

WORKPLACE SKILLS ASSESSMENT PROGRAM

Postsecondary | Secondary
2025-2026



Business Professionals of America Initial Release 1.0 September 1, 2025

Material contained in this publication may be reproduced for contestant and/or event use only.

TABLE OF CONTENTS

Introduction

Mission Statement	1
Program Philosophy	1
Content of the Guidelines	1
Purpose of the Guidelines	1
Awards and Recognition	1
Non-Discrimination Policy	1
Future NLC Dates/Sites.....	1

2025-2026 WSAP What's Changed/What's New

2025-2026 WSAP Updates.....	2
-----------------------------	---

General Guidelines

Eligibility.....	4
Number of Contests	4
Event Length.....	4
Team/Events/Chapter Events.....	4
Event Registration Changes.....	4
Event Rescheduling.....	4
Use of Materials.....	4
Reference Materials.....	4
Merit Scholar.....	4
ARMA Rules	4
Proofreader's Marks	5
Style & Reference Manual	5
Business Ethics.....	5
Human Relations.....	5
Communications.....	5
Use of Previous or Sample Tests	5
Admission to Event Testing Sites.....	5
Use of Cellular Phones	5
Recording Equipment.....	5
Name Badges.....	5
BPA Release Forms.....	5
Contestant-Provided Equipment.....	5
Artificial Intelligence.....	5

NLC Calculator Guidelines.....	6
--------------------------------	---

Judged Event Guidelines

Judged Events Document Forms.....	7
Pre-submitted Events.....	7
Judge's Comments	8
Judged Events Requiring Preliminaries and Finals.....	8

Judged Event Topics	9
---------------------------	---

Cloud Storage / File Sharing Guidelines.....	18
--	----

BPA Release Form	19
------------------------	----

Events At-A-Glance.....	20
-------------------------	----

National BPA Deadlines	23
------------------------------	----

National Pre-submission Guidelines.....	24
---	----

NLC 2026 Computer Software List.....	27
--------------------------------------	----

NLC 2026 Required Industry Certifications and Objectives.....	28
---	----

Industry Certification Resources.....	29
Parental Consent Form	30
Copy of Parental Consent Form	31
NLC 2026 Recommended Industry Certifications	32
Alphabetical Listing of Workplace Skills Assessment.....	33
BPA Workplace Skills Assessment Standards	
Essential Skills.....	34
Finance Workplace Skills	34
Business Administration Workplace Skills	34
Management Information Systems Workplace Skills.....	34
Digital Communication and Design Workplace Skills	34
Management, Marketing and Communication Workplace Skills.....	34
Health Administration Workplace Skills.....	35
Career Clusters Crosswalk	36
Virtual Competitive Events	
(V01) Virtual Multimedia and Promotion Individual.....	40
(V02) Virtual Multimedia and Promotion Team.....	44
(V03) Software Engineering Team	48
(V04) Web Application Team	55
(V05) Mobile Applications.....	62
(V06) Promotional Photography	67
(V07) Cybersecurity/Digital Forensics.....	72
(V08) Start-up Enterprise Team.....	76
(V09) Financial Portfolio Management Team	80
(V10) Virtual Branding Team	83
(V11) 2D Animation Team.....	89
(V12) Social Media Marketing Campaign Team	94
(V13) Esports Team.....	98
(V14) Ethical Leadership and Decision-Making Team.....	102
(V15) Virtual Interview and Digital Portfolio Design	107
Finance Events (100's)	
(100) Fundamental Accounting.....	113
(105) College Accounting	114
(110) Advanced Accounting.....	115
(115) Advanced College Accounting	116
(125) Payroll Accounting.....	117
(135) Managerial Accounting.....	118
(145) Banking and Finance.....	119
(150) Financial Analyst Team.....	120
(155) Economic Research Individual	124
(160) Economic Research Team.....	128
(165) Personal Financial Management	132
(190) Financial Math and Analysis Concepts - Open.....	133
Business Administration Events (200's)	
(200) Fundamental Word Processing.....	135
(205) Intermediate Word Processing.....	136
(210) Advanced Word Processing.....	137
(215) Integrated Office Applications	138
(220) Basic Office Systems and Procedures.....	139
(225) Advanced Office Systems and Procedures.....	140

(230) Fundamental Spreadsheet Applications.....	141
(235) Advanced Spreadsheet Applications.....	142
(240) Database Applications.....	143
(245) Legal Office Procedures.....	144
(255) Administrative Support Team.....	145
(260) Administrative Support Research Project.....	146
(265) Business Law and Ethics.....	150
(290) Administrative Support Concepts - Open.....	151
Management Information Systems Events (300's)	
(300) Computer Network Technology.....	153
(305) Device Configuration and Troubleshooting.....	154
(310) Server Administration Using Microsoft®.....	155
(315) Network Administration Using Cisco®.....	156
(320) Computer Security.....	157
(325) Network Design Team.....	158
(330) C# Programming.....	164
(335) C++ Programming.....	165
(340) Java Programming.....	166
(345) SQL Database Fundamentals.....	167
(350) Linux Operating System Fundamentals.....	168
(355) Python Programming.....	169
(390) Computer Programming Concepts - Open.....	170
(391) Information Technology Concepts - Open.....	171
Digital Communication and Design Events (400's)	
(400) Fundamental Desktop Publishing.....	173
(405) Advanced Desktop Publishing.....	174
(410) Graphic Design Promotion.....	175
(415) Fundamentals of Web Design.....	180
(420) Digital Media Production.....	181
(425) Computer Modeling.....	186
(430) Video Production Team.....	191
(435) Website Design Team.....	197
(440) Computer Animation Team.....	201
(445) Broadcast News Production Team.....	206
(450) Podcast Production Team.....	212
(455) User Experience Design Team.....	216
(460) Visual Design Team.....	221
(490) Digital Communication and Design Concepts - Open.....	226
Management, Marketing and Communication Events (500's)	
(500) Global Marketing Team.....	228
(505) Entrepreneurship.....	232
(510) Small Business Management Team.....	236
(515) Interview Skills.....	239
(520) Advanced Interview Skills.....	243
(525) Extemporaneous Speech.....	247
(530) Contemporary Issues.....	249
(535) Human Resource Management.....	251
(540) Ethics and Professionalism.....	253
(545) Prepared Speech.....	255
(550) Parliamentary Procedure Team.....	257

(555) Presentation Individual.....	262
(560) Presentation Team.....	265
(590) Meeting and Event Planning Concepts - Open.....	268
(591) Management, Marketing, and Human Resources Concepts - Open	269
(592) Parliamentary Procedure Concepts - Open	270
(593) Project Management Concepts - Open.....	271
(594) Digital Marketing Concepts - Open.....	272
Health Administration Events (600's)	
(600) Medical Coding	274
(605) Health Insurance and Medical Billing.....	275
(610) Health Administration Procedures.....	276
(615) Health Research Presentation.....	277
(690) Health Administration Concepts - Open.....	279
Workplace Skills Assessment Program Recommendation Procedures.....	280
Workplace Skills Assessment Program Pilot Procedures	281
Proposal for Workplace Skills New Event.....	282
Academic Integrity Policy	
Academic Integrity	283

INTRODUCTION

Mission Statement

The mission of Business Professionals of America (BPA) is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

Program Philosophy

The Workplace Skills Assessment Program (WSAP) is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula.

Students will:

- demonstrate occupational competencies.
- broaden knowledge, skills, and attitudes.
- expand leadership and human relation skills.
- demonstrate a competitive spirit; and
- receive recognition.

Content of the Guidelines

The WSAP Guidelines (*Guidelines*) contain general information for all events as well as specific details regarding eligibility, equipment use, scoring, etc. The information in the *Guidelines* is essential for contestants attending the National Leadership Conference.

Purpose of the Guidelines

The purpose of the *Guidelines* is to provide as much information as possible to help prepare students for a successful experience at the National Leadership Conference (NLC).

The *Guidelines* regulate all national Workplace Skills Assessment Events. State Associations may choose to deviate from the guidelines provided. Individuals are urged to check with your State Association for any changes they may make at the regional or state levels.

Authors, administrators, proctors, and graders will strictly follow these guidelines.

Awards and Recognition

For the Postsecondary and Secondary Divisions, the top ten (10) winners will be recognized at the National Leadership Conference. For judged events, all finalists shall be recognized at NLC. For Open Events, the top ten (10) scores, plus ties, will be recognized.

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.

National Leadership Conference 2026
Nashville, TN
May 6-10, 2026

FUTURE NLC SITES

Year	Location	Date
2027	Denver, CO	May 5-9
2028	Orlando, FL	May 10-14
2029	Washington, D.C.	May 9-13

2025-2026 WSAP

What's Changed/What's New

Welcome to the 2025-2026 membership year. Here's what's new for the Postsecondary and Secondary Guidelines and Supplemental Documents:

General WSAP Updates (applicable to multiple competitive events)

- The WSAP for Postsecondary and Secondary Divisions are merged into a single document. Events exclusive to either postsecondary or secondary are marked with a textbox located at the top right of the page.
- The content has been reorganized, with sections and bullet points restructured for improved clarity and flow.
- Pre-submit time is changed from 5:00 p.m. to 11:59 p.m. eastern time.
- Technical and Presentation Rubrics now include:
 - **Criteria** (skills or qualities to evaluate)
 - **Levels of Performance** (Below Expectation, Meets Expectations, Above Expectations)
 - **Descriptors** (what each level looks like for every criterion)
- The copyright statement on all WSAP Guidelines has been updated to read:
"It is the policy of Business Professionals of America to comply with copyright law." The previous link to the United States Code has been removed.
- Events-at-a-Glance: the following columns have been deleted
 - Computer and printer provided by BPA
 - Color printing allowed
 - Judges utilized
 - Associated division

WSAP Updates (Specific Assessment Area Changes)

Virtual Events

- V15 Virtual Interview and Digital Portfolio Design has been moved out of pilot status and adopted as a full event.

100's Finance | No Changes

200's Business Administration | No Changes

300's Management Information Systems

- WSAP will be changed to specifically state which integrated development environments (IDEs) may be used in the following programming events:
 - C# (Visual Studio 2022, Visual Studio Code)
 - C++ (Visual Studio 2022, Visual Studio Code, DevC++ with Ming compiler, Code::Blocks)
 - Java (IntelliJ, Eclipse, NetBeans, BlueJ)
 - Python (IDLE, Visual Studio, Visual Studio Code, PyCharm)

400's Digital Communication and Design | No Changes

500's Marketing, Management and Communication

- **500 Global Marketing Team.** Removed "The Marketing Plan must not exceed ten (10) pages single-sided (excluding the Title Page, Table of Contents, and Works Cited). The Marketing Plan must follow the Marketing Plan format in the *Style & Reference Manual*."
Was replaced to read: "The Marketing Plan must not exceed ten (10) pages single-sided and must follow the Marketing Plan format (Sections I-X) in the *Style & Reference Manual*. All other documentation is not considered to be part of the ten (10) single-sided pages."
- **505 Entrepreneurship.** Removed "Supporting documentation (excluded from 10 -page maximum)
 - Financial analysis (include requested loan amount, income statement, balance sheet, cash flow statement, and other analyses)
 - Supporting documents (research, charts, brochures, résumés, etc.)"**Was replaced to read:** "Supporting documentation submitted separately during presentation ONLY may include layouts, brochures, flyers, business cards, resumes, product designs, prototypes, etc."

- **515 Interview Skills.** Students will be required to bring their resume and cover letter to the interview. Students will upload their resume and cover letter in a single PDF.

The following update has been added to the technical rubric and listed under Contest Specifications for this Event: *Contestants who do not apply for one of the designated positions will be disqualified.*

- **520 Advanced Interview Skills.** As part of this event, students will be required to take the Professional Communication Certification at nationals (previously Communication Skills for Business).

Students will be required to bring their resume and cover letter to the interview. Students will upload their resume and cover letter in a single PDF.

The following update has been added to the technical rubric and listed under Contest Specifications for this event: *Contestants who do not apply for one of the designated positions will be disqualified.*

- **550 Parliamentary Procedure Team and 592 Parliamentary Procedure (Open).** The reference “test questions are based on Dunbar’s Manual of Parliamentary” is removed. Dunbar’s Manual of Parliamentary Procedure will instead be listed as a suggested resource. NOTE: rubrics for Parliamentary Procedure Team were not changed.

600’s Health Administration | No Changes

Supplemental Documents

- The postsecondary and secondary *Style & Reference Manuals* have been merged into a single, unified document.
- The PS | S *Style & Reference Manual’s* Works Cited page has been updated to reflect MLA format, including guidance on citing various AI sources.
- Ethics and Professionalism Manual | No Changes
- Human Resource Manual | No Changes

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.”

The guidelines for each event indicate the number of contestants that a state may enter at NLC. All entries for Workplace Skills Assessment events must be registered for NLC through the state association. To compete in an event at NLC, the individual or team must have competed in that event at the State Leadership Conference (SLC). Substitutions for team contestants are left to the discretion of the State Advisor. Any special eligibility requirements are indicated in the event guidelines.

Advisors can verify national membership online or by contacting the National Center. Be sure to check your State Association membership deadline to ensure eligibility at the regional/district and state levels.

Number of Contests

Postsecondary and secondary contestants may participate in a total of **two events**, only one of which may be a team event (this number includes pilot events). Additionally, a student may compete in an unlimited number of open or virtual events within the time constraints of the conference program. Participation in virtual events does *not* count towards the total number of events for contestants.

NOTE: These guidelines apply directly to the National Level; State Associations may impose different restrictions regarding the number of contests in which a contestant may compete.

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 contestant, and the person(s) responsible for chapter entries must be indicated in event registration. (Remember that each student contestant is limited to only one team event).

Event Registration Changes

The state advisor or state designee must report any change in the original event entrants to the Director of Education & Professional Learning no later than the deadline designated in the pre-conference program.

Event Rescheduling

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

Use of Materials

Contestants 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.**

Merit Scholar

Although this test is part of BPA Cares, it will be given at the same time as the Open Events. Any contestant or advisor attending NLC 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*. No reference materials are allowed.

ARMA Rules

For those events including records management as a competency, the *ARMA Rules for Alphanumeric Filing* will be considered the authority. Refer to the *Style & Reference Manual* for excerpts of the ARMA rules. Further information is available at www.arma.org, or complete guidelines may be ordered from ARMA Inc., 11880 College Blvd., Suite 450 Overland Park, KS 66210.

Proofreader's Marks

Standardized proofreader's marks have been listed in the *Style & Reference Manual*.

Style & Reference Manual

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

Business Ethics

Business ethics, as listed in the "Contest Competencies" section, may include ideal moral and professional standards of behavior that should be demonstrated in all work environments. Questions might cover areas such as use of work time, care of equipment, confidentiality, honesty, safety practices, and cooperation.

Human Relations

Human Relations, as listed in the "Contest Competencies" section, may include group dynamics, cooperation, harmony, good employee relationships, employee organization, and interpersonal attitudes and behaviors.

Communications

Communications, as listed in the "Contest Competencies" section, may include reading, writing, speaking, and listening skills.

Use of Previous or Sample Tests

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

Admission to Event Testing Sites

Only registered contestants will be allowed into the event room. Only persons serving as administrators, proctors, or authorized personnel will be admitted into the event room. Contestants 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, including digital watches, 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 contestant/team utilizes a cellular phone as a mobile hotspot, the phone may be visible throughout the presentation and used to provide Internet, however, the phone's sole purpose can only be for Internet access or for displaying the contestant'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 National Center.

Name Badges

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

BPA Release Forms

When BPA Release Forms are required, any contestants 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. In these cases, contestants are permitted to bring their own laptops, printers, projectors, or iPads (or similar tablet devices). Computers or tablets may be used in place of projectors. Contestants are responsible for the operation and technical support of their equipment.

Artificial Intelligence

Utilization of AI, such as ChatGPT, to complete submitted work(s) must adhere to [BPA's Academic Integrity Policy](#), with transparent attribution for generated content. Proper citation of AI-generated work is essential to uphold intellectual honesty and respect for original authorship.

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.



JUDGED EVENT GUIDELINES

Finance

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

Business Administration

(260) Administrative Support Research Project

Management Information Systems

(325) Network Design Team

Digital Communication and Design

(410) Graphic Design Promotion
(420) Digital Media Production
(425) Computer Modeling
(430) Video Production Team
(435) Website Design Team
(440) Computer Animation Team
(445) Broadcast News Production Team
(450) Podcast Production Team
(455) User Experience Design Team
(460) Visual Design Team

Management, Marketing and Communications

(500) Global Marketing Team
(505) Entrepreneurship
(510) Small Business Management Team
(515) Interview Skills
(520) Advanced Interview Skills
(525) Extemporaneous Speech
(530) Contemporary Issues
(535) Human Resource Management
(540) Ethics and Professionalism
(545) Prepared Speech
(550) Parliamentary Procedure Team
(555) Presentation Individual
(560) Presentation Team

Health Administration

(615) Health Research Presentation

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 each individual represented in the project.

If the event does not require an online submission for national competition, signed BPA Release Form(s) will be required at the time of submission.

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.

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

Pre-submitted Events

(155) Economic Research Individual	(440) Computer Animation Team
(160) Economic Research Team	(445) Broadcast News Production Team
(260) Administrative Support Research Project	(450) Podcast Production Team
(325) Network Design Team	(455) User Experience Design Team
(410) Graphic Design Promotion	(460) Visual Design Team
(420) Digital Media Production	(500) Global Marketing Team
(425) Computer Modeling	(505) Entrepreneurship
(430) Video Production Team	(515) Interview Skills
(435) Website Design Team	(520) Advanced Interview Skills

Judges' Comments

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

Technical Judging Materials

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

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 contestants 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.

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.

2025-2026 JUDGED EVENT TOPICS

(VO1) Virtual Multimedia and Promotion Individual

Unsung Heroes: The Faces Behind the Scene: Highlight an individual in your community who quietly makes a difference – a school janitor, crossing guard, community volunteer, or neighbor, etc. Share their story and the positive impact they have on others.

(VO2) Virtual Multimedia and Promotion Team

Hidden Histories: Create a multimedia video uncovering an untold or forgotten story from your town's or region's history. Interview local historians or residents, and use photos, animations, or reenactments to bring the story to life.

(VO3) Software Engineering Team

Create a time-travel puzzle adventure game titled *ChronoQuest: Fractures in Time*.

Players are part of a secret organization tasked with repairing the timeline after mysterious anomalies begin altering history. They must travel to different eras—Ancient Egypt, Medieval Europe, the Space Age, and more—to solve puzzles, interact with historical figures, and fix the timeline before reality collapses.

(VO4) Web Application Team

Develop a web application titled *SkillSwap: Student Talent Exchange Platform*. Your team has been hired by a student-led organization to build a platform where students can share their skills and learn from each other. Whether it's tutoring in math, teaching guitar, coding, photography, or helping with homework, students can create profiles, offer sessions, and request help in areas they want to grow.

Primary Objectives:

- User registration and login
- Profile creation with skills offered and skills sought
- Session scheduling and request system
- Rating and feedback after each exchange
- Admin panel to monitor activity and manage users

Optional Features:

- Gamified achievements for participation
- Messaging system for coordination
- Group sessions or clubs
- Integration with school calendars
- Privacy settings for younger users

(VO5) Mobile Applications

Develop a mobile application titled *ClubConnect: Student Organization Hub*. You are challenged to create a mobile app that helps students manage and participate in school clubs and organizations. The app should allow users to join clubs, view upcoming meetings and events, track participation, and communicate with club leaders.

Required Features:

- External backend database for secure data storage
- User registration and account recovery
- Ability to:
 - Browse and join clubs
 - View club events and announcements
 - Track attendance or participation
- Admin panel for club leaders to manage contestants and post updates
- View for login/register/account recovery
- View for club listings and details
- Use at least one API (e.g., calendar or messaging)

Possible Features:

- Export club schedules or participation logs to PDF
- Push notifications for upcoming events
- Social media sharing for club promotions
- Digital badges for active participation
- Comment or Q&A section for each club

(Vo6) Promotional Photography

Perspective Shift. Alter the viewer’s perspective. Take a familiar scene or object and photograph it from an unconventional angle, perspective, or point of view. The goal is to create an image that challenges how we typically see everyday things.

(Vo7) Cybersecurity/Digital Forensics (Round Two Competitors Only):

Following the Digital Trail: How Forensic Experts Solve Cybercrimes. Your task is to explore the step-by-step process investigators use to track cybercriminals. Examples may include:

- How IP addresses, device IDs, and metadata become “digital fingerprints”
- Common tools like EnCase, FTK, and Autopsy
- Famous cases solved using digital evidence

(V10) Virtual Branding Team

SolarSip – The Smart, Self-Cooling Water Bottle.

Scenario: Your team has been hired to launch SolarSip, an innovative reusable water bottle that uses solar-powered cooling technology to keep drinks cold all day. Your branding campaign should focus on eco-conscious consumers and outdoor enthusiasts.

Deliverables:

- Product line mockups (different colors/styles)
- 30-second digital video ad for social media
- Social media rollout plan targeting Instagram, TikTok, and Facebook

(V11) 2D Animation Team

Smart Solutions for a Healthier Planet: A GLOBE Community's Journey with IoT. Create a 2D animation that showcases a diverse group of students or citizens from different parts of the world using Internet of Things (IoT) devices and smart technology to observe, collect, and share environmental data through the NASA GLOBE Program. Your animation should tell a compelling story of how these individuals collaborate to solve a local or global environmental challenge—such as monitoring air quality, tracking soil moisture, or responding to climate impacts—through data-driven decision making and community action.

Requirements:

- Feature at least one GLOBE sphere (Atmosphere, Biosphere, Hydrosphere, Pedosphere)
- Demonstrate how smart sensors or IoT-enabled tools (e.g., air quality monitors, remote weather stations, water sensors, smart apps) are used to collect and share data
- Incorporate storytelling elements that highlight teamwork, scientific discovery, and the impact of open data
- Showcase a transformation or improvement in the environment or community as a result of the project

(V12) Social Media Marketing Campaign Team

Local Food Truck Expansion. “Flavor on Wheels: The Rise of TacoTwist”.

Background: TacoTwist, a local gourmet taco food truck, is expanding to new cities and wants a buzz-worthy social media campaign to build anticipation.

Task: Develop a campaign that includes geo-targeted ads, user-generated content contests, and partnerships with local influencers. Include budget projections and ROI estimates.

(V13) Esports Team

Esports have become a worldwide phenomenon, with markets flourishing across North America, Europe, Asia, Latin America, and Africa. In a research paper of no more than three (3) pages (double-spaced), examine how esports has developed globally and the international business and career opportunities that have emerged as a result.

Research Focus (choose or integrate multiple angles):

1. International Market Trends & Key Regions
 - Compare how esports has scaled in at least two different global regions (e.g. North America vs. East Asia, or Europe vs. Latin America).
 - Include recent data on market size, audience growth, tournament revenue, or regional investments.

2. Global Business Careers & Cross-Sector Roles
 - Identify at least three business-related careers or roles that operate across borders (examples: international event coordination, global sponsorship management, esports consultancy, broadcast localization, player management/agency across regions).
 - Discuss cross-cultural and international aspects of these roles.
3. Skills, Certifications & Cultural Competency
 - Explore what skills, qualifications, language proficiencies, or intercultural competencies are valuable for working in the global esports business environment.
4. International Collaboration & BPA Engagement
 - Suggest ways that BPA contestants—through virtual collaboration, team pitches, or academic exchanges—could engage with global esports projects or international student teams.
 - Mention how BPA experiences (e.g., virtual teamwork, project management, or competitions) build relevant capabilities for international esports business engagement.

(V14) Ethical Leadership & Decision-Making Team

Podcast Adopts Aggressive Digital Marketing Strategy. Gael has just been hired as the new digital marketing director for an online podcast called *The Scholar's Roundtable*, where a panel of hosts breaks down and debates new developments in politics, business, and culture in an educational manner.

While the podcast has been around for over 10 years and enjoyed high viewership initially, *The Scholar's Roundtable* is now barely getting enough views and ad revenue to stay afloat.

To solve this crisis, Gael enacts sweeping changes to the podcast's branding and media strategies. He wants to position the podcast as bold, edgy, and rambunctious—a far cry from the podcast's traditionally dry and straightforward educational approach.

Gael starts posting short clips on TikTok and Instagram Reels that are edited to appear as hot takes and heated debate moments from the show. On X and Facebook, he reposts viral memes and engages with followers on the podcast's official accounts. He even gets approval from the hosts to change the name of the podcast from *The Scholar's Roundtable* to *Politically (In)Correct*.

The revamped digital marketing strategy is a success. *Politically (In)Correct* immediately sees a huge boost in viewership and revenue. Gael wants to push this attention-grabbing branding strategy even further by posting even spicier shorts with AI-generated audio and beefing with competing podcasts on social media. He projects that sticking with this strategy for another two years will triple viewership and bring the podcast the best profits it's ever had.

However, the actual hosts of the podcast are concerned that the show is losing its identity amidst all these changes. They meet with Gael to share their feelings. They worry that the clickbait shorts and social media engagement are not an honest reflection of the podcast, and they don't want to feel pressured to change their show's content.

Gael understands where they come from, but he reminds them that without his digital marketing efforts, the podcast cannot stay profitable. He explains that it might not be pleasant, but an impactful, aggressive digital marketing approach is the best way to go.

Who do you think is right:

- Gael or the podcast hosts?
- Should the podcast continue with a very successful marketing strategy, even if it may not be a very accurate representation of the podcast itself?
- How should large organizations position themselves on social media?
- How can they balance ethics and profits in their digital marketing efforts?
- What is the best path forward?

(150) Financial Analyst Team

Initial Case Study: GreenTech Innovations. GreenTech Innovations is a startup focused on developing sustainable energy solutions. The company has created a new type of solar panel that is more efficient and cost-effective than current market offerings. GreenTech has been operating for two years and has seen moderate success in local markets. They are now looking to expand their operations and increase their market share.

Below are the financial statements for the first two years of operations:

Green Tech Innovations Income Statement For the years ended December 31, 2024, and 2025		
	2024	2025
Revenues	\$600,000	\$750,000
Cost of Goods Sold	434,000	555,000
Gross Profit	\$166,000	\$195,000
Operating Expenses	58,000	65,000
Operating Income	\$108,000	\$130,000

Green Tech Innovations Income Statement For the years ended December 31, 2024, and 2025				
Assets				
Current Assets:	2024		2025	
Cash	15,000		35,000	
Accounts Receivable	92,500		138,000	
Inventory	115,600		155,000	
Prepaid Expenses	13,800		15,000	
Total Current Assets		236,900		343,000
Property Plant and Equipment:				
Land	85,000		85,000	
Building, net	450,000		440,000	
Equipment, net	400,000		350,000	
Total Property Plant and Equipment		935,000		875,000
Total Assets		\$1,171,900		\$1,218,000
Liabilities and Equity				
Current Liabilities				
Accounts Payable	65,000		81,000	
Accrued Liabilities	71,900		92,000	
Total Current Liabilities		136,900		173,000
Long Term Liabilities				
Notes Payable	150,000		125,000	
Mortgage Payable	225,000		200,000	
Total Long-Term Liabilities		375,000		325,000
Total Liabilities		511,900		498,000

Stockholders' Equity				
Common Stock	600,000		600,000	
Retained Earnings	60,000		120,000	
Total Equity		660,000		720,000
Total Liabilities and Equity		\$1,171,900		\$1,218,000

Tasks:

1. Financial Analysis
 - a) Calculate Liquidity Ratios
 - b) Calculate Debt Ratios
 - c) Calculate Profitability Ratios
 - d) Complete a Horizontal Analysis
 - e) Complete a Vertical Analysis

Based on this financial analysis, interpret how well the company operated for 2024 and 2025.

(155) Economic Research Individual

How important is earning a college degree in 2026? As financial costs (tuition, room & board, interest rates) rise for post-secondary education, and considering the economic costs of attending a 4-year college or university, should qualifying students be encouraged to earn a bachelor's degree?

In your response, consider:

- The economic costs of earning a college degree
- Potential financial debt from earning a degree
- Employment opportunities for degreed and non-degreed candidates in the labor market
- Positive externalities of a college educated community
- Future earning potential for degree and non-degreed candidates
- Theory of creative destruction on career prospects for degreed and non-degreed candidates

(160) Economic Research Team

Is market failure a valid justification for government intervention? Use at least two examples to support your answer. In your response, consider the following:

- Circular Flow of the Economy
- Costs/Benefits of Market Failure
- Externalities
- Market Competition & Incentives
- Property Rights
- Public Goods

(260) Administrative Support Research Project

Research how generative artificial intelligence (AI) is currently being integrated into administrative support roles. Explore how generative AI impacts efficiency, job responsibilities, data management, and communication. Consider both the opportunities and ethical concerns related to generative AI adoption. Offer recommendations for how administrative professionals can adapt to and thrive in a workplace where generative AI tools are increasingly common.

Points to consider:

- Historical Context & Evolution
- Types of Generative AI Used in Administrative Roles
- Productivity and Efficiency Gains
- Challenges and Limitations
- Ethical and Privacy Considerations
- Skills for the Future Administrative Professional
- Global and Cultural Considerations
- Training, Certification, and Professional Development
- Workplace Impacts
- Future Outlook

(325) Network Design Team

Voyager Virtual Reality Ventures, headquartered in Seattle, Washington, operates three pop-up VR arcade kiosks inside major shopping malls. Each kiosk features four high-performance VR pods, a spectator lounge with digital signage, and a small retail counter selling VR accessories. To date, each location has relied on disparate cellular hotspots and aging consumer-grade routers, resulting in inconsistent performance, high latency during peak hours, and unsecured guest networks.

As part of their growth strategy, Voyager plans to open three full-service VR Experience Centers in 2026—one in Austin, Texas; Raleigh, North Carolina; and Portland, Oregon. These new locations will be permanent retail spaces of approximately 3,500 square feet, with dedicated server rooms, wired and wireless network zones for VR pods, administrative offices, a streamer’s booth for live E-Sports events, and a café area offering complimentary guest Wi-Fi.

Voyager Virtual Reality Ventures needs a proposal for the following:

- High-Throughput, Low-Latency Network Architecture: Design a network capable of supporting simultaneous VR streams (minimum 10 Gbps backbone) with quality-of-service (QoS) to prioritize VR traffic.
- Network Segmentation: Create VLANs to isolate VR pods, corporate offices, guest Wi-Fi, digital signage, and IoT sensors (environmental monitoring, motion tracking).
- Centralized Management and Monitoring: Propose a unified network management solution (e.g., SD-WAN controller or cloud-managed switches/APs) for all six sites, with real-time performance dashboards and automated alerting.
- Security and Remote Support: Incorporate firewalls, intrusion detection/prevention, VPN access for remote troubleshooting, and a plan for role-based access control.
- Scalability and Redundancy: Ensure the design can accommodate at least double the number of VR pods and add-on mobile “VR-on-wheels” kiosks; include redundant uplinks and failover strategies.
- IoT and Digital Signage Integration: Plan for PoE-powered environmental sensors in VR rooms and digital signage in the lounge and café areas, with secure segmentation.
- Cost Estimation and ROI Analysis: Provide a high-level bill of materials (switches, routers, APs, cabling, racks) and estimate both upfront and ongoing costs, balanced against projected revenue gains from improved uptime and customer satisfaction.

Teams should deliver a written proposal in report format, complete with network diagrams, equipment specifications, and Works Cited, formatted according to the *Style & Reference Manual*.

(410) Graphic Design Promotion

BPA 60th Anniversary Celebration Branding: Business Professionals of America is celebrating its **60th Anniversary** next year, and your task is to help brand this milestone celebration! You will need to design a cohesive set of graphics to commemorate this event, honoring BPA’s legacy while looking toward its future.

Task: Create the following:

- 60th Anniversary Logo Design (must include “60 Years” or “60th Anniversary” and a tagline like “Honoring the Past” or “Empowering the Future”)
- Windbreaker for the 60th Anniversary (front & back design)
- Stress Ball (unique design & shape)

(420) Digital Media Production

Create a 1-2 minute video that introduces high school students to exciting and fast-growing careers in the digital age. The video should be informative, visually engaging, and include a clear call to action for students interested in pursuing these paths.

Key Points to Consider (but not limited):

1. What career are you spotlighting, and why is it exciting or important today?
2. What makes this career a good fit for students like you?
3. How can students start exploring this career right now?
4. What message do you want to leave your audience with?

(425) Computer Modeling

Create a mythical creature for a Fantasy RPG Game. A fantasy role-playing game studio is developing a new game that needs a unique mythical creature design. Your task is to create a 3D model of an original creature, complete with special features, textures, and accessories that hint at its powers or origins.

(430) Video Production Team

Career Exploration | Trade & Technical Careers: With growing demand in technical careers, your team has been tasked with creating a three to five (3:00-5:00) minute video that highlights career paths in the trades (like welding, HVAC, electrical, cosmetology, automotive tech, etc.). Include interviews with professionals, career facts, and benefits of pursuing these often overlooked opportunities. Target audience could include parents, middle to high school students, and/or business and industry.

(435) Website Design Team

Your team is tasked with developing a website for a mental health awareness campaign. The website will serve as a hub for resources and support, helping to de-stigmatize mental health issues and provide tools for individuals to seek help.

Key features to include:

- Information about mental health disorders (e.g., anxiety, depression)
- Local and national helplines and resources
- Online counseling appointment scheduler
- Interactive support community (forums or chat rooms)
- Informational blog posts about mental health
- Testimonials from individuals who've overcome mental health challenges

(440) Computer Animation Team

Your task is to develop a two (2:00) minute animated game promo that introduces a new game called Escape the Jungle. In the promo, your team will need to show off the game's setting, highlight its unique challenges, and showcase key gameplay features. The animation should capture the excitement of navigating a high-tech digital jungle filled with dangerous traps, mysterious environments, and menacing creatures. The goal of the promo is to build anticipation for the game's release by giving audiences a thrilling preview of what's in store for players.

(445) Broadcast News Production Team

The Power of Volunteering and Giving Back: Produce a three to five (3:00 - 5:00) minute news broadcast that educates teens on the value of community service and volunteering. Highlight how volunteering can positively impact a teen's personal growth, resume, and college applications. Feature local volunteer opportunities, school service projects, or teenagers who are actively making a difference in their communities.

(450) Podcast Production Team

Research and produce a 3 to 5 minute podcast exploring how artificial intelligence (AI) is influencing the art world. Your podcast should present a balanced and engaging discussion that informs listeners about the opportunities, challenges, and ethical questions surrounding AI-generated art.

Key Points to Consider (but not limited to):

- Copyright ownership of AI-generated art
- Impact on employers in creative industries
- Changes in how art is created, valued, and consumed
- Reactions from artists, galleries, and collectors
- Legal and ethical implications

(455) User Experience Design Team

The National Esports Championship Series 2026 Scenario: An annual National Esports Tournament featuring the top teams in games like Valorant, Rocket League, and Super Smash Bros is being hosted in Nashville, TN, May 6-10, 2026. Your team is tasked with designing the branding/identity of this event.

Deliverables:

- Promotional website landing page for team rosters, livestream schedules, and event tickets
- Mobile app prototype with five screens: live scores, player stats, match replays, bracket updates, and social community chat
- Social media campaign artboard for Twitch or YouTube Gaming

(460) Visual Design Team

Paws in the Park - Community Pet Adoption Festival Scenario: Your team has been hired to design promotional components for a local pet adoption event called Paws in the Park - Find a Friend, Change a Life.

Deliverables:

- Logo design for the event
- At least three (3) promotional items, such as:
 - Event poster/banner
 - Social media ads (Instagram, Facebook, TikTok)
 - Event T-shirt for volunteers
 - Adoption certificate template
 - Pet-themed swag (stickers, buttons, or reusable tote bags)

- Event Information:
 - Location: Willow Creek Park, Nashville, TN
 - Date: Saturday, September 14, 2026
 - Time: 9 a.m. – 4 p.m.

(500) Global Marketing Team

Background: A fictional U.S.-based tech startup has developed *ThriveSpace*, a mobile mental wellness app designed to support the emotional well-being of high school and college-aged students. The app features guided meditations, journaling tools, CBT-based self-help exercises, and AI-powered mental health support. As youth mental health becomes an increasingly urgent global issue, the company is seeking to expand its reach through international markets.

Task: Your team has been selected to create a comprehensive global marketing expansion strategy for *ThriveSpace* by identifying and justifying three countries outside the United States where the app can be successfully launched within the next one to three years. Your recommendations should be supported by thorough research, including market data, social trends, and economic conditions. In addition to submitting a formal written marketing plan that follows the *BPA Style & Reference Manual*, your team will deliver a professional presentation that summarizes your strategy and key findings. Be prepared to defend your decisions from a marketing perspective, demonstrating how your plan will position *ThriveSpace* for success in a competitive global marketplace.

(510) Small Business Management Team

Initial Case Study Topic: Luna & Co. – A Modern Art & Design Studio. Sabrina Luna is the owner of Luna & Co., a boutique art and design studio based in a growing arts district. She started the business creating custom hand-painted wall art and murals for local homes and businesses. Over time, she added graphic design services, digital illustrations, and art licensing for local brands. Her work has been featured in pop-up galleries, coffee shops, and influencer home décor reels.

Now three years into her business, Sabrina is at a turning point. She is booked solid for custom work but has no time to explore passive income, personal creative projects, or expand her online presence. She’s also received frequent requests from customers to offer merchandise featuring her designs (like prints, mugs, planners, or digital downloads) but hasn’t had the time or bandwidth to set up an online store. She currently handles all aspects of her business—design, emails, billing, shipping—and it’s starting to affect her mental health and creative energy. Sabrina wants to grow sustainably, not just financially, but in a way that protects her love for art and gives her more time freedom.

Sabrina has hired your team to develop a growth plan that helps Luna & Co. evolve into a profitable, creatively fulfilling, and scalable brand. Your plan should include:

- Strategies for diversifying revenue (passive income, e-commerce, licensing, etc.)
- Recommendations for hiring or outsourcing low-level tasks without losing quality
- A roadmap for launching an online store and building digital presence
- Time management and technology tools that help her automate and simplify
- Ideas to keep her creative mission and well-being at the center of her business decisions

Points to consider include, but are not limited to:

- What new products or services can Luna & Co. offer that generate income without requiring more of Sabrina’s time?
- How can Sabrina delegate or automate routine business tasks?
- What tools/platforms can streamline her order fulfillment, customer communication, and finances?
- Should Luna & Co. invest in a team contestant (e.g., virtual assistant, junior designer)?
- How can she market her art and products online without burning out?

(555) Presentation Individual

New generative-AI tools—such as ChatGPT for writing help, Adobe Firefly for images, and Sora for video creation—are rapidly changing how teachers teach and how students approach learning. These technologies can break down tough lessons, give instant feedback on essays, and quickly create eye-catching visuals, but they also raise concerns about academic integrity, over-reliance, and data privacy.

Your challenge is to craft a multimedia presentation that shows how generative AI is reshaping education from elementary classrooms to university lecture halls. Use solid research—articles, studies, and school surveys—plus real stories you have observed or experienced. Highlight the key benefits, such as personalized tutoring, adaptive feedback, and creative project support, while also examining the main risks, including academic dishonesty, misinformation, and

unequal access to reliable AI tools. Finish by sharing a concise call to action—a set of three practical steps—to help educators, students, and families use AI smartly, safely, and fairly.

Points to consider include, but are not limited to:

- Benefits (personalized tutoring, adaptive feedback, creative project support, etc.)
- Risks (academic dishonesty, AI misinformation, access gaps, etc.)
- Call to Action (develop a brief three-step plan that schools can adopt immediately)

(560) Presentation Team

Last month, headlines revealed that a popular educational app—required by the school and installed on nearly every student’s phone—had been quietly collecting and selling students’ location and browsing data. Outrage spread across campus, but a follow-up discussion with the school’s technology department uncovered something even more troubling: most students believe that tools like “Incognito Mode” or social media privacy settings protect their data.

Now, your team has been selected to become the student voice of truth. Research the biggest personal data myths your peers believe, expose the hidden realities, and propose simple protections that keep today’s apps convenient—but safe. You will deliver a 7-10-minute multimedia presentation of your findings to your school’s technology department for review.

Points to consider include but are not limited to:

- Myth-Busting Spotlight: Identify three common privacy myths among students. Pair each myth with a powerful fact or statistic that exposes the truth.
- Student Sentiment Snapshot: Poll your classmates about the myths. Present the results using a clear, visual format (bar or pie chart) to highlight gaps between perception and reality.
- Local Impact Story: Share a concise, relatable story showing how the misuse of personal data could directly harm students, especially when the school endorsed the app.
- Quick Win Toolkit: Recommend three fast, actionable steps students can take today to improve their digital safety—plus one school-wide initiative to prevent future issues.
- Success Metric: Define one measurable way to track progress. Clarify who will gather the data and how the results will be reported back to the school’s technology department.

(615) Health Research Presentation

You are part of a task force assembled by a state hospital association aiming to evaluate and improve pediatric cancer research outcomes. Your team has been asked to present at their upcoming innovation summit.

Prepare a presentation that examines the history of pediatric cancer research in the U.S., highlighting major milestones and disparities in funding compared to adult cancers. Analyze how this funding gap affects innovation, treatment access, and long-term outcomes. Then, propose realistic, community-based solutions that could drive awareness, improve support, and influence policy to accelerate progress in pediatric oncology.

CLOUD STORAGE / FILE SHARING GUIDELINES

Permission and privacy settings on files sharing sites can be difficult to manage. Business Professionals of America have developed the following guidelines to help guide contestants as they choose the right settings for their submissions. The following is a nonexclusive list but includes the most popular file sharing sites. Contestants 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	Allows anyone to see the video	No
Only me	Makes the video only visible to me and no one else	No
Only people I follow	Makes the video 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.

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.

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.



BPA 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 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 a person is under 18 years of age.)

Signature _____
Date _____

 BUSINESS PROFESSIONALS of AMERICA <small>Giving Purpose to Potential</small> EVENTS-AT-A-GLANCE	Maximum minutes for setup	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges Questions (min.)	May event be repeated	Are production standards used	May reference materials be used? (See WSAP for details)	Bring own computer	Number of state entries eligible for national competition	Level for this event	Additional Certification Component	Release Forms Required
	VIRTUAL EVENTS											
(V01) Virtual Multimedia and Promotion Individual	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V02) Virtual Multimedia and Promotion Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V03) Software Engineering Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V04) Web Application Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V05) Mobile Applications	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V06) Promotional Photography	3	--	7	5	Y	Y	N	Y	U	PS S	N	Y
(V07) Cybersecurity/Digital Forensics	3	--	10	5	Y	Y	N	Y	U	PS S	N	N
(V08) Start-up Enterprise Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V09) Financial Portfolio Management Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	N
(V10) Virtual Branding Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V11) 2D Animation Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V12) Social Media Marketing Campaign Team	3	--	10	5	Y	Y	N	Y	U	PS S	Y	Y
(V13) Esports Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V14) Ethical Leadership & Decision-Making Team	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
(V15) Virtual Interview & Digital Portfolio Design	3	--	10	5	Y	Y	N	Y	U	PS S	N	Y
FINANCE												
(100) Fundamental Accounting	10	10	90	--	N	N	Y	N	Per State	S	N	N
(105) College Accounting	10	10	90	--	N	N	Y	N	Per State	PS	N	N
(110) Advanced Accounting	10	10	90	--	Y	N	Y	N	Per State	S	N	N
(115) Advanced College Accounting	10	10	90	--	Y	N	Y	N	Per State	PS	N	N
(125) Payroll Accounting	10	10	60	--	Y	N	Y	N	Per State	PS S	N	N
(135) Managerial Accounting	10	10	90	--	Y	N	Y	N	Per State	PS	N	N
(145) Banking and Finance	10	10	60	--	Y	N	Y	N	Per State	PS S	N	N
(150) Financial Analyst Team	3	--	30/10	10	Y	N	N	Y	3	PS S	N	Y
(155) Economic Research Individual	3	--	7	5	Y	N	Y	N	3	S	N	Y
(160) Economic Research Team	3	--	7	5	Y	N	Y	N	3	S	N	Y
(165) Personal Financial Management	10	--	60	--	Y	N	Y	N	Per State	PS S	N	N
(190) Financial Math and Analysis Concepts - Open Event	--	--	60	--	Y	N	N	N	U	PS S	N	N
BUSINESS ADMINISTRATION												
(200) Fundamental Word Processing	10	10	60	--	N	Y	Y	--	Per State	PS S	Y	N
(205) Intermediate Word Processing	10	10	60	--	N	Y	Y	--	Per State	PS S	Y	N
(210) Advanced Word Processing	10	10	90	--	Y	Y	Y	--	Per State	PS S	Y	N
(215) Integrated Office Applications	10	10	90	--	Y	Y	Y	--	Per State	PS S	Y	N
(220) Basic Office Systems and Procedures	10	10	90	--	N	Y	Y	--	Per State	PS S	--	N
(225) Advanced Office Systems and Procedures	10	10	90	--	Y	Y	Y	--	Per State	PS S	--	N
(230) Fundamental Spreadsheet Applications	10	10	90	--	N	N	Y	--	Per State	PS S	Y	N
(235) Advanced Spreadsheet Applications	10	10	90	--	Y	N	Y	--	Per State	PS S	Y	N
(240) Database Applications	10	10	90	--	Y	N	Y	--	Per State	PS S	Y	N



EVENTS-AT-A-GLANCE

	Maximum minutes setup.	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges questions (min.)	May event be repeated?	Are production standards used	May reference materials be used? (See WSAP for details)	Bring own computer	Number of state entries eligible for national competition	Level for this event	Additional Certification Component	Release Forms Required
(245) Legal Office Procedures	10	10	60	--	Y	Y	Y	--	Per State	PS S	--	N
(255) Administrative Support Team	10	10	90	--	Y	Y	Y	--	3	PS S	--	N
(260) Admin. Support Research Project	3	--	7	5	Y	Y	N	--	3	S	--	Y
(265) Business Law and Ethics	10	10	60	--	Y	N	Y	--	Per State	PS S	--	N
(290) Admin. Support Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N
MANAGEMENT INFORMATION SYSTEMS												
(300) Computer Network Technology	--	--	60	--	Y	N	Y	--	Per State	PS S	Y	N
(305) Device Configuration and Troubleshooting	--	--	60	--	Y	N	Y	--	Per State	PS S	Y	N
(310) Server Administration Using Microsoft®	--	--	60	--	Y	N	Y	--	Per State	PS S	--	N
(315) Network Administration Using Cisco®	--	--	60	--	Y	N	Y	--	Per State	PS S	Y	N
(320) Computer Security	--	--	60	--	Y	N	Y	--	Per State	PS S	Y	N
(325) Network Design Team	3	--	30/10	10	Y	Y	Y	Y	3	PS S	--	Y
(330) C# Programming	10	10	90	--	Y	N	Y	Y	Per State	PS S	Y	N
(335) C++ Programming	10	10	90	--	Y	N	Y	Y	Per State	PS S	--	N
(340) Java Programming	10	10	90	--	Y	N	Y	Y	Per State	PS S	Y	N
(345) SQL Database Fundamentals	--	--	60	--	Y	N	Y	--	Per State	PS S	Y	N
(350) Linux Operating System Fundamentals	--	--	60	--	Y	N	Y	--	Per State	PS S	Y	N
(355) Python Programming	10	10	90	--	Y	N	Y	Y	Per State	PS S	Y	N
(390) Computer Programming Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N
(391) Information Tech Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N
DIGITAL COMMUNICATION & DESIGN												
(400) Fundamental Desktop Publishing	10	10	90	--	Y	Y	Y	--	Per State	PS S	Y	N
(405) Advanced Desktop Publishing	10	10	90	--	Y	Y	Y	--	Per State	PS S	Y	N
(410) Graphic Design Promotion	3	--	6	5	Y	N	N	--	Per State	PS S	--	Y
(415) Fundamentals of Web Design	10	10	90	--	Y	N	Y	--	Per State	PS S	Y	N
(420) Digital Media Production	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(425) Computer Modeling	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(430) Video Production Team	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(435) Website Design Team	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(440) Computer Animation Team	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(445) Broadcast News Production Team	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(450) Podcast Production Team	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(455) User Experience Design Team	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(460) Visual Design Team	3	--	10	5	Y	N	N	Y	3	PS S	--	Y
(490) Digital Communication and Design Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N


Y = Yes

N = No

S = Secondary

PS = Postsecondary

U = Unlimited

 EVENTS-AT-A-GLANCE	Maximum minutes setup	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges questions (min.)	May event be repeated	Are production standards used	May reference materials be used? (See WSAP for details)	Bring own computer	Number of state entries eligible for national competition	Level for this event	Additional Certification Component	Release Forms Required?
	MANAGEMENT, MARKETING & COMMUNICATION											
(500) Global Marketing Team	3	--	10	5	Y	N	N	Y	3	S	--	N
(505) Entrepreneurship	3	--	5-7	5	Y	N	N	Y	3	PS S	Y	N
(510) Small Business Management Team	5	--	30/10	10	Y	N	N	Y	3	PS S	--	N
(515) Interview Skills	--	--	15	0	N	N	N	--	3	PS S	--	N
(520) Advanced Interview Skills	--	--	15	0	Y	N	N	--	3	PS S	Y	N
(525) Extemporaneous Speech	10	--	2-4	0	Y	N	N	--	3	S	--	N
(530) Contemporary Issues	10	--	3-5	0	Y	N	N	--	4	PS	--	N
(535) Human Resource Management	20	--	3-5	3	Y	N	Y	--	3	S	--	N
(540) Ethics and Professionalism	20	--	5-7	3	Y	N	N	--	3	S	--	N
(545) Prepared Speech	1	--	5-7	5	Y	N	Y	--	3	S	--	N
(550) Parliamentary Procedure Team	15	--	15	5	Y	N	Y	--	3	PS S	--	N
(555) Presentation Individual	3	--	7-10	5	Y	N	N	Y	3	PS S	--	Y
(560) Presentation Team	3	--	7-10	5	Y	N	N	Y	3	PS S	--	Y
(590) Meeting and Event Planning Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N
(591) Management, Marketing and Human Resources Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N
(592) Parliamentary Procedure Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N
(593) Project Management Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS	--	N
(594) Digital Marketing Concepts - Open Event	--	--	60	--	Y	N	N	--	U	PS S	--	N
HEALTH ADMINISTRATION												
(600) Medical Coding	10	10	60	--	Y	N	Y	--	5	S	--	N
(605) Health Insurance and Medical Billing	10	10	60	--	Y	N	Y	--	5	S	--	N
(610) Health Administration Procedures	10	10	60	--	Y	Y	Y	--	5	S	--	N
(615) Health Research Presentation	3	--	10	5	Y	N	Y	Y	3	S	--	N
(690) Health Administration Concepts - Open Event	--	--	60		Y	N	N	--	U	S	--	N

Y = Yes

N = No

S = Secondary

PS = Postsecondary

U = Unlimited

NATIONAL BPA DEADLINES

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant 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 NLC.

The dates listed are **national deadlines**. Check with your state advisor to determine regional/district and state deadlines. Please be aware that states may require additional contest materials to be submitted prior to the state conference.

Item	Deadline	Websites
Virtual Events Registration	Submitted by 11:59 p.m. Eastern Time, December 1, 2025	https://register.bpa.org
Virtual Events Project Submission	Submitted by 11:59 p.m. Eastern Time, January 15, 2026	https://upload.bpa.org
Administrative Support Research Project	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Advanced Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Broadcast News Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Computer Animation Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Computer Modeling	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Digital Media Production	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Economic Research Individual	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Economic Research Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Entrepreneurship	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Global Marketing Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Graphic Design Promotion	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Network Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Podcast Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
User Experience Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Video Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Visual Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org
Website Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2026	https://upload.bpa.org

NATIONAL BPA PRE-SUBMISSION GUIDELINES

2026 National Leadership Conference			
Submission Deadline: April 1, 2026, by 11:59 p.m. Eastern 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 Contestant ID.			
Event	What to Submit at https://upload.bpa.org	Saved File Naming Conventions	Bring to Conference <small>*Copies below must be brought for BOTH preliminaries and finals</small>
Finance (100's)			
(155) Economic Research Project Individual	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPI-ContesantID.pdf	Not required
(160) Economic Research Project Team	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPT-TeamID.pdf	Not required
Business Administration (200's)			
(260) Administrative Support Research Project	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ARPI-ContesantID.pdf	Not required
Management Information System (300's)			
(325) Network Design Team	Written Proposal, Works Cited and BPA Release Form(s) in one combined PDF file.	NDT-TeamID.pdf	Not required
Digital Communication and Design (400's)			
(410) Graphic Design Promotion	60th Anniversary Logo, Windbreaker Design, Stress Ball Design, Works Cited and BPA Release Form(s) saved as PDFs and bundled together in a single ZIP file.	GDP-ContesantID.zip	Not required
(420) Digital Media Production	URL to Project, Works Cited, and BPA Release Form(s) in one combined PDF file.	DMP-ContestantID.pdf	Not required
(425) Computer Modeling	URL to Project, Concept Art, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	CM-ContesantID.pdf	Not required
(430) Video Production Team	URL to Project, Storyboard, Script, Works Cited and BPA Release Form(s) in one combined PDF file.	VPT-TeamID.pdf	Not required
(435) Website Design Team	URL to Project (including any necessary login credentials), Works Cited and BPA Release Form(s) in one combined PDF file.	WDT-TeamID.pdf	Not required
(440) Computer Animation Team	URL to Project Files, Work Cited and BPA Release Form(s) in one combined PDF file.	CAT-TeamID.pdf	Not required
(445) Broadcast News Production Team	URL to Project, Script/Creative Brief, Works Cited, and BPA Release Form(s) in one combined PDF file.	BNPT-TeamID.pdf	Not Required

Event	What to Submit at https://upload.bpa.org	Saved File Name	Bring to Conference *Copies below must be brought for BOTH preliminaries and finals
Digital Communication and Design (400's) (continued)			
(450) Podcast Production Team	URL to Project, Works Cited and BPA Release Form(s) in one combined PDF file.	PPT-TeamID.pdf	Not Required
(455) User Experience Design Team	URL to Project, One Page Profile, Works Cited and BPA Release Form(s) in one combined PDF file.	UEDT-TeamID.pdf	Not Required
(460) Visual Design Team	Logo with tagline, three (3) additional promotional items, Works Cited and BPA Release Form(s) saved as PDFs and bundled together in a single ZIP file.	VDT-TeamID.zip	Not Required
Management, Marketing and Communication (500's)			
(500) Global Marketing Team	Marketing Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	GMT-ContestantID.pdf	Supplemental Documentation
(505) Entrepreneurship	Business Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	ENT-ContestantID.pdf	Supplemental Documentation
(515) Interview Skills	Cover Letter and Resume in one combined PDF file.	IS-ContestantID.pdf	Cover Letter and Resume
(520) Advanced Interview Skills	Cover Letter and Resume in one combined PDF file.	AIS-ContestatID.pdf	Cover Letter and Resume Portfolio (<i>must not be left with judges</i>)

VIRTUAL EVENT PRE-SUBMISSION GUIDELINES

Event	What to Submit at https://upload.bpa.org	Saved File Name(s)
Virtual Event (National Only)		
(V01) Virtual Multimedia and Promotion Individual	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V01-ContestantID.pdf
(V02) Virtual Multimedia and Promotion Team	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V02-TeamID.pdf
(V03) Software Engineering Team	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V03-TeamID.pdf
(V04) Web Application Team	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V04-TeamID.pdf
(V05) Mobile Applications	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V05-ContestantID.pdf
(V06) Promotional Photography	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V06-ContestantID.pdf
(V07) Cybersecurity / Digital Forensics	NO UPLOADS REQUIRED	
(V08) Start-up Enterprise Team	Business Plan, Works Cited, and BPA Release Form(s) in one combined PDF file.	V08-TeamID.pdf
(V09) Financial Portfolio Management Team	NO UPLOADS REQUIRED	
(V10) Virtual Branding Team	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V10-TeamID.pdf
(V11) 2D Animation Team	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V11-TeamID.pdf
(V12) Social Media Marketing Campaign Team	Social Media Marketing Campaign, Works Cited, and BPA Release Form(s) in one combined PDF file.	V12-TeamID.pdf
(V13) Esports Team	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V13-TeamID.pdf
(V14) Ethical Leadership & Decision-Making Team	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V14-TeamID.pdf
(V15) Virtual Interview & Digital Portfolio Design	URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V15-ContestantID.pdf

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

NLC 2026 COMPUTER SOFTWARE LIST

Provided at national level competition—regional and state levels may vary!

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

<i>Event</i>	<i>Software Packages</i>
Administrative Support Team (255)	MS Office 2021
Advanced Desktop Publishing (405)	Adobe InDesign, Illustrator, Publisher
Advanced Office Systems and Procedures (225)	MS Word 2021
Advanced Spreadsheet Applications (235)	MS Excel 2021
Advanced Word Processing (210)	MS Word 2021
Basic Office Systems and Procedures (220)	MS Word 2021
Database Applications (240)	MS Access 2019
Fundamental Desktop Publishing (400)	Adobe InDesign, Illustrator, Publisher
Fundamental Spreadsheet Applications (230)	MS Excel 2021
Fundamental Word Processing (200)	MS Word 2021
Fundamentals of Web Design (415)	Notepad
Health Administration Procedures (610)	MS Word 2021
Integrated Office Applications (215)	MS Office 2021
Intermediate Word Processing (205)	MS Word 2021
Legal Office Procedures (245)	MS Word 2021

Check individual event guidelines for information regarding the use of contestants' own computers. Contestants 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 contestant(s) and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assume no responsibility for hardware/software provided by the contestants. Contestants who experience failure problems with their equipment will *not* be rescheduled. Contestants 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 contestants by the National Center.

NLC 2026 REQUIRED INDUSTRY CERTIFICATION ALIGNMENTS AND OBJECTIVES

The following industry certifications are required and provided (free of charge) for all competitors at the national level in each competition listed below. The certification test will count for up to 50 points (pass=50 points, fail= 0 points) of the final score for each of the aligned BPA competitive events.

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Interview Skills (520)	Professional Communication
Advanced Spreadsheet Applications (235)	Microsoft Office Specialist Excel 365 Expert
Advanced Word Processing (210)	Microsoft Office Specialist Word 365 Expert
*Computer Network Technology (300)	IT Specialist - Networking
*Computer Security (320)	IT Specialist - Network Security
*C# Programming (330)	IT Specialist - Software Development
Database Applications (240)	Microsoft Office Specialist Access 2019 Expert
*Device Configuration and Troubleshooting (305)	IT Specialist - Device Configuration and Management
Entrepreneurship (505)	Entrepreneurship and Small Business (ESB)
*Fundamentals of Web Design (415)	IT Specialist - HTML and CSS
Fundamental Spreadsheet Applications (230)	Microsoft Office Specialist Excel 365 Associate
Integrated Office Applications (215)	Microsoft Office Specialist PowerPoint 365 Associate
Intermediate Word Processing (205)	Microsoft Office Specialist Word 365 Associate
Java Programming (340)	IT Specialist - Java
Network Administration Using Cisco (315)	Cisco Certification Support Technician Networking
Python Programming (355)	IT Specialist - Python
Social Media Marketing Campaign Team (V12)	Meta Certified Digital Marketing Associate
SQL Database Fundamentals (345)	IT Specialist - Databases

BPA Competitive Event Name	Industry Certification Offered by Certiport
V12 Social Media Marketing Campaign Team	Meta Certified Digital Marketing Associate

BPA Competitive Event Name	Industry Certification Offered by TestOut
Linux Operating System Fundamentals (350)	TestOut Linux Pro

BPA Competitive Event Name	Industry Certification Offered by YouScience (Precision Exams)
Advanced Desktop Publishing (405)	Desktop Publishing II
Fundamental Desktop Publishing (400)	Desktop Publishing I
Fundamental Word Processing (200)	Word Processing

- *Note:** Contestants who have certified in the aligned IT Specialist exam may choose from one of the following two options:
1. The contestant will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam. If the contestant passes their chosen exam, they will receive 50 points towards the final score of the BPA competitive event. If the contestant fails their chosen exam, they will receive zero (0) points towards the final score of the BPA competitive event.
 2. The contestant may share their previously passed test scores with NLC staff. If this option is selected, the contestant will be required to log in to their Certiport account and share the previously earned score at the time of sign-in at NLC.

All contestants who have previously been certified in Microsoft Office Specialist (MOS) exams will be required to retake the exam.

INDUSTRY CERTIFICATION RESOURCES

Industry Certification Offered by Certiport	Certification Objectives
Professional Communication	https://certiport.pearsonvue.com/Certifications/CCS/Certification/Cer/Professional-Communication
Cisco Certification Support Technician Networking	https://certiport.pearsonvue.com/fc/cisco/ccst/networking/od
Entrepreneurship and Small Business (ESB)	https://certiport.pearsonvue.com/fc/esb/objectives/overview/v2
IT Specialist - Databases	https://certiport.pearsonvue.com/fc/ITS/database
IT Specialist - Device Configuration and Management	https://certiport.pearsonvue.com/fc/ITS/deviceconfig
IT Specialist - HTML and CSS	https://certiport.pearsonvue.com/fc/ITS/htmlcss
IT Specialist - Java	https://certiport.pearsonvue.com/fc/ITS/java
IT Specialist - Python	https://certiport.pearsonvue.com/fc/ITS/python
IT Specialist - Networking	https://certiport.pearsonvue.com/fc/ITS/networking
IT Specialist - Network Security	https://certiport.pearsonvue.com/fc/ITS/networksecurity
IT Specialist - Software Development	https://certiport.pearsonvue.com/fc/ITS/softwaredevelopment
Meta Certified Digital Marketing Associate	https://certiport.pearsonvue.com/fc/meta/od
Microsoft Office Specialist Access 2019 Expert	https://certiport.pearsonvue.com/fc/mos/od/365-2019/access-expert
Microsoft Office Specialist Excel 365 Associate	https://certiport.pearsonvue.com/fc/mos/od/365-2019/excel
Microsoft Office Specialist Excel 365 Expert	https://certiport.pearsonvue.com/fc/mos/od/365-2019/excel-expert
Microsoft Office Specialist PowerPoint 365 Associate	https://certiport.pearsonvue.com/fc/mos/od/365-2019/powerpoint
Microsoft Office Specialist Word 365 Associate	https://certiport.pearsonvue.com/fc/mos/od/365-2019/word
Microsoft Office Specialist Word 365 Expert	https://certiport.pearsonvue.com/fc/mos/od/365-2019/word-expert

BPA Competitive Event Name	Certification Objectives
V12 Social Media Marketing Campaign Team	https://certiport.pearsonvue.com/Certifications/Meta/Certification/Cer/y.aspx

BPA Competitive Event Name	Industry Certification Offered by YouScience (Precision Exams)
Fundamental Desktop Publishing	https://s3.amazonaws.com/pe-wp-media/wp-content/uploads/2020/08/30173328/ks_248.18.pdf
Advanced Desktop Publishing	https://s3.amazonaws.com/pe-wp-media/wp-content/uploads/2020/08/30173408/ks_249.18.pdf
Fundamental Word Processing	https://s3.amazonaws.com/pe-wp-media/wp-content/uploads/2020/08/30185226/ks_262.18.pdf

Parental Consent Form

IMPORTANT: Requirement for Certiport Exams

All contestants (regardless of age) are required to submit a signed Parental Consent form which must be on file with the National Center in order for scores to be released to BPA at NLC. A reminder to submit the form will be included at the time of competition registration.

If there is no Parental Consent form on file with the National Center on or before the first day of NLC, contestant scores will *not* be released and students' overall scores will be drastically affected.

The Parental Consent form is located on the next page and can be obtained as a PDF file on the [WSAP Download Center](#) webpage. This form must be on file with the National Center for all contestants competing at the National Leadership Conference in one of the Certiport certification aligned events.



Certiport, A Pearson VUE Business
1276 South 820 East, Suite 200
American Fork, UT 84003 USA

Telephone: 1-888-999-8830
International: (801) 847-3100
www.certiport.com

Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print)
(the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake all Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personal information for and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint, Excel, and Access at the BPA 2021 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date



Certiport, A Pearson VUE Business
1276 South 820 East, Suite 200
American Fork, UT 84003 USA

Telephone: 1-888-999-9830
International: (801) 847-3100
www.certiport.com

Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print) (the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

NAME OF PARENT/LEGAL GUARDIAN

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE



NLC 2026 RECOMMENDED (NOT REQUIRED) INDUSTRY CERTIFICATIONS

The following certification exams ARE NOT REQUIRED as part of any WSAP Competitive Event. The table below highlights your opportunity to pass a RECOMMENDED Precision Exams Certification. These exams are NOT complimentary and require the purchase of certification lab pass during the online National Conference Registration or on-site during the National Leadership Conference.

WSAP Competitive Event	Precision Exams Certification (Recommended)
(100) Fundamental Accounting	PE Accounting I
(110) Advanced Accounting	PE Accounting II
(145) Banking and Finance	PE Banking and Finance
(155) Economic Research Individual (160) Economic Research Team	PE Economics
(165) Personal Financial Management	PE Business Mathematics and Personal Finance
(215) Integrated Office Applications	PE Business Office Specialist
(265) Business Law and Ethics	PE Business Law
(300) Computer Network Technology	PE Network Fundamentals
(305) PC Servicing and Troubleshooting	PE Computer Maintenance and Repair
(330) C# Programming	PE Computer Programming II (C#)
(335) C++ Programming	PE Computer Programming II (C++)
(340) Java Programming	PE Computer Programming II (Java)
(410) Graphic Design Promotion	PE Design and Visual Communication
(420) Digital Media Production	PE Digital Media IB
(425) Computer Modeling	PE 3D Graphics
(430) Video Production Team	PE Video Production I
(435) Website Design Team	PE Business Web Page Design
(440) Computer Animation Team	PE Animation
(445) Broadcast News Production Team	PE Television Production I
(505) Entrepreneurship	PE Entrepreneurship
(510) Small Business Management Team	PE Business Management
(515) Interview Skills (520) Advanced Interview Skills	PE Preparing for College and Career
(525) Extemporaneous Speech (545) Prepared Speech (555) Presentation Individual (560) Presentation Team	PE Business Communication I
(610) Health Administration Procedures	PE Medical Assistant: Medical Office Management

ALPHABETICAL LISTING OF WORKPLACE SKILLS ASSESSMENTS

2D Animation Team (V11)
Administrative Support Concepts - Open Event (290)
Administrative Support Research Project (260)
Administrative Support Team (255)
Advanced Accounting (110)
Advanced College Accounting (115)
Advanced Desktop Publishing (405)
Advanced Interview Skills (520)
Advanced Office Systems and Procedures (225)
Advanced Spreadsheet Applications (235)
Advanced Word Processing (210)
Banking and Finance (145)
Basic Office Systems and Procedures (220)
Broadcast News Production Team (445)
Business Law and Ethics (265)
C++ Programming (335)
C# Programming (330)
College Accounting (105)
Computer Animation Team (440)
Computer Modeling (425)
Computer Network Technology (300)
Computer Programming Concepts - Open Event (390)
Computer Security (320)
Contemporary Issues (530)
Cybersecurity/Digital Forensics (VO7)
Database Applications (240)
Device Configuration and Troubleshooting (305)
Digital Communication and Design Concepts -
Open Event (490)
Digital Marketing Concepts - Open Event (594)
Digital Media Production (420)
Economic Research Individual (155)
Economic Research Team (160)
Entrepreneurship (505)
Esports Team (V13)
Ethical Leadership and Decision-Making Team (V14)
Ethics and Professionalism (540)
Extemporaneous Speech (525)
Financial Analyst Team (150)
Financial Math and Analysis Concepts - Open Event
(190)
Financial Portfolio Management Team (VO9)
Fundamental Accounting (100)
Fundamental Desktop Publishing (400)
Fundamental Spreadsheet Applications (230)
Fundamental Word Processing (200)
Fundamentals of Web Design (415)
Global Marketing Team (500)
Graphic Design Promotion (410)
Health Administration Concepts - Open Event (690)
Health Administration Procedures (610)
Health Insurance and Medical Billing (605)
Health Research Presentation (615)
Human Resource Management (535)
Information Technology Concepts - Open Event (391)
Integrated Office Applications (215)
Intermediate Word Processing (205)
Interview Skills (515)
Java Programming (340)
Legal Office Procedures (245)
Linux Operating System Fundamentals (350)
Management, Marketing, and Human Resources Concepts -
Open Event (591)
Managerial Accounting (135)
Medical Coding (600)
Meeting and Event Planning Concepts - Open Event (590)
Mobile Applications (VO5)
Network Administration Using Cisco® (315)
Network Design Team (325)
Parliamentary Procedure Concepts - Open Event (592)
Parliamentary Procedure Team (550)
Payroll Accounting (125)
Personal Financial Management (165)
Podcast Production Team (450)
Prepared Speech (545)
Presentation Individual (555)
Presentation Team (560)
Project Management Concepts - Open Event (593)
Promotional Photography (VO6)
Python Programming (355)
Server Administration Using Microsoft® (310)
Small Business Management Team (510)
Social Media Campaign Team (V12)
Software Engineering Team (VO3)
SQL Database Fundamentals (345)
Start-up Enterprise Team (VO8)
User Experience Design Team (455)
Video Production Team (430)
Virtual Branding Team (V10)
Virtual Interview and Portfolio Design Team (V15)
Virtual Multimedia and Promotion Ind. (VO1)
Virtual Multimedia and Promotion Team (VO2)
Visual Design Team (460)
Web Application Team (VO4)
Website Design Team (435)

WORKPLACE SKILLS ASSESSMENT STANDARDS

The skills listed below have been identified as those common to all WSAP Competitive Events.

Skills common to the six core assessment areas: Finance; Business Administration; Management Information Systems; Digital Communication and Design; Management, Marketing and Communication; and Health Administration are also listed.

These are *not* intended to replace the individual event competencies, but they provide an overview and guidelines to ensure that the WSAP is preparing our contestants for successful careers by assessing real workplace skills.

Essential Skills

- BPAES1 Demonstrate effective written and oral communication skills.
- BPAES2 Demonstrate critical thinking skills to make decisions and to solve problems.
- BPAES3 Demonstrate professionalism and ethical behavior.
- BPAES4 Demonstrate effective leadership and teamwork skills.
- BPAES5 Conduct accurate research using various resources and methods.
- BPAES6 Demonstrate appropriate technology concepts and digital citizenship.
- BPAES7 Demonstrate knowledge of employability skills.
- BPAES8 Develop products using creativity and innovation.
- BPAES9 Demonstrate skills needed to function effectively in today's global economy.
- BPAES10 Perform mathematical calculations.

Finance Workplace Skills

- F1 Use correct terminology related to finance.
- F2 Use analytical and mathematical skills in solving financial problems.

Business Administration Workplace Skills

- BA1 Utilize spreadsheet software to create, edit, and publish industry appropriate documents.
- BA2 Utilize word processing software to create, edit, and publish industry appropriate documents.

Management Information Systems Workplace Skills

- MIS1 Utilize digital tools to gather, evaluate, and use information.
- MIS2 Demonstrate a sound understanding of technology concepts, systems, and operations.
- MIS3 Design and produce quality IT products/service.
- MIS4 Explain how IT increases business productivity and effectiveness.
- MIS5 Demonstrate an understanding of project management concepts in IT.
- MIS6 Utilize the key functions and applications of software.
- MIS7 Demonstrate an understanding of technologies that influence business practices.

Digital Communication and Design Workplace Skills

- DCD1 Utilize presentation software to create, edit, and publish industry appropriate documents.
- DCD2 Utilize desktop publishing software to create, edit, and publish industry appropriate documents.
- DCD3 Demonstrate knowledge of basic web page design and functioning.

Management, Marketing and Communication Workplace Skills

- MMC1 Demonstrate an understanding of management, marketing, and human resources concepts and practices.
- MMC2 Demonstrate an understanding of integrity and ethics in work environments across domestic and international demographics.
- MMC3 Evaluate, prioritize, interpret, and communicate analysis of business data to develop and communicate solutions.
- MMC4 Produce a written marketing plan focusing on price, product, place and promotion.
- MMC5 Demonstrate knowledge and understanding of an entrepreneurial business plan.
- MMC6 Analyze short- and long-term financial impacts to recommend a plan of action.


- MMC7 Apply understanding of managing equipment needs, merchandising, business ethics, personal image, market research, advertising, bankruptcy, legal issues, financial issues, expansion, international business, environmental issues, economic issues, and customer relations.
- MMC8 Demonstrate professionalism through appearance and interpersonal skills.

Health Administration Workplace Skills


- HA1 Demonstrate an understanding of management in health administration and practices.
- HA2 Use correct terminology related to health administration.
- HA3 Demonstrate an understanding of integrity and ethics in work environments across domestic and international demographics.
- HA4 Demonstrate an understanding of how to operate under federal health guidelines.

CAREER CLUSTER CROSSWALKS

For more information about the National Career Clusters® Framework, visit www.careertech.org/career-clusters

 BUSINESS PROFESSIONALS of AMERICA Giving Purpose to Potential	Arts, A/V Technology and Communications	Business, Management and Administration	Finance	Government and Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections and Security	Marketing, Sales and Service
	Virtual							
(V01) Virtual Multimedia and Promotion Individual	x					x		
(V02) Virtual Multimedia and Promotion Team	x					x		
(V03) Software Engineering Team	x					x		
(V04) Web Application Team						x		x
(V05) Mobile Applications						x		
(V06) Promotional Photography	x					x		
(V07) Cybersecurity/Digital Forensics		x				x	x	
(V08) Start-up Enterprise Team		x	x			x		x
(V09) Financial Portfolio Management Team		x	x					
(V10) Virtual Branding Team	x	x				x		x
(V11) 2D Animation Team	x	x				x		x
(V12) Social Media Campaign Team	x	x				x		x
(V13) Esports Team		x				x		
(V14) Ethical Leadership and Decision-Making Team	x	x	x	x	x	x	x	x
(V15) Interview and Digital Portfolio Design	x	x	x	x	x	x	x	x
Finance								
(100) Fundamental Accounting		x	x					
(105) College Accounting		x	x					
(110) Advanced Accounting		x	x					
(115) Advanced College Accounting		x	x					
(125) Payroll Accounting		x	x					
(135) Managerial Accounting		x	x					
(145) Banking and Finance		x	x					
(150) Financial Analyst Team		x	x			x		
(155) Economic Research Individual		x	x					
(160) Economic Research Team		x	x					
(165) Personal Financial Management		x	x					
(190) Financial Math and Analysis Concepts - Open Event			x					
(200) Fundamental Word Processing		x				x		
(205) Intermediate Word Processing		x				x		
(210) Advanced Word Processing		x				x		
(215) Integrated Office Applications		x				x		
(220) Basic Office Systems and Procedures		x				x		
(225) Advanced Office Systems and Procedures		x				x		

 BUSINESS PROFESSIONALS of AMERICA <small>Giving Purpose to Potential</small>	Arts, A/V Technology and Communications	Business, Management and Administration	Finance	Government and Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections and Security	Marketing, Sales and Service
Business Administration								
(215) Integrated Office Applications		x				x		
(220) Basic Office Systems and Procedures		x				x		
(225) Advanced Office Systems and Procedures		x				x		
(230) Fundamental Spreadsheet Applications		x	x			x		
(235) Advanced Spreadsheet Applications		x	x			x		
(240) Database Applications		x				x		
(245) Legal Office Procedures		x				x	x	
(255) Administrative Support Team		x				x		
(260) Admin. Support Research Project		x						
(265) Business Law and Ethics		x		x			x	
(290) Admin. Support Concepts - Open Event		x						
Management Information Systems								
(300) Computer Network Technology						x		
(305) Device Configuration and Troubleshooting		x				x		
(310) Server Administration Using Microsoft®						x		
(315) Network Administration Using Cisco®						x		
(320) Computer Security		x				x		
(325) Network Design Team		x				x		
(330) C# Programming						x		
(335) C++ Programming						x		
(340) Java Programming						x		
(345) SQL Database Fundamentals						x		
(350) Linux Operating System Fundamentals						x		
(390) Computer Programming Concepts - Open Event						x		
(391) Information Tech Concepts - Open Event						x		
(400) Fundamental Desktop Publishing	x	x				x		x
Digital Communication and Design								
(405) Advanced Desktop Publishing	x	x				x		
(410) Graphic Design Promotion	x	x	x			x		x
(415) Fundamentals of Web Design						x		x
(420) Digital Media Production	x					x		x
(425) Computer Modeling						x		
(430) Video Production Team	x					x		x
(435) Website Design Team						x		x
(440) Computer Animation Team	x					x		x
(445) Broadcast News Production Team	x					x		
(450) Podcast Production Team	x					x		x
(455) User Experience Design Team	x	x				x		x
(460) Visual Design Team	x	x				x		x
(490) Digital Communication and Design Concepts - Open Event	x					x		

 BUSINESS PROFESSIONALS of AMERICA <small>Giving Purpose to Potential</small>	Arts, A/V Technology and Communications	Business, Management and Administration	Finance	Government and Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections and Security	Marketing, Sales and Service
Management, Marketing and Communication								
(500) Global Marketing Team		x	x	x		x		x
(505) Entrepreneurship		x	x					x
(510) Small Business Management Team		x	x					x
(515) Interview Skills		x						x
(520) Advanced Interview Skills		x						x
(525) Extemporaneous Speech		x						x
(530) Contemporary Issues		x						
(535) Human Resource Management		x						x
(540) Ethics and Professionalism		x						x
(545) Prepared Speech		x						
(550) Parliamentary Procedure Team		x				x		x
(555) Presentation Individual		x				x		x
(560) Presentation Team		x						x
(590) Meeting and Event Planning Concepts - Open Event		x						
(591) Management, Marketing and Human Resources Concepts - Open Event		x						
(592) Parliamentary Procedure Concepts - Open Event		x				x		
(593) Project Management Concepts		x						
(594) Digital Marketing Concepts								x
Health Administration								
(600) Medical Coding		x			x			
(605) Health Insurance and Medical Billing		x	x		x			x
(610) Health Administration Procedures		x	x		x	x		x
(615) Health Research Presentation		x			x			
(690) Health Administration Concepts - Open Event		x			x			

NATIONAL VIRTUAL EVENT GUIDELINES

The National Virtual Events are offered virtually only at the national level. All contestants may register and submit entries. There are no limits. The following policy will be used for all Virtual (VO1 - V15) competitive events.

Virtual Competition Round One | Technical Scoring

Based upon the number of final submissions in each of the virtual event contests, contestants will be randomly assigned into sections. Within each section, all contestants will be judged using the technical rubric in the individual WSAP contest guidelines. Upon completion of the technical judging, the number of contestants that will advance to the presentation round will be determined by the number of sections.

The number of contestants that will advance to the presentation round will not exceed twenty (20).

- 5 Sections | Top 4 from each section advance to the presentation round.
- 4 Sections | Top 5 from each section advance to the presentation round.
- 3 Sections | Top 6 from each section advance to the presentation round.
- 2 Sections | Top 10 from each section advance to the presentation round.

Virtual Competition Round Two | Presentation Scoring

During the presentation round, the contestants (not to exceed 20) will create a presentation following the individual competition guidelines. The combined scores (Round One | Technical and Round Two | Presentation) will determine the top ten (10) competitors that will be invited to NLC.

Top 10 Score Rankings

The top ten (10) contestants (from each division) advancing to NLC will participate in one additional technical judging to determine the final NLC rankings. This technical judging will take place before NLC.

During the National Leadership Conference (NLC)

The top ten (10) contestants from each division in each of the Virtual Events are invited to participate in the BPA National Showcase and the BPA National Showcase Business Panel. During the National Leadership Conference (NLC), the top ten (10) contestants are invited to compete for the National Showcase Best in Show Award in each competition.

- (VO1) [Virtual Multimedia and Promotion Individual](#)
- (VO2) [Virtual Multimedia and Promotion Team](#)
- (VO3) [Software Engineering Team](#)
- (VO4) [Web Application Team](#)
- (VO5) [Mobile Applications](#)
- (VO6) [Promotional Photography](#)
- (VO7) [Cybersecurity/Digital Forensics](#)
- (VO8) [Start-up Enterprise Team](#)
- (VO9) [Financial Portfolio Management Team](#)
- (VO10) [Virtual Branding Team](#)
- (VO11) [2D Animation Team](#)
- (VO12) [Social Media Marketing Campaign Team](#)
- (VO13) [Esports Team](#)
- (VO14) [Ethical Leadership and Decision-Making Team](#)
- (VO15) [Virtual Interview and Portfolio Design](#)

(Vo1) Virtual Multimedia and Promotion Individual

Description & Eligibility

Create a 1:00 to 2:30 minute digital promotion based on the provided topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. There are no restrictions on the number of entries per chapter or per state. **Contestants who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Unsung Heroes: The Faces Behind the Scene: Highlight an individual in your community who quietly makes a difference – a school janitor, crossing guard, community volunteer or neighbor, etc. Share their story and the positive impact they have on others.

Competition Notes

- Contest Registration
 - Advisors register contestants for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$10 fee for each entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after contestants register.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	VO1-ContestantID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Apply knowledge of software, equipment, and skills related to video production
- Utilize video editing applications
- Develop a storyline using a storyboard and script
- Demonstrate scripting techniques to present a clear overall message
- Apply basic camera techniques, including various camera shots
- Demonstrate knowledge of lighting techniques
- Perform nonlinear editing techniques utilizing various editing tools
- Demonstrate knowledge of transitions and audio editing techniques
- Demonstrate proper use in placement of titles and visual effects (2D and/or 3D)

Contest Specifications for this Event

- The completed final product dimensions should be at least 1920 x 1080.
- Submit the URL to the final Project Files, Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying contestants will be contacted to reserve time for a video conference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Contestants will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.

- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing contestant ID cannot be accepted.
- The contestant is responsible for securing a BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(Vo1) Virtual Multimedia and Promotion Individual

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
The final video project adhered to the required time range of 1:00-2:30 minutes, met the minimum resolution of 1920x1080, and conformed to BPA Graphic Standards.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted one (1) combined PDF file containing the URL to the Project, Works Cited (formatted according to the <i>Style & Reference Manual</i>) and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Visual Organization	Layout is cluttered or confusing; difficult to follow.	Layout is clear and logical; easy to understand.	Layout is exceptionally well-organized; enhances comprehension and flow.	/20
Aesthetic Use of Colors and Fonts	Colors and fonts clash or distract; inconsistent use.	Colors and fonts are appropriate and consistent.	Colors and fonts are thoughtfully chosen; enhance visual appeal and readability.	/20
Enhancement of Theme and Purpose	Visuals do not support the theme or purpose.	Visuals support the theme and purpose adequately.	Visuals strongly reinforce and elevate the theme and purpose.	/20
Graphic Design and Digital Assets	Assets are poorly chosen or low quality; minimal design effort.	Assets are relevant and of good quality; design is competent.	Assets are high-quality and creatively used; design is professional and engaging.	/20
Audio Quality	Audio is unclear, unbalanced, or contains distracting noise.	Audio is clear, balanced, and free from major distractions.	Audio is crisp, well-balanced, and professionally mixed with no distractions.	/20
Lighting and Special Effects	Lighting is poor; effects are distracting or irrelevant.	Lighting is adequate; effects are used appropriately.	Lighting is well-executed; effects enhance the visual experience and storytelling.	/20
Motion Graphics (2D/3D)	No motion graphics or poorly executed.	Motion graphics are present and functional.	Motion graphics are skillfully integrated and enhance the visual narrative.	/20
Target Audience	Content is not suitable or engaging for the intended audience.	Content is appropriate and moderately engaging for the audience.	Content is highly engaging and tailored to the interests and needs of the audience.	/20
Theme Development	Theme is unclear or underdeveloped.	Theme is clear and adequately developed.	Theme is compelling, well-developed, and consistently portrayed throughout.	/20
TOTAL TECHNICAL POINTS				/190

(Vo1) Virtual Multimedia and Promotion Individual

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Delivery & Engagement	Limited verbal and non-verbal communication; monotone delivery; poor eye contact or camera presence.	Communicates clearly with appropriate tone and gestures; maintains reasonable engagement through the screen.	Demonstrates strong verbal and non-verbal communication with enthusiasm and effective virtual engagement.	/20
Organization, Design & Structure	Presentation lacks clear structure and coherence, with awkward or missing transitions.	Presentation has some content gaps and choppy transitions, making it occasionally unclear and hard to follow.	The presentation content flows adequately, with a mostly clear structure and smooth transitions between points.	/20
Project Development & Execution	Limited explanation of project phases; lacks clarity or detail.	Adequate explanation of pre-production, production, and post-production phases.	Thorough and insightful explanation of all project phases with clear rationale and reflection.	/20
Use of Media Elements	Media elements are poorly chosen or not effectively integrated; technical issues disrupt flow.	Media elements (graphics, video, audio, etc.) are used appropriately and support the presentation.	Media elements are creatively and effectively used to enhance the presentation; transitions and effects are smooth and professional.	/20
Explanation of Technology & Software	Minimal or unclear explanation of tools and software used.	Provides a basic explanation of technology and software used in the project.	Offers a detailed and insightful explanation of technology and software choices, including their impact on the project.	/20
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/120

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(Vo2) Virtual Multimedia and Promotion Team

Description & Eligibility

Create a 3:00 to 5:00 minute digital promotion based on the provided topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Create a compelling multimedia video that uncovers an untold or forgotten story from your town or region's history, using promotional strategies to maximize reach and impact. Choose a story with emotional depth, cultural relevance, or visual potential.

Competition Notes

- Contest Registration
 - Advisors register contestants for the event using the Membership Registration System, accessible at <https://register.bpa.org>
 - Click on the "Conferences" tab and then select the "2026 National Virtual Events".
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after the team registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	VO2-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Apply knowledge of software, equipment, and skills related to video production
- Utilize video editing applications
- Develop a storyline using a storyboard and script
- Demonstrate scripting techniques to present a clear overall message
- Apply basic camera techniques, including various camera shots
- Demonstrate knowledge of lighting techniques
- Perform nonlinear editing techniques utilizing various editing tools
- Demonstrate knowledge of transitions and audio editing techniques
- Demonstrate proper use in placement of titles and visual effects (2D and/or 3D)
- Demonstrate an understanding of developing a final product for a target audience

Contest Specifications for this Event

- The completed final product dimensions should be at least 1920 x 1080.
- Submit the URL to the final Project Files, Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.

- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA judged events

- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(VO2) Virtual Multimedia and Promotion Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
The presentation adhered to the required time range of 3:00-5:00 minutes, met the minimum resolution of 1920-1080 and conformed to BPA Graphic Standards.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing the URL to the Project, Works Cited (formatted according to the <i>Style & Reference Manual</i>) and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Visual Organization	Layout is cluttered or confusing; difficult to follow.	Layout is clear and logical; easy to understand.	Layout is exceptionally well-organized; enhances comprehension and flow.	/20
Aesthetic Use of Colors and Fonts	Colors and fonts clash or distract; inconsistent use.	Colors and fonts are appropriate and consistent.	Colors and fonts are thoughtfully chosen; enhance visual appeal and readability.	/20
Enhancement of Theme and Purpose	Visuals do not support the theme or purpose.	Visuals support the theme and purpose adequately.	Visuals strongly reinforce and elevate the theme and purpose.	/20
Graphic Design and Digital Assets	Assets are poorly chosen or low quality; minimal design effort.	Assets are relevant and of good quality; design is competent.	Assets are high-quality and creatively used; design is professional and engaging.	/20
Audio Quality	Audio is unclear, unbalanced, or contains distracting noise.	Audio is clear, balanced, and free from major distractions.	Audio is crisp, well-balanced, and professionally mixed with no distractions.	/20
Lighting and Special Effects	Lighting is poor; effects are distracting or irrelevant.	Lighting is adequate; effects are used appropriately.	Lighting is well-executed; effects enhance the visual experience and storytelling.	/20
Motion Graphics (2D/3D)	No motion graphics or poorly executed.	Motion graphics are present and functional.	Motion graphics are skillfully integrated and enhance the visual narrative.	/20
Creativity & Originality	Production lacks originality, with ideas that feel derivative and show minimal creative risk.	Production demonstrates original thinking and clear, engaging concepts.	Production is original and imaginative, with bold creative choices that enhance its impact.	/20
Color Grading & Visual Effects	Color grading is inconsistent or distracting. Visual effects are poorly executed or irrelevant to the narrative.	Color grading is appropriate and enhances the mood. Visual effects are competently used and support the story.	Color grading enhances tone and emotion; visual effects are polished, purposeful, and support the story.	/20
TOTAL TECHNICAL POINTS				/190

(Vo2) Virtual Multimedia and Promotion Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic				☐ Y ☐ N
Team followed Copyright and/or Fair Use Guidelines				☐ Y ☐ N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Delivery & Engagement	Limited verbal and non-verbal communication; monotone delivery; poor eye contact or camera presence.	Communicates clearly with appropriate tone and gestures; maintains reasonable engagement through the screen.	Demonstrates strong verbal and non-verbal communication with enthusiasm and effective virtual engagement.	/20
Organization, Design & Structure	Presentation lacks clear structure and coherence, with awkward or missing transitions.	Presentation has some content gaps and choppy transitions, making it occasionally unclear and hard to follow.	The presentation content flows adequately, with a mostly clear structure and smooth transitions between points.	/20
Project Development & Execution	Limited explanation of project phases; lacks clarity or detail.	Adequate explanation of pre-production, production, and post-production phases.	Thorough and insightful explanation of all project phases with clear rationale and reflection.	/20
Use of Media Elements	Media elements are poorly chosen or not effectively integrated; technical issues disrupt flow.	Media elements (graphics, video, audio, etc.) are used appropriately and support the presentation.	Media elements are creatively and effectively used to enhance the presentation; transitions and effects are smooth and professional.	/20
Explanation of Technology & Software	Minimal or unclear explanation of tools and software used.	Provides a basic explanation of technology and software used in the project.	Offers a detailed and insightful explanation of technology and software choices, including their impact on the project.	/20
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/125

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(VO3) Software Engineering Team

Description & Eligibility

Create a computer software application that performs tasks and operations as outlined in the provided topic. Project submissions will consist of software source code and assets in addition to a functional, executable version of the application. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Create a time-travel puzzle adventure game titled “ChronoQuest: Fractures in Time.” Players are part of a secret organization tasked with repairing the timeline after mysterious anomalies begin altering history. They must travel to different eras—Ancient Egypt, Medieval Europe, the Space Age, and more—to solve puzzles, interact with historical figures, and fix the timeline before reality collapses.

Key features to include:

- Time-travel mechanics with distinct visual and gameplay styles for each era.
- Puzzle-solving that requires logic, pattern recognition, and historical knowledge.
- AI-driven NPCs that react differently based on the timeline’s state.
- Optional co-op mode where players work together across different time periods.
- A branching narrative with multiple endings based on player choices.

Competition Notes

- Contest Registration
 - Advisors register contestants for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after the team registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	VO3-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Apply technical skills in the given programming languages to develop the system of applications required.
- Evaluate and delegate responsibilities needed to perform required tasks as a team.
- Develop a project plan and timeline.
- Apply problem solving techniques.
- Implement system analysis and design concepts.
- Use internal programming documentation.
- Use object-oriented programming concepts and techniques.
- Demonstrate knowledge of how data is organized in software development.
- Apply programming concepts such as sequential file access, databases, and I/O operations.
- Use internal and external function and/or procedure calls.

Contest Specifications for this Event

- Interactive game environment.
- Menu interface for non-gameplay user interaction (e.g., starting game, resuming game, choosing levels, exiting the game).
- On-screen HUD for display of vital gameplay information.
- Minimum average framerate of 30 frames per second (FPS).
- Serialization of game state to a database (see below) for saving and resumption of gameplay sessions.
- Values/stats of all game pieces/cards and related data must be stored on a database. Optional databases include Oracle Express 11g, Microsoft SQL Server, Oracle MySQL, PostgreSQL, SQLite, JavaDB, Google Firebase, Amazon Web Services.
- Languages/frameworks permitted include Java, JavaScript, Python, Ruby, Microsoft C#, Objective-C/Cocoa, C++, Apple Swift, Unity, Unreal Engine.
- Additional languages/frameworks/database may be approved by contacting Kelly Williams, kwilliams@bpa.org.
- The use of game development frameworks (e.g., Unity, Unreal Engine, pygame, cocos2d, etc.) is permitted if, and only if, the framework is freely available for educational or nonprofit use. The use of paid proprietary development frameworks is prohibited. Realm Crafter and other “programming light” tools that provide a ready-made gaming engine and/or graphical assets are also prohibited. Any submission using a game development framework must clearly show the extent of original work done via source code comments.
- Use of integrated development environments (e.g., Microsoft Visual Studio, Eclipse, Oracle NetBeans, or Apple XCode) is encouraged.
- Submit the URL to all project documents including, but *not* limited to source code, game manual, project plan, resources, libraries, Works Cited, and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges’ questions.
- The top members with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization’s BPA Graphic Standards and make proper use of the BPA logo and/or organization’s name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges’ comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(VO3) Software Engineering Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing the URL to the Project, Works Cited (formatted according to the <i>Style & Reference Manual</i>) and BPA Release Form(s).				/10
Object-Oriented Programming	Below Expectations 0-13 points	Meets Expectations 14-27 points	Above Expectations 27-40 points	Points Awarded
Proper Class Design and Organization	Class structure is disorganized or incomplete. Classes may be missing, overly complex, or lack clear responsibilities. Poor separation of concerns.	Classes are generally well-defined and organized. Responsibilities are mostly clear, with some minor issues in cohesion or structure.	Classes are thoughtfully designed with clear responsibilities, strong cohesion, and logical organization. Demonstrates good architectural planning.	/40
Use of Inheritance	Inheritance is misused or absent. Code may be repetitive or overly complex due to lack of abstraction. Relationships between classes are unclear.	Inheritance is applied appropriately in most cases. Class hierarchies are functional but may lack depth or optimization.	Inheritance is used effectively to promote code reuse and clarity. Class hierarchies are well-structured and demonstrate thoughtful abstraction.	/40
Object-Oriented Programming	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Code Reuse	Code contains frequent duplication. Reusable components are not implemented, leading to inefficient and hard-to-maintain code.	Code shows some effort to reduce duplication. Basic reuse practices are applied, though opportunities for further abstraction may be missed.	Code is well-structured with high reuse. Functions, classes, and modules are effectively abstracted to minimize duplication and improve clarity.	/30
Use of Encapsulation	Encapsulation is poorly implemented or absent. Data and behavior are exposed unnecessarily, leading to fragile and insecure code.	Basic encapsulation is applied. Most data is protected and access is controlled, though some areas may lack consistency or clarity.	Encapsulation is consistently and effectively used. Data is well-protected, access is thoughtfully managed, and the design promotes maintainability.	/30
Design Analysis	Below Expectations 0-17 points	Meets Expectations 18-34 points	Above Expectations 35-50 points	Points Awarded
Data Flow Diagram(s)	Diagram is missing, unclear, or inaccurate. Data movement and system components are poorly represented or disconnected.	Diagram is present and mostly accurate. Major components and data flows are represented, though some relationships may lack clarity or detail.	Diagram is clear, comprehensive, and well-organized. Accurately represents system components and data flow with logical structure and precision.	/50

(V03) Software Engineering Team

Technical Scoring Rubric (Con't)

Code Documentation	Below Expectations 0-13 points	Meets Expectations 14-27 points	Above Expectations 27-40 points	Points Awarded
Comment Blocks	Comments are missing or unclear. Code is hard to follow.	Most classes, methods, and logic are explained. Comments are generally helpful but may lack consistency or depth.	Comments are clear, consistent, and enhance understanding. All key components and logic are well-documented.	/40
Code Documentation	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
In-Game Tutorial or Walkthrough	Tutorial is missing, unclear, or difficult to follow. Users may struggle to understand gameplay or features.	Tutorial is present and functional. It covers basic gameplay and features, though it may lack polish or depth.	Tutorial is clear, engaging, and comprehensive. It effectively guides users through gameplay and features with ease and clarity.	/30
Crash Reporting	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Generation of Crash Reports	Crash reporting is missing or unreliable. Failures are not logged or communicated to the user.	Crash reports are generated and provide basic information. Functionality is present but may lack detail or consistency.	Crash reports are consistently generated with clear, detailed information. Help users and developers understand and address failures effectively.	/30
Crash Reporting	Below Expectations 0-7 points	Meets Expectations 8-13 points	Above Expectations 14-20 points	Points Awarded
Email Crash Report	No option to email crash reports. Users have no way to share failure details with developers.	Email option is available and functional. Basic crash information can be sent, though the process may lack automation or clarity.	Email option is well-integrated and user-friendly. Crash reports are detailed and sent efficiently, supporting quick issue resolution.	/20
Data Driven Design	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Data Driven Design Runtime Settings	Runtime settings are hardcoded or manually configured. No database integration is evident.	Basic use of a database to manage runtime settings. Functionality is present but may be limited or inconsistently applied.	Runtime settings are fully managed through a database. Implementation is flexible, scalable, and supports dynamic configuration.	/30
Session Data Storage	Session data is not saved or is stored unreliably. Users cannot resume progress or access previous records.	Session data is saved and retrievable. Basic functionality is present, though it may lack robustness or flexibility.	Session data is consistently and securely stored. Users can reliably resume progress, and data is well-integrated into the application workflow.	/30

(V03) Software Engineering Team

Technical Scoring Rubric (Con't)

Data-driven Game Content	Runtime settings are hardcoded or manually configured. No database integration is used for dynamic control.	Runtime settings are stored in a database and can be modified. Functionality is present but may be limited or inconsistently applied.	Runtime settings are fully integrated with a database. Changes are dynamic, flexible, and enhance user or system control during execution.	/30
Error Handling	Below Expectations 0-7 points	Meets Expectations 8-13 points	Above Expectations 14-20 points	Points Awarded
Proper Use of Error Handling	Error handling is missing or ineffective, resulting in crashes or unpredictable behavior.	Basic error handling covers common issues, though some edge cases may be missed.	Error handling is reliable and consistently improves stability and user experience.	/20
Proper Use of Exception Handling	Exceptions are not handled or are handled incorrectly. Code may crash or behave unpredictably when errors occur.	Exceptions are handled in most cases. Basic try/catch structures are used, though some scenarios may be overlooked or handled ineffectively.	Exception handling is robust and well-structured. Errors are caught gracefully, with meaningful responses that maintain application stability.	/20
Error Handling	Below Expectations 0-8 points	Meets Expectations 9-16 points	Above Expectations 16-25 points	Points Awarded
User Alerts on Error Conditions	Alerts are missing or unclear. Users are not informed about errors or how to respond, leading to confusion or frustration.	Alerts are present and generally informative. Users are notified of errors, though messages may lack clarity or consistency.	Alerts are clear, well-structured, and distinguish between recoverable and non-recoverable errors. They guide users effectively through issues.	/25
Logging	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Logging System Events	Logging is missing or inconsistent. Events are not recorded or are difficult to trace.	System events are logged to a text file. Logs are generally useful but may lack structure or completeness.	Logging is thorough and well-organized. Events are clearly recorded, aiding effective debugging and system analysis.	/30
Log System Errors to Dedicated Text File	Errors are not logged or logs are incomplete. Troubleshooting is difficult due to lack of recorded information.	Errors are logged to a text file. Logs contain useful information but may lack consistency, structure, or depth.	Error logging is detailed, consistent, and well-structured. Logs provide clear insights that support effective debugging and issue resolution.	/30
Team submission includes a manual containing directions for compiling/building and explains the features of the submission.				/100
Team included the installer for the project application.				/25
TOTAL TECHNICAL POINTS				/660

(VO3) Software Engineering Team

Gameplay Scoring Rubric

Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Interface Design	Interface is cluttered, confusing, or inconsistent. Navigation and usability are poor.	Interface is functional and mostly intuitive. Basic design principles are applied, though some areas may lack polish or consistency.	Interface is clean, user-friendly, and visually appealing. Design enhances usability and provides a smooth user experience.	/30
Inclusion of Audio	Audio is missing, poorly implemented, or detracts from the experience.	Audio is present and functional. It supports gameplay but may lack variety, quality, or integration.	Audio is well-integrated, enhances immersion, and complements gameplay. Includes thoughtful use of sound effects and/or music.	/30
Logical Controls	Controls are confusing, unresponsive, or poorly mapped. Gameplay is hindered by lack of intuitive interaction.	Controls are functional and mostly intuitive. Some minor issues may affect user experience or responsiveness.	Controls are smooth, responsive, and well-designed. They enhance gameplay by providing a seamless and intuitive user experience.	/30
Amount of Content	Game content is minimal or repetitive. Lacks variety or depth to keep users engaged.	Game includes a reasonable amount of content. Offers enough variety to support basic gameplay and user interest.	Game is rich in content with diverse features, levels, or challenges. Provides depth and replayability that enhances user engagement.	/30
Lasting Appeal	Game lacks replay value or long-term engagement. Players are unlikely to return after initial use.	Game offers moderate replayability. Content and design encourage some continued interest, though it may fade over time.	Game is highly engaging and replayable. Content, design, and challenge levels encourage repeated play and long-term enjoyment.	/30
TOTAL GAMEPLAY POINTS				/150

(V03) Software Engineering Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Items To Evaluate	Below Expectations 0-5 points	Meets Expectations 6-10	Above Expectations 11-15	Points Awarded
Full Design & Development Process	Process is unclear or incomplete; lacks structure or detail.	Process is explained with basic clarity and covers major phases.	Process is clearly explained with insight into decisions.	/15
Manage Game Data Flow	Data flow is vague or incorrect; lacks technical clarity.	Data flow is described with general accuracy and relevance.	Data flow is clearly explained with technical relevance to gameplay.	/15
Game Design & Mechanics	Game design and mechanics are poorly explained or disconnected.	Game design and mechanics are described with basic clarity and relevance.	Game design and mechanics are clearly explained and well-integrated.	/15
Media Design & Integration	Media elements are mentioned but not explained or justified.	Media elements are described with some connection to gameplay and design.	Media elements are clearly explained and well-integrated into the game's design and experience.	/15
Applied SE Principles	Principles are not mentioned or misapplied.	Basic principles are referenced and generally applied.	Principles are clearly shown and effectively applied in the project.	/15
Game Innovation	Innovation is unclear or unsupported.	Innovation is described with some examples or features.	Innovation is clearly demonstrated with unique features or approaches.	/15
Clear Interview Responses	Responses are vague, incomplete, or off topic.	Responses are mostly clear and relevant.	Responses are confident and show strong understanding.	/15
Team Contribution to Development	Team roles are unclear or unevenly represented.	Each team member's role is described with basic clarity.	Responses are confident and show strong understanding.	/15
Presentation Quality & Style	Presentation lacks organization, clarity, or engagement.	Presentation is organized and communicates key points effectively.	Presentation is polished, engaging, and professionally delivered.	/15
Team Members	Set up lasted no longer than three (3) minutes and the presentation lasted no more than ten (10) minutes.			/5
Timing	At least two original members of the team in attendance at the time of the presentation.			/10
TOTAL PRESENTATION POINTS				/150
Scoring Category				Points Awarded
Technical Scoring Points				/660
Gameplay Points				/150
Presentation Points				/150
TOTAL				/960

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(Vo4) Web Application Team

Description & Eligibility

Create a database-driven website with server-side functionality based on the topic provided. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Develop a web application titled *SkillSwap: Student Talent Exchange Platform*. Your team has been hired by a student-led organization to build a platform where students can share their skills and learn from each other. Whether it's tutoring in math, teaching guitar, coding, photography, or helping with homework, students can create profiles, offer sessions, and request help in areas they want to grow.

Primary Objectives:

- User registration and login
- Profile creation with skills offered and skills sought
- Session scheduling and request system
- Rating and feedback after each exchange
- Admin panel to monitor activity and manage users

Optional Features:

- Gamified achievements for participation
- Messaging system for coordination
- Group sessions or clubs
- Integration with school calendars
- Privacy settings for younger users

Competition Notes

- Contest Registration
 - Advisors register contestants for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the "Conferences" tab and then select the "2026 National Virtual Events".
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after contestant registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Teams participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	VO4-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate database development in a structured or unstructured environment
 - Contestants can use a cloud-based environment such as Mongo DB or Firebase
 - Contestants can use an SQL database
 - No flat files (text files) can be used to store data
- Demonstrate knowledge of server-side scripting and Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Utilize external Application Programming Interface (API)
- Apply database development skills to create the back end of the web application

- Apply web design skills and standards to complete the front-end of the website
- Implement problem-solving techniques
- Describe the process, methodology, and lifecycle of your web application
- Create an audit trail of how you built your application

Contest Specifications for this Event

- The team must create a conceptual model for the database identifying relationships between tables in the database. Each team will be expected to articulate the design of the database associated with the web application.
- Each team must create forms and associated considerations needed for the scenario.
- Teams may select the database, web server, and middleware solution they prefer. The source code that powers each team's web application will be scrutinized; therefore, it is imperative that team contestants can answer questions regarding this aspect of the application.
- The event tests the team's ability to write code and incorporate databases. Application frameworks, such as Drupal®, Joomla!®, DotNetNuke® and WordPress® are prohibited. Integrated development environments (IDEs) such as Microsoft® Visual Studio/ASP and Dreamweaver® are acceptable. Packages that assist the developer to create components, menus and similar such as JavaScript®, jQuery® and Ajax are acceptable and encouraged. However, downloading third-party code to create a major component of a web application, such as a shopping cart in an e-commerce application, is *not* permissible. Code must be the original work of the team.
- The website must be available on January 15, 2026. If the ISP is unavailable, the advisor will be contacted and given a reasonable amount of time to solve the problem.
- The site must include name of chapter, team member names, theme, school, city, state and year. This information can be included in any format and location.
- Submit the URL to all project documents including a written description of the application as a PDF file, the source code (as a zipped root folder), the database schema, Works Cited, and signed BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026.
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(Vo4) Web Application Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing the URL to the Project, Works Cited (formatted according to the <i>Style & Reference Manual</i>) and BPA Release Form(s).				/10
Page Design	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Layout Clarity	Layout is cluttered or unclear, making navigation and understanding difficult.	Layout is clear and structured, with consistent alignment and effective visual hierarchy.	Layout is highly intuitive and visually engaging, enhancing user understanding through excellent design principles.	/20
Design Aesthetic	Colors and fonts clash or distract, lacking cohesion and visual appeal.	Colors and fonts are appropriately chosen, creating a visually pleasing and consistent design.	Colors and fonts are expertly selected and harmonized, enhancing the overall aesthetic and user experience.	/20
Performance Optimization	Images and files are large or poorly optimized, causing slow load times and reduced performance.	Images and files are reasonably optimized, supporting smooth page performance.	Images and files are expertly optimized, ensuring fast load times and excellent performance across devices.	/20
Writing Quality	Writing is unclear, contains frequent errors, and lacks structure or coherence.	Writing is clear, mostly error-free, and well-organized with appropriate tone and style.	Writing is polished, engaging, and consistently well-structured with excellent clarity and style.	/20
Contrast Between Text and Background	Text blends into the background, making it hard to read.	Text and background have adequate contrast for clear readability.	Contrast is strong and thoughtfully applied, enhancing readability and visual appeal.	/20
Customer Functionality	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Navigational Links	Links are broken or inconsistent.	Links work and follow a consistent style.	Links are fully functional, consistent, and enhance navigation.	/20
Form Instructions and Feedback	No clear instructions or feedback.	Instructions and feedback are present and helpful.	Instructions are clear and feedback is timely and user-friendly.	/20
Cross-Browser/Platform Compatibility	Site fails on some browsers or devices.	Site works reliably across major browsers and devices.	Site performs seamlessly and consistently on all platforms.	/20

(Vo4) Web Application Team
Technical Scoring Rubric (Con't)

Search Feature Usability	Search is missing or non-functional.	Search works and returns relevant results.	Search is efficient, accurate, and user-friendly.	/20
Database Development	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Database Use	No database; uses flat files.	Uses a functional database for data storage.	Database is well-integrated and enhances performance.	/20
Conceptual Model Implementation	Model is unclear or incorrectly applied.	Model is correctly implemented and functional.	Model is well-executed and clearly supports the app's structure.	/20
Data Redundancy	Tables contain repeated data.	Redundancy is minimal and controlled	Tables are well-normalized with no unnecessary repetition.	/20
Data Encryption	Sensitive data is unencrypted.	Minimal sensitive data is encrypted.	Encryption is thorough and enhances security.	/20
Database Access Control	No access controls in place.	Access is password-protected and controlled.	Strong access controls ensure secure, role-based access.	/20
Use of Unique Key Concepts	No unique keys used where needed.	Unique keys are correctly applied.	Unique keys are well-structured and optimize data integrity.	/20
Application Design	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
System Diagram Used	No diagram provided, or diagram is unclear, incomplete, or not used in development.	A clear system/application diagram is created and referenced during development.	Diagram is detailed, well-integrated into the development process, and enhances understanding of system architecture.	/20
Session State Management	State is not maintained across sessions or relies solely on cookies without fallback.	State is consistently maintained across sessions using cookies and alternative methods.	State management is robust, secure, and gracefully manages both cookie and non-cookie scenarios.	/20
Sensitive Data Encryption	Sensitive user data is stored or transmitted without encryption, posing security risks.	Highly sensitive user information is encrypted using standard, secure methods.	Encryption is implemented using strong, up-to-date algorithms and integrated seamlessly into the system's security architecture.	/20
Form Validation	Form fields are submitted without validation, leading to potential errors or security issues.	All form fields are validated before submission, ensuring correct and secure input.	Validation is thorough, user-friendly, and includes both client-side and server-side checks.	/20
Use of Queries/Procedures	No use of queries or stored procedures; data access is inefficient or insecure.	Queries and/or stored procedures are used appropriately for data access and manipulation.	Queries and stored procedures are optimized, secure, and demonstrate thoughtful database design.	/20

(Vo4) Web Application Team
Technical Scoring Rubric (Con't)

Error Handling	Errors are not captured, or handling is inconsistent and leads to crashes or poor user experience.	Error capture routines are implemented where needed, ensuring stable and predictable behavior.	Error handling is comprehensive, user-friendly, and anticipates edge cases to maintain system reliability.	/20
Administration	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Web-Based Reports	Reports are missing, irrelevant, or do not reflect application data meaningfully.	Appropriate web-based reports are generated, presenting relevant application data clearly.	Reports are well-designed and enhance understanding through dynamic visuals and interactivity.	/20
Admin Data Control	Admin cannot reliably add, modify, or delete data, or interface lacks password protection.	Admin can securely add, modify, and delete data through a password-protected web interface.	Admin interface is secure, intuitive, and supports efficient data management with role-based access or audit features.	/20
Code Documentation	Code lacks comments or documentation, making it difficult to understand or maintain.	Code is adequately documented with clear comments explaining key logic and structure.	Documentation is thorough, consistent, and enhances readability and maintainability across the codebase.	/20
Application Functions	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Report Accuracy	Reports contain incorrect or inconsistent data; results do not reflect actual application behavior.	Reports generate accurate and consistent results based on application data.	Reports are highly accurate, validated against multiple data sources, and reliably reflect real-time or complex data scenarios.	/20
Content Visibility Control	Content visibility (public/private) is not configurable or is inconsistently applied.	Users can designate content as public or private, and the system respects these settings.	Content visibility is well-integrated, secure, and includes intuitive controls or role-based access features.	/20
Admin Functions Operate	Admin functions (add, modify, delete) are incomplete, unreliable, or fail to perform as intended.	Admin can successfully add, modify, and delete data through the interface as described.	Admin functions are fully operational, intuitive, and include safeguards like confirmation prompts or audit logging.	/20
Security Functionality	Security features are missing, improperly implemented, or easily bypassed.	Security functions operate as intended, protecting user data and access appropriately.	Security is robust, proactively mitigates vulnerabilities, and includes advanced features like encryption, role-based access, and audit logging.	/20

(Vo4) Web Application Team
Technical Scoring Rubric (Con't)

Core User Features	One or more required features (admin account, user registration, authentication, password protection, content addition) are missing or non-functional.	All required features are implemented and function correctly: admin account, user registration, authentication, password protection, and user content addition.	Required features are fully functional, secure, and enhanced with thoughtful design (e.g., role-based access, password hashing, user-friendly interfaces).	/20
TOTAL TECHNICAL POINTS				/490

(VO4) Web Application Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Development Process	Explanation is unclear, incomplete, or lacks structure; key phases of development are missing.	Clearly explains the design and development process from start to finish with logical flow.	Clearly explains the process, including key decisions, challenges, and solutions.	/20
App via UI	Demonstration is unclear or incomplete; user interface is not effectively used to show application functionality.	Clearly demonstrates how the application works using the user interface; core features are shown effectively.	Demonstration is smooth, engaging, and highlights full functionality through intuitive use of the user interface.	/20
Logical Design	Explanation of the application's logical design and design patterns is unclear, incomplete, or missing.	Provides a clear explanation of the logical design and identifies relevant design patterns used.	Provides a clear, insightful explanation of the logical design and effectively links design patterns to application decisions.	/20
Code Structures	Struggles to articulate how front-end and back-end components work together; explanations are vague or incorrect.	Clearly explains key code structures and their roles in front-end and back-end functionality; demonstrates basic understanding.	Delivers accurate insights into code architecture, clearly connects front-end and back-end logic, and responds confidently to follow-up questions.	/20
Interview Responses	Responses are unclear, off-topic, or lack relevance to the question; struggles to communicate ideas effectively.	Provides clear, relevant, and direct answers; communicates ideas with basic clarity and confidence.	Delivers concise, well-structured, and insightful responses; demonstrates strong communication skills and a deep understanding of the topic.	/20
Writing Accuracy	Frequent errors in grammar, spelling, punctuation, or usage that interfere with clarity and professionalism.	Minor errors may be present but do not hinder understanding; generally clear and correct language use.	Consistently accurate and polished use of grammar, spelling, punctuation, and usage; enhances clarity and professionalism.	/20
Presentation Quality/Style	Presentation lacks structure, clarity, or engagement; delivery is disorganized or difficult to follow.	Presentation is clear, organized, and adequately engaging; communicates ideas effectively.	Presentation is polished, confident, and highly engaging; demonstrates strong delivery, visual clarity, and audience awareness.	/20
Timing	Setup lasted no more than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
Team Members	At least two original members of the team are present during the presentation.			/5
TOTAL PRESENTATION POINTS				/155

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(Vo5) Mobile Applications

Description & Eligibility

Develop a mobile phone and/or tablet application based upon the given scenario. Permitted platforms are limited to Google Android™ or Apple iOS™. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. There are no restrictions on the number of entries per chapter or per state. Contestants **who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Develop a mobile application titled *ClubConnect: Student Organization Hub*. You are challenged to create a mobile app that helps students manage and participate in school clubs and organizations. The app should allow users to join clubs, view upcoming meetings and events, track participation, and communicate with club leaders.

Required Features:

- External backend database for secure data storage
- User registration and account recovery
- Ability to:
 - Browse and join clubs
 - View club events and announcements
 - Track attendance or participation
- Admin panel for club leaders to manage members and post updates
- View for login/register/account recovery
- View for club listings and details
- Use at least one API (e.g., calendar or messaging)

Possible Features:

- Export club schedules or participation logs to PDF
- Push notifications for upcoming events
- Social media sharing for club promotions
- Digital badges for active participation
- Comment or Q&A section for each club
- Integration with school calendar or email system

Competition Notes

- Contest Registration
 - Advisors register contestants for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$10 fee for each entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after member registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	VO5-ContestantID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Implement system analysis and design concepts
- Develop a project plan and timeline
- Demonstrate knowledge of how to resolve program implementation and deployment issues
- Apply Google Android® or Apple iOS® language specific programming tools/techniques to create a mobile application
- Demonstrate and employ computer language concepts to include object oriented, structured and procedural techniques
- Utilize variables, assignment statements, mathematical operators and mathematical concepts to include arithmetic, algebraic and trigonometric functionality in the solution as needed
- Demonstrate the use of design and color principles to create a graphical user interface (GUI) for a mobile device
- Employ database skill sets to manage data
- Apply programming concepts such as sequential file access and I/O operations
- Use internal and external function and/or procedure calls
- Use internal programming documentation
- Create user input controls to accept input from users
- Utilize external application programming interface (API)
- Employ decision making controls as needed
- Include icons, images, and other graphic objects as needed
- Utilize list, arrays, and iteration structures to solve programming problems as needed

Contest Specifications for this Event

- The application may be cross platform compatible between Google's Android® or Apple iOS®.
- The application does not need to be available for download from a digital-distribution multimedia-content service such as Google Play®, or Apple App Store®. The application may *not* be deployed as a web application delivered over HTTP.
- The application must be installed on the contestant's mobile device. The contestant must demonstrate the application from the contestant's mobile device.
- Submit the URL to the final Project Files including a written description of the project and details of a design concept, source code (as a zipped root folder), application screenshots, along with Works Cited, and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying contestants will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Contestants will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/> for more information.

Common Specifications for all BPA Judged Events

- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(V05) Mobile Applications

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				☐ Y ☐ N
Contestant followed Copyright and/or Fair Use Guidelines.				☐ Y ☐ N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted one (1) combined PDF file containing the URL to the Project, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
User Interface	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Writing Accuracy	Frequent errors in grammar, spelling, punctuation, or usage that interfere with clarity and professionalism.	Minor errors may be present but do not hinder understanding; generally clear and correct language use.	Consistently accurate and polished use of grammar, spelling, punctuation, and usage; enhances clarity and professionalism.	/20
Originality & Innovation	Work lacks originality; ideas are conventional or derivative with minimal innovation.	Work shows some creative thought and uniqueness; moderately innovative and relevant.	Work is highly original, distinctive, and demonstrates exceptional innovation and creativity.	/20
Mobile Optimization	Design is poorly adapted for mobile; elements may be misaligned, hard to read, or not responsive.	Design functions well on mobile; layout, readability, and responsiveness are adequately addressed.	Design is fully optimized for mobile; intuitive layout, excellent readability, and seamless responsiveness.	/20
Visual Design Elements	Design elements are inconsistent or poorly chosen; color, typography, or graphics detract from clarity or appeal.	Design uses color, typography, and graphics appropriately; visually cohesive and supports communication.	Design elements are expertly integrated; color, typography, and graphics enhance aesthetics and elevate the overall impact.	/20
Platform Compliance	Design disregards platform guidelines; may result in usability issues or inconsistent user experience.	Design generally follows platform standards; interface is functional and aligns with expected behaviors.	Design fully complies with platform guidelines; interface is polished, intuitive, and enhances user experience through thoughtful adherence.	/20
Clarity & Simplicity	Interface is confusing or cluttered; layout and elements hinder user understanding.	Interface is generally clear and organized; users can navigate and understand with minimal effort.	Interface is exceptionally intuitive and streamlined; clarity and simplicity enhance usability and user satisfaction.	/20
Code & Data	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Platform Usage	Application does not run on a permitted platform or lacks proper deployment.	Application is functional on at least one permitted platform (Android or iOS) with basic compatibility.	Application is well-integrated and optimized for one or both permitted platforms, demonstrating thoughtful use of platform-specific features.	/20

(V05) Mobile Applications
Technical Scoring Rubric (Con't)

Code Quality	Code is disorganized and hard to read; lacks consistent formatting, meaningful naming, and logical structure.	Code is generally clear and readable; follows standard conventions and is logically organized.	Code is clean, well-structured, and follows best practices for readability and maintainability.	/20
Object-Oriented Design	Code shows limited or incorrect use of OOP concepts; design patterns are absent or misapplied.	Code applies basic OOP principles appropriately; uses common design patterns where relevant.	Code shows strong OOP skills with thoughtful use of design patterns for structure and scalability.	/20
Database Integration	No database integration or improper use; data is hardcoded or handled inefficiently.	Code connects to and retrieves data from a database; basic queries and data handling are implemented correctly.	Code integrates the database effectively with secure handling, efficient queries, and well-designed schemas.	/20
Code Documentation	Documentation is missing, incomplete, or unclear; code is difficult to understand without external explanation.	Code includes adequate comments and documentation; key functions and logic are explained.	Code is clearly documented; comments support readability, maintainability, and collaboration.	/20
User Functionality	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Device Deployment	Application does not run or deploy on a permitted mobile device; platform compatibility is missing or incomplete.	Application successfully runs or deploys on at least one permitted mobile device; basic functionality is intact.	The application is fully deployed and optimized for mobile, with smooth performance and seamless integration.	/20
Database Functionality	Application fails to connect to or retrieve data from the database; functionality is broken or unreliable.	Application successfully loads and retrieves data from the database; basic queries function as intended.	Application reliably and efficiently interacts with the database; data retrieval is accurate, fast, and supports user needs seamlessly.	/20
Project Plan	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Writing Accuracy	Frequent errors in grammar, spelling, punctuation, or usage that interfere with clarity and professionalism.	Minor errors may be present but do not hinder understanding; generally clear and correct language use.	Consistently accurate and polished use of grammar, spelling, punctuation, and usage; enhances clarity and professionalism.	/20
Project Planning	Plan is vague or incomplete; lacks clear steps, timelines, or role assignments to meet project goals.	Plan adequately details tasks, timelines, and responsibilities; shows a reasonable path to meeting requirements.	Plan is thorough, well-structured, and proactive; includes detailed milestones, contingency strategies, and clear accountability to ensure timely completion.	/20
TOTAL TECHNICAL POINTS				/310

(V05) Mobile Applications
Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Development/Design Process	Explanation is unclear or incomplete; lacks detail about the development or design process.	Contestant adequately describes the development and design process; includes key decisions and steps taken.	Contestant provides a clear, thorough, and insightful explanation of the development and design process; demonstrates deep understanding and thoughtful reflection.	/20
Application Demonstration	Demonstration is unclear or incomplete; user interface is not effectively used to show functionality.	Contestant adequately demonstrates key features through the user interface; audience can follow how the application works.	Demonstration is clear, engaging, and thorough; user interface is used effectively to showcase functionality and user experience.	/20
Logical Design & Patterns	Explanation is unclear or lacks detail; logical design and design patterns are not addressed or misunderstood.	Contestant adequately explains the application's structure and identifies relevant design patterns used.	Contestant provides a clear, insightful explanation of the logical design and thoughtfully discusses the use and benefits of design patterns.	/20
Code Functionality	Explanation is vague or incorrect; presenter struggles to connect code structure to application functionality.	Explains how code structures support features; shows basic understanding.	Confidently explains code structures and their role in functionality and design.	/20
Interview Responses	Responses are unclear, incomplete, or off topic; presenter struggles to address questions effectively.	Contestant responds clearly and directly to most questions; demonstrates understanding of the project and communicates effectively.	Contestant responds confidently and thoughtfully, showing deep understanding and engaging with questions insightfully.	/20
Presentation Style	Presentation is disorganized or difficult to follow; delivery lacks clarity, confidence, or professionalism.	Presentation is clear and adequately structured; delivery is generally confident and appropriate.	Presentation is clear, engaging, and professionally delivered to support audience understanding.	/20
Timing	Setup lasted no more than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/130

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(Vo6) Promotional Photography

Description & Eligibility

Students will demonstrate their creativity and skills in photography and image editing. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. There are no restrictions on the number of entries per chapter or per state. **Contestants who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

"Perspective Shift" - Alter the viewer's perspective. Take a familiar scene or object and photograph it from an unconventional angle, perspective, or point of view. The goal is to create an image that challenges how we typically see everyday things.

Competition Notes

- Contest Registration
 - Advisors register contestants for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the "Conferences" tab and then select the "2026 National Virtual Events".
 - There will be a \$10 fee for each entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after contestant registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	VO6-ContestantID.pdf	January 15, 2025, 11:59 p.m. Eastern Time

Contest Competencies

- Apply basic camera techniques
- Demonstrate technical proficiency in the areas of proper focus
- Demonstrate knowledge of lighting techniques, exposure and shutter speed
- Demonstrate the ability to use creative compositional techniques
- Demonstrate knowledge of digital editing
- Apply knowledge of software, equipment, and skills related to photography
- Demonstrate knowledge of copyright laws
- Demonstrate an understanding of developing a final product for a target audience

Contest Specifications for this Event

- Photographs must be in digital format. The photograph must be taken with a digital camera; no scans of negatives, transparencies, or photographic prints are acceptable. Each file must be no larger than 5 megabytes, must be in a JPEG or JPG format and must be at least 1,600 pixels wide or 1,600 pixels tall, OR image size must have a long dimension of at least 1,000 pixels and no more than 3,000 pixels.
- The photograph, in its entirety, must be an original work of art by the contestant.
- Minor burning, dodging, and/or color correction are acceptable as are hand tinting and cropping. Photos with any type of text on the photo will not be accepted. Watermarks are not acceptable.

- Submit the URL to the final Project Files including one (1) original photo and one (1) corrected photo in JPEG or JPG format as individual files, a document listing the camera equipment (i.e. Camera body, lens), software and editing tools used, along with the Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying contestants will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Contestants will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than seven (7) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.
- For contestants advancing to the National Showcase, photos must meet the following specifications:
 - Display shows original photo on 5"x7" and final photo on 8"x10" photo paper, dry-mounted on a board no larger than 24"x18". A title for the photo must be included on the board. Only the two photos and title may be on the board.
 - Photos can be mounted on the board horizontally or vertically.
 - You may print in glossy or matte.

Common Specifications for all BPA Judged Events

- Contestant ID is required for all submissions. Materials from non-registered members and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(Vo6) Promotional Photography

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				□ Y □ N
Contestant followed Copyright and/or Fair Use Guidelines.				□ Y □ N
The photos were taken with a DSLR camera (mobile photography is not permitted).				□ Y □ N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted one (1) combined PDF file containing one (1) original photo, one (1) corrected photo in JPEG or JPG format, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 1-13 points	Meets Expectations 14-27 points	Above Expectations 28-40 points	Points Awarded
Submission Requirement	The photo does not meet format, size, or dimension requirements, or the image is unclear, poorly composed, or of low quality.	The photo meets all technical requirements and is clear, well-framed, and appropriate for its intended use.	The photo exceeds technical standards with exceptional clarity, composition, and visual appeal, showing creativity or professional-level quality.	/40
Evaluation Criteria	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Creativity & Originality	The photo lacks creativity and originality. It uses basic composition resulting in a dull and unremarkable image.	The photo shows creative effort, with interesting choices in perspective that adds visual appeal.	The photo is highly creative, using unique angles or framing to create a visually striking and original image.	/20
Image Quality	The photo lacks sharpness or clarity, appears blurry or pixelated, and shows poor use of depth of field, making the subject unclear or distracting.	The photo is in focus, clear, and uses depth of field appropriately to highlight the subject. The image is technically sound and visually balanced.	The photo is exceptionally sharp and clear, with expert use of depth of field that enhances the subject and overall composition. The image demonstrates a high level of technical skill and visual impact.	/20
Lighting & Exposure	The photo shows poor lighting or exposure control, with areas that are noticeably overexposed or underexposed. Lighting does not enhance the subject or mood and may distract from the overall image.	The photo demonstrates adequate lighting and exposure control. The subject is well-lit, and the image avoids major exposure issues. Lighting contributes positively to the mood and clarity of the photo.	The photo features expertly controlled lighting and exposure, enhancing the subject and creating a compelling mood. The use of light is intentional and artistic, with no distracting exposure flaws.	/20

(Vo6) Promotional Photography
Technical Scoring Rubric (Con't)

Composition	The photo lacks intentional composition. The subject may be poorly placed or framed, and there is little evidence of using compositional techniques to guide the viewer's eye or enhance the image.	The photo demonstrates a clear understanding of basic composition principles. The subject is thoughtfully placed, and techniques like the rule of thirds or leading lines are used to create visual balance and focus.	The photo showcases exceptional compositional skill. The arrangement within the frame is deliberate and creative, using advanced techniques to draw attention, create depth, and enhance storytelling through visual structure.	/20
Image Manipulation Techniques	The photo shows excessive or inappropriate editing that detracts from the image quality or authenticity. Manipulation is obvious or poorly executed, affecting the overall impact.	The photo includes minor, well-applied adjustments such as subtle burning, dodging, color correction, or cropping. Edits enhance the image without being distracting or altering the original intent.	The photo demonstrates expert-level editing with precise and tasteful adjustments. Manipulation is seamless and enhances the image's clarity, mood, and composition while maintaining authenticity.	/20
TOTAL TECHNICAL POINTS				/150

(Vo6) Promotional Photography

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Delivery	Presentation lacks clarity and structure; communication is ineffective, with low engagement and limited topic understanding.	Presentation is organized and clear; communication is appropriate, with reasonable engagement and mostly accurate content.	Presentation is well-structured and engaging; the contestant communicates effectively, shows strong enthusiasm, and delivers accurate, insightful content.	/20
Lighting	Lighting is poorly executed; inconsistent exposure and ineffective technique result in a distracting or flat image.	Lighting suits the subject and scene, with well-controlled exposure and effective use of flash, studio, or natural light.	Lighting is intentional and effective, with expert exposure and techniques that enhance subject, mood, and impact.	/20
Camera Setting	Limited understanding of camera settings; choices appear random, leading to technical flaws like motion blur or poor exposure.	Basic understanding of settings; choices are mostly appropriate, with clear explanation of shutter speed, aperture, and ISO use.	Strong command of camera settings; intentional choices enhance the image, with clear links between technical decisions and creative outcomes.	/20
Audience Engagement	Contestant struggles to connect with the audience and does not clearly communicate the photo's theme. Delivery lacks energy, and the message is unclear or disconnected from the image.	Contestant maintains audience interest and communicates the photo's theme with clarity. Delivery is confident and appropriate, helping the audience understand the connection between the image and its message.	Contestant captivates the audience with dynamic and engaging delivery. The theme of the photo is communicated with clarity and impact, creating a strong emotional or intellectual connection between the image and the audience.	/20
Judges Questions	Responses lack clarity or depth; contestant shows limited understanding of content and choices.	Responses are clear and confident; contestant shows solid understanding of photo and choices.	Responses are clear, confident, and insightful; contestant explains technical and creative choices with depth.	/20
Timing	Setup lasted no more than three (3) minutes, and presentation lasted no more than seven (7) minutes.			/10
TOTAL PRESENTATION POINTS				/110

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

(V07) Cybersecurity/Digital Forensics

Description & Eligibility

Demonstrate knowledge of computer security and cybersecurity management tasks in multiple computer and mobile platforms. This national event involves multiple rounds including judged components on-site at the National Leadership Conference. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. There are no restrictions on the number of entries per chapter or per state. **Contestants who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic (Top 20 contestants)

Following the Digital Trail: How Forensic Experts Solve Cybercrimes. Your task is to explore the step-by-step process investigators use to track cybercriminals. Examples may include:

- How IP addresses, device IDs, and metadata become “digital fingerprints.”
- Common tools like EnCase, FTK, and Autopsy.
- Famous cases solved using digital evidence.

Competition Notes

- Contest Registration
 - Advisors register members for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$10 fee for each entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after contestant registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.

Contest Competencies

- Demonstrate knowledge of security threats
- Understand infrastructure security
- Demonstrate knowledge of cryptography, access control, and authentication
- Demonstrate security tactics to prevent against external attack
- Demonstrate knowledge of operational and organization security
- Identify security threats
- Demonstrate hardening internal Windows and Linux systems and services
- Demonstrate knowledge of TCP/IP
- Demonstrate hardening Internet work devices and services
- Demonstrate knowledge of network defense fundamentals
- Demonstrate knowledge of wireless technologies (i.e., WAN, PAN, and/or WPAN)
- Create security policies
- Perform a risk analysis
- Demonstrate knowledge of biometrics
- Demonstrate knowledge of cryptography
- Create router and access control lists
- Demonstrate knowledge of Internet security issues
- Manage certificates
- Monitor security infrastructure

Contest Specifications for this Event

- Contestants will complete a 50-question objective test at a proctored testing site determined by National BPA. No reference materials are allowed. No more than sixty (60) minutes for objective test.
- The top 20 contestants from the objective test will be invited to create a computer-generated multimedia presentation on the provided topic. The presentation should make effective use of current multimedia technology (e.g., sound, movement, digital video, etc.).
- Advisors of qualifying contestants will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Contestants will be assigned to sections prior to the preliminary presentation.
- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.
- The presentation length three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.

Common Specifications for all BPA Judged Events

- Contestant ID is required for all submissions. Materials from non-registered members and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(V07) Cybersecurity/Digital Forensics

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 1-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Opening & Summary	The introduction is unclear or missing, and the summary lacks relevance or completeness.	The introduction sets the stage appropriately, and the summary covers the main points with adequate clarity.	The introduction is engaging and well-structured, and the summary provides a clear, insightful wrap-up that reinforces key findings.	/20
Stated Objectives	Objectives are vague, incomplete, or missing.	Objectives are stated clearly and align with the topic.	Objectives are precise, well-articulated, and demonstrate a strong understanding of the project's purpose.	/20
Use of Technical Language	Technical terms are misused, unexplained, or absent, leading to confusion.	Technical terms are used correctly and explained sufficiently to support understanding.	Technical terms are used accurately and effectively, with clear explanations that enhance communication and demonstrate depth of knowledge.	/20
Content Knowledge	Demonstrates limited understanding with inaccurate or irrelevant content.	Shows adequate understanding with mostly accurate and relevant content.	Demonstrates strong understanding with consistently accurate, detailed, and insightful content.	/20
Visual Design & Communication	Typography and graphics are distracting, inconsistent, or do not support the message.	Typography and graphics are appropriate and contribute to clear communication.	Typography and graphics are thoughtfully designed, enhancing both clarity and the progression of ideas.	/20
Data Visualization	Charts and graphs are missing, poorly constructed, or fail to support the content.	Charts and graphs are appropriate, accurate, and help clarify key points.	Charts and graphs are well-integrated, visually clear, and enhance understanding through effective data presentation.	/20
Verbal Delivery	Voice is unclear or monotone, and diction hinders understanding.	Voice is clear and appropriately paced, with generally effective diction.	Voice is confident and engaging, with precise diction that enhances clarity and professionalism.	/20
Presence & Engagement	Appears unsure or disengaged, with little to no eye contact or assertiveness.	Demonstrates adequate confidence and assertiveness, with consistent eye contact.	Shows strong presence with confident delivery, assertive communication, and engaging eye contact that supports audience connection.	/20

(V07) Cybersecurity/Digital Forensics

Presentation Scoring Rubric (Con't)

Evaluation Criteria	Below Expectations 0-13 points	Meets Expectations 14-27 points	Above Expectations 28-40 points	Points Awarded
Theme Development	The theme is unclear or inconsistently developed, lacking focus or connection.	The theme is clearly stated and developed with logical progression and relevant support.	The theme is thoroughly developed with strong coherence, depth, and consistent alignment to the topic.	/40
Judges Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/40
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than seven (7) minutes.			/10
TOTAL PRESENTATION POINTS				/250

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

(Vo8) Start-Up Enterprise Team

Description & Eligibility

Develop an operating plan and organizational structure to initiate a small business. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Competition Notes

- Contest Registration
 - Advisors register teams for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after the team registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Teams participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.
- Teams are to assume they are presenting their products/services to potential buyers. The event may be repeated but previously used business plans may *not* be submitted.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Business Plan, Works Cited, and BPA Release Form(s) in one combined PDF file.	VO8-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate knowledge and understanding of entrepreneurship
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate effective persuasive and informative communication and presentation skills
- Identify and utilize internal and external resources
- Develop a written business plan for a start-up business
- Identify customer base including consumer and organizational markets and demographics
- Identify customer relations or markets
- Demonstrate successful price selection including the reasoning and methods used in determining the price
- Analyze the necessary financial data required to establish their business

Contest Specifications for this Event

- The Business Plan must reflect a new business for team’s community or local area, *not* an expansion of a current business, subsidiary business, or franchise. If a contestant repeats this event, he/she may *not* submit any previously used business plan.
- Information in the Business Plan must be authentic; however, the team may choose to use a fictitious address and telephone number.
- Entries outlining the purchase of a franchise do *not* satisfy the topic and are subject to *disqualification*.
- The Business Plan, including the Title Page, Table of Contents, and Works Cited must be formatted according to the *Style & Reference Manual*.
- The Business Plan must not exceed ten (10) pages single-sided and must follow the Business Plan format (Sections I-VIII) in the *Style & Reference Manual*. All other documentation is not considered to be part of the ten (10) single-sided pages. The Title Page, Table of Contents, and Works Cited are not included in the ten (10) page limit.

- Submit all project documents including the Business Plan, Works Cited, and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than **11:59 p.m. Eastern Time, on January 15, 2026**.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(Vo8) Start-up Enterprise Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				□ Y □ N
Team followed Copyright and/or Fair Use Guidelines.				□ Y □ N
Business Plan did <i>not</i> exceed ten (10) pages single-sided. The Title Page, Table of Contents, and Works Cited are not included in the ten (10) page limit.				□ Y □ N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing one (1) Business Plan, Works Cited (formatted according to the <i>Style & Reference Manual</i>) and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Executive Summary	Lacks detail, unclear, fails to engage.	Provides a clear overview but lacks engagement.	Compelling, detailed, thoroughly engages.	/30
Description of Proposed Business	Vague, lacks clarity, fails to intrigue.	Adequate description that generates interest.	Thorough, intriguing, captivates interest.	/30
Objectives of Business	Unclear or missing Mission and Vision.	Clear Mission and Vision with adequate objectives.	Clear, inspiring Mission and Vision.	/30
Proposed Business Strategies	Vague, unrealistic strategies.	Realistic short-term and long-range plans.	Well-structured, innovative, achievable.	/30
Product(s) and/or Service(s)	Unclear, lacks detail, fails to differentiate.	Adequate description with some unique aspects.	Detailed, compelling, highlights advantages.	/30
Management and Ownership of the Business	Unclear, incomplete organizational chart and roles.	Clear organizational chart with adequately described roles.	Comprehensive organizational chart with detailed roles.	/30
Marketing Analysis	Poorly defined target market, unclear edge.	Clearly defines target market and competitive edge.	In-depth analysis, strong edge, justified pricing.	/30
Evaluation Criteria	Below Expectations 0-13 points	Meets Expectations 14-27 points	Above Expectations 28-40 points	Points Awarded
Financial Analysis	Incomplete, unrealistic financial information.	Provides adequate financial details, including a basic balance sheet.	Comprehensive, realistic, detailed balance sheet.	/40
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Overall Appearance, Conciseness, and Completeness	Plan is disorganized, wordy, or missing sections.	Plan is well-organized, concise, and complete.	Plan is exceptionally well-organized, concise, and complete.	/20
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/20
TOTAL TECHNICAL POINTS				/300

(Vo8) Start-up Enterprise Team

Presentation Scoring Rubric

Required Elements				
(If any question results in a NO, please assign a score of 0)				
Team followed the topic.				☐ Y ☐ N
Team followed the Copyright and/or Fair Use Guidelines.				☐ Y ☐ N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence and structure, making it unclear and difficult to follow. Transitions between points are awkward or absent.	Presentation content has some gaps, making it not always clear and somewhat difficult to follow. Transitions between points are choppy.	Presentation content flows adequately, with a mostly clear structure and smooth transitions between points.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/105

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(V09) Financial Portfolio Management Team

Description & Eligibility

Teams (2-4 contestants) will enter an investment simulation using an online platform provided by a BPA partner. The simulation will provide the students with \$100,000 initially, to be used to invest in stocks, mutual funds, and/or bonds. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Competition Notes

- Contest Registration
 - Advisors register teams for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after member registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Teams participating in the competition must be registered for the event prior to the submission deadline to be eligible.

Contest Competencies

- Calculate investment amounts given current prices and investment restrictions
- Research and analyze various investment options
- Manage an online fund
- Determine timing of buying and selling investments using various market and economic factors
- Calculate return on investments
- Analyze cash and investments to maximize return
- Prepare a presentation using presentation software
- Prepare reports using Excel
- Present investment strategies

Contest Specifications for this Event

- All registered teams will participate in a virtual stock market challenge. Tutorials and login credentials will be emailed to registered teams by December 8, 2025.
- Teams manage their portfolios throughout the contest with the following requirements:
 - Teams can buy any investment allowed through the NYSE and NASDAQ markets, including stocks, mutual funds, ETFs, and bonds.
 - Teams will be limited on any one investment to 20% of their portfolio, thus mandating a diversification strategy.
 - Teams will be allowed to buy on margin up to 100% of their initial cash balance, at an interest rate to be determined by current market factors at the inception of the contest.
 - Teams will receive interest on any cash balance maintained, at a rate to be determined by current market factors at the inception of the contest.
 - Teams will buy and sell as they wish, with each transaction subject to a pre-determined fee subtracted from their cash balance (online platform will determine the fee).
 - Teams must make a minimum of five transactions to be eligible for placement.

- Suggested strategies include, but not limited to:
 - Analysis of day-to-day stock trends and historic performance
 - Research on companies past news releases
 - Research on companies' development of products, patents, potential buyouts, etc.
 - Research on historic and future quarterly earnings reports
 - Research on market initial public offerings (IPOs)
 - Analysis of financial statements, including financial ratios
 - Industry research and analysis
- The top twenty (20) teams, in terms of portfolio value, will be invited to design a computer-generated multimedia presentation on their strategies for success and challenges faced. The presentation should make effective use of current multimedia technology (e.g., sound, movement, digital video, etc.).
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Teams with the highest cumulative presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(V09) Financial Portfolio Investment Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				☐ Y ☐ N
Team followed the Copyright and/or Fair Use Guidelines.				☐ Y ☐ N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Opening & Summary	Introduction is unclear or missing, and the summary lacks relevance or completeness.	Introduction sets the stage; summary clearly covers main points.	Introduction is engaging; summary clearly reinforces key insights.	/20
Investment Strategy	The strategy is vague, lacks coherence, or does not align with the portfolio's goals.	The strategy is clearly stated, logically structured, and appropriately supports the portfolio's objectives.	Strategy is well-justified and shows strong grasp of investment principles and goals.	/20
Technical Language	Technical terms are misused, overused, or lack clear explanation, making the content difficult to follow.	Technical terms are used appropriately and are explained well enough for general understanding.	Technical terms are used precisely and effectively, with clear, insightful explanations that enhance understanding.	/20
Financial Understanding	The strategy and research show limited financial understanding, with weak or unsupported analysis.	The strategy and research demonstrate sound financial knowledge and are reasonably supported by relevant analysis.	The strategy and research reflect strong financial expertise, with thorough, well-supported analysis and clear insight.	/20
Visual Design	Visual elements are distracting, inconsistent, or poorly integrated, reducing clarity and impact.	Typography and graphics are appropriately used and contribute to a clear, professional presentation.	Visual elements are polished, well-balanced, and enhance the message with strong visual appeal and clarity.	/20
Presentation Delivery	Delivery lacks clarity or confidence, with poor diction, limited eye contact, or distracting vocal qualities.	Delivery is clear and professional, with appropriate diction, steady eye contact, and confident voice.	Delivery is polished and engaging, with strong vocal presence, precise diction, and consistent, natural eye contact.	/20
Judges' Questions	Responses lack depth; presenter shows limited understanding of topic.	Responses lack detail or clarity; understanding is partial.	Responses are confident, detailed, and insightful.	/20
Team Members	At least two original team members were present during the presentation.			/5
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/155

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(V10) Virtual Branding Team

Description & Eligibility

Develop engaging multimedia experiences based on the provided topic. Teams may use Adobe Illustrator®, Adobe Dimension®, Adobe Photoshop®, Adobe Premiere (Rush)® or other software that meets the contest specifications. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Competition Notes

- Contest Registration
 - Advisors register teams for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after member registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Teams participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.

Topic

SolarSip – The Smart, Self-Cooling Water Bottle.

Scenario: Your team has been hired to launch **SolarSip**, an innovative reusable water bottle that uses solar-powered cooling technology to keep drinks cold all day. Your branding campaign should focus on eco-conscious consumers and outdoor enthusiasts.

Deliverables:

- Product line mockups (different colors/styles)
- 30-second digital video ad for social media
- Social media rollout plan targeting Instagram, TikTok, and Facebook

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V10-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate knowledge of transitions and audio/video editing techniques
- Demonstrate proper use in placement of titles and visual effects
- Demonstrate teamwork skills needed to function in a virtual branding environment
- Develop promotional cross-medium strategy
- Demonstrate awareness of requirements of target audience
- Demonstrate awareness of accessibility concerns
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate interconnected cross-medium design plan

- Apply principles of design and rules for proper layout in developing business publications for multiple screens and printing situations
- Use principles of design, layout, and typography in media and user experience design
- Demonstrate effective persuasive and informative communication and presentation skills

Contest Specifications for this Event

- Submit the URL to the final Project Files including Clickable **URL** to Project Files, along with the Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than **11:59 p.m. Eastern Time, on January 15, 2026**.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/> for more information.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered members and/or those missing team ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(V10) Virtual Branding Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing URL link to Project Files, one (1) Design Overview, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Content Quality	The content is unclear, lacks coherence, contains inaccuracies, or is too shallow or unfocused to support the message.	The content is clear, mostly accurate, relevant, and demonstrates adequate depth and organization.	The content is well-structured, highly accurate, relevant, and reflects strong depth and breadth of understanding.	/20
Technical Execution	Execution is inconsistent or disorganized, with limited use of appropriate tools and weak technical proficiency.	Execution is competent and organized, with appropriate use of tools and solid technical skills.	Execution is highly proficient, well-structured, and demonstrates expert use of tools and resources to enhance the presentation.	/20
Creativity & Originality	The content lacks originality, relies heavily on conventional ideas, and shows minimal creative effort.	The content includes some original ideas and demonstrates a thoughtful, creative approach.	The content is highly original, innovative, and showcases distinctive thinking and a fresh, engaging perspective.	/20
Audience Impact	The presentation lacks engagement, fails to resonate with the audience, and shows minimal persuasive impact.	The presentation is engaging and relevant, with a reasonable ability to persuade and connect with the audience.	The presentation is captivating, highly persuasive, and powerfully resonates with the target audience, inspiring interest or action.	/20
Technology Integration	Technology use is minimal, outdated, or poorly implemented, leading to a disjointed or ineffective experience.	Technology is appropriately integrated, functional, and contributes positively to the presentation.	Technology is seamlessly embedded, utilizes cutting-edge tools, and creates an engaging, intuitive user experience.	/20
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/20
30-Second Advertisement Video	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Creativity of Concept	The concept lacks originality or fails to engage the viewer with a clear or compelling idea.	The concept is creative and effectively communicates the intended message in a clear and engaging way.	The concept is highly original, memorable, and demonstrates exceptional creativity in delivering the message.	/20

(V10) Virtual Branding Team
Technical Scoring Rubric (Con't)

Clarity of Messaging for Target Audience	The message is unclear or poorly aligned with the intended audience, making it difficult to understand or connect with.	The message is clear and appropriately tailored to the target audience, effectively conveying the intended idea.	The message is exceptionally clear, compelling, and precisely crafted to resonate with the target audience.	/20
Social Media Graphics	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Visual Appeal	The design lacks cohesion or aesthetic quality, making it visually unengaging or distracting.	The design is visually appealing, well-organized, and enhances the message without overpowering it.	The design is striking, polished, and creatively enhances the message with strong visual impact.	/20
Graphic Effectiveness	Graphics do not clearly support the message or lack impact, making the content feel disconnected or ineffective.	Graphics effectively support and enhance the message, with appropriate use of motion and static elements.	Graphics are highly effective, seamlessly integrated, and elevate the message through creative and purposeful design.	/20
Branding Consistency	Brand elements are used inconsistently, weakening the overall identity and message.	Brand elements are consistently applied, maintaining a cohesive and recognizable identity.	Branding is flawlessly consistent and reinforces a strong, unified identity across all visuals.	/20
Promotional Flyer	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Design & Layout	The flyer is cluttered or poorly organized, making it hard to follow or visually unappealing.	The flyer is well-organized and visually balanced, supporting readability and appeal.	The flyer is exceptionally well-designed, with a polished layout that enhances impact.	/20
Clarity & Quality of Information	Information is unclear, incomplete, or not relevant to the flyer's purpose.	Information is clear, accurate, and appropriately detailed for the flyer's purpose.	Information is highly clear, compelling, and expertly tailored to the flyer's goals.	/20
Team Decision-Making (One-Page Overview)	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Branding Clarity (Colors & Fonts)	Branding choices are inconsistent or unclear, making the visual identity feel disjointed.	Branding choices are clear and consistent, supporting a cohesive visual identity.	Branding choices are highly intentional, visually cohesive, and reinforce brand identity.	/20
Decision-Making Clarity	The process is vague or poorly explained, making it hard to understand how decisions were made.	The process is clearly outlined and shows logical steps in team decision-making.	The process is exceptionally clear, well-structured, and demonstrates thoughtful collaboration.	/20
Event Webpage Prototype	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Visual Layout	Layout is cluttered or disorganized, making the page hard to navigate or understand.	Layout is clean and organized, supporting readability and user experience.	Layout is highly polished, intuitive, and enhances the overall user experience.	/20

(V10) Virtual Branding Team
Technical Scoring Rubric (Con't)

Branding Consistency	Branding elements are inconsistent or poorly applied across the webpage.	Branding is consistently applied, maintaining a cohesive visual identity.	Branding is seamlessly integrated and reinforces a strong, unified identity.	/20
Content Structure	Information is scattered or lacks logical flow, making it hard to follow.	Content is well-structured and logically organized for clarity and ease of use.	Content is expertly structured, guiding the user smoothly through the information.	/20
Navigation Design	Navigation is confusing or incomplete, making it difficult to move through the site.	Navigation is clear and functional, allowing users to easily access key sections.	Navigation is intuitive, user-friendly, and enhances the overall site experience.	/20
Visual Appeal	Design lacks aesthetic quality or feels outdated and unengaging.	Design is visually appealing and supports the content effectively.	Design is striking, modern, and enhances engagement through strong visual elements.	/20
TOTAL TECHNICAL POINTS				/410

(V10) Virtual Branding Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Presentation	Team struggles with communication, organization, or topic understanding, making the presentation unclear or disengaging.	Team communicates clearly, stays organized, and demonstrates solid understanding of the topic.	Team excels in delivery, presents with clarity and enthusiasm, and shows deep understanding of the topic.	/20
Explanation of Project Phases	Explanation of pre-production, production, and post-production is unclear or incomplete.	Clearly explains each phase of the project with relevant details.	Thoroughly explains all phases with insight and strong connection to project goals.	/20
Technology & Software Use	Tools and software used are not clearly identified or explained.	Provides a clear explanation of the technology and software used in the project.	Offers detailed and thoughtful explanation of tools, showing strong understanding.	/20
Team Roles	Roles of team members are vague or missing, with little connection to project outcomes.	Clearly explains the roles and contributions of each team member.	Provides a comprehensive and engaging explanation of team roles and collaboration.	/20
Structure & Flow of Presentation	Presentation lacks organization and is difficult to follow.	Presentation is well organized and flows logically.	Presentation is highly engaging, with excellent structure and smooth transitions.	/20
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/20
Team Members	At least two original team members were present during the presentation.			/5
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/135

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(V11) 2D Animation Team

Description & Eligibility

Create a 2D computer animation, at least (1:30) and not to exceed (2:30) minutes, based upon the provided topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Contestants who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Smart Solutions for a Healthier Planet: A GLOBE Community's Journey with IoT. Create a 2D animation that showcases a diverse group of students or citizens from different parts of the world using Internet of Things (IoT) devices and smart technology to observe, collect, and share environmental data through the NASA GLOBE Program. Your animation should tell a compelling story of how these individuals collaborate to solve a local or global environmental challenge—such as monitoring air quality, tracking soil moisture, or responding to climate impacts—through data-driven decision making and community action.

Requirements:

- Feature at least one GLOBE sphere (Atmosphere, Biosphere, Hydrosphere, Pedosphere).
- Demonstrate how smart sensors or IoT-enabled tools (e.g., air quality monitors, remote weather stations, water sensors, smart apps) are used to collect and share data.
- Incorporate storytelling elements that highlight teamwork, scientific discovery, and the impact of open data.
- Showcase a transformation or improvement in the environment or community as a result of the project.

Competition Notes

- Contest Registration
 - Advisors register members for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after member registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V11-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate utilization of various editing software applications
- Demonstrate development of animation within a storyboard
- Demonstrate object color and creating artistic effects
- Demonstrate textures and special effects
- Demonstrate knowledge of transitions, audio, and lighting effects
- Demonstrate proper use in placement of titles and visual effects
- Demonstrate an understanding of development for a target audience

Contest Specifications for this Event

- The team must create a 2D animation utilizing audio, text, video, and graphics.
- The team will research the topic using available references, time era and trends to develop a storyboard outlining the team's planned animation.
- Submit the URL to the final Project Files including Clickable **URL** to Project Files, along with the Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than **11:59 p.m. Eastern Time, on January 15, 2026**. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing team ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(V11) 2D Animation Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team used 2D Animation Software.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing URL link to final Project Files, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Complexity & Craftsmanship	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Asset Creation	Assets are mostly pre-made with little effort to customize or create original content.	Assets include a mix of original and pre-made elements, showing thoughtful integration.	Assets are primarily original and demonstrate creativity and effort in design.	/20
Attention to Animation Detail	Animation techniques lack precision or refinement, with noticeable errors or inconsistencies.	Animation shows attention to detail and uses techniques effectively.	Animation is highly refined, with exceptional attention to detail and technique.	/20
Technical Execution	Camera angles, timing, transitions, and techniques are poorly executed or misaligned with project goals.	Technical elements support the project objectives and are competently applied.	Camera work, timing, and transitions are expertly executed and enhance the project's impact.	/20
Animation	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Squash and Stretch	Movement lacks elasticity or realism; no clear illusion of weight or volume.	Movement shows basic squash and stretch to enhance realism.	Movement uses squash and stretch expertly to convey weight, volume, and impact.	/20
Anticipation	Actions occur abruptly with little or no preparation for major movements.	Movements include clear anticipation that prepares the viewer for key actions.	Anticipation is used effectively and creatively to enhance timing and viewer engagement.	/20
Staging	Actions are unclear or confusing, failing to communicate mood or intent.	Actions are clearly staged and communicate the intended mood or idea.	Staging is highly effective, enhancing clarity, emotion, and storytelling.	/20
Slow-In and Slow-Out	Movements are mechanical or unnatural, lacking smooth transitions.	Movements use slow-in and slow-out techniques to simulate natural motion.	Movements are fluid and lifelike, with expertly applied slow-in and slow-out.	/20
Secondary Actions	Animation lacks supporting details or dimension; secondary actions are missing or distracting.	Secondary actions are present and enhance the main movement.	Secondary actions are thoughtfully integrated, adding depth and realism to the animation.	/20

(V11) 2D Animation Team
Technical Scoring Rubric (Con't)

Composition	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Execution of Plan	Concept art and storyboard are unclear or disconnected from project objectives; planning lacks cohesion and detail.	Concept art and storyboard clearly support project objectives with a cohesive plan.	Concept art and storyboard are highly intentional, detailed, and creatively aligned with project goals.	/20
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/20
Creativity	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Originality	Animation lacks originality and relies heavily on familiar or reused ideas.	Animation includes original elements and shows creative thinking.	Animation is highly original, expressive, and showcases fresh, innovative ideas.	/20
Impact & Purpose	Animation fails to engage or fulfill its intended purpose.	Animation is memorable and effectively fulfills its objectives.	Animation is highly engaging, entertaining, and leaves a lasting impression.	/20
Lighting Use	Lighting is inconsistent or ineffective in supporting the animation.	Lighting is used appropriately to enhance the animation.	Lighting is used creatively and effectively to elevate the visual storytelling.	/20
Audio Quality & Sync	Audio is unclear or poorly synchronized, disrupting the animation experience.	Audio is clear and well-synchronized with the animation.	Audio is crisp, perfectly timed, and enhances the overall experience seamlessly.	/20
Transitions	Transitions are abrupt or distracting, affecting the flow of the animation.	Transitions are smooth and support the animation's flow.	Transitions are expertly crafted, enhancing the pacing and visual continuity.	/20
Final animation made effective use of time and was within the contest time limit of 1:30 to 2:30 minutes in length.				/20
TOTAL TECHNICAL POINTS				/330

(V11) 2D Animation Team
Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Delivery & Stage Presence	Team lacks confidence or clarity; minimal eye contact, monotone voice, or poor engagement.	Team communicates clearly with good eye contact, voice inflection, and engagement.	Team is highly confident, expressive, and fully engages the audience throughout.	/20
Explanation of Development & Design	Development and design process is unclear or lacks connection to project goals.	Clearly explains pre-production, design choices, and target audience.	Thoroughly explains and connects all phases of development to project objectives.	/20
Technology & Techniques	Use of technology and techniques is vague or poorly explained.	Explains the use of software, tools, and techniques effectively.	Provides detailed, insightful explanation of innovative tools and techniques used.	/20
Media Elements & Assets	Media elements or assets are not clearly explained or connected to the project.	Explains how media elements and assets were used and developed.	Offers a comprehensive and engaging explanation of asset creation and integration.	/20
Team Roles	Roles of team members are unclear or not well defined.	Clearly explains each team member's role and contribution.	Provides a thoughtful and detailed explanation of team collaboration and responsibilities.	/20
Oral Presentation Quality/Style & Effectiveness	Presentation style is unclear, monotonous, or ineffective in delivering the message.	Presentation style is clear, engaging, and effectively communicates the message.	Presentation style is polished, dynamic, and powerfully enhances audience understanding and engagement.	/20
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/20
Team Members	At least two original team members were present during the presentation.			/5
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/155

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

Description & Eligibility

Develop a social media marketing campaign, following the guidelines outlined in the *Style & Reference Manual*, that details pricing strategies and promotional plans for a business. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Contestants who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Local Food Truck Expansion. *“Flavor on Wheels: The Rise of TacoTwist”*

Background: TacoTwist, a local gourmet taco food truck, is expanding to new cities and wants a buzz-worthy social media campaign to build anticipation.

Task: Develop a campaign that includes geo-targeted ads, user-generated content contests, and partnerships with local influencers. Include budget projections and ROI estimates.

Competition Notes

- Contest Registration
 - Advisors register members for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after member registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.
- At NLC, qualifying teams will take the Meta Certified Digital Marketing Associate certification through Certiport and receive 50 points toward their final score with a passing certification. Additional information will be provided after registration.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Social Media Marketing Campaign, Works Cited and BPA Release Form(s) in one combined PDF file.	V12-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Develop a written social media marketing campaign
- Communicate research in a clear and concise manner both orally and in writing
- Identify and utilize internal and external resources
- Demonstrate knowledge and understanding of consumer buyer persona
- Demonstrate successful content creation and execution
- Demonstrate successful content strategies for implementation
- Identify the relationship between content and consumer persona
- Identify customer base including consumer and organizational markets
- Utilize fixed financial resources in a marketing environment
- Understand how digital marketing affects consumer demographics
- Apply a reflective growth mindset to business goals
- Demonstrate teamwork skills needed to function in a world-class workforce
- Demonstrate effective persuasive and informative communication and presentation skills

Contest Specifications for this Event

- The social media marketing campaign must *not* exceed ten (10) pages single-sided (excluding the Title Page, Table of Contents, and Works Cited) and must follow the Social Media Marketing Campaign format in the *Style & Reference Manual*. Any marketing plan submitted beyond the maximum number of pages will be *disqualified*.
- Supporting documentation (research, charts, brochures, etc.) is not included in the marketing plan but should be shared during the presentation
- Submit the URL to the final Project Files including the social media marketing campaign, the Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered members and/or those missing team ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(V12) Social Media Marketing Campaign Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing the Social Media Campaign, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Executive Summary	Lacks clarity or key campaign details.	Clearly summarizes the campaign purpose and scope.	Provides a compelling and strategic overview of the campaign.	/20
Event/Product/Service Description	Vague or incomplete description.	Adequately describes the event, product, or service.	Offers a vivid and engaging description that enhances understanding.	/20
Marketing Objectives	Objectives are unclear or not measurable.	Objectives are specific and measurable.	Objectives are strategic, measurable, and aligned with campaign goals.	/20
Creative Content	Content lacks originality or relevance.	Content is creative and appropriate for the target audience.	Content is highly engaging, original, and tailored to the audience.	/20
Content Strategy	Strategy is disorganized or lacks coherence.	Strategy is clear and supports campaign goals.	Strategy is innovative, cohesive, and well-integrated across platforms.	/20
Campaign Budget	Budget is unrealistic or missing key elements.	Budget is complete and appropriate for the campaign.	Budget is detailed, realistic, and strategically allocated.	/20
Methods of Measuring Success	Metrics are vague or missing.	Success metrics are defined and relevant.	Metrics are comprehensive, actionable, and aligned with objectives.	/20
Overall Appearance	Document is cluttered or visually unappealing.	Document is neat and professionally presented.	Document is visually polished and enhances readability and engagement.	/20
TOTAL TECHNICAL POINTS				/170

(V12) Social Media Marketing Campaign Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Delivery & Stage Presence	Team lacks confidence or clarity; minimal eye contact, monotone voice, or poor engagement.	Team communicates clearly with good eye contact, voice inflection, and engagement.	Team is highly confident, expressive, and fully engages the audience throughout.	/20
Explanation of Development & Design	Development and design process is unclear or lacks connection to project goals.	Clearly explains pre-production, design choices, and target audience.	Thoroughly explains and connects all phases of development to project objectives.	/20
Technology & Techniques	Use of technology and techniques is vague or poorly explained.	Explains the use of software, tools, and techniques effectively.	Provides detailed, insightful explanation of innovative tools and techniques used.	/20
Media Elements & Assets	Media elements or assets are not clearly explained or connected to the project.	Explains how media elements and assets were used and developed.	Offers a comprehensive and engaging explanation of asset creation and integration.	/20
Team Roles	Roles of team members are unclear or not well defined.	Clearly explains each team member's role and contribution.	Provides a thoughtful and detailed explanation of team collaboration and responsibilities.	/20
Oral Presentation Quality/Style & Effectiveness	Presentation style is unclear, monotonous, or ineffective in delivering the message.	Presentation style is clear, engaging, and effectively communicates the message.	Presentation style is polished, dynamic, and powerfully enhances audience understanding and engagement.	/20
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/20
Team Members	At least two original team members were present during the presentation.			/5
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/155

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(V13) Esports Team

Description and Eligibility

This contest will test a team's ability to research and create strategies to effectively compete in a virtual esports competition. Teams will submit a research paper on the provided esports topic, compete in an esports tournament, and create a presentation highlighting strategies used and the lessons learned. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants, depending on the division. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Esports has become a worldwide phenomenon, with markets flourishing across North America, Europe, Asia, Latin America, and Africa. In a research paper of no more than three pages (double-spaced), examine how esports has developed globally and the international business and career opportunities that have emerged as a result.

Research Focus (choose or integrate multiple angles):

- 1. International Market Trends & Key Regions**
 - Compare how esports has scaled in at least two different global regions (e.g. North America vs. East Asia, or Europe vs. Latin America).
 - Include recent data on market size, audience growth, tournament revenue, or regional investments.
- 2. Global Business Careers & Cross-Sector Roles**
 - Identify at least three business-related careers or roles that operate across borders (examples: international event coordination, global sponsorship management, esports consultancy, broadcast localization, player management/agency across regions).
 - Discuss cross-cultural and international aspects of these roles.
- 3. Skills, Certifications & Cultural Competency**
 - Explore what skills, qualifications, language proficiencies, or intercultural competencies are valuable for working in the global esports business environment.
- 4. International Collaboration & BPA Engagement**
 - Suggest ways that BPA members—through virtual collaboration, team pitches, or academic exchanges—could engage with global esports projects or international student teams.
 - Mention how BPA experiences (e.g. virtual teamwork, project management, or competitions) build relevant capabilities for international esports business engagement.

Competition Notes

- Contest Registration
 - Advisors register members for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$50 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after member registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.
 - Only the team captain should complete the submission.
- All teams will play Rocket League and must have a minimum of three (3) contestants. Teams may have a maximum of four contestants; not all contestants of the team are required to play during the game play round.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	V13-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Analyze and troubleshoot strategies for esports related scenarios
- Analyze game characteristics and game play data to create a strategic plan
- Compare and contrast the similarities of how esports technology and social media have affected today's culture
- Create a visualization to demonstrate strategy and problem-solving techniques
- Create goals (short and long-term) for individuals and teams during esports competition
- Create strategies for efficient game play during esports tournament
- Define and describe how a player's personality affects team strategy
- Demonstrate effective technical reading and writing skills
- Demonstrate effective verbal and non-verbal communication skills
- Demonstrate healthy gaming concepts and strategies in both local and virtual environments
- Identify patterns and various play styles of pro players and recognize how application of these skills and patterns improves game play
- Implement effective time-management skills in relation to esports, academics, and personal life
- Research game mechanics and other parts (visuals, sound, genre) of the game development process
- Research the various roles and skills necessary to support the esports ecosystem and industry
- Summarize the basic concepts of intellectual property laws in esports, including copyright, trademarks, DMCA, patents, and the consequences of violating copyright laws
- Summarize the legal and ethical responsibilities in relation to esports, gaming, and emerging technology fields

Contest Specifications for this Event

- The research paper must *not* exceed three (3) pages single-sided (excluding the Title Page, Table of Contents, and Works Cited). The report must follow the Report format in the *Style & Reference Manual*.
- Any report submitted beyond the maximum number of pages will be *disqualified*.
- Submit the URL to the final Project Files including the research paper, the Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of presentation portion: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered members and/or those missing team ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(V13) Esports Team
Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
Research Paper did not exceed three (3) pages single-sided (excluding the Title page, Table of Contents and Works Cited).				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing the Research Paper, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Introduction/Summary	Lacks clarity or fails to present key points.	Provides a clear and logical overview with supporting evidence.	Delivers a compelling and well-supported summary that enhances understanding.	/20
Comprehension of Topic	Shows limited understanding or misinterprets key concepts.	Demonstrates solid understanding of the topic.	Shows deep insight and mastery of the subject matter.	/20
Organization & Expansion of Ideas	Ideas are disorganized or lack development.	Ideas are logically structured and supported with evidence.	Ideas are well-developed, insightful, and supported with strong analysis.	/20
Creativity	Lacks originality or relies on limited sources.	Demonstrates creativity with diverse and relevant resources.	Presents a unique and innovative perspective with rich, varied sources.	/20
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/20
TOTAL TECHNICAL POINTS				/110

(V13) Esports Team
Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Opening & Summary	The introduction is unclear or missing, and the summary lacks relevance or completeness.	The introduction sets the stage appropriately, and the summary covers the main points with adequate clarity.	The introduction is engaging and well-structured, and the summary provides a clear, insightful wrap-up that reinforces key findings.	/20
Content of Presentation	Content is unclear, lacks relevance or depth.	Content is clear, relevant, and adequately developed.	Content is insightful, well-developed, and strongly supports the presentation goals.	/20
Presentation Effectiveness	Delivery is distracting or lacks flow and engagement.	Delivery is smooth with good voice projection, transitions, and presence.	Delivery is polished, engaging, and enhances the impact of the presentation.	/20
Judges Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/20
Team Members	At least two original team members were present during the presentation.			/5
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/95

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT 10 MINUTES

(V14) Ethical Leadership and Decision-Making Team

Description & Eligibility

This contest will test a team's ability to research and make decisions on an ethical challenge. Teams will submit a research paper on the provided case study, complete an objective test, and create a presentation highlighting proposed solutions to the ethical challenge and lessons learned. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. A team will consist of 2-4 contestants. There are no restrictions on the number of entries per chapter or per state. **Teams who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Podcast Adopts Aggressive Digital Marketing Strategy

Gael has just been hired as the new digital marketing director for an online podcast called *The Scholar's Roundtable*, where a panel of hosts breaks down and debates new developments in politics, business, and culture in an educational manner.

While the podcast has been around for over 10 years and enjoyed high viewership initially, *The Scholar's Roundtable* is now barely getting enough views and ad revenue to stay afloat.

To solve this crisis, Gael enacts sweeping changes to the podcast's branding and media strategies. He wants to position the podcast as bold, edgy, and rambunctious—a far cry from the podcast's traditionally dry and straightforward educational approach.

Gael starts posting short clips on TikTok and Instagram Reels that are edited to appear as hot takes and heated debate moments from the show. On X and Facebook, he reposts viral memes and engages with followers on the podcast's official accounts. He even gets approval from the hosts to change the name of the podcast from *The Scholar's Roundtable* to *Politically (In)Correct*.

The revamped digital marketing strategy is a success. *Politically (In)Correct* immediately sees a huge boost in viewership and revenue. Gael wants to push this attention-grabbing branding strategy even further by posting even spicier shorts with AI-generated audio and beefing with competing podcasts on social media. He projects that sticking with this strategy for another two years will triple viewership and bring the podcast the best profits it's ever had.

However, the actual hosts of the podcast are concerned that the show is losing its identity amidst all these changes. They meet with Gael to share their feelings. They worry that the clickbait shorts and social media engagement are not an honest reflection of the podcast, and they don't want to feel pressured to change their show's content.

Gael understands where they come from, but he reminds them that without his digital marketing efforts, the podcast cannot stay profitable. He explains that it might not be pleasant, but an impactful, aggressive digital marketing approach is the best way to go.

Who do you think is right:

- Gael or the podcast hosts?
- Should the podcast continue with a very successful marketing strategy, even if it may not be a very accurate representation of the podcast itself?
- How should large organizations position themselves on social media?
- How can they balance ethics and profits in their digital marketing efforts?
- What is the best path forward?

Competition Notes

- Contest Registration
 - Advisors register contestants for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the "Conferences" tab and then select the "2026 National Virtual Events".
 - There will be a \$20 fee for each team entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after contestants registration.

- The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
- Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.
- Only the team captain should complete the submission.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file	V14-TeamID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Integrity: Demonstrating consistent adherence to ethical principles and values and acting with honesty and fairness in all decisions and actions.
- Accountability: Taking responsibility for one's decisions and actions and being willing to accept the consequences of those choices.
- Transparency: Communicating openly and honestly, providing clear information and explanations for decisions, and ensuring stakeholders understand the rationale behind them.
- Empathy: Understanding and considering the perspectives, feelings, and needs of others when making decisions, and treating people with compassion and respect.
- Objectivity: Making decisions based on facts, evidence, and rational analysis rather than personal biases or self-interest, and avoiding favoritism or unfair treatment.
- Courage: Having the bravery to make difficult decisions that align with ethical principles, even in the face of opposition or potential negative consequences.
- Vision: Developing and articulating a clear ethical vision for the organization or team and aligning decisions and actions with that vision.
- Collaboration: Promoting an inclusive and participatory decision-making process, involving stakeholders and seeking diverse perspectives to ensure fair and informed choices.
- Adaptability: Being open to new information, feedback, and alternative viewpoints, and willing to adjust decisions when necessary to uphold ethical standards.
- Continuous learning: Actively seeking knowledge and understanding of ethical issues, staying informed about emerging trends and best practices, and constantly improving ethical decision-making skills.

Contest Specifications for this Event

- Teams should access MBA Research's free [Ethical Leadership LAP Package](#) for 50+ lesson modules for event preparation.
- All teams will submit a research paper on the proposed case study and complete a 50-question objective test. The technical rubric and average team score will be used to determine the top 20 teams to advance to round two.
- The top 20 teams advancing to round two will receive a case study twist and give a presentation on the proposed solution to the twist, and lessons learned, to a panel of judges.
- The top 10 teams (combined technical, objective average team score, and presentation score) will be invited to the National Leadership Conference.
- The research paper must *not* exceed three (3) pages single-sided (excluding the Title Page, Table of Contents, and Works Cited). The report must follow the Report format in the *Style & Reference Manual*.
- Any report submitted beyond the maximum number of pages will be *disqualified*.
- Submit the URL to the final Project Files including the research paper, the Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026. **No changes can be made to the project after the date of submission.**
- Advisors of qualifying teams will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Teams will be assigned to sections prior to the preliminary presentation.
- Length of presentation: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.

- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Team ID is required for all submissions. Materials from non-registered members and/or those missing team ID cannot be accepted.
- The team is responsible for securing a BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(V14) Ethical Leadership and Decision-Making Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				☐ Y ☐ N
Team followed Copyright and/or Fair Use Guidelines.				☐ Y ☐ N
Research Paper did not exceed three (3) pages single-sided (excluding the Title page, Table of Contents and Works Cited).				☐ Y ☐ N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing the Research Paper, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Introduction/Summary	Lacks clarity or fails to present key ethical issues.	Clearly summarizes the issue with logical analysis and supporting evidence.	Provides a compelling, well-supported summary that frames the ethical challenge.	/20
Comprehension of Topic	Shows limited understanding or misinterprets ethical concepts.	Demonstrates solid understanding of ethical principles and context.	Shows deep insight and thoughtful engagement with the ethical topic.	/20
Organization & Expansion of Ideas	Ideas are disorganized or lack development.	Ideas are logically structured and supported with relevant evidence.	Ideas are well-developed, insightful, and supported with strong ethical reasoning.	/20
Creativity	Lacks originality or relies on limited perspectives.	Demonstrates creativity with diverse and relevant resources.	Presents a unique and innovative ethical perspective with rich, varied sources.	/20
Overall Effectiveness of Analysis	Analysis is weak or unconvincing.	Analysis is logical and effectively supports conclusions.	Analysis is compelling, well-reasoned, and demonstrates ethical leadership.	/20
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/20
TOTAL TECHNICAL POINTS				/130

(V14) Ethical Leadership and Decision-Making Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Opening & Summary	The introduction is unclear or missing, and the summary lacks relevance or completeness.	The introduction sets the stage appropriately, and the summary covers the main points with adequate clarity.	The introduction is engaging and well-structured, and the summary provides a clear, insightful wrap-up that reinforces key findings.	/20
Content of Presentation	Content is unclear, lacks relevance or depth.	Content is clear, relevant, and adequately developed.	Content is insightful, well-developed, and strongly supports the presentation goals.	/20
Presentation Effectiveness	Delivery is distracting or lacks flow and engagement.	Delivery is smooth with good voice projection, transitions, and presence.	Delivery is polished, engaging, and enhances the impact of the presentation.	/20
Judges Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/20
Team Members	At least two original team members were present during the presentation.			/5
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/95

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT 10 MINUTES

(V15) Virtual Interview and Digital Portfolio Design

Description & Eligibility

Assess advanced proficiency in job search, portfolio development and interview situations in a virtual environment. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference. Any middle level, secondary or postsecondary contestant may enter this event. There are no restrictions on the number of entries per chapter or per state. **Contestants who do not submit an entry following the topic listed below or do not follow the Copyright and/or Fair Use Guidelines will be disqualified.**

Competition Notes

- Contest Registration
 - Advisors register members for the event using the Membership Registration System, accessible at <https://register.bpa.org>.
 - Click on the “Conferences” tab and then select the “2026 National Virtual Events”.
 - There will be a \$10 fee for each entry (*invoiced during event registration*).
 - Event registration can be purchased with your original invoice or with a new invoice after member registration.
 - The registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2025.
 - Contestants participating in the competition must be registered for the event prior to the submission deadline to be eligible.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Digital Portfolio, Resume, Cover Letter, Works Cited and BPA Release Form(s) in one combined PDF file.	V15-ContestantID.pdf	January 15, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Apply technical writing skills to produce cover letter, resume, and digital portfolio
- Demonstrate knowledge of employability skills
- Apply research to determine qualifications for jobs
- Demonstrate a professional image
- Demonstrate knowledge of job advancement
- Demonstrate effective communication and interpersonal skills
- Discuss understanding of workplace ethics and work environment

Contest Specifications for this Event

- Contestant will indicate on his/her resume the position for which he/she is applying. There are openings in all departments of Digital Solutions shown on the Organizational Chart found in the *Style & Reference Manual*. Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the resume is optional.
- The cover letter must be addressed as follows:
 - Ms. Julie Smith, Manager
 - Human Resources Department
 - Digital Solutions
 - 1365 King Avenue
 - Columbus, OH 43212
- Contestant must create a digital portfolio. Digital portfolios can be a website, interactive file, or other digital solution.
 - Online digital portfolios must be live and working between January 15 – March 1 for judging purposes. Those that are submitted but not online may result in a disqualification.
- Submit the URL to the final Project Files including the digital portfolio, resume, cover letter, Works Cited and BPA Release Form(s) in a combined PDF file to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on January 15, 2026. **No changes can be made to the project after the date of submission.**

- Advisors of qualifying contestants will be contacted to reserve a time for a videoconference presentation before a panel of judges. The dates and times for presentation reservations will be announced via email notification. Contestant will be assigned to sections prior to the preliminary presentation.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase.

Common Specifications for all BPA Judged Events

- Contestant ID is required for all submissions. Materials from non-registered members and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(V15) Virtual Interview and Digital Portfolio Design

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
The following items have been saved as a one (1) PDF. 1. Cover Letter 2. Resume 3. Works Cited 4. BPA Release Form(s) 5. Digital Portfolio				/10
Cover Letter	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Introduction	Introduction is unclear or not properly addressed.	Introduction is clear and appropriately addressed.	Introduction is engaging and tailored to the position and audience.	/20
Skills	Skills mentioned are vague or not relevant to the position.	Skills are relevant and clearly connected to the position.	Skills are well-articulated and strongly aligned with the role.	/20
Closing	Closing is abrupt or lacks professionalism.	Closing is polite and professionally written.	Closing is confident, polished, and leaves a strong impression.	/20
Writing Accuracy	Frequent errors in grammar, spelling, or punctuation.	Writing is mostly error-free and professionally structured.	Writing is polished, precise, and enhances clarity and professionalism.	/20
Resume	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Position Listed	Position is missing or unclear.	Position is clearly stated and relevant.	Position is clearly stated and strategically aligned with resume content.	/20
Layout	Layout is cluttered or difficult to follow.	Layout is clean and easy to read.	Layout is professional, visually appealing, and enhances readability.	/20
Work History Order	Work history is incomplete or not in reverse chronological order.	Work history is complete and in reverse chronological.	Work history is thorough, well-organized, and highlights relevant experience and is in reverse chronological.	/20
Writing Accuracy	Frequent errors in grammar, spelling, or punctuation.	Writing is mostly error-free and professionally structured.	Writing is polished, precise, and enhances clarity and professionalism.	/20

(V15) Virtual Interview and Digital Portfolio Design

Technical Scoring Rubric Con't

Digital Portfolio	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 15-20 points	Points Awarded
Evidence of Work	Work samples are missing or do not reflect relevant skills.	Includes relevant work samples that demonstrate applicable skills.	Work samples are diverse, high-quality, and strongly showcase relevant skills.	/20
Certificates & Credentials	Relevant credentials are missing or unclear.	Includes appropriate certificates and credentials.	Credentials are well-selected, clearly presented, and enhance qualifications.	/20
Layout & Design	Portfolio is cluttered or visually inconsistent.	Portfolio is clean, organized, and visually consistent.	Portfolio is professionally designed, visually engaging, and easy to navigate.	/20
Personal/Professional Statement	Statement is missing or unrelated to the position.	Statement is included and aligns with the position.	Statement is compelling, well-written, and clearly tailored to the position.	/20
TOTAL TECHNICAL POINTS				/250

(V15) Virtual Interview and Digital Portfolio Design

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
Applicant's Greeting	Introduction is unclear or lacks professionalism.	Properly introduces self and makes a positive first impression.	Introduction is confident, polished, and immediately engaging.	/20
Applicant's Appearance	Appearance is unprofessional or inappropriate.	Neat, well-groomed, and dressed appropriately.	Appearance is highly professional and enhances overall presentation.	/20
Personality and Poise	Appears nervous or disengaged; poor posture or eye contact.	Courteous, confident, and maintains good posture and eye contact.	Displays strong presence, sincerity, and poise throughout.	/20
Communication Skills	Poor grammar, unclear speech, or distracting tone.	Speaks clearly with proper grammar and pleasant tone.	Communicates with clarity, warmth, and excellent verbal skills.	/20
Responses	Responses are vague or show limited understanding.	Answers are appropriate and show knowledge of the position and company.	Responses are thoughtful, informed, and demonstrate enthusiasm and initiative.	/20
Job Skills Evidence	Shows little evidence of relevant skills or habits.	Demonstrates required job skills and good work habits.	Clearly showcases strong skills, problem-solving abilities, and professionalism.	/20
Close of Interview	Fails to thank or conclude effectively.	Expresses thanks and ends the interview appropriately.	Concludes with confidence, professionalism, and a lasting positive impression.	/20
TOTAL PRESENTATION POINTS				/140

Props and/or additional items shall not be used as a basis for scoring.

FINANCE EVENTS

- 100 [Fundamental Accounting](#)
- 105 [College Accounting](#)
- 110 [Advanced Accounting](#)
- 115 [Advanced College Accounting](#)
- 125 [Payroll Accounting](#)
- 135 [Managerial Accounting](#)
- 145 [Banking & Finance](#)
- 150 [Financial Analyst Team](#)
- 155 [Economic Research Individual](#)
- 160 [Economic Research Team](#)
- 165 [Personal Financial Management](#)
- 190 [Financial Math & Analysis \(Open\)](#)

Description & Eligibility

Assess entry-level accounting principles. Contestants analyze, journalize, post transactions, and prepare financial reports/statements. This application event is limited to secondary division contestants who have not completed their first year of accounting. Contestants may not enter Fundamental Accounting and Advanced Accounting in the same year. This event may *not* be repeated.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Demonstrate an understanding of the fundamental accounting equation
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Define accounting terms and concepts and explain the purpose of the accounting system
- Analyze transactions affecting assets, liabilities, owner's equity, revenues, and expenses
- Analyze a chart of accounts using proper numerical sequencing
- Record transactions in general journals
- Reconcile a bank statement
- Journalize and post entries relating to bank service charges
- Open and replenish a petty cash fund and journalize transactions
- Analyze accruals and deferrals
- Prepare a trial balance
- Prepare and analyze financial statements and reports
- Update accounts through adjusting and closing entries
- Differentiate between forms of business ownership
- Differentiate between a service and a merchandising business
- Analyze transactions relating to the purchase and sale of merchandise
- Analyze uncollectible accounts
- Depreciate plant assets
- Record transactions in special journals
- Post from journals to general and subsidiary ledgers
- Understand the use of subsidiary ledgers
- Prepare a post-closing trial balance
- Find and correct errors
- Demonstrate periodic inventory and cost of goods sold calculations

This event is sponsored by



Description & Eligibility

Assess entry-level accounting principles. Contestants analyze, journalize, post transactions, and prepare financial reports/statements. Any postsecondary division contestant may enter this application event. Contestants may *not* enter College Accounting and Advanced College Accounting in the same year. This event may *not* be repeated.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes for orientation, no more than ninety (90) minutes for testing, and no more than ten (10) minutes for wrap-up.
- Entries vary by state.

Contest Competencies

- Differentiate between forms of business ownership
- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Define accounting terms and concepts and explain the purpose of the accounting system.
- Demonstrate an understanding of the accounting equation
- Analyze transactions affecting assets, liabilities, owner's equity, revenues, expenses, and dividends
- Record transactions in general journals
- Post from journals to general and subsidiary ledgers
- Prepare a trial balance
- Prepare a bank reconciliation
- Calculate depreciation using straight-line, units-of-production, and double-declining balance methods
- Calculate and record end-of-period adjustments
- Prepare inventory records using perpetual FIFO, LIFO, and Weighted-Average methods
- Analyze transactions relating to the purchase and sale of merchandise
- Determine and record uncollectible accounts receivable
- Determine interest and maturity value of a promissory note
- Prepare, interpret, and analyze financial statements and reports for service and merchandising businesses
- Journalize closing entries
- Prepare a post-closing trial balance
- Calculate and interpret financial ratios

This event is sponsored by



Description & Eligibility

Assess intermediate and advanced accounting principles. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements for partnerships and corporations. Any secondary division contestant may enter this application event. Contestants may *not* enter Fundamental Accounting and Advanced Accounting in the same year.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes for orientation, no more than ninety (90) minutes for testing, and no more than ten (10) minutes for wrap-up.
- Entries vary by state.

Contest Competencies

- Complete and explain the purpose of the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Apply accounting concepts for service and merchandising organizations
- Apply accounting concepts for sole proprietorships, partnerships, and corporations
- Classify assets and liabilities
- Analyze and record business transactions
- Determine and record uncollectible accounts receivable, using income statement and balance sheet methods
- Depreciate plant assets
- Determine interest and maturity value of promissory notes and bonds
- Determine inventory valuations using FIFO, LIFO, and weighted-average methods
- Record adjusting and closing entries
- Analyze and record equity transactions for various forms of business ownership
- Prepare, interpret, and analyze financial statements for service and merchandising businesses
- Departmental allocations

This event is sponsored by



(115) Advanced College Accounting

POSTSECONDARY EVENT ONLY

Description & Eligibility

Interpret and analyze sole proprietorships, partnerships, and corporate financial accounting data. Any postsecondary division contestant may enter this application event. Contestant may *not* enter College Accounting and Advanced College Accounting in the same year.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes for orientation, no more than ninety (90) minutes for testing, and no more than ten (10) minutes for wrap-up.
- Entries vary by state.

Contest Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements for service and merchandising businesses
- Determine and record uncollectible accounts receivable
- Calculate periodic and perpetual inventories using common methods
- Record adjusting entries for accruals, depreciation, prepaids and deferrals
- Disposal of fixed assets and systematic depreciation, depletion, and amortization of long-term assets
- Analyze and record equity transactions for various forms of business ownership and record
- Generate interim and end-of-period financial statements, reports, and schedules
- Analyze financial statements through ratio and other measurement procedures
- Apply accounting concepts for sole proprietorships, partnerships, and corporations
- Determine interest and maturity value of long-term liabilities
- Calculate bond values and journal entries using the straight-line and/or effective-interest methods
- Record purchases and sales of merchandise under the gross and net methods

This event is sponsored by



(125) Payroll Accounting

Description & Eligibility

Process payroll data using manual payroll procedures. Contestants calculate earnings, complete payroll registers, update employee records, journalize payroll entries, and prepare payroll income tax forms. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.
- NOTE: Circular E, Employer's Tax Guide (Publication 15), is recommended as a resource. <https://www.irs.gov/publications/p15>

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes for orientation, no more than sixty (60) minutes for testing, and no more than ten (10) minutes for wrap-up.
- Entries vary by state.

Contest Competencies

- Apply generally accepted accounting principles (GAAP)
- Apply appropriate accounting principles to payroll and income taxation
- Complete new employee personnel forms
- Apply various methods used to determine gross earnings
- Explain the purpose of withholdings and other deductions
- Create and maintain employee earnings records
- Calculate hourly, overtime, piece rate, salaried, commission, and salary/commission earnings
- Calculate employer's payroll taxes as well as other employee benefits paid by the employer
- Prepare federal payroll reports
- Identify laws and regulations relating to payroll procedures
- Record in a journal and post transactions associated with payroll activities
- Create and maintain employee earnings records
- Generate payroll checks, prepare payroll tax deposits, and complete a payroll register
- Analyze IRS tax forms

Description & Eligibility

Focus on strategic decision-making related to cost analysis and cost management. Any postsecondary student contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes for orientation, no more than ninety (90) minutes for testing, and no more than ten (10) minutes for wrap-up.
- Entries vary by state.

Contest Competencies

- Differentiate between managerial and financial accounting
- Define materials, factory labor, and factory overhead costs
- Prepare entries for Job Order and Process Costing Systems
- Understand and apply lean manufacturing concepts
- Calculate product cost using activity-based costing
- Classify costs by behavior
- Calculate break-even and target profit
- Prepare a Variable Costing Income Statement
- Prepare an Absorption Costing Income Statement
- Describe and prepare the basic types of budgets
- Describe standard costing and variances
- Calculate price, labor, and overhead variances
- Describe responsibility accounting
- Use differential analysis to make decisions
- Determine selling price, total cost, and product cost using variable cost concepts
- Explain capital investment analysis
- Apply methods for allocating overhead

This event is sponsored by



(145) Banking and Finance

Description & Eligibility

Demonstrate and apply fundamental knowledge of the banking industry. This evaluates knowledge of bank operations, bank services, loans, credit administration, and customer service. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes for orientation, no more than sixty (60) minutes for testing, and no more than ten (10) minutes for wrap-up.
- Entries vary by state.

Contest Competencies

- Define the roles and purposes of the Federal Reserve
- Evaluate services provided by financial deposit institutions to transfer funds
- Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit.
- Analyze the functions of commercial paper, secured transactions, and bankruptcy
- Identify the primary functions of banks and other financial institutions
- Distinguish between banks and other financial institutions and the services provided by each.
- Identify basic rules and procedures for handling cash
- Describe the FDIC's role in the banking industry
- Describe procedures for electronic banking
- Define practices related to the use of checks and other negotiable instruments
- Perform the steps needed to open, maintain, and reconcile a checking account
- Describe types of loans and practices related to obtaining a loan
- Define and calculate interest
- Describe the advantages and disadvantages of different savings and investing plans
- Identify government regulations in banking
- Identify procedures for prevention of bank fraud and/or identity theft

This event is sponsored by



(150) Financial Analyst Team

Description & Eligibility

The team will use analytical and problem-solving skills to make recommendations regarding a business case study. Any postsecondary or secondary division contestant may enter this judged team event. At least one (1) contestant should have an accounting background. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Initial Case Study: GreenTech Innovations

GreenTech Innovations is a startup focused on developing sustainable energy solutions. The company has created a new type of solar panel that is more efficient and cost-effective than current market offerings. GreenTech has been operating for two years and has seen moderate success in local markets. They are now looking to expand their operations and increase their market share.

Below are the financial statements for the first two years of operations:

Green Tech Innovations Income Statement For the years ended December 31, 2024, and 2025		
	2024	2025
Revenues	\$600,000	\$750,000
Cost of Goods Sold	434,000	555,000
Gross Profit	\$166,000	\$195,000
Operating Expenses	58,000	65,000
Operating Income	\$108,000	\$130,000

Green Tech Innovations Income Statement For the years ended December 31, 2024, and 2025				
Assets				
Current Assets:	2024		2025	
Cash	15,000		35,000	
Accounts Receivable	92,500		138,000	
Inventory	115,600		155,000	
Prepaid Expenses	13,800		15,000	
Total Current Assets		236,900		343,000
Property Plant and Equipment:				
Land	85,000		85,000	
Building, net	450,000		440,000	
Equipment, net	400,000		350,000	
Total Property Plant and Equipment		935,000		875,000
Total Assets		\$1,171,900		\$1,218,000

Liabilities and Equity				
Current Liabilities				
Accounts Payable	65,000		81,000	
Accrued Liabilities	71,900		92,000	
Total Current Liabilities		136,900		173,000
Long Term Liabilities				
Notes Payable	150,000		125,000	
Mortgage Payable	225,000		200,000	
Total Long-Term Liabilities		375,000		325,000
Total Liabilities		511,900		498,000
Stockholders' Equity				
Common Stock	600,000		600,000	
Retained Earnings	60,000		120,000	
Total Equity		660,000		720,000
Total Liabilities and Equity		\$1,171,900		\$1,218,000

Tasks:

1. Financial Analysis
 - a) Calculate Liquidity Ratios
 - b) Calculate Debt Ratios
 - c) Calculate Profitability Ratios
 - d) Complete a Horizontal Analysis
 - e) Complete a Vertical Analysis
2. Based on this financial analysis, interpret how well the company operated in 2024 and 2025.

Team Must Supply

- One (1) copy of the Works Cited and BPA Release Form(s) for each round (prelims and finals)
- Published and/or unpublished non-electronic written reference materials
- Sharpened pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.
- Optional Items
 - Easel, posters, graphs, poster board and/or flipcharts and markers
 - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the team and must take place within the allotted time for orientation/warm-up.
- Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.
- Length of event: no more than three (3) minutes setup in presentation room, no more than ten (10) minutes presentation time, no more than ten (10) minutes of judges' questions.
 - No more than five (5) minutes proctor orientation for state and national levels
 - No more than thirty (30) minutes preparation time for state and national levels
- Finals may be required at state and national levels.
 - Teams will be presented with an additional element to the scenario that requires revision of their final presentation.
- Each state is allowed three (3) entries.

Contest Competencies

- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements for service, merchandising, and manufacturing businesses
- Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions
- Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit
- Communicate in a clear, courteous, concise, and professional manner
- Analyze comparative financial statements using ratio analysis
- Prepare and analyze budgets
- Perform short- and long-term forecasting
- Identify risks that affect business decisions
- Analyze and interpret financial data using common statistical procedures
- Enter and edit data using spreadsheet software
- Present findings in a formal presentation using supporting materials

Contest Specifications for this Event

- At state and national levels, teams will be given an additional element in addition to the original scenario to address during the presentation. This added element is specific to the level of competition and are not connected to or carried over from previous competition.
- Cell phones may *not* be used in the preparation room. No advisor contact will be allowed between the time of receiving the additional element and the delivery of the presentation.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestant(s) will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. (Refer to the BPA Graphic Standards in the *Style & Reference Manual*).
- Judges' comments will be returned digitally through the online judging system at the national level.

(150) Financial Analyst Team Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-9 points	Meets Expectations 10-15 points	Above Expectations 16-20 points	Points Awarded
*Inclusion of On-Site Information	Did not incorporate additional information or made minimal adjustments.	Made appropriate adjustments based on the additional information.	Fully integrated the additional information with insightful adjustments.	/20
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, presentation lasted no more than ten (10) minutes.			/10
Team Members	At least two original team members were present during the presentation.			/5
TOTAL PRESENTATION POINTS				/125

NOTE: This item will only be evaluated at state and national level competitions.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(155) Economic Research Individual

SECONDARY EVENT ONLY

Description & Eligibility

Contestants will conduct research on the topic and present findings in a research paper and an oral presentation. Any secondary division contestant may enter this judged event. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

How important is earning a college degree in 2026? As financial costs (tuition, room & board, interest rates) rise for post-secondary education, and considering the economic costs of attending a 4-year college or university, should qualifying students be encouraged to earn a bachelor's degree?

In your response, consider:

- The economic costs of earning a college degree
- Potential financial debt from earning a degree
- Employment opportunities for degreed and non-degreed candidates in the labor market
- Positive externalities of a college educated community
- Future earning potential for degree and non-degreed candidates
- Theory of creative destruction on career prospects for degreed and non-degreed candidates

Contestant Must Supply

- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestant within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.
- Length of event: no more than three (3) minutes setup time, no more than seven (7) minutes presentation time, and no more than five (5) minutes for judges' questions.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Naming Convention	National Deadline
Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPI-ContestantID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate knowledge and understanding of basic economic concepts by exploring and analyzing global and domestic economic issues
- Evaluate research and communicate findings both orally and in writing
- Explore basic economic concepts that affect the workplace
- Identify economic systems
- Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze economic issues

Contest Specifications for this Event

- Follow the Report format located in the *Style & Reference Manual*. (Note: no Title Page is required.) Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number - XXXXXXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.
- Document length is limited to seven double-spaced, single-sided, numbered pages with one-inch margins. The Works Cited page(s) is not included in this limit, but graphs, tables, and charts are. Judges will not read beyond the seven allowed pages.
- Each research paper must reflect the contestant's own research, writing, and original thinking.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadline. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026. **No changes can be made to the project after the date of submission.**
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for copyright and fair use. Participants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(155) Economic Research Individual

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> YES <input type="checkbox"/> NO
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> YES <input type="checkbox"/> NO
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted one (1) combined PDF file containing their Research Paper and Works Cited in the correct format according to the <i>Style & Reference Guide</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30	Points Awarded
Comprehension of Topic	Shows limited understanding, with inaccuracies and shallow explanations. Ideas are unclear and poorly connected.	Demonstrates clear understanding with accurate explanations and relevant examples, with logical connections.	Exhibits deep understanding, explaining complex ideas clearly with insightful examples and thorough coverage.	/30
Organization and Expansion of Ideas	The argument lacks structure, with weak transitions and underdeveloped ideas.	The argument is logical and coherent, with clear transitions and well-developed points.	The argument is well-organized, with smooth transitions and thoroughly expanded points, demonstrating clear reasoning.	/30
Introduction/Summary	The introduction and summary lack clarity, with underdeveloped arguments and insufficient evidence.	The introduction and summary present a logical argument, with appropriate evidence supporting conclusions.	The introduction and summary are compelling, with strong evidence and a concise, impactful summary.	/30
Creativity	The response lacks creativity, using generic ideas and limited resources.	The response is creative, offering an original perspective with diverse resources supporting the ideas.	The response is highly original and inventive, with well-integrated resources adding depth and creativity.	/30
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/30
TOTAL TECHNICAL POINTS				/160

(155) Economic Research Individual

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				☐ YES ☐ NO
Contestant followed Copyright and/or Fair Use Guidelines.				☐ YES ☐ NO
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	The presentation lacks coherence, and the speaker's structure is unclear. Transitions between points are awkward or missing, making it difficult to follow the overall flow.	The presentation has some structural gaps, and the speaker's organization is inconsistent. Transitions between points are present but choppy, affecting the clarity of the message.	The presentation flows logically, with a clear and well-integrated structure. The speaker transitions smoothly between points, enhancing the overall coherence and impact.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than seven (7) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

Description & Eligibility

The team will conduct research on the topic and present findings in a research paper and an oral presentation. Any secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Is market failure a valid justification for government intervention? Use at least two examples to support your answer. In your response, consider the following:

- Circular Flow of the Economy
- Costs/Benefits of Market Failure
- Externalities
- Market Competition & Incentives
- Property Rights
- Public Goods

Team Must Supply

- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestants within the allotted time.
- No Internet access will be provided on-site at NLC; however, contestant may provide their own access to be used only for their presentation to the judges.
- Only the team captain should complete the submission.
- Length of event: no more than three (3) minutes setup time, no more than seven (7) minutes presentation time, and no more than five (5) minutes of judges' questions.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Naming Convention	National Deadline
Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPT-TeamID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate knowledge and understanding of basic economic concepts by exploring and analyzing global and domestic economic issues
- Evaluate, research, and communicate findings, both orally and in writing
- Explore basic economic concepts that affect the workplace
- Identify economic systems
- Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze economic issues

Contest Specifications for this Event

- Follow the Report format located in the *Style & Reference Manual*. (Note: no Title Page is required.) Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number - XXXXXXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.

- Document length is limited to seven double-spaced, single-sided, numbered pages with one-inch margins. The Works Cited page(s) is not included in this limit, but graphs, tables, and charts are. Judges will not read beyond the seven allowed pages.
- Each research paper must reflect the team's own research, writing, and original thinking.
- Teams may use one laptop/notebook and projection equipment for the presentation. Contestant must provide their own equipment.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(160) Economic Research Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				☐ YES ☐ NO
Team followed Copyright and/or Fair Use Guidelines.				☐ YES ☐ NO
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing the Research Paper and Works Cited in the correct format according to the <i>Style & Reference Guide</i> and the BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Comprehension of Topic	Shows limited understanding, with inaccuracies and shallow explanations. Ideas are unclear and poorly connected.	Demonstrates clear understanding with accurate explanations and relevant examples, with logical connections.	Exhibits deep understanding, explaining complex ideas clearly with insightful examples and thorough coverage.	/30
Organization and Expansion of Ideas	The argument lacks structure, with weak transitions and underdeveloped ideas.	The argument is logical and coherent, with clear transitions and well-developed points.	The argument is well-organized, with smooth transitions and thoroughly expanded points, demonstrating clear reasoning.	/30
Introduction/Summary	The introduction and summary lack clarity, with underdeveloped arguments and insufficient evidence.	The introduction and summary present a logical argument, with appropriate evidence supporting conclusions.	The introduction and summary are compelling, with strong evidence and a concise, impactful summary.	/30
Creativity	The response lacks creativity, using generic ideas and limited resources.	The response is creative, offering an original perspective with diverse resources supporting the ideas.	The response is highly original and inventive, with well-integrated resources adding depth and creativity.	/30
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/30
TOTAL TECHNICAL POINTS				/160

(160) Economic Research Team

Presentation Scoring Rubric

Required Elements				
(If any questions below are checked NO, stop scoring and assign a TOTAL score of 0)				
Team followed the topic.				<input type="checkbox"/> YES <input type="checkbox"/> NO
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> YES <input type="checkbox"/> NO
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Meets Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than seven (7) minutes.			/10
Team Members	At least two original team members were present during the presentation.			/5
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

(165) Personal Financial Management

Description & Eligibility

Assess knowledge on financial topics of credit, savings, budgeting, investing, personal income tax, retirement planning, risk management, and insurance. Contestants will analyze financial scenarios to predict outcomes, advise on the use of financial instruments, and determine the proper financial planning. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Sharpened pencils, pens.
- Cordless calculator: Electronic *devices will* be monitored according to ACT standards. See NLC Calculator Guidelines. Contestant who violate this rule will be disqualified.

Competition Notes

- Method of evaluation: objective | application.
- Previous Business Professionals of America tests and/or sample tests or facsimiles (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than sixty (60) minutes testing time.
- Entries vary by state.

Contest Competencies

- Identify government agencies charged with regulating financial institutions and investments and explain their role
- Identify the terms, cost, and regulation of credit
- Calculate interest on loans using both simple and compound methods
- Explain concepts related to personal income tax
- Identify agencies that produce credit scores, and the factors used to determine the score
- Explain costs of bankruptcy
- Compare different types of retirement plans
- Analyze the need for retirement planning during different life phases
- Identify the four major types of insurances most people have during their lives
- List examples of events for which individuals will self-insure
- Determine factors that affect the cost of insurance and predict the effect of those factors
- Given different scenarios, calculate benefits received from an insurance policy
- Analyze advantages and disadvantages of different types of investments
- Calculate rates of return on different investments and speculate on the amount of risk each of the investments entails
- Identify differences in preferred and common stock and calculate dividends for each
- Explain and predict movement of stock prices
- Identify and compare different types and categories of mutual funds
- Identify and compare types of both corporate and government bonds
- Given a set interest rate, explain how markets will determine the rates of return for short-term and long-term bonds
- Explain diversification as it relates to investing
- Identify ways that identity thieves can obtain someone's personal information and list actions an individual can take to protect personal information

This event is sponsored by:



(190) Financial Math and Analysis Concepts (Open Event)

Description & Eligibility

Assess knowledge of math concepts. Contestants solve practical math problems related to work and consumer issues. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Sharpened pencils
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified.

Competition Notes

- Method of evaluation: objective.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Demonstrate knowledge of business and financial math concepts, and solve related problems
- Apply mathematical reasoning skills to consumer and business problems
- Read and interpret graphs and charts to solve problems
- Perform financial computations related to payroll, interest, and invoicing
- Analyze and solve practical consumer word problems related to spending concepts, banking, taxes, investments, financial planning, notes, and discounting
- Solve mark-up/mark-down problems, find selling price, and calculate gross profit
- Solve the time value of money problems
- Perform computations related to depreciation and inventories

This event is sponsored by:



BUSINESS ADMINISTRATION EVENTS

- 200 [Fundamental Word Processing](#)
- 205 [Intermediate Word Processing](#)
- 210 [Advanced Word Processing](#)
- 215 [Integrated Office Applications](#)
- 220 [Basic Office Systems and Procedures](#)
- 225 [Advanced Office Systems & Procedures](#)
- 230 [Fundamental Spreadsheet Applications](#)
- 235 [Advanced Spreadsheet Applications](#)
- 240 [Database Applications](#)
- 245 [Legal Office Procedures](#)
- 255 [Administrative Support Team](#)
- 260 [Administrative Support Research Project](#)
- 265 [Business Law & Ethics](#)
- 290 [Administrative Support Concepts \(Open\)](#)

(200) Fundamental Word Processing

Description & Eligibility

Evaluate entry-level skills in word processing and document production. Only postsecondary or secondary division contestants who have completed one year (or less) of word processing and are *not* enrolled in the second year may enter this application event. Contestants who have previously competed in Fundamental, Intermediate, or Advanced Word Processing cannot enter this event. Contestants may participate in only one of these events each year.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than sixty (60) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than ninety (90) minutes for certification tests
- At NLC, students will take the Word Processing (Precision Exams by YouScience) certification with their contest. Contestants passing this certification will have 50 points added to their event score. Reference materials are not allowed for certification testing. For more information, visit <https://certifications.youscience.com/exams/>.
- Entries vary by state.

Contest Competencies

- Apply beginning-level formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format letters, memos, tables, columns, and reports
- Revise, edit, and spell-check documents
- Use paragraph formatting, tab settings, and text enhancements (e.g., bold, italics, underline)
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, reference manual, dictionary)

This event is sponsored by



(205) Intermediate Word Processing

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Evaluate intermediate skills in word processing and document production. Any postsecondary or secondary division contestant may enter this application event. Contestants who have previously competed in Intermediate or Advanced Word Processing cannot enter this event. Contestants may participate in only one of these events each year.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than sixty (60) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than fifty (50) minutes for certification test
- At NLC, contestants will take MOS Word 365 Associate certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA Contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Entries vary by state.

Contest Competencies

- Apply intermediate-level word processing skills to produce business documents
- Apply company guidelines according to the *Style & Reference Manual*
- Demonstrate basic knowledge of word processing software functions, including formatting and entering text in columns
- Create and format tables
- Insert graphics and special characters in documents
- Use paragraph formatting, tab settings and text enhancements
- Proofread using edited copy
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

This event is sponsored by



(210) Advanced Word Processing

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Evaluate advanced-level skills in word processing and document production. Any postsecondary or secondary division contestants may enter this application event. Contestants may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing. This event may be repeated.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than fifty (50) minutes for certification test
- At NLC, contestants will take MOS Word 365 Expert certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA Contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Entries vary by state.

Contest Competencies

- Apply advanced-level word processing skills to produce business documents
- Demonstrate comprehensive knowledge of word processing software functions
- Apply company guidelines instead of default setting according to the *Style & Reference Manual*
- Format letters, memos, reports, agendas, itineraries, labels, minutes, news releases, outlines, speeches, table of contents, and works cited documents
- Proofread and correct documents using edited copy
- Create tables with mathematical computations
- Generate a mail merge using variable data
- Insert graphics and special characters in documents
- Format and enter text in columns
- Use of fields in documents
- Use of advanced headers and footers
- Enhance documents using features such as leader tabs, shading, lines, borders, and graphic tools
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

This event is sponsored by



(215) Integrated Office Applications

Certiport Parental Consent Form
REQUIRED

Description and Eligibility

Evaluate advanced-level skills in information technologies and the integration of software applications. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than fifty (50) minutes for certification test
- At NLC, contestants will take MOS PowerPoint 365 Associate certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA Contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of advanced word processing software functions
- Demonstrate proficiency in the integration of various software applications to produce business documents
- Apply advanced-level technical skills to manage information and produce business documents
- Use word processing software
- Use spreadsheet software
- Use database software
- Use presentation software
- Proofread and correct documents using edited copy

This event is sponsored by



(220) Basic Office Systems and Procedures

Description & Eligibility

Evaluate fundamental skills in office procedures, records/file management, and document production. Any postsecondary or secondary division contestant may enter this application event. Contestants who have previously competed in Basic or Advanced Office Systems & Procedures cannot enter this event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of office procedures, records and file management, and office technologies
- Apply technical skills to manage information and produce business documents
- Proofread using edited copy
- Prepare written telephone messages
- Monitor and respond to electronic mail
- Provide customer support and service
- Compose business correspondence
- Key various business documents
- Create and format tables
- Prepare and maintain inventory of equipment and supplies
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Receive, sort, and distribute incoming mail

(225) Advanced Office Systems and Procedures

Description & Eligibility

Evaluate advanced skills in office procedures, records and file management, and document production. Any postsecondary or secondary division contestant may enter this application event. This event may be repeated.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided for Contestants

- Computer and software

Competition Notes

- Method of evaluation: objective | application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Apply technical skills to manage information and produce business documents
- Identify functions of the office manager in coordinating administrative support staff
- Demonstrate knowledge of administrative procedures, records and file management, and office technologies
- Demonstrate ability to organize and prioritize
- Compose business correspondence
- Create advanced-level office documents that can include mail merge, tables, database items, and professional-quality PowerPoint presentations.
- Proofread using edited copy
- Schedule administrative support staff and organize workload distribution
- Prepare travel expense reports and coordinate travel for supervisors
- Plan meetings and events

(230) Fundamental Spreadsheet Applications

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Create and design spreadsheet applications that include variables, reports, and formats. Contestants enter and format data, enter and copy formulas, and print full documents or cell contents. Any postsecondary or secondary division contestant may enter this application event. Contestants may *not* enter Fundamental and Advanced Spreadsheet Applications in the same year. This event may *not* be repeated.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than fifty (50) minutes for certification test
- At NLC, contestants will take MOS Excel 365 Associate certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA Contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Entries vary by state.

Contest Competencies

- Create and format worksheets and workbooks
- Analyze, format, enter, and edit data in cells, worksheets, and workbooks
- Utilize cell references including Mixed, Absolute, and Relative, as well as references to other sheets in the same workbook
- Analyze, create, and modify charts from data
- Create formulas and functions appropriate for the task at hand
- Use styles and data validation
- Use outline for groups and subtotals
- Display formulas
- Modify print options

(235) Advanced Spreadsheet Applications

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards. Any postsecondary or secondary division contestant may enter this application event. Contestants may *not* enter Fundamental and Advanced Spreadsheet Applications in the same year.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than fifty (50) minutes for certification test
- At NLC, contestants will take MOS Excel 365 Expert Associate certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA Contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Entries vary by state.

Contest Competencies

- Import and export data
- Format, manage, and customize Excel workbooks
- Define and work with ranges
- Create and use macros
- Audit worksheets
- Summarize data
- Demonstrate an understanding of workgroup collaboration
- Utilize formula auditors
- Utilize advanced charting and formula creation
- Create advanced formulas and use advanced functions
- Create, modify, format, and configure tables
- Develop Pivot Tables to organize data

This event is sponsored by



(240) Database Applications

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Demonstrate database development skills to include object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than fifty (50) minutes for certification test
- At NLC, contestants will take MOS Access 2019 Expert certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA Contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Entries vary by state.

Contest Competencies

- Apply relational database concepts (joining tables for report information)
- Demonstrate knowledge and understanding of database management
- Utilize database management software
- Create and format databases including defining fields
- Demonstrate text and data manipulation
- Design a form for data entry
- Demonstrate the ability to import and export data in various formats
- Use formulas in fields to develop information from other fields
- Build and produce formatted reports that include group totals, report totals, and generated columns (data derived from other fields in the report)
- Analyze data in reports

This event is sponsored by



(245) Legal Office Procedures

Description & Eligibility

Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See *NLC Calculator Guidelines*. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (60) minutes testing time, and no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a legal environment
- Apply technical skills to produce a variety of office/legal documents
- Provide customer support and service
- Monitor and respond to electronic mail
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Use correct format in drafting client correspondence and legal documents, including affidavits, interrogatories, final judgement, and power of attorney
- Research and locate legal information and records
- Maintain client account records and prepare billing statements
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Maintain electronic files

(255) Administrative Support Team (Dedicated to the memory of Deborah Paul)

Description & Eligibility

The team will function as an office staff to manage information and produce a variety of business documents. Any postsecondary or secondary division contestant may enter this application team event. A team will consist of 2-4 contestants.

Team Must Supply

- Published and/or unpublished non-electronic written reference materials

Equipment/Supplies Provided

- Computer with software (one per contestant)
- Flash Drive (one per team, to be submitted with test materials after testing)

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- Each state is allowed three (3) entries.

Contest Competencies

- Apply technical skills to manage information and produce business documents
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate in all jobs the style standard set forth by the *Style & Reference Manual*
- Use word processing software to key and compose business correspondence
- Use database management software
- Use spreadsheet software
- Use presentation software
- Use desktop publishing software to create promotional materials
- Merge word processing, database, spreadsheet, and/or presentation files
- Plan meetings and events
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Establish work priorities and timelines

(260) Administrative Support Research Project

SECONDARY EVENT ONLY

Description & Eligibility

Contestants will conduct research on a topic and present findings in a research paper and an oral presentation. Any secondary division contestant may enter this judged event. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Research how generative artificial intelligence (AI) is currently being integrated into administrative support roles. Explore how generative AI impacts efficiency, job responsibilities, data management, and communication. Consider both the opportunities and ethical concerns related to generative AI adoption. Offer recommendations for how administrative professionals can adapt to and thrive in a workplace where generative AI tools are increasingly common.

Points to consider:

- Historical Context & Evolution
- Types of Generative AI Used in Administrative Roles
- Productivity and Efficiency Gains
- Challenges and Limitations
- Ethical and Privacy Considerations
- Skills for the Future Administrative Professional
- Global and Cultural Considerations
- Training, Certification, and Professional Development
- Workplace Impacts
- Future Outlook

Contestant Must Supply

- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestant in the allotted time.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- Length of event: no more than three (3) minutes for setup, no more than seven (7) minutes for the presentation, no more than five (5) minutes for judges' questions.
- Each state is allowed three (3) entries.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Naming Convention	National Deadline
Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ARPI-ContestantID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate knowledge and understanding of basic administrative support concepts by exploring and analyzing related issues
- Conduct research using various resources and methods
- Communicate research in a clear and concise manner both orally and in writing
- Analyze and discuss changes in the workplace
- Explore issues affecting the role of administrative support in the workplace
- Discuss findings and respond to questions
- Prepare a research paper using the report format found in the *Style & Reference Manual*
- Evaluate and make decisions based on research findings

Contest Specifications for this Event

- Follow the Report format in the *Style & Reference Manual* (no Title Page required). The header on the first page should include: Contestant ID Number (Sender's ID Number - XXXXXXXX), Edna Renick (Recipient's Name), Administrative Support Department (Recipient's Department), and Current Date.
- Document length is limited to seven double-spaced, single-sided, numbered pages with one-inch margins. The Works Cited page(s) is not included in this limit, but graphs, tables, and charts are. Judges will not read beyond the seven allowed pages.
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- The research paper must be keyed/word-processed.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for copyright and/or fair use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(260) Administrative Support Research Project

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted one (1) combined PDF file containing their Research Paper and Works Cited in the correct format according to the <i>Style & Reference Guide</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-10	Meets Expectations 11-20	Above Expectations 21-30	Points Awarded
Introduction & Summary	The introduction and summary lack clarity, with underdeveloped arguments and insufficient evidence.	The introduction and summary present a logical argument, with appropriate evidence supporting conclusions.	The introduction and summary are compelling, with strong evidence and a concise, impactful summary.	/30
Organization and Expansion of Ideas	The argument lacks structure, with weak transitions and underdeveloped ideas.	The argument is logical and coherent, with clear transitions and well-developed points.	The argument is well-organized, with smooth transitions and thoroughly expanded points, demonstrating clear reasoning.	/30
Comprehension of Topic	Shows limited understanding, with inaccuracies and shallow explanations. Ideas are unclear and poorly connected.	Demonstrates clear understanding with accurate explanations and relevant examples, with logical connections.	Exhibits deep understanding, explaining complex ideas clearly with insightful examples and thorough coverage.	/30
Creativity	The response lacks creativity, using generic ideas and limited resources.	The response is creative, offering an original perspective with diverse resources supporting the ideas.	The response is highly original and inventive, with well-integrated resources adding depth and creativity.	/30
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/30
TOTAL TECHNICAL POINTS				/160

(260) Administrative Support Research Project

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> N <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	The presentation lacks coherence, and the contestant's approach does not clearly convey a structured or purposeful flow.	The presentation has some gaps in organization, and the contestant's structure is occasionally unclear or inconsistent.	The presentation content flows adequately, and the contestant demonstrates a clear and well-integrated structure throughout.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than seven (7) minutes.			/10
TOTAL PRESENTATIONS POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

(265) Business Law and Ethics

Description & Eligibility

Assess knowledge and skills in the areas of ethics, law, business law, and personal law. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Competition Notes

- Method of evaluation: objective.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than sixty (60) minutes testing time, no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a legal environment
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Deal effectively with a diverse workforce
- Understand yourself and the implications of interactions with others
- Demonstrates sound judgment to meet or exceed workplace guidelines, standards, and expectations in a business setting

(290) Administrative Support Concepts (Open Event)

Description & Eligibility

Evaluate knowledge of basic administrative support concepts.

Contestant Must Supply

- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Competition Notes

- Method of evaluation: objective.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Demonstrate knowledge of general office procedures
- Apply skills in proofreading and editing business documents for grammar and format
- Perform math calculations including budgeting, expenses, simple interest, payroll deductions, petty cash, etc.
- Apply knowledge of customer service skills
- Prepare telephone messages
- Demonstrate knowledge of correct business spelling
- Demonstrate knowledge of ARMA filing
- Analyze spreadsheet data
- Identify letter parts

MANAGEMENT INFORMATION SYSTEMS

- 300 [Computer Network Technology](#)
- 305 [Device Configuration and Troubleshooting](#)
- 310 [Server Administration Using Microsoft®](#)
- 315 [Network Administration Using Cisco®](#)
- 320 [Computer Security](#)
- 325 [Network Design Team](#)
- 330 [C# Programming](#)
- 335 [C++ Programming](#)
- 340 [Java Programming](#)
- 345 [SQL Database Fundamentals](#)
- 350 [Linux Operating Systems Fundamentals](#)
- 355 [Python Programming](#)
- 390 [Computer Programming Concepts \(Open\)](#)
- 391 [Information Technology Concepts \(Open\)](#)

(300) Computer Network Technology

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist Networking certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- The top 10 contestants at Nationals will advance to a final round that includes a hands-on component. Scores from the preliminary round and the objective test will not carry over to the finals. Reference materials may be used during the application portion of the final round.
- Length of event
 - **Preliminaries** - No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test
 - **Finals** - No more than sixty (60) minutes for hands-on tasks
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of OSI and TCP/IP subnetting and routing
- Demonstrate knowledge of IPv4, IPv6
- Demonstrate knowledge of network adapters, network cabling, switches and routers, proxies, and firewalls
- Demonstrate knowledge of network connectivity, troubleshooting, protocols, and administrative utilities
- Demonstrate knowledge of DNS
- Demonstrate knowledge of Cloud and Virtualization
- Demonstrate knowledge of WINS, DHCP
- Demonstrate knowledge of remote access protocols
- Demonstrate knowledge of network operating systems and clients
- Demonstrate knowledge of directory services
- Demonstrate knowledge of home wireless technologies

This event is sponsored by:



(305) Device Configuration and Troubleshooting

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Demonstrate knowledge of device configuration, maintenance, and management as an IT technician. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials, this includes hands-on tasks.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist Device Configuration and Management certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com.
 - Reference materials are not allowed for certification testing.
- The top 10 contestants at Nationals will advance to a final round that includes a hands-on component. Scores from the preliminary round and the objective test will not carry over to the finals. Reference materials may be used during the application portion of the final round.
- Length of event
 - **Preliminaries** - No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test
 - **Finals** - No more than sixty (60) minutes for hands-on tasks
- Entries vary by state.

Contest Competencies

- Identify PC components
- Add and remove components
- Demonstrate knowledge of system resources
- Utilize peripheral ports
- Demonstrate knowledge of IDE, SATA, and SCSI devices
- Utilize peripheral devices
- Troubleshoot problems and perform preventative maintenance
- Demonstrate knowledge of Windows® and Linux installations, functions, and upgrades
- Demonstrate booting procedures
- Configuring device drivers
- Replace system components
- Describe cloud services
- Describe firewall settings
- Manage user account

This event is sponsored by:



(310) Server Administration Using Microsoft®

Description & Eligibility

Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials, this includes hands-on tasks.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- The top 10 contestants at Nationals will advance to a final round that includes a hands-on component. Scores from the preliminary round and the objective test will not carry over to the finals. Reference materials may be used during the application portion of the final round.
- Length of event
 - **Preliminaries** - No more than sixty (60) minutes for objective test
 - **Finals** - No more than sixty (60) minutes for hands-on tasks
- Entries vary by state.

Contest Competencies

- Troubleshooting Windows® 10/11, Windows® Server 2019/2022 operating systems installation
- Monitor, manage, and troubleshoot access to files and folders
- Manage and troubleshoot access to shared folders
- Manage printers and print jobs
- Configure and manage file systems
- Monitor and optimize system performance and reliability
- Recover system state data and user data
- Configure and troubleshoot the desktop environment
- Encrypt data on a hard disk by using Encrypting File Systems (EFS)
- Monitor, configure, troubleshoot, and control access to websites
- Configure and troubleshoot hardware devices and drivers
- Configure and troubleshoot Windows® Network connections
- Configure, monitor, and troubleshoot remote access
- Configure inbound connections
- Implement, configure, manage, and troubleshoot auditing, local security policy, and policies in a Windows® environment

This event is sponsored by:



(315) Network Administration Using Cisco®

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Demonstrate knowledge of fundamental network management tasks in a Cisco® environment. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials, this includes hands-on tasks.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist Device Configuration and Management certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com.
 - Reference materials are not allowed for certification testing.
- The top 10 contestants at Nationals will advance to a final round that includes a hands-on component. Scores from the preliminary round and the objective test will not carry over to the finals. Reference materials may be used during the application portion of the final round.
- Length of event
 - **Preliminaries** - No more than sixty (60) minutes for objective test
 - **Finals** - No more than sixty (60) minutes for hands-on tasks
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of OSI and TCP/IP models, static and dynamic routing
- Demonstrate knowledge of network topologies and components
- Demonstrate knowledge of switch and router configuration
- Demonstrate knowledge of network management
- Demonstrate knowledge of NAT, ACLs for IPv4
- Demonstrate knowledge of LAN/WAN design, routing, switching, and security protocols
- Demonstrate knowledge of IPv6
- Demonstrate knowledge of VLANS
- Demonstrate knowledge of FHRP

This event is sponsored by:



(320) Computer Security

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Demonstrate knowledge of fundamental security management tasks in Windows® and Linux® networking environments. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer and software

Competition Notes

- Method of evaluation: objective.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist - Network Security certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com.
 - Reference materials are not allowed for certification testing.
- The top 10 contestants at Nationals will advance to a final round that includes a hands-on component. Scores from the preliminary round and the objective test will not carry over to the finals. Reference materials may be used during the application portion of the final round.
- Length of event
 - **Preliminaries** - No more than sixty (60) minutes for objective test
 - **Finals** - No more than sixty (60) minutes for hands-on tasks
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of security threats
- Explain infrastructure security
- Demonstrate knowledge of cryptography, encryption, access control, and authentication
- Demonstrate security tactics to prevent against external attack
- Demonstrate knowledge of operational and organization security
- Demonstrate hardening internal Windows and Linux systems and services
- Demonstrate knowledge of TCP/IP
- Demonstrate hardening Internet work devices and services
- Demonstrate knowledge of network defense fundamentals
- Create security policies
- Perform a risk analysis
- Demonstrate knowledge of biometrics
- Demonstrate knowledge of wireless security
- Demonstrate knowledge of Internet security issues
- Manage certificates
- Monitor security infrastructure

This event is sponsored by:



(325) Network Design Team

Description & Eligibility

Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the business needs of the scenario provided. Any postsecondary or secondary division contestant may enter this judged event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Voyager Virtual Reality Ventures, headquartered in Seattle, Washington, operates three pop-up VR arcade kiosks inside major shopping malls. Each kiosk features four high-performance VR pods, a spectator lounge with digital signage, and a small retail counter selling VR accessories. To date, each location has relied on disparate cellular hotspots and aging consumer-grade routers, resulting in inconsistent performance, high latency during peak hours, and unsecured guest networks.

As part of their growth strategy, Voyager plans to open three full-service VR Experience Centers in 2026—one in Austin, Texas; Raleigh, North Carolina; and Portland, Oregon. These new locations will be permanent retail spaces of approximately 3,500 square feet, with dedicated server rooms, wired and wireless network zones for VR pods, administrative offices, a streamer's booth for live E-Sports events, and a café area offering complimentary guest Wi-Fi.

Voyager Virtual Reality Ventures needs a proposal for the following:

- High-Throughput, Low-Latency Network Architecture: Design a network capable of supporting simultaneous VR streams (minimum 10 Gbps backbone) with quality-of-service (QoS) to prioritize VR traffic.
- Network Segmentation: Create VLANs to isolate VR pods, corporate offices, guest Wi-Fi, digital signage, and IoT sensors (environmental monitoring, motion tracking).
- Centralized Management and Monitoring: Propose a unified network management solution (e.g., SD-WAN controller or cloud-managed switches/APs) for all six sites, with real-time performance dashboards and automated alerting.
- Security and Remote Support: Incorporate firewalls, intrusion detection/prevention, VPN access for remote troubleshooting, and a plan for role-based access control.
- Scalability and Redundancy: Ensure the design can accommodate at least double the number of VR pods and add-on mobile “VR-on-wheels” kiosks; include redundant uplinks and failover strategies.
- IoT and Digital Signage Integration: Plan for PoE-powered environmental sensors in VR rooms and digital signage in the lounge and café areas, with secure segmentation.
- Cost Estimation and ROI Analysis: Provide a high-level bill of materials (switches, routers, APs, cabling, racks) and estimate both upfront and ongoing costs, balanced against projected revenue gains from improved uptime and customer satisfaction.

Teams should deliver a written proposal in Report Format, complete with network diagrams, equipment specifications, and Works Cited, formatted according to the *Style & Reference Manual*.

Team Must Supply

- Published and/or unpublished non-electronic written reference materials
- Laptop/notebook computer (**each** team contestant may have **one** laptop), portable printer, software, paper and supporting equipment (extension cords, etc.)
- Optional items
 - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
 - Each team member may have one laptop.

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the team and must take place within the allotted time for orientation/warm-up.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.

- Business Professionals of America assumes no responsibility for hardware/software provided by the Contestant.
- No equipment, supplies or materials other than those specified for the event will be allowed in the testing area.
- No previous Business Professionals of America tests (handwritten, photocopied, or keyed) may be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than three (3) minutes setup in presentation room, no more than ten (10) minutes presentation time, and no more than ten (10) minutes of judges' questions.
 - No more than thirty (30) minutes preparation time at state and national level only
 - Teams will be presented with an additional element to the scenario that requires revision of their final presentation.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Naming Convention	National Deadline
Written Proposal, Works Cited and BPA Release Form(s) in one combined PDF file.	NDT-TeamID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Apply technical skills in network design
- Evaluate and delegate responsibilities needed to perform required tasks
- Utilize problem solving techniques
- Demonstrate teamwork skills needed to function in a business setting
- Analyze existing and planned network and systems management
- Demonstrate knowledge of network cable topologies
- Diagram the completed network
- Analyze end-user work needs
- Plan for placement and management of resources
- Plan for decentralized resources or centralized resources
- Incorporate redundancy into the network
- Design a remote access solution
- Analyze network infrastructure, protocols, and hosts
- Estimate upgrade cost based on existing environment
- Incorporate future expansion into the network
- Demonstrate an ability to meet software requirements
- Demonstrate a knowledge of VPNs
- Identify the company's tolerance for risk
- Analyze technical support structure
- Design a routing strategy
- Develop multiple recommendations to scenarios
- Produce business reports

Contest Specifications for this Event

- The written proposal must follow the report format located in the *Style & Reference Manual*.
- At the state and national levels, teams will be given an additional element to the original scenario to address during the presentation. These added elements are specific to the level of competition and are not connected to or carried over from previous competitions.
- Cell phones may *not* be used in the preparation room.
- No advisor contact will be allowed between the time of receiving the additional element and the delivery of the presentation.
- Only team-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and State Conferences have specific deadlines prior to the National deadline. Please consult the regional or state conference administrator for regional or state deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time, on April 1, 2026.
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Teams will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. (Refer to the BPA Graphic Standards in the *Style & Reference Manual*).
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(325) Network Design Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing their Written Proposal, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Written Proposal	Below Expectations 0-6 points	Meets Expectations 7-13 points	Above Expectations 14-20 points	Points Awarded
Customer Profile	Incomplete or unclear; lacks relevance to topic.	Clear and relevant; basic customer needs identified.	Thorough and insightful; customer needs and context well-defined.	/20
Objectives	Vague or missing; lacks measurable goals.	Clear and measurable; aligned with topic.	Strategic and impactful; objectives show depth and foresight.	/20
Abstract of Implementation	Lacks clarity or detail; hard to follow.	Clear summary of implementation steps.	Exceptionally clear and well-structured; shows strong understanding.	/20
Explanation of Products/Services	Minimal or unclear explanation.	Adequate explanation with relevance to topic.	Detailed and compelling; clearly demonstrates value.	/20
Clarity of Message	Message is unclear or off-topic.	Message is clear, concise, and relevant	Message is compelling, creative, and perfectly aligned with topic.	/20
Short- and Long-Range Goals	Goals are missing or poorly defined	Goals are defined and realistic	Goals are strategic, ambitious, and well-supported.	/20
Financial Analysis	Missing or inaccurate; lacks justification.	Basic financials with reasonable justification.	Detailed, accurate, and insightful financial planning.	/20
Supporting Documentation	Missing or poorly organized.	Includes relevant and organized documentation.	Comprehensive, well-organized, and enhances understanding.	/20
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/20
Creativity	Below Expectations 0-6 Points	Meets Expectations 7-13 Points	Above Expectations 14-20 Points	Points Awarded
Innovation of Solution	Conventional or derivative ideas.	Some originality; meets basic expectations.	Highly innovative; fresh, unique, and creative approach.	/20

(325) Network Design Team
Technical Scoring Rubric (Con't)

Specific Technical Recommendations	Below Expectations 0-10 Points	Meets Expectations 11-30 Points	Above Expectations 31-50 Points	Points Awarded
Design & Deployment Specifications	Missing or vague specifications.	Includes basic design and deployment details.	Detailed and technically sound; exceeds expectations.	/50
Specific Technical Recommendations	Below Expectations 0-6 Points	Meets Expectations 7-13 Points	Above Expectations 14-20 Points	Points Awarded
Network Structure & Setup	Incomplete or unclear setup.	Basic structure and setup provided.	Robust and scalable setup; clearly supports requirements.	/20
Bandwidth Tiers & Services	Missing or not well-defined.	Identifies basic tiers and services.	Clearly defined tiers; tailored to customer needs.	/20
Scalability & Quality of Service	No mention of scalability or QoS.	Addresses scalability and reliability.	Strong emphasis on scalability, QoS, and future-proofing.	/20
Value-Added Services	Not identified or irrelevant.	Identifies basic enhancements.	Creative and strategic enhancements that differentiate solution.	/20
TOTAL TECHNICAL POINTS				/340

(325) Network Design Team Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectation 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(330) C# Programming

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Evaluate knowledge of working with C# syntax, programming logic, program development, system design concepts, databases, designers, and objects. This contest will be graded on the Windows operating system; therefore, Unix/Linux should *not* be used. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Computer or laptop/notebook (USB-Type A or adapter required); a full-size keyboard may be used (no printer is needed) and supporting equipment (extension cords, etc.)
- Contestant must use one of these IDEs: Visual Studio 2022, Visual Studio Code
- Only pre-written code that is hard copied is allowed.

Competition Notes

- Method of evaluation: application.
- Carry-in and setup of equipment must be done solely by the contestant and within the time allotted.
- Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.
- No equipment, supplies or materials other than those specified for the event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist - Software Development certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, no more than ten (10) minutes wrap-up.
 - No more than one hundred twenty (120) minutes for certification test.
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of object-oriented concepts and techniques
- Demonstrate understanding of general computer concepts and computer language
- Use structured design techniques, algorithms, and object-oriented concepts
- Understand and implement UML diagrams
- Create a program/GUI using variables, looping, controls, logical operations, calculations, classes, totals, file access, data structures, sorting, selection statements, and I/O operations

(335) C++ Programming

Description & Eligibility

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language. This contest can only be completed using the C++ programming language. This contest will be graded on the Windows operating system; therefore, Unix/Linux should *not* be used. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Computer or laptop/notebook (USB-Type A or adapter required); a full-size keyboard may be used (no printer is needed) and supporting equipment (extension cords, etc.)
- Contestant must use one of these IDEs: Visual Studio 2022, Visual Studio Code, DevC++ with Ming compiler, Code::Blocks
- Only pre-written code that is hard copied is allowed

Competition Notes

- Method of evaluation: application.
- Carry-in and setup of equipment must be done solely by the contestant within the time allotted.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.
- No equipment, supplies or materials other than those specified for the event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Demonstrate understanding of general programming concepts and C++ computer language
- Use programming skills for proper development of a C++ computer program
- Demonstrate knowledge of C++ computer language
- Implement program logic (algorithms, structured design)
- Use structural design techniques and object-oriented concepts
- Understand and implement UML diagrams
- Create a C++ program using calculations, totals, selection statements, logical operators, classes, sequential file access, I/O operations, loops, methods, arrays, and data structures (linked lists, structures, etc.)

(340) Java Programming

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language. This contest will be graded on the Windows operating system; therefore Unix/Linux should *not* be used. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Computer or laptop/notebook (USB-Type A or adapter required); a full-size keyboard may be used (no printer is needed) and supporting equipment (extension cords, etc.)
- Contestant must use one of these IDEs: IntelliJ, Eclipse, NetBeans, BlueJ
- Only pre-written code that is hard copied is allowed

Competition Notes

- Method of evaluation: application.
- Carry-in and setup of equipment must be done solely by the contestant within the time allotted.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.
- No equipment, supplies or materials other than those specified for the event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist - Java certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, no more than ten (10) minutes wrap-up.
 - No more than one hundred twenty (120) minutes for certification test.
- Entries vary by state.

Contest Competencies

- Demonstrate knowledge of Java computer language, concepts, and syntax
- Use structured design techniques and object-oriented concepts
- Apply programming concepts such as classes, operators, loops, control breaks, sequential file access, data structures, error handling, and I/O operations
- Understand and implement UML diagrams
- Demonstrate knowledge of error handling techniques

(345) SQL Database Fundamentals

Certiport Parental Consent Form
REQUIRED

Description & Eligibility

Demonstrate knowledge of fundamental database development and SQL scripting. Competencies addressed in this event will mandate the contestant use a high-end database product such as MS SQL Server®. The focus of this event is to acquire the necessary skills; however, topics addressed are transferable to any database product such as Oracle® or MySQL™. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Competition Notes

- Method of evaluation: objective.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist - Databases certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA Contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Length of event: no more than ten (10) minutes orientation, no more than sixty (60) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than one hundred twenty (120) minutes for certification test.
- Entries vary by state.

Contest Competencies

- Identify various types of databases
- Create and employ tables, rows, columns
- Understand roll of keys, constraints
- Understand and create indexes
- Define relational types and integrity
- Identify normal forms and normalize to 3NF
- Understand data types and when to use them
- Understand SQL Server® schemas
- Understand/use DDL commands such as CREATE, DROP, ALTER database
- Understand/use DML commands such as INSERT, SELECT, UPDATE, DELETE
- Select data from multiple tables using the WHERE clause
- Understand JOIN, UNION, INTERSECT
- Use aggregate and scalar functions
- Create and use views
- Use and understand transactions
- Understand how to back up databases
- Understand Stored Procedures

(350) Linux Operating System Fundamentals

Description & Eligibility

Demonstrate ability in hardware and system configuration, system operation and maintenance, security, scripting, troubleshooting and diagnostics within the Linux Operating System. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Competition Notes

- Method of evaluation: objective.
- Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.
- No equipment, supplies or materials other than those specified for the event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take TestOut Linux Pro certification as part of the event. Contestants passing this certification will have 50 points added to their event score. For more information on the exam, visit: <http://www.testout.com/certification/pro-exams/linux-pro>. Reference materials are not allowed for certification testing.
- The top 10 contestants at nationals will have a finals round with a hands-on component. Scores from the preliminary round and objective test do *not* advance with contestant to finals. Reference materials are allowed for the application portion.
- Length of event
 - **Preliminaries** - No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test.
 - **Finals** - No more than sixty (60) minutes for hands-on tasks.
- Entries vary by state.

Contest Competencies

- Using Linux command line utilities
- Configure and use Linux shell environments
- Manage Linux system startup/shutdown, system processes
- Use Linux package management
- Manage and storage devices in Linux formats
- Manage the Linux file system, configure networking and printing
- Manage users and groups in Linux
- Configure, monitor, and manage system access in Linux

This event is sponsored by:



(355) Python Programming

Description and Eligibility

Evaluate knowledge of working with structured (procedural), object-oriented, and functional programming using the Python programming language. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials
- Computer or laptop/notebook (USB-Type A or adapter required); a full-size keyboard may be used (no printer is needed) and supporting equipment (extension cords, etc.)
- Contestant must use one of these IDEs: IDLE, Visual Studio, Visual Studio Code, PyCharm
- Only pre-written code that is hard copied is allowed.

Competition Notes

- Method of evaluation: application.
- Carry-in and setup of equipment must be done solely by the contestant within the time allotted.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- Business Professionals of America assume no responsibility for hardware/software provided by the contestant.
- No equipment, supplies or materials other than those specified for the event will be allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take IT Specialist - Python certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than one hundred twenty (120) minutes for certification test.
- Entries vary by state.

Contest Competencies

- Demonstrate understanding of general programming concepts and Python computer language
- Use programming skills for proper development of a Python computer program
- Demonstrate knowledge of Python computer language
- Implement program logic (algorithms, structured design)
- Use structural design techniques and object-oriented concepts
- Create a Python program using calculations, totals, selection, logical operators, classes, sequential file access, I/O operations, loops, methods, arrays, and data structures (linked lists, structures, etc.)

(390) Computer Programming Concepts (Open Event)

Description & Eligibility

Demonstrate general knowledge of the computer programming. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Competition Notes

- Method of evaluation: objective.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Demonstrate understanding of general programming concepts
- Demonstrate knowledge of computer languages
- Demonstrate knowledge of program logic (algorithms, structured design)
- Demonstrate knowledge of structural design techniques and object-oriented concepts
- Demonstrate knowledge of selection statements, logical operators, classes, sequential file access, I/O operations, data structures, and loops
- Demonstrate knowledge of the software development process
- Demonstrate knowledge of software design tools (UML, flowcharts, pseudo code)
- Demonstrate knowledge of structured query language
- Demonstrate knowledge of strings and arrays

(391) Information Technology Concepts (Open Event)

Description & Eligibility

Demonstrate general knowledge of the information technology industry. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Competition Notes

- Method of evaluation: objective.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Demonstrate knowledge of information technology concepts
- Demonstrate knowledge of programming language evolution
- Apply skills in programming language evolution
- Identify hardware and software basics
- Demonstrate understanding of graphics concepts
- Identify components and concepts related to printers
- Demonstrate understanding of operating systems
- Demonstrate understanding of security, law, and ethics
- Describe ergonomics and environmental concerns
- Demonstrate basic understanding of network concepts

DIGITAL COMMUNICATION AND DESIGN EVENTS

- 400 [Fundamental Desktop Publishing](#)
- 405 [Advanced Desktop Publishing](#)
- 410 [Graphic Design Promotion](#)
- 415 [Fundamentals of Web Design](#)
- 420 [Digital Media Production](#)
- 425 [Computer Modeling](#)
- 430 [Video Production Team](#)
- 435 [Website Design Team](#)
- 440 [Computer Animation Team](#)
- 445 [Broadcast News Production Team](#)
- 450 [Podcast Production Team](#)
- 455 [User Experience Design Team](#)
- 460 [Visual Design Team](#)
- 490 [Digital Communication and Design \(Open\)](#)

(400) Fundamental Desktop Publishing

Description & Eligibility

Utilize knowledge and skills in desktop publishing software to create a variety of business documents. Any postsecondary or secondary division contestant may enter this application event. Contestants may not enter Fundamental Desktop Publishing and Advanced Desktop Publishing in the same year. This event may *not* be repeated.

Contestant May Supply

- Published and/or unpublished non-electronic, written reference materials.
- Optional - Mac computer. Contestant must also bring software and extension cords. Carry-in and set-up of equipment must be done solely by the contestant within the time allotted. Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

Equipment/Supplies Provided

- Computer and software
- Graphic files

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- No equipment, supplies or materials other than those specified for an event are allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Contestants can use software templates, but creativity points may be reduced.
- Length of the event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- At NLC, students will take the Desktop Publishing I (YouScience) certification with their contest. Reference materials are not allowed for certification testing.
- Entries may vary by state.

Contest Competencies

- Demonstrate proficiency in using desktop publishing software to create a variety of publications
- Apply principles of design and rules for proper layout in developing business publications
- Create and edit documents using desktop publishing applications
- Use principles of design, layout, and typography in the presentation of text
- Create multipage and multicolumn documents
- Create a desktop publication which may include graphics in the form of illustrations, clipart, boxes, shading, and lines
- Create a variety of materials including logos, marketing/promotional items, swag and business documents

This event is sponsored by:



(405) Advanced Desktop Publishing

Description & Eligibility

Utilize knowledge and skills in Adobe Illustrator®, Adobe Photoshop®, or Adobe InDesign®, software to create a variety of business documents. Any postsecondary or secondary contestant may enter this application event.

Contestant May Supply

- Published and/or unpublished non-electronic written reference materials
- Optional - Mac computer. Contestant must also bring software and extension cords. Carry-in and set-up of equipment must be done solely by the contestant within the time allotted. Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

Equipment/Supplies Provided

- Computer and software
- Graphic files

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- No equipment, supplies or materials other than those specified for an event are allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Contestants can use software templates, but creativity points may be reduced.
- Length of the event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- At NLC, students will take the Desktop Publishing II (YouScience) certification with their contest. Reference materials are not allowed for certification testing.
- Entries may vary by state.

Contest Competencies

- Demonstrate expertise in using desktop publishing software to create a variety of business publications for web, print, and mobile devices
- Apply principles of design and rules for proper layout in developing business publications for multiple screens and printing situations
- Create and edit documents using Adobe Illustrator®, Adobe Photoshop®, and/or Adobe InDesign®
- Demonstrate color management
- Use principles of design, layout, and typography in presentation of text
- Demonstrate an in-depth knowledge of typography such as leading, kerning, tracking, and appropriate font choice
- Create multipage and multicolumn documents
- Create a desktop publication that includes graphics in the form of illustrations, shapes, and layers
- Create a wide range of documents including logos, marketing (promotional) materials/swag, social media, business and website documents.

This event is sponsored by:



(410) Graphic Design Promotion

Description & Eligibility

Develop and illustrate a theme in various promotional materials. Any postsecondary or secondary contestant may enter this judged event. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

BPA 60th Anniversary Celebration Branding: Business Professionals of America is celebrating its **60th Anniversary** next year, and your task is to help brand this milestone celebration! You will need to design a cohesive set of graphics to commemorate this event, honoring BPA's legacy while looking toward its future.

Task: Create the following

- 60th Anniversary Logo design (must include "60 Years" or "60th Anniversary" and a tagline like "Honoring the Past" or "Empowering the Future")
- Windbreaker for the 60th Anniversary (front & back design)
- Stress Ball (unique design & shape)

Contestant Must Supply

- Optional - Design printouts
- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.).

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestant within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- Length of event: no more than three (3) minutes for setup, no more than six (6) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
The following items have been saved as PDFs and bundled together in a single ZIP file. <ol style="list-style-type: none">1. 60th Anniversary Logo2. Windbreaker for the 60th Anniversary (front & back design)3. Stress Ball (unique design & shape)4. Works Cited5. BPA Release Form	GDP-ContestantID.zip	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate knowledge of graphic design and rules for layout
- Demonstrate effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate the ability to develop and present ideas to prospective customers
- Use principles of design, layout, and typography in graphic design
- Generate appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image

Contest Specifications for this Event

- All graphics must be computer-generated.
- Only contestant-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration.
- It is recommended designs be at least 300 dpi.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(410) Graphic Design Promotion

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
The following items have been saved as PDFs and bundled together in a single ZIP file.				/10
<ol style="list-style-type: none"> 1. 60th Anniversary Logo 2. Windbreaker for the 60th Anniversary (front & back design) 3. Stress Ball (unique design & shape) 4. Works Cited 5. BPA Release Form 				
Evaluation Criteria	Below Expectations 1-6 points	Meets Expectations 7-14 points	Above Expectations 14-20 points	Points Awarded
Logo	Basic, unoriginal approach.	Shows creative thought and effective presentation.	Distinctive, imaginative design that stands out.	/20
Creativity & Originality				
Visual Appeal	Disorganized or visually weak.	Cohesive and attractive design.	Visually striking and strongly aligned with brand identity.	/20
Functionality & Versatility	Design doesn't scale or fit across formats.	Design scales across multiple formats with minimal scaling or pixelation.	Design seamlessly scales and maintains quality in all formats.	/20
Windbreaker	Basic, unoriginal approach.	Shows creative thought and effective presentation.	Distinctive, imaginative design that stands out.	/20
Creativity & Originality				
Visual Appeal	Disorganized or visually weak.	Cohesive and attractive design.	Visually striking and strongly aligned with brand identity.	/20
Functionality & Versatility	Design doesn't scale or fit across formats.	Design scales across multiple formats with minimal scaling or pixelation.	Design seamlessly scales and maintains quality in all formats.	/20
Stress Ball	Basic, unoriginal approach.	Shows creative thought and effective presentation.	Distinctive, imaginative design that stands out.	/20
Creativity & Originality				
Visual Appeal	Disorganized or visually weak.	Cohesive and attractive design.	Visually striking and strongly aligned with brand identity.	/20
Functionality & Versatility	Design doesn't scale or fit across formats.	Design scales across multiple formats with minimal scaling or pixelation.	Design seamlessly scales and maintains quality in all formats.	/20
Complementary Designs	Products lack cohesion or are too similar; minimal differentiation.	Products show some variation and complement each other with minor inconsistencies.	Products are clearly distinct yet cohesive; each adds unique value to the whole.	/20

(410) Graphic Design Promotion

Technical Scoring Rubric (Con't)

Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Design Elements/Focal Point	Center of interest is unclear or missing in most products.	Center of interest is present in most products but may lack emphasis.	Center of interest is clearly defined and effectively emphasized in all products.	/30
Balance, Unity, And Harmony	Designs lack visual balance or unity; elements feel disconnected.	Designs show some balance and unity with minor inconsistencies.	Designs are visually balanced, unified, and harmonious throughout.	/30
Design Layout	Design elements are poorly placed; little use of rule of thirds or emphasis.	Design elements are generally well-placed with some use of design principles.	Design elements are strategically placed using rule of thirds and strong emphasis.	/30
TOTAL TECHNICAL POINTS				/300

(410) Graphic Design Promotion

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	The presentation lacks coherence, and the contestant's approach does not clearly convey a structured or purposeful flow.	The presentation has some gaps in organization, and the contestant's structure is occasionally unclear or inconsistent.	The presentation content flows adequately, and the contestant demonstrates a clear and well-integrated structure throughout.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than six (6) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT SIX (6) MINUTES

(415) Fundamentals of Web Design

Certiport Parental Consent Form
Required

Description & Eligibility

Demonstrate knowledge of fundamental web design coding and syntax to include CSS. Any postsecondary or secondary contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Sharpened pencils, pens.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Equipment/Supplies Provided

- Computer with browser, **Notepad** only. (Contestants may not use Notepad++)

Competition Notes

- Method of evaluation: objective | application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- No equipment, supplies or materials other than those specified for an event are allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- At NLC, contestants will take the MTA Introduction to Programming Using HTML and CSS certification as part of the event. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Length of event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
 - No more than one hundred twenty (120) minutes for certification test
- Entries will vary by state.

Contest Competencies

- Demonstrate knowledge of tags
- Demonstrate knowledge of format and font (CSS)
- Demonstrate knowledge of HTML and CSS
- Demonstrate knowledge of W3C Accessibility Standards
- Demonstrate knowledge of Cross Browser Capability
- Demonstrate knowledge of tables and table attributes
- Demonstrate knowledge of image tags and image attributes
- Demonstrate knowledge of hyperlinks and hyperlink attributes

(420) Digital Media Production

Description & Eligibility

Create a one to two (1:00-2:00) minute digital media production based on the provided topic. Any postsecondary or secondary contestant may enter this judged event. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Create a 1-2 minute video that introduces high school students to exciting and fast-growing careers in the digital age. The video should be informative, visually engaging, and include a clear call to action for students interested in pursuing these paths.

Key Points to Consider (but not limited):

1. What career are you spotlighting, and why is it exciting or important today?
2. What makes this career a good fit for students like you?
3. How can students start exploring this career right now?
4. What message do you want to leave your audience with?

Contestant Must Supply

- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestant within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
Clickable URL to Project Files, Works Cited, and BPA Release Form(s) in one combined PDF file.	DMP-ContestantID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate an understanding of developing a project for a target audience
- Demonstrate utilization of various software applications
- Demonstrate knowledge of digital media
- Demonstrate knowledge of graphic design including color, animation, audio, and video

Contest Specifications for this Event

- Develop a visual communication tool utilizing various software applications.
- Usage of transitions and continuity must exist in the production.
- A consistent theme and slogan must be developed and used throughout the production.
- All graphics must be computer generated.
- Contestant may utilize audio, text, video, graphics and animation.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

420 Digital Media Production

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted one (1) combined PDF file containing clickable URL to Project, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Video Clarity	The video is blurry or grainy, with poor focus or unstable resolution that detracts from clarity.	The video is adequately sharp and consistently focused, allowing viewers to see content clearly without visual distractions.	The video exhibits outstanding clarity, sharpness, and precise focus throughout—enhancing visual engagement and presenting content with professional-level quality.	/30
Framing and Composition	Framing appears unbalanced or distracting, and composition fails to support the visual message, reducing overall clarity and appeal.	Framing and composition are generally well-executed, contributing to the message and maintaining visual interest without distraction.	Thoughtful and intentional framing enhances the message with strong visual impact; composition is balanced and aesthetically engaging throughout.	/30
Audio Quality	Audio is unclear, uneven in volume, contains distracting background noise or distortion that hinders comprehension.	Audio is consistently clear and well-balanced, with minimal or no background noise or distortion; it supports effective communication.	Audio quality is professional-grade—exceptionally clear, balanced, and crisp, with no detectable distractions; elevates the listening experience and enhances engagement.	/30
Voice Clarity	Dialogue or voice-over is difficult to hear or understand due to muffled sound, low volume, or competing background noise.	Dialogue or voice-over is audible and generally clear, with appropriate volume and minimal distractions—easy to follow and understand.	Dialogue or voice-over is crystal clear, well-paced, and delivered with ideal volume and tone; enhances comprehension and reinforces the message with professional polish.	/30
Editing Techniques	Editing techniques are inconsistent, abrupt, or distracting. Transitions may feel jarring or poorly timed, disrupting the video’s flow and engagement.	Cuts, fades, and transitions are generally smooth and appropriately placed. Editing supports a coherent flow without interfering with the message.	Editing is polished and purposeful, with creative cuts and transitions that enhance the story, rhythm, and viewer experience.	/30

420 Digital Media Production
Technical Scoring Rubric (Con't)

Transitions	Transitions feel rushed, delayed, or poorly placed, creating confusion and interrupting the video's flow or message.	Transitions are timely and generally well-integrated, supporting the video's pacing and overall coherence.	Transitions are well-timed and thoughtfully placed, enhancing storytelling and creating a smooth, unified visual flow.	/30
Graphics and Text	Graphics (e.g., text overlays or subtitles) are difficult to read, poorly placed, or visually distracting. They do not support or align with the video's message.	Graphics are clear, appropriately sized, and positioned to support the content. Visual style complements the video without overwhelming it.	Graphics are well-designed and strategically used—clear, integrated text enhances understanding and elevates the viewer's experience, with every element supporting the message.	/30
Lighting	Lighting is uneven, harsh, too dim, or inappropriate for the subject matter—resulting in poor visibility or distracting shadows that detract from the content.	Lighting is generally well-balanced and suitable for the subject, ensuring the scene is clearly visible and visually consistent throughout.	Lighting is expertly balanced and purposefully enhances the subject. It adds depth, clarity, and mood that elevate the video's quality and viewer engagement.	/30
Content	The content lacks a clear focus or does not effectively promote the subject matter. The message may come across as vague, generic, or unengaging.	The content presents the subject matter in a generally appealing way, with a clear message that encourages interest.	The content delivers a strong and engaging message, using creativity and emotional appeal to effectively appeal to the audience.	/30
Evaluation Criteria	Below Expectations 0-7 points	Meets Expectations 7-13 points	Above Expectations 14-20 points	Points Awarded
Time Management	The video does not fit the parameter of the one to two minute limit.	The video is within the one to two minute parameter and uses time appropriately.	The video makes strategic use of its full time—content is well-structured, purposeful, and engaging.	/20
TOTAL TECHNICAL POINTS				/300

**(420) Digital Media Production
Presentation Scoring Rubric**

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				☐ Y ☐ N
Contestant followed the Copyright and/or Fair Use Guidelines.				☐ Y ☐ N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	The presentation lacks coherence, and the contestant's approach does not clearly convey a structured or purposeful flow.	The presentation has some gaps in organization, and the contestant's structure is occasionally unclear or inconsistent.	The presentation content flows adequately, and the contestant demonstrates a clear and well-integrated structure throughout.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(425) Computer Modeling

SECONDARY EVENT ONLY

Description & Eligibility

Research, design, prototype, and create a final model or scene based on the provided topic. Any secondary division contestant may enter this judged event. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Create a mythical creature for a Fantasy RPG Game. A fantasy role-playing game studio is developing a new game that needs a unique mythical creature design. Your task is to create a 3D model of an original creature, complete with special features, textures, and accessories that hint at its powers or origins.

Contestant Must Supply

- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- Optional - Props

Competition Notes

- Method of evaluation: judged.
- Carry-in and setup of equipment must be done solely by the contestant and within the time allotted
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges
- Length of the event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
Clickable URL to project, Concept Art, One Page Profile, Works Cited and BPA Release Form(s) in one combined PDF file.	CM-ContestantID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Develop detailed profiles for characters, environments, or objects according to given specifications
- Showcase the progression of a model through stages of research, concept art, and prototyping
- Demonstrate skills in applying finishes, lighting, and texturing techniques to models
- Construct formal geometric designs using a variety of tools and methods
- Demonstrate artistic techniques that support a given scenario or prompt
- Show understanding of copyright laws related to 3D modeling
- Exhibit professional presentation skills
- Utilize research skills to build and present knowledge effectively
- Demonstrate an understanding of developing models for a specific audience

Contest Specifications for this Event

- Develop a one-page profile of the project's vision and rationale.
- Contestant will use digital tools (i.e., cameras, writing tablets etc.) for researching, planning, development and/or revision of content for a 3D model and/or scene.
- Final model and/or scene should include the application of color, textures, lighting, etc. Graphics should accurately depict and/or increase the dramatic or entertainment value of the provided scenario or prompt.
- Contestant may utilize hand drawings and sketches, computer drawings, text, graphics, illustration applications and 3D modeling applications. Hand drawings and sketches should be scanned to obtain a digital format.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(425) Computer Modeling

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted documentation as one (1) PDF file. 1. Clickable URL 2. Concept Art 3. Page Profile 4. Works Cited (formatted according to the <i>Style & Reference Manual</i>) 5. BPA Release Form(s)				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Character Profile	Profile lacks detail or is poorly organized. Description of the creature's appearance, abilities, and origins is incomplete or unclear.	Profile clearly describes the creature's appearance, powers, origins, and accessories. Minor details or depth may be lacking.	Profile is detailed, creative, and thoroughly describes the creature's appearance, abilities, origins, and accessories, enhancing the model's narrative.	/30
Concept Art & Planning	Concept art is missing, underdeveloped, or disconnected from the written profile and final model.	Concept art adequately reflects the ideas presented in the profile and supports the final model's design choices.	Concept art is well-developed, visually appealing, and clearly illustrates the creature's design and special features, effectively bridging concept to model.	/30
Model Detail	Model has poor topology with uneven edge flow, unnecessary polygons, or mesh artifacts that affect visual quality or functionality.	Model demonstrates clean, consistent geometry with appropriate polygon density and clean edge flow for the model's purpose.	Model exhibits exceptional topology with optimized, efficient, and clean geometry, suitable for animation or game use without mesh issues.	/30
Textures & Lighting	Little to no use of appropriate textures, materials, or lighting. Model appears flat or unrealistic.	Textures and lighting are used effectively to enhance appearance. Surfaces and lighting generally support the creature's design.	Textures, materials, lighting, and shading are expertly applied to create a polished, realistic, and visually striking final model.	/30
Character Special Features	Special features and accessories are missing or poorly integrated into the model.	Special features and accessories are present and generally well-designed, with clear purpose and relevance to the creature's powers or lore.	Special features and accessories are thoughtfully designed and seamlessly integrated, adding depth and storytelling value to the model.	/30
Advanced Techniques	Minimal use of advanced modeling or texturing techniques.	Appropriate application of one or more advanced techniques to enhance the model's quality and complexity.	Consistent, skillful use of multiple advanced techniques, greatly enhancing the realism, intricacy, and visual impact of the final product.	/30

(425) Computer Modeling
Technical Scoring Rubric (Con't)

Creativity & Execution	Model lacks creativity or originality. Heavily relies on generic or derivative designs.	Model is creative and mostly original, with thoughtful interpretation of the theme and profile.	Model is highly original, imaginative, and creatively interprets the profile and prompt, standing out as an engaging, one-of-a-kind creation.	/30
Character Model Appeal	Model does not adequately reflect the written profile, lacks creativity, or has weak visual appeal.	Model aligns with the written profile, fits the prompt, and is visually appealing.	Model is visually striking, highly creative, and fully realizes the creature described in the profile while exceeding prompt expectations.	/30
Clean Geometry	Model has poor topology with uneven edge flow, unnecessary polygons, or mesh artifacts that affect visual quality or functionality.	Model demonstrates clean, consistent geometry with appropriate polygon density and clean edge flow for the model's purpose.	Model exhibits exceptional topology with optimized, efficient, and clean geometry, suitable for animation or game use without mesh issues.	/30
Evaluation Criteria	Below Expectations 0-8 points	Meets Expectation 9-15 points	Above Expectations 16-20 points	Points Awarded
Writing Quality	Multiple typos, grammar, or punctuation errors detract from professionalism.	Minor errors are present but do not significantly impact professionalism.	The text is clean, polished, and free of grammar, spelling, and punctuation errors.	/20
TOTAL TECHNICAL POINTS				/300

(425) Computer Modeling
Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	The presentation lacks coherence, and the contestant's approach does not clearly convey a structured or purposeful flow.	The presentation has some gaps in organization, and the contestant's structure is occasionally unclear or inconsistent.	The presentation content flows adequately, and the contestant demonstrates a clear and well-integrated structure throughout.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(430) Video Production Team

Description & Eligibility

Create a three to five (3:00-5:00) minute video production, based on the provided topic. Any postsecondary or secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Career Exploration | Trade & Technical Careers: With growing demand in technical careers, your team has been tasked with creating a three to five (3:00-5:00) minute video that highlights career paths in the trades (like welding, HVAC, electrical, cosmetology, automotive tech, etc.). Include interviews with professionals, career facts, and benefits of pursuing these often-overlooked opportunities. Target audience could include parents, middle to high school students, and/or business and industry.

Contestants Must Supply

- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- Film equipment (computer, software, camera, etc.) for the National Leadership Conference
- Optional - Props

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestant within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- Only the team captain should complete the submission.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
Clickable URL to Project, Storyboard, Script, Works Cited and BPA Release Form(s) in one combined PDF file.	VPT-TeamID.pdf	April 1, 2025, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate an understanding of how to create content tailored to a specific audience.
- Apply knowledge of software, equipment, and skills related to video production
- Utilize video editing applications
- Develop a storyline using a storyboard and script to present a clear overall message
- Apply basic camera techniques, including various camera shots
- Demonstrate knowledge of lighting techniques
- Perform nonlinear editing techniques utilizing various editing tools
- Demonstrate knowledge of transitions and audio editing techniques
- Demonstrate proper use in placement of titles and visual effects

Contest Specifications for this Event

- Teams may utilize audio, text, video, graphics and animation. Use of transitions and continuity must exist in the production.
- Presentation should focus on the concept, development and production of the video.

- No presentation for the finals round at the National Leadership Conference. Scoring from the preliminary round will not be included in finals scoring. Video is judged on technical merit only.
 - Teams will have no more than four (4) hours to plan the storyline and complete all production phases including filming and exporting the video.
 - During this time, students may communicate with contestants of their team via telephone but may not communicate with others (including their advisor) concerning the production of their video. Teams will be disqualified for violating this rule.
 - After filming is complete, teams will return to the contest room to edit and complete all production and post-production elements in their video.
 - The video must be one (1) minute in length, rendered and exported into a MOV, MP4, AVI, MKV or MPG format and submitted using the provided flash drive. If video is not in the appropriate format, it may not be judged.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The team is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(430) Video Production Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted the correct information, in the correct format, as one (1) PDF file.				/10
1. Clickable URL to Video				
2. Script				
3. Storyboard				
4. Works Cited (formatted according to the <i>Style & Reference Manual</i>)				
5. BPA Release Form(s)				/10
Title Sequence				/10
Included more than one (1) camera angle				/10
Included one (1) voice over				/10
Included ending credits				/10
Production is free of typos				/10
At least 75% of the video footage by team members				/10
Final video promotion made effective use of time and was within video time limit of three to five (3:00-5:00) minutes.				/10
Evaluation Criteria	Below Expectations 0-8 points	Meets Expectations 9-17	Above Expectations 18-25 points	Points Awarded
Creativity & Originality	The video shows little creativity or original thinking. Ideas are common or copied, with no personal touch or unique style.	The video shows creative thinking and some original ideas. It includes your own voice and a few unique or thoughtful touches.	The video is very creative and original. Ideas are fresh, bold, and clearly show your unique voice and thinking.	/25
Topic Development	The topic is unclear or not fully explained. It's hard to tell what the main idea is. Important details are missing or don't fit well.	The topic is clear and mostly well explained. The main idea makes sense and is supported with good details.	The topic is clearly explained and well thought out. Details are strong, Interesting, and show deep understanding.	/25
Target Audience	The message is unclear or confusing and does not appeal to the target audience.	The message is mostly clear and easy to follow for the target audience.	The message is clear, strong, and keeps the target audience interested.	/25
Music & Tone	Music or sound doesn't match the mood. The tone feels off or confusing.	Music and tone mostly match the mood and message.	Music and tone clearly match the mood and message.	/25
Video Focus & Shot Quality	Video is shaky, blurry, or poorly framed. Hard to see or follow the content.	Video is mostly steady and clear. Shots are framed well enough to follow easily.	Video is very steady, clear, and well-framed. Shots enhance the viewer's focus.	/25

(430) Video Production Team
Technical Scoring Rubric (Con't)

Lighting Quality	Lighting is too dark, too bright or uneven.	Lighting is mostly clear and consistent. Subjects are visible and easy to see.	Lighting is clear, well-balanced, and enhances the look and feel of the video.	/25
Color Quality	Colors don't match the topic or mood. They may be distracting or poorly chosen.	Colors mostly fit the topic and help support the mood or message.	Colors are well-chosen and clearly support the topic, mood, and message.	/25
Audio Quality	Audio is uneven, unclear, or distracting. Sound effects or fades are missing or poorly used.	Audio is mostly clear and balanced. Some use of fades, effects, or foley adds to the video.	Audio is clear, smooth, and well-balanced. Fades, effects, and foley are used creatively and effectively.	/25
TOTAL TECHNICAL POINTS				/280

(430) Video Production Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(430) Video Production Team

Technical Scoring Rubric - FINAL (Nationals Only)

Items to Evaluate			Points Awarded	
Required Elements		Select One	Award All or None	
Included more than one camera angle		<input type="checkbox"/> Y <input type="checkbox"/> N	10 points /10	
Video is exactly 1-minute in length		<input type="checkbox"/> Y <input type="checkbox"/> N	10 points /10	
Final export met timed event deadline		<input type="checkbox"/> Y <input type="checkbox"/> N	50 points /50	
Exported in correct format		<input type="checkbox"/> Y <input type="checkbox"/> N	20 points /20	
TOTAL REQUIRED ELEMENTS			/90	
Evaluation Criteria	Below Expectations 0-6	Meets Expectations 7-13	Above Expectations 14-20	Points Awarded
Video Footage	Video includes off-site or reused footage.	All footage shot on-site.	Entire video shot on-site with creative approach.	/20
Storyline	Lacks cohesion or direction.	Clear and developed storyline.	Engaging, well-developed, and compelling storyline.	/20
Production Quality	Editing feels incomplete or unclear.	Production supports the message.	Production elevates the message and viewer experience.	/20
Target Audience	The message is unclear or confusing and does not appeal to the target audience.	The message is mostly clear and easy to follow for the target audience.	The message is clear, strong, and keeps the target audience interested.	/20
Focus/Steadiness/ Shot Quality	Footage is shaky or blurred.	Footage is generally steady and in focus.	Smooth, sharp shots that enhance professionalism.	/20
Lighting Quality	Poorly lit scenes impact visibility.	Lighting is adequate throughout.	Lighting enhances mood and scene clarity.	/20
Color Quality	Colors are dull or inconsistent.	Colors are generally accurate and balanced.	Vibrant and cohesive color grading throughout.	/20
Audio Quality	Audio is unclear or poorly balanced.	Clear audio with basic editing.	Excellent use of fades, ambient sound, and normalization.	/20
TOTAL TECHNICAL POINTS			/250	

(435) Website Design Team

Description & Eligibility

Create a website based on the provided topic. Any postsecondary or secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Your team is tasked with developing a website for a mental health awareness campaign. The website will serve as a hub for resources and support, helping to de-stigmatize mental health issues and provide tools for individuals to seek help.

Key features to include:

- Information about mental health disorders (e.g., anxiety, depression)
- Local and national helplines and resources
- Online counseling appointment scheduler
- Interactive support community (forums or chat rooms)
- Informational blog posts about mental health
- Testimonials from individuals who've overcome mental health challenges

Contestants Must Supply

- Device loaded with website for presentation
- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- Optional - Props

Competition notes

- Method of evaluation: judged
- Carry-in and set-up of equipment must be done solely by the team within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- Only the team captain should complete the submission.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
Clickable URL to Project (including any necessary login credentials), Works Cited and BPA Release Form(s) in one combined PDF file.	WDT-TeamID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate an understanding of how to create content tailored to a specific audience.
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate knowledge of navigational scheme, content, graphics, layout and more
- Demonstrate awareness of accessibility concerns (ADA for example)
- Demonstrate responsive design (including browser capabilities, devices, etc.)
- Provide easy access to multiple major search sites
- Utilize graphics and multimedia
- Demonstrate skill sets in building site content
- Utilize standards-based web languages
- Demonstrate and apply web scripting skills

- Demonstrate the ability to conform to copyright laws
- Demonstrate knowledge of page layout

Contest Specifications for this Event

- Attention must be given to cross-browser capabilities and monitor capabilities. Teams are permitted to use any web development technology or CMS for the website. Examples of these include Microsoft Visual Studio®, Adobe Dreamweaver®, jQuery®, WordPress®, Joomla!®, Drupal®, Wix®, Weebly®, or any templates. Use of original code may be scored higher.
- Team contestants must identify their roles in the website's development and be prepared to address questions about those roles (i.e. page layout, navigational scheme, graphics, media, coding, compatibility, and content)
- The website must be available on April 1, 2026. If the ISP is unavailable, the advisor will be contacted and given a reasonable amount of time to solve the problem.
- Previously submitted websites used in BPA competition may not be submitted.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The team is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(435) Website Design Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted clickable Project URL (with login credentials if needed), Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-20 points	Meets Expectations 21-40 points	Above Expectations 41-60 points	Points Awarded
Page Layout	Visual organization is confusing; colors and fonts detract from readability; inconsistent page formats.	Visual organization is understandable; colors and fonts are appropriate and mostly consistent; minor format inconsistencies.	Visual organization is clear and intuitive; colors and fonts are highly aesthetic and enhance readability; consistent format is maintained across all pages.	/60
Graphic Media Use	Graphics do not support the topic; little or no creativity; over-reliance on generic stock images.	Graphics support the topic; some creativity evident; mix of original and stock graphics.	Graphics strongly enhance the topic; highly creative and original design using templates, code, or both.	/60
Content	Content is incomplete, inaccurate, or poorly portrays mental health; the website does not clearly support goals.	Adequately developed content; accurately portrays mental health topic; website supports campaign goals.	Well-developed, comprehensive information portraying mental health effectively; website strongly supports campaign goals.	/60
Technical	Frequent browser issues, disorganized or invalid source code, little to no use of innovative technologies, and many grammar or spelling errors.	Website works on most browsers; source code is generally organized and valid; some use of innovative technologies; minor grammar or spelling errors.	Website works seamlessly across browsers; source code is clean, organized, and validated; innovative technologies (e.g., SASS, Python, JavaScript) are effectively used; grammar and spelling are flawless.	/60
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-35 points	Above Expectations 36-50 points	Points Awarded
Navigational Theme	Many broken or missing links; inconsistent link formatting; navigation path unclear or illogical.	Most links present and working; formatting mostly consistent; navigation path is mostly clear and logical.	All links present, fully functional, consistently formatted; navigation path is clear, logical, and easy to follow.	/50
TOTAL TECHNICAL POINTS				/300

(435) Website Design Team
Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, use limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(440) Computer Animation Team

SECONDARY EVENT ONLY

Description & Eligibility

Create a 3D computer animation, *not* to exceed two (2:00) minutes, based on the provided topic. Any secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Your task is to develop a two (2:00) minute animated game promo that introduces a new game called *Escape the Jungle*. In the promo, your team will need to show off the game's setting, highlight its unique challenges, and showcase key gameplay features. The animation should capture the excitement of navigating a high-tech digital jungle filled with dangerous traps, mysterious environments, and menacing creatures. The goal of the promo is to build anticipation for the game's release by giving audiences a thrilling preview of what's in store for players.

Team Must Supply

- One (1) copy of project files (i.e. storyboards, concept art/prototypes) must be submitted for each round of presentations (preliminaries and finals). No materials, other than the required submission materials, may be left with judges
- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- Optional - Props

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the team within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- Only the team captain should complete the submission.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Clickable URL to Project Files, Works Cited, BPA Release Form(s) in one combined PDF file.	CAT-TeamID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate utilization of various editing software applications
- Demonstrate development of animation within a storyboard
- Demonstrate object color and special effects
- Demonstrate textures and special effects
- Demonstrate knowledge of transitions, audio, and lighting effects
- Demonstrate proper use of placement of titles and visual effects
- Demonstrate an understanding of how to create content tailored to a specific audience.

Contest Specifications for this Event

- The team must create a 3D animation utilizing audio, text, video, and graphics.
- Teams will research the topic using available references, time era, and trends to develop a storyboard outlining the team's planned animation.
- Use of transitions and continuity must exist in the animation.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(440) Computer Animation Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted the correct information, in the correct format, as one (1) PDF file. <ul style="list-style-type: none"> Clickable URL to Project Files Works Cited (formatted according to the <i>Style & Reference Manual</i>) BPA Release Form(s) 				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Originality of Assets	Assets are mostly pre-made, with minimal original work or poor integration of elements.	A balanced combination of original and pre-made assets clearly supports the project.	Predominantly original assets, creatively designed and well-integrated into the project.	/30
Attention to Detail in Modeling	Modeling techniques lack precision or complexity. Objects appear rushed or overly simple.	Models demonstrate care in construction and appropriate detail for the project.	Models show exceptional craftsmanship, detail, and technical skill throughout.	/30
Camera & Transitions	Poor or inconsistent use of camera work, timing, and transitions. Movement feels awkward or disruptive.	Camera angles, timing, and transitions are mostly smooth and support project pacing.	Camera work, timing, and transitions are dynamic, and polished, and enhance storytelling and clarity.	/30
Animation & Movement	Little or no use of foundational animation principles. Movements feel stiff, abrupt, or unnatural. Missing animation principles such as: Squash & Stretch, Anticipation, Slow-In/Slow-Out, and Secondary Actions.	Key animation principles are applied in several areas, improving movement realism and clarity. Some animation principles such as: Squash & Stretch, Anticipation, Slow-In/Slow-Out, and Secondary Actions are evident.	Strong, consistent use of multiple animation principles, resulting in a fluid, lifelike, and engaging motion throughout. Animation principles such as: Squash & Stretch, Anticipation, Slow-In/Slow-Out, and Secondary Actions are evident.	/30
Planning & Execution	Limited or unclear pre-production materials such as concept art. Objectives are not well communicated visually.	Concept art and storyboards adequately illustrate the project's objectives and key ideas.	Concept art and storyboards are detailed, and creative, and clearly guide the final animation's vision.	/30
Overall Impact	Animation lacks energy or cohesion. Story and visuals fail to engage the viewer.	Animation effectively conveys the theme and entertains, with memorable moments.	Animation is highly engaging, polished, and memorable. Stands out for creativity and execution.	/30
Lighting Quality	Lighting is flat, unrealistic, or inconsistent. Scenes lack depth or mood.	Lighting is appropriate and supports mood, depth, and scene clarity.	Lighting is dynamic and effectively enhances atmosphere, focus, and storytelling throughout.	/30

(440) Computer Animation Team

Technical Scoring Rubric (Con't)

Audio Quality	Audio is unclear, poorly mixed, or poorly timed. Distracts from the animation.	The audio is clear, appropriate, and supports the animation's tone and timing.	Audio is exceptionally clear, and well-mixed, and enhances mood, storytelling, and transitions.	/30
Scene Transitions	Transitions are rough, abrupt, or jarring, disrupting pacing.	Most transitions are smooth and appropriate for the project's pacing.	All transitions are seamless, and polished, and support the project's narrative flow.	/30
Evaluation Criteria	Below Expectations 0-8 points	Meets Expectations 9-15 points	Above Expectations 16-20 points	Points Awarded
Writing Accuracy	Multiple typos, grammar, or punctuation errors detract from professionalism.	Minor errors are present but do not significantly impact professionalism.	The text is clean, polished, and free of grammar, spelling, and punctuation errors.	/20
TOTAL TECHNICAL POINTS				/300

(440) Computer Animation Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, use minimal gestures and body language, or have significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, use limited gestures and body language, or have some inconsistencies in tone and pace.	Team maintains good eye contact, use appropriate gestures and body language, and vary their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(445) Broadcast News Production Team

Description & Eligibility

Create a three to five (3:00 - 5:00) minute news broadcast on the provided topic. Any postsecondary or secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/ Fair Use Guidelines will be disqualified.**

Topic

The Power of Volunteering and Giving Back: Produce a three to five (3:00 - 5:00) minute news broadcast that educates teens on the value of community service and volunteering. Highlight how volunteering can positively impact a teen's personal growth, resume, and college applications. Feature local volunteer opportunities, school service projects, or teenagers who are actively making a difference in their communities.

Team Must Supply

- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- National Leadership Conference: film equipment (computer, software, camera, etc.)
- Optional - Props

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestants within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- Only the team captain should complete the submission.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
Clickable URL to Project, Script/Creative Brief, Works Cited and BPA Release Forms in one combined PDF file.	BNPT-TeamID.pdf	April 1, 2025, 11:59 p.m. Eastern Time

Contest Competencies

- Apply knowledge of software, equipment and skills related to broadcast production
- Develop a script for a news broadcast, within the specified time limits
- Demonstrate scripting techniques to present a clear story
- Perform nonlinear editing techniques utilizing various editing tools
- Demonstrate knowledge of introductions, segue, and outros
- Demonstrate proper use of tiles, lower thirds, and visual effects
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of copyright laws
- Demonstrate teamwork skills needed to function in a broadcasting environment
- Demonstrate effective use of B-roll to tell a story
- Demonstrate effective interview techniques and appropriate state presence by on-air-talen
- Demonstrate the importance good audio to enhance broadcast

Contest Specifications for this Event

- Team has the option of being the talent or having other students participate in the process. Professional talent is not permitted.
 - Talent refers to individuals who produce the broadcast. Therefore, only students are allowed to do any work involved in the production of the video. Teams may interview professionals, experts, adults, etc. For various news segments. Professionals or non-students who are interviewed are not considered talent.
- The three to five (3:00-5:00) minute broadcast must include the following:
 - Broadcast intro
 - News story and weather segment
 - 15-30 second promo or tease
 - Outro music with credits
 - Continuity in the news production
 - Audio, video, text, graphics, animation
 - Use of transitions and continuity must exist in the animation
- No presentation for the finals round at the National Leadership Conference. Scoring from the preliminary round will not be included in finals scoring. Video is judged on technical merit only.
 - Teams will have no more than four (4) hours to plan, produce, and export a news segment of one (1) (1:00) minute in length. No intro/outro will be used.
 - Teams will each receive a flash drive containing graphics and B-roll, which must be included in the news package.
 - Teams will film their production on site. During this time, students may communicate with contestants of their team via telephone but may not communicate with others (including their advisor) concerning the production of their video. Team will be disqualified for violating this rule.
 - After filming is complete, teams will return to the contest room to edit and complete all production and post-production elements in their video.
 - The video must be one (1:00) minute in length, rendered and exported into a MOV, MP4, AVI, MKV or MPG format and submitted using the provided flash drive. If video is not in the appropriate format, it may not be judged.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

Broadcast News Production Team (445)

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted the correct information, in the correct format, as one (1) PDF file. 1. Clickable URL to Broadcast 2. Script/Creative Brief 3. Works Cited (formatted in accordance with the <i>Style & Reference Manual</i>) 4. BPA Release Form(s)				/10
Introduction				/10
News story and weather segment				/10
Segue (seg-way) between the news stories				/10
Outro (music) with credits/sources				/10
15-30 second promo/tease				/10
Broadcast News Production made effective use of time and was within the video time limit of 3-5 minutes.				/10
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-20 points	Points Awarded
Originality of Content	Lacks originality; heavily derivative or copied.	Some original ideas present; partially creative.	Highly original and creative; shows unique perspective.	/20
Developed Storyline (B-roll & Interviews)	Storyline is disjointed or underdeveloped; B-roll/interviews poorly integrated.	Storyline is mostly coherent; B-roll and interviews support the narrative.	Storyline is compelling and well-developed; B-roll and interviews enhance the message.	/20
Segue Usage	Segues are missing or confusing; transitions are abrupt.	Segues are present and mostly effective.	Segues are smooth, purposeful, and enhance flow.	/20
Onscreen Talent Presence	Talent appears uncomfortable or unprepared; lacks confidence.	Talent is generally confident with minor issues in delivery.	Talent is highly confident, engaging, and professional.	/20
Talent Voice Effectiveness	Voice is unclear, mumbled, or lacks projection.	Voice is mostly clear and audible with minor issues.	Voice is clear, well-enunciated, and confidently projected.	/20
Green Screen Technology Use	Green screen is poorly used or distracting.	Green screen is used appropriately with minor flaws.	Green screen is seamlessly integrated and enhances the production.	/20
Video Quality	Video is often out of focus, shaky, or lacks variety.	Video is mostly steady and in focus with some variety.	Video is consistently sharp, steady, and visually dynamic.	/20
Lighting Quality	Lighting is poor or inconsistent; subjects are hard to see.	Lighting is adequate with minor inconsistencies.	Lighting is professional, consistent, and enhances visuals.	/20
Color Quality	Colors are dull, off-balance, or inconsistent.	Colors are mostly accurate and consistent.	Colors are vibrant, well-balanced, and visually appealing.	/20

Broadcast News Production Team (445)
Technical Scoring Rubric (Con't)

Audio Quality	Audio is unclear, unbalanced, or distracting.	Audio is mostly clear with minor issues.	Audio is crisp, well-leveled, and enhances the experience.	/20
TOTAL TECHNICAL POINTS				/270

Broadcast News Production Team (445)

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

Broadcast News Production Team (445)

Technical Scoring Rubric - FINAL (Nationals Only)

Evaluation Criteria			Points Awarded	
Required Elements	Select One	Award all or none		
Contains at least one (1) interview	<input type="checkbox"/> Y <input type="checkbox"/> N	10 points	/10	
Contains BPA provided graphics	<input type="checkbox"/> Y <input type="checkbox"/> N	10 points	/10	
Appropriate use of B-roll	<input type="checkbox"/> Y <input type="checkbox"/> N	50points	/50	
Video is exactly 1-minute in length	<input type="checkbox"/> Y <input type="checkbox"/> N	20 points	/20	
Final export met timed event deadline	<input type="checkbox"/> Y <input type="checkbox"/> N	50 points	/50	
Exported in correct format	<input type="checkbox"/> Y <input type="checkbox"/> N	20 points	/20	
TOTAL REQUIRED ELEMENTS			/160	
Evaluation Criteria	Below Expectations 0-6 points	Meets Expectations 7-13 points	Above Expectations 14-20 points	Points Awarded
Content	Content lacks originality; minimal on-site footage used.	Content shows some originality; majority of footage shot on-site.	Highly original content; all footage shot on-site.	/20
Broadcast Content				
Developed Storyline	Storyline is unclear or undeveloped.	Storyline is present but may lack depth or coherence.	Well-developed and coherent storyline throughout.	/20
Effectiveness of Production	Production elements are poorly executed or distracting.	Production is adequate with some effective elements.	Production is highly effective and enhances the message.	/20
Appropriate Usage of Existing Graphics/Audio	Graphics/audio are poorly chosen or irrelevant.	Graphics/audio are appropriate but not fully integrated.	Graphics/audio are well-chosen and seamlessly integrated.	/20
Effectiveness of On-screen Talent Presence	Talent lacks confidence; poor body language and speech.	Talent shows some confidence; body language and speech are adequate.	Talent is confident; excellent body language and speech.	/20
Effectiveness of Talent Voice	Voice is unclear or poorly projected.	Voice is mostly clear and adequately projected.	Voice is clear, well-enunciated, and confidently projected.	/20
Writing Accuracy	3 or more errors; possible copyright violations.	1-2 errors; no copyright violations.	No errors; no copyright violations.	/20
Quality Video	Video lacks focus, steadiness, or shot variety.	Video is mostly in focus with some shot variety.	Video is consistently in focus with excellent shot variety.	/20
Lighting	Lighting is poor and detracts from the video.	Lighting is adequate but inconsistent.	Lighting is high quality and enhances the video.	/20
Color	Colors are dull or poorly balanced.	Colors are acceptable with minor issues.	Colors are vibrant and well-balanced.	/20
Audio	Audio is unclear; poor use of fades or ambient sounds.	Audio is mostly clear with some use of effects.	Audio is clear and effectively uses fades and ambient sounds.	/20
TOTAL TECHNICAL POINTS				/380

(450) Podcast Production Team

Description & Eligibility

Team will research and create a three to five (3:00-5:00) minute podcast based on the provided topic. Any postsecondary or secondary contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Research and produce a 3 to 5 minute podcast exploring how artificial intelligence (AI) is influencing the art world. Your podcast should present a balanced and engaging discussion that informs listeners about the opportunities, challenges, and ethical questions surrounding AI-generated art.

Key Points to Consider (but not limited to):

- Copyright ownership of AI-generated art
- Impact on employers in creative industries
- Changes in how art is created, valued, and consumed
- Reactions from artists, galleries, and collectors
- Legal and ethical implications
- Future trends and technologies in AI art

Team Must Supply

- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the team within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- Only the team captain should complete the submission.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
Clickable URL to Project, BPA Release Form(s) and Works Cited in one combined PDF file.	PPT-TeamID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate an understanding of developing audio productions for a target audience
- Demonstrate knowledge of lead in and lead out audio scripting and editing
- Apply knowledge of software, equipment, and skills related to audio production
- Utilize audio editing applications
- Develop discussion points based on topic
- Demonstrate outline/scripting techniques to present a clear overall message
- Demonstrate and apply basic audio recording techniques
- Perform editing and splicing techniques utilizing various editing tools
- Develop podcast cover art
- Demonstrate teamwork skills needed to function in a audio editing environment

Contest Specifications for this Event

- Use of transitions and continuity must exist in the production
- Album artwork must be loaded and shown when the judges select the podcast

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(450) Podcast Production Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.			<input type="checkbox"/> Y <input type="checkbox"/> N	
Team followed the Copyright and/or Fair Use Guidelines.			<input type="checkbox"/> Y <input type="checkbox"/> N	
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing clickable URL to Podcast, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Episode title and cover art				/10
Opening/Introduction/Transitions				/10
Closing				/10
Topic addressed with multiple actors and viewpoints				/10
Podcast made effective use of time and was within the video time limit of 3-5 minutes				/10
Evaluation Criteria	Below Expectations 0-12 points	Meets Expectations 13-25 points	Above Expectations 26-35 points	Points Awarded
Introduction	Topic somewhat engages the listener. Lacks an introduction or has an unclear purpose.	Introduces the topic and begins to engage the audience. Purpose is somewhat clear.	Catchy, clever intro with relevant info and a clear purpose that engages the listener right away.	/35
Topic Development	All or some of the information is inaccurate or irrelevant to the topic.	Most information is relevant, though the delivery lacks focus and may wander at times.	Creative, original content supports the podcast's purpose. Information is accurate.	/35
Audio Message	The podcast is not engaging & does not invite the listener into the conversation.	The podcast is presented in a moderately engaging way but could use more energy and/or creativity.	The podcast is presented in highly engaging, conversational way that draws the listener in.	/35
Music, Tone, and Audience Appeal	No music, or music is only somewhat appropriate. Volume is too high or too low.	Music fits the podcast's mood and content. Volume is balanced and doesn't overpower the voice.	Music enhances the podcast, suits the mood and content. Volume is well-balanced and clear.	/35
Professionalism & Voice Quality	Delivery appears unrehearsed. The speaker is completely unclear and is expressionless.	Delivery is somewhat rehearsed but still choppy. The speaker is sometimes unclear and/or muddled.	Delivery is well-rehearsed & smooth. The speaker enunciates clearly & uses an appropriate expression.	/35
Use of Ambient Sound & Noise Control	Podcast has very noticeable & distracting background noise and/or interruptions.	Podcast has some background noise and/or interruptions that slightly disturb the audience.	Podcast has zero to very minimal background noise and/or interruptions.	/35
TOTAL TECHNICAL POINTS				/270

(450) Podcast Production Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(455) User Experience Design Team

Description & Eligibility

Teams will prototype digital experiences for a single brand based on the provided topic, emphasizing collaboration, user experience design, and design rationale. Suggested free software to use can include Wondershare Mockitt, Zeplin, Moqups, InVision Studio, Proto.io and Pencil Project. Any postsecondary or secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

The National Esports Championship Series 2026 Scenario: An annual National Esports tournament featuring the top teams in games like Valorant, Rocket League, and Super Smash Bros is hosted in Nashville, Tennessee, May 6-10, 2026. Your team is tasked with designing the branding/identity of this event.

Deliverables:

- Promotional website landing page for team rosters, livestream schedules, and event tickets.
- Mobile app prototype with five screens: live scores, player stats, match replays, bracket updates, and social community chat.
- Social media campaign artboard for Twitch or YouTube Gaming.

Team Must Supply

- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- Optional - Props

Competition Notes

- Carry-in and set-up of equipment must be done solely by the team within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- Only the team captain should complete the submission.
- Length of event: no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
Clickable URLs to each of the Projects, One-Page Profile, BPA Release Form(s) and Works Cited in one combined PDF file.	UEDT-TeamID.pdf	April 1, 2025, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate a cross-medium design plan with consistent brand and style
- Demonstrate awareness of requirements of target audience
- Demonstrate awareness of accessibility concerns and design for multiple screen sizes
- Demonstrate teamwork skills needed to function in a business setting
- Apply principles of design and rules for proper layout
- Test usability and ease of use with others to ensure a good user experience
- Demonstrate effective persuasive and informative communication and presentation skills

Contest Specifications for this Event

- Use available references to develop a one-page profile outlining the team's vision and rationale.
- Prototype the promotional landing page/website for the project. Minimum of one (1) landing page designed for a desktop web browser experience.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information. An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(455) User Experience Design Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing their Clickable URL to Project Files, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-25 points	Above Expectations 26-35 points	Points Awarded
Audience Insight & Content Relevance	Limited grasp of the target audience. Messaging is unclear or inconsistent.	Content shows a solid understanding of the eSports audience and effectively communicates purpose and branding.	Strong insight into the eSports audience. Content is engaging, relevant, and consistently tailored across platforms.	/35
Technical Execution & Usability	Visuals and navigation are inconsistent or glitchy, resulting in a weak technical presentation.	Interfaces are clean and functional. Visuals and interactions show solid technical skill.	Flawless execution—visuals, navigation, and interactions are intuitive, responsive, and polished.	/35
Creativity & Originality	Limited creativity or originality. Ideas are predictable or lack engagement.	Shows creative thinking with some original ideas. Presentation is engaging.	Highly creative and original. Ideas are fresh, engaging, and imaginative.	/35
Design Principles & Layout Consistency	Poor alignment, spacing, typography, or visual hierarchy. Layouts lack structure or clarity.	Uses standard design principles (balance, contrast, alignment, spacing). Layouts are generally clean and visually consistent.	Exceptional use of design principles. Layouts are cohesive, visually engaging, and enhance user experience across all materials.	/35
Incorporation of Design Trends	Design choices feel outdated or disconnected from modern eSports or digital culture.	Contemporary styles and trends are appropriately incorporated into visuals and layout.	Cutting-edge visual trends are seamlessly integrated, enhancing the design’s appeal to modern audiences and building credibility within gaming culture.	/35
Cross-Platform User Experience (UX)	Deliverables feel disjointed. Experiences across platforms lack cohesion or usability.	UX across web, app, and social media is consistent, accessible, and user-friendly.	Flawless, platform-specific UX that flows cohesively across web, app, and social. User goals are anticipated and met at every touchpoint.	/35

(455) User Experience Design Team

Technical Scoring Rubric (Con't)

Use of Innovative Technology	No use of advanced tools, animation, or features that enhance interactivity.	Some use of interactive or innovative tech tools to support user experience.	Strong, strategic use of advanced tools or platforms (e.g., Figma prototyping, animation, responsive elements) that elevate the user experience.	/35
Overall User Experience	UX is confusing, inconsistent, or misaligned with project goals.	UX is smooth, meets most project goals, and shows good structure and user flow.	UX is seamless, intuitive, and fully aligns with branding and user expectations. Experiences feel complete, logical, and immersive.	/35
Evaluation Criteria	Below Expectations 0-2 points	Meets Expectations 3-7 points	Above Expectations 8-10 points	Points Awarded
Writing Accuracy	Multiple typos, grammar, or punctuation errors detract from professionalism.	Minor errors are present but do not significantly impact professionalism.	The text is clean, polished, and free of grammar, spelling, and punctuation errors.	/10
TOTAL TECHNICAL POINTS				/300

(455) User Experience Design Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(460) Visual Design Team

Description & Eligibility

Create a new branding package for the provided topic. Any postsecondary or secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Paws in the Park – Community Pet Adoption Festival Scenario: Your team has been hired to design promotional components for a local pet adoption event called *Paws in the Park – Find a Friend, Change a Life*.

Deliverables:

- Logo design for the event
- At least three (3) promotional items, such as:
 - Event poster/banner
 - Social media ads (Instagram, Facebook, TikTok)
 - Event T-shirt for volunteers
 - Adoption certificate template
 - Pet-themed swag (stickers, buttons, or reusable tote bags)
- Event Info:
 - Location: Willow Creek Park, Nashville, TN
 - Date: Saturday, September 14, 2026
 - Time: 9 a.m. – 4 p.m.

Team Must Supply

- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- Optional - Props

Competition Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the team within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- Only the team captain should complete the submission.
- Length of event - no more than three (3) minutes for setup, no more than ten (10) minutes for the presentation, and no more than five (5) minutes for judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	National Deadline
The following items have been saved as PDFs and bundled together in a single ZIP file. <ol style="list-style-type: none">1. Logo (JPG, PNG, or PDF)2. The other three (3) promotional items (JPG, PNG, MP4 or PDF)3. Works Cited4. BPA Release Form(s)	VDT-TeamID.zip	April 1, 2025, 11:59 p.m. Eastern Time

Contest Competencies

- Demonstrate effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate the ability to present ideas to prospective customers illustrating reasoning and logic for the theme
- Apply principles of design, layout, and typography
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image
- Demonstrate an understanding of developing for a specific target audience
- Demonstrate teamwork skills needed to function effectively

Contest Specifications for this Event

- All graphics must be computer generated
- It is recommended designs be at least 300 dpi

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit the URL to <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- Upload completed projects to a video/file sharing link (Vimeo, YouTube, Dropbox, etc.). Projects must be viewable on Windows and Mac platforms. Set the access level of your project to one of BPA's recommended settings. See the Cloud Sharing Guidelines for additional information. An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(460) Visual Design Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.			<input type="checkbox"/> Y <input type="checkbox"/> N	
Team followed the Copyright and/or Fair Use Guidelines.			<input type="checkbox"/> Y <input type="checkbox"/> N	
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
The following items have been saved as PDFs and bundled together in a single ZIP file. 1. Logo (JPG, PNG, or PDF) 2. The other three (3) promotional items (JPG, PNG, MP4 or PDF) 3. Works Cited (formatted in accordance with the <i>Style & Reference Manual</i>) 4. BPA Release Form(s)				/10
Evaluation Criteria	Below Expectations 0-17 points	Meets Expectations 18-35 points	Above Expectations 35-50 points	Points Awarded
Audience Awareness	Design choices ignore or conflict with audience needs.	Design makes appropriate decisions for intended audience.	Design shows deep understanding of audience with highly effective visual strategies.	/50
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Creativity and Originality	Ideas lack originality or rely heavily on generic concepts.	Products show some imaginative and creative thinking.	Products showcase bold, original ideas and inventive execution.	/30
Visual Impact	Visuals are dull, cluttered, or confusing.	Design is visually appealing and captures attention.	Design is visually captivating with strong use of aesthetic principles.	/30
Consistency Across Products	Products appear disconnected or overly similar.	Designs relate well while maintaining distinct identity.	Designs show consistent branding with individualized, creative variation.	/30
Clear Focal Point	Focal point is missing or unclear.	Each product has a clear and intentional center of interest.	All products feature compelling focal points that enhance viewer engagement.	/30
Balanced Composition	Layout feels chaotic or lacks unity.	Designs are balanced and unified with thoughtful structure.	Composition demonstrates elegant harmony, creating a polished and professional feel.	/30
Color & Font Use	Font and color choices clash or distract from message.	Fonts and colors are appropriate and enhance the design.	Fonts and color palettes are expertly chosen to elevate overall impact.	/30
Whitespace Usage	Design feels overcrowded or sparsely laid out.	Whitespace is used effectively to support visual clarity.	Whitespace is strategically used to enhance flow, hierarchy, and aesthetic value.	/30

(460) Visual Design Team
Technical Scoring Rubric (Con't)

Design Layout & Emphasis	Elements are randomly placed or lack emphasis.	Layout follows basic design principles with clear visual focus.	Strategic placement and emphasis guide viewer through the design, using advanced compositional techniques.	/30
TOTAL TECHNICAL POINTS				/300

(460) Visual Design Team
Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(490) Digital Communications and Design (Open Event)

Description & Eligibility

Assess knowledge of web design, animation, digital media, desktop publishing and web design languages. Any postsecondary or secondary division contestant may enter this event.

Contestant May Supply

- Cordless calculator. Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Contestants who violate this rule will be *disqualified*.

Competition Notes

- Method of evaluation: objective.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event - no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Demonstrate knowledge of graphic design and rules for layout
- Demonstrate knowledge of design, layout, and typography
- Demonstrate knowledge of effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate knowledge of copyright laws
- Demonstrate knowledge of applying geometric methods to solve design problems
- Demonstrate knowledge of HTML
- Demonstrate knowledge of video transitions and editing techniques
- Demonstrate knowledge of proper use of titles, lower thirds, and visual effects
- Demonstrate knowledge of broadcasting environment
- Demonstrate knowledge of introductions, segue, and outros
- Demonstrate knowledge of animation concepts and techniques
- Demonstrate knowledge of audio and sound concepts
- Demonstrate knowledge of design principles
- Demonstrate knowledge of photography composition and techniques

MANAGEMENT, MARKETING, AND COMMUNICATION EVENTS

- 500 [Global Marketing Team](#)
- 505 [Entrepreneurship](#)
- 510 [Small Business Management Team](#)
- 515 [Interview Skills](#)
- 520 [Advanced Interview Skills](#)
- 525 [Extemporaneous Speech](#)
- 530 [Contemporary Issues](#)
- 535 [Human Resource Management](#)
- 540 [Ethics and Professionalism](#)
- 545 [Prepared Speech](#)
- 550 [Parliamentary Procedure Team](#)
- 555 [Presentation Individual](#)
- 560 [Presentation Team](#)
- 590 [Meeting and Event Planning Concepts \(Open\)](#)
- 591 [Management, Marketing and Human Resources Concepts \(Open\)](#)
- 592 [Parliamentary Procedure Concepts \(Open\)](#)
- 593 [Project Management Concepts \(Open\)](#)
- 594 [Digital Marketing Concepts \(Open\)](#)

Description & Eligibility

Develop a marketing plan that details pricing strategies and promotional plans for a business. Any secondary contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Background: A fictional U.S.-based tech startup has developed *ThriveSpace*, a mobile mental wellness app designed to support the emotional well-being of high school and college-aged students. The app features guided meditations, journaling tools, CBT-based self-help exercises, and AI-powered mental health support. As youth mental health becomes an increasingly urgent global issue, the company is seeking to expand its reach through international markets.

Task: Your team has been selected to create a comprehensive global marketing expansion strategy for *ThriveSpace* by identifying and justifying three countries outside the United States where the app can be successfully launched within the next one to three years. Your recommendations should be supported by thorough research, including market data, social trends, and economic conditions. In addition to submitting a formal written marketing plan that follows the *BPA Style & Reference Manual*, your team will deliver a professional presentation that summarizes your strategy and key findings. Be prepared to defend your decisions from a marketing perspective, demonstrating how your plan will position *ThriveSpace* for success in a competitive global marketplace.

Team Must Supply

- For each round of presentations (preliminaries and finals) contestants may share supporting materials (e.g., research charts, brochures, etc.). These materials may be used during the presentation but must not be left with the judges.
- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.).
- Optional - Product displays and props (product samples and promotional item), prepared posters, flip charts, easels, or graphs in presentation.

Competition Notes

- Method of evaluation: judged.
- Only one (1) team member should complete the submission.
- Carry-in and setup of equipment must be done solely by the team within the time allotted.
- No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges.
- Length of event: no more than three (3) minutes setup, no more than ten (10) minutes oral presentation, and no more than five (5) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Naming Convention	National Deadline
Marketing Plan to include the Title Page, Table of Contents, Works Cited and BPA Release Form(s) in one combined PDF file.	GMT-TeamID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Develop a written marketing plan
- Communicate research in a clear and concise manner both orally and in writing
- Identify and utilize internal and external resources
- Demonstrate knowledge and understanding of management and international business concepts

- Demonstrate successful price selection methods, including the reasoning and method(s) used in determining the price
- Identify customer base including consumer and organizational markets
- Identify customer relations or markets
- Illustrate fundamentals of consumer behavior in different cultures
- Explore and expand customer base including demographics
- Develop promotional mix
- Demonstrate teamwork skills needed to function in a global marketing environment
- Demonstrate effective persuasive and informative communication and presentation skills

Contest Specifications for this Event

- The Marketing Plan, including the Title Page, Table of Contents, and Works Cited must be formatted according to the *Style & Reference Manual*.
- The Marketing Plan must not exceed ten (10) pages single-sided and must follow the Marketing Plan format (Sections I-X) in the *Style & Reference Manual*. All other documentation is not considered to be part of the ten (10) single-sided pages. The Title Page, Table of Contents, and Works Cited are not included in the ten (10) page limit.
- Any Marketing Plan submitted beyond the maximum number of pages will be *disqualified*.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit project files at <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Team ID is required for all submissions. Materials from non-registered contestants and/or those missing Team ID cannot be accepted.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(500) Global Marketing Team

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
Marketing Plan did <i>not</i> exceed ten (10) pages single-sided. The Title Page, Table of Contents, and Works Cited are not included in the ten (10) page limit.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to any question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Team submitted one (1) combined PDF file containing their Marketing Plan to include the Title Page, Table of Contents, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-8 points	Meets Expectations 9-16 points	Above Expectations 17-25 points	Points Awarded
Synopsis or Mini-Plan for Business	The executive summary is unclear.	The executive summary is clear and concise.	The executive summary is clear, concise, and generates strong interest.	/25
Company Goals	Goals are vague or unrealistic.	Goals are mostly clear and realistic.	Goals are very clear and realistic.	/25
Description of Customer Needs	Target market is poorly defined.	Target market is adequately defined.	Target market is precisely defined with demographics.	/25
Description of Pricing Strategy	Pricing strategy is vague or unclear.	Pricing strategy is clear and includes profit margins.	Pricing strategy is detailed, including profit margins and break-even analysis.	/25
Competition	Limited analysis of competition.	Adequate analysis of competition.	Comprehensive analysis of competition.	/25
Marketing Mix	Marketing mix is unclear or incomplete.	Clear and mostly complete marketing mix.	Detailed and complete marketing mix.	/25
Economic, Social, Legal, Technological Trends	Limited or irrelevant research on trends.	Adequate research on trends.	Extensive and relevant research on trends.	/25
Human Resources Requirements	Organizational structure is unclear.	Clear organizational structure.	Well-defined organizational structure.	/25
Marketing Timeline	Incomplete or unrealistic timeline.	Complete and somewhat realistic timeline.	Comprehensive and highly realistic timeline.	/25
Methods of Measuring Success	Success metrics are vague or unrealistic.	Success metrics are mostly clear, realistic, and adequately defined.	Success metrics are exceptionally clear, highly realistic, and well-defined.	/25
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Overall Appearance, Conciseness, and Completeness	Plan is disorganized, wordy, or missing sections.	Plan is well-organized, concise, and complete.	Plan is exceptionally well-organized, concise, and thoroughly complete.	/15
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/15
TOTAL TECHNICAL POINTS				/300

(500) Global Marketing Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestants maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 31-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(505) Entrepreneurship

Certiport Parental Consent Form
Required

Description & Eligibility

Develop a business plan and organizational structure to initiate a small business. Contestants are to assume they are presenting/pitching their business plan to potential investors with the objective of securing financing for their business venture. Any postsecondary or secondary division contestant may enter this judged event. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Contestant Must Supply

- For each round of presentations (preliminaries and finals) contestant may share supporting materials (e.g., research charts, brochures, etc.). These materials may be used during the presentation but must not be left with the judges.
- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.).
- Optional - Product displays and props (product samples and promotional item), prepared posters, flip charts, easels, or graphs in presentation.

Contest Notes

- Method of evaluation: judged.
- Carry-in and setup of equipment must be done solely by the contestants and take place within the time allotted.
- No Internet access will be provided on-site at the NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.
- At NLC, contestants will take Entrepreneurship and Small Business (ESB) certification exam. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Length of event: no more than three (3) minutes setup, no less than five (5) and no more than seven (7) minutes oral presentation, including the pitch to the investors, and no more than five (5) minutes judges' questions.
 - No more than one hundred twenty (120) minutes for certification test.
- Finals may be part of the competition.
- Each state is allowed three entries.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Business Plan to include the Title Page, Table of Contents, Works Cited and BPA Release Form(s) in one combined PDF file.	ENT-ContestantID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Develop a written business plan for a start-up business
- Demonstrate knowledge and understanding of entrepreneurship
- Communicate research in a clear and concise manner both orally and in writing
- Identify and utilize internal and external resources
- Identify customer base including consumer and organizational markets and demographics
- Identify customer relations or markets
- Demonstrate successful price selection including the reasoning and methods used in determining the price
- Provide the reasoning and justification for the loan amount being requested to establish their business and an analysis of the necessary financial data required to establish their business
- Demonstrate effective persuasive and informative communication and presentation skills

Contest Specifications for this Event

- Business plan must reflect a new business for contestant's community or local area, *not* an expansion of a current business, subsidiary business, or franchise. If a contestant repeats this event, he/she may *not* submit any previously used business plan.
- Information in the business plan must be authentic; however, contestants may choose to use a fictitious address and telephone number.
- The Business Plan, including the Title Page, Table of Contents, and Works Cited must be formatted according to the *Style & Reference Manual*.
- The Business Plan must not exceed ten (10) pages single-sided and must follow the Business Plan format (Sections I-VIII) in the *Style & Reference Manual*. All other documentation is not considered to be part of the ten (10) single-sided pages. The Title Page, Table of Contents, and Works Cited are not included in the ten (10) page limit.
- Supporting documentation submitted separately during presentation ONLY may include layouts, brochures, flyers, business cards, résumés, product designs, prototypes, etc.
- Any Business Plan submitted beyond the maximum number of pages will be *disqualified*.

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit project files at <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. No changes can be made to the project after the date of submission.
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(505) Entrepreneurship
Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
Business Plan did <i>not</i> exceed ten (10) pages single-sided. The Title Page, Table of Contents, and Works Cited are not included in the ten (10) page limit.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted one (1) combined PDF file containing their Business Plan to include the Title Page, Table of Contents, Works Cited formatted according to the <i>Style & Reference Manual</i> and BPA Release Form(s).				/10
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Executive Summary	Lacks detail, unclear, fails to engage.	Provides a clear overview but lacks engagement.	Compelling, detailed, thoroughly engages.	/30
Description of Proposed Business	Vague, lacks clarity, fails to intrigue.	Adequate description that generates interest.	Thorough, intriguing, captivates interest.	/30
Objectives of Business	Unclear or missing Mission and Vision.	Clear Mission and Vision with adequate objectives.	Clear, inspiring Mission and Vision.	/30
Proposed Business Strategies	Vague, unrealistic.	Realistic short-term and long-range plans.	Well-structured, innovative, achievable.	/30
Product(s) and/or Service(s)	Unclear, lacks detail, fails to differentiate.	Adequate description with some unique aspects.	Detailed, compelling, highlights advantages.	/30
Management and Ownership of the Business	Unclear, incomplete chart and roles.	Clear organizational chart with adequately described roles.	Comprehensive chart with detailed roles.	/30
Marketing Analysis	Poorly defined target market, unclear edge.	Clearly defines target market and competitive edge.	In-depth analysis, strong edge, justified pricing.	/30
Evaluation Criteria	Below Expectations 0-13 points	Meets Expectations 14-27 points	Above Expectations 28-40 points	Points Awarded
Financial Analysis	Incomplete, unrealistic financial information.	Provides adequate financial details, including a basic balance sheet.	Comprehensive, realistic, detailed balance sheet.	/40
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Overall Appearance, Conciseness, and Completeness	Plan is disorganized, wordy, or missing sections.	Plan is well-organized, concise, and complete.	Plan is exceptionally well-organized, concise, and complete.	/15
Writing Accuracy	Frequent grammar or spelling errors.	Contains some grammar or spelling errors.	Contains very few or no grammar or spelling errors.	/15
TOTAL TECHNICAL POINTS				/300

(505) Entrepreneurship
Presentation Scoring Rubric

Required Elements				
(If any questions result in a NO being checked, judges please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence and structure, making it unclear and difficult to follow. Transitions between points are awkward or absent.	Presentation content has some gaps, making it not always clear and somewhat difficult to follow. Transitions between points are choppy.	Presentation content flows adequately, with a mostly clear structure and smooth transitions between points.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing	Set-up lasted no longer than three (3) minutes, and the presentation lasted no less than five (5) and no more than seven (7) minutes.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

(510) Small Business Management Team

Description & Eligibility

The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. Any postsecondary or secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. Teams must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Luna & Co. – A Modern Art & Design Studio

Sabrina Luna is the owner of Luna & Co., a boutique art and design studio based in a growing arts district. She started the business creating custom hand-painted wall art and murals for local homes and businesses. Over time, she added graphic design services, digital illustrations, and art licensing for local brands. Her work has been featured in pop-up galleries, coffee shops, and influencer home décor reels.

Now three years into her business, Sabrina is at a turning point. She is booked solid for custom work but has no time to explore passive income, personal creative projects, or expand her online presence. She's also received frequent requests from customers to offer merchandise featuring her designs (like prints, mugs, planners, or digital downloads) but hasn't had the time or bandwidth to set up an online store. She currently handles all aspects of her business—design, emails, billing, shipping—and it's starting to affect her mental health and creative energy. Sabrina wants to grow sustainably, not just financially, but in a way that protects her love for art and gives her more time freedom.

Sabrina has hired your team to develop a growth plan that helps Luna & Co. evolve into a profitable, creatively fulfilling, and scalable brand. Your plan should include:

- Strategies for diversifying revenue (passive income, e-commerce, licensing, etc.)
- Recommendations for hiring or outsourcing low-level tasks without losing quality
- A roadmap for launching an online store and building digital presence
- Time management and technology tools that help her automate and simplify
- Ideas to keep her creative mission and well-being at the center of her business decisions

Points to consider include, but are not limited to:

- What new products or services can Luna & Co. offer that generate income without requiring more of Sabrina's time?
- How can Sabrina delegate or automate routine business tasks?
- What tools/platforms can streamline her order fulfillment, customer communication, and finances?
- Should Luna & Co. invest in a team member (e.g., virtual assistant, junior designer)?
- How can she market her art and products online without burning out?

Team Must Supply

- For each round of presentations (preliminaries and finals) contestant must provide one (1) copy of the Works Cited formatted according to the *Style and Reference Manual* and signed BPA Release Form(s).
- Sharpened pencils, pens
- Optional (Prep Room Only) - Laptop/notebook computer, portable printer with paper (1 per team)
- Optional - Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.)
- Optional - Prepared posters, graphs, poster board, flip charts and markers, product props (samples and promotional items)

Contest Notes

- Method of evaluation: judged.
- Carry-in and set-up of equipment must be done solely by the contestant within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- No materials may be left with the judges.

- Length of the event: no more than five (5) minutes orientation and no more than thirty (30) minutes preparation time for state and national levels. No more than three (3) minutes setup, no more than ten (10) minutes for the presentation, and no more than ten (10) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Develop and implement an action plan
- Analyze needs, prioritize, and delegate team responsibilities needed to perform required tasks
- Demonstrate a working knowledge of entrepreneurial and business management concepts
- Apply critical thinking skills to make decisions and apply problem solving techniques
- Identify key issues and document assumptions as a foundation for recommendations
- Evaluate, prioritize, interpret, and communicate analysis of data
- Allocate time, money, materials, space, and staff
- Analyze short- and long-term financial impacts of recommendations
- Perform a SWOT analysis
- Organize ideas and communicate orally in group presentation

Contest Specifications for this Event

- At the state and national levels, teams will be given an additional element to the original scenario to address during the presentation. These added elements are specific to the level of competition and are not connected to or carried over from previous competitions.
- Cell phones may *not* be used in the preparation room.
- No advisor contact will be allowed between the time of receiving the additional element and the delivery.
- The team is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The team is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:

STUKENT

(510) Small Business Management Team

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
*Inclusion of On-Site Information	Did not incorporate additional information or made minimal adjustments.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-24 points	Above Expectations 25-35 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/35
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/10
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing & Documentation	Setup lasted no longer than three (3) minutes, and the presentation lasted no more than ten (10) minutes. One (1) copy of the Works Cited and BPA Release Form(s) for each round of the event (preliminary and final) was submitted.			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

*If there is no additional element, do not score this criterion.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(515) Interview Skills

Description & Eligibility

Assess proficiency in job search and interview situations. Any postsecondary or secondary division contestant may enter this judged event. Contestant may *not* enter both Interview Skills and Advanced Interview Skills in the same year. This event may *not* be repeated. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked.

Contestant Must Supply

- One (1) copy of your resume and cover letter submitted at presentation check-in (both preliminaries and finals).

Contest Notes

- Method of evaluation: judged.
- Length of event: no more than fifteen (15) minutes for interview.
- Each state is allowed three (3) entries.

Technical Pre-submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Cover Letter and Resume as one combined PDF file.	IS-ContestantID.pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Apply technical writing skills to produce cover letter and résumé
- Demonstrate knowledge of employability skills
- Apply research to determine qualifications for jobs
- Demonstrate a professional image
- Demonstrate knowledge of job advancement
- Demonstrate effective communication and interpersonal skills
- Discuss understanding of workplace ethics and work environments

Contest Specifications for this Event

- Business cards, thank you notes, etc. are not permitted.
- Contestant will indicate on his/her resume the position for which he/she is applying. There are openings in all departments of Digital Solutions shown on the Organizational Chart found in the *Style & Reference Manual*.
- Resume work/volunteer history must be in reverse chronological order.
- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Contestants who do not apply for one of the designated positions will be *disqualified*.
- Information in the cover letter and resume must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the resume is optional.
- The cover letter must be addressed as follows:
 - Ms. Julie Smith, Manager
Human Resources Department
Digital Solutions
1365 King Avenue
Columbus, OH 43212

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit project files at <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. **No changes can be made to the project after the date of submission.**
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by:



(515) Interview Skills
Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Materials indicate contestant applied for one of the positions shown on the Organizational Chart of Digital Solutions found in the <i>Style & Reference Manual</i> .				<input type="checkbox"/> Y <input type="checkbox"/> N
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted their Cover Letter and Resume in one (1) combined PDF file.				/10
Evaluation Criteria	Below Expectations 0-3 points	Meets Expectations 4-7 points	Above Expectations 8-10 points	Points Awarded
Cover Letter				
Introduction and Address	Introduction is missing or vague, lacks clarity or relevance.	Somewhat engaging but lacks specificity or impact.	Engaging and specific, effectively captures attention.	/10
Relevance of Skills	Skills are not relevant to the position or not mentioned at all.	Some relevant skills are mentioned but may not be clearly tied to the position or fully explained.	All skills are clearly relevant to the position, well-explained, and directly applicable to the requirements.	/10
Closing Statement	Missing or ineffective fails to summarize key points.	Basic closing present but lacks impact.	Strong, compelling summary leaves a memorable impression.	/10
Writing Accuracy	Numerous errors impacting clarity.	Few errors, minor impact on clarity.	Error-free, polished grammar and spelling.	/10
Layout and Formatting	Poorly organized, difficult to read, lacks visual appeal.	Adequate organization, readable, lacks consistency.	Well-organized, enhances readability and visual appeal.	/10
Resume				
Job Position Listed	Position not listed or listing unclear.	Position listed but not effectively highlighted.	Clearly listed at the top, prominently highlights target role.	/10
Layout and Formatting	Poorly organized, difficult to read, lacks visual appeal.	Adequate organization, readable, lacks consistency.	Well-organized, enhances readability and visual appeal.	/10
Order of Work/Volunteer History	Not in reverse chronological order, challenging understanding.	Mostly in reverse chronological order, with some inconsistencies.	Completely in reverse chronological order, facilitating clear career progression.	/10
Writing Accuracy	Numerous errors impacting clarity.	Few errors, minor impact on clarity.	Error-free, polished grammar and spelling.	/10
TOTAL TECHNICAL POINTS				/100

(515) Interview Skills
Presentation Scoring Rubric

Evaluation Criteria	Below Expectations 0-12 points	Meets Expectations 13-25 points	Above Expectations 26-35	Points Awarded
First Impressions	Poor introduction; lacked positive first impression.	Adequate introduction; made a somewhat positive first impression.	Strong introduction; made a very positive first impression.	/35
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30 points	Points Awarded
Applicant's Appearance	Not neat or well-groomed; inappropriate attire.	Somewhat neat and well-groomed; acceptable attire.	Neat, well-groomed, and appropriately attired.	/30
Personality and Poise	Negative or insincere demeanor; poor posture and eye contact.	Generally positive and courteous; acceptable posture and eye contact.	Positive, courteous, sincere, confident; good posture and eye contact.	/30
Communication Skills	Poor grammar and pronunciation; unpleasant voice and tone.	Acceptable grammar and pronunciation; generally pleasant voice and tone.	Proper grammar and pronunciation; pleasant voice and tone.	/30
Skills & Qualifications	Lacking required job skills, work habits, and problem-solving abilities.	Demonstrated some required job skills, work habits, and problem-solving abilities.	Demonstrated strong job skills, good work habits, and problem-solving abilities.	/30
Evaluation Criteria	Below Expectations 0-39 points	Meets Expectations 40-79 points	Above Expectations 80-100 points	Points Awarded
Judges' Questions	Inadequate answers: little to no knowledge of the position or company; lack of initiative.	Acceptable answers: some knowledge of the position and company; demonstrated some initiative.	Appropriate and informed answers; good knowledge of the position and company; demonstrated initiative and enthusiasm.	/100
Evaluation Criteria	Below Expectations 0-12 points	Meets Expectations 13-25 points	Above Expectations 26-35 points	Points Awarded
Final Impressions	Failed to express thanks or conclude the interview effectively.	Adequately expressed thanks and concluded the interview.	Expressed thanks and concluded the interview effectively.	/35
Documentation	One (1) copy of the Cover Letter and Resume was submitted at presentation check-in (both preliminaries and finals).			/10
TOTAL INTERVIEW POINTS				/300

Note: no more than fifteen (15) minutes for the interview.

(520) Advanced Interview Skills

Certiport Parental Consent Form
Required

Description & Eligibility

Assess advanced proficiency in job search, interview situations, and portfolio development. Any postsecondary or secondary division contestant may enter this judged event. Contestant may *not* enter both Interview Skills and Advanced Interview Skills in the same year. Advanced Interview Skills may be repeated. Contestants must be registered for the national competition before the submission deadline and compete in both parts of the event to be ranked.

Contestant Must Supply

- Paper portfolio no larger than 8 1/2"x11" in plastic sheet protectors or electronic portfolios may be displayed on a notebook/laptop computer or tablet.
- One (1) copy of your resume and cover letter submitted at presentation check-in (both preliminaries and finals).

Contest Notes

- Method of evaluation: judged.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own mobile device only as a hotspot to access their digital portfolio. The device(s) must be set up prior to entering the presentation room.
- No time will be given for the set-up of equipment and must be done solely by the contestant.
- Portfolio will *not* be submitted; the contestant will take the portfolio into the interview to be used to demonstrate job competence. **Portfolios must not be left with judges.**
- At NLC, contestants will take the *Professional Communications* certification exam. Contestants passing this certification will have 50 points added to their event score. A Certiport profile must be created at www.certiport.com before attending NLC. Contestants must include their BPA contestant ID in their Certiport profile when they register. For more information on the exam, visit www.certiport.com. Reference materials are not allowed for certification testing.
- Length of the event: no more than fifteen (15) minutes for interview.
- Finals may be part of the competition.

Technical Pre-Submit Specifications

What to Submit at https://upload.bpa.org	Saved File Name(s)	Deadline
Cover Letter and Resume as one combined PDF file.	AIS-ContestantID-pdf	April 1, 2026, 11:59 p.m. Eastern Time

Contest Competencies

- Apply technical writing skills to produce cover letter and résumé
- Create and effectively use an employment portfolio
- Demonstrate knowledge of employability skills
- Apply research to determine qualifications for jobs
- Demonstrate a professional image
- Demonstrate knowledge of job advancement
- Demonstrate effective communication and interpersonal skills
- Discuss understanding of workplace ethics and work environments

Contest Specifications for this Event

- Business cards, thank you notes, etc. are not permitted
- Contestant will indicate on his/her resume the position for which he/she is applying. There are openings in all departments of Digital Solutions shown on the Organizational Chart found in the *Style & Reference Manual*.
- Resume work/volunteer history must be in reverse chronological order.
- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Contestants that do not apply for a position for one of these positions will be *disqualified*.
- Information in the cover letter and resume must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the resume is optional.

- The cover letter must be addressed as follows:
 - Ms. Julie Smith, Manager
Human Resources Department
Digital Solutions
1365 King Avenue
Columbus, OH 43212

Common Specifications for all BPA Judged Events

- This is a pre-submitted event. Regional and state conferences have specific deadlines prior to the national deadlines. Please consult the regional or state conference administrator for those deadlines. For the National Leadership Conference, submit project files at <https://upload.bpa.org> no later than 11:59 p.m. Eastern Time on April 1, 2026.
- An auto-generated confirmation will be provided upon project submission for the National Leadership Conference; individual confirmation cannot be provided. No changes can be made to the project after the date of submission.
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

This event is sponsored by



(520) Advanced Interview Skills

Technical Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Materials indicate contestant applied for one of the positions shown on the Organizational Chart of Digital Solutions found in the <i>Style & Reference Manual</i> .				<input type="checkbox"/> Y <input type="checkbox"/> N
Submission and Formatting (All points or none are awarded by the technical judge)				
Contestant submitted their Cover Letter and Resume in one (1) combined PDF file.				/10
Evaluation Criteria	Below Expectations 0-3 points	Meets Expectations 4-7 points	Above Expectations 8-10 points	Points Awarded
Cover Letter				
Introduction and Address	Introduction is missing or vague, lacks clarity or relevance.	Somewhat engaging but lacks specificity or impact.	Engaging and specific, effectively captures attention.	/10
Relevance of Skills	Skills are not relevant to the position or not mentioned at all.	Some relevant skills are mentioned but may not be clearly tied to the position or fully explained.	All skills are clearly relevant to the position, well-explained, and directly applicable to the requirements.	/10
Closing Statement	Missing or ineffective, fails to summarize key points.	Basic closing present but lacks impact.	Strong, compelling summary, leaves a memorable impression.	/10
Writing Accuracy	Numerous errors impacting clarity.	Few errors, minor impact on clarity.	Error-free, polished grammar and spelling.	/10
Layout and Formatting	Poorly organized, difficult to read, lacks visual appeal.	Adequate organization, readable, lacks consistency.	Well-organized, enhances readability and visual appeal.	/10
Resume				
Job Position Listed	Position not listed or listing unclear.	Position listed but not effectively highlighted.	Clearly listed at the top, prominently highlights target role.	/10
Layout and Formatting	Poorly organized, difficult to read, lacks visual appeal.	Adequate organization, readable, lacks consistency.	Well-organized, enhances readability and visual appeal.	/10
Order of Work History	Not in reverse chronological order, challenging understanding.	Mostly in reverse chronological order, with some inconsistencies.	Completely in reverse chronological order, facilitating clear career progression.	/10
Writing Accuracy	Numerous errors impacting clarity.	Few errors, minor impact on clarity.	Error-free, polished grammar and spelling.	/10
TOTAL TECHNICAL POINTS				/100

(520) Advanced Interview Skills

Presentation Scoring Rubric

Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30	Points Awarded
First Impressions	Poor introduction; lacked positive first impression.	Adequate introduction; made a somewhat positive first impression.	Strong introduction; made a very positive first impression.	/30
Evaluation Criteria	Below Expectations 0-7 points	Meets Expectations 8-14 points	Above Expectations 15-20 points	Points Awarded
Applicant's Appearance	Not neat or well-groomed; inappropriate attire.	Somewhat neat and well-groomed; acceptable attire.	Neat, well-groomed, and appropriately attired.	/20
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30	Points Awarded
Personality and Poise	Negative or insincere demeanor; poor posture and eye contact.	Generally positive and courteous; acceptable posture and eye contact.	Positive, courteous, sincere, confident; good posture and eye contact.	/30
Communication Skills	Poor grammar and pronunciation; unpleasant voice and tone.	Acceptable grammar and pronunciation; generally pleasant voice and tone.	Proper grammar and pronunciation; pleasant voice and tone.	/30
Skills & Qualifications	Lacking required job skills, work habits, and problem-solving abilities.	Demonstrated some required job skills, work habits, and problem-solving abilities.	Demonstrated strong job skills, good work habits, and problem-solving abilities.	/30
Evaluation Criteria	Below Expectations 0-39 points	Meets Expectations 40-79 points	Above Expectations 80-100 points	Points Awarded
Judges' Questions	Inadequate answers: little to no knowledge of the position or company; lack of initiative.	Acceptable answers: some knowledge of the position and company; demonstrated some initiative.	Appropriate and informed answers; good knowledge of the position and company; demonstrated initiative and enthusiasm.	/100
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-20 points	Above Expectations 21-30	Points Awarded
Final Impressions	Failed to express thanks or conclude the interview effectively.	Adequately expressed thanks and concluded the interview.	Expressed thanks and concluded the interview effectively.	/30
Evaluation Criteria	Below Expectations 0-7 points	Meets Expectations 8-14 points	Above Expectations 15-20 points	Points Awarded
Portfolio	Poorly organized; minimal relevant information.	Adequately organized; some relevant information.	Well-organized; relevant and diverse information.	/20
Documentation	One (1) copy of the Cover Letter and Résumé was submitted at presentation check-in (both preliminaries and finals).			/10
TOTAL INTERVIEW POINTS				/300

Note: no more than fifteen (15) minutes for interview.

(525) Extemporaneous Speech

SECONDARY EVENT ONLY

Description & Eligibility

Demonstrate effective communication skills by arranging, organizing, and presenting information orally without prior knowledge of the topic. The speech may serve one or more purposes: to decide, to impress, to inform, or to persuade. Any secondary division contestant may enter this contest. The event may be repeated.

Contestant Must Supply

- Sharpened pencils, pens

Equipment/Supplies Provided

- Three (3) notecards per contestant
- Topics

Contest Notes

- Method of evaluation: judged.
- Length of the event: no more than ten (10) minutes preparation, no less than two (2) and no more than four (4) minutes speech.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

Contest Specifications for this Event

- Contestant will draw two (2) different business topics and will select one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The event proctor will provide three (3) notecards. Notes can only be made on the notecards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.
- Judges' comments will be returned digitally through the online judging system at the national level.

(525) Extemporaneous Speech

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
If no to the question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-7 points	Meets Expectations 8-14 points	Above Expectations 15-20 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/20
Organization, Design & Structure	The speech lacks coherence and structure, making it unclear and difficult to follow. Transitions between points are awkward or absent.	The speech content has some gaps, making it not always clear and somewhat difficult to follow. Transitions between points are choppy.	The speech content flows adequately, with a mostly clear structure and smooth transitions between points.	/20
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Effectiveness	The speech demonstrates a limited understanding of the topic or prompt, often veering into irrelevant or off-topic information. The purpose of the speech (to decide, to impress, to inform, to persuade) is not achieved or unclear.	The speech addresses the general topic or prompt but lacks depth and specific focus. The purpose of the speech is partially achieved but lacks clear effectiveness in decision-making, impressing, informing, or persuading.	The speech comprehensively addresses the topic with a clear and focused approach. It includes relevant information that directly relates to the given context. The purpose of the speech (to decide, to impress, to inform, to persuade) is effectively achieved with clarity and impact.	/50
Timing	The speech lasted no less than two (2) minutes and no more than four (4) minutes and the contestant did <i>not</i> use any materials other than those specified.			/10
TOTAL PRESENTATION POINTS				/100

SPEECH WILL BE STOPPED AT FOUR (4) MINUTES

Description & Eligibility

Demonstrate effective communication skills by arranging, organizing, and presenting information orally without prior knowledge of the topic. The speech may serve one or more purposes: to decide, to impress, to inform, or to persuade. Any postsecondary division contestant may enter this contest. The event may be repeated.

Contestant Must Supply

- Sharpened pencils, pens

Equipment/Supplies Provided

- Three (3) notecards per contestant
- Topics

Contest Notes

- Method of evaluation: judged.
- Length of event: no more than ten (10) minutes preparation, no less than three (3) and no more than five (5) minutes speech.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

Contest Specifications for this Event

- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The event proctor will provide three (3) notecards. Notes can only be made on the notecards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is (1) minute remaining during the speaking time.

**(530) Contemporary Issues
Presentation Scoring Rubric**

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
If no to the question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-7 points	Meets Expectations 8-14 points	Above Expectations 15-20 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Speaker occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Speaker maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/20
Organization, Design & Structure	The speech lacks coherence and structure, making it unclear and difficult to follow. Transitions between points are awkward or absent.	The speech content has some gaps, making it not always clear and somewhat difficult to follow. Transitions between points are choppy.	The speech content flows adequately, with a mostly clear structure and smooth transitions between points.	/20
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Effectiveness	The speech demonstrates a limited understanding of the topic or prompt, often veering into irrelevant or off-topic information. The purpose of the speech (to decide, to impress, to inform, to persuade) is not achieved or unclear.	The speech addresses the general topic or prompt but lacks depth and specific focus. The purpose of the speech is partially achieved but lacks clear effectiveness in decision-making, impressing, informing, or persuading.	The speech comprehensively addresses the topic with a clear and focused approach. It includes relevant information that directly relates to the context given. The purpose of the speech (to decide, to impress, to inform, to persuade) is effectively achieved with clarity and impact.	/50
Timing & Documentation	The speech lasted no less than three (3) minutes and no more than five (5) minutes and the contestant did <i>not</i> use any materials other than those specified.			/10
TOTAL PRESENTATION POINTS				/100

SPEECH WILL BE STOPPED AT FIVE (5) MINUTES

(535) Human Resource Management (This event is dedicated in the memory of Bob Roeder)

Description & Eligibility

Assess interpretation of personnel policies and knowledge of human resource management. Any postsecondary or secondary division contestant may enter this judged event. The event may be repeated.

Contestant Must Supply

- *Human Resources Manual*
- Sharpened pencils, pens

Equipment/Supplies Provided

- Three (3) notecards per contestant
- Scenario

Contest Notes

- Method of evaluation: judged.
- Length of the event: no more than twenty (20) minutes preparation time, no less than three (3) and no more than five (5) minutes for oral presentation, no more than three (3) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed
- Model behaviors that demonstrate support for the organization's mission in order to provide quality human resources services to clients
- Describe, assess, and demonstrate rules and laws which should be followed in a human resources setting to promote occupational safety and health
- Model ethical and legal conduct while working in the human resources industry
- Demonstrate actions that comply with legal requirements for personal liability to guide personal conduct in the human resources setting
- Describe and apply technical knowledge and skills required in the human resources area

Contest Specifications for this Event

- The contestant will be given a human resources management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The event proctor will provide three (3) notecards. Only the *Human Resources Manual*, along with three (3) notecards, may be used in the preparation room.
- The *Human Resources Manual* is a guideline and should be used as the ultimate authority when the manual contains specific related information. Contestants are expected to familiarize themselves with the manual prior to competition.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Only the three (3) notecards may be used in the presentation room. The *Human Resources Manual* may not be used during the presentation.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- Judges' comments will be returned digitally through the online judging system at the national level.

(535) Human Resource Management

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
If no to the question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing & Documentation	The presentation lasted no less than three (3) minutes and no more than five (5) minutes and the contestant did <i>not</i> use any materials other than those specified.			/10
TOTAL PRESENTATION POINTS				/100

PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES

(540) Ethics and Professionalism

Description & Eligibility

Explore the application of ethical frameworks to various aspects used in business today. Any postsecondary or secondary division contestant may enter this judged event.

Contestant Must Supply

- *Ethics and Professionalism Resources Manual*
- Sharpened pencils, pens

Equipment/Supplies Provided

- Three (3) notecards per contestant
- Scenario

Contest Notes

- Method of evaluation: judged.
- Length of the event: no more than twenty (20) minutes preparation time, no less than five (5) minutes and no more than seven (7) minutes for oral presentation, no more than three (3) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate effective communication skills and nonverbal gestures
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Demonstrate problem solving abilities

Contest Specifications for this Event

- The contestant will be given a scenario dealing with ethics or professionalism. Refer to the *Ethics and Professionalism Resources Manual* as a guide when preparing for the event.
- The event proctor will provide three (3) notecards. Notes can only be made on the notecards provided. Only the *Ethics and Professionalism Resources Manual*, along with three (3) notecards for note taking, may be used in the preparation room.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the three (3) notecards may be used in the presentation room. *The Ethics and Professionalism Resources Manual* may not be used during the presentation.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- Judges' comments will be returned digitally through the online judging system at the national level.

(540) Ethics & Professionalism

Presentation Scoring Rubric

Required Elements				
(If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
If no to the question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence and structure, making it unclear and difficult to follow. Transitions between points are awkward or absent.	Presentation content has some gaps, making it not always clear and somewhat difficult to follow. Transitions between points are choppy.	Presentation content flows adequately, with a mostly clear structure and smooth transitions between points.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing & Documentation	The presentation lasted no less than five (5) minutes and no more than seven (7) minutes and the contestant did <i>not</i> use any materials other than those specified.			/10
TOTAL PRESENTATION POINTS				/100

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

(545) Prepared Speech

Description & Eligibility

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally. Any postsecondary or secondary division contestant may enter this event. The event may be repeated, but the topic may *not* be reused. A contestant may *not* participate in Prepared Speech and either Presentation Individual or Presentation Team in the same year.

Contestant Must Supply

- One (1) copy of the Speech Outline, Works Cited formatted according to the *Style & Reference Manual* and BPA Release Form(s) for each round (prelims and finals).
- Optional - Easel, flipchart, posterboard and props.

Contest Notes

- Method of evaluation: judged.
- Length of event: no more than one (1) minute setup, no less than five (5) and no more than seven (7) minutes for the speech.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Utilize nonverbal gestures as needed
- Apply speaking techniques using appropriate tempo and pitch
- Secure facts and data from multiple sources, emphasizing research skills

Contest Specifications for this Event

- Contestant selects a topic related to business, entrepreneurship, or Business Professionals of America.
- Facts and working data may be secured from any source. This event emphasizes a scholarly approach to securing information and places emphasis on content and research. Each contestant's speech, however, must be the result of his/her own efforts.
- Contestants must place their Contestant ID in the top-right corner of the header on the Works Cited and Speech outline. (This addition is *not* noted in the *Style & Reference Manual*.)
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials other than the required submission may be left with judges.

Common Specifications for all BPA Judged Events

- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including themselves, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including themselves, on the Works Cited page for any work used on the project. Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- It is the policy of Business Professionals of America to comply with copyright laws. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestant(s) will be disqualified for violations of the guidelines.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(545) Prepared Speech
Presentation Scoring Rubric

Required Elements				
(If any questions result in a NO being checked, judges please assign a score of 0)				
Contestant followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Contestant followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> below:				
Evaluation Criteria	Below Expectations 0-7 points	Meets Expectations 8-14 points	Above Expectations 15-20 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/20
Organization, Design & Structure	The speech lacks coherence, and it is unclear how each contestant's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	The speech content has some gaps, and it is not always clear how each contestant's role contributes to the presentation. Transitions between speakers and/or points are choppy.	The speech content flows adequately, and each contestant's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/20
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	The speech demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	The speech demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	The speech demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Timing & Documentation	Setup lasted no longer than one (1) minute, speech lasted no less than five (5) minutes and no longer than seven (7) minutes. Speech Outline and Works Cited in the correct format according to the Style & Reference Manual and BPA Release Form(s) were submitted at presentation check-in (both preliminaries and finals).			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

SPEECH WILL BE STOPPED AT SEVEN (7) MINUTES

Description & Eligibility

Demonstrate the use of correct parliamentary procedure through a chairperson's ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate in this judged event. Examine the team's knowledge of parliamentary procedure through oral questions and the objective test. Any secondary division contestant may enter this team event. A team consists of 4-8 contestants. Contestants that participate in this event at the national level are eligible for twelve (12) years of paid membership offered by the American Institute of Parliamentarians.

Team Must Supply

- *Robert's Rules of Order Newly Revised* (current edition)
- Sharpened pencils, pens for secretary's minutes
- Gavel
- Published and/or unpublished reference materials in the preparation room only
- Open and Closing a Meeting scripts in the preparation room only

Equipment/Supplies Provided

- Test/Agenda (one per team)
- Blank sheet of paper for Secretary's minutes
- One 3"x5" index card for each team member
- American flag

Contest Notes

- Method of evaluation: judged.
- All team members must take an objective parliamentary procedure test. The test should be administered to all team members at the same time. The average score will be added to the team score. The test is specific to this event. Reference materials are NOT allowed.
- Suggested resource for objective portion: Dunbar's Manual of Parliamentary Procedure
- Length of event: no more than fifteen (15) minutes preparation time, no more than fifteen (15) minutes parliamentary demonstration, and no more than five (5) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate understanding of parliamentary procedure
- Apply understanding of a democratic process in decision making
- Apply effective practices for conducting a business meeting
- Demonstrate ability to process specified motions
- Demonstrate understanding of time management
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business meeting setting
- Demonstrate effective communication and presentation skill

Contest Specifications for this Event

- Each team will be given a test/agenda containing three (3) subjects related to Business Professionals of America; each subject is to be used to demonstrate one or more abilities in parliamentary procedure. This becomes the order of new business for each team.
- The team will be expected to conduct the meeting according to correct parliamentary procedure beginning with the opening ceremony.
- Suggested Procedure - officers should be seated at the head table; the Secretary should be seated to the right of the Chairperson and Parliamentarian to the left.
- After the opening ceremony, the Chairperson must acknowledge a quorum and then ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the Secretary will read the first item of new business from the test/agenda. Proceed directly with the skills asked to demonstrate and conclude with the official closing ceremony.

- The Secretary will be permitted to take the contest agenda into the presentation room. The Secretary will record the proceedings of the meeting in English, long hand, on a blank sheet of paper, and submit his/her handwritten notes and contest agenda to the judges immediately after the presentation. Secretary's notes will be verified for content only.
- A warning card will be shown five (5) minutes before the maximum presentation time and one (1) minute before the maximum time.
- Judge questions will be directed to the Chairperson for any contestant to answer. Questions from the judges will have reference to the abilities demonstrated during the event.
- Each team contestant may have one 3" x 5" notecard during the presentation but may *not* refer to the authority during the presentation.
- Judges' comments will be returned digitally through the online judging system at the national level.

Opening a Meeting

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the contestants a well-planned and organized meeting. This will make meetings more orderly and effective.

The Opening Ceremony

President

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of the Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

Vice President

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

President

May we accomplish these objectives? Mr. /Madam Vice President, will you please present the other officers?

Vice President

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr. /Madam President, the officers are at their stations.

President

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag? *(Raps the gavel three times to call the members and guests to stand.* The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

Everyone

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

President

Fellow members and guests, join me in stating why we are here.

Everyone

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

President

Please be seated.

Closing a Meeting

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

Equipment and Supplies

Gavel

The Ceremony**President**

Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

Secretary

(Rises, replies, and sits down.) I have none, Mr. /Madam President.

President

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*

(550) Parliamentary Procedure Team
Presentation Scoring Rubric/Criteria

Judge 1 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Chairperson's presiding ability						
Subject #1	o	1-5	6-10	11-15	16-20	/20
Subject #2	o	1-5	6-10	11-15	16-20	/20
Subject #3	o	1-5	6-10	11-15	16-20	/20
Clarity and correctness of business transactions						
Subject #1	o	1-5	6-10	11-15	16-20	/20
Subject #2	o	1-5	6-10	11-15	16-20	/20
Subject #3	o	1-5	6-10	11-15	16-20	/20
Total Points Awarded by Judge 1 Only (120 points maximum)						/120

Judge 2 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Followed voting procedures						
Subject #1	o	1-5	6-10	11-15	16-20	/20
Subject #2	o	1-5	6-10	11-15	16-20	/20
Subject #3	o	1-5	6-10	11-15	16-20	/20
Judges' questions						
Question #1	o	1-3	4-6	7-9	10	/10
Question #2	o	1-3	4-6	7-9	10	/10
Question #3	o	1-3	4-6	7-9	10	/10
Total Points Awarded by Judge 2 Only (90 points maximum)						/90

Judge 3 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
General participation by contestants, excluding secretary.						
Subject #1	0	1-5	6-10	11-15	16-20	/20
Subject #2	0	1-5	6-10	11-15	16-20	/20
Subject #3	0	1-5	6-10	11-15	16-20	/20
Quality of discussion and power of expression, communication skills, and poise.						
Subject #1	0	1-5	6-10	11-15	16-20	/20
Subject #2	0	1-5	6-10	11-15	16-20	/20
Subject #3	0	1-5	6-10	11-15	16-20	/20
All points or none are awarded per item below.						
Included Opening and Closing ceremonies					10	/10
Followed designated order of business					10	/10
Secretary's handwritten notes of the meeting prepared in a legible manner					10	/10
At least four original team members were present during the presentation					10	/10
Total Points Awarded by Judge 3 Only (160 points maximum)						/160

TOTAL MAXIMUM POINTS = 370 + the average of the team members' scores from the Objective Test

(555) Presentation Individual

Description & Eligibility

Using current technologies and software, prepare and deliver an effective multimedia presentation on the topic provided. Any postsecondary or secondary division contestant may enter this judged event. A contestant may not participate in more than one of the following events in the same year. Presentation Individual and Prepared Speech. A previously used presentation may not be used. Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.

Topic

New generative-AI tools—such as ChatGPT for writing help, Adobe Firefly for images, and Sora for video creation—are rapidly changing how teachers teach and how students approach learning. These technologies can break down tough lessons, give instant feedback on essays, and quickly create eye-catching visuals, but they also raise concerns about academic integrity, over-reliance, and data privacy.

Your challenge is to craft a multimedia presentation that shows how generative AI is reshaping education from elementary classrooms to university lecture halls. Use solid research—articles, studies, and school surveys—plus real stories you have observed or experienced. Highlight the key benefits, such as personalized tutoring, adaptive feedback, and creative project support, while also examining the main risks, including academic dishonesty, misinformation, and unequal access to reliable AI tools. Finish by sharing a concise call to action—a set of three practical steps—to help educators, students, and families use AI smartly, safely, and fairly.

Points to consider include, but are not limited to:

- Benefits (personalized tutoring, adaptive feedback, creative project support, etc.)
- Risks (academic dishonesty, AI misinformation, access gaps, etc.)
- Call to Action (develop a brief three-step plan that schools can adopt immediately)

Contestant Must Supply

- One (1) copy of the Works Cited formatted in accordance with the *Style & Reference Manual* and signed BPA Release Form(s) for each round of the event (preliminary and final)
- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.).

Contest Notes

- Method of evaluation: judged.
- Carry-in and setup of equipment must be done solely by the contestant and must take place within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- Length of event: no more than three (3) minutes for setup, no less than seven (7) and no more than ten (10) minutes for oral presentation, and no more than five (5) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Apply technical skills to create a multimedia presentation which will enhance the oral presentation
- Demonstrate effective oral communication skills
- Secure facts and data from multiple sources, emphasizing research skills

Contest Specifications for this Event

- The contestant is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Contestant should use space, color, and text as design factors.
- The use of graphics, including charts, must be a part of the presentation.
- Format Works Cited according to *Style & Reference Manual*.

Common Specifications for all BPA Judged Events

- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

**(555) Presentation Individual
Presentation Scoring Rubric**

Required Elements (If any question results in a NO, please assign a score of 0)				
Contestant followed the topic.				□ Y □ N
Contestant followed the Copyright and/or Fair Use Guidelines.				□ Y □ N
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	The presentation lacks coherence, and the contestant's approach does not clearly convey a structured or purposeful flow.	The presentation has some gaps in organization, and the contestant's structure is occasionally unclear or inconsistent.	The presentation content flows adequately, and the contestant demonstrates a clear and well-integrated structure throughout.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing & Documentation	Setup lasted no longer than three (3) minutes, presentation lasted no less than seven (7) minutes and no longer than ten (10) minutes. Works Cited is in the correct format according to the <i>Style & Reference Manual</i> and BPA Release Form(s) were submitted at presentation check-in (both preliminaries and finals).			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(560) Presentation Team

Description & Eligibility

Using current technologies and software, prepare and deliver an effective multimedia presentation on the topic provided. Any postsecondary and secondary division contestant may enter this judged team event. A team will consist of 2-4 contestants. A contestant may *not* participate in more than one of the following events in the same year: Presentation Team and Prepared Speech. A previously used presentation may *not* be used. **Entries that do not follow the provided topic or the Copyright and/or Fair Use Guidelines will be disqualified.**

Topic

Last month, headlines revealed that a popular educational app—required by the school and installed on nearly every student’s phone—had been quietly collecting and selling students’ location and browsing data. Outrage spread across campus, but a follow-up discussion with the school’s technology department uncovered something even more troubling: most students believe that tools like “Incognito Mode” or social media privacy settings protect their data.

Now, your team has been selected to become the student voice of truth. Research the biggest personal data myths your peers believe, expose the hidden realities, and propose simple protections that keep today’s apps convenient—but safe. You will deliver a 7-10-minute multimedia presentation of your findings to your school’s technology department for review.

Points to consider include but are not limited to:

- Myth-Busting Spotlight: Identify three common privacy myths among students. Pair each myth with a powerful fact or statistic that exposes the truth.
- Student Sentiment Snapshot: Poll your classmates about the myths. Present the results using a clear, visual format (bar or pie chart) to highlight gaps between perception and reality.
- Local Impact Story: Share a concise, relatable story showing how the misuse of personal data could directly harm students, especially when the school endorsed the app.
- Quick Win Toolkit: Recommend three fast, actionable steps students can take today to improve their digital safety—plus one school-wide initiative to prevent future issues.
- Success Metric: Define one measurable way to track progress. Clarify who will gather the data and how the results will be reported back to the school’s technology department.

Team Must Supply

- One (1) copy of the Works Cited formatted according to the *Style and Reference Manual* and signed BPA Release Form(s) for each round of the event (preliminary and final).
- Digital presentation tools and supporting equipment (device, software, projector, extension cords, etc.).

Contest Notes

- Method of evaluation: judged.
- Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted
- No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges.
- Length of event: no more than three (3) minutes setup, no less than seven (7) and no more than ten (10) minutes oral presentation, no more than five (5) minutes judges’ questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate effective teamwork skills needed to function in a business setting
- Apply technical skills to create a multimedia presentation which will enhance the oral presentation
- Demonstrate effective oral communication skills
- Secure facts and data from multiple sources, emphasizing research skills

Contest Specifications for this Event

- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.
- The use of graphics, including charts, must be a part of the presentation.
- Format Works Cited according to *Style & Reference Manual*.

Common Specifications for all BPA Judged Events

- The team is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(560) Presentation Team
Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
Team followed the Copyright and/or Fair Use Guidelines.				<input type="checkbox"/> Y <input type="checkbox"/> N
If no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> below:				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Team rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Team occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Team maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers and/or points are awkward or absent.	Presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers and/or points are choppy.	Presentation content flows adequately, and each team member's role is clear and integrated into the presentation. Transitions between speakers and/or points are smooth.	/15
Evaluation Criteria	Below Expectations 0-15 points	Meets Expectations 16-30 points	Above Expectations 30-45 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/45
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Team Members	At least two original team members were present during the presentation.			/5
Timing & Documentation	Setup lasted no longer than three (3) minutes, presentation lasted no less than seven (7) minutes and no longer than ten (10) minutes. Works Cited in the correct format according to the <i>Style & Reference Manual</i> and BPA Release Form(s) were submitted at presentation check-in (both preliminaries and finals).			/10
TOTAL PRESENTATION POINTS				/100

Props and/or additional items shall not be used as a basis for scoring.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(590) Meeting and Event Planning Concepts - Open Event

Description & Eligibility

Access knowledge addressing business meeting management which incorporates fundamental concepts accepted as good practices in any business unit including business planning and strategy, organization and execution, trust and transparency. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Optional: Sharpened pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Members who violate this rule will be disqualified.

Contest Notes

- Method of evaluation: objective.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- **Manage all aspects of project for success of event**
 - Plan meeting or event project
 - Manage event finances and budget
 - Manage monetary transactions
 - Perform administrative tasks
 - Acquire staff and volunteers
 - Train staff and volunteers
 - Create meeting or event design
 - Engage speakers and performers
 - Coordinate food and beverage services
- **Develop plan for managing movement of attendees**
 - Manage site
 - Select site and design site layout
- **Manage on-site communications**
 - Manage marketing materials
 - Manage meeting or event merchandise
- **Exhibit professional behavior**
- **Conduct business communications**

(591) Management, Marketing and Human Resources Concepts - Open Event

Description & Eligibility

Assess knowledge of management, marketing, and human resources concepts. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Optional: Sharpened pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Members who violate this rule will be disqualified.

Contest Notes

- Method of evaluation: objective.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Demonstrate knowledge of management concepts and skills
- Demonstrate knowledge of marketing concepts and skills
- Demonstrate knowledge of human resource concepts and skills
- Demonstrate knowledge of business finance concepts and skills
- Demonstrate knowledge of entrepreneurship concepts and skills
- Demonstrate knowledge of global business concepts and skills

(592) Parliamentary Procedure Concepts - Open Event

Description & Eligibility

Assess knowledge of parliamentary procedure. Any postsecondary and secondary division contestant may enter this objective event.

Contestant Must Supply

- Optional: Sharpened pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. disqualified.

Contest Notes

- Method of evaluation: objective.
- Suggested resource: *Dunbar's Manual of Parliamentary Procedure Test Questions*.
- Reference materials are not allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Demonstrate knowledge of parliamentary principles
- Demonstrate knowledge of parliamentary terminology
- Identify the various kinds and characteristics of motions
- Describe voting methods, techniques, and rules
- Identify debatable and non-debatable motions
- Identify techniques for conducting a meeting

Description & Eligibility

Assess knowledge of basic project management practices and terminology that is used independent of a specific methodology. Any postsecondary division contestant may enter this event.

Contestant Must Supply

- Optional: Sharpened pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Disqualified.

Contest Notes

- Method of evaluation: objective.
- Reference materials are not allowed.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

The competencies assessed relate to the Project Management Professional (PMP) Standards produced by the Project Management Institute (PMI).

- Demonstrate understanding of the five basic project phases
- Demonstrate knowledge of work breakdown structures and how they are used
- Identify terminology associated with project management including organizational structures and leadership styles
- Demonstrate the understanding and importance of risk management and levels of risk
- Demonstrate the knowledge of general management skills including leadership, negotiation, communication, and team building
- Demonstrate knowledge of product life cycle stages
- Analyze information regarding tasks, plans, schedules, strategies, budgets, deliverables, milestones, and organizational structures

(594) Digital Marketing Concepts - Open Event

Description & Eligibility

Assess knowledge of digital marketing concepts. Any postsecondary or secondary division contestant may enter this application event.

Contestant Must Supply

- Optional: Sharpened pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Members who violate this rule will be disqualified.

Contest Notes

- Method of evaluation: objective.
- Reference materials are not allowed.
- Length of event: no more than sixty (60) minutes testing time.
- Unlimited entries by state.

Contest Competencies

- Identify the use of social media in marketing communications to obtain customer attention and/or to gain customer insight
- Demonstrate effective marketing research procedures and findings to assess credibility
- Describe types of digital advertising strategies that can be used to achieve promotional goals
- Understand design principles to communicate needs to designers
- Assess advertisements to ensure achievement of marketing communications goals/objectives
- Demonstrate the ability to develop an advertising campaign to achieve marketing communications objectives

This event is sponsored by:

STUKENT

HEALTH ADMINISTRATION EVENTS

- 600 [Medical Coding](#)
- 605 [Health Insurance and Medical Billing](#)
- 610 [Health Administration Procedures](#)
- 615 [Health Research Presentation](#)
- 690 [Health Administration Concepts \(Open\)](#)

(600) Medical Coding

Description & Eligibility

This contest will assess the contestant's knowledge and skills in medical coding through theory and application questions using ICD-10-CM and CPT. Any postsecondary or secondary contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Contestants who violate this rule will be disqualified.
- Suggested resource: Manual ICD-10-CM (2024) and CPT (2024), only physical copies allowed no electronic references.

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- No previous Business Professionals of America tests (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.
- Length of event: no more than ten (10) minutes orientation, no more than ninety (60) minutes testing time, no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Apply technical coding skills to a variety of medical diagnoses/conditions
- Demonstrate knowledge of coding guidelines
- Explain what code numbers are used in various healthcare settings
- Recognize the coding method by the number assigned
- Assign codes accurately using appropriate coding guidelines
- Accurately define coding terms, abbreviations, and symbols
- Determine coding sequence based on diagnoses provided

(605) Health Insurance and Medical Billing

Description and Eligibility

Assess knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations. Any postsecondary and secondary division contestant may enter this event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Contestants who violate this rule will be disqualified.

Competition Notes

- Method of evaluation: objective | application.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- No previous Business Professionals of America tests (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.
- Length of event: no more than ten (10) minutes orientation, no more than sixty (60) minutes testing time, no more than ten (10) minutes wrap-up.
- Entries vary by state.

Contest Competencies

- Demonstrate understanding of various types of insurance (private, third-party payer, government, group, individual, etc.)
- Evaluate and provide correct information on a CMS-1500 form for errors and omission
- Highlight insurance verification skills (troubleshooting insurance eligibility, determining primary vs. secondary coverage, etc.)
- Complete insurance prior authorization requests for different types of healthcare
- Accurately complete insurance claim submission forms (CMS 1500, etc.)
- Reconcile insurance payments with patient payments
- Demonstrate understanding of medical billing operations and patient account management

(610) Health Administration Procedures

Description and Eligibility

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office. Tests are written using AHDI guidelines and Taber's or Dorland's medical dictionaries. Any postsecondary and secondary division contestant may enter this application event.

Contestant Must Supply

- Published and/or unpublished non-electronic written reference materials.
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Contestants who violate this rule will be disqualified.
- Entries vary by state.

Competition Notes

- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
- No previous Business Professionals of America tests (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.
- Length of event: no more than ten (10) minutes orientation, no more than ninety (60) minutes testing time, no more than ten (10) minutes wrap-up.
- Entries vary by state.

Equipment/Supplies Provided

- Computer and software

Contest Competencies

- Apply technical skills to produce a variety of medical office documents
- Demonstrate knowledge of the basic terminology and office procedures needed to function effectively in a medical office
- Provide customer support and service
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Apply formatting and place information in correct SOAP and HPIP format
- Prepare telephone messages
- Utilize knowledge of medical ethics and etiquette
- Prepare and process medical records, process payments
- Use correct format in preparing a variety of medical reports
- Maintain patient account records and prepare billing statements
- Work with insurance companies to process patient accounts

(615) Health Research Presentation

Description & Eligibility

Demonstrate communication skills in securing, arranging, organizing, and presenting a multi-media presentation on the provided topic. Any postsecondary or secondary division contestant may enter this judged event.

Topic

You are part of a task force assembled by a state hospital association aiming to evaluate and improve pediatric cancer research outcomes. Your team has been asked to present at their upcoming innovation summit. Prepare a presentation that examines the history of pediatric cancer research in the U.S., highlighting major milestones and disparities in funding compared to adult cancers. Analyze how this funding gap affects innovation, treatment access, and long-term outcomes. Then, propose realistic, community-based solutions that could drive awareness, improve support, and influence policy to accelerate progress in pediatric oncology.

Contestant Must Supply

- One (1) copy of the signed BPA Release Form(s) and Works Cited for each round of the competition (preliminaries and finals). No materials, other than the required submission materials, may be left with judges.
- Presentation device and any supporting equipment (extension cords, projector, etc.)

Competition Notes

- Carry-in and setup of equipment must be done solely by the contestant and must take place within the time allotted.
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges.
- Length of event: no more than three (3) minutes for setup, no less than seven (7) and no more than ten (10) minutes for oral presentation, no more than five (5) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

This event is sponsored by:



Contest Competencies

- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which will enhance the oral presentation
- Demonstrate ability to successfully address and resolve difficult situations with physicians (i.e. - changing a doctor's schedule to accommodate operational needs)
- Provide excellent customer service to a patient and resolve their concern while maintaining compliance with all healthcare regulations
- Understand and explain a complex healthcare policy

Contest Specifications for this Event

- Presentation should make effective use of current multimedia technology (e.g., sound, movement, digital video, etc.).
- Contestant should use space, color, and text as design factors.
- The use of graphics, including charts, should be included in the presentation.
- Contestant ID is required for all submissions. Materials from non-registered contestants and/or those missing Contestant ID cannot be accepted.
- The contestant is responsible for securing a signed BPA Release Form(s) from any person, including oneself, whose image or work is used in the project.
- The contestant is responsible for citing all sources, including oneself, on the Works Cited page for any work used on the project. It is the policy of Business Professionals of America to comply with copyright law. The *Style & Reference Manual* contains guidelines for Copyright and/or Fair Use. Contestants will be disqualified for violations of the guidelines.
- Materials must follow the organization's BPA Graphic Standards and make proper use of the BPA logo and/or organization's name. Refer to the BPA Graphic Standards in the *Style & Reference Manual*.
- Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

Business Professionals of America Workplace Skills Assessment Program | Initial Release v1.0 September 1, 2025

Material contained in this publication may be reproduced for contestants and/or event use only.

(615) Health Research Presentation

Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.			<input type="checkbox"/> Y <input type="checkbox"/> N	
Team followed the Copyright and/or Fair Use Guidelines.			<input type="checkbox"/> Y <input type="checkbox"/> N	
If answered no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Gameplay Mechanics	Below Expectations 0-6 points	Meets Expectations 7-13 points	Above Expectations 14-20 points	Points Awarded
Opening & Summary	Lacks a clear introduction or conclusion; confusing or incomplete.	Includes a basic opening and summary; mostly clear.	Strong, engaging opening and clear summary that wraps up the presentation effectively.	/20
Objectives	Objectives are missing or unclear.	Objectives are stated but may lack detail.	Objectives are clearly stated and connect well to the overall theme.	/20
Stage Presence & Delivery	Contestant is hard to hear, lacks confidence, or reads entirely from notes.	Contestant speaks clearly and shows some confidence; limited eye contact.	Contestant is confident, engaging, uses eye contact, and speaks clearly throughout.	/20
General Content	Content is off-topic, inaccurate, or lacks depth.	Content is mostly accurate and relevant; some details included.	Content is accurate, well-researched, and clearly supports the project goals.	/20
Typography	Fonts are hard to read or used inconsistently.	Fonts are readable and mostly consistent.	Fonts are well-chosen, readable, and enhance the overall design.	/20
Functional Graphics	Graphics are missing or do not support the idea.	Graphics are present and somewhat support the idea.	Graphics clearly support and enhance the message or concept.	/20
Charts & Graphs	Charts/graphs are missing or unclear.	Charts/graphs are used and mostly understandable.	Charts/graphs are clear, accurate, and help explain the idea effectively.	/20
Color & Space	Poor use of color or space; design feels cluttered or dull.	Color and space are used appropriately; design is mostly balanced.	Color and space are used creatively and effectively to enhance the design.	/20
Multimedia Technology	Multimedia is missing or used ineffectively.	Multimedia is used and supports the presentation.	Multimedia is used creatively and adds strong value to the presentation.	/20
Development of Theme	Theme is unclear or not followed throughout.	Theme is present and mostly consistent.	Theme is clearly developed and carried through all parts of the project.	/20
Judge Questions	Answers are incomplete or off-topic.	Answers are mostly accurate and relevant.	Answers are thoughtful, complete, and show deep understanding of the project.	/20
Timing & Documentation	Setup lasted no longer than three (3) minutes, and the presentation lasted no less than seven (7) and no more than ten (10) minutes. One (1) copy of the Works Cited and signed BPA Release Form(s) for each round of the event (preliminary and final) was submitted.			/10
TOTAL PRESENTATION POINTS				/230

Props and/or additional items shall not be used as a basis for scoring

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(690) Health Administration Concepts (OPEN)

Description & Eligibility

Assess knowledge of general medical terminology and body systems. Any postsecondary or secondary division contestant may enter this objective event.

Contestant Must Supply

- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified. Contestants who violate this rule will be disqualified.

Competition Notes

- Reference materials are **not** allowed. Contestants who violate this rule will be disqualified.
- Length of event: no more than ten (10) minutes orientation, no more than ninety (60) minutes testing time, no more than ten (10) minutes wrap-up.
- Unlimited entries by state.

Contest Competencies

- Concepts of medical terminology (word parts, abbreviations, suffixes, prefixes)
- Integumentary System
- Skeletal and Muscular Systems
- Blood, Lymphatic System, and Immunology
- Cardiovascular System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive Systems
- Nervous System
- Endocrine System

WORKPLACE SKILLS ASSESSMENT PROGRAM RECOMMENDATION PROCEDURES

How to Submit a Recommendation:

1. Input from local advisors and/or students for changes in workplace skills assessments shall be submitted on the Workplace Skills Assessment Program Recommendation Form located online at: register.bpa.org by June 15.
2. Recommendations for all changes in events and specifications must describe suggested wording change in the Secondary/Postsecondary Guidelines for the Workplace Skills Assessment Program.
3. Recommendations for all changes in the administration of workplace skills assessments must describe the suggested procedure to be followed by event administrators.
4. Recommendations, including a clearly stated rationale for all changes, must be completed and keyed with no abbreviations. Please attach all supporting documentation, if applicable. For example: if the recommendation concerns a form, refer to and attach the specific form; if it concerns a pilot test, refer to and attach the specific test.
5. Submitted recommendations must include:
 - a) specific recommendation
 - b) clearly stated rationale
6. Recommendations received after June 15, but prior to the summer CEAC meeting, must be distributed directly to each state advisor, CEAC representative, and the National Center.

How Recommendations are Answered:

1. CEAC will bring the state priority recommendations to the summer meeting for CEAC action as:
 - a) approved as presented
 - b) approved with changes
 - c) rejected
 - d) point of information
 - e) tabled
2. If the recommendation is approved, and it is a major change, it will be taken to the Programs Committee of the Board of Trustees. Other changes will be presented as a "point of information."
3. Recommendations rejected will be returned to the originating state with an explanation.
4. The Programs Committee will review the CEAC recommendations and submit them to the full Board of Trustees for final approval and implementation.

WORKPLACE SKILLS ASSESSMENT PROGRAM PILOT PROCEDURE

- Step 1 A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT** be completed by the person proposing the event in coordination with their State Advisor and their CEAC representative(s). This form will be found on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines.
- Step 2 Summer:** At the summer meeting, a need for a new event is presented and supported by a majority of members of SAAC and CEAC. A minimum of two states must agree to pilot the proposed event at either/or both regional and state levels. The proposed event is recommended for Board approval.
- Step 3 Summer:** The proposed event is presented to the Board of Trustees for review and action. If approved, authors will be contracted by the National Center to write all levels of the pilot event and evaluation instruments for pilot states to complete.
- Step 4 Fall:** The regional and state levels of the pilot event are distributed to all state organizations. Other states, in addition to the two initial states that agreed, may decide to pilot the event and must inform the National Center by the designated deadline. Any state who agrees to pilot the new event understands it has *not* been through the CEAC auditing procedure and, thus, agrees to accept and administer the event as received.
- Step 5 Spring:** Proposed event is piloted in at least two states at their spring conference. The event may also be piloted at the regional level, if desired. Each piloting state will conduct an evaluation to be administered immediately upon completion of the contest. Evaluations should be completed by:
- a. All participants
 - b. Administrators, proctors, graders, judges
 - c. State CEAC representatives
 - d. State Advisors
- Step 6 Spring:** Proposed event is piloted at NLC.
- a. Only students who competed in the pilot event at the state conference may compete in the pilot event at NLC.
 - b. The number of entries per state in the pilot event will be the same as any other event in the same category.
- Step 7 NLC:** Participants in the pilot event at NLC will be recognized in the same way as participants in other events in the same category.
- Step 8 NLC:** At the conclusion of the pilot, the following groups will evaluate the event:
- a. All participants
 - b. Administrators, proctors, graders, judges
 - c. CEAC members present
 - d. SAAC members present
- Step 9 Summer:** At the summer meeting, the proposed new event will be audited by CEAC and submitted for Board review. Joint CEAC and SAAC recommendations will also be submitted for review. If approved by the BOT, authorship will be assigned by the Director of Education & Professional Development and an addendum to the Guidelines will be sent to all states.

WORKPLACE SKILLS ASSESSMENT PROGRAM NEW EVENT PROPOSAL

NOTE: THE REGIONAL LEVEL TEST MUST BE SUBMITTED WITH THE NEW EVENT PROPOSAL

Description:

Proposed By:	E-mail Address:
Contest Name:	
Career Cluster/Pathway:	

Source/Organization/Agency	Acronym	Website or Location of Information	Section, Chapter, etc. Referenced in Performance Standards	Date of Edition or Version
States Career Cluster Initiative	SCCI	www.careerclusters.org		
National Business Education Association Standards	NBEA	www.nbea.org		
Common Core Standards	CCS	www.corestandards.org/the-standards		
21 st Century Skills	C21			
All Aspects of the Industry	AA			
Other (as applicable)				

Competencies:
(Specific skills needed to compete in this event)

List of Major Instructional Resources:
(websites, textbooks, essential equipment, reference materials, supplies)

Resources:
www.bpa.org
Business Professionals of America

Rationale:
(Explain need for new event and how it furthers the mission of the Workplace Skills Assessment Program.)

Student Performance Standards (Learner Outcomes or Knowledge and Skill Statements)							
List all event specific objective and indicate linkage to a national standard	SCCI	NBEA	CCS	C21	AA	Other	

All Aspects of Industry

- | | | |
|------------------|--------------------------------|---------------------------------------|
| AA1 - Planning | AA4 - Technical and Production | AA7 - Community Issues |
| AA2 - Management | AA5 - Principles of Technology | AA8 - Health, Safety, and Environment |
| AA3 - Finance | AA6 - Labor Issues | AA9 - Personal Work Habits |

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 National 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 (self-plagiarism)
- The use of ChatGPT (or other AI tools) to complete any submitted work must be properly documented and sourced on the works cited document.

National BPA Academic Integrity Violation Procedures

The following guidelines will be adhered to if a contestant has demonstrated a violation of the National BPA Academic Integrity Policy:

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 the BPA Director of Education at the Competitive Events Headquarters if during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Director of Education 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 contestant, local advisor, 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.

State associations may follow these violation procedures for their regional and state leadership conferences and/or may enforce additional penalties.

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 the Director of Education and Professional Learning at the BPA NLC Competitive Events Headquarters if the violation occurs during NLC, or via email if occurring prior to NLC (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 contestants and/or a team to report for the same violation, complete the form and save the file once for each contestant/team and update the information beginning on page 2.

REPORTER INFORMATION

Name: _____
Report Date: _____
Position Title: _____
Report Time: _____
Cell Phone: _____
Email: _____

VIOLATION INFORMATION

Contestant/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 to back if necessary.

CONTESTANT/TEAM INFORMATION

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

Contestant/Team Name: _____

Contestant/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 contestant/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, infographics, 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 contestant/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:

Board Representative

Board Representative

National Officer

National Officer

Local Officer

Local Officer

Executive Director