



OKLAHOMA
**BUSINESS
PROFESSIONALS**
of AMERICA
Giving Purpose to Potential

State Leadership Conference

March 8-10, 2027

Middle-Level Competition Day: February 19, 2027

Middle-Level, Secondary & Postsecondary

Guidelines Supplement

2026-27

Workplace Skills Assessment Program



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INTRODUCTION

Content of the State Guidelines Supplement

This Oklahoma Competitive Event *Guidelines Supplement* contains information that is specific to Oklahoma for all competitive events and is essential for members attending the State Leadership Conference and Middle-Level Competition Day.

Purpose of the State Guidelines Supplement

The purpose of the *Guidelines Supplement* is to serve as an addendum to the National Guidelines and to provide as much information as possible to help prepare students for a successful experience at the State Leadership Conference (SLC) and Middle-Level Competition Day.

The National Workplace Skills Assessment Program (WSAP) Guidelines as well as this supplement regulate all state Workplace Skills Assessment Program (WSAP) Events. Authors, administrators, proctors, and evaluators will strictly follow these guidelines. **For the Oklahoma State Leadership Conference and competitions, if there are discrepancies between the National guidelines and the Oklahoma Guidelines Supplement, the Oklahoma Guidelines Supplement will supersede the National Guidelines in all regards to the Oklahoma State Leadership Conference (SLC) and Middle-Level Competition Day.**

Awards and Recognition

For all divisions (middle-level, secondary, and postsecondary), the top eight (8) winners will be recognized at the State Leadership Conference. For Open Events, the top eight (8) scores, plus ties, will be recognized. For events with a pre-submission/prequalification component, contestants/teams who do **not** participate in **both** parts of the event (i.e., pre-submit and judged, objective and application/production, etc.) will **not** be ranked.

Non-Discrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

GENERAL GUIDELINES

Eligibility

According to Board policy, "Only members whose dues have been postmarked to the National Center by March 15 are eligible for national competition." State (SLC) and Middle-Level Day competitions require **member dues to be paid no later than January 8, 2027.**

The guidelines for each event indicate the number of members that a state may enter at SLC and Middle-Level Day competitions. All entries for WSAP events must be registered for state competitions through the state association. To compete in an event at NLC, the individual or team must have competed in that event at the state level (excluding open events). Substitutions for team members are left to the discretion of the State Advisor. Any special eligibility requirements are indicated in the event guidelines. Advisors can verify membership online or by contacting the National Center.

Number of Contests

Middle-level and secondary members may participate in up to two (2) events, only one of which may be a team event. Postsecondary members may now participate in up to three (3) events, with no more than two in the same assessment area and only one team event. Open and virtual events do **not** count toward these event limits for any member. However, members **must register during the open registration window for all competitive events they wish to enter, including any open tests.**

Event Length

The length of events varies. Times are listed on the “[Events-At-A-Glance](#)” chart as well as within the guidelines for each event.

Team Events/Chapter Events

Team events are registered under the chapter name. In addition, each team member, and the person(s) responsible for chapter entries must be indicated in event registration. (Remember that each student member is limited to only one team event).

Event Rescheduling

Only time conflicts caused by two concurrent BPA competitive events may be rescheduled.

Use of Materials

Members may **not** share equipment, supplies, and/or materials (including printers) once an event begins.

Reference Materials

Some events allow reference materials. Check the guidelines for each contest for further information.

Reference materials may *not* be used for any Open Event.

State Merit Scholar

Although this test is part of BPA Cares, it will be given at the same time as the online state testing (**January 11-15, 2027**). Any member or advisor registered for SLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least **90 percent**. Guidelines are printed in the *BPA Cares Handbook* and a study guide is available on the Oklahoma BPA website under the Chapter Resources tab. No reference materials are allowed.

ARMA Rules

For those events including records management as a competency, the *ARMA Rules for Alphabetic Filing* will be considered the authority. Complete guidelines may be ordered from American National Standards Institute – ANSI (<https://webstore.ansi.org>).

Style & Reference Manual

A standard style for documents is in the *Style & Reference Manual*. All events will be authored and scored using the styles given.

Use of Previous or Sample Tests

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Members who violate this rule will be *disqualified*.

Admission to Event Testing Sites

Only registered members will be allowed into the event room. Only persons serving as administrators, proctors, or authorized personnel will be admitted into the event room. Members may be *disqualified* for communicating with persons other than administrations, proctors, or authorized personnel in the event room or between the preparation and presentation rooms.

Use of Cellular Phones/Smart Devices

The use of cellular phones and/or smart devices (digital watches, smart glasses, etc.) which can be used to record, transmit, receive, or play back audio, photographic, text, or video content in testing, preparation and presentation rooms is strictly prohibited. If a member/team is utilizing a cellular phone as a mobile hotspot, the phone may be visible and used to provide Internet throughout the presentation ONLY (**NOT in the preparation room** should an event include a prep component). However, the phone’s sole purpose can only be for Internet access or for displaying the member’s work, no other use will be allowed.

Recording Equipment

No recording equipment (video cameras, cameras, digital cameras, tape, or digital recorders, etc.) will be allowed in the contest room and/or viewing area unless authorized by the Business Professionals of America State Advisor.

Name Badges

Name badges must be worn at all times; it is permissible for members to introduce themselves to the judges.

BPA Release Forms

When BPA Release Forms are required, any student included in the project must submit a BPA Release Form; this includes individuals and all team contestants. BPA Release Forms may be handwritten. Illegible forms will *not* be accepted.

Contestant-Provided Equipment

Some events permit contestants to bring their own equipment for presentations or preparation for competition. Students may use **one single-sided laptop, notebook, or tablet for their presentation**. ***Projection equipment and external displays will not be provided or permitted effective this year.***

Artificial Intelligence

Utilization of AI (for example, generative AI tools), to complete submitted work(s) must adhere to the BPA AI Usage & Citation Policy, with transparent attribution for generated content. Proper citation of AI-generated work is essential to uphold intellectual honesty and respect for original authorship.

BPA AI Usage and Documentation Form

When BPA AI Usage and Documentation Forms are required, any contestant included in the project must submit a BPA AI Usage and Documentation Form; this includes individuals and all team contestants.

Academic Integrity Policy

The use of ChatGPT (or other AI tools to complete any submitted work) must be properly documented and sourced on the Works Cited document. Refer to the BPA Style & Reference Manual for examples.

SLC/NLC CALCULATOR GUIDELINES

Students must ensure their calculator works properly, as the testing center will *not* provide batteries or spare calculators. Students may use only their own calculator. Students may bring a backup calculator in case their primary calculator fails.

ACT-approved calculators include four-function, scientific, or graphing calculators. Certain calculators are entirely prohibited while others are permitted with modifications.

Prohibited calculators include:

- Texas Instruments models beginning with TI-89 and TI-92, TI-Nspire CAS (Note: The TI-Nspire (non-CAS) is permitted.)
- Hewlett Packard models beginning with HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G
- Casio models including fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and 330, and all models beginning with CFX 9970G
- Electronic writing pads or pen-input devices (Note: The Sharp EL 9600 is permitted.)
- Handheld, tablet, or laptop computers, including PDAs
- Cell phone calculators or any other electronic communications devices
- Calculators with typewriter keypads in QWERTY format (Note: Letter keys not in QWERTY are permitted.)

The following types of calculators are permitted, but *only* after they are modified as noted:

- Calculators that hold programs or documents - remove all documents and remove all programs that have computer algebra system functionality
- Calculators with paper tape - remove the tape
- Calculators that make noise - turn off the sound
- Calculators with an infrared data port - completely cover the infrared data port (includes HP 38G series, HP 39G series, and HP 48G)
- Calculators that have power cords - remove all power/electrical cords
- Hand-held calculators may *not* be connected in any way to the computer or device being used for testing.

It is each student's responsibility to ensure that his/her calculator meets ACT requirements. Calculators that do *not* meet ACT standards will *not* be allowed during testing, which could result in a lower score for unprepared students. Students who bring prohibited calculators will *not* be provided an alternative calculator by the testing center staff, and they will *not* be allowed to use *another* student's calculator.



SLC DRESS CODE GUIDE

This guide provides acceptable and unacceptable dress examples that apply to BPA state events.

Business Professional Dress

Attire for all judged or presentation-based competitive events (where members appear before judges, present materials, or interact beyond a computer-based or hand-written only setting) **and during general and award sessions:**

- Suit jackets, blazers, or dresses
- Tops: Dress shirts with ties or blouses
- Bottoms: Dress pants or skirts (**no shorter than 2" above the knee**)
- Shoes: **Close-toed** dress shoes, dress heels, or dress flats

Business Casual Dress

Attire for competitive events inside non-judged finance events, all computer-only events, campaign rallies, caucuses, and exhibit halls:

- Tops: Polos, oxford shirts, sweaters, blouses, or dresses (**no shorter than 2" above the knee**)
- Sleeveless shirts should be worn with a cover-up, such as a blazer or sweater
- Bottoms: Dress pants or skirts (**no shorter than 2" above the knee**)
- Shoes: Dress shoes, dress heels, or dress flats

Additional Notes

- All attire must not include any offensive graphics or slogans.
- All shirts should cover the midriff.
- Tennis or casual shoes are not considered dress shoes.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas:

- Strapless, spaghetti straps, tube tops, halter tops, and midriff tops
- Spandex, lycra, or transparent clothing
- Cut-offs and clothing with rips or tears
- Clothing with inappropriate words and pictures
- Mini/short skirts or dresses more than 2" above the knee
- Swimwear

Members who are uncertain about unacceptable attire should ask their chapter advisor, state leader, or any of the BPA conference staff

JUDGED EVENT GUIDELINES

Finance

(150) Financial Analyst Team
(155) Economic Trends Research Individual
(160) Economic Trends Research Team

Management & Entrepreneurship

(230) Administrative Trends Research Individual
(240) Entrepreneurship
(245) Small Business Strategy Team
(250) Parliamentary Procedure Team

Digital Technology

(325) Network Design Team
(365) Website Design & Development Team
(940) Digital Game Design Team (ML)

Arts, Entertainment, & Design

(410) Graphic Design Promotion
(420) Digital Media Production
(425) 3D Computer Modeling
(430) Video Production Team
(440) 3D Computer Animation Team
(445) Broadcast News Production Team
(450) Podcast Production Team
(455) User Experience Design Team
(460) Visual Design Team
(945) Graphic Design Promotion (ML)
(950) Video Production Team (ML)
(955) Website Design Team (ML)
(960) Visual Design Team (ML)

Marketing & Sales

(500) Global Marketing Strategy Team
(505) Sports Media Marketing Team (Pilot)
(510) Industry Pitch Team

Health Administration

(615) Health Trends Research Presentation

Career Ready Skills

(725) Interview Skills
(730) Advanced Interview Skills
(735) Extemporaneous Speech
(740) Contemporary Issues
(745) Human Resource Management
(750) Ethics and Professionalism
(755) Prepared Speech
(760) Presentation Individual
(970) Entrepreneurship Exploration (ML)
(975) Extemporaneous Speech (ML)
(980) Prepared Speech (ML)
(985) Presentation Team (ML)
(990) Human Resource Exploration (ML)

WSAP Download Center

All forms, manuals, and supporting documents are available in the Download Center at <https://members.bpa.org/download-center>.

BPA Release Form

Events that utilize images (photographs or video) require a BPA Release Form for **everyone** represented in the project (**including the contestant and every team member**). If the event does not require an online submission for state competition, signed BPA Release Form(s) will be required at the time of submission (i.e., on-site presentation at SLC or Middle-Level Competition Day).

Works Cited

All judged events that include any media (images, logos, sounds, and other assets/media elements) used in the development, creation, and publication of the contest materials will require a Works Cited.

Contestants who create their own media will be required to cite themselves as the author.

Ranking

Contestants/teams who do **not** participate in **both** parts of the event (i.e., pre-submit and judged) will **not** be ranked.

AI Usage and Documentation Form

All judged events that include the use of AI require an AI Usage and Documentation Form.

Judges' Comments

Judges' comments will be returned digitally through the online judging system at the state level.

Technical Judging Materials

Materials submitted for technical judging *cannot* be returned and will *not* be available at SLC.

Judged Event Topics

Each event that is judged has a unique topic. Details of the topic and the requirements for a specific topic are listed with the events.

Judged Events Requiring Preliminaries and Finals

When the number of entrants in the judged event requires multiple sections, preliminaries and finals will be held. An equal number of the top members from each Preliminary section will be called back for the Finals. The Finals are conducted as a new contest. Technical scores from the Preliminary Competition will carry forward into the Final Competition.

Pre-Submitted Events

- (155) Economic Trends Research Individual
- (160) Economic Trends Research Team
- (230) Administrative Trends Research Individual
- (240) Entrepreneurship
- (325) Network Design Team
- (365) Website Design & Development Team
- (410) Graphic Design Promotion
- (420) Digital Media Production
- (425) 3D Computer Modeling
- (430) Video Production Team
- (440) 3D Computer Animation Team
- (445) Broadcast News Production Team
- (450) Podcast Production Team
- (455) User Experience Design Team
- (460) Visual Design Team
- (500) Global Marketing Strategy Team
- (505) Sports Media Marketing Team (Pilot)
- (510) Industry Pitch Team **(for SLC ONLY)**
- (615) Health Trends Research Presentation **(for SLC ONLY)**
- (725) Interview Skills
- (730) Advanced Interview Skills
- (755) Prepared Speech **(for SLC ONLY)**
- (760) Presentation Individual **(for SLC ONLY)**
- (940) Digital Game Design Team
- (945) Graphic Design Promotion
- (950) Video Production Team
- (955) Website Design Team
- (960) Visual Design Team
- (970) Entrepreneurship Exploration
- (980) Prepared Speech – **(for ML State Competition ONLY)**
- (985) Presentation Team – **(for ML State Competition ONLY)**
- (990) Human Resource Exploration

CLOUD STORAGE / FILE SHARING GUIDELINES

Permission and privacy settings on files sharing sites can be difficult to manage. Business Professionals of America has developed the following guidelines to help guide members as they choose the right settings for their submissions. The following is a nonexclusive list but includes the most popular file sharing sites. Members may choose any product or service to share submissions.

YouTube®

Setting	Description	Recommended
Public Videos	Show for everyone, and in search results	No
Unlisted Videos	Do <i>not</i> show up on YouTube, not found in search results, anyone with the links can see the video. The sharable link can be viewed by anyone.	Yes
Private Videos	Only be seen by users selected by the owner and added by email address, invisible to other users, do <i>not</i> show up on channels or in searches.	No

Vimeo®

Setting	Description	Recommended
Anyone	Allow anyone to see the video	No
Only me	Makes the video only visible to me and no one else	No
Only people I follow	Make the videos visible only to people I follow	No
Only people I choose	I'll select people with whom I want to share the video	No
Only people with a password	Protect this video with a password; <i>be sure to include the password on the entry form</i>	Yes

Dropbox® - *settings may be different depending on user's subscription

Setting	Description	Recommended
Share	Create a link, and Anyone with the link can view this folder	Yes
Share	E-mail to person, or add name	No

Google Drive® - please review the settings carefully; recommended *not* to use get shareable link option.

Setting	Description	Recommended
Share: Anyone with the link can view	Anyone that has the link will be able to view the files without a Google Account	Yes
Share: Anyone with the link can edit	Anyone that has the link will be able to access the files and edit them.	No

Microsoft OneDrive® - the key with this cloud storage site is to share from the folder level; use the Share and Get Link option.

Setting	Description	Recommended
Anyone with this link can view this item.	Share the folder and use the Get Link option to allow access and only view the files.	Yes
Anyone with this link can edit this item	Share the folder and use the Get Link option to allow access to edit files, folders, etc.	No

Disclaimer: This information is being provided as a reference only; the settings reflected in this document are reflective of the settings available at the time of authoring. Business Professionals of America does *not* endorse any products or services, and the settings outlined above may change at any time without notice.



RELEASE FORM

Release forms may be handwritten. Illegible forms will *not* be accepted.

All individuals included in a project, including the official contestant(s), must sign a BPA Release Form for him/herself for this event.

(This form must be completed for all events as specified in the event guidelines.)

Event # _____
Event Name _____
Contestant ID _____
Team ID (if applicable) _____

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs and other media taken of me in any form whatsoever for a Business Professionals of America Workplace Skills Assessment Program Competitive Event.

Consent is also granted for any printed matter, video, or audio recording used in conjunction with the photograph(s) and with the use of my name.

I have read this document and am fully aware of the content and implications, legal and otherwise.

This information must be completed here and will also be required online if this event is submitted to a BPA website for state or national competition.

Name _____
Address _____
City _____ State _____ ZIP _____

For judged events that were not presubmitted, a printed copy with signature(s) must be provided to the judges prior to your presentation.

Signature _____
Date _____

Parental Verification

Signature of Parent or Guardian
(If person is under 18 years of age.)

Signature _____
Date _____

AI USAGE AND DOCUMENTATION FORM

Required for Level 2 submissions. Level 1 events may attach it as an AI-free originality affirmation (select “No” below).

Forms may be handwritten; however, illegible forms will not be accepted. All individuals included in a project, including the official contestant(s), must sign an AI Usage and Documentation Form for him/herself for this event. (This form must be completed for all events as specified in the event guidelines.)

Event Number and Name	
Level (1 or 2)	
Contestant Team ID	
Chapter State	
Division (ML S PS)	

1. Did you use generative AI in preparing this submission?

☐ No ☐ Yes — if yes, complete the table and checklist below.

2. AI Tools Used

Tool & Model / Version	Date Used	How It Was Used

3. Purpose (check all that apply)

- | | | |
|---|--|---|
| ☐ Brainstorming/Ideation | ☐ Outlining/Structure | ☐ Drafting Text |
| ☐ Editing/Proofreading | ☐ Code Assistance | ☐ Image/Asset generation |
| ☐ Data analysis | ☐ Other: | |

4. Affirmation

I affirm that this submission is substantially my own work, that I have disclosed and cited all generative AI use above, and that I have independently verified any AI-generated facts or sources. I understand that prohibited, undisclosed, or uncited AI use may result in penalty or disqualification under the BPA Academic Integrity Policy.

Signature: _____ Date: _____

Team events: each contestant signs a copy of this form.

EVENTS-AT-A-GLANCE

 EVENTS-AT-A-GLANCE	Division	# of Chapter Entries Eligible for SLC	Team # of Participants	Online testing component/Time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Judges Questions (minutes)	May event be repeated	Uses S&RM Formatting	May reference materials be used	Computer and printer provided by BPA	Bring own Computer	Release forms required	# SLC winners eligible for NLC
Financial Services																
100-Fundamental Accounting	S	5		Y/60		20	20	60		N	N	Y	N			5
105-College Accounting	PS	5		Y/60		20	20	60		N	N	Y	N			5
110-Advanced Accounting	S	5		Y/60		20	20	60		Y	N	Y	N			5
115-Advanced College Accounting	PS	5		Y/60		20	20	60		Y	N	Y	N			5
125-Payroll Accounting	S, PS	5		Y/60		20	20	60		Y	N	Y	N			5
135-Managerial Accounting	PS	5		Y/60		20	20	60		Y	N	Y	N			5
145-Banking & Finance	S, PS	5		Y/60		20	20	60		Y	N	Y	N			5
150-Financial Analyst Team	S, PS	3	2-4	N			8/30	10	10	Y	N	-	N	Y	Y	3
155-Economic Trends Research Individual	S	3		N	Y	12	3	7	5	Y	N	-	N	Y	Y	3
160-Economic Trends Research Team	S	3	2-4	N	Y	12	3	7	5	Y	N	-	N	Y	Y	3
165-Personal Financial Management	S, PS	5		Y/60		20	20	60		Y	N	Y	N			5
190-Financial Services Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
Management & Entrepreneurship																
200-Integrated Office Applications	S, PS	5		Y/60		20	20	90		Y	Y	Y	Y			5
205-Fundamental Spreadsheet Applications	S, PS	5		Y/60		20	20	90		N	N	Y	Y			5
210-Advanced Spreadsheet Applications	S, PS	5		Y/60		20	20	90		Y	N	Y	Y			5
215-Database Applications	S, PS	5		Y/60		20	20	90		Y	N	Y	Y			5
220-Legal Office Procedures	S, PS	5		Y/60		20	20	60		Y	Y	Y	Y			5
225-Administrative Support Team	S, PS	1	2-4	N			20	90		Y	Y	Y	Y			3
230-Administrative Trends Research Individual	S	3		N	Y	12	3	7	5	Y	N	-	N	Y	Y	3
235-Business Law & Ethics	S, PS	5		Y/60						Y	N	Y	Y			5
240-Entrepreneurship	S, PS	3		N	Y	12	3	5-7	5	Y	N	N	N	Y	Y	3
245-Small Business Strategy Team	S, PS	1	2-4	N		U	8/30	10	10	Y	N	N	N	Y	Y	3
250-Parliamentary Procedure Team	S	3	4-8	*		U	15	15	5	Y	N	Y	N			3
290-Management & Entrepreneurship Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
291-Parliamentary Procedure Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
292-Project Management Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
293-Meeting & Event Planning Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
Digital Technology																
300-Computer Network Technology	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
305-Device Configuration & Troubleshooting	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
310-Server Administration using Microsoft	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
315-Network Administration Using Cisco	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
320-Computer Security	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
325-Network Design Team	S, PS	3	2-4	N	Y	12	3/30	10	10	Y	Y	Y	N	Y	Y	3
330-C# Programming	S, PS	5		Y/60		12	20	90		Y	N	Y	Y			5
335-C++ Programming	S, PS	5		Y/60		12	20	90		Y	N	Y	Y			5
340-Java Programming	S, PS	5		Y/60		12	20	90		Y	N	Y	Y			5
345-SQL Database Fundamentals	S, PS	5		Y/60						Y	N	Y	N			5
350-Linux Operating System Fundamentals	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
355-Python Programming	S, PS	5		Y/60		12	20	90		Y	N	Y	Y			5
360-HTML & CSS Coding	S, PS	5		Y/60		12	20	90		Y	N	Y	Y			5
365-Website Design & Development Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	Y	N	Y	Y	3
390-Digital Technology Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
391-Computer Programming Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U



EVENTS-AT-A-GLANCE

	Division	# of Chapter Entries Eligible for SLC	Team # of Participants	Online testing component/Time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Judges Questions (minutes)	May event be repeated	Uses S&RM Formatting	May reference materials be used	Computer and printer provided by BPA	Bring own Computer	Release forms required	# SLC winners eligible for NLC
Arts, Entertainment, & Design																
400-Fundamental Desktop Publishing	S, PS	5		Y/60		20	20	90		Y	Y	Y	N	Y		5
405-Advanced Desktop Publishing	S, PS	5		Y/60		20	20	90		Y	Y	Y	N	Y		5
410-Graphic Design Promotion	S, PS	3		N	Y	12	3	6	5	Y	N	-	N	Y	Y	3
420-Digital Media Production	S, PS	3		N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
425-3D Computer Modeling	S	3		N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
430-Video Production Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
440-3D Computer Animation Team	S	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
445-Broadcast News Production Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
450-Podcast Production Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
455-User Experience Design Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
460-Visual Design Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
490-Arts, Entertainment, & Design Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
Marketing & Sales																
500-Global Marketing Strategy Team	S	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
505-Sports Media Marketing Team (Pilot)	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	-	N	Y	Y	3
510-Industry Pitch Team	S, PS	3	2-4	N	Y	12	3	7-10	5	Y	N	-	N	Y	Y	3
590-Marketing and Sales Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
Healthcare & Human Services																
600-Medical Coding	S, PS	5		Y/60		20	20	60		Y	N	Y	N			5
605-Health Insurance & Medical Billing	S, PS	5		Y/60		20	20	60		Y	N	Y	Y			5
610-Health Administration Procedures	S, PS	5		Y/60		20	20	60		Y	Y	Y	Y			5
615-Health Trends Research Presentation	S, PS	3			Y	12	3	7-10	5	Y	N	-	N	Y	Y	3
690-Healthcare & Human Services Concepts (Open)	S, PS	U		Y/60						Y	N	N	N			U
Career Ready Skills																
700-Fundamental Word Processing	S, PS	5		Y/60		20	20	60		N	Y	Y	Y			5
705-Intermediate Word Processing	S, PS	5		Y/60		20	20	60		N	Y	Y	Y			5
710-Advanced Word Processing	S, PS	5		Y/60		20	20	90		Y	Y	Y	Y			5
715-Essential Workplace Skills	S, PS	5		Y/60		20	20	90		N	Y	Y	Y			5
720-Advanced Workplace Skills	S, PS	5		Y/60		20	20	90		Y	Y	Y	Y			5
725-Interview Skills	S, PS	3		N	Y	12		-	15	N	N	-	N			3
730-Advanced Interview Skills	S, PS	3		N	Y	12		-	15	Y	N	-	N	*		3
735-Extemporaneous Speech	S	1		N		U	10	2-4		Y	N	N	N			3
740-Contemporary Issues	PS	3		N		U	10	3-5		Y	N	N	N			3
745-Human Resource Management	S, PS	1		N		U	20	3-5	3	Y	N	Y	N			3
750-Ethics & Professionalism	S, PS	1		N		U	20	5-7	3	Y	N	Y	N			3
755-Prepared Speech	S, PS	3		N	Y	12	1	5-7		Y	N	-	N		Y	3
760-Presentation Individual	S, PS	3		N	Y	12	3	7-10	5	Y	N	-	N	Y	Y	3
790-Career Ready Skills Concepts (Pilot) (Open)	S, PS	U		Y/60						Y	N	N	N			U



EVENTS-AT-A-GLANCE

	Division	# of Chapter Entries Eligible for SLC	Team # of Participants	Online testing component/Time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Judges Questions (minutes)	May event be repeated	Uses S&RM Formatting	May reference materials be used	Computer and printer provided by BPA	Bring own Computer	Release forms required	# SLC winners eligible for NLC
Middle Level																
900-Financial Literacy	M	5		Y/60			20	20	60	Y	N	Y	N			5
915-Administrative Support Team	M	2	2-4				20	60		Y	Y	Y	Y			2
920-Digital Citizenship	M	5		Y/60						Y	N	Y	N			5
925-Word Processing	M	5					20	60		Y	Y	Y	Y			5
930-Spreadsheet Applications	M	5					20	60		Y	N	Y	Y			5
940-Digital Game Design Team	M	2	2-4		Y	12	3	10	5	Y	N	-	N	Y	Y	3
945-Graphic Design Promotion	M	3			Y	12	3	5	5	Y	N	-	N	Y	Y	3
950-Video Production Team	M	3	2-4		Y	12	3	5	5	Y	N	-	N	Y	Y	3
955-Website Design Team	M	3	2-4		Y	12	3	5	5	Y	N	Y	N	Y	Y	3
960-Visual Design Team	M	3	2-4		Y	12	3	10	5	Y	N	-	N	Y	Y	3
970-Entrepreneurship Exploration	M	3			Y	12	3	10	5	Y	N	N	N	Y	Y	3
975-Extemporaneous Speech	M	3					10	2-4		Y	N	N	N			3
980-Prepared Speech	M	3			Y	12	3	3-5		Y	N	-	N		Y	3
985-Presentation Team	M	3	2-4		Y	12	3	5-7	5	Y	N	-	N	Y	Y	3
990-Human Resource Exploration	M	3			Y	12	3	-	10	Y	N	-	N			3
995-Business Communication Skills Concepts (Open)	M	U		Y/60						Y	N	N	N			U
996-Business Fundamentals Concepts (Open)	M	U		Y/60						Y	N	N	N			U
997-Business Math Concepts (Open)	M	U		Y/60						Y	N	N	N			U
998-Computer Literacy Concepts (Open)	M	U		Y/60						Y	N	N	N			U

OKLAHOMA STATE BPA DEADLINES

All pre-submitted events must be submitted electronically by the chapter advisor OR individual student member. Each site will contain instructions on uploading files. Contestants must be registered and have their Member ID # ready when uploading pre-submission files. All files (unless specifically indicated in the *Guidelines*) must be submitted in PDF format.

Materials for contests that are *not* listed below will be turned in at a designated time and place at SLC. The dates listed are **state deadlines**. Please be aware that Oklahoma BPA may require additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Administrative Trends Research Individual (S)	January 8, 2027 (5:00 PM CT)	Advisor Upload Link: https://judgepro.registermychapter.com/org/jpok-slc/conf/jpok-slc Student Upload Link: https://judgepro.registermychapter.com/org/jpok-slc/conf/jpok-slc/student
Advanced Interview Skills (S PS)	January 8, 2027 (5:00 PM CT)	
Broadcast News Production Team (S PS)	January 8, 2027 (5:00 PM CT)	
3D Computer Animation Team (S)	January 8, 2027 (5:00 PM CT)	
3D Computer Modeling (S)	January 8, 2027 (5:00 PM CT)	
Digital Game Design Team (ML)	January 8, 2027 (5:00 PM CT)	
Digital Media Production (S PS)	January 8, 2027 (5:00 PM CT)	
Economic Trends Research Individual (S)	January 8, 2027 (5:00 PM CT)	
Economic Trends Research Team (S)	January 8, 2027 (5:00 PM CT)	
Entrepreneurship (S PS)	January 8, 2027 (5:00 PM CT)	
Entrepreneurship Exploration (ML)	January 8, 2027 (5:00 PM CT)	
Global Marketing Strategy Team (S)	January 8, 2027 (5:00 PM CT)	
Graphic Design Promotion (ML S PS)	January 8, 2027 (5:00 PM CT)	
Health Trends Research Presentation (S PS)	January 8, 2027 (5:00 PM CT)	
Human Resource Exploration (ML)	January 8, 2027 (5:00 PM CT)	
Industry Pitch Team (S PS)	January 8, 2027 (5:00 PM CT)	
Interview Skills (S PS)	January 8, 2027 (5:00 PM CT)	
Network Design Team (S PS)	January 8, 2027 (5:00 PM CT)	
Podcast Production Team (S PS)	January 8, 2027 (5:00 PM CT)	
Prepared Speech (ML S PS)	January 8, 2027 (5:00 PM CT)	
Presentation Individual (S PS)	January 8, 2027 (5:00 PM CT)	
Presentation Team (ML)	January 8, 2027 (5:00 PM CT)	
Sports Media Marketing Team (S PS)	January 8, 2027 (5:00 PM CT)	
User Experience Design Team (S PS)	January 8, 2027 (5:00 PM CT)	
Video Production Team (ML S PS)	January 8, 2027 (5:00 PM CT)	
Visual Design Team (ML S PS)	January 8, 2027 (5:00 PM CT)	
Website Design & Development Team (S PS)	January 8, 2027 (5:00 PM CT)	
Website Design Team (ML)	January 8, 2027 (5:00 PM CT)	
SLC Competitive Events Registration	Dec. 1, 2026-Jan. 8, 2027 (5:00 pm)	https://www.registermychapter.com/bpa/OK/
SLC Registration Refund Requests	January 8, 2027	Email: Mark.Burch@careertech.ok.gov
SLC Hotels Reservations Opens	February 1, 2027	https://www.bpaok.org/slc-state-leadership-conference
SLC Online State Testing	January 11-15, 2027 (5:00 pm)	
State Officer Candidate Application	January 8, 2027	https://www.bpaok.org/run-for-executive-council
State Officer Candidate Screening	January 20, 2027	Oklahoma Dept. of CareerTech
State Recognition Awards	February 10, 2027	https://www.bpaok.org/scholarships-and-awards
Gina Hubbard Scholarship Application	February 10, 2027	https://www.bpaok.org/scholarships-and-awards
State Torch Award—Statesman	February 10, 2027	https://www.bpaok.org/torch-awards
State BPA Cares/Quality Chapter Applications	February 12, 2027	https://bpa.org/bpa-cares/
Star Chapter Award Submission	February 19, 2027	https://www.bpaok.org/star-chapter-program
State Middle-Level Competition Day	February 19, 2027	Oklahoma Dept. of CareerTech
State Leadership Conference (SLC)	March 8-10, 2027	Tulsa Hyatt Regency & Tulsa Theatre
SLC Final Payment Deadline	April 9, 2027	Chapter locked if not paid
Winners' Workshop	April 21, 2027	Oklahoma Dept of CareerTech

OKLAHOMA BPA PRE-SUBMISSION GUIDELINES

2027 State Leadership Conference

Submission Deadline: January 8, 2027, by 5:00 p.m. Central Time

Note: Pay close attention to the saved file naming conventions.

Note: For all team events, files only need to be uploaded once under the team captain's Member ID.

Event	What to Pre-Submit	Saved File Naming Conventions	Bring to SLC Conference
Financial Services (100s)			
(155) Economic Trends Research Individual (S)	Research Paper, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	ETRI-ContestantID.pdf	Not required
(160) Economic Trends Research Team (S)	Research Paper, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	ETRT-TeamID.pdf	Not required
Management & Entrepreneurship (200s)			
(230) Administrative Trends Research Individual (S)	Research Paper, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	ATRI-ContestantID.pdf	Not required
(240) Entrepreneurship (S PS)	Business Plan, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	ENT-ContestantID.pdf	Supplemental Documentation
Digital Technology (300s)			
(325) Network Design Team (S PS)	Written Proposal, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	NDT-TeamID.pdf	Not required
(365) Website Design and Development Team (S PS)	URL to Project (including any necessary login credentials), Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	WDDT-TeamID.pdf	Not required
(940) Digital Game Design Team (ML)	Clickable URL to Project Files (may include Artwork, Executable File, Storyboard, etc.), Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	DGDT-TeamID.pdf	Not required
Arts, Entertainment, and Design (400s)			
(410) Graphic Design Promotion (S PS)	All Project Files, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form saved as PDFs and bundled together in a single ZIP file.	GDP-ContestantID.zip	Not required
(420) Digital Media Production (S PS)	URL to Project, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	DMP-ContestantID.pdf	Not required
(425) 3D Computer Modeling (S)	URL to Project, Concept Art, One Page Profile, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	CM-Contestant ID.pdf	Not required

Event	What to Pre-Submit	Saved File Naming Conventions	Bring to SLC Conference
(430) Video Production Team (S PS)	URL to Project, Storyboard, Script, Works Cited, BPA Release Form(s) , and AI Usage and Documentation Form(s) in one combined PDF file.	VPT-TeamID.pdf	Not required
(440) 3D Computer Animation Team (S)	URL to Project Files, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	CAT-TeamID.pdf	Not required
(445) Broadcast News Production Team (S PS)	URL to Project, Script/Creative Brief, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	BNPT-TeamID.pdf	Not Required
(450) Podcast Production Team (S PS)	URL to Project, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	PPT-TeamID.pdf	Not Required
(455) User Experience Design Team (S PS)	URL to Project, One Page Profile, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	UEDT-TeamID.pdf	Not Required
(460) Visual Design Team (S PS)	Logo with tagline, three (3) additional promotional items, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) saved as PDFs and bundled together in a single ZIP file.	VDT-TeamID.zip	Not Required
(945) Graphic Design Promotion (ML)	Logo, Flyer, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	GDP-ContestantID.pdf	Not Required
(950) Video Production Team (ML)	Clickable URL to Video, Storyboard, Script, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	VPT-TeamID.pdf	Not required
(955) Website Design Team (ML)	Clickable URL to Project Website (including any necessary login credentials), Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	WDT-TeamID.pdf	Not required
(960) Visual Design Team (ML)	The following items have been saved as PDFs and bundled together in one PDF file: Poster (Required), Works Cited, BPA Release Form(s), and the AI Usage and Documentation Form(s), along with choice of three of the following: Event Logo , Vendor Table Sign , Reusable Shopping Bag Graphic, Social Media Announcement Graphic, and/or Event Program/Map.	VDT-TeamID.pdf	Not Required

Event	What to Submit at https://upload.bpa.org	Saved File Name	Bring to Conference * Copies below must be brought to SLC
Marketing & Sales (500s)			
(500) Global Marketing Team (S)	Marketing Plan, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	GMT-TeamID.pdf	Supplemental Documentation
(505) Sports Media Marketing Team – Pilot (S PS)	URL to video teaser, Sports Media Marketing Campaign, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	SMMT-TeamID.pdf	Not Required
*(510) Industry Pitch Team (S PS)	URL to Recorded Presentation, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	IPT-TeamID.pdf	1 copy of Works Cited 1 copy of Release Form(s) 1 copy of AI Usage and Documentation Form(s)
Health Administration (600's)			
*(615) Health Trends Research Presentation (S PS)	URL to Recorded Presentation, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	HTRP-ContestantID.pdf	1 copy of Works Cited 1 copy of Release Form(s) 1 copy of AI Usage and Documentation Form
Career Ready Skills (700's)			
(725) Interview Skills (S PS)	Cover Letter and Résumé in one combined PDF file.	IS-ContestantID.pdf	Cover Letter and Resume
(730) Advanced Interview Skills (S PS)	Cover Letter and Résumé in one combined PDF file.	AIS-ContestantID.pdf	Cover Letter and Resume Portfolio (<i>must not be left with judges</i>)
*(755)/(980) Prepared Speech (S PS ML)	URL to Recorded Presentation, Speech Outline, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	PS-ContestantID.pdf	1 copy of Works Cited 1 copy of Speech Outline 1 copy of AI Usage and Documentation Form
*(760) Presentation Individual (S PS)	URL to Recorded Presentation, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	PI-ContestantID.pdf	1 copy of Works Cited 1 copy of Release Form(s) 1 copy of AI Usage and Documentation Form
(970) Entrepreneurship Exploration (ML)	Research Paper, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form in one combined PDF file.	ENT-ContestantID.pdf	Not required
*(985) Presentation Team (ML)	URL to Recorded Presentation, Works Cited, BPA Release Form(s), and AI Usage and Documentation Form(s) in one combined PDF file.	PT-TeamID.pdf	1 copy of Works Cited 1 copy of Release Form(s) 1 copy of AI Usage & Release Form(s)
(990) Human Resource Exploration (ML)	Job Shadow Request Letter - PDF Format	HRE-ContestantID.pdf	Not required

*Indicates competitions with pre-submit technical requirements for **Top 12 SLC pre-qualification only**, including submission of a recording of the individual/team presentation(s) and all other required documents as detailed above. All materials must be submitted in the required format no later than Friday, January 8, 2027, at 5:00 PM CT.

SLC 2027 COMPUTER SOFTWARE LIST

Software provided at state and national level competitions

PCs with Microsoft® Windows format will be used for all events

Event	Software Packages
Administrative Support Team (225/915)	MS Office 2021
Advanced Desktop Publishing (405)	Adobe InDesign, Illustrator, Photoshop (Member must provide their device (i.e., laptop) and Adobe software subscription)
Advanced Workplace Skills (720)	MS Word 2021
Advanced Spreadsheet Applications (210)	MS Excel 2021
Advanced Word Processing (710)	MS Word 2021
Basic Workplace Skills (715)	MS Word 2021
Database Applications (215)	MS Access 2019
Fundamental Desktop Publishing (400)	Adobe InDesign, Illustrator, Photoshop (Member must provide their device (i.e., laptop) and Adobe software subscription)
Fundamental Spreadsheet Applications (205)	MS Excel 2021
Fundamental Word Processing (700)	MS Word 2021
Fundamentals of Web Design & Development (365)	Notepad
Health Administration Procedures (610)	MS Word 2021
Integrated Office Applications (200)	MS Office 2021
Intermediate Word Processing (705)	MS Word 2021
Legal Office Procedures (220)	MS Word 2021
Word Processing (925)	MS Word 2021
Spreadsheet Applications (930)	MS Excel 2021

Check individual event guidelines for information regarding the use of members' own computers. Members who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Printers are *not* needed for any programming contests in Management Information Systems. Electrical power is provided. Carry-in and setup of equipment must be done solely by the member(s) and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the members. Members who experience failure problems with their equipment will *not* be rescheduled. Members bringing their own computers and software should note that contests are authored for the software listed above and may *not* run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for members.

ACADEMIC INTEGRITY POLICY

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability. This includes, but is not limited to:

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the BPA Academic Integrity Policy is subject to disciplinary action.

Intentional or unintentional violations of the Academic Integrity Policy include, but are not limited to:

- Not citing a source in text and/or in a Works Cited when:
 - Using another individual's work, idea or opinion
 - Using information from any source or reference material
 - Using any charts, infographics, pictures, sounds or any other media elements
 - Using quotations from an individual's actual spoken or written words
 - Paraphrasing (putting into your own words) an individual's work
- Allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- Removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc.)
- Fabricating signatures on entry forms and/or release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (s-plagiarism)
- The use of any AI tools on any submitted work must be properly documented and sourced on the works cited document

BPA Academic Integrity Violation Procedures

1. Any individual who discovers sufficient information to substantiate an academic integrity violation should immediately (within one hour) complete an Academic Integrity Violation Form and submit to a BMITE staff member at the SLC Competitive Events Headquarters if during SLC, or via email to the State Advisor at Mark.Burch@okcareertech.ok.gov if occurring prior to SLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Oklahoma BPA State Advisor for SLC will notify the Grievance Committee of the alleged violation (including a detailed synopsis and proof to substantiate the violation via the Academic Integrity Violation Form).
3. The Grievance Committee will review the Academic Integrity Violation Form and, if the violation is substantiated, determine an appropriate course of disciplinary sanction(s) based on proof and the severity of the violation, which may include:
 - a. a reduced score on any scorable item/entry
 - b. a grade of "zero" on any scorable item/entry
 - c. immediate disqualification from the related competitive event, BPA Cares program, Torch Awards program, scholarship and/or any other related event in the BPA Platform, and/or
 - d. membership suspension.
4. The respective member, local advisor, and state advisor or designee will be notified of the Academic Integrity Violation and given the opportunity to respond/appeal the decision if disciplinary action is taken.

Oklahoma BPA will follow these violation procedures for their state leadership conferences and may enforce additional penalties.

OKLAHOMA BPA ACADEMIC INTEGRITY VIOLATION FORM

Please fill out the form below within one (1) hour of the violation to file an academic integrity violation. The completed form should be hand delivered to a BMITE staff member at the SLC Competitive Events Headquarters during SLC or via email to the State Advisor at Mark.Burch@okcareertech.ok.gov if occurring prior to SLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.). The BPA Grievance Committee will notify the member, local advisor, and state advisor or designee of the Academic Integrity Violation and an opportunity will be provided to respond/appeal the decision if the violation is substantiated, and disciplinary action is taken.

If you have multiple members and/or a team to report for the same violation, complete the form and save the file once for each member/team and update the information beginning on page 2.

REPORTER INFORMATION

Name: _____

Report Date: _____

Position Title: _____

Report Time: _____

Cell Phone: _____

Email: _____

VIOLATION INFORMATION

Member/Team Name: _____

Date(s) of Violation: _____

Violation Description:

*Please include **specific details/proof** as to what happened, when it happened, where it happened, and who was involved. Please attach any supporting documentation to this form. Continue on back if necessary.*

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MEMBER/TEAM INFORMATION

Please complete this section of the form for **each member/team** you believe is/are responsible for academic dishonesty.

Member/Team Name: _____

Member/Team ID# (if known): _____

Violation(s): *(Mark all that apply.)*

☐

1a. Cheating: Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event). Allowing advisors, alumni, parents, friends or any other individual to create content for a member/team.

☐

1b. Citation(s): Failure to cite a source in text and/or in a Works Cited when using another individual's work, idea or opinion, using information from any source or reference material, using any charts, info-graphics, pictures, sounds or any other media elements, and/or using quotations from an individual's actual spoken or written work.

☐

1c. Complicity in Academic Dishonesty: Helping or attempting to help another member/team to commit an act of academic dishonesty.

☐

1d. Fabrication: Fabricating signatures on entry forms and/or release forms and/or fabricating sources (such as creating fictitious articles or authors).

☐

1e. Impermissible Collaboration: Removing and/or sharing any event-specific information from an event (such as a test, application tasks, objective test questions, speech prompts, etc.).

☐

1f. Self-Plagiarism: Re-using your own project(s) from previous years.

Disciplinary Sanctions Imposed: *(Mark all that apply.)*

☐

No sanctions imposed

☐

Reduced score

☐

Zero score

☐

Disqualification

☐

Membership suspension

Comments regarding committee sanctions:

CEAC Representative

BMITE Staff Member

Local Chapter Advisor

State Advisor