

## REGISTRATION CHECKLIST

This registration checklist walks through the steps needed to complete registration for The Championships 2025. Reach out to the state office for assistance or questions at 833.754.5545 or [membership@skillsusaillinois.org](mailto:membership@skillsusaillinois.org).

- MARCH 3** ..... Review Qualifying Events Results and Prepare for Registration
- Review and notify members of Qualifying Events results (emailed to advisor)
  - Review [Registration Information](#) | [Hotel Information](#)
  - Begin internal chapter registration process.
  - Review [Career Competition Qualifications](#) | [Clothing Requirements](#)
- MARCH 7** ..... Chapter Excellence Program Submission Deadline
- Submit [Chapter Excellence Program](#) applications using Launch! ([www.ywdf.org](http://www.ywdf.org))
- MARCH 14** ..... Red Jacket To Your Dream Scholarship Deadline
- Ensure members submit [Red Jacket To Your Dream Scholarship](#).
- MARCH 19** ..... The Championships Registration and Hotel Accommodation Deadline
- Review [Conference Refund Policy](#), [Illinois Code of Conduct](#), and [Illinois Code of Ethics](#).
  - Register members and submit hotel assignments for The Championships using [Launch!](#)
  - Indicate [Chapter Voting Delegates](#) and distribute delegate information.
  - Review and distribute [Parent and Guest Information](#).
- MARCH 21** ..... Advisor of the Year Application Deadline
- Submit [Advisor of the Year](#) applications. Open to all CEP Level II chapter advisors.
- APRIL 15-18** ..... Career Readiness Assessment Window
- All competitors must complete the Career Readiness Assessment at their local chapter during this window. This assessment must be completed by April 18 at 6 p.m. and supervised by a proctor. [Career Readiness Assessment Overview](#)
- APRIL 16** ..... Submit Delegate Information and Applications for State Officer Candidacy
- Review [State Officer Program Guide](#) and submit candidate applications.
- APRIL 22**..... Advisor Orientation (Virtual)
- Attend the virtual Advisor Orientation on **Tuesday, April 22 at 3:30 p.m.** This is in place of the typical Thursday evening orientation. Invite will be sent the week prior.
- CONTINUOUSLY**.....
- Review [Illinois Info Guides](#), these guides will be posted as they are received from the competition technical committees. These documents will indicate any deviation from the National Technical Standards and state-level appropriate clothing.
  - Read email updates from SkillsUSA Illinois