

WSAP COMPETITION GUIDEBOOK

2026 National Leadership Conference
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TABLE OF CONTENTS

General Information & Purpose 2

Informational Webinars 2

BPA Academic Integrity Policy 2

National Showcase Best in Show Judge Rubric..... 7

Notice to Advisors & Conference Mobile App..... 8

Competition Testing General Guidelines 9

Industry Certification Registration Information..... 12

Open Event / Merit Scholar Testing Instructions 13

Finals Round Information 13

GENERAL INFORMATION & PURPOSE

Purpose

The purpose of this NLC Competition Guidebook is to provide all advisors with the detailed competitive event process for the 2026 National Leadership Conference.

Email Support

If you have any questions regarding any components of the NLC, please send all inquiries to support@bpa.org.

INFORMATIONAL WEBINAR

WSAP Competitive Event Process Walkthrough and Q&A Webinar

Advisors are welcome to attend as the Director of Education and Professional Learning, Kelly Williams and Director of Membership and Technology, Michael Ricard, provide an overview of the 2026 WSAP Competitive Event process, including time for Q&A. To attend this event, click on the

Zoom link below:

Date: **Wednesday, April 22, 2026, at 7:00 PM Eastern Time**

Join Zoom Meeting: <https://us02web.zoom.us/j/87081958080>

BPA 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 contestants 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 individual (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
- Use of AI and automated tools
 - Unless an event/program guideline explicitly permits it, AI/automated tools may not be used to generate, rewrite, paraphrase, translate, code, design, compose, or otherwise create competition or application content (text, images, audio, video, code, data analysis)
 - Using AI/automated tools to generate, rewrite, translate, or paraphrase submission content (text, visuals, audio, code, data) when not expressly allowed
 - Submitting AI-fabricated citations/sources or outputs
 - Using AI or external assistance during objective assessments or event prompts

- Allowing advisors, alumni, parents, friends, or any other individual to create content for the contestant(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 release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (self-plagiarism)

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 and Professional Learning 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
4. 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 contestant suspension.
5. The respective contestant, local advisors, 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.

Bottom line: All submitted work must reflect the student’s own effort. Any use of AI, tools, or outside sources must be clearly cited and attributed.

NATIONAL SHOWCASE BEST IN SHOW – (V01 – V15 ONLY)

The instructions in this section only apply to the following National Virtual events:

- V01 – Virtual Multimedia and Promotion Individual
- V02 – Virtual Multimedia and Promotion Team
- V03 – Software Engineering Team
- V04 – Web Application Team
- V05 – Mobile Applications
- V06 – Promotional Photography
- V07 – Cybersecurity / Digital Forensics
- V08 – Start-Up Enterprise Team

- V09 – Financial Portfolio Management Team
- V10 – Virtual Branding Team
- V11 – 2D Animation Team
- V12 – Social Media Marketing Campaign Team
- V13 – Esports Team
- V14 – Ethical Leadership and Decision-Making Team
- V15 – Virtual Interview and Digital Portfolio Design (Pilot)

Congratulations to the contestants who earned a spot in the Top 10 in each division in the nation! The National Showcase is the culminating event of months of hard work in the National Virtual Events (V01 – V15).

National Showcase Schedule of Events

National Showcase Setup | Saturday, May 9, 7:30 AM - 9:00 AM

Contestant Booth Information

- Each individual/team will receive a single six (6) foot table to create the booth space during the showcase.
- Tablecloths will be included for each table/booth, but the contestants are allowed to bring their own for additional decoration purposes.
- Power will be included for each table/booth.
- Internet will not be provided by National BPA, and hotel free/paid Wi-Fi is not guaranteed within the Ballroom space.
- Contestants are not allowed to project any video or images on the ballroom ceiling or walls.
- Contestant(s) are expected to remain at the assigned booth for the entire time, unless there is a direct conflict with another BPA NLC event.
 - If a contestant is a finalist in more than one virtual event, they will be provided adequate time to interact with judges for each event.
- The use of audio and visual technologies, props, giveaways, etc., are allowed (within reason) as long as the contestant(s) are not encroaching on showcase booths in all directions.
 - A "within reason" example would be having audio and video to play or a presentation to listen to but include headphones to listen to instead of a loudspeaker.

National Showcase Business Panel | Saturday, May 9, 9:00-10:00 AM

- All Virtual Event contestants are also HIGHLY RECOMMENDED to attend the Business Panel to ask questions about business leaders from multiple industries. Panelists include representatives from Fortune 500 companies!

National Showcase | Saturday, May 9, 10:00 AM - 12:30 PM

- Virtual event finalists will share your projects and potentially be named the "Best in Show"!
 - The Best in Show awards (200 points max total) will be determined via the following:
 - 25% (50 points max) - Conference attendees will have the opportunity to view all projects and submit their vote to determine the Best in Show for each virtual event competition using voting kiosks located in the ballroom. Each conference attendee will be allowed to cast one (1) and only one (1) vote for each virtual event competition. Points will be awarded based on the following (assuming the top ten contestants from each competition and division are in attendance):
 - Highest number of votes (1st) - 50 points
 - 2nd – 50 Points
 - 3rd – 40 Points
 - 4th – 40 Points
 - 5th – 30 Points

- 6th – 30 Points
- 7th – 20 Points
- 8th – 20 Points
- 9th – 10 Points
- 10th – 10 Points
- 75% (150 points max) - A panel of industry judges will be on-site during the Showcase to review and meet with each individual/team using the National Showcase Best in Show Rubric.
- Best in Show Awards per competition will be announced at the conclusion of the National Showcase (12:30 PM estimated).

National Showcase Booth Examples

NOTE #1: The Best in Show awards are heavily weighted on professionalism and presence at the booth, not solely on props, decorations, giveaways, etc.

NOTE #2: The following are example suggestions for booth set-ups per competition. In absolutely no way are they to be considered requirements.

V01/V02 Virtual Multimedia and Promotion (Individual & Team)

- A monitor displaying the promotional video
- A tablet showcasing the storyboard and script
- Headphones for attendees to listen to the video's audio
- A small display of equipment used (if feasible)
- A banner with the video's title and team/individual name

V03 Software Engineering Team

- A gaming monitor or laptop where attendees can play a demo of the game
- A tablet displaying concept art, level designs, or code snippets
- A tri-fold board with information about the game's development process
- A customized tablecloth or table runner

V04 Web Application Team

- A laptop or tablet to interact with the web application
- A display showcasing charts and graphs of user progress
- A banner highlighting the web app's features

V05 Mobile Applications

- A laptop or tablet to interact with the mobile app
- A display showcasing charts and graphs of user progress
- A banner highlighting the mobile app's features

V06 Promotional Photography

- Easels will be provided
- Visuals comparing the original vs edited photo
- A tablet displaying the editing process or the software used

V07 Cybersecurity / Digital Forensics

- A monitor displaying a simulated security dashboard
- A tri-fold board outlining the cybersecurity threat and prevention methods
- Infographics on cybersecurity best practices

V08 Start-Up Enterprise Team

- Product samples or prototypes
- Marketing materials (brochures, flyers)
- A visual display of the business plan highlights

V09 Financial Portfolio Management Team

- A monitor showing the investment simulation or portfolio performance
- Charts and graphs illustrating investment strategies and results
- Informational handouts on investment concepts

V10 Virtual Branding Team

- A monitor displaying the 30-second advertisement video
- Printed examples of social media graphics and promotional flyer
- A website mockup on a laptop or tablet
- The one-page overview document with branding guidelines (single copies for review)

V11 2D Animation Team

- A monitor displaying a loop of the 2D animation
- A tablet showcasing the storyboard and character designs
- Art supplies or animation software displayed
- A banner with the animation's title and team name

V12 Social Media Marketing Campaign Team

- A display of sample social media posts (printed or digital)
- A presentation of campaign analytics (charts, graphs)
- Marketing materials (brochures, flyers) related to the campaign
- A banner with the campaign name and team name

V13 Esports Team

- A gaming monitor or screen showcasing gameplay strategy
- A poster displaying team strategies and player profiles.
- Information about the complete world of Esports beyond gaming
- Controllers or gaming peripherals on display

V14 Ethical Leadership and Decision-Making Team

- A presentation of the ethical case study and proposed solutions
- A visual representation of the decision-making process
- Informational handouts on ethical leadership principles

V15 Virtual Interview and Digital Portfolio Design

- A digital display of the portfolio
- Printed resumes and cover letters
- A banner highlighting key skills and qualifications

National Showcase Best in Show – Judge Rubric

Virtual Event:		Contestant No.:			
Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Booth					
Content names, logos and graphics are appropriate for school-related function. Required elements: <ul style="list-style-type: none"> Company name (if applicable) Logo (if applicable) Product Information (if applicable) Design features and booth components do not extend beyond the booth space and drape height. 	0	1-7	8-14	15-20	
Presentation: <ul style="list-style-type: none"> Booth area is neat and clean Attention-grabbing Efficient use of resources 	0	1-7	8-14	15-20	
Effective use of promotional materials, such as: <ul style="list-style-type: none"> Flyers, brochures, banners, etc. Sample merchandise Technology (computers, mobile devices, etc.) 	0	1-7	8-14	15-20	
Professionalism					
Contestant(s) are available for the entire time.	0	--	--	10	
Contestant(s) are professional and courteous to conference attendees.	0	1-7	8-14	15-20	
Exhibit Hall attendees are encouraged to visit booth.	0	1-7	8-14	15-20	
Communication					
Clearly explains project to conference attendees.	0	1-7	8-14	15-20	
Correctly answers conference attendee questions.	0	1-7	8-14	15-20	
Disqualifications					
<ul style="list-style-type: none"> Booth materials outside of booth area (including height) Inappropriate images or media Copyright violations of any kind (per BPA copyright rules) 			Violation <input type="checkbox"/> Yes <input type="checkbox"/> NO Notes regarding disqualification		
FINAL SCORE (150 Max)					

Important Note to All Advisors and Contestants

All contestants must know their BPA Contestant ID (8-digits) and password at the time of testing, or they will be turned away to obtain it.

Instructions For Obtaining Contestant ID and Passwords

1. Visit the Contestant Registration System (register.bpa.org).
2. Locate all Student Contestant IDs under the **Contestants** tab.
3. View/reset the Default Student Password under the **Chapter Information** tab.



Download the Conference App

Make sure you stay up to date!

- Access the conference schedule
- Learn about conference speakers
- Receive updates and notifications
- Connect with other members



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COMPETITION TESTING GENERAL GUIDELINES

Competition Schedules

Competition schedules (when released) may be accessed in the following ways:

- Advisors | Visit the **Conferences** tab in the Contestants Registration System (register.bpa.org)
- Students | Visit the **Student Contestant** portal in the Contestants Registration System (register.bpa.org/contestants) and click on the **Conferences** tab.
- Conference Mobile App | Download the Conference Mobile App (powered by Guidebook) and click on either the Advisor or Student portal login tabs.

What Is Allowed During Testing?

- Contestants will be allowed to use calculators during their exam as stated in the WSAP Competitive Event Guidelines.

What Is Not Allowed During Testing?

- Contestants may not receive assistance from anyone else during the exam. Any violation will result in a National BPA Academic Integrity Policy Violation.
- Reference materials are not permitted for use during a competition unless stated otherwise in the WSAP Competitions Guidelines.
- Contestants may not use any previous BPA tests as a resource.

The following events are offered in full or partial fillable PDF.

- 100 Fundamental Accounting
- 105 College Accounting
- 110 Advanced Accounting
- 115 Advanced College Accounting
- 125 Payroll Accounting
- 135 Managerial Accounting
- 145 Banking & Finance
- 165 Personal Financial Management
- 600 Medical Coding
- 605 Health Insurance & Medical Billing
- 900 Financial Literacy

A printed test booklet will be provided for the following events:

- 200 Fundamental WP
- 205 Intermediate WP
- 210 Advanced WP
- 215 Integrated Office Apps
- 220 Basic Office Systems
- 225 Advanced Office Systems
- 230 Fund. Spreadsheet App
- 235 Advanced Spreadsheet App
- 240 Database App
- 245 Legal Office Apps
- 255 Admin Support Team
- 330 C# Programming
- 335 C++ Programming
- 340 Java Programming
- 355 Python Programming
- 400 Fundamental Desktop Publishing
- 405 Advanced Desktop Publishing
- 415 Fundamentals of Web Design
- 610 Health Administration
- 915 Administrative Support Team
- 925 Word Processing
- 930 Spreadsheet Applications

Competitions With Objective Test Questions (Multiple Choice/True False)

- All competitions that contain an objective portion (multiple choice/true false), whether partial or full test, will have instructions in the test booklet and will use the AnswerWrite testing engine.
- When required during a competition, test booklets will instruct contestants to visit compete.bpa.org in order to select the appropriate division testing link.
 - Contestants will use the following credentials for all test logins:
 - Username (National BPA Contestant ID)
 - Password (National BPA Password)
 - *NOTE: Contestants must know their National BPA Username (8-Digit Contestant ID) and Password.*
 - *NOTE: Advisors can view/reset the Default Student Password for their chapter in the Contestant Registration System (register.bpa.org) under the **Chapter Information** tab.*
- A timer displaying the remaining testing time will be shown
- No feedback or answers will be provided to contestants upon completion of the test.
- Questions will be presented in randomized order.
- All questions will appear on the screen at once.
- When the test is completed, contestants can log out of AnswerWrite and continue the rest of their test in the competition booklet (if applicable).
- When all items in the competition booklet are completed, contestants will follow the instructions to upload their projects.

Competitions With Required Files

- When required during a competition, test booklets will instruct contestants to visit compete.bpa.org in order to download any required files (graphics or data files).
 - After visiting compete.bpa.org, contestants will click on the button “Download Required Competition Files” to be redirected to the competition file download site (JudgePro).
 - Contestants will use the following credentials to download competition files:
 - Username (National BPA Contestant ID)
 - Password (National BPA Password)
 - *NOTE: Contestants must know their National BPA Username (8-Digit Contestant ID) and Password.*
 - *NOTE: Advisors can view/reset the Default Student Password for their chapter in the Contestant Registration System (register.bpa.org) under the **Chapter Information** tab.*

Contestant Feedback from Judges

- All judging will take place electronically and feedback is available for view via the upload.bpa.org the week after NLC concludes.

Notice to MIS Hands-On Event Competitors

The hands-on virtual finals for BPA's Management Information Systems (MIS) events will be administered using virtual machine (VM) environments. Competitors should be prepared to work within the operating system(s) appropriate to their registered event. Depending on the event, the virtual environment may include Windows 10, Windows 11, Windows Server, CentOS 7, or Red Hat Enterprise Linux (RHEL) 8. Competitors registered for the Network Administration Using Cisco event (315) will work within a Cisco Packet Tracer simulation environment.

Competitors are expected to have working familiarity with their event's environment prior to the competition. No additional software installation will be required unless explicitly noted in the participant guide.

Competitions With Required Certification Components (See Table Below)

- Contestants will complete all required certification tests during the scheduled competition time block.
- The following industry certifications are required and provided (free of charge) for all contestants at the national level in each competition listed below. The certification testing will count towards 50 points to the final score for each of the aligned BPA competitive events.

Middle Level Event	Certification Exam
Digital Citizenship 920	IC3 Global Standard 6 Level 1 (Certiport)
Secondary/Postsecondary Event	Certification Exam
Advanced Desktop Publishing 405	Desktop Publishing II (YouScience)
Advanced Interview Skills*** 520	Professional Communication (Certiport)
Advanced Spreadsheet Applications** 235	Microsoft Office Specialist Excel 365 Expert (Certiport)
Advanced Word Processing** 210	Microsoft Office Specialist Word 365 Expert (Certiport)
C# Programming* 330	IT Specialist – Software Development (Certiport)
Computer Network Technology* 300	IT Specialist – Networking (Certiport)
Computer Security* 320	IT Specialist – Network Security (Certiport)
Database Applications** 240	Microsoft Office Specialist Access 2019 Expert (Certiport)
Device Configuration & Troubleshooting* 305	IT Specialist – Device Configuration and Management (Certiport)
Entrepreneurship*** 505	Entrepreneurship and Small Business (Certiport)
Fundamental Desktop Publishing 400	Desktop Publishing I (YouScience)
Fundamental Spreadsheet Application** 230	Microsoft Office Specialist Excel 365 Associate (Certiport)
Fundamental Word Processing 200	Word Processing (Precision Exams by YouScience)
Fundamentals of Web Design* 415	IT Specialist – HTML and CSS (Certiport)
Integrated Office Applications** 215	Microsoft Office Specialist PowerPoint 365 Associate (Certiport)
Intermediate Word Processing** 205	Microsoft Office Specialist Word 365 Associate (Certiport)
Java Programming* 340	IT Specialist – Java (Certiport)
Linux Operation System Fundamentals**** 350	Linux Pro (TestOut)
Network Administration Using Cisco* 315	Cisco Certified Support Technician Networking (Certiport)
Python Programming* 355	IT Specialist – Python
SQL Database Fundamentals* 345	IT Specialist – Databases

***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 Contest Administrator. If this option is selected, the contestant will be required to log in to their Certiport account and share the previously earned score.

****Special Note for MOS Certifications**

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

*****Special Notes for 505 Entrepreneurship and 520 Advanced Interview Skills**

Contestants in (505) Entrepreneurship and 520 Advanced Interview Skills must complete the certification in the Certiport Certification Lab on Thursday, May 7 between 1:00-4:00 pm.

Contestants may share their previously passed test scores with Contest Administrator. If this option is selected, the contestant will be required to log in to their Certiport account and share the previously earned score.

******Special Notes for 350 Linux Operating System Fundamentals (SIPS)**

Contestants may share their previously passed test scores with Contest Administrator. If this option is selected, the contestant will be required to log in to their TestOut account and share the previously earned score.

INDUSTRY CERTIFICATION REGISTRATION INFORMATION

Certiport Certifications (WSAP Competition Required or Open Certification Lab)

- All contestants must register for an account on <https://www.certiport.com/>
- All contestants must have a Parent Consent Form submitted by May 1, 2026
 - Complete the form here: <https://bpa.org/nlc/parental-consent-form/>

Precision Exams by YouScience (Open Certification Lab)

- All conference attendees will be pre-registered with Precision Exams and will need their BPA Contestant ID (8-digits).
- Certification tests will require a passcode (which will be provided on-site in the Open Certification Lab).

OPEN EVENT | NATIONAL MERIT SCHOLAR TESTING INSTRUCTIONS

- All Open Event contestants will use the AnswerWrite testing engine.
- Contestants will navigate to compete.bpa.org and click on the correct division Open Events button to be directed to the Open Event Testing System.
- Contestants will use the following credentials to download competition files:
 - Username (National BPA Contestant ID)
 - Password (National BPA Password)
 - *NOTE: Contestants must know their National BPA Username (8-Digit Contestant ID) and Password.*
 - *NOTE: Advisors can view/reset the Default Student Password for their chapter in the Contestant Registration System (register.bpa.org) under the **Chapter Information** tab.*

- Once logged in, contestants will be presented with the full competition listing and they will need to select the correct Open Event competition.
- When the test is completed, contestants can log out of AnswerWrite.
- Contestants may be asked to leave the Open Events Lab between tests depending on the wait queue. If they are asked to leave, they can proceed to the back of the queue if they wish to take an additional Open Event test.

FINALS ROUND COMPETITION INFORMATION

Finals Round Posting Information

Finalists (those advancing to the finals round of competitions) will be notified in the following ways:

- Finalists will be posted on compete.bpa.org.
- Finalists will be posted to the Conference Mobile App.
- Finalists will be posted outside of the Conference Headquarters.

Finals Round Scheduling Information

Finalists' scheduled time slots **will not be rescheduled** for any conflicts with tours, or any other NLC activity.