

CAREER DEVELOPMENT EVENTS HANDBOOK

2021 -2022



Purpose

Competitive Events offered by Ohio Family, Career and Community Leaders of America (FCCLA) give you and your students the chance to strengthen your skills, showcase accomplishments and make positive changes in families, careers, and communities. In Ohio, these Competitive Events are called Career Development Events (CDE's) which mirror the national Competitive Events. Ohio FCCLA Competitive Events have multiple categories, styles and guidelines to meet the needs of diverse members and chapters.

Ohio Career Development Events (CDE's) are educational activities that are organized and conducted by the Ohio Department of Education, Office of Career-Technical Education and Family and Consumer Sciences (FCS). CDE's are designed to assess student competence and technical skills as detailed in the Family and Consumer Sciences, Hospitality and Tourism, Education and Training, Human Services and Visual Arts and Design Career Field Content Standards.

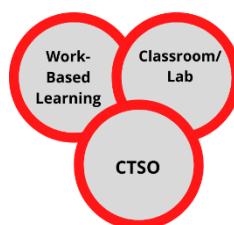
Career Development Events are the motivating forces that stimulates career interests and personal development of middle and high school students enrolled in a Career-Technical Education program. CDE's make up five content focus areas: Business Foundations, Career Preparation, Design, Education and Training and Hospitality and Tourism. National FCCLA offers three Online Events that have preliminary rounds and compete at the national level only. Career Development Event information can be found at [Ohio FCCLA – Career Development Events](#).

Ohio will follow all national competitive event guidelines which are found in the **Affiliation Portal** under the **Resources tab** then **Competitive Events** section. For the Ohio Events go to the **Affiliation Portal** and click on the **Resources tab – Resource Type – State Resources – Competitive Events – Templates and Resources**. Periodically, revisions may occur to CDE operations.

Integral to Curriculum

FCCLA is designed to be a part of your everyday Career-Technical course curriculum. From Competitive Events to National Programs, there are multiple resources for supplementing and improving your curriculum. FCCLA members explore career opportunities and build real world skills by developing projects, engaging, and participating in events and competing at the regional, state and national levels for scholarships and awards. Co-curricular activities are incorporated into instructional programming and receive instructional time within the classroom in addition to any events that occur outside of the classroom instruction time.

The recognition of work-based learning, structured learning experiences and entrepreneurship projects enhance the standards taught in the classroom and prepare students to be college and career ready. The diagram below illustrates how CTE program consists of three overlapping parts: classroom instruction, work-based learning, and Career-Technical Student Organization activities. Each circle is a distinct, yet interrelated components of a CTE program.



Ohio FCCLA provides Career-Technical Education students the availability to develop knowledge and skills, enhancing the classroom experience and Career Pathway opportunities. The Office of Career-Technical Education encourages teachers to participate in the Career-Technical Student Organization that best aligns to the pathway content. Course alignments can be found on the Ohio FCCLA website under the [Adviser Tab – Pathway Course Alignment](#). The four Career Pathways aligned directly to FCCLA are:



The Ohio Department of Education, Office of Career-Technical Education partners with post-secondary educator’s and business and industry to develop content specific state level events. National FCCLA convenes a Competitive Events Advisory Team comprised of state advisers, chapter advisers, national officers, and national staff. Both of these committees are committed to offering high-quality, skills development that promotes workplace readiness skills.

Career Development Events are recognized for developing members ability to be proficient through individual and team projects which focus on career preparation and leadership skills.

- **Business Foundation Events** builds participants competencies that enhance leadership skills and basic business concepts to be workplace ready.
- **Career Preparation Events** builds participants competencies to improve their career readiness skills.
- **Design Events** builds content specific concepts that allow members to focus on fashion and design.
- **Education and Training Events** builds content specific concepts that allow members to focus on the career technical pathways of Early Childhood Education and Teaching Professions.
- **Hospitality and Tourism Events** build content specific concepts that allow members to focus on the career technical pathways of Culinary Arts and Hospitality.
- **Online Events** build content specific concepts that allow members to focus on digital presentations.

Policy and Procedure for Requesting Special Needs Accommodations for Career Development Events

Based on recommendations from Ohio FCCLA Association Board of Directors, Ohio FCCLA Association has implemented a policy for processing requests from FCCLA members who have qualified for state level competition with a special needs accommodation.

If an adviser has a member that qualified to compete at the state level, for which they believe will need to be provided an accommodation, the Application for Requests for Special Needs Accommodation must be completed. The form used for a participant to make a special needs request

is available on the Ohio FCCLA Association website (www.ohiofccla.org) under the Career Development Events tab.

The signed form will be sent to the state office for the Ohio FCCLA Staff to review the application and determine if further documentation will be required. Once all the documentation has been compiled, each request will be reviewed by a team of independent reviewers who are accredited in special needs assistance.

At that time, it will be determined what accommodations are needed for the participant in their specific event. In some cases, it may be recommended by the reviewers that no accommodation is needed. Once the status of the member has been determined the adviser, member and parent will be notified of what accommodations will be provided for the participant.

Career Development Event Levels

The competition levels are based on grade level of the member. If a member of a team, the member will compete at the highest level of the teams' members. In addition, some events will have course/pathway requirements. Competitive Event levels are:

- Level 1 – members through grade 8
- Level 2 – members in grades 9 - 10
- Level 3 – members in grades 11- 12
- Level 4 – Post-secondary members

Dress Code

The Board of Directors adopted policy in February 2016 for members attending State Leadership Conference beginning in April 2019 members must be in official dress. Official dress is NOT required for competition except Culinary.

FCCLA Official Dress:

- FCCLA Red blazer is encouraged
- Red, black, or white polo or professional white shirt (long or short sleeve)
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- Jeans, t-shirts, athletic wear are NOT acceptable

Regional Chef Attire:

- Chef Coat (any color, no distinguishing logos, school name or student name)
- Chef Apron
- Chef Hat
- Industry pants or commercial uniform
- Closed-toe, low heel kitchen shoes with non-slip soles

State Chef Attire: (Board adopted 2016)

- Official FCCLA Chef Coat
- Official FCCLA Chef Apron
- Official FCCLA Chef Hat
- Industry pants
- Closed-toe, low heel kitchen shoes with non-slip soles

Competitor Qualifications

- Affiliated middle school or high school student currently or previously enrolled in an approved Career-Technical Education course
- Represents the school they are currently enrolled
- Must complete the “Ohio FCCLA Program and Event Release of Liability and Consent Form” annually

Career Development Events Registration

- Chapters must affiliate before registering for competitive events
- Registration opens November 15 and closes December 15
- Chapters can substitute affiliated members up to the day of competition
- All registration invoices are final
- No refunds will be issued for cancelled or no-show competitive events
- Any chapter missing the registration deadline must contact the state office to request a late submission
- A \$50.00 Late Fee, in addition to the event fees, will be charged upon approval by State Staff. This fee will increase by \$50.00 each week up until January 15 thereafter no late submissions will be granted. (Board Policy adopted 2106)

Member Information

- Competitors must be an affiliated member by the day of competition
- A member may compete in one individual and one team event
- Hospitality and Tourism chapters may register two participants per the following events: Baking and Pastry, Culinary Arts, Garde Manger and Product Development
- All CDEs must be completed in a one-school year span beginning July 1 and June 30
- Should a team member be absent from regional competition and the teams advances to state, it is a local decision to allow that member to participate
- Members are responsible for all event materials. Items left behind are not the responsibility of Ohio FCCLA or the regional host site
- Spectators are not allowed to observe any portion of a competitive event. Videotaping and or audio recording during competition is prohibited
- Media, special guest of Ohio FCCLA, business and industry partners may be escorted into the competition area with prior approval of State Staff

Subject Matter Experts

Chapter advisers serve an important role as Subject Matter Experts in curriculum, Career-Technical Education and FCCLA to educate both members and other adult volunteers. Without chapter advisers serving as event volunteers, evaluation teams may lack critical context and subject matter information that could negatively impact final scoring. All Subject Matter Experts serving in a volunteer role will receive documentation of the hours devoted to competitive events.

The Office of Career-Technical Education and State FCCLA Office have the expectation that advisers will help facilitate these competitions in the role of Subject Matter Experts at the regional, state and national levels. In addition, the expectation that all advisers will demonstrate professionalism while working with other advisers, volunteers, and state staff during the evaluation of members projects to provide a positive competitive event atmosphere.

Regional Recognition Awards

Each regional site will provide a location for an Awards Session. Once the tally room has validated all scores in each event in each level, the Awards Session will begin. Members will receive a gold, silver or bronze medal that corresponds to the rating score received. Rubrics will be downloaded to the adviser's portal within 72 business hours following the event.

State Qualifiers

State Qualifiers will be announced ten (10) business days following the last regional event. A rating of 75 or above must be achieved in order to be considered a state qualifier candidate. The top ten (10) in each level in each event will move onto state competitions. Every effort will be given to make sure all regions are represented. Once state qualifiers are announced they become final.

State Recognition Awards

All state competitors will receive recognition throughout the State Leadership Conference. Tie breakers will follow national competitive events procedure. All scores will be verified by the Tally Room and considered final when posted. Advisers will have access to print certificates for silver and bronze rated competitors.

Those competitors who place in the top three and/or receive a gold rating will be recognized on stage during the State Leadership Conference. All competitors who will be on stage, must be in official dress and will have assigned seating during their recognition session. Any competitor not complying with the Ohio FCCLA Official Dress Code Policy will not have the opportunity to be recognized on stage. Gold rated competitors will receive a medal and the top three places in each event at each level will receive a trophy and placement award.

National Qualifiers

National Qualifiers will be the top two places receiving a score of 80 or above in each event at each level. The exception being the top three places receiving a score of 80 or above in Baking and Pastry and Culinary Arts will be national qualifiers in those events.

A competitor earning the right to compete at nationals must confirm within five days after being announced. If the member forfeits the right to compete, the state office will proceed with the next competitor who earned the score of 80 and above. A member can only compete in one event at the national level. Advisers who have national qualifiers are expected to serve in a competitive event role at nationals.

Violations of General Rules

Violations of any general rule may be grounds for State Staff to disqualify participants in an event.

Career Development Events Content Categories

<p style="text-align: center;">BUSINESS FOUNDATIONS</p> <p>Chapter Service Project Display/Portfolio Entrepreneurship Event Management National Programs in Action Parliamentary Procedure Sustainability Challenge</p>	<p style="text-align: center;">GENERAL CAREERS</p> <p>Career Investigation Chapter in Review Display/Portfolio Interpersonal Communications Job Interview Leadership Professional Presentation Promote and Publicize FCCLA! Public Policy Advocate</p>
<p style="text-align: center;">EDUCATION and TRAINING</p> <p>Curriculum Unit Development Early Childhood Education Focus on Children Language and Literacy Lesson Presentation Observation and Assessment Teach and Train</p>	<p style="text-align: center;">HOSPITALITY and TOURISM</p> <p>Baking and Pastry Culinary Arts Culinary Math Management Food Innovations Garde Manger Hospitality, Tourism and Recreation Nutrition and Wellness Product Development Sports Nutrition</p>
<p style="text-align: center;">DESIGN</p> <p>Fashion Construction Fashion Design Interior Design Repurpose and Redesign</p>	<p style="text-align: center;">ONLINE EVENTS</p> <p>Digital Stories for Change FCCLA Chapter Website Instructional Video Design</p>

Inclement Weather Policy

If inclement weather, emergency, or unforeseen situations are affecting the area or region of an FCCLA Regional Competition, a decision may be made to delay, cancel or utilize the virtual components of competition. These decisions are made after consulting the national weather service, local weather, or public health orders. The safety of our students, advisers and partners is our first and foremost priority.

If a Level 2 or Level 3 snow emergency or a public health alert system level in the host site city or county, the event will be cancelled, and alternative opportunities will be established. However, should one or more of these factors be present, the state staff will contact appropriate experts to assess potential hazards and consider options for amending the event start or participation schedules to facilitate safe travels, event adjustments or cancellation.

Advisers will be notified by email, and/or telephone of cancellations or delays as soon as possible after the decision is made. If such conditions develop during the night and warrant a delay or cancellation after early morning travel has begun, every attempt will be made to notify advisers through personal call. Local media outlets, social media, and alerting state law enforcement.

COVID-19 Safety Guidelines

COVID-19 is an extremely contagious disease that can lead to severe illness and death, especially for those with underlying medical conditions. Ohio FCCLA Association's top priority is the health and safety of those attending in-person events. Throughout our planning, we will continue to monitor and follow all national, state, and local safety requirements and guidelines when hosting events this year.

For each event, Ohio FCCLA Association will work closely with the local health department and the host site to plan for a healthy and safe experience. This plan is a living document that will continue to evolve as the venues and local protocols change. The following information provides you with the current pandemic-related recommendations and requirements from the Center for Disease Control (CDC) and Ohio Health Department.

Masks:

- All attendees are required to observe the rules established by the host site/venue and local authorities at the time of the event.
- Masks are strongly recommended at all Ohio FCCLA events. Attendees should wear a properly fitted face mask (covers both mouth and nose) throughout the duration of the event.

Hand Sanitizer:

- Hand sanitizer stations will be positioned in key locations during the event.
- Carrying personal-sized hand sanitizers also recommended.

Before You Arrive:

- If you are experiencing any of the following symptoms or have been in contact with anyone with a confirmed COVID positive test within six days prior to the event, please stay home:
 - Fever (temperature over 100.4 F)
 - Loss of taste or smell
 - Dry cough
 - Congestion or runny nose
 - Sore throat
 - Shortness of breath or difficulty in breathing
 - Nausea or vomiting or diarrhea
- Be sure that student and parent/guardian have signed the [2021 Ohio FCCLA Liability and Consent Form](#) before the student arrives at the event.

Stay back if you're sick:

If you develop symptoms of COVID-19 less than 10 days before or any time while attending an event, do not come.

Vaccination:

The Centers for Disease Control and Prevention (CDC) and Ohio Department of Health say the best way to prevent the spread of COVID-19 is to get the vaccine, which is free and widely available for all persons 12 years of age and older.

Assumption of Risk:

By attending Ohio FCCLA events, you voluntarily assume the risks of exposure to COVID-19.

EVENT	INDIVIDUAL	TEAM	LEVEL 1	LEVEL 2	LEVEL 3
BAKING AND PASTRY	x				x
CAREER INVESTIGATION	X	X	X	X	X
CHAPTER IN REVIEW DISPLAY/PORTFOLIO		X	X	X	X
CHAPTER SERVICE PROJECT DISPLAY/PORTFOLIO		X	X	X	X
CULINARY ARTS	X				X
CULINARY MATH MANAGEMENT	X	X			X
CURRICULUM UNIT DEVELOPMENT	X				X
EARLY CHILDHOOD EDUCATION	X				X
ENTREPRENEURSHIP	X	X	X	X	X
EVENT MANAGEMENT	X	X	X	X	X
FASHION CONSTRUCTION	X			X	X
FASHION DESIGN	X	X		X	X
FOCUS ON CHILDREN	X	X	X	X	X
FOOD INNOVATIONS	X	X	X	X	X
GARDE MANGER	X				X
HOSPITALITY, TOURISM & RECREATION	X	X			X
INTERIOR DESIGN	X	X			X
INTERPERSONAL COMMUNICATIONS	X	X	X	X	X
JOB INTERVIEW	X			X	X
LANGUAGE AND LITERACY	X				X
LESSON PRESENTATION	X				X
LEADERSHIP	X			X	X
NATIONAL PROGRAMS IN ACTION	X	X	X	X	X
NUTRITION and WELLNESS	X	X	X	X	X
OBSERVATION and ASSESSMENT	X				X
PARLIAMENTARY PROCEDURE		X	X	X	X
PRODUCT DEVELOPMENT		X			X
PROFESSIONAL PRESENTATION	X	X	X	X	X
PROMOTE and PUBLICIZE FCCLA!	X	X	X	X	X
PUBLIC POLICY ADVOCATE	X	X	X	X	X
REPURPOSE and REDESIGN	X	X	X	X	X
SPORTS NUTRITION	X	X	X	X	X
SUSTAINABILITY CHALLENGE	X	X	X	X	X
TEACH and TRAIN	X	X	X	X	X

** Highlighted Events are Career Field specific