



OKLAHOMA  
**BUSINESS**  
*professionals*  
**OF AMERICA**

Today's students. Tomorrow's business professionals.

CHAPTER AFFILIATION GUIDE 2017-2018

## Why **BUSINESS PROFESSIONALS OF AMERICA?**

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular experiences based on national standards.

**BPA's** Chapter Affiliation/Curriculum Program is designed to be simple, easy, cost-effective and value-filled so that educators can utilize BPA tools in the classroom and campus setting to positively impact Career and Technical programs and students!

All currently active and brand new Oklahoma BPA chapters must meet the following requirements regarding Career and Technical Education, mandated by the Oklahoma Department of Career and Technology Education:

1. Be an approved organization on campus with a certificated faculty member serving as your chapter advisor.
2. The advisor must have a CTE teaching certificate in one of the following approved areas (exceptions may apply for home school chapters): Business Education, Marketing Education, or Career and Technology Education, unless home schooled or special provisions are granted through the state charter holder.
3. All students participating in Oklahoma BPA must have taken or be currently enrolled in one of the following Career and Technical Education (CTE) classes in 2017-2018: Marketing, Business Management and Administration, Finance, or Information Technology, unless home schooled or special provisions are granted through the state charter holder.

The Oklahoma BPA School Affiliation/Curriculum Pricing Guide is as follows:

### **Annual affiliation fees for the BPA calendar year (July 1 – June 30)**

**1-20 students ..... \$400.00**

If more than 20 students are participating in the affiliation/curriculum program, you will pay an additional \$20 per student affiliated. All mid-level and secondary, high school chapters of Oklahoma BPA will be required to pay the School Affiliation/Curriculum Program Fee.

The School Affiliation/Curriculum Program Fee will be paid directly to Business Professionals of America.

BPA National Center  
P.O. Box 729  
Westerville, OH 43086  
614-895-7277  
[www.bpa.org](http://www.bpa.org)

Once a chapter submits their Affiliation/Curriculum Program fee they become an official Oklahoma BPA Local Chapter. Official Local Chapters gain access to the following curriculum, resources, programs, and college and career development experiences.

## **BPA on Campus!**

The Affiliation/Curriculum Program fee provides a School Site License for students and teachers to operate a local BPA chapter and be affiliated with Oklahoma BPA and National BPA.

## **Workplace Skills Assessment Program**

BPA Competitive Events feature over 70 competitive events spanning the fields of entrepreneurship, marketing, finance, hospitality, and management. *(Additional fees apply for conference attendance)*

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in business management and administration, finance, marketing sales and service, and information technology. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

The Mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.



The Vision Statement of Business Professionals of America is as follows:

At Business Professionals of America, we are committed to developing the best possible career and technical education organization for students in the United States. The measure of our success will be the perception that alumni of Business Professionals of America are highly competent and skilled workforce professionals who enable business and industry to maintain the economic vitality and high quality of life associated with our celebrated United States of America.

## **Career Preparation Challenges**

*(Local level competition available for free with site license. Additional fees apply for conferences)*

- Complimentary access to the Workplace Skills Assessment Program guidelines, certifications that supplement the WSAP, and crosswalks to the Common Career Technical Core Standards.
- Complimentary participation for students in the BPA Cares Program and The Torch Awards Program. BPA Cares is a combination of the Service Learning Program, Special Recognition Awards, and Professional Awards. The Torch Awards Program rewards students for getting involved and serving their chapter, school and community. The National BPA website includes information, links, and portal to the Torch Awards Program.

## **Academies and Clusters**

BPA is dedicated to enhancing the personal and professional development of our members through cultural enrichment, competitive opportunities and life skill development experiences. Don't miss out on the opportunity to attend and participate in one of the many academies and education clusters that will be offered at this year's National Leadership Conference. From Life Skills Digital Certification opportunities to the new Social Media Meet Up, you are sure to find a program track that can help strengthen your education and skills. Opportunities include:

- The 2018 Social Media Meet Up
- Adobe Academy
- Life Skills Digital Certification Lab
- Secondary National Leadership Academy

## **Scholarships**

- Access to BPA's Scholarship Network which issues over thousands of dollars in scholarships to BPA students each year available only to registered BPA members.

## **Professional Learning Series**

Access to exclusive training and development opportunities for BPA teacher/advisors including:

- Oklahoma BPA Fall and State Career Development Conferences. *(Additional fees apply for registration, lodging, travel and other expenses)*
- E-Learning professional development experiences by content experts including live online events and archived training events available 24/7.
- New Advisor Mentoring Program features monthly electronic mentoring with resources, tools, and insights to navigate the first few years of integrating BPA into the local CTE program.

## Teacher and Student Recognition

Opportunities to distinguish students, teachers, and programs for education excellence!

- Hall of Fame
- Outstanding Service Award
- Office Education Award
- Emerging Advisor of the Year
- Advisor of the Year
- BPA Certified Member
- BPA Certified Advisor

## Life Skills Achievement Program

To encourage continual Leadership Development training throughout the membership year, Business Professionals of America, in partnership with Next Step Academy, is pleased to offer online services and resources to members through the Life Skills Achievement Program. An exclusive series of online courses available to students, advisors and alumni, the Life Skills Achievement Program will help enhance skills, knowledge and preparation for both educational and professional advancement.

The Life Skills Achievement Program is designed to introduce members to important components identified by the U.S. Department of Labor and 21st Century Skills as necessary for success in the workplace. Each course is quick, easy and designed to be used across a variety of devices—including smartphones, tablets, laptops and more—allowing users to take their learning on the go. With an ever-growing suite of course offerings, Next Step Academy is helping members take their next steps at every stage of life.

## Exclusive to BPA School Affiliate/Certification Program

Members have the opportunity to complete any or all of the introductory life skills webinars from those listed below. With successful completion of a minimum of six (6) courses, members can earn a Digital Certification Badge which can be displayed in their digital portfolio and on various social media platforms and applications.



In the BPA Life Skills Achievement, each course is:

- Short (less than 30 minutes to complete)
- Mobile (desktop/laptop, phone or tablet).
- Full of information (expert advice, quality content, videos, and a quiz).
- Upon completion, learners will receive an electronic badge specifically designed for Business Professionals of America members to tout their accomplishment.
- This badge can be placed on résumés, shared on social media, sent to employers/potential employers, and more.

### **Resources and Materials**

- Webinar Wednesdays
- BPA Chapter Management Materials and Templates.
- The Source: BPA's monthly publication to connect students and advisors with resources to curriculum and business and industry.
- BPA access to 24/7 online resources (blogs, videos, media, articles and more!).
- Access to signature Oklahoma BPA and BPA promotional materials including videos, attire, banners, brochures, and a full library of branding and identity materials.
- BPA Local Chapter Handbook which provides helpful methods and strategies for organizing and integrating BPA into classrooms.

### **Service and Support**

- Dedicated BPA support staff and BPA advisor mentors are a phone call, e-mail, or visit away to provide customer service, technical assistance, and program support to assist your chapter on its journey.
- Two websites, (Okcareer.tech/BPA, BPA.org) are available with 24/7 access to key resources and support materials.
- Travel Stipends for top competitors who qualify at the BPA State Leadership Conference to advance to the national workplace skills assessment program competition. (Additional fees apply for conference attendance)
- Advocacy on the state and federal level on issues related to education and CTE.
- Approval on the NASSP (National Advisory List of Student Contests and Activities) based on exceeding standards in educational value, financial support, organizational structure, and fair, appropriate adjudication.

### **Eligibility to Attend BPA Conferences** *(separate fees apply)*

BPA chapters are eligible to participate in annual BPA Conferences including, but not limited to:

- BPA National Leadership Conference
- Oklahoma BPA State Leadership Conference
- Oklahoma BPA Fall Leadership Conference

## Why the CHANGE?

This new affiliation model was created to strengthen BPA's co-curricular integration model and reach more students. BPA has traditionally been a membership driven educational tool. In this model, BPA was too often treated on campus as a school club or extra-curricular organization. However, the richness of the BPA educational experience is at its fullest strength and provides the greatest educational value when BPA is operated as a co-curricular instructional tool. The new site license model for BPA affiliation is aimed at giving teacher advisors an easier and more inclusive format for integrating BPA on campus and in CTE classes.

### **Q: What about professional membership for advisors?**

*A: Advisors are included in the BPA Affiliation/Curriculum Program site license. If they have 1 advisor, they can have 19 students, if they have 2 advisors, they can have 18 students, and so on.*

### **Q: What about Professional and Alumni membership?**

*A: Professional and Alumni membership is not included in the BPA site license model.*

### **Q: What about a new chapter that will only have a handful of BPA students in their first year?**

*A: All BPA Chapters are required to maintain/serve at least 10 students annually. Oklahoma has always set the bar for rigor in Career and Technology Education. Historically, 50% of Oklahoma's local chapters have maintained at least 20 students benefitting from BPA's Affiliation and Curriculum Model.*

### **Q: Once I've registered students in the BPA affiliation system can I make changes?**

*A: Once students are registered in the national BPA system and the roster is submitted to BPA no changes can be made (e.g. no drops, no substitutions, etc.). You can continue to add students, but no other changes are allowed.*

### **Q: What if I want to add students later in the year?**

*A: You can continue to add students to your roster throughout the year. Note that to be eligible for competition students must be in the system and submitted to BPA prior to the registration deadline for the conference they plan to compete in. We hope you will utilize this opportunity as a way to grow your local chapter.*

### **Q: Is there any benefit to having more/less students?**

*A: Once you have paid your annual Affiliation and Curriculum Program Fee, you are encouraged to register as many students as you can. To get the most out of your BPA affiliation payment (e.g. you will want to maximize your benefit by using all 20 versus just having 10 or 15). The price is the same within the Oklahoma Affiliation and Curriculum Program Fee regardless of the number of students/advisors you have registered.*

**Q: How do we register our chapter with BPA?**

*A: Schools will use the same BPA system they have used in the past to register their students, advisors, professionals and alumni. It will continue to be done online through the BPA website that was used before: (<http://www.registermychapter.com/bpamem>)*

**POTENTIAL SOURCES OF FUNDS TO COVER THE BPA AFFILIATION/CURRICULUM PROGRAM SITE LICENSE**

One of the benefits of the new BPA Affiliation/Curriculum Program model is that it opens up a variety of options for chapters to acquire, earn or receive funds to cover their site license payment. The list below is a starting point for potential sources of funding and not intended to be an exhaustive catalog of options. Chapters are encouraged to seek out all possible options for funding through their network.

**Donors/Partners/Sponsors**

Chapters can now look at a sponsorship model whereby groups/individuals could “sponsor” the local BPA chapter by providing the funds to cover the chapter’s affiliation site license for the number of students they intend to enroll in BPA.

**School/District Budgets**

Many school districts have funds/accounts available that can be used to cover educational resources like educational subscriptions and site licenses. Connect with administrators and school/district personnel who specialize in CTE to see what funds might be available or how to have BPA considered for future budget cycles.

**Curriculum Budgets**

The new approach is intentionally titled “BPA Affiliation/Curriculum Program”. BPA’s Workplace Skills Assessment Program, teacher/advisor professional development, career development resources, recognition, and leadership materials/resources are for advisors and BPA students exclusively and only available to registered chapters. Discuss the possibility with your administration or those responsible for approving curriculum expenses to see if there are curriculum dollars available to cover the BPA site license for your chapter.

**State Funds**

412 Program (Incentive) Funding is an allowable funding source to pay the BPA Affiliation/Curriculum Program Fee of \$400. Explore other options for the use of any state-wide grants or other sources of funds to assist with career development programs, CTE, student leadership development, and other college and career readiness initiatives. Even if your BPA program cannot be currently included in an existing grant budget, advocate for your program and make sure grant writers are including funding in budgets for your BPA program.

**BPA Alumni**

BPA has been in existence for over 50 years. They have benefitted from BPA and personally know the contribution it has made to their personal life and professional careers. Chances are there are BPA graduates from your school or that have moved to your community. They are ideal candidates to invest in the next generation of BPA students. Utilize social media like LinkedIn or presentations at the local Chamber of Commerce or other industry events to connect with alumni and build a partnership to contribute some or all of the BPA site license fee.



## ADVANTAGES OF THE NEW STRUCTURE

There are many advantages of the new Affiliation/Curriculum Program including:

- Expand college and career readiness training within the context of business to more students than ever!
- Advisors no longer have to track down individual students for membership payments. Ease of compiling chapter membership and submitting online.
- Easy to budget and identify exact cost of BPA student participation for the chapter.
- More opportunities to attract funds from a variety of stakeholders to build a broad base of support (sponsorships, school funds, etc.) for a BPA program on campus.
- Increased Membership/Involvement

**For questions or additional information:**

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<https://www.okcareertech.org/students/student-organizations/bpa>