as data entry and data processing.

## **FLORAL DESIGN**

### **Purpose:**

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of ornamental horticulture.

### **First:**

Refer to General Rules and Regulations.

### **Clothing Requirements:**

Accompanying official dress minus blazer.

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with ornamental horticulture as the occupational objective.

### **Equipment and Material:**

1. Supplied by the contest chairperson:
  - a. All support equipment and contest supplies.
  - b. All information necessary for the contestant and judges.
2. Supplied by the contestant:
  - a. Florist knife
  - b. Oasis tape
  - c. Floral tape
  - d. Ribbon scissors
  - e. Wire cutters/florist shears
  - f. One (1) roll #3 neutral colored satin ribbon
  - g. Pins/corsage pins
  - h. 12 pieces #23 wire, 12"long
  - i. Oasis bouquet holder
  - j. Corsage net
  - k. One (1) block oasis foam
  - l. Hand held calculator
  - m. Clipboard and pen/pencil
3. Contestants must bring a 3x5-index card with name of contest, contestant's name, and home address, name of vocational center, advisor/chaperone, and social security number.

### **Scope of Contest:**

1. The contest will consist of the following:
  - a. Prepare a floral centerpiece
  - b. Prepare a corsage
  - c. Prepare a wedding design
  - d. Compute the cost and selling price of each project based upon the figures supplied

## **FLORAL DESIGN**

*Continued*

2. The contest chairperson will determine the design of the centerpiece and corsage from the following:
  - a. Symmetrical triangle arrangement
  - b. European style arrangement
  - c. Horizontal arrangement
  - d. Fan-shaped arrangement
  - e. Right angle arrangement
  - f. Round arrangement
  - g. One-sided asymmetrical arrangement
  - h. Pompom corsage
  - i. Clamellia corsage
  - j. Orchard corsage
  - k. Mini-carnation corsage
  - l. Double carnation corsage
  - m. Rose corsage
3. All contestants will perform tasks
4. Contestants will not be permitted to use accessories other than those specified to be supplied by the contestant.

## **FOOD PREPARATION ASSISTANT**

### **Purpose:**

To evaluate each contestant's ability to demonstrate basic skills in the field of food preparation.

### **First:**

Refer to General Rules and Regulations.

### **Clothing Requirements:**

White or checked chef's pants, white shirt or jacket, white apron, white chef's hat, (paper or cloth), black or white work shoes, hairnet or hair pinned up (if collar length), no visible jewelry.

**All identifying markings or names must be covered on chef's uniform.**

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs teaching basic level food preparation skills on the secondary level. Students are eligible who have a disability as defined in Public Law 94/142 entitled "Education for Handicapped Children Act of 1975".

1. The Committee for Special Education (CSE) must refer students to the Occupational Center. Students are eligible as contestants if they are:
  - a. Enrolled in a "modified or special" occupational education program designed specifically for CSE students.
  - b. If the center does not offer "modified" programs and the student is mainstreamed into a regular occupational program.

### **Equipment and Materials:**

1. Supplied by the contest chairperson:
  - a. Equipment and supplies for the contest.
  - b. All information necessary for the contestant and judges.
2. Supplied by the contestant:
  - a. French knife
  - b. Vegetable peeler
  - c. Paring knife
  - d. Cutting board
  - e. Kitchen spoon
  - f. Wire whisk
  - g. 2 Stainless steel bowls
  - h. 1 set measuring spoons
  - i. 1 set measuring cups
  - j. 4 oz. Ladle
  - k. Colander
  - l. Handheld can opener
  - m. 2 Rubber scrapers
  - n. Small handheld strainer
  - o. 1 Biscuit cutter, approx. 3"
  - p. 1- ½ size sheet pan
  - q. 2 Side towels
  - r. Food handler gloves, vinyl or latex
  - s. 1- 4 qt. saucepan
  - t. 1-7 or 8 inch sauté pan
  - u. 1- Small pastry bag with star tip
  - v. 1-Dough scraper
  - w. 1 unbreakable liquid measuring cup (8oz.)
  - x. Pen or pencil
3. Contestants must bring a 3x5-index card with name of contest, contestant's name, and home address, name of vocational center, advisor/chaperone.
4. Contestants will not be allowed to bring or use any pieces of equipment or food not listed on these guidelines

## **FOOD PREPARATION ASSISTANT**

*Continued*

### **Scope of the Contest:**

1. Contestants shall be given job sheets explaining the tasks to be performed. Verbal instructions will also be given when needed.
2. The Contest projects will be chosen from the following activities:
  - a. Clean and prepare fresh vegetables and fruits.
  - b. Prepare a chef salad
  - c. Prepare a salad dressing
  - d. Prepare and garnish a sandwich
  - e. Prepare and garnish a side dish salad
  - f. Prepare and garnish a fruit salad
  - g. Prepare biscuits from a recipe
  - h. Prepare a soup from a recipe
  - i. Prepare a fruit dessert
  - j. Demonstrate common knife cuts
  - k. Identify selected tools of the trade
  - l. Identify common commercial tools and equipment
  - m. Demonstrate knowledge of safe food handling techniques
  - n. Work in an organized and professional manner
  - o. Clean up work area
  - p. Job interview skills
3. The contestant will be given a predetermined selection of all food items. Spoiled or burned supplies will not be replaced.
4. The contest will be the actual preparation of food and arrangement of food on plates and in dishes for serving.
5. The chairperson will determine which activities will be performed each year.
6. All safety rules must be observed.

## HYDRONIC HEATING

### Purpose:

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of heating.

### First:

Refer to General Rules and Regulations.

### Clothing Requirements:

White crew neck short sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes.

### Eligibility:

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with heating service as the occupational objective.

### Equipment and Materials:

1. Supplied by the contest chairperson:
  - a. All information necessary for the contestants and judge.
  - b. Special tools, meters gauges, testing and operation equipment.
2. Supplied by the contestant:
  - a. 1 each- 14" and 18" pipe wrench
  - b. 6' folding rule and tape
  - c. 1 each 6" and 10" adjustable wrench
  - d. 1 pr. 10" pump pliers
  - e. 1- 8" torpedo level
  - f. 1- medium size screwdriver-blade
  - g. 1-phillips head screwdriver
  - h. 1 tubing cutter 1-1/4"
  - i. 1/2" & 3/4" pipe cleaner
  - j. pipe compound/Teflon tape
  - k. plumbers cloth
  - l. solder and solder flux
  - m. 1 torch & striker
  - n. 2- 1/2" x close nipples
  - o. 1- 1/2" Blk Tee
  - p. 4- 1" X 3/4" Blk Bushings
  - q. 1- 1/2" SWT ball valves
  - r. 4- 1/2" male SWT adapters
  - s. 1- 1/2" FE adapter
  - t. 3- 1/2" I.P.S. boiler drains
  - u. 6- 1/2" SWT 90 deg. El's
  - v. 4- 3/4" SWT ball valves
  - w. 2- 3/4" 90 deg. copper El's
  - x. 2- 3/4" x 3/4" x 1/2" CxCxFE tee cast
  - y. 7- 3/4" male adapters
  - z. 4- 1" male adapters
  - aa. 2- 1" 90 deg. copper El's
  - bb. 1- 1" 45 deg. copper El's
  - cc. 2- 1"x 3/4" copper El's
  - dd. 2- 1"x 1x 3/4" copper tee's
  - ee. 1- 1"x 1/2" x 1" copper tee
  - ff. 1- 1"x 1/2" x 1" ccc wrot
  - gg. 1- 3' length 1/2" "m" copper tubing
  - hh. 1- 4' length 3/4" "m" copper tubing
  - ii. 1- 4' length 1" "m" copper tubing

NOTE: Contestants will disassemble project and return all items to their school. All tools must be brought to the contest site in a toolbox with no visible student or school name.

## **HYDRONIC HEATING**

*Continued*

### **Scope of the Contest:**

1. Contestants will be given job sheets explaining the tasks to be performed.
2. Contestants will be asked to assemble on a boiler all necessary heating specialties such as circular, flow valves, air scope, expansion tank, etc./ with pipe and fittings so that the boiler may be connected to a two zone hot water heating system.
3. Projects will not include air conditioning units.
4. Contestant's knowledge of equipment, fittings and parts associated with heating systems, domestic hot water and gas, and oil burners will be tested.
5. Contestants will be rated on their technical knowledge, identification, manipulative skills, safety and speed.

## **OFFICE TECHNOLOGY**

### **Purpose:**

To evaluate each contestant's preparation for employment and to recognize outstanding students excellence and professionalism in the field of office technology.

### **First:**

Refer to General Rules and Regulations

### **Clothing Requirements:**

Accompanying SkillsUSA dress minus blazer.

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with preparation for the secretarial field as the occupational objective.

### **Equipment and Materials:**

1. Supplied by the contest chairperson:
  - a. All necessary materials for the contestants and judges.
2. Supplied by the contestant:
  - a. A computer and printer with word processing software installed. (It is suggested that you bring a laptop because it is easier to carry)
  - b. Copyholder or stand
  - c. Typist reference manual
  - d. Calculator
  - e. Pen or Pencil
3. Contestants must bring a 3x5- index card with name of contest, contestant's name, and home address, name of vocational center, advisor/chaperone, and social security number.

### **Scope of the Contest:**

1. Contestants will demonstrate their ability to perform any or all of the following types of jobs or projects:
  - a. Computation with adding machines or calculators
  - b. Keyboarding any or all of the following presented to the contestant in a rough draft format: Unarranged letters, memos, tables, manuscripts, personal business letters, and business letters.
  - c. Proofreading using proofreader marks
  - d. Spelling
  - e. Punctuation
  - f. English grammar
2. Skills to be demonstrated will be based on standards as described in the Gregg Reference Manual.
3. Contestants will proceed with the assignment as explained on the job sheets.
4. Contestants will notify the judges as they finish each project.
4. Evaluation is based on the documents being free of errors.

## **PRECISION HEAVY EQUIPMENT OPERATION**

### **Purpose:**

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of heavy equipment operation.

### **First:**

Refer to General Rules and Regulations

### **Clothing Requirements:**

White crew neck short sleeved T-shirt, work pants, safety glasses or goggles, leather or steel toed work shoes, outdoor clothing suitable for all weather conditions, bump hat or hard hat.

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with heavy equipment operation as the occupational objective.

### **Equipment and Materials:**

1. Supplied by the contest chairperson:
  - a. All equipment and materials needed by the contestants and judges.
  - b. All information necessary for the contestants and judges.
2. Supplied by the contestant:
  - a. Clipboard
  - b. Pen and/or pencil
  - c. Calculator

### **Scope of the Contest:**

1. Contestants shall be given job sheets explaining the tasks to be performed.
2. Contestants will demonstrate their ability to perform a safety and maintenance inspection before operating the equipment.
3. Contestants will be judged on their ability to properly operate and maneuver heavy equipment through the tasks provided on the job sheets in the specified time.
4. The contest equipment will be chosen from the following list:

Typical Equipment: John Deere, Case, Ford, and Cat

  - a. Dump truck
  - b. Backhoe
  - c. Bulldozer
  - d. Rubber tire articulated loader
  - e. Fork lift
  - f. Hydraulic Excavator
  - g. Implement Trailer
  - h. Builder's Level/ Laser
5. The tasks will be representative of the general excavating jobs such as:
  - a. Loading and unloading fill
  - b. Moving and grading soil
  - c. Relocating supplies
  - d. Loading and unloading equipment from a trailer
  - e. Trenching and backfilling, Surveying- set and read elevations
  - f. All safety rules must be observed

**Purpose:**

To evaluate each contestant's preparation for employment and to recognize outstanding students excellence and professionalism in the field of animal care.

**First:**

Refer to General Rules and Regulations.

**Clothing Requirements:**

Contestants will be required to wear work sneakers or work shoes, scrub top with scrub pants or scrub top with black pants. Long hair must be tied back. All hanging earrings, chains, facial jewelry and bracelets must be removed prior to competition.

**Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs on the secondary level with animal science and/or grooming as the occupational objective.

**Equipment and Materials:****1. Supplied by the chairperson:**

- a. All animals
- b. All equipment, materials, and items needed to conduct the contest

**2. Supplied by contestant:**

- a. Pen/Pencil
- b. Anonymous Professional Resume. All headings **must** read:  
Name: Jane or John Smith  
Address: 123 Main Street  
Any Town, NY 13215

✓ *Names & locations of schools and places of employment that identify a town should be omitted and substituted with "Any High School" or "Ant Town" etc.*

**Scope of the Contest:**

1. Contest projects will be chosen from the following list:
  - a. Identify AKC breeds from photographs. Spelling Counts! (*visit AKC.com for up to date list*)
  - b. Demonstrate & record temperature, pulse and/or respiration of a dog or cat.
  - c. Identify pulse sites (*see attached list*)
  - d. Identify common blood withdrawal sites (*see attached list*)
  - e. Identify and perform handling & restraint techniques
  - f. Practical mathematical applications commonly encountered in the animal care workplace. (*Weights, measures, mixing concentrated solutions etc.*)
  - g. Identify dental tools and diagnostic equipment
  - h. Identify and perform grooming equipment maintenance techniques.
  - i. Identify surgical instruments (*see attachment*)
  - j. Identify grooming equipment (*see attachment*)
  - k. Prepare and/or package equipment and/or supplies for sterilization. (*Reference McCurnin*)
  - l. Gown folding (*Reference McCurnin*)

- m. Apply principles of disinfection.
- n. Life cycle information.
- o. Identify external parasites and internal parasites. (*Using scientific terminology*)
- p. Fecal Analysis.
- q. Identify CFA recognized cat breeds. (*Visit CFA.com for up to date list*)
- r. Animal behavioral postures (*dominance, aggression, fear, arousal, etc.*)
- s. Principles of nutrition- basic needs, unique characteristics of individual species diet.
- t. Cage cleaning and set-up.
- u. Identify species and sex common laboratory animals. (*See attached list*)
- v. Identify common bedding materials. (*See attached list*)
- w. External anatomy.
- x. Systems of the body.
- y. Diseases of domestic animals.
- z. Preventive health plans, vaccinations and abbreviations.
- aa. Knowledge of Animal Welfare and Animal Rights issues and agencies.
- bb. Proper hand washing skills.
- cc. Employability Skills: can include job interview and readiness skills, admitting a pet into a veterinary hospital or grooming salon. Policies and rules will be given to the contestants before the interview.
- dd. Veterinary terminology and abbreviations.
- ee. Prepare and dispense pharmaceuticals.

**References:**

**Small Animal Care and Management; Dean M. Warren**  
ISBN 0-8273-4557-7

**All Breed Dog Grooming Guide; Sam Kohl**  
ISBN 0-9646072-0-4

**Clinical Textbook for Veterinary Technicians; Dennis M. McCurnin**  
ISBN 0-7216-2196-1

## Study Guide Only

*The following information has been provided as a resource for contestants to use as a study guide only and should not be used to determine tools, materials or equipment that should be supplied by the contestant.*

### Surgical Instruments

Snook Hook	Rochester Carmalt curved	Metzenbaum Scissors
Olsen-Hegar Needle Holder	Angiotribe straight	Groove Director
Mayo-Hegar Needle Holder	Angiotribe curved	Suture Removal Scissors
#3 Scalpel Handle	Mosquito Forceps straight	Crile Forceps straight
Dressing Forceps	Mosquito Forceps curved	Crile Forceps curved
Backhaus Towel Clamp	Kelly Forceps straight	Rochester Pean
Jones Towel Clamp	Kelly Forceps curved	Wire Cutting Scissors
Lister Bandage Scissor	Allis Tissue Forceps	Adson Brown Tissue Forceps
Rochester Carmalt straight	Mayo Scissors	

### Laboratory Animals

Rabbit	Guinea Pig	Chinchilla	Hamster
Ferret	Rat	Mouse	Gerbil

### Bedding Materials

Cedar	Pine Shavings	Yesterday's News
Carefresh	Aspen	Corn Cob

### Blood Withdrawal Sites

Jugular	Orbital Sinus
Cephalic	Tail
Lateral & Medial Saphenous	Marginal Ear Vein
Cardiac Puncture	

### Pulse Sites

Apical	Femoral
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### Grooming Equipment

Bristle Brush	Undercoat Rake	Thinning Shears
Pin Brush	Grooming Mitt	Grooming Noose or Loop
Universal Slicker Brush	Combination Comb	Guillotine Nail Clipper or
Mat Rake	Shedding Comb	Resco Nail Clipper
V-Rake	Mat Splitter	Scissor Type Nail Clipper
Shedding Blade	Clipper Comb (any size)	or Whites Nail Clipper
Flea Comb	Clipper Blade (any size)	Hand Stripper or Stripping
Hound Glove	Clipper	Knife or Stripping Blade
Coarse Comb	Plier Type Nail Clipper	Nail File
Curry	Shears straight or curved	Clipper Brush
Slicker Brush	Safety Shears straight or	
Mat Comb	curved	

## **SMALL ENGINE SERVICE**

### **Purpose:**

To evaluate each contestant's ability to demonstrate basic skills in the field of small engine service.

### **First:**

Refer to General Rules and Regulations

### **Clothing Requirements:**

White crew neck short sleeved T-shirt, work pants, work gloves, safety glasses and goggles, leather or steel toed work shoes, outdoor clothing suitable for any weather conditions.

### **Eligibility:**

Open to active SkillsUSA members enrolled in vocational programs teaching basic level food preparation skills on the secondary level. Students are eligible who have a disability as defined in Public Law 94/142 entitled "Education for Handicapped Children Act of 1975".

1. The Committee for Special Education (CSE) must refer students to the Occupational Center. Students are eligible as contestants if they are:
  - a. Enrolled in a "modified or special" occupational education program designed specifically for CSE students.
  - b. If the center does not offer "modified" programs and the student is mainstreamed into a regular occupational program.

### **Equipment and Materials:**

1. Supplied by contest chairperson:
  - a. All support equipment and contest supplies.
  - b. All information necessary for the contestant and judges
2. Supplied by the contestant:
  - a. 3x5- index card with name of contest, contestant's name, home address, name of vocational center, advisor/chaperone, social security number

### **Scope of the Contest:**

1. Contestants shall be given job sheets explaining the tasks to be performed. Verbal instructions will be given when needed.
2. The contest will consist of the following projects:
  - a. Remove and replace starter rope
  - b. Assemble a push lawn mower
  - c. Remove and replace spark plug and air filter
  - d. Remove and replace points and condenser and adjust armature to flywheel air gap
  - e. Disassemble and assemble a small engine
  - f. Compression test
  - g. Torque head gasket
  - h. Identify selected tools of the trade
  - i. Parts identification
  - j. Job interview skills
3. The chairperson will determine which activities will be performed each year.
4. Time limits will be established on the job sheet for each task.
5. All safety rules must be observed