



**Please use the following eligibility form for the contests listed below.**

### **Fundamental Accounting**

Limited to students enrolled in the first year of accounting or who have completed the first year and are not enrolled in second -year accounting. Contestant may not enter Fundamental Accounting and Advanced Accounting in the same year. This event may not be repeated.

### **Fundamental Spreadsheet Applications**

Contestant may not enter Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may not be repeated.

### **Keyboarding Production**

**Secondary** students who have completed one year (or less) of keyboarding and/or word processing and are not enrolled in the second year.

**Post-Secondary** students who have completed one semester (or less) of keyboarding and/or word processing and are not enrolled in the second semester.

This event may not be repeated or entered by a student who has previously competed in Keyboarding Production, Fundamental Word Processing Skills or Advanced Word Processing Skills. Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills.

### **Fundamental Word Processing Skills**

This event may not be repeated or entered by a student who has previously competed in Advanced Word Processing Skills. Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills.

### **Basic Office Systems & Procedures**

A student who has previously competed in Advanced Office Systems & Procedures may not enter this event. Students may not compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. This event may not be repeated.

### **Interview Skills**

Student may not enter both Interview Skills and Advanced Interview Skills in the same year. This event may not be repeated. Students participating in National Level Competition must be registered for the event prior to submission deadline for technical judging.



## STATEMENT OF ELIGIBILITY

- Please key all information requested below. Handwritten and incomplete forms will not be accepted.
- A hard copy must be emailed to the regional advisor when registering student for RLC.
- An additional hard copy will be required when the student arrives for the event.
- The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Please check the appropriate box.

Fundamental Accounting		Keyboarding Production	
Fundamental Spreadsheet Applications		Fundamental Word Processing Skills	
Basic Office Systems & Procedures		Interview Skills	

Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor Email

### Student Verification

I, the undersigned, attest that I am eligible to participate in the above-named competition and meet the eligibility requirements as stated in the Workplace Skills Assessment Program.

Student signature	Date
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### Advisor Verification

I verify that the above-named student is eligible to participate in the above-named competition.

Advisor signature	Date
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