



Total Participation Plan

Membership Guide



What is TPP?

The SkillsUSA Total Participation Plan (TPP) is for High School and Middle School SkillsUSA Chapters. TPP allows eligible students who are enrolled in technical, skilled and service occupations, including health occupations, to participate in SkillsUSA as an integral part of their education. That means your entire classroom, school or school district can join SkillsUSA on a single plan that covers national dues, state dues and employability skills training materials for students.

Through use of Total Participation Plan, students are provided the opportunity to develop SkillsUSA Framework skills that encompass the necessary personal, workplace and technical skills needed for career readiness. Your affiliation through the Total Participation Plan means you've made a commitment to SkillsUSA to integrate Career Essentials: Experiences, Career Essentials: Assessments, and/or educational resources into your classroom.

Use this plan if your chapter is a high school, middle school or your district has a combination of both or a combination of high school and college/postsecondary students.

Total Participation Plan Deadlines

Deadline	Action Needed	Description and Instructions
November 15	Affiliation Incentives	To receive full services from SkillsUSA (including student benefits and professional affiliation incentives) the TPP affiliation plan must be created online, and all students and professionals must be registered online within the SkillsUSA website.
December 1	Plan due to your State Association Director. All First Semester students and professionals registered online.	All Total Participation Plans must be created and submitted for approval online within the SkillsUSA membership website. All first semester students enrolled in your schools CTE program, and all professionals should be registered as members online within the SkillsUSA membership website.
December 1	Order Educational Resources for student use early in the school year.	Order Educational Resources for each student on the plan early in the school year and no later than April. Any credit not ordered by June 1st at the end of the school year will be forfeited.
December 15 (State Directors)	Online affiliations due to National headquarters.	State Directors should approve and submit all TPP affiliations online within the SkillsUSA membership website.
January 31	All Second Semester students registered online.	All second semester students enrolled in your schools CTE program, and all professionals should be registered as members online within the SkillsUSA website to receive full benefits.

TPP Pricing

The pricing includes students, professionals and a required educational resource cost. See the chart below to calculate the total cost. A single school or multiple schools in a district or state can be on the same plan.

If you have multiple schools on your plan, use the total number of student members between multiple schools for the student affiliation cost. Each school must meet the minimum number of members found in the Total Participation Plan Agreement section.

Students	Affiliation Cost
1-24	Not Eligible
25-99	\$395
100-150	\$640
151-250	\$1,312
251-350	\$1,750
351-500	\$2,185
501-650	\$2,750
651-750	\$3,045
751-1,000	\$3,770
1,001-1,250	\$4,425
1,251-1,650	\$5,340
1,651-2,000	\$5,900
2,001-3,500	\$6,500
3,501-5,000	\$7,550
5,001-7,500	\$8,600
7,501-10,000	\$9,955
10,001-12,000	\$11,555

Educational Resources

Use the Formula below to calculate the required dollars that will be billed as part of your plan.

\$5.95 x $\frac{\text{\# of Students on TPP Plan}}{\text{Total Resources Dollars Due}}$ **=** _____

NOTE: You must order and pay the retail price of the product you select as part of the plan. The amount on your TPP plan will be used as credit towards your purchase.

If your product order exceeds the TPP credit amount a separate form of payment will be required.

Professional Affiliation

The affiliation plan is inclusive of both state and the national dues. Use the formula and link below to calculate the cost per professional:

State affiliation PLUS \$20.00 national

[For state affiliation costs click HERE](#)

Minimum of one professional for every 100 students.

Student Affiliation

Educational Resources

Professional Affiliation

Total Cost

Example Calculation

This is an example calculation. Your final amount will be based on estimated students and professionals as well as the professional affiliation amount in your state.

Estimated Number of Students Joining: 120

Estimated Number of Professionals Joining: 5

1. Student Affiliation Amount (120 students): \$640
2. Educational Resources: 120 students x 5.95 = \$714
3. Professional Affiliation: 5 professionals x \$30 (\$30 is an example)

TOTAL: \$640 + \$714 + \$150 = \$1,504

How to Complete a TPP Agreement

The interactive guide linked below provides step-by-step directions on how to complete a SkillsUSA Total Participation Plan Agreement

How to Complete a Total Participation Plan

Order Process for Educational Resources

By agreeing to the affiliation, you agree to order and integrate SkillsUSA Resources to support your program for this year's students. Select from the Career Essentials: Experiences, Career Essentials: Assessments, Certifications; CTE Knowledge and Framework Certification Bundles or Essentials Elements or an eligible educational resource from the SkillsUSA Resource store.

[Download the product descriptions](#) and ordering instructions for each product and forward to your school contact responsible for placing educational resource orders.

Provide the TPP invoice number located above to the person placing orders as this will serve as the payment method during checkout.

Educational Resource ordering deadline and transfer of product policy

- Once you select a product type(s) and are invoiced, the credit is only available for that category and dollar amount you allocated. Dollars allotted are not transferrable between product types once invoiced.
- Product orders should be placed by December to ensure students have ample time to use the resources or by March for end of year assessment testing. The deadline to place final product orders using your TPP credit is June 1 of the current school year. Credit is forfeited if your orders are not placed by the June date.



Total Participation Plan Agreement

Be sure your school can comply to all the terms and conditions before completing the agreement online.

Register all eligible students and professionals within the SkillsUSA website. All students must be joined as members if they are enrolled in a career and technical class that SkillsUSA serves and is allowable by state policy.

Register at least 25 students and at least one professional for every 100 students. Your school(s) should ensure member names are correct and not duplicated. Once members are joined in the system drops and cancellations are not allowed. Your school is liable for paying for all registered members including duplicate member names.

Use the TPP educational resource credit to order and implement the Career Essentials: Experiences, Career Essentials: Assessments, CTE Knowledge and Framework Certification Bundle or order eligible educational resources from the SkillsUSA Resource online store. Once a product type is selected on the TPP agreement, your credit can only be used towards that product type during the year.

Ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials. You agree to implement or arrange for any necessary training for affiliated professionals and will contact the state or national headquarters and arrange for the necessary training.

Implement the SkillsUSA program to all eligible trade, industrial, technical and health sciences students and offer opportunities for eligible students to compete in local, state or national skill and leadership and skills competitions and participate in leadership training and conferences through SkillsUSA. If your school does not register members or take part in SkillsUSA programs or events after the agreement is signed, you understand your school is still liable for payment.

Professionals receive incentives, affiliation mailings and critical contest updates via email, and these may be missed if your school does not register professionals by the specified deadlines. Students must be registered within the SkillsUSA website by your states membership deadline to qualify for SkillsUSA competitions, scholarships, and programming.

This is an institutional affiliation; therefore, all benefits are provided only to individuals registered as part of this affiliation. The affiliation and all the benefits cease immediately once an individual departs the institution for any reason.

Affiliation pricing includes student, educational resources and professional affiliation. I agree that once I sign and submit the affiliation plan that my school will pay the appropriate student, educational resource and professional affiliation based on the agreement. Members that are joined over the agreed student or professional count are subject to added billing charges. Billing may take place during the year or after the national March membership deadline. **There are no refunds OR credit given for members not joined that were included in the estimate member count or who elect not to participate in SkillsUSA during the school year.**

PAYMENT IS DUE to the SkillsUSA national office no later than 30 days of the invoice date. SkillsUSA will generate an automated invoice and email to the contact and billing email on the agreement once the agreement is approved. The invoice will also be available online and will be emailed each month until paid. Ensure the billing email is included in the contact and billing section.

Questions on the Affiliation Plan?

Contact Payten Gallatin at pgallatin@skillsusa.org or 770-854-1387