



**CAPTURE  
THE  
MOMENT**

NATIONAL LEADERSHIP CONFERENCE

# PREVIEW GUIDE

MAY 7-11, 2025 • ORLANDO, FLORIDA

BUSINESS PROFESSIONALS *of* AMERICA

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# OFFICIAL INDUSTRY CERTIFICATIONS

for College & Career Readiness



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Generative AI Foundations is a brand-agnostic, foundational certification created in conjunction with a team of diverse subject matter experts. Part of the Critical Career Skills certification program, this exam validates candidates' fundamental understanding of generative AI, its applications in both personal and professional contexts, and the responsible, ethical management of this technology, regardless of the tool or the industry to which it's being applied.



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# TABLE OF CONTENTS

2	Welcome
3	Many Paths Lead to Orlando
4	Important Dates
6	Registration
9	Hotels
13	NLC 2025 T-shirt
14	Transportation
18	General Sessions
19	Special Event
20	Get Involved
22	Competitive Events
27	Certification Lab Passes
27	Business Panel
27	Virtual Events Showcase
28	Competitive Events FAQ
30	Acts of Service
31	Walk for Special Olympics
33	BPA Mall
33	Exhibitor Showcase
34	Leadership Opportunities
34	Middle Level Ethics Workshop
35	Advisor Learning Sessions
36	Tours
45	Schedule
50	Dress Code
52	Code of Conduct
53	Press Release Template
54	Medical Authorization Forms
56	Waiver
57	W-9 Forms
61	Florida Tax Exempt Application
65	Certiport Consent Form
66	Important Notices

## Download the app today!

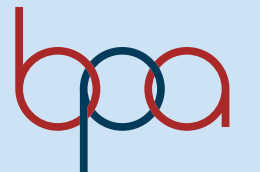
- Access the most up-to-date conference schedule
- Receive notifications during the conference
- Find member resources
- Document completion of Torch Award activities
- Connect with other members
- Stay updated on BPA news and information
- AND MUCH MORE!



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## IT'S TIME TO CAPTURE THE MOMENT!

Welcome to the 2025 National Leadership Conference in Orlando, Florida, an event that promises to be as vibrant and inspiring as the city itself. From May 7-11, BPA members from across the nation will gather to celebrate, learn, and connect, united by a shared passion for achievement and leadership. This year's theme, "Capture the Moment," invites us to embrace every opportunity, celebrate each success, and create memories that will resonate for years to come.

The NLC represents the pinnacle of the BPA experience, offering a dynamic mix of competitive events, leadership development, and networking opportunities. It's a time to recognize your incredible accomplishments—whether in competitive arenas, through innovative service projects, or by driving excellence within your chapters and communities. As you navigate the conference, take a moment to reflect on the unique journey that brought you here and the many milestones yet to come.

This year's conference is packed with exciting opportunities to engage and grow. Dive into student and advisor workshops, connect with industry leaders at the exhibitor showcase, and participate in hands-on activities that will spark creativity and collaboration. One highlight to look forward to is Universal's Business Learning Youth Program, developed in partnership with CNBC—an add-on student leadership development experience designed to enhance your business education and elevate your NLC journey.

We encourage you to network with our valued exhibitors, sponsors, and partners, whose support makes this transformative event possible. Building these connections can open doors to new ideas, resources, and pathways that will propel you forward in your personal and professional endeavors. Let's show our appreciation for their contributions by engaging with them and learning from their expertise.

Orlando, a city of endless possibilities, provides the perfect backdrop for this year's NLC. Beyond the conference, explore its world-famous attractions, indulge in diverse culinary experiences, or simply take in the natural beauty of its parks and gardens. Whether it's a thrilling adventure at a theme park or a quiet moment of reflection, Orlando offers something for everyone to cherish.

Capturing the moment is more than a theme; it's a mindset. It's about seizing opportunities, fostering connections, and making the most of every experience. As you immerse yourself in the NLC, remember that each moment is an opportunity to learn, grow, and inspire those around you. Together, let's create an unforgettable chapter in the BPA story.

We can't wait to see how you'll capture the moment this year. See you in Orlando!



**DEVIN ALEXANDER**  
Interim Executive Director





## **MANY PATHS LEAD TO ORLANDO**

In order to attend the National Leadership Conference, participants must be registered BPA members in good standing and be approved for attendance. Student members must attend the conference with an approved chaperone and can qualify for conference attendance in several ways.

- ✓ Advancing to the national-level WSAP competitive events
- ✓ Qualifying for the National Showcase in a national virtual event
- ✓ Serving as a chapter, regional, or state officer
- ✓ Representing a state as a voting delegate
- ✓ Being an executive officer candidate or involved in a campaign
- ✓ Earning an Ambassador Torch Award or BPA Cares Award
- ✓ Participating in the National Leadership Academy
- ✓ Participating in Leadership Passport Program workshops
- ✓ Serving as a conference volunteer

# IMPORTANT DATES

## FEBRUARY 28

### Outstanding Invoices Due

Chapters will be unable to register for the conference until outstanding invoices are paid.

### Conference Registration Opens

Register online at <https://register.bpa.org>.

## MARCH 7

### Executive Council Candidate Deadline

All application materials from secondary and postsecondary candidates.

## MARCH 14

### National Anthem Contest

Entries due

### Professional Awards Deadline

- Advisor of the Year
- Emerging Advisor of the Year
- Emerging Professional of the Year
- Hall of Fame
- Outstanding Service
- Student of the Year

### PVSA Deadline

The President's Volunteer Service Award

### Scholarships Deadline

- Alumni Scholarship
- National Technical Honor Society
- Sherrell Wheeler Scholarship
- Executive Council Scholarships

### Service Learning Awards Deadline

- Community Service Award
- Environmental Action/Awareness Award
- Safety Awareness Award
- Service Learning Individual Award
- Special Olympics Award

### Special Recognition Awards Deadline

- Chapter Activities Award of Excellence
- Marketing and Communications Award
- Quality Chapter Distinction Award
- Recruiter of the Year Award

## MARCH 14 (continued)

### Student and Advisor Certification Deadline

Student and Advisor Certification modules completed

### Torch Award Deadline

Ambassador Torch Award

## MARCH 28

### Conference Registration Ends

Late fees apply after this date and can only be conducted on-site.

### Hotel Reservation Deadline

Hotel reservations must be made on or before this date

## APRIL 1

### Aspiring Officer Experience Deadline

Middle level applications to shadow an executive officer at the National Leadership Conference

### Presubmissions Deadline

Events with projects pre-submitted for technical scoring uploaded at <https://upload.bpa.org/>

## APRIL 16

### Conference Registration Payments Due

Conference registration payments must be made to BPA by this date

## APRIL 23

### Refund deadline

Eligible requests receive a 75% refund

### Hotel Payment Due

One night's deposit or full pre-payment (if paying by check) must be received by the hotel by this date





## MAY 7-11

### National Leadership Conference

Any unpaid conference registration fees must be paid by check or credit card upon arrival. Any unpaid hotel reservations must be paid by credit card at check in.

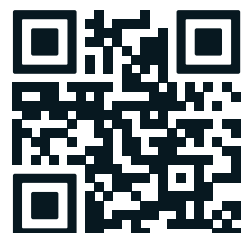
## TWO TRUSTED BRANDS. An All-in-One CTE Solution.

**Learn. Simulate. Practice. Certify.** The four pillars of Stukent CTE provide you with a comprehensive set of resources to prepare students for college and careers!

<p><b>LEARN</b></p>  <p>Stukent CTE courseware puts standards-aligned CTE courses at your fingertips. Teach what you want, when you want with modular, engaging course content.</p>	<p><b>SIMULATE</b></p>  <p>A Stukent CTE Simternship®, or simulated internship, allows your students to apply concepts to real-world scenarios.</p>	<p><b>PRACTICE</b></p>  <p>Stukent CTE offers turnkey prep and resources for Intuit and Microsoft industry-based certifications, and other third-party certifications.</p>	<p><b>CERTIFY</b></p>  <p>Stukent CTE Certifications provide students with credentials that demonstrate proficiency, boost employability, and prepare them for future careers.</p>
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**Take a Break** at the BPA Advisor Lounge with Stukent CTE!

Scan the QR code to **explore Stukent CTE!**



Conference registration is open from February 28 to March 28. Student members and advisors are required to stay at official conference hotels, and those reservations must be made in the conference registration system.

## STUDENT MEMBERS • \$125

Full participants have access to all conference events and activities and receive a souvenir pin and gift. Late registration (after March 28) is \$145 and must be completed on-site in Orlando.

## REQUIRED SUPERVISION RATIOS

Students are not permitted to attend the conference without an advisor or chaperone. Students may travel with a designated advisor other than their own only with written notice to BPA. Email alternative chaperone assignments to Jonathan Smith at [jsmith@bpa.org](mailto:jsmith@bpa.org). Required supervision ratios vary by division:

Middle Level: 1 advisor/chaperone to 7 students

Secondary: 1 advisor/chaperone to 10 students

Postsecondary: 1 advisor/chaperone to 15 students

## ADVISORS, CHAPERONES & GUESTS • \$115

Chapter and state advisors, as well as guests and chaperones have access to all conference events and activities. Note: There is no fee for children age five years or younger, and they should not be registered via the conference registration system. However, tickets for optional tours are required for children under five, and they must be purchased under the advisor's or chaperone's name. Advisors may not register themselves or students as guests or chaperones. Late registration (after March 28) is \$145 and must be completed on-site in Orlando.

## ALUMNI

Alumni not serving as a chapter advisor, chaperone, or guest can receive complimentary registration by participating in the conference volunteer program. Alumni can participate in conference events and activities but do not receive the souvenir pin or gift.

## AWARDS SESSIONS ONLY • \$15

This option is for individuals not registered for the conference who wish to attend the National Honor Awards Ceremony and/or the Awards Finale(s). Only advisors may purchase this wristband option for unregistered guests from the Finance Desk starting May 8 through May 10 at 12 p.m. ET. *This wristband option is not available for the Opening General Session.*

## PAYMENTS

Registration fees can be paid by check or credit/debit card. Purchase orders, a requirement in many school districts, are not a form of payment and the registration invoice is considered unpaid until BPA receives a check or card payment. Registration payments that will be mailed to the BPA national center are due no later than April 16, 2025. It is strongly encouraged that payment, whether by card or check, be made by this date to ensure a smooth registration process on-site.

If check payment cannot be received by the BPA national center by April 16, 2025, please do not mail the check. Instead, bring the check payment with you and present it to the Finance Desk on-site to clear any outstanding invoice balances. Should the check payment amount not be sufficient, then a credit/debit card payment will be required before any conference credentials and materials will be released to the chapter.

## WRISTBANDS

All registered attendees must wear name badges and wristbands to gain admittance to conference events and activities. Lost wristbands can be replaced at the Finance Desk for \$15.

## REFUND POLICY

- Eligible refund requests received on or before Wednesday, April 23, 2025, will receive a 75% refund (paid after the conference). No refund requests will be accepted after that date.
- Refunds will not be given for an optional or last-minute change on the part of the attendee or for delayed travel.
- Refunds are not available for tours reserved or for pre-purchased merchandise such as t-shirts.
- Tour refunds will be made in full in the event it is canceled by BPA. Refunds will not be made due to inclement weather.
- Refund requests must be submitted via the conference registration system at <https://register.bpa.org>.



## Registration System

Registration must be completed online at <https://register.bpa.org>. The system allows you to:

- Register advisors, students, guests, and chaperones for the conference
- Reserve rooms at the conference hotels
- Purchase certification lab passes
- Purchase tickets for optional tours
- Purchase conference T-shirts and graduation items (to be picked up in Orlando)
- Sign up for required advisor volunteer duties
- Sign up students interested in conference volunteering
- Register for the Walk for Special Olympics

### Step 1: Conference Registration

- Log on at <https://register.bpa.org>.
- Select the Conferences tab in the chapter portal and locate 2025 National Leadership Conference.
- There are separate registration processes for advisors, students, and guests/chaperones. Select Register Advisors or Register Students. After completing registration for one attendee group, complete the process for the other group(s) before submitting the chapter's registration.
- Select the members attending the conference. Chapter members will appear on this list.
- Click the Continue button after checking each applicable member. For more than one member, you will complete the registration process for one member at a time.
- On the Verify screen, select the registration rate, badge title, and any other requested information. Complete the special accommodations section for anyone with a disability.
- On the Competitive Events screen, select the competition(s) in which the student can participate.
- On the Items screen, select any appropriate items:
  - Certification Labs: 1-day or 3-day passes to the Certiport and YouScience certification labs. *Note: A student whose competition has a certification alignment does not need a pass unless the student wants to take additional certification exams.*
  - Merchandise: List of BPA products.
  - T-shirt: Pre-order the conference T-shirt for your participants or for members not attending NLC.
  - Special Olympics: Register for the Special Olympics Walk fundraiser.

- The Volunteer and APG screens list conference support positions. Advisors are required to select at least one conference support assignment from the Volunteer or APG sections. Guests/chaperones and students may voluntarily sign-up for a conference job, selecting from the options on the Volunteer or Internship screens.
- The Tour screen lists excursions available at an additional cost.
- The Confirmation screen lists selections for that individual before moving on to the next attendee.
- Select Finish after completing and verifying all attendee registrations.

### Step 2: Hotel Reservation

You will not be able to submit the chapter registration without creating a housing reservation for attendees. Reservations must be submitted prior to leaving the registration system or they will be deleted. Before March 28, all reservation changes can be made in the Conference Registration System. After March 29, email [jsmith@bpa.org](mailto:jsmith@bpa.org) with requested reservation changes. *Do not contact the hotels to make reservation changes.*

- Select the Housing button.
- Enter the chapter's arrival and departure dates. Arrival and departure dates can be changed on the housing screen by selecting Change Arrival and Departure Dates.
- Select the members who will be rooming together; then select the room number and room type for those members. Select the Add to Room button.
- Repeat these steps until all attendees are assigned to a room. If an attendee will be rooming with another chapter, that chapter must add your attendee to its housing reservation before your chapter can submit the housing reservation.
- Verify the accuracy of costs for each attendee. Report any issues to [support@bpa.org](mailto:support@bpa.org).
- After every attendee has been assigned to a room, select the Submit Reservation button.

### Rooms for Attendees from Multiple Chapters

Chapters are permitted to share rooms with other chapters. To complete a mixed reservation:

- Chapters must determine who will be responsible for making the reservation.

- The chapter booking the reservation will select the Housing button in the reservation system. Then select the Add Additional Individual button found on the reservation page. Locate the other attendee's name using the appropriate state and chapter.
- The chapter NOT booking the mixed reservation must first input the attendee's information in the registration system, but then must wait until the other chapter completes the housing reservation before being able to complete its own housing reservation and submit the conference registration. Any students in mixed housing reservations will appear on the invoice for the chapter making the reservations, so the two chapters must make arrangements with one another for payment.
- If all your chapter attendees are sharing rooms with attendees from other chapters and you are booking NO rooms, you must wait until the other chapter completes the housing reservations before you can complete your chapter's conference registration. Any students in mixed housing reservations will appear on the invoice for the chapter making the reservations, so the two chapters must make arrangements with one another for payment.
- Click Submit Registration, which will generate an email confirmation to you, your state advisor, and the BPA National Center.
- Print a copy of the conference registration and hotel reservation invoices.
- Should there be any discrepancies between competitive event eligibility and submitted registration, your state advisor will be asked to confirm eligibility.
- Repeat the steps above until all registrations have been invoiced (only applicable when multiple invoices are needed).

### Adding Attendees After Creating an Invoice

- Log on to <https://register.bpa.org> and complete steps 1-3 above.

### Adding Items to Previously Registered Attendees

- Log on to <https://register.bpa.org>.
- Select the Conferences tab in the chapter portal.
- Locate the appropriate attendee record and select the + icon under the Add/Edit Items column.
- Follow steps listed above for adding items.
- Select Finish and Submit Registration to create a new invoice for the added items. While you will receive a new invoice, there are no charges for adding new contests.

### Canceling/Substituting Items for Previously Registered Attendees

- Log on to <https://register.bpa.org>.
- Select the Conferences tab in the chapter portal.
- Select the Cancel/Substitute Request button.
- Locate the appropriate attendee record and select the + icon under the Expand Items column.
- Select the item(s) you wish to cancel or substitute, and then select the appropriate checkbox (Substitution or Cancel).
- Select the appropriate cancellation or substitution reason and/or leave any applicable comments.
- Click the Submit Cancel/Substitute Request button.

**Participants are required to stay at an official conference hotel.** The hotel reservation deadline is March 28. Non-compliance is cause for disqualification. Participants confirming a reservation with BPA but failing to arrive to fulfill the reservation without proper cancellation will be responsible for all no-show fees. BPA reserves the right to collect fees from schools directly if a no-show fee results in a direct expense to BPA. BPA room rates are not guaranteed after this date. Housing payments must be made directly with the hotel. For help with hotel reservations, email [jsmith@bpa.org](mailto:jsmith@bpa.org).

### Step 3: Finalize Your Registration

- Select the Accept Disclaimers button. Carefully read all disclaimers and select the appropriate checkboxes before selecting Confirm.
- Select the Status checkbox next to each member record that you wish to be on the same invoice. To include all records on one invoice, use the Select All button. *To submit separate invoices (for example one invoice for advisors and one invoice for students), only select those desired to be on one invoice and submit. You may then go back and submit any remaining unsubmitted registrations.*

# LODGING

State associations have been assigned to three conference hotels. Rooms must be reserved in the conference registration system between February 28 and March 28. Reservations cannot be made directly with the hotels.

On or before April 7, confirmations will be emailed from the hotel to the primary chapter advisor for any housing reservations made in the BPA conference registration system. BPA will send duplicate confirmations via email, which will come from [jsmith@bpa.org](mailto:jsmith@bpa.org). If you are not listed as the primary chapter advisor, please connect with that individual to retrieve your chapter's hotel confirmation information.

Invoices for reservations are paid directly to the hotels. Each hotel has its own payment requirements; refer to the information in this section for your assigned hotel. Reservations without a one night's deposit by April 23, are not guaranteed and are subject to cancellation.

**Do not send payment to the hotel until after you receive confirmation directly from the hotel.** If payment is sent before this, the hotel may not be able to properly apply the payment as the reservation is not yet in their system. School purchase orders are not considered payment.

A credit card to cover incidentals will be required at the time of check-in. The hotels' W-9 forms are available at the back of this guide.

All reservation changes must be made through BPA. On or before March 28, changes can be made directly in the Conference Registration System. After March 29, please email requested changes to [jsmith@bpa.org](mailto:jsmith@bpa.org).

**The official stay of the 2025 National Leadership Conference is May 7-11.** Pre-conference arrivals, which is considered any date before May 7, have limited guestroom availability at the conference hotels. Additionally, post-conference stays, which are stays the night of May 11 or after, also have extremely low guestroom availability. If you plan to stay over any pre- or post-conference dates, you may be required to book off-site hotel accommodations should your assigned conference hotel not have availability.

## FLORIDA TAX EXEMPTION

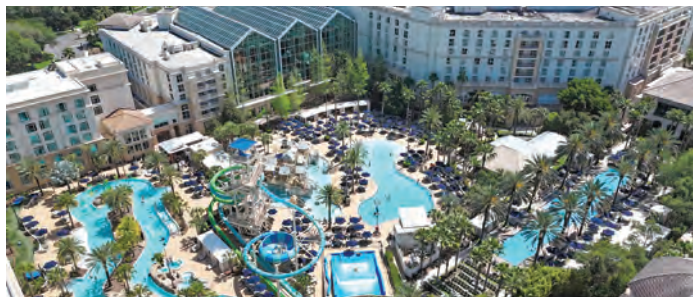
Sleeping accommodations paid for by attendees or their schools do not qualify for tax exemption under BPA. However, the state of Florida does offer tax exemption to tax-supported schools, colleges, and universities. To receive tax exemption on sleeping accommodations, the eligible institution must 1) apply for and receive a Consumer's Certificate of Exemption (starting on page 61 of this document) from the state of Florida, and 2) directly pay for the guestrooms that will receive the tax exemption.

Additional information and the Application for a Consumer's Certificate of Exemption (form DR-5) can be found at the back of this document. It is strongly recommended that this form be completed and submitted as soon as possible to potentially receive tax exemption status at time of hotel reservation payment.

If approved, and a Certificate of Exemption is received, please provide a copy of the certificate to your assigned hotel at time of hotel payment along with a list of the guestroom confirmation numbers it will apply to. This will reduce your required payment amount prior to arrival.

If you do not have a Certificate of Exemption at time of hotel payment, but receive it prior to travel to Orlando, please provide a copy of the certificate at time of check-in along with a list of the guestroom confirmations it will apply to. Any previously paid tax will be credited back to you at checkout.

Should your application be denied, or should it be approved and received after the conference concludes, you will be responsible to pay the tax amount imposed by the hotel. Certificates of Exemption cannot be applied to reservations retroactively.



Pictured: Gaylord Palms and Convention Center

# Gaylord Palms Resort and Convention Center

6000 W. Osceola Parkway, Kissimmee, FL 34746

FLORIDA, IDAHO, INDIANA, IOWA, KANSAS, MICHIGAN,  
MONTANA, NEW MEXICO, TEXAS

Room	Occupancy	Rate*
Run of House	1-4	\$289.00 \$330.91
Executive Suite	1-4	\$625.00 \$715.63

\*Top number is the nightly room rate. Bottom number includes taxes and fees. The room rate listed is inclusive of the hotel resort fee.

## ROOM TYPE DESCRIPTIONS

**Run of House:** Standard room with one (1) King-size or two (2) Queen-size beds. Specific room type will be assigned by the hotel based on the number of attendees listed on the room reservation.

**Executive Suite:** 1 King Bed in a private bedroom with a Queen sleeper sofa in a separate parlor room.

## RESORT AMENITIES

All overnight guests of the resort will enjoy the following amenities included in the resort fee:

- Daily resort-wide public space and guestroom internet access
- Daily yoga class for two (2) guests
- Daily scheduled shuttle service to Disney Springs® and Walt Disney World® Theme Parks
- Daily admission to Cypress Springs Water Park for up to four (4) guests
- Daily dry cleaning credit
- Unlimited access to Relâche Fitness Center
- Bonvoy Elite Amenity: Daily day pass to Relâche Spa

In-room amenities include an alarm clock, complimentary bottled water, coffee/tea maker, flat screen TV, hair dryer, iron/ironing board, mini fridge, and a safe. Rollaway beds are available on a first-come, first-served basis for \$30+tax per night.

The Gaylord Palms Resort offers several on-site dining and quick service food and beverage options, as well as an array of clothing, gift, and sundry shops. Additional opportunities include an arcade, escape room, hotel pools and water park, spa, and wildlife encounters (Wednesday, Friday, and Saturday only).



## CREDIT CARD PAYMENTS

At minimum, one night's deposit per hotel room reserved is due to hotel by April 23. If the credit card being used for payment will not be present at time of check-in, full prepayment is required. Any remaining balance due will be collected at time of check-in. Upon receipt of reservation confirmation from hotel, detailed instructions will be shared to pay via credit card.

## CHECK PAYMENTS

If paying for reserved hotel room(s) via check, full prepayment is required and must be received by hotel on or before April 23. Mail checks to the hotel address listed on the housing invoice and include a list of guestroom confirmation numbers and associated guest names, and your contact information. Check payments are not accepted at time of check-in. Any balance due at time of check-in will require payment via credit card.

## SPECIAL NOTICES

**Cashless Policy:** The Gaylord Palms Resort is a cashless facility. The hotel accepts credit card and mobile payments only, including at the front desk, food and beverage locations, retail outlets, parking, etc. A cash to card conversion machine is located next to the front desk in the hotel lobby.

**Cancellation Policy:** Reservation cancellations with full refunds are accepted up to 72 hours prior to scheduled arrival. If reservation cancellation is received by hotel within 72 hours of scheduled arrival, the reserved guest/school is responsible to pay a cancellation fee equal to one night's room rate and tax charge.

**Incidental Deposit Policy:** At check-in, an incidental deposit in the amount of \$100 per room, per night will be authorized on the provided credit/debit card. To avoid the incidentals authorization, the room must be paid for in full in advance of check-in and must request that incidentals be turned off for the stay. The incidental deposit authorization will only occur if a credit/debit card is presented at check-in. Should an incidental deposit be held on a card, any unused funds from that hold will be returned to the card approximately 7-10 days after checkout.

# Omni ChampionsGate

1500 MASTERS BOULEVARD, CHAMPIONSGATE, FL 33896

ILLINOIS, MASSACHUSETTS, MINNESOTA, OKLAHOMA, SOUTH CAROLINA

Room	Occupancy	Rate*
King	1-2	\$249.00 \$285.11
Double Queen	3-4	\$249.00 \$285.11

\*Top number is the nightly room rate. Bottom number includes taxes and fees. The room rate listed is inclusive of the hotel resort fee.

## ROOM TYPE DESCRIPTIONS

**King:** Deluxe category room with one (1) King-size bed.

**Double Queen:** Deluxe category room with two (2) Queen-size beds.

## RESORT AMENITIES

All overnight guests of the resort will enjoy the following amenities included in the resort fee:

- Premier in-room Wi-Fi
- Two (2) bottled waters per day
- Daily scheduled transportation to Walt Disney World® Theme Parks
- Access to three (3) state-of-the-art fitness centers
- Access to basketball and tennis courts (equipment included)
- Access to resort pools
- One (1) complimentary voucher per guest for Crane's Adventure Mini Golf
- One (1) complimentary S'mores kit per guest upon arrival
- Hotel shuttle transportation to ChampionsGate Village

In-room amenities include an alarm clock, coffee/tea maker, flat screen TV, hair dryer, iron/ironing board, lighted makeup mirror, mini fridge, plush robes, and a safe. Rollaway beds are available on a first-come, first-served basis for \$25+tax per night.

The Omni ChampionsGate offers several on-site dining options, as well as a clothing, gift, and sundries shop. Additional opportunities include the on-property golf course and Eagle's Edge golf experience, hotel pools and lazy river, spa, and sports courts. The Omni is also in close proximity to ChampionsGate Village, which offers a grocery store, an array of quick-service and sit-down restaurants, and a wide variety of stores.



## CREDIT CARD PAYMENTS

At minimum, one night's deposit per hotel room reserved is due to hotel by April 23. If the credit card being used for payment will not be present at time of check-in, full prepayment is required. Any remaining balance due will be collected at time of check-in. Upon receipt of reservation confirmation from hotel, detailed instructions will be shared to pay via credit card.

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**Incidental Deposit Policy:** At check-in, an incidental deposit in the amount of \$100 per room is required and must be authorized on a valid credit/debit card. This hold is to guarantee anticipated charges to the guest room. Should you wish to restrict room charge privileges, please notify the front desk at time of check-in. Any unused funds from the incidental deposit hold will be returned to the card approximately 7-10 days after checkout.

# Orlando World Center Marriott

8701 World Center Drive, Orlando, FL 32821

ALASKA, DELAWARE, OHIO, WISCONSIN | CHINA AND INDEPENDENT CHAPTERS

Room	Occupancy	Rate*
Run of House	1-4	\$269.00 \$302.63

\*Top number is the nightly room rate. Bottom number includes taxes and fees. The room rate listed is inclusive of the hotel resort fee.



## ROOM TYPE DESCRIPTION

**Run of House:** Standard room with one (1) King-size or two (2) Queen-size beds. Specific room type will be assigned by the hotel based on the number of attendees listed on the room reservation.

## RESORT AMENITIES

All overnight guests of the resort will enjoy the following amenities included in the resort fee:

- Daily admission to Falls Pool Oasis and River Falls Water Park for up to four (4) guests
- Daily scheduled shuttle service to Disney Springs® and Walt Disney World® Theme Parks
- Enhanced in-room Wi-Fi for up to six (6) devices
- Nightly laser light show

In-room amenities include an alarm clock, balcony or patio, bottled water (for a fee), coffee/tea maker, flat screen TV, hair dryer, iron/ironing board, mini fridge, and a safe. Rollaway beds are available on a first-come, first-served basis for \$25+tax per night.

The Orlando World Center Marriott offers several on-site dining and quick service food and beverage options, as well as a clothing, gift, and sundries shop. Additional opportunities include an arcade, Hawk's Landing Golf Course, Falls Links Mini Golf, hotel pool and water park, dive-in movies at the pool, poolside activities and games, oversized lawn games, spa, and Gatorland Animal Encounters (Saturday only).

## CREDIT CARD PAYMENTS

If the credit card being used for payment will not be present at time of check-in, full prepayment is required. Any remaining balance due will be collected at time of check-in. Upon receipt of reservation confirmation from hotel, detailed instructions will be shared to pay via credit card.

## CHECK PAYMENTS

If paying for reserved hotel room(s) via check, full payment must be received by hotel on or before the scheduled check-in date. Mail checks to the hotel address listed on the housing invoice and include a list of guestroom confirmation numbers and associated guest names, and your contact information. Check payments are accepted at time of check-in. Any balance due at time of check-in will require payment via check or credit card.

## SPECIAL NOTICES

**Cashless Policy:** The Orlando World Center Marriott is a cashless facility. The hotel accepts credit card and mobile payments only, including at the front desk, food and beverage locations, retail outlets, parking, etc. If needing to pay for services at an outlet with cash, inquire with the front desk about room charge privileges.

**Cancellation Policy:** Reservation cancellations with full refunds are accepted up to 72 hours prior to scheduled arrival. If reservation cancellation is received by hotel within 72 hours of scheduled arrival, the reserved guest/school is responsible to pay a cancellation fee equal to one night's room rate and tax charge.

**Incidental Deposit Policy:** At check-in, an incidental deposit in the amount of \$100 per room, per night will be authorized on the provided credit/debit card. To avoid the incidentals authorization, the room must be paid for in full in advance of check-in. The incidental deposit authorization will only occur if a credit/debit card is presented at check-in. Should an incidental deposit be held on a card, any unused funds from that hold will be returned to the card approximately 7-10 days after checkout.

★ ★ 🌐 ✪ 🇺🇸

ARE YOU  
**REAL ID**  
READY?

GET YOUR REAL ID BY  
**MAY 7, 2025**

**DISCOVER HOW**

### REAL ID Travel Requirement

Starting May 7, 2025, your driver's license or state issued ID must be a REAL ID to board domestic flights. Adult passengers 18 and older must show valid identification at the airport checkpoint in order to travel. If you do not have a REAL ID compliant identification card, the below are some of the alternative IDs that can be used at a TSA checkpoint:

- State-issued enhanced Driver's License (MI, MN, NY, VT, and WA)
- U.S. passport or U.S. passport card
- Foreign government-issued passport
- DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
- U. S. Department of Defense ID, including IDs issued to dependents
- Permanent resident card
- Border crossing card
- Enhanced Tribal Cards (ETCs)

View a list of all [Acceptable Identification at the TSA Checkpoint](#) options.

Not sure if your ID is compliant or how to get a REAL ID? View the [REAL ID Frequently Asked Questions](#) website.

NOTE: TSA does not require children under 18 to provide identification when traveling with a companion within the United States; however, the companion will need acceptable identification.

# PRE-ORDER WITH REGISTRATION

PICK UP AT THE BPA MALL AT NLC



- A. Conference 2025 T-shirt • \$18
- B. Graduation tassel with BPA medallion • \$10
- C. Graduation cord with BPA medallion • \$15



## Airports

Below is a list of airports around Orlando and their distances from the conference site.

Airport	Distance to Hotels
Orlando International (MCO) <a href="http://www.flymco.com">www.flymco.com</a>	20 miles (22 minutes)
Orlando Sanford International (SFB) <a href="http://www.flysgb.com">www.flysgb.com</a>	42 miles (52 minutes)
Daytona Beach International (DAB) <a href="http://www.flydaytonafirst.com">www.flydaytonafirst.com</a>	72 miles (71 minutes)
Tampa International (TPA) <a href="http://www.tampaairport.com">www.tampaairport.com</a>	74 miles (73 minutes)

## Airline Discounts

### Delta Air Lines

Discount of 2-10% based on the fare class. Travel must occur between April 30 and May 16. Valid for Orlando International Airport (MCO), Daytona Beach International Airport (DAB), and Tampa International Airport (TPA).

- ONLINE: Visit <https://bit.ly/bpa-nlc-delta> and enter your flight details. Select the “Advanced Search” drop down and enter **NY3P3** in the Meeting Code box.
- PHONE: Call (800) 328-1111 and provide meeting code **NY3P3**. There is no service fee (available Monday to Friday, 8 a.m.–6:30 p.m. ET).

### Southwest Air Lines

Discount of 3-5% based on the fare class. Travel must occur between May 2 and May 14. Valid only for Orlando International Airport (MCO).

- ONLINE: Visit <https://bit.ly/bpa-nlc-southwest>. Once at swabiz.com, you should see SPCIDXX99342003 in the upper right corner of the webpage. Simply enter your flight details and select “Search” to take advantage of the discount.
- After booking, ticket name changes can be requested at (800) 479-2249.

### United Airlines

Discount of 2-10% based on the fare class. Travel must occur between May 2 and May 14. Valid only for Orlando International Airport (MCO).

- ONLINE: Visit <https://bit.ly/bpa-nlc-united> and enter your flight details. Select Advanced Search link. Enter **ZQKM475625** in the “Promotions and certificates” field located under the “Upgrades, certificates, and promotion codes” drop down. “Special offer” will display on discounted flight options.
- PHONE: Call (800) 426-1122 and refer to Z code **ZQKM475625** (available Monday to Friday, 7 a.m.–9 p.m. CT and Saturday to Sunday, 7 a.m.–5 p.m. CT). Booking fees are waived.

## Car or Truck Rental

The Avis Worldwide Discount or AWD number J546105 is effective from seven days prior to the conference until seven days afterwards.

- ONLINE: Visit [www.avis.com](http://www.avis.com) and provide the discount code.
- PHONE: Call (800) 525-7537 x33462 and provide the discount code.





## Parking

Below are the parking options and daily rates (subject to change) at the conference hotels:

### Gaylord Palms Resort

- Valet: \$50+tax per night. Valet is available at the hotel front entrance.
- Self-park: \$24.70+tax per night (for overnight guests only). \$38+tax daily maximum (for daytime visitors). Entrance to parking is available on both sides of the hotel. The parking garage to the left of the hotel services the Emerald Bay, Key West, and St. Augustine tower rooms. The parking garage to the right of the hotel services the Convention Center, Gulf Coast, and St. Augustine tower rooms.
- Bus Parking: Limited space is available. If needing to park a bus, please contact Jonathan Smith at [jsmith@bpa.org](mailto:jsmith@bpa.org).

### Orlando World Center Marriott

- Valet: \$50+tax per night. Valet is available at hotel front entrance.
- Self-park: \$20.80+tax per night (for overnight guests only). \$38+tax daily maximum (for daytime visitors). Parking garage is located behind the convention center. After parking, take the covered walkway from the garage and pass through the convention center to get to the hotel lobby.

### Omni ChampionsGate

- Valet: \$45+tax per night. Valet is available at hotel front entrance.
- Self-park: \$15+tax per night (for overnight guests only). \$33+tax daily maximum (for daytime visitors). Parking lot is located along the front drive on the right-hand side.

Bus Parking: \$45+tax per night. Buses may only park in the Sports Parking lot, as availability permits.

## Ground Transportation

Arranging transportation between the airport and hotel is your responsibility. In addition to taxis and ridesharing companies (Uber and Lyft), airport websites provide information about shuttle services, which typically require reservations prior to your arrival. If you are planning to use shuttle bus service, schedule transportation at least 24 hours in advance.

- Orlando International Airport:  
<https://flymco.com/ground-transportation/>
- Orlando Sanford International Airport:  
<https://flysfb.com/taxis-shuttles-rides/>
- Daytona Beach International Airport:  
<https://www.flydaytonafirst.com/airport-information/taxi-ground-transportation.shtml>
- Tampa International Airport:  
<https://www.tampaairport.com/ground-transportation>

## MEARS Connect

MEARS Transportation, the largest ground transportation company in Central Florida, offers convenient and affordable transportation options between Orlando International Airport and two of the conference hotels, Gaylord Palms Resort and Orlando World Center Marriott. MEARS is offering NLC attendees a discounted rate on their airport transportation services. Visit <https://bit.ly/bpa-mears-connect> to reserve seats on an airport shuttle to and from the listed conference hotels.

Note: MEARS Connect does not service the Omni ChampionsGate.

## Hotel Transfer Shuttles

Complimentary shuttles will be available daily between the conference venue and the secondary conference hotels. Boarding a hotel transfer shuttle is on a first-come, first-served basis. Attendees staying at a secondary conference hotel are encouraged to give themselves extra time to transfer before any scheduled events at the conference venue as immediate boarding of a shuttle bus may not be available.

Hotel transfer shuttles will run on a continuous loop during the times listed in the chart below:

	Orlando World Center Marriott	Omni ChampionsGate
<b>Shuttle Stop Location</b>	Convention Center Entrance	Convention Center Entrance
<b>Approx. transfer time</b>	10-15 minutes	15-30 minutes
Tuesday, May 6	4 p.m. – 10 p.m.	4 p.m. – 10 p.m.
Wednesday, May 7	9 a.m. – 12 a.m.	9 a.m. – 12 a.m.
Thursday, May 8	7 a.m. – 12 a.m.	6 a.m. – 12 a.m.
Friday, May 9	7 a.m. – 12 a.m.	6 a.m. – 12 a.m.
Saturday, May 10	7 a.m. – 10 p.m.	6 a.m. – 11 p.m.
Sunday, May 11	7 a.m. – 12 p.m.	7 a.m. – 12 p.m.

## Walt Disney World® Shuttles

Transportation to Walt Disney World® is not offered through BPA. Whether you purchase theme park tickets through BPA or on your own, securing transportation to the theme parks and Disney Springs® is the responsibility of the participant. The conference hotels may offer limited transportation to Walt Disney World® and currently available information on those services are outlined below:

### Gaylord Palms Resort

Complimentary scheduled shuttle transportation is provided to all four Walt Disney World® Theme Parks and Disney Springs®. Shuttle schedules are updated weekly. For scheduled shuttle times and to reserve seats, inquire directly with the Concierge Desk located in the hotel lobby.

### Omni ChampionsGate

Complimentary scheduled shuttle transportation is provided to EPCOT and Disney’s Magic Kingdom® transportation center. If planning to visit Disney’s Hollywood Studios® or Disney’s Animal Kingdom®, take the shuttle to the transportation center at Disney’s Magic Kingdom® and transfer to the desired park. There are currently six (6) departures and four (4) to five (5) return trips daily. For scheduled shuttle times and to reserve seats, inquire directly with the hotel Concierge on-site or by calling 407-390-6664 ext. 0. A minimum 24-hour advance reservation is suggested to guarantee a specific departure from the resort.

### Orlando World Center Marriott

Complimentary scheduled shuttle transportation is provided to all four Walt Disney World® Theme Parks and Disney Springs®. Guests can reserve their transportation up to three (3) days prior to travel into the parks. To begin the shuttle reservation process, visit the link below and select the “Disney Parks Shuttle Service” option. Shuttle reservations are limited to four (4) guests per room and you must provide your hotel confirmation number in order to complete the shuttle reservation. World Center/Disney shuttle booking link: <https://orlandoworldcentermarriott.ipoolside.com/>

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# GENERAL SESSIONS

**You won't want to miss the conference general sessions, which include the exciting conference opening, inspiring keynote, membership division business meetings, campaign rallies, and awards sessions.**

## Opening Session

Wednesday, May 7 • 8:30-10 p.m.

Conference information, parade of flags, introduction of executive council candidates, Miracle Minute for Special Olympics, exciting keynote speaker (Robert Anthony), and evening entertainment.

## Secondary Division Business Meeting

Thursday, May 8 • 4-5 p.m.

Division business meeting for secondary members

## Secondary Division Campaign Rally

Thursday, May 8 • Following the business meeting

Meet the executive council officer candidates

*Note: Campaign rally will only be held if a primary election is required.*

## Post-secondary Division Business Meeting

Thursday, May 8 • 6-7 p.m.

Division business meeting for post-secondary members

## Post-secondary Division Campaign Rally

Thursday, May 8 • Following the business meeting

Meet the executive council officer candidates

*Note: Campaign rally will only be held if a primary election is required.*

## National Honor Awards Ceremony

Friday, May 9 • 5-6:30 p.m.

Presentation of BPA Cares Awards, Ambassador Torch Awards, service awards, scholarships, and more

## Awards Finales

Saturday, May 10

Post-secondary Awards from 2-4 p.m.

Middle Level/Secondary Awards from 5-8 p.m.

Competitive events awards and introduction of the 2025-26 Executive Council

## LIVESTREAM

The opening session and awards sessions will be streamed live at <https://bpa.org/nlc/>.



## 2025 NLC Keynote Speaker: Robert Anthony

Robert's journey began with a birth defect called Fibular Hemimelia, leading to the amputation of his leg at just 10 months old. Despite facing tremendous challenges, he turned adversity into strength and is now a successful inspirational speaker, father, and husband.

A 3-sport USA athlete and amputee educator, Robert has spoken at numerous conferences, empowering individuals to overcome obstacles. He also works as a Business Development Manager in the Orthotics & Prosthetics industry, and has appeared on American Ninja Warrior and modeled for Citizens Bank marketing. In 2017, he founded Limb Possible, inspiring over 100,000 students worldwide and providing prosthetics to underprivileged communities through his nonprofit Limb Kind.

Robert's powerful message is simple: "Lead with Love" and "Anything's Possible" with a Positive Mental Attitude. His story is a testament to the power of resilience, determination, and heart. Don't miss the chance to hear from this remarkable speaker, leader, and advocate!

# SUNSET SOIREE



**FRIDAY, MAY 9 7-10 P.M.**  
**GAYLORD PALMS**

Join us for an unforgettable night at the Sunset Soiree! This event is bursting with music, fun, and excitement. It's the perfect chance to unwind, dance, and make lasting memories with friends and fellow conference-goers. Don't miss this electrifying celebration to wrap up two days of competitions! Enjoy four distinctly Florida-inspired experiences:

## **BOARDWALK BEACH** (on Mongrove Lawn)

A relaxed, coastal setting with sandy vibes and ocean-inspired activities, including a beach ball toons artist, silent disco, 360 photobooth, lawn games, and more!

## **RETRO FLORIDA** (on Coquina Lawn)

A nostalgic throwback to the iconic, colorful spirit of vintage Florida, with a DJ and dance floor, more lawn games, an AI photobooth, and more!

## **BLACKBEARD'S BASH** (in Castillo de San Marcos)

An adventurous, pirate-themed event filled with swashbuckling fun including pirate-themed carnival games, a caricature artist, and the opportunity to handle live birds and an alligator!

## **NEON NIGHTS** (in Emerald Plaza)

A dazzling, high-energy atmosphere illuminated by vibrant neon lights and include DJ Rolo with exciting music, LED games, and more!

## **OPTIONAL SPECIAL EVENT MEAL ADD-ON**

Participants of the BPA Sunset Soirée have the opportunity to pre-purchase a meal voucher that can be redeemed during the special event. Meal vouchers are only available during the online conference registration process; on-site sales will not be available. The available meal options are: chicken tenders, Mexican rice bowl, pizza, or smokehouse sandwich. More details and pricing are available on the registration form.

*DISCLOSURE: By participating in the special event, participants acknowledge and accept all risks and liabilities in conjunction with the event and its associated activities. Participants and assignees release, hold harmless, and indemnify Business Professionals of America and its respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims and settlements for any injury, loss, or damages that may be incurred arising from participation. The submission of an additional waiver may be required to participate in certain special event activities; such waiver will be communicated and distributed in advance of the event.*





## Aspiring Officer Experience

AN INCREDIBLE OPPORTUNITY FOR MIDDLE LEVEL MEMBERS. How would you like to get an up-close look at the work of an executive officer? Middle level members are invited to apply for this unique opportunity to shadow a member of the executive council during the conference. See firsthand what it is like to be a BPA student leader. Applications are due April 1, 2025. Apply at <https://bpa.org/nlc/ofad/>. Applicants must already be planning to attend NLC.



## National Anthem Contest

OH SAY CAN YOU SING? Showcase your vocal talents by singing the national anthem at the conference opening session. Soloists and groups are invited to submit a video of their best a cappella performance of "The Star-Spangled Banner" for a chance to sing onstage. Contest entrants must be BPA members planning to attend the conference. Entries are due March 14, 2025. Apply at <https://bpa.org/nlc/national-anthem-competition/>. Applicants must already be planning to attend NLC.



## Student Volunteer Program

The volunteer program provides students with opportunities to contribute to the conference success, gain valuable experience, and see the conference from a unique perspective. Volunteer assignments include assisting with registration, workshops, competitive events, service activities, exhibitor showcase, BPA Mall, and more. Chapter advisors should indicate students interested in volunteer opportunities while completing the online conference registration.



# JOIN US IN MAKING A DIFFERENCE AT NLC!

GET READY TO STEP UP FOR A CAUSE AT THE 2025 NATIONAL LEADERSHIP CONFERENCE IN ORLANDO!

BPA has partnered with We Help Two, an organization that believes fundraising can make double the impact. By purchasing socks at NLC, you'll support BPA and help those in need through their sock donation program. For every 2 packs sold, 1 individual pair will be donated to a local Orlando shelter to support those in need.

From bold and colorful patterns to two exclusive BPA designs—a custom BPA sock and a Capture the Moment sock—there's something for everyone!

Visit the We Help Two booth at NLC to grab your socks and make an impact!

**Buy Socks, Give Back!**



**PRICING:**  
3-PAIR PACK - \$10  
SINGLES - \$5



**Student members qualify to compete in national-level events based on BPA state association requirements and should register for the appropriate events during the registration process.**

## Deletions and Substitutions

Substitutions for events requiring pre-submissions of materials must be completed prior to Tuesday, April 1 because students for these events must be registered to compete before their pre-submission is received. Event deletions and substitutions may be made after registration has closed by emailing [education@bpa.org](mailto:education@bpa.org). These changes must be requested by Monday, April 7. Changes after this date must be made on-site at the competitive events headquarters by the state advisor prior to 6 p.m. ET on Wednesday, May 7, 2025.

## Schedule Conflicts

Conflict resolutions are made on a first-come, first-served basis. Conflicts caused by two concurrently scheduled BPA competitive events will be resolved. Competition conflicts resulting from voting delegate duties, executive council officer duties, executive council candidate duties, and executive council candidate campaign manager duties will also be resolved. Judged events cannot be rescheduled outside of the scheduled event times. Competition schedules will be released by April 15. Scheduling conflicts based on the reasons above must be requested by Thursday, May 1, by emailing [education@bpa.org](mailto:education@bpa.org). Resolving schedule conflicts after this date must be made on-site at the competitive events headquarters by the chapter advisor prior to 6 p.m. ET on Wednesday, May 7, 2025.

## Reminders

- Professional dress, conference name badge, and wristband must be worn to all competitive events.
- Only event competitors and authorized personnel will be allowed in event locations. Students may be disqualified if their advisor is in the event room and is not an administrator, proctor, or authorized competitive events official.
- A “contestant number” is required for many events. Students’ eight-digit membership numbers are found in the chapter member list in the BPA registration system at <https://register.bpa.org>. The member list can be obtained using “Membership Download” on the Students tab.
- Competitors will electronically upload all on-site completed competition files.
- Do not schedule tours or meals during students’ contest time. Students competing in a judged or hands-on event will need to keep their schedule free to potentially compete in the finals of that event. Tour refunds are not given due to conflicts with scheduled events or finals.
  - Refer to the WSAP Guidelines for information on contestants’ use of their own computers.

## Awards

For each division, the top ten scores in each event or all finalists (whichever is greater) will be recognized on stage with medals. The top three individuals or teams will receive plaques. **Awards must be claimed at the 2025 National Leadership Conference.** If you will not attend the Awards Finale, you must make arrangements with someone else to claim the award on your behalf. The last opportunity to claim awards is Sunday, May 11, 7-11 a.m. ET in the Gainesville room on level two of the Gaylord Palms Convention Center. **Awards will not be mailed after the conference.**





## NLC Orientation for Administrators, Proctors, and Graders

Prepare for your role at the National Leadership Conference by attending the APG Orientation. This mandatory session is available in two formats:

**On-Demand Access:** Available on the Member Gateway starting April 20.

**In-Person Sessions:** Held onsite in Orlando during NLC (schedule below).

APG Orientation is crucial for ensuring you have the knowledge and resources to support a successful conference experience.

### Onsite APG Meeting Schedule:

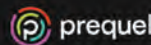
Tuesday, May 6 • 6-7 p.m. ET

Wednesday, May 7 • 4-5 p.m. ET

Thursday, May 8 • 9:30-10:30 a.m. ET

Thursday, May 8 • 4-5 p.m. ET

**For details, visit [apg.bpa.org](http://apg.bpa.org).**



## STAND OUT. GET IN.

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## Computers and Software

PCs with Microsoft Windows will be used for all events. Check individual event guidelines for information on the use of a member's own computer.

Members who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.). Power will be provided. Carry-in and set-up of equipment must be done solely by the contestant(s) and must take place within the time allotted.

### JUDGED EVENT EQUIPMENT

Contestants must supply their own equipment (computer, projector, speakers, extension cords, etc.) for all presentation events. It is not required nor encouraged to bring a projector cart or projection screen. Judged event contest rooms will be supplied with a table for a carry-in projector, and presentations can be projected onto the meeting room wall.

## IMPORTANT NOTES

**All students who wish to use Adobe software for competitions MUST bring their own login. Adobe Licensing will NOT be provided by BPA.**

Students MUST know their member IDs and passwords in all computer lab based events. Otherwise they will need to reset their password onsite which could potentially cause them to lose testing time.

This page lists software provided at the national-level competition. State-level software may vary. BPA assumes no responsibility for hardware or software provided by contestants. Contestants who experience 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.

### MIDDLE LEVEL SOFTWARE

- Administrative Support Team <sup>915</sup>
  - MS Office 2021
- Introduction to Word Processing <sup>925</sup>
  - MS Office 2021
- Spreadsheet Applications <sup>930</sup>
  - MS Office 2021

### SECONDARY/POSTSECONDARY SOFTWARE

- Administrative Support Team <sup>255</sup>
  - MS Office 2021
- Database Applications <sup>240</sup>
  - MS Office 2021
- Desktop Publishing, Advanced <sup>415</sup>
  - Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC, MS Office 2021
- Desktop Publishing, Fundamental <sup>400</sup>
  - Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC, MS Office 2021
- Health Administration Procedures <sup>250</sup>
  - MS Office 2021
- Integrated Office Applications <sup>215</sup>
  - MS Office 2021
- Legal Office Procedures <sup>245</sup>
  - MS Office 2021
- Office Systems & Procedures, Advanced <sup>225</sup>
  - MS Office 2021
- Office Systems & Procedures, Basic <sup>220</sup>
  - MS Office 2021
- Spreadsheet Applications, Advanced <sup>235</sup>
  - MS Office 2021
- Spreadsheet Applications, Fundamental <sup>230</sup>
  - MS Office 2021
- Web Design, Fundamentals of <sup>405</sup>
  - Notepad
- Word Processing, Advanced <sup>210</sup>
  - MS Office 2021
- Word Processing, Intermediate <sup>205</sup>
  - MS Office 2021
- Word Processing, Fundamental <sup>200</sup>
  - MS Office 2021

## Pre-submitted Events

Events below require the advance submission of projects for technical scoring. Contestants must be registered and have contestant (member) numbers ready when uploading files. Materials for national-level competitions must be uploaded at <https://upload.bpa.org/> by April 1, 2025, at 5 p.m. ET.

### MIDDLE LEVEL PRE-SUBMITTED EVENTS

Digital Game Design Team <sup>940</sup>  
Entrepreneurship Exploration <sup>970</sup>  
Graphic Design Promotion <sup>945</sup>  
Human Resource Exploration <sup>990</sup>  
Video Production Team <sup>950</sup>  
Visual Design Team <sup>960</sup>  
Website Design Team <sup>955</sup>

### SECONDARY PRE-SUBMITTED EVENTS

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

### POSTSECONDARY PRE-SUBMITTED EVENTS

Broadcast News Production Team <sup>445</sup>  
Digital Media Production <sup>420</sup>  
Entrepreneurship <sup>505</sup>  
Graphic Design Promotion <sup>410</sup>  
Interview Skills <sup>515</sup>  
Interview Skills, Advanced <sup>520</sup>  
Network Design Team <sup>325</sup>  
Podcast Production Team <sup>450</sup>  
User Experience Design Team <sup>455</sup>  
Video Production Team <sup>430</sup>  
Visual Design Team - Pilot <sup>460</sup>  
Website Design Team <sup>435</sup>

## Open Events

Open events are available to any member and consist of objective (multiple-choice) exams. Pre-qualification or pre-registration is not required. Members can compete in open events by visiting the Open Events Computer Lab during the hours below.

WEDNESDAY, MAY 7 • 12 – 5 p.m. ET

THURSDAY, MAY 8 • 7 a.m. – 12 p.m. ET

FRIDAY, MAY 9 • 7 a.m. – 12 p.m. ET

### MIDDLE LEVEL OPEN EVENTS

Business Communication Skills Concepts <sup>995</sup>  
Business Fundamentals Concepts <sup>996</sup>  
Business Math Concepts <sup>997</sup>  
Computer Literacy Concepts <sup>998</sup>

### SECONDARY OPEN EVENTS

Administrative Support Concepts <sup>290</sup>  
Computer Programming Concepts <sup>390</sup>  
Digital Communications and Design Concepts <sup>490</sup>  
Digital Marketing Concepts <sup>594</sup>  
Financial Math and Analysis Concepts <sup>190</sup>  
Health Administration Concepts <sup>690</sup>  
Information Technology Concepts <sup>391</sup>  
Management, Marketing and Human Resources Concepts <sup>591</sup>  
Meeting and Event Planning Concepts <sup>590</sup>  
Parliamentary Procedure Concepts <sup>592</sup>

### POSTSECONDARY OPEN EVENTS

Administrative Support Concepts <sup>290</sup>  
Computer Programming Concepts <sup>390</sup>  
Digital Communications and Design <sup>490</sup>  
Digital Marketing Concepts <sup>594</sup>  
Financial Math and Analysis Concepts <sup>190</sup>  
Health Administration Concepts <sup>690</sup>  
Information Technology Concepts <sup>391</sup>  
Management, Marketing and Human Resources Concepts <sup>591</sup>  
Health Administration Concepts <sup>690</sup>  
Meeting and Event Planning Concepts <sup>590</sup>  
Parliamentary Procedure Concepts <sup>592</sup>  
Project Management Concepts <sup>593</sup>

### STUDENTS, ADVISORS, AND ALUMNI

BPA Merit Scholar—Not part of the WSAP events, this multiple-choice exam covers BPA's history, traditions, and programs.



## Competitive Events with Required Certification Exams

Certification exams are required and provided free of charge for competitors at the national level in the events listed below. The certification exam is worth 50 points in the final score for each aligned competitive event.

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

\*Contestants who have previously certified in an aligned IT Specialist exam may choose from one of the following two options:  
 (1) Take another certification exam within the event subject area. Members who pass the chosen exam will receive 50 points toward their event score. Members who fail the exam will receive 0 points toward the event score.  
 (2) Members may share their passing test scores with the competition staff by logging into their Certiport account and sharing the previously earned score during their scheduled testing time at NLC.

\*\*Contestants who have previously certified in Microsoft Office Specialist exams will be required to retake the exam.

\*\*\*Contestants in Entrepreneurship must complete the Entrepreneurship and Small Business (ESB) certification in the Certiport Certification Lab on Thursday, May 8 between 1 p.m. and 5 p.m. ET.

\*\*\*\*Contestants who have previously certified in the TestOut Linux Pro exam may share their passing test scores with the competition staff by logging into their TestOut account and sharing the previously earned score during their scheduled testing time at NLC.

# Discounted Passes for Open Certification Labs

Student members and advisors have access to dozens of valuable industry certification exams during the conference. In partnership with Certiport and Precision Exams by YouScience, one- and three-day certification lab passes are available at discounted prices.

Passes, which can be used at either lab, are unlimited and seats are available on first-come, first-served basis.

## OPEN CERTIFICATION LAB HOURS<sup>1</sup>

- THURSDAY, MAY 8 • 1-5 p.m. ET
- FRIDAY, MAY 9 • 1-6 p.m. ET
- SATURDAY, MAY 10 • 8 a.m.-12 p.m. ET

<sup>1</sup>Last exam begins one hour before the lab closes.

## CERTIFICATION LAB PASSES

Pass	Pre-purchased with registration	Purchased on-site in Orlando
1-Day	\$10	\$15
3-Day	\$20	\$25

**Certiport Note: All participants planning to take a Certiport exam (whether required as part of a competitive event or during open lab hours) must register at [www.certiport.com](http://www.certiport.com) before attending NLC.**

Students must include their BPA member ID in their Certiport profile when they register online. Students must also complete the Parent/Legal Guardian Consent form found on page 57 of this guide.



## National Showcase Business Panel

SATURDAY, MAY 10  
9 - 10 a.m.

You will not want to miss this interactive discussion involving business leaders from diverse industries. They will share wisdom gained from their education and career paths and provide insights into current business and workforce trends.

This is your chance to ask questions and get answers from distinguished business professionals. The event immediately precedes the Virtual Events National Showcase.

*National Showcase presenters must attend this session.*



## National Showcase

SATURDAY, MAY 10  
10 a.m. - 12:30 p.m.

The National Showcase is the culmination of months of hard work for students who participated in the National Virtual Events. The top 10 competitors in each event will display their final projects. Those attending can vote for Best in Show honors, an award separate from the judged competition rankings.

Competitions include 2D animation, cybersecurity, digital portfolio design, esports, ethics, financial portfolio management, photography, social media marketing, software engineering, start-up enterprise, virtual multimedia and promotion, virtual branding, and web and mobile applications.

# Competitive Events

## Frequently Asked Questions

**Q: Can students access the Internet during a non-judged event?**

**A:** *For all non-judged events, students are prohibited from accessing the Internet unless specifically instructed to do so. Failure to comply with this rule may result in disqualification.*

**Q: Can students access the Internet during a judged event?**

**A:** *Internet access will not be provided in any judged event preparation room. However, competitors can access the Internet during presentations if they bring and connect to their own hotspot.*

**Q: Are orientation and wrap-up times included in the time allowed for competitions?**

**A:** *No. The setup and orientation time prior and the wrap-up time after is excluded from the competition time listed in the WSAP guidelines.*

**Q: For tests that have a required certification component, when should the students take it?**

**A:** *All required certification tests are taken at the same time as the scheduled competition block. If a competitor leaves the computer lab without taking the certification component, they will not be allowed back in to complete it. For Entrepreneurship (PS/S), competitors will receive a ticket to enter the Certiport certification lab to complete their certification.*

**Q: Do students have to pay to take a certification that is required as part of their event?**

**A:** *Competitors in events with required industry certifications do not have to pay for the certification attempt.*

**Q: Are certification tests available to conference attendees?**

**A:** *If students would like to take a certification exam that is not a requirement of the event, YouScience and Certiport offer exams that can be purchased as a one-day or three-day pass at NLC. Passes can be purchased during NLC registration.*

**Q: Can students use AI during computer lab based events?**

**A:** *For all non-judged events, students are prohibited from using AI unless specifically instructed to do so. Failure to comply with this rule may result in disqualification.*

**Q: What reference materials are allowed in the competition room during an event?**

**A:** *Students will need to refer to the specific event in the WSAP under the method of evaluation section to determine if reference materials are allowed. Reference materials may include published (textbooks, journals, etc.) or unpublished (handwritten notes and summary pages) materials, but do not include electronic mediums such as a source code, searchable text. The use of any previous BPA tests (including objective questions) will result in disqualification.*

**Q: What type of software will be available for students to use for events such as desktop publishing and fundamentals of web design?**

**A:** *The software will be supplied according to the specifications outlined in the WSAP guidelines, and Windows-based laptops will be furnished. Students are allowed to bring MAC computers if they prefer. **In the case of additional software requirements, such as Adobe, students must either bring their own device or utilize their pre-purchased Adobe license on their personal account.** Students are permitted to use printers only under specific direction.*

# Competitive Events

## Frequently Asked Questions (continued)

**Q:** What type of accommodation can be made for students with special circumstances?

**A:** *Students requiring testing accommodations should be entered at the time of NLC registration in the special needs and accommodations field per student.*

**Q:** How many events can students participate in at NLC?

**A:** *Postsecondary student members can compete in a total of three events, including a single team event. Middle and Secondary student members may participate in a total of two events, only one of which may be a team event. Additionally, a student member from any division may compete in any of the open competitive events within the time constraints of the conference program.*

**Q:** If a team has a member who does not present in a preliminary event, does the team get docked 10 points?

**A:** *Per presentation the team would lose 10 points if at least two members of the team are not present. If a single member is absent, but two members are still present, no points will be lost. Special circumstances will be considered on a case-by-case basis.*

**Q:** My student has a potential conflict with another WSAP event. How will this be resolved?

**A:** *After registration closes on March 28, BPA will generate all competitive event schedules and resolve any conflicts that are created between the competitive events. Conflicts will be resolved only between two competitive events for executive council duties, executive council candidate duties, or for voting delegate duties. Conflicts with tours or other NLC events will not be resolved.*

**Q:** What events will be offered in full or partial fillable pdf?

**A:** *The following events will be offered via fillable pdf format:*

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

**Q:** What events will have paper copies provided?

**A:** *The following events will have a paper copy of the test provided:*

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

# ACTS OF SERVICE

**Commitment to service is a hallmark of engaged citizens and strong leaders. We encourage you to spend some time engaged in acts of service while at the conference. There are several opportunities to get involved.**

## **Wednesday, May 7 • 8:30-10 p.m.**

### **Miracle Minute for Special Olympics**

During a fast-paced and exciting one minute at the Opening Session, the executive council and alumni will eagerly collect your donations to benefit the national service project, Special Olympics. **Be sure to bring cash to donate!**

## **Thursday, May 8 • 4-7 p.m.**

### **Special Olympics Chain of Love**

Let's create the longest chain in BPA history! Donate \$1 (online during NLC registration or onsite) per link to decorate and add to the chain that will be carried during the Special Olympics walk.

### **Walk for Special Olympics Posters and Cheer Squad**

Support Special Olympics Walk participants by creating colorful, uplifting posters that bring energy and motivation along the route. \*Please plan to also attend the Walk for Special Olympics on Friday, May 9 at 7 a.m. to cheer the walkers along the route.



## **Friday, May 9 • 3-6 p.m.**

### **Cans for a Cause**

NLC takes place just a few short weeks before the official Florida hurricane season begins. Hurricanes and other natural disasters can upend the lives of individuals and families, and the last thing they need to worry about after disaster strikes is where their next meal will come from. Consider donating non-perishable foods at NLC's "Cans for a Cause" food drive. Your donation will support the Second Harvest Food Bank of Central Florida, whose mission is to create hope and nourish lives through hunger relief efforts.

#### **Critical need items include:**

- Fruits: canned fruit, dried fruit, and 100% fruit juice
- Vegetables: canned vegetables, 100% vegetable juice, and spaghetti sauce
- Grains: rice, pasta, crackers, cereal, and oatmeal
- Proteins: canned meat/poultry, canned tuna/salmon, dry beans/peas, and peanut butter
- Dairy: nonfat dry milk, evaporated milk, and soymilk
- Meals: canned soup, beef stew, chili, and other canned meals
- Other: nutritional drinks (ex. Ensure, Boost) and baby food/formula

Donations can be made at the NLC Registration Desk throughout the length of the conference, or brought to the activity room on Friday, May 9 at 3 p.m. Volunteers in the activity room will then sort and organize the donations.

### **Frame the Moment**

Create a one-of-a-kind picture frame to take home as a personal keepsake or gift it to someone who helped make your NLC experience unforgettable! Proceeds from this event will be donated to the national service project, Special Olympics. Whether you're expressing your creativity or searching for the perfect gift for your favorite chapter advisor, this is a meaningful way to give back and make an impact. **Donate \$5 to decorate one (1) 4"x6" picture frame.**



## Friendship Bracelets for Special Olympics

Create colorful beaded-bracelets with words of affirmation that can be kept, given to a friend, or left with BPA to donate. Proceeds from this event will be donated to the national service project, Special Olympics. You can make double the impact while making new friends at this act of service! **Donate \$5 to create two (2) bracelets.**

## Mark the Moment

Decorate a bookmark with colorful designs, words of affirmation, or anything else to commemorate your experience at NLC! Proceeds from this event will be donated to the national service project, Special Olympics. It's a fun, quick activity that lets you take home a unique keepsake while making an impact supporting a great cause. **Donate \$1 to decorate one (1) bookmark.**

## Shoe Drive by Funds2Org

Step up and make a difference at NLC by donating your gently worn, used, and new shoes! Through National BPA's partnership with Funds2Orgs, your donated shoes will support micro-enterprises in developing countries, helping entrepreneurs build sustainable businesses and strengthen their local economies. Every pair you bring contributes to a larger mission—providing opportunities, promoting commerce, and fostering economic growth across the world. So, as you pack for NLC, don't forget to bring your shoes and be a part of something bigger! Stay tuned for details on where to drop off your donations. Together, we can make an impact—one step at a time!



**Friday, May 9 • 7-8 a.m.**

## Walk for Special Olympics

Since 2012 NLC attendees have raised tens of thousands of dollars for Special Olympics by participating in the annual benefit walk. Special Olympics provides year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities.

You won't want to miss this fun morning walk around the Gaylord Palms Convention Center. Event proceeds will be donated to Special Olympics, BPA's national service project. Walk registration is an option during the online conference registration.

Active Walker - \$15

Walk Supporter - \$5

**DISCLOSURE:** By registering for and participating in the Walk for Special Olympics, participants acknowledge and accept all risks and liabilities in conjunction with the activity. Participants and assignees release, hold harmless, and indemnify Business Professionals of America and its respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims, and settlements for any injury, loss, or damages that may be incurred arising from participation.

WE WANT YOUR

**SHOES**

A hand is shown holding a white paper cutout of a shoe, which is part of the large 'SHOES' text. The cutout is being held up, and the hand is positioned as if presenting it.

**SUPPORT  
BPA**

BY CLEANING  
OUT YOUR  
CLOSET!



**BRING THEM TO NLC ORLANDO**

MAY 7-11, 2025

# OTHER HIGHLIGHTS



## Exhibitor Showcase

The Exhibitor Showcase serves as a vibrant hub of excitement during the National Leadership Conference, where students and advisors eagerly seek inspiration and information to propel their programs to new heights. Conveniently located near the conference workshop spaces for easy access, the Exhibitor Showcase will feature a diverse array of companies. Make sure to stop by and network with numerous BPA conference sponsors and other supporters throughout the day on May 8 and 9, from 9 a.m. until 5 p.m.



## BPA Mall

While at NLC, make sure to visit the BPA Mall for some exciting shopping! You'll find several new items and exclusive NLC apparel that you won't want to miss out on. Additionally, you'll have the chance to purchase some of the apparel available on the BPA Mall online store. This is the perfect opportunity to check out sizes, explore color options, and more! The BPA Mall will be open May 7, 10 a.m.-5 p.m., May 8-9, 9 a.m.-5 p.m., and May 10, 10 a.m.-9 p.m.

## NLC Steps Challenge

Get ready to step up your game with the NLC Steps Challenge! This fun, competitive opportunity invites conference participants to track and rack up as many steps as possible throughout the event. Whether you're power walking through a theme park, exploring the conference venues, or making new connections at the special event, every step counts. Challenge yourself, compete with fellow attendees, and see who will take the lead on the leaderboard. With BPA swag up for grabs and the chance to get active while networking, the NLC Steps Challenge is the perfect way to stay energized and engaged while making the most out of your conference experience. Who will come out on top as the ultimate step champion? Lace up those shoes and get ready to move!

This challenge is open to all conference attendees.  
**To participate:**

**Download the App:** Ahead of the conference, download the Heka Health app. Instructions can be found at [hekahealth.com/challengeinfo](https://hekahealth.com/challengeinfo). After downloading, select the "NLC Steps Challenge", which will link to your mobile phone's step counter.

**Challenge Timeframe:** Challenge starts Wednesday, May 7 at 12:01 a.m. ET and ends Saturday, May 10 at 12 p.m. (noon) ET.

**Prize Information:** Keep track of your progress on the leader board at NLC. There will be random drawings for participants who reach various levels of steps. Winners will be announced via the NLC mobile app and will receive a certificate for free merchandise in the on-site BPA Mall.

- 20k-39,999k steps: three winners
- 40k-49,999k steps: three winners
- 60k+ steps: four winners

By participating in the NLC Steps Challenge, participants acknowledge and accept all risks and liabilities in conjunction with the activity. Participants and assignees release, hold harmless, and indemnify Business Professionals of America and its respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims and settlements for any injury, loss, or damages that may be incurred arising from participation.



## Leadership Passport

May 8 and 9 • 8 a.m.-4 p.m.

NLC will feature a variety of workshops tailored to help students enhance their personal and professional growth. Past topics have covered aspects such as personal branding, social media engagement, Internet safety, and college and career readiness. Students who participate in six workshops designated with the Leadership Passport label will earn a certificate of achievement. The complete list of Leadership Passport workshops will be released in the coming weeks and will also be accessible in the BPA app.

Workshops will be held throughout the day on May 8 and 9, in 50-minute increments. Stay tuned for more information!

## Ready to Launch: Chapter Leader Academy

May 10 • 10 a.m.-12 p.m.

Calling all Chapter Leaders! Whether you are recently elected or want to pursue a student-leadership position at the chapter, regional, state, or executive level, learn what it takes to launch your personal leadership and chapters to greater heights! Chapter leaders will connect with their peers and build the foundation to their own personal leadership plan, articulate and understand their BPA story, and identify key strategies for building healthy chapters. Space is limited and will be available on a first-come, first-served basis.

## Leadership Academy

BPA Leaders are not meant to just experience life; they are meant to positively impact the world! Participants of the NLC Leadership Academy will discover their own personal tendencies to help them grow leadership and professional skills and then take them to the next level, creating more leaders and building teams with impact. Successful participants will be equipped with leadership tools, a career toolkit, and first-hand experience in building and creating within a team to make a positive impact wherever their journeys take them! At the conclusion of the academy, an intentional “Capture the Moment” opportunity will occur to empower students to translate their learning into actionable steps.

### Leadership Academy Schedule

Session I: Thursday, May 8 • 8 a.m.-12 p.m.

Session II: Friday, May 9 • 8 a.m.-12 p.m.

### Participation Eligibility & Requirements:

- Open to Middle Level, Secondary, and Post-secondary Division students
- Space is limited; pre-registration through the online conference registration process is required.
- Contestants in any competitive event other than Open Events cannot enroll in the Leadership Academy. Open Event participation must be scheduled around the Leadership Academy schedule.
- Participants must commit to attending all sessions across both days. Please schedule tours around the Leadership Academy schedule.



## Advisor Professional Learning Sessions

May 8 and 9 • 8 a.m.-4 p.m.

The Advisor Professional Learning Series promises to be bigger and better than ever, offering a dynamic mix of training, expert insights, and hands-on strategies to elevate your teaching and chapter management. Get ready for cutting-edge sessions from TeamTRI, top facilitators and trainers in the CTE space, as well as sessions hosted by BPA's trusted partners and fellow peer advisors, all designed to energize your classroom, engage students, and build stronger BPA chapters. Key session highlights include practical lesson plans to spark student interest, industry aligned certifications and trends in education, proven strategies for fostering high-performing teams, best practices in chapter management, and expert guidance on starting or revitalizing your chapter. Plus, gain access to the 100X Chapter Model and complimentary Teach CTSO resources to keep your program thriving year round!

Sessions will be held throughout the day on May 8 and 9, from 8 a.m. until 5 p.m. The complete list of Advisor Professional Learning sessions will be released in the coming weeks and will also be accessible in the BPA app.

## Tour Registration

- Priority will be given to those who register for tours in advance.
- As you register in the online registration system, select the tours in which you and your students want to participate.
- Tour costs will be added to your invoice total.

## Attending Tours

- Tour participants must arrive and depart as a group. Individual ticket admission is not eligible.
- If transportation is not provided, it will be indicated in the tour description. Participants must find their own transportation.
- All tours with provided transportation will depart from the Gaylord Palms Resort. If staying at a secondary conference hotel, you must first transfer to the Gaylord Palms Resort to then board the tour bus.
- When selecting tours for your Orlando arrival day, allow plenty of time for possible flight delays or delays in ground transportation to the hotel.
- Assembly times for scheduled tours is 15 minutes before scheduled departure times. Tours will depart at the scheduled time.
- Advisors/chaperones are required to accompany their students on tours (does not apply to postsecondary members). If a student is not accompanied by their advisor/chaperone, they will be denied admittance on the tour and refunds will not be given.
- No refunds will be given due to late arrival at the conference as monies have to be paid in advance to tour providers.
- BPA is not responsible for your return transportation if you are not on the bus at the departure time.
- Participants who delay the departure for the return trip more than 15 minutes will be charged \$50 per person for every 15 minutes delayed.
- Tours are subject to change.
- Refunds are not given for an optional or last-minute change on the part of an attendee.
- No refunds are given due to inclement weather.

- All prices are based on a minimum number of participants. If the minimum number of participants do not sign up for a tour, the tour may be canceled.
- Some tours can accommodate a maximum number of participants. These tours will be filled on a first-come, first-served basis.
- If a tour is filled or canceled, you may exchange the ticket for another of equal value or receive a refund.
- Some tours may require the submission of the ACCESS Assumption of Risk and Release of Liability Agreement waiver located at the back of this document. This requirement will be indicated under the respective tour description. Participants who do not submit a signed waiver at the beginning of the tour will be denied admittance and refunds will not be given.

## Tour Desk

Gaylord Palms Convention Center  
Florida Exhibit Hall F Registration Desk (Level 1)

WEDNESDAY, MAY 7 • 7 a.m.-7 p.m.

THURSDAY, MAY 8 • 7 a.m.-5 p.m.

FRIDAY, MAY 9 • 8 a.m.-5 p.m.

SATURDAY, MAY 10 • 8 a.m.-12 p.m.

- All tour tickets must be picked up at the Tour Desk by the advisor. Tickets are not distributed in the registration packets and will not be released to individual students.
- You can purchase tickets for tours with available space at the Tour Desk on-site.





## Airboat Adventure • \$160

Embark on an exhilarating airboat tour through Florida's wild landscapes, where speed and adventure await at every turn! Skim across vast marshlands and hidden bayous, spotting elusive alligators and exotic birds in their natural habitat. This is the ultimate way to experience the untamed beauty of Florida. *Signed ACCESS waiver required to participate.*

**Transportation:** Complimentary shuttle transportation will depart from the Gaylord Palms Resort Transportation Lobby at the start times specified. Participants are encouraged to assemble at the departure location ten (10) minutes before the scheduled departure time.

1. Wednesday, May 7 • 12-3 p.m.
2. Thursday, May 8 • 2-5 p.m.
3. Friday, May 9 • 8-11 a.m.
4. Friday, May 9 • 2-5 p.m.
5. Saturday, May 10 • 8:30-11:30 a.m.



## Andretti Indoor Karting & Games • \$135

Unleash your inner speedster at Andretti Indoor Karting & Games, where excitement awaits around every corner! Experience high-speed racing on a state-of-the-art indoor karting track, challenge friends in the multi-level laser tag arena, and test your skills with an array of arcade games and virtual reality experiences. For those seeking more excitement, enjoy the adrenaline-pumping ropes course and rock climbing wall! *Tour includes one (1) Karting race and a choice of two (2) additional attractions: Laster Tag, 7D Experience, one (1) hour of Bowling, Hologate VR, Hyperdeck VR, or Andretti Racing Simulators. Signed ACCESS waiver required to participate.*

**Transportation:** Complimentary shuttle transportation will depart from the Gaylord Palms Resort Transportation Lobby at the start times specified. Participants are encouraged to assemble at the departure location ten (10) minutes before the scheduled departure time.

1. Thursday, May 8 • 6-9:30 p.m.
2. Friday, May 9 • 6-9:30 p.m.
3. Saturday, May 10 • 9 a.m.-12:30 p.m.

## Day at the Beach • \$125

Feel the breeze from the sea and the sand beneath your toes with a day at Cocoa Beach! Take in the warm Florida sunshine and enjoy the beautiful scenery of the Atlantic Ocean. Whether you choose to get lost in a book, cool off in the ocean, or walk along the Cocoa Beach Pier, the beach is your oyster! *Tour includes assorted beverages and one (1) beach towel per participant. Signed ACCESS waiver required to participate.*

**Transportation:** Complimentary shuttle transportation will depart from the Gaylord Palms Resort Transportation Lobby at the start times specified. Participants are encouraged to assemble at the departure location ten (10) minutes before the scheduled departure time.

1. Wednesday, May 7 • 11 a.m.-4:30 p.m.
2. Friday, May 9 • 9 a.m.-2:30 p.m.
3. Friday, May 9 • 3-8:30 p.m.
4. Saturday, May 10 • 8:30 a.m.-2 p.m.



## ICON Park Activity Duo • \$115

Spend an afternoon at ICON Park, Orlando's premier entertainment destination! The tour starts at Madame Tussauds, where you'll meet remarkably lifelike wax figures of celebrities, historical icons, and pop culture legends. Snap photos with movie stars, music legends, and even superheroes as you immerse yourself in the glamour of the world's most famous faces. Next, journey under the sea at SEA LIFE Orlando Aquarium, where you'll come face-to-fin with vibrant marine life. Stroll through the 360-degree ocean tunnel, marvel at graceful stingrays, and get up close to mesmerizing sharks. *Upon arrival to ICON Park, ACCESS staff will assist with admissions into both attractions. Once inside the attractions, the tour is self-guided. Signed ACCESS waiver required to participate.*

**Transportation:** Complimentary shuttle transportation will depart from the Gaylord Palms Resort Transportation Lobby at the start times specified. Participants are encouraged to assemble at the departure location ten (10) minutes before the scheduled departure time.

1. Wednesday, May 7 • 10:30 a.m.-2:30 p.m.
2. Thursday, May 8 • 3:30-7:30 p.m.
3. Friday, May 9 • 3:30-7:30 p.m.
4. Saturday, May 10 • 10:30 a.m.-2:30 p.m.







## Kennedy Space Center • \$150

Discover the wonders of space exploration at Kennedy Space Center, where history and innovation come alive! Stand in the shadow of massive rockets, experience the thrill of a shuttle launch simulation, and walk in the footsteps of astronauts at the Apollo/Saturn V Center. The immersive exhibits and interactive experiences make for an unforgettable glimpse into humanity's quest to explore the final frontier. *Upon arrival to the complex, this is a self-guided tour. Signed ACCESS waiver required to participate.*

**Transportation:** Complimentary shuttle transportation will depart from the Gaylord Palms Resort Transportation Lobby at the start times specified. Participants are encouraged to assemble at the departure location ten (10) minutes before the scheduled departure time.

1. Wednesday, May 7 • 10 a.m.–6 p.m.
2. Thursday, May 8 • 8 a.m.–4 p.m.
3. Friday, May 9 • 10 a.m.–6 p.m.
4. Saturday, May 10 • 8 a.m.–4 p.m.



## Orlando Science Center • \$115

Embark on a journey of discovery at the Orlando Science Center, a hub of hands-on learning and interactive exploration. From towering dinosaurs and captivating planetarium shows to cutting-edge exhibits on technology and nature, there's something to spark curiosity in anyone. Explore four floors of immersive exhibits, rotating special displays, and exciting films in the giant-screen theater. *Upon arrival to the complex, this is a self-guided tour. Signed ACCESS waiver required to participate.*

**Transportation:** Complimentary shuttle transportation will depart from the Gaylord Palms Resort Transportation Lobby at the start times specified. Participants are encouraged to assemble at the departure location ten (10) minutes before the scheduled departure time.

1. Thursday, May 8 • 1:30–5:30 p.m.
2. Friday, May 9 • 9:30 a.m.–1:30 p.m.
3. Saturday, May 10 • 9:30 a.m.–1:30 p.m.

## Ripley's Believe It or Not! • \$99

Step into Ripley's Believe It or Not!, where the extraordinary, the bizarre, and the downright unbelievable come to life. This world-famous attraction is a treasure trove of curiosities, featuring over 16 themed galleries packed with astonishing artifacts, mind-boggling exhibits, and interactive experiences. Ripley's delivers a journey through the strange and spectacular that will leave you amazed, inspired, and wondering what's real—and what's not! *Upon arrival to the complex, this is a self-guided tour. Signed ACCESS waiver required to participate.*

**Transportation:** Complimentary shuttle transportation will depart from the Gaylord Palms Resort Transportation Lobby at the start times specified. Participants are encouraged to assemble at the departure location ten (10) minutes before the scheduled departure time.

1. Friday, May 9 • 4:30-8 p.m.
2. Saturday, May 10 • 9:30 a.m.-1 p.m.



## Universal Studios Orlando Theme Park Tickets

Universal Studios Orlando offers two premier movie and TV based theme parks full of epic adventures and immersive, cutting-edge attractions. Purchase a 1-Day, 2-Day, or 3-Day ticket through BPA to take advantage of deeply discounted admission prices.

**Universal Studios Florida** theme park will immerse you in the world of movies, TV, and pop culture with thrilling rides, shows, and interactive experiences. Highlights include *Harry Potter and the Escape from Gringotts*, *Transformers: The Ride-3D*, *Men In Black™ Alien Attack*, *The Simpsons Ride™*, and so much more!

**Islands of Adventure** theme park offers varied adrenaline-pumping attractions and fantastical worlds. Highlights include *Hagrid's Magical Creatures Motorbike Adventure™* at Wizarding World of Harry Potter-Hogsmeade, as well as *Jurassic World VelociCoaster*, *Doctor Doom's Fearfall®*, *Skull Island: Reign of Kong*, and so much more!



- **Universal 2-Park/1-Day • \$149** Visit Universal Studios Florida -AND- Islands of Adventure. *Ticket is only valid for any one day during the conference and offers park-to-park access.*
- **Universal 2-Park/2-Day • \$199** Visit Universal Studios Florida -AND- Islands of Adventure. *Ticket is valid for any two days during the conference and offers park-to-park access each day.*
- **Universal 2-Park/3-Day • \$249** Visit Universal Studios Florida -AND- Islands of Adventure. *Ticket is valid for any three days during the conference and offers park-to-park access each day.*

**TRANSPORTATION NOTE:** In accounting for different conference schedules and in an effort to keep ticket prices affordable, **transportation to/from Universal Studios Orlando is not provided.** Participants are responsible for arranging their own transportation to the theme parks.



## Universal Studios Orlando Youth Programs Business Learning Series (BLS)

**Business Development: People, Process, Product • \$199**

Thursday, May 8 • 8 a.m.–12 p.m.

The 3 Ps are the foundation for any successful business. This module emphasizes the importance of valuing people, establishing efficient processes, and maintaining a quality product. Understand the internal and external environmental factors that influence the success of a business.

**Career Exploration & Preparation • \$199**

Thursday, May 8 • 11:30 a.m.–3:30 p.m.

Career Exploration is the start in choosing a successful career path. In this module, discover how to assess your interests, values, and skills necessary to prepare for your chosen career.

**Leadership Skills & Personal Development • \$199**

Wednesday, May 7 • 11:30 a.m.–3:30 p.m.

Leaders have the ability to influence others. In this module, learn about the importance of good leadership within organizations, and the attributes of a strong leader through exploring leadership characteristics.

## Behind the Adventure Tour • \$199

This technology focused tour offers an opportunity to peek behind the scenes of Universal Islands of Adventure. From storytelling to innovation, gain a new perspective of the creativity and design that go into developing one of the world's most popular theme parks.

1. Friday, May 9 • 7:30–11:30 a.m.
2. Saturday, May 10 • 7:30–11:30 a.m.

## Special FX Tour • \$199

Learn the Secrets of Movie Making with Universal Studios! Learn how the arts and sciences are responsible for some of the most spectacular special effects in motion picture history. On this tour, get a behind the scenes look at what it took to recreate those effects for top Universal Studios attractions.

1. Friday, May 9 • 7:30–11:30 a.m.
2. Saturday, May 10 • 7:30–11:30 a.m.

**TICKET RESERVATION DISCLOSURE:** *The Business Learning Series, Behind the Adventure, and Special FX tours all include a 2-Park/1-Day Theme Park ticket that can only be used the same day as the scheduled tour.*

**TRANSPORTATION NOTE:** *Roundtrip shuttle transportation will be provided for the tour-portion only. The participant has the opportunity to leave Universal Studios at the conclusion of the tour on provided shuttle transportation -OR- stay at Universal Studios to access the theme parks. If staying, return transportation is the responsibility of the participant.*



## Walt Disney World® Theme Park Tickets

Discover a world of enchantment and magical experiences at one of four Walt Disney World® theme parks! Purchase discounted admission tickets through BPA and enjoy an afternoon, evening, or full day in the parks.

**Disney's Magic Kingdom®** is the heart of Walt Disney World®, where classic Disney magic comes alive! Experience iconic attractions like *Cinderella Castle*, *Space Mountain*, and *The Haunted Mansion*, alongside beloved characters from Disney's animated films. Parades, fireworks shows, and whimsical lands like *Fantasyland* and *Adventureland* provide endless enchantment for visitors of all ages. With its timeless charm and unforgettable experiences, Disney's Magic Kingdom® is where dreams truly come true.

Tickets available for Wednesday, May 7; Thursday, May 8; Friday, May 9; and Saturday, May 10. *Park hours projected to be 9 a.m.–9 p.m.* Available ticket options for Disney's Magic Kingdom®:

- Twilight (admission after 5 p.m.) - \$99
- Afternoon (admission after 1 p.m.) - \$118
- 1-Day Park Hopper (includes \$25 F&B gift card) - \$224

**Disney's EPCOT®** is a celebration of innovation, culture, and creativity. Take a trip around the world and explore the *World Showcase* to experience the unique cultures, cuisine, and traditions of 11 different countries. The park also features futuristic attractions like *Spaceship Earth* and *Test Track*, offering both educational and thrilling experiences. With seasonal festivals, cutting-edge technology, and stunning gardens, Disney's EPCOT® provides an exciting mix of discovery and imagination for all ages.

Tickets available for Wednesday, May 7; Thursday, May 8; Friday, May 9; and Saturday, May 10. *Park hours projected to be 9 a.m.–9 p.m.* Available ticket options for Disney's EPCOT®:

- Twilight (admission after 5 p.m.) - \$99
- Afternoon (admission after 1 p.m.) - \$118
- 1-Day Park Hopper (includes \$25 F&B gift card) - \$224

**Disney's Hollywood Studios®** brings the magic of movies to life with thrilling attractions and immersive experiences. Step into a galaxy far, far away at *Star Wars: Galaxy's Edge* and take a whimsical stroll through *Toy Story Land*. From heart-pounding rides like the *Tower of Terror* and *Rock 'n' Roller Coaster* to spectacular live shows such as *Indiana Jones™ Epic Stunt Spectacular!*, there's entertainment for all ages.

Tickets available for Wednesday, May 7; Thursday, May 8; Friday, May 9; and Saturday, May 10. *Park hours projected to be 9 a.m.–9 p.m.* Available ticket options for Disney's Hollywood Studios®:

- Twilight (admission after 5 p.m.) - \$99
- Afternoon (admission after 1 p.m.) - \$118
- 1-Day Park Hopper (includes \$25 F&B gift card) - \$224

**Disney's Animal Kingdom®** offers an exciting blend of adventure, nature, and immersive storytelling. Embark on a safari through the African savanna, encounter exotic animals up close, and explore the stunning *Pandora - The World of Avatar*. With thrilling attractions like *Expedition Everest* and the *Kilimanjaro Safaris*, there's no shortage of excitement. Enjoy the park's lush landscapes and live shows that are sure to provide a unique, unforgettable experience for nature lovers and thrill-seekers alike.

Tickets available for Wednesday, May 7; Thursday, May 8; Friday, May 9; and Saturday, May 10. *Park hours projected to be 8 a.m.-6 p.m.* Available ticket options for Disney's Animal Kingdom®:

- Afternoon (admission after 1 p.m.) - \$118
- 1-Day Park Hopper (includes \$25 F&B gift card) - \$224

**TICKET PRICE DISCLAIMER:** Pricing for the offered Walt Disney World® theme park tickets is subject to change prior to the end of the conference registration period. Should ticket prices increase, BPA will notify the affected registrant(s) and allow the opportunity to either cancel their ticket(s) or keep the ticket(s) at the new group pricing.

**TICKET RESERVATION DISCLOSURE:** Tickets to a Walt Disney World® theme park must be accompanied by a theme park reservation. Tickets purchased through BPA will have a designated day/park reservation that cannot be changed. Please ensure the correct theme park and day have been selected during the online registration process. Requests for exchange and/or refund due to an incorrect day/park reservation on the part of the registrant will not be honored. For 1-Day Park Hopper tickets, the visit must start at the park with a reservation. After entering that first park, the guest can then visit the other theme parks until each park's regularly scheduled closure.

**TRANSPORTATION NOTE:** In accounting for different conference schedules and in an effort to keep ticket prices affordable, **transportation to/from Walt Disney World® is not provided.** Participants are responsible for arranging their own transportation to the theme parks and may consider taking advantage of hotel-provided transportation options (refer to the Transportation section of this guide for more information).

## Important Travel and Tour Information

### Emergency Medical Authorization Form

Advisors/chaperones should collect emergency medical authorization forms for each student to be used in the event of an emergency. The advisor/chaperone should keep the forms private unless needed and destroy them after the NLC. You can use the form provided at the back of this guide or a form used by your school.

### Accident Insurance

Accident insurance is provided for conference attendees. In the event of an accident, contact Ric Cowles, on-site at the BPA Finance Desk, or after the conference at (614) 895-7277. Accident insurance does not cover illness unrelated to an accident. Sunburn is not considered an accident. Information required when reporting a claim includes name of the insured, date and time of accident, location of accident, medical service company, description of the accident, and names of witnesses.

### Tips for Safe Travel

- Leave copies of itineraries with someone at home.
- Travel as a group.
- Do not travel in areas of which you are not familiar.
- Remove your name badge when not on conference property; wear wristbands at all times.
- Be vigilant and be aware of your surroundings at all times. Take notice of those around you and remove yourself from uncomfortable or unsafe situations.
- Keep your cell phone, wallet, and valuables in a secure pocket when traveling, or left in the guestroom safe when at the hotel.
- Prepare for all types of weather; wear sunscreen.
- Do not share hotel room numbers with other guests.
- Do not invite guests to your hotel room.
- Use social media responsibly. Keep locations and schedule details general or private.
- Review the risk management plan in the BPA app.
- Use tours and transportation arranged by BPA.



# Value of Microsoft Certification

The future belongs to students who have the skills to do more.

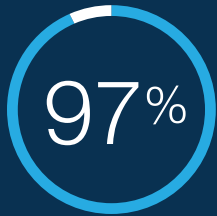
Microsoft certification programs provide a clear path to success for learners and helps them acquire the technology skills needed to be successful in their college and career endeavors.



96% of professionals use Microsoft Office at work.<sup>1</sup>



80% of recruiters say Microsoft Office skills validation is important.<sup>1</sup>



97% of hiring managers feel credential holders have an advantage over those without.<sup>1</sup>

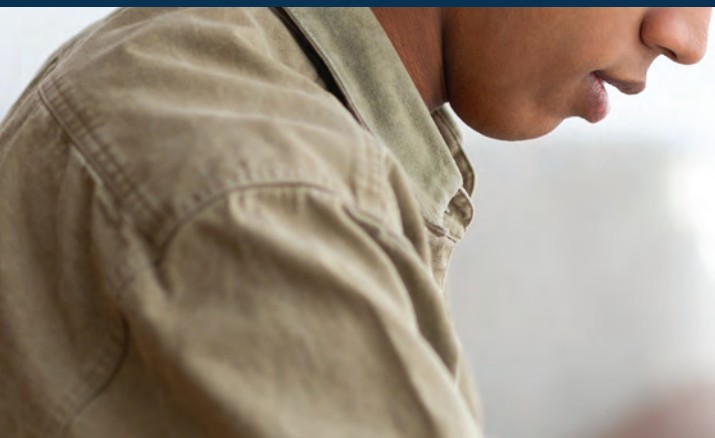


50% of individuals believe obtaining a certification makes them more marketable.<sup>2</sup>

“What a great resource to have to show your skills and accomplishments.”

—  
Community College of Beaver County, Monaca, PA

1. Market Opportunity for MOS in Commercial Employment Research Study - Pearson Vue 2022 2. Intrepid survey



The certification programs available, include:

- Microsoft Office Specialist
- Microsoft Certified Fundamentals
- Microsoft Certified Educator



To learn more, visit the Certiport booth or [www.certiport.com/Microsoft](http://www.certiport.com/Microsoft).

# TENTATIVE SCHEDULE

**All events for BPA's 2025 National Leadership Conference will be held at the Gaylord Palms Resort and Convention Center in Orlando, Florida.**

## TUESDAY, MAY 6

### TUESDAY GENERAL EVENTS

8 a.m.	Executive Officer Rehearsal
12:00 p.m.–6:00 p.m.	Competitive Events Headquarters
3:00 p.m.–8:00 p.m.	Conference Headquarters
	Registration/Information Desk
	Finance Desk
5:00 p.m.–6:00 p.m.	Student Volunteer Orientation
6:00 p.m.–7:00 p.m.	Administrator/Proctor/Grader Orientation <i>Preliminary round APGs</i>
8:30 p.m.–10:00 p.m.	Executive Director's Partner Reception <i>(By Invitation Only)</i>

## WEDNESDAY, MAY 7

### WEDNESDAY GENERAL EVENTS

7:00 a.m.–7:00 p.m.	Registration/Information Desk
	Finance Desk
	Tour Desk
9:00 a.m.–4:00 p.m.	Student Volunteer Desk
9:00 a.m.–7:00 p.m.	Conference Headquarters
10:00 a.m.–5:00 p.m.	BPA Mall
10:00 a.m.–7:00 p.m.	Competitive Events Headquarters
1:00 p.m.–5:00 p.m.	Conference Pin & Prepaid Merchandise Pick-up ( <i>T-shirts, tassels, honor cords</i> )
3:00 p.m.–4:00 p.m.	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting <i>All candidates &amp; head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.</i>
4:00 p.m.–4:30 p.m.	Candidate Rehearsal
4:00 p.m.–5:00 p.m.	Administrator/Proctor/Grader Orientation <i>Preliminary round APGs</i>
	Student Volunteer Orientation
4:30 p.m.–5:30 p.m.	SAAC Meeting
5:00 p.m.–6:00 p.m.	CEAC Meeting
5:30 p.m.–6:30 p.m.	Parade of Flags Rehearsal <i>State representatives must attend</i>
6:00 p.m.–8:00 p.m.	Exhibitor Move In
6:30 p.m.–7:30 p.m.	State Meetings
8:30 p.m.–10:00 p.m.	Opening General Session

10:30 p.m.–11:30 p.m.	State Meetings ( <i>If Necessary</i> )
Midnight	Curfew ( <i>Secondary &amp; Middle Level</i> )

### WEDNESDAY COMPETITIVE EVENTS

12:00 p.m.–5:00 p.m. (Last exam administered at 4:30 p.m.)	<b>WSAP Open Events Lab</b> Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
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## THURSDAY, MAY 8

### THURSDAY GENERAL EVENTS

6:30 a.m.–6:00 p.m.	Competitive Events Headquarters
7:00 a.m.–8:00 a.m.	Competitive Event Judge's Orientation <i>*Ticket Required</i> <i>(Judged Event Administrators are permitted to attend Orientation)</i>
7:00 a.m.–9:00 a.m.	Exhibitor Move In
7:00 a.m.–5:00 p.m.	Registration/Information Desk
	Finance Desk
	Tour Desk
8:00 a.m.–9:00 a.m.	Student Volunteer Orientation
8:00 a.m.–11:00 a.m.	Candidate Placement Committee and Candidate Interviews (PS)
8:00 a.m.–3:00 p.m.	Advisor Professional Learning Workshops
	Leadership Passport Workshops
8:00 a.m.–5:00 p.m.	Conference Headquarters
9:00 a.m.–4:00 p.m.	Student Volunteer Desk
9:00 a.m.–5:00 p.m.	BPA Mall
	Conference Pin & Prepaid Merchandise Pick-up ( <i>T-shirts, tassels, honor cords</i> )
	NLC Exhibitor Showcase

9:00 a.m.-6:00 p.m.	Grading Room
9:30 a.m.-10:30 a.m.	Administrator/Proctor/Grader Orientation <i>Preliminary and Final Rounds APGs</i>
12:00 p.m.-1:00 p.m.	Competitive Event Judge's Orientation <i>*Ticket Required</i> <i>(Judged Event Administrators are permitted to attend Orientation)</i>
1:00 p.m.-5:00 p.m. (Last exam at 4:00 p.m.)	Certiport Open Certification Lab
1:00 p.m.-5:00 p.m. (Last exam at 4:00 p.m.)	YouScience Open Certification Lab
2:30 p.m.-3:30 p.m.	Student Volunteer Orientation
3:00 p.m.-4:00 p.m.	Secondary Division Campaign Rally Set-Up <i>*If a primary election is necessary</i>
4:00 p.m.-5:00 p.m.	Administrator/Proctor/Grader Orientation <i>Finals Round APGs</i>
	Secondary Division Business Meeting
After Business Mtg	Secondary Division Campaign Rally <i>*If a primary election is necessary</i>
5:00 p.m.-6:00 p.m.	Postsecondary Division Campaign Rally Set-Up <i>*If a primary election is necessary</i>
6:00 p.m.-7:00 p.m.	Postsecondary Division Business Meeting
After Business Mtg	Postsecondary Campaign Rally <i>*If a primary election is necessary</i>
8:00 p.m.-10:30 p.m.	Executive Officer Tabulation Meeting
8:30 p.m.-10:30 p.m.	Secondary State Caucuses
11:00 p.m.-11:30 p.m.	Candidate Selection Committee Meeting
Midnight	Curfew (Secondary & Middle Level)
<b>THURSDAY COMPETITIVE EVENTS</b>	
7:00 a.m.-10:00 a.m.	Device Configuration & Troubleshooting (S/PS)
	Fundamentals of Web Design (S/PS)
7:00 a.m.-12:00 p.m. (Last exam at 11:30 a.m.)	<b>WSAP Open Events Lab</b> Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
7:30 a.m.-9:30 a.m.	Administrative Support Team (S) - Section 1
8:00 a.m.-10:00 a.m.	Advanced College Accounting (PS)
	College Accounting (PS)

8:30 a.m.-12:30 p.m.	Administrative Support Research Project (S)
	Computer Modeling (S)
	Contemporary Issues (PS)
	Digital Media Production (PS)
	Digital Media Production (S)
	Economic Research Team (S)
	Ethics & Professionalism (S)
	Extemporaneous Speech (ML)
	Extemporaneous Speech (S)
	Financial Analyst Team (PS)
	Financial Analyst Team (S)
	Human Resource Exploration (ML)
	Human Resource Management (PS)
	Human Resource Management (S)
	Interview Skills (PS)
	Interview Skills (S)
	Parliamentary Procedure Team (S)
	Presentation Individual (PS)
	Presentation Individual (S)
	Presentation Team (ML)
	Presentation Team (PS)
	Presentation Team (S)
	Small Business Management Team (S)
	Video Production Team (ML)
	Video Production Team (PS)
	Video Production Team (S)
10:30 a.m.-12:30 p.m.	Advanced Accounting (S)
	C++ Programming (S/PS)
10:30 a.m.-1:30 p.m.	Advanced Word Processing (S/PS)
	Digital Citizenship (ML)
	Linux Operating System Fundamentals (S/PS)
	Server Administration Using Microsoft (S/PS)
11:30 a.m.-12:30 p.m.	Banking & Finance
1:30 p.m.-5:30 p.m.	Advanced Interview Skills (PS)
	Advanced Interview Skills (S)
	Broadcast News Production Team (PS)
	Broadcast News Production Team (S)
	Computer Animation Team (S)
	Digital Game Design Team (ML)
	Economic Research Individual (S)
	Entrepreneurship Exploration (ML)
	Entrepreneurship (PS)
	Entrepreneurship (S)
	Ethics & Professionalism (PS)
	Global Marketing Team (S)
	Graphic Design Promotion (ML)



1:30 p.m.-5:30 p.m.	Graphic Design Promotion (PS)
	Graphic Design Promotion (S)
	Health Research Presentation (PS)
	Health Research Presentation (S)
	Network Design Team (PS)
	Network Design Team (S)
	Prepared Speech (ML)
	Prepared Speech (PS)
	Prepared Speech (S)
	Podcast Production Team (PS)
	Podcast Production Team (S)
	Small Business Management Team (PS)
	User Experience Design Team (S)
	Visual Design Team (ML)
	Visual Design Team (PS)
	Visual Design Team (S)
	Website Design Team (ML)
	Website Design Team (PS)
	Website Design Team (S)
2:00 p.m.-5:00 p.m.	Administrative Support Team (ML) - Section 1
	Computer Security (S/PS)
	C# Programming (S/PS)
	Integrated Office Applications (S/PS)
	Java Programming (S/PS)
3:00 p.m.-5:00 p.m.	Network Administration Using Cisco (S/PS)
5:30 p.m.-7:00 p.m.	Administrative Support Team (PS) - Section 1
	Health Insurance & Medical Billing (S/PS)
	Managerial Accounting (PS)
	Parliamentary Procedure Team-Objective Event (S)
5:30 p.m.-8:30 p.m.	Advanced Spreadsheet Applications (S/PS)
	Computer Network Technology (S/PS)
	Database Applications (S/PS)
	Python Programming (S/PS)

## FRIDAY, MAY 9

### FRIDAY GENERAL EVENTS

7:00 a.m.-8:00 a.m.	Walk for Special Olympics
7:30 a.m.-11:00 a.m.	Candidate Placement Committee & Candidate Interviews (S)
8:00 a.m.-9:00 a.m.	Student Volunteer Orientation
8:00 a.m.-3:00 p.m.	Advisor Professional Learning Workshops
	Leadership Passport Workshops
8:00 a.m.-5:00 p.m.	Conference Headquarters
	Finance Desk
	Registration/Information Desk
	Tour Desk

8:00 a.m.-7:00 p.m.	Competitive Events Headquarters
9:00 a.m.-10:00 a.m.	Competitive Event Judge's Orientation <i>*Ticket Required (Judged Event Administrators are permitted to attend Orientation)</i>
9:00 a.m.-4:00 p.m.	Student Volunteer Desk
9:00 a.m.- 5:00 p.m.	BPA Mall
	Conference Pin & Prepaid Merchandise Pick-up ( <i>T-shirts, tassels, honor cords</i> )
	NLC Exhibitor Showcase
9:00 a.m.-9:00 p.m.	Grading Room
1:00 p.m.-6:00 p.m. (Last exam at 5:30 p.m.)	Certiport Open Certification Lab
1:00 p.m.-6:00 p.m. (Last exam at 5:30 p.m.)	YouScience Open Certification Lab
3:00 p.m.-6:00 p.m.	BPA Acts of Service
5:00 p.m.-6:30 p.m.	National Honor Awards Ceremony
7:00 p.m.-8:00 p.m.	State Officers' Reception
7:00 p.m.-10:00 p.m.	Special Event
Midnight	Curfew (Secondary & Middle Level)

### FRIDAY COMPETITIVE EVENTS

7:00 a.m.-10:00 a.m.	Intermediate Word Processing (S/PS)
	Fundamental Word Processing (S/PS)
7:00 a.m.-12:00 p.m. (Last exam at 11:30 a.m.)	<b>WSAP Open Events Lab</b> Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
7:30 a.m.-9:30 a.m.	Fundamental Accounting (S)
	Personal Financial Management (S/PS)
8:00 a.m.-9:30 a.m.	Health Administration Procedures (S/PS)
8:00 a.m.-5:00 p.m.	Event Conflicts <i>Must first be resolved by Competitive Events Headquarters</i>
10:00 a.m.-11:00 a.m.	Fundamental Desktop Publishing (S/PS)
10:00 a.m.-12:00 p.m.	Basic Office Systems & Procedures (S/PS)
10:00 a.m.-1:00 p.m.	Broadcast News Production Team Finals (S) <i>Students complete projects 10:00 a.m.-1:00 p.m.</i>
	Video Production Team Finals (S/PS) <i>Students complete projects 10:00 a.m.-1:00 p.m.</i>

10:00 a.m.-3:30 p.m.	Contemporary Issues Finals (PS)
	Extemporaneous Speech Finals (ML)
	Extemporaneous Speech Finals (S)
	Financial Analyst Team Finals (S)
	Human Resource Management Finals (S)
	Network Design Team Finals (S)
	Parliamentary Procedure Team Finals (S)
	Small Business Management Team Finals (S)
10:30 a.m.-12:00 p.m.	Legal Office Procedures (S/PS)
	Spreadsheet Applications (ML)
10:30 a.m.-3:30 p.m.	Administrative Support Research Project Finals (S)
	Advanced Interview Skills Finals (S)
	Computer Animation Team Finals (S)
	Computer Modeling Finals (S)
	Digital Game Design Team (ML)
	Digital Media Production Finals (S)
	Economic Research Individual Finals (S)
	Economic Research Team Finals (S)
	Entrepreneurship Finals (S)
	Ethics & Professionalism Finals (S)
	Global Marketing Team Finals (S)
	Graphic Design Promotion Finals (ML)
	Graphic Design Promotion Finals (S)
	Health Research Presentation Finals (S)
	Human Resource Exploration (ML)
	Interview Skills Finals (PS)
	Interview Skills Finals (S)
	Podcast Production Team Finals (S)
	Prepared Speech Finals (ML)
	Prepared Speech Finals (S)
	Presentation Individual Finals (S)
	Presentation Team Finals (ML)
	Presentation Team Finals (S)
	User Experience Design Team Finals (S)
	Video Production Team Finals (ML)
	Visual Design Team - Finals (ML)
	Visual Design Team - Finals (S)
	Website Design Team Finals (ML)
	Website Design Team Finals (S)
12:30 p.m.-1:30 p.m.	Business Law & Ethics (S/PS)
12:30 p.m.-2:30 p.m.	Advanced Office Systems & Procedures (S/PS)
	Word Processing (ML)
12:30 p.m.-3:30 p.m.	Advanced Desktop Publishing (S/PS)
	Fundamental Spreadsheet Applications (S/PS)
3:00 p.m.-4:00 p.m.	Financial Literacy (ML)
	Medical Coding (S/PS)

3:00 p.m.-4:00 p.m.	MIS Event Finals - Section 1 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration &amp; Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>
3:00 p.m.-5:00 p.m.	Payroll Accounting (S/PS) SQL Database Fundamentals (S/PS)
4:30 p.m.-5:30 p.m.	MIS Event Finals - Section 2 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration &amp; Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>
6:00 p.m.-7:00 p.m.	MIS Event Finals - Section 3 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration &amp; Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>

## SATURDAY, MAY 10

### SATURDAY GENERAL EVENTS

6:00 a.m.-12:00 p.m.	Competitive Events Headquarters
7:30 a.m.-9:00 a.m.	BPA National Showcase Set-up
8:00 a.m.-12:00 p.m. (Last exam at 11:00 a.m.)	Certiport Open Certification Lab
8:00 a.m.-12:00 p.m. (Last exam at 11:00 a.m.)	YouScience Open Certification Lab
8:00 a.m.-12:00 p.m.	Conference Headquarters
	Finance Desk
	Tour Desk
	Registration/Information Desk
8:00 a.m.-1:00 p.m.	Conference Pin & Prepaid Merchandise Pick-up ( <i>T-shirts, tassels, honor cords</i> )
9:00 a.m.-10:00 a.m.	Executive Council Reception ( <i>By Invitation Only</i> )

9:00 a.m.-10:00 a.m.	National Showcase Business Panel <i>All National Showcase participants are required to attend</i>
9:00 a.m.-12:00 p.m.	Leadership Passport Certificate Pick-up
10:00 a.m.-12:00 p.m.	Contest Review - <i>Drop in to review the event of your choice</i>
10:00 a.m.-12:30 p.m.	BPA National Showcase V01 Virtual Multimedia & Promotion Individual V02 Virtual Multimedia & 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 - Pilot V14 Ethical Leadership & Decision Making Team V15 Virtual Interview & Digital Portfolio Design - Pilot
10:00 a.m.-9:00 p.m.	BPA Mall
12:00 p.m.-1:00 p.m.	Alumni Division Business Meeting

2:00 p.m.-4:00 p.m.	Postsecondary Division Awards Session Finale <i>Award order will be announced in April</i>
5:00 p.m.-8:00 p.m.	Middle Level/Secondary Divisions Awards Session Finale <i>Award order will be announced in April</i>
9:00 p.m.-10:00 p.m.	New Executive Council Orientation
Midnight	Curfew (Secondary & Middle Level)

## SUNDAY, MAY 11

### SUNDAY GENERAL EVENTS

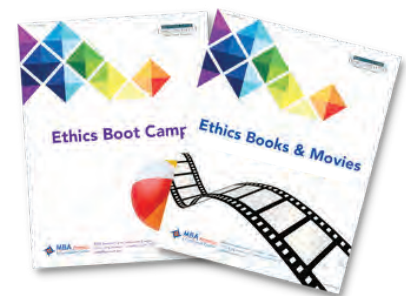
7:00 a.m.-11:00 a.m.	NLC Award Pick-up (final opportunity)
7:30 a.m.-8:30 a.m.	Board of Trustees Meeting
9:00 a.m.-11:00 a.m.	Corporate Meeting
11:00 a.m.-12:00 p.m.	New Board of Trustees Meeting



We are thrilled to offer materials for teaching ethics and ethical decision-making **at no cost\***, thanks to the generous support of the Daniels Fund.



- Course guides
- Lesson modules
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- Video series
- Digital badges
- Training



[MBAResearch.org/Ethics](https://MBAResearch.org/Ethics)

\* Through August 31, 2025

## Online Learning Center: Everything you need to teach business

The MBA Research Learning Center is loaded with 300+ interactive instructional modules, plus ready-made and customizable course options, that are accessible anytime, anywhere. Deliver content, manage instruction, and give assessments—all in one place.

# DRESS CODE GUIDE

Student members, advisors, and chaperones must follow the conference dress code, which promotes a professional atmosphere. It is also recommended that conference guests follow the dress code policy. This guide provides acceptable and unacceptable dress examples that apply to BPA national events.

## Business Professional Dress

Attire for all judged competitive events and to go on stage during any general sessions:

- Suit jackets, blazers, or dresses
- Tops: Dress shirts with ties or blouses
- Bottoms: Dress pants or skirts
- Shoes: Close-toed dress shoes, heels, or flats



## Business Casual Dress

Attire for competitive events inside all computer labs (i.e., open events lab, certification labs, etc.), leadership development workshops, campaign rallies, caucuses, exhibit halls, and general sessions, if not going on stage:

- Tops: Polos, oxford shirts, sweaters, dresses or blouses
  - Sleeveless shirts should be worn with a cover-up, such as a blazer or sweater
- Bottoms: Dress pants or skirts
- Shoes: Dress shoes, heels, or flats



## Casual Dress

Attire for tours, special events, and service activities:

- Tops: T-shirts, sweatshirts, and other casual tops
- Bottoms: Jeans, shorts, or other casual bottoms
- Shoes: Any footwear, including sneakers or sandals



## Additional Notes

- All attire must not include any offensive graphics or slogans.
- All shirts should cover the midriff.

## Unacceptable Items

The following items are prohibited in all conference areas:

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

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

## Dress Code Violations

- Members not dressed in required attire will not be allowed to participate in conference events.
- Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate or compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.
- Members have the right to grieve the issue immediately after being refused entrance. Dress code grievances will not be accepted if not received in writing at competitive events headquarters within one hour of the infraction.
- Members not adhering to the dress code will not be allowed onstage.



# SHARE YOUR CONFERENCE EXPERIENCE!

The best part of #BPANLC2025? The unforgettable moments YOU create! From competition wins to late-night laughs with new friends, we want to see it all!

Snap a pic, share your favorite memories, and tag @BPAconnect! Don't forget to use #BPANLC2025 #NLC2025 #CaptureTheMoment



# CODE OF CONDUCT

By voluntarily participating in any officially sanctioned Business Professionals of America (BPA) event, members (middle level, secondary, postsecondary, advisors, and alumni) agree to adhere to the following code of conduct and ethics or forfeit their right to participate.

- Members shall respect and abide by the authority delegated to the Board of Trustees, state advisors, presiding officers, committee chairs, and advisor or authorized representative of the aforementioned.
- Members shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
- Members shall agree to, and abide by, the Academic Integrity Policy adopted by BPA.
- Members shall wear acceptable attire to all program activities as specified in the conference program.
- Identification badges shall be worn at all official functions.
- Members shall not smoke in public while wearing the BPA official blazer.
- BPA shall, under no circumstances, approve or condone the possession or use of tobacco in any form (including electronic forms of cigarettes) by any student member during official conference functions. Possession is defined as having on one's person, in one's belongings such as in a purse or luggage, in one's hotel/motel room, or having knowledge that prohibited item(s) are in one's hotel/motel room or in another person's possession.
- BPA shall, under no circumstances, approve or condone the possession, use, or serving of alcoholic beverages by student members during official functions on any premises contracted (i.e., hotel, convention center, etc.). This is in effect from the time the member leaves home until they return home.
- BPA shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at a BPA national conference or any other state or national activity. This is in effect from the time the member leaves home until they return home.
- BPA shall, under no circumstances, approve or condone the possession of any firearms, dangerous weapons, explosive compounds, or objects that could reasonably be considered or used as a weapon.
- Spouses are allowed to attend events if they officially register as a guest. They shall not have membership privileges and shall abide by all event rules.
- Non-registered individuals will not be allowed at event activities.

- Whether at the event site or in public places, members shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.
- Members shall conduct themselves in a professional manner.
- Members shall stay at the approved hotel/motel during national conferences. Participants residing within a 50-mile radius of the conference site may be exempt from the policy at the discretion of the Director of Strategic Programs & Experiences.
- Student members shall keep their adult advisors informed of their activities and whereabouts at all times.
- Student members shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.
- Curfew each night shall be midnight, and all student members shall be in their rooms by curfew.
- It is the responsibility of the chapter advisor to assign in advance and manage chapter guestroom accommodations on-site according to their school and/or district travel policies.
- When alumni division members serve or participate with any of its sister divisions at any official function the alumni members shall abide by the code of conduct established by that division.

Local chapter and state advisors are responsible for the supervision of student member conduct. Any member who violates or ignores any Code of Conduct and Ethics policy or engages in any form of behavior deemed unacceptable may be brought before the grievance committee for an analysis of the violation. The grievance committee shall be empowered to take appropriate action in consideration of the penalties for breaking any Code of Conduct and Ethics policy listed above.

Disciplinary actions may include, but are not limited to, forfeiture of privileges to attend further events, removal from office, disqualification from the event and any associated competitions, relinquishment of awards and recognition, and expulsion from the event at the member's expense. Appropriate authority figures, including but not limited to parents, guardians, supervisors, and employers will be notified as to the infraction and penalty imposed. BPA also reserves the right to notify law enforcement.

# PRESS RELEASE TEMPLATE

*Instructions for Advisors: Local news outlets such as newspapers, radio or television stations, and your school district's communications office like to receive information about noteworthy student achievements. Use the template below to announce your chapter's participation in the National Leadership Conference.*

## FOR IMMEDIATE RELEASE

Contact Person: [\*Advisor or other school contact for questions from reporters or editors\*]

Phone: [\*Contact's phone number\*]

Email: [\*Contact's email\*]

Address: [\*School name and address\*]

Date: [\*Date the release will be distributed\*]

[\*School Name\*] Students to Attend Business Professionals of America National Leadership Conference in Orlando

Students from [\*School's\*] Business Professionals of America (BPA) chapter will attend the 2025 BPA National Leadership Conference in Orlando, Florida, May 7-11.

The conference will bring together an estimated six thousand delegates from across the country to vie for top honors in business and information technology skills competitions, attend leadership and professional development workshops, receive awards for community service activities and elect BPA's 2025-26 national student leadership team.

"The National Leadership Conference is more than just a competition—it's a celebration of dedication, growth, and achievement," said Devin Alexander, BPA's Interim Executive Director. "We are thrilled to bring together BPA's best and brightest to showcase their talents, build lifelong connections, and take the next steps in their leadership and career journeys."

The [\*student/students\*] from the [\*School\*] BPA chapter attending the conference [\*is/are\*]:

- [\*List the student(s) attending the NLC and their competitive event(s), honors and awards or other activities that earned conference attendance.\*]

[\*Add a quote from the chapter advisor or a school administrator about the important role BPA plays in the school or the unique opportunities and benefits it provides for your students.\*]

The 2025 National Leadership Conference is presented by Certiport, a Pearson VUE business, the leading provider of certification exam development, delivery, and program management services. Conference attendees can obtain valuable industry certifications during the during the event.

While in Orlando, participants will also have opportunities to network with other BPA members and business leaders, visit famous Orlando attractions and participate in community service activities.

The conference's opening session on May 7 and awards ceremonies on May 10 will be streamed live online.

### **About Business Professionals of America**

*Business Professionals of America (BPA) is the premier Career and Technical Student Organization (CTSO) for middle, high school, and college/university students preparing for careers in business and information technology. BPA provides opportunities for growth through education, competitive events, leadership development, and community service. The organization has more than 60,000 members in schools across the United States and in Canada, China, Haiti, Puerto Rico, Singapore, South Korea, and United Kingdom. Learn more at [www.bpa.org](http://www.bpa.org).*

## Emergency Medical Authorization Form

**PART I.** The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly. The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

*Please print neatly and use black ink.*

I, \_\_\_\_\_ of \_\_\_\_\_  
Member member name Street, City, State, ZIP Code

hereby give my consent for (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonable accessible, and (3) consent to release the medical information provided.

\_\_\_\_\_  
Member signature

\_\_\_\_\_  
Date (month/day/year)

\_\_\_\_\_  
Parent or guardian signature (if member is under age 18)

\_\_\_\_\_  
Date (month/day/year)

\_\_\_\_\_  
Parent or guardian name (printed)

\_\_\_\_\_  
Parent or guardian phone (including area code)

\_\_\_\_\_  
Alternate contact name

\_\_\_\_\_  
Alternate contact phone (including area code)

The information below is needed by any hospital or practitioner not having access to the member's medical history. **If any item is marked "Yes", please explain in the right-hand column.** If taking medication, include the name, dosage amount, and the time it is taken.

<b>Allergies</b>		
Food	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Medications	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (insects, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Health problems or physical disabilities</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Respiratory problems</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Diabetes</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Epilepsy</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Chronic disease</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Emotional or psychological problems</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Current medications</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Eyeglasses:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Contact lenses:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Hearing devices:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Required immunizations up to date?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date of last tetanus booster:</b>		



# Refusal of Consent

**NOTE: Do not complete this form if you completed Part I.**

**PART II.** *Please print neatly and use black ink.* I do not give my consent for emergency medical treatment. In the event of illness or injury requiring emergency treatment, I wish the authorities to take no action or to:

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Member name (printed)

---

Street, City, State, ZIP Code

---

Member signature

---

Date (month/day/year)

---

Parent or guardian signature (if member is under age 18)

---

Date (month/day/year)

---

Parent or guardian name (printed)

---

Parent or guardian phone (including area code)



**ASSUMPTION OF RISK and RELEASE OF LIABILITY AGREEMENT**

I knowingly and freely assume all risks related to or arising out of voluntary participation in any of the optional activities listed below (the "Optional Activities"), both known and unknown, even if arising from the negligence of Releasee or others and assume full responsibility for my actions. **I am not intoxicated or impaired at the time of signing this document.** I hereby release, waive, relinquish, discharge and covenant not to sue ACCESS XP LLC, including its parent company, members, managers, officers or employees ("Representatives") or any of the entities, including their Representatives, offering the activities listed below (collectively "Releasees") from liability from any and all claims for any and all injury, disability, death or loss or damage to person or property, whether arising from the negligence of the Releasees or otherwise, sustained as a result of, arising out of or related to the Optional Activities which I have elected voluntarily to participate in, to the fullest extent provided by law and authorize this to be never revoked. I expressly agree that this Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Florida, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

WITH THE INTENTION OF WAIVING ALL UNKNOWN AND UNSUSPECTED CLAIMS, I HEREBY EXPRESSLY WAIVES ALL RIGHTS, BENEFITS, AND PROTECTIONS IT MAY HAVE, INCLUDING THOSE RIGHTS UNDER CALIFORNIA CIVIL CODE SECTION 1542, (OR ANY SIMILAR STATUTES IN OTHER JURISDICTIONS), WHICH READS AS FOLLOWS:

*A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.*

Releasee/Optional Activities:

- Business Professionals of America, Inc.- Any/all activities offered during the 2025 National Leadership Conference
- Marsh Landing Adventure- Airboat Adventure
  - 60 Min. airboat ride/eco tour
- Kennedy Space Center- Kennedy Space Center Tour
  - Self-Guided Tour through the Kennedy Space Center
- Merlin Entertainment- ICON Park Activity Duo
  - Madame Tussauds and SEA LIFE Orlando admission tickets- self guided
- Access- Day at the Beach
  - Cocoa Beach- Self guided
- Andretti Indoor Carting- Andretti Indoor Carting & Games
  - 1 Karting race, Choice of laser tag, 7D experience, 1 hour bowling, Hologate VR, Hyperdeck VR, Racing Simulators
- Ripley's- Ripley's Believe It or Not
  - Admission ticket to Ripley's Believe It or Not Odditorium- Self Guided
- Orlando Science Center- Orlando Science Center
  - Admission to Orlando Science Center- Self Guided

This waiver will be collected by ACCESS personnel at the start of the activity. If participant will participate in more than one activity listed above, then a signed waiver must be completed and submitted for each activity.

<b>Participant First Name</b>	<b>Participant Last Name</b>	<b>Participant Signature</b> <small>(18 years of age or older)</small>	<b>Date Signed</b>
<b>On-site Emergency Contact Name:</b> _____		<b>Emergency Contact Cell Phone #:</b> _____	

*If the participant is under 18 years of age, legal guardian or parent signature required.*

<b>Legal Guardian First Name</b>	<b>Legal Guardian Last Name</b>	<b>Legal Guardian Signature</b>	<b>Date Signed</b>
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2305 Historic Decatur Rd, Ste 100 • San Diego, California 92106

[www.accessdmc.com](http://www.accessdmc.com)

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>BUSINESS PROFESSIONALS OF AMERICA</b></p>
	<p><b>2</b> Business name/disregarded entity name, if different from above.</p>
	<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor                    <input checked="" type="checkbox"/> C corporation                    <input type="checkbox"/> S corporation                    <input type="checkbox"/> Partnership                    <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .  <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____             </p>
	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) <u>5</u></p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>1201 DUBLIN RD #100</b></p>
	<p><b>6</b> City, state, and ZIP code</p> <p><b>COLUMBUS, OHIO 43215</b></p>
	<p><b>7</b> List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
3	1	-	1	1	3	5	7	1	2

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>Michele Gordon</i>	Date <i>11/01/2024</i>
------------------	---	---------------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

# Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>MARRIOTT INTERNATIONAL, INC.</b>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	<b>2</b> Business name/disregarded entity name, if different from above. <b>MARRIOTT HOTEL SERVICES, LLC. (EIN: 52-1052660) DBA Gaylord Palms Resort and Convention Center</b>		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____		
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>6000 W Osceola Parkway</b>		Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code <b>Kissimmee, FL. 34746</b>		
	<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
or	
Employer identification number	
5	2
-	2
0	5
5	9
1	8

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>[Handwritten Signature]</i>	Date <i>3/19/24</i>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**Request for Taxpayer  
 Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Omni-ChampionsGate Resort Hotel LP</b>		
	<b>2</b>	Business name/disregarded entity name, if different from above. <b>Omni Orlando Resort at ChampionsGate</b>		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b>	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		(Applies to accounts maintained outside the United States.)
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions. <b>1500 Masters Blvd</b>	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code <b>ChampionsGate, FL 33896</b>		
	<b>7</b>	List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
3	6	-	4	5	0	9	7	4	0

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>Wiede Carroll</i>	Date <i>1/8/25</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>Marriott International</b></p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above.</p> <p><b>DBA Orlando World Center Marriott</b></p>	
	<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor                    <input checked="" type="checkbox"/> C corporation                    <input type="checkbox"/> S corporation                    <input type="checkbox"/> Partnership                    <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____  <i>Note:</i> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____             </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p>	
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>8701 World Center Drive</b></p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p> <p><b>Orlando, FL 32821</b></p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>													or
Employer identification number													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">5</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">2</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">-</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">2</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">5</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">5</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">9</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">1</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">8</td> </tr> </table>	5	2	-	2	0	5	5	9	1	8			
5	2	-	2	0	5	5	9	1	8				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date <b>1/2/2025</b>
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### General Instructions

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### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



# Application for a Consumer's Certificate of Exemption Instructions

DR-5  
R. 01/17  
TC  
Rule 12A-1.097  
Florida Administrative Code  
Effective 01/17

## General Information

Exemption from Florida sales and use tax is granted to certain nonprofit organizations and governmental entities that meet the criteria set forth in sections (ss.) 212.08(6), 212.08(7), and 213.12(2), Florida Statutes (F.S.). Florida law requires that these nonprofit organizations and governmental entities obtain an exemption certificate from the Department.

**Application Process:** This application provides the various exemption categories under which a nonprofit organization or governmental entity (political subdivision) may obtain a *Consumer's Certificate of Exemption* (Form DR-14). The information in each exemption category includes:

- who qualifies;
- what is exempt; and
- how to establish qualification for the exemption.

The Department will issue a *Consumer's Certificate of Exemption* to each nonprofit organization or governmental entity that qualifies for an exemption. The certificate will be valid for a period of five (5) years.

**Renewal Process:** At the end of the five-year period, the Department will use available information to determine whether your nonprofit organization or governmental entity is actively engaged in an exempt endeavor. If you are located outside Florida, the Department will request information on whether you wish to have your *Consumer's Certificate of Exemption* renewed. If you fail to respond to the written requests, your certificate will expire and will not be renewed.

When the Department is able to determine that your nonprofit organization or governmental entity continues to be actively engaged in an exempt endeavor using available information, a new *Consumer's Certificate of Exemption* will be issued. When the Department is unable to make a determination based on the available information, a letter requesting the documentation listed in "How to Establish Qualification" for the appropriate exemption category will be mailed to you. If you fail to respond to the written requests, your certificate will expire and will not be renewed.

**Sales and Use Tax Registration:** If your nonprofit organization or governmental entity will be selling items, or will be leasing or renting commercial or transient rental property to others in Florida, you will also need to register with the Department to collect, report, and pay sales and use tax. To register, go to our website at [www.floridarevenue.com](http://www.floridarevenue.com). The site will guide you through an application interview that will help you determine your tax obligations. If you do not have Internet access, you can complete a paper *Florida Business Tax Application* (Form DR-1).

**Questions?** If you have any questions about the application process, call Account Management at 850-488-6800, Monday through Friday (excluding holidays).

## Exemption Categories

### 501(c)(3) Organizations

**Who qualifies?** Organizations determined by the Internal Revenue Service (IRS) to be currently exempt from federal income tax pursuant to Internal Revenue Code (IRC) 501(c)(3) ["501(c)(3) nonprofit organization"].

**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, a nonprofit organization that are used in carrying on the organization's customary nonprofit activities.

**How to Establish Qualification as a Single Organization.** Verify that the federal employer identification number (FEIN) included in the application is identical to the FEIN contained in the determination letter for 501(c)(3) federal tax status issued by the IRS. Your organization's federal tax exemption status will be verified using the FEIN that you provide and the IRS *Exempt Organizations Select Check* [publication of organizations exempt from federal income tax under IRC 501(c)(3)].

A limited liability company (LLC) whose sole member is a 501(c)(3) nonprofit organization may receive the benefit of its member's federal tax-exempt status. To establish qualification, provide:

- A copy of the Articles of Incorporation establishing that a 501(c)(3) nonprofit organization is the sole member of the LLC; and
- A letter signed by a corporate officer stating that the LLC and the 501(c)(3) nonprofit organization perform the same business activities and that the LLC is disregarded for federal income tax purposes.

### **Option to Establish Qualifications for a Group of Organizations:**

- Attach a list of the following information for each subsidiary applying for exemption: legal name, mailing address, location address, and FEIN;
- Provide a copy of the determination letter for 501(c)(3) federal tax status issued by the IRS (including the list of qualified subsidiary organizations); and
- Provide a copy of any changes submitted to the IRS regarding information for the subsidiaries applying for exemption.

### Community Cemeteries

**Who qualifies?** Nonprofit corporations determined by the IRS to be currently exempt from federal income tax pursuant to IRC 501(c)(13) that operate a cemetery donated by deed to the community.

**What is exempt?** Purchases and leases of items or services by the qualified nonprofit corporation used in maintaining the donated cemetery.

### **How to Establish Qualification.**

Provide:

- A copy of the determination letter for 501(c)(13) federal tax status issued by the IRS; and
- A copy of the deed transferring the cemetery property to the community.

## **Credit Unions**

**Who qualifies?** State-chartered and federally-chartered credit unions.

**What is exempt?** Purchases and leases by the credit union.

**How to Establish Qualification.** Include the charter number issued to the credit union by the National Credit Union Administration.

## **Fair Associations**

**Who qualifies?** Nonprofit fair associations incorporated and permitted by the Florida Department of Agriculture and Consumer Services to conduct and operate public fairs or expositions in Florida as provided in Chapter 616, F.S. See Rule Chapter 5H-23, Florida Administrative Code (F.A.C.).

**What is exempt?**

- The sale, use, lease, rental, or grant of license to use items, services, or real property made directly to or by a qualified fair association;
- Rentals and subleases of items or real property between the owner of the central amusement attraction and a concessionaire, vendor, exhibitor, or licensee for the furnishing of amusement rides;
- Charges by a qualified fair association or its agents for parking, admissions, or for temporary parking of vehicles used for sleeping quarters;
- Charges for rentals by the owner of the central amusement attraction and the owner of an amusement ride for furnishing amusement rides at a public fair or exposition; and
- Other transactions incurred directly by the fair association in the financing, construction, and operation of a fair, exposition, or other event or facility authorized by s. 616.08, F.S.

**What is taxable?**

- Sales of tangible personal property made by a fair association through an agent or independent contractor;
- Sales of admissions and tangible personal property by a concessionaire, vendor, exhibitor, or licensee; and
- Rentals and subleases of tangible personal property or real property between the owner of the central amusement attraction and a concessionaire, vendor, exhibitor, or licensee that are not for the furnishing of amusement rides.

**How to Establish Qualification.** Provide a copy of the Fair Permit, FDACS-06118, issued by the Florida Department of Agriculture and Consumer Services.

## **Florida Retired Educators Association**

**Who qualifies?** The Florida Retired Educators Association (Association) and its units (chapters).

**What is exempt?** Purchases of office supplies, equipment, and publications by the Association or by its units (chapters).

**How to Establish Qualification.**

Provide:

- A copy of the Association's Articles of Incorporation; and
- If applying separately as a unit (chapter), a copy of documentation establishing the unit (chapter) as a part of the Association.

## **Library Cooperatives**

**Who qualifies?** Library cooperatives that are certified under s. 257.41(2), F.S.

**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, a certified library cooperative.

**How to Establish Qualification.** Provide a copy of the certificate or letter of designation under s. 257.41(2), F.S. (Issued by the Florida Department of State, Division of Library and Information Services.)

## **Nonprofit Cooperative Hospital Laundry**

**Who qualifies?** A Florida nonprofit corporation treated as a cooperative under Subchapter T, IRC, for federal income tax purposes whose sole purpose is to offer laundry supplies and services to their members who have been determined by the IRS to be exempt from federal income tax under IRC 501(c)(3).

**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, a nonprofit cooperative hospital laundry.

**How to Establish Qualification.**

Provide:

- A copy of the cooperative Articles of Incorporation;
- A list of all members of the cooperative and the federal identification number of each member; and
- A copy of documentation establishing treatment as a cooperative association under Subchapter T, IRC.

## **Nonprofit Water Systems**

**Who qualifies?** A nonprofit corporation that holds a current exemption from federal income tax under IRC 501(c)(4) or 501(c)(12), whose sole or primary function is to construct, maintain, or operate a water system in Florida.

**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, a nonprofit water system.

**How to Establish Qualification.**

Provide:

- A copy of the corporation's Articles of Incorporation; and
- A copy of the determination letter for 501(c)(4) or 501(c)(12) federal tax status issued by the IRS.

## **Organizations Benefiting Minors**

**Who qualifies?** A Florida nonprofit corporation whose primary purpose is to provide activities contributing to the development of good character or good sportsmanship, or to the educational or cultural development, of minors. Only the level of the organization that has a salaried executive officer or an elected non-salaried executive officer qualifies.

**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, the organization benefiting minors. Sales of donated property (any property transferred to the organization for less than 50 percent of its fair market value) by the organization benefiting minors.

**How to Establish Qualification.**

Provide:

- A copy of the organization's Articles of Incorporation;
- A copy of documentation containing the organization's current executive officer (i.e., the most recent annual report filed with the Florida Department of State); and
- A description of the activities conducted by the organization which contribute to the development of good character or good sportsmanship, or to the educational or cultural development, of minors.

## **Parent-Teacher Organization or Association**

**Who qualifies?** Any parent-teacher organization (PTO) or parent-teacher association (PTA) that is associated with a school having grades K through 12 and whose purpose is to raise funds for the school.



**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, the PTO or PTA. See Rule 12A-1.0011, F.A.C., for the purchase and sale of fundraising items. Necessary goods and services requested by a PTO or PTA to be purchased by a school district when funds for the purchase are provided by the PTO or PTA to the school district.

**How to Establish Qualification.** Provide a copy of the Bylaws of the PTO or PTA.

### **Political Subdivisions**

**Who qualifies?** Federal government, and state, county, municipality, or political subdivision.

**What is exempt?** Purchases and leases of items or services directly by, and rentals or leases of real property and living or sleeping accommodations directly to, the governmental entity. Necessary goods and services requested by the following groups and organizations when funds for the purchase are provided by the group or organization to the political subdivision:

- School districts that purchase for a PTO or PTA;
- Municipality or county that purchases for a REACT group, neighborhood crime watch group, or locally recognized organizations solely engaged in youth activities that contribute to the development of good character or good sportsmanship, or to the educational or cultural development, of minors; and
- Public libraries that purchase for groups solely engaged in fundraising activities for the library.

**How to Establish Qualification.** Provide a copy of the statute or law creating or describing the federal or state agency, county, municipality, or political subdivision.

### **Religious Institutions with Established Physical Place for Worship**

**Who qualifies?** Any church, synagogue or other religious institution with an established physical place for worship at which nonprofit religious services and activities are regularly conducted and carried on.

**What is exempt?** Purchases and leases of items or services directly by, and rentals or leases of real property and living or sleeping accommodations directly to, a qualified religious institution used in carrying on its customary nonprofit religious activities. Sales and leases of items of tangible personal property by the qualified religious institution.

**How to Establish Qualification.**

Provide:

- A copy of the institution's Articles of Organization or Articles of Incorporation;
- Documentation that the institution maintains a physical place for worship (e.g., a copy of a lease or use agreement, mortgage, insurance policy, or utility billings issued to the institution for the physical place of worship); and
- A copy of a schedule of services and activities regularly conducted at the physical place for worship.

### **Religious Institutions as Providers of Free Transportation Services to Church Members and Others**

**Who qualifies?** Any nonprofit corporation whose sole purpose is to provide free transportation services to church members, their families, and other church attendees.

**What is exempt?** Purchases and leases of items or services directly by, and rentals or leases of real property and living or sleeping accommodations directly to, a qualified provider of transportation services used in carrying on its free transportation services to church members, their families, and other church attendees.

**How to Establish Qualification.** Provide a copy of the corporation's Articles of Incorporation.

### **Religious Institutions as Governing or Administrative Offices**

**Who qualifies?** Any nonprofit state, nonprofit district, or other nonprofit governing or administrative office that functions to assist or regulate the customary activities of religious institutions.

**What is exempt?** Purchases and leases of items or services directly by, and rentals or leases of real property and living or sleeping accommodations directly to, a qualified nonprofit governing or administrative office used in carrying on its customary nonprofit religious activities.

**How to Establish Qualification.**

Provide:

- A copy of the Articles of Organization or Articles of Incorporation; and
- A copy of documentation establishing the organizational structure of the religious institution.

### **Schools, Colleges, and Universities**

**Who qualifies?** Any state tax-supported school, college, or university.

**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, a qualified school, college, or university.

**How to Establish Qualification.** Provide documentation that public funds are used to fund the school, college, or university.

### **Veterans' Organizations**

**Who qualifies?** Any nationally chartered or recognized veterans' organization and its auxiliaries (posts) that holds a current exemption from federal income tax under IRC 501(c)(4) or 501(c)(19).

**What is exempt?** Purchases and leases of items or services by, and rentals or leases of real property and living or sleeping accommodations to, a qualified veterans' organization and its auxiliaries used in carrying on its customary veterans' organization activities. Sales of food or drink by qualified veterans' organizations in connection with customary veterans' organization activities to members of qualified veterans' organizations.

**How to Establish Qualification as a Single Organization.**

Provide:

- A copy of the determination letter for 501(c)(4) or 501(c)(19) federal tax status issued by the IRS; and
- If applying separately as an auxiliary or post of a veterans' organization, a copy of documentation establishing the auxiliary or post as a part of the veterans' organization.

**Option to Establish Qualification as a Group of a national veterans' organization and its auxiliaries or posts.**

- Attach a list of the following information for each auxiliary or post applying for exemption: legal name, mailing address, location address, and FEIN; and
- Provide a copy of the determination letter for 501(c)(4) or 501(c)(19) federal tax status issued by the IRS for the national organization and for each auxiliary or post applying for exemption.

### **Volunteer Fire Departments**

**Who qualifies?** Any Florida nonprofit corporation that is a volunteer fire department.

**What is exempt?** Purchases of firefighting and rescue service equipment and supplies by the volunteer fire department.

**How to Establish Qualification.** Provide a copy of the volunteer fire department's Articles of Incorporation.



# Application for a Consumer's Certificate of Exemption

DR-5  
R. 01/17  
TC  
Rule 12A-1.097  
Florida Administrative Code  
Effective 01/17



**Mail with Supporting Documentation to:**  
Account Management-Exemptions  
Florida Department of Revenue  
PO Box 6480  
Tallahassee FL 32314-6480

**Exemption category for which you are applying (check only one):**

- |   |  |
|---|--|
| <input type="checkbox"/> 501(c)(3) Organization<br><input type="checkbox"/> Community Cemetery<br><input type="checkbox"/> Credit Union<br><input type="checkbox"/> Fair Association<br><input type="checkbox"/> Florida Retired Educators Association<br><input type="checkbox"/> Library Cooperative<br><input type="checkbox"/> Nonprofit Cooperative Hospital Laundry<br><input type="checkbox"/> Nonprofit Water System<br><input type="checkbox"/> Organization Benefiting Minors | <input type="checkbox"/> Parent-Teacher Organization or Association<br><input type="checkbox"/> Political Subdivision<br><input type="checkbox"/> Religious Institution - physical place for worship<br><input type="checkbox"/> Religious Institution - transportation provider<br><input type="checkbox"/> Religious Institution - governing or administrative<br><input type="checkbox"/> School, College, or University<br><input type="checkbox"/> Veterans' Organization<br><input type="checkbox"/> Volunteer Fire Department |
|---|--|

Legal Name of Organization or Political Subdivision		Federal Employer Identification Number (FEIN)	
Street		Business Phone	
City	State	ZIP	
Mailing Address (If different than above)		Alternate Phone	
City	State	ZIP	
Name of Contact Person		Title	
Email Address - Your email address is treated as confidential information (s. 213.053, F.S.), and is not subject to disclosure as public records (s. 119.071, F.S.).			
Credit Union Charter Number - If you are applying as a credit union.			

Your **privacy** is important to the Department. To protect your privacy, access to personal information about your organization is limited to the person who has signed this *Application for a Consumer's Certificate of Exemption*. To ensure that information is not provided without your consent, a written request from you is required if you wish to receive a secured email regarding this Application. If so, the Department will send information regarding this Application using its secure email software. This software will require additional steps before you can access the information. If you do not want to receive information by email, any information regarding this Application will be mailed to you.

I authorize the Florida Department of Revenue to send information regarding this *Application for a Consumer's Certificate of Exemption* using the Department's secure email. I understand that this method requires additional steps to view the information provided.

I hereby attest that I am authorized to sign on behalf of the applicant organization described above. I further attest that, if granted, the *Consumer's Certificate of Exemption* will only be used in the manner authorized for this organization under s. 212.08(6), (7), or 213.12(2), F.S. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## 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](http://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](http://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

# IMPORTANT NOTICES

## **Nondiscrimination 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 subject to discrimination of any program or activity for which is responsible.

## **Publication, Promotional Release, and Use of Images and Materials**

You understand and acknowledge that, in conjunction with your participation in the NLC, BPA may capture photos, video, and other recordings of participants before, during, and after events at the NLC. You expressly authorize BPA and grant to BPA, without further consent, an irrevocable limited license to use, display, and reproduce any and all photos, video and/or other recordings of you captured before, during and after events at the NLC by BPA in any medium or format. You acknowledge and agree you have no right to review or approve such materials before they are used, displayed, or reproduced. BPA may, but is not required to, use, display, and reproduce such photos, video, and other recordings of you in future print materials, online materials (including the BPA website and its official social media accounts), signage, slideshows, podcasts, videos, and other uses in physical and digital forms. By participating in the NLC, you waive and release BPA from any and all claims relating to the use, display, and reproduction of such photos, videos, and recordings.

## **Event Participation Assumption of Risk, Release and Waiver**

An inherent risk of exposure to COVID-19 exists in any public place where people are present, even with the use of personal protective equipment and social distancing. COVID-19 is an extremely contagious virus that can lead to severe illness and death. Although Business Professionals of America (“BPA”) has implemented necessary and appropriate safety and sanitation measures, attendance at the National Leadership Conference (“NLC”) may be hazardous and involve an unavoidable risk of illness due to contact with or proximity to people or things exposed to the coronavirus. By attending the NLC with the express understanding of such potential hazards, you knowingly and voluntarily acknowledge and assume the risk of such hazards. You expressly waive and release, to the fullest extent permitted by the law, any and all claims and potential causes of action, of any nature, against BPA on account of any and all injury, illness, and/or death arising out of or attributable to attendance at the NLC, COVID-19 related or otherwise. You understand and acknowledge that BPA, its adult leaders and representatives may not be present at all times during NLC and cannot guarantee your safety or mitigate all risks involved in your participation in the NLC. Attendees should, at all times, follow BPA staffs’ instructions and use their best judgment. BPA is not responsible for lost, stolen, or damaged property.

## **Social Media Use**

BPA encourages members to use social media in productive and positive ways. Malicious use of social media will not be tolerated. Malicious use may include, but is not be limited to, photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (e.g., derogatory comments regarding conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender); photos, videos, or comments that depict or encourage unacceptable, violent or illegal activities (e.g., hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use). BPA will not tolerate any type of inappropriate behavior from any individual involved, engaged, or associated with BPA or participating in any BPA activities on the local, regional, state, and national level. Anyone found violating this policy may be expelled from the event or conference, and their membership can be terminated. If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences, as appropriate.



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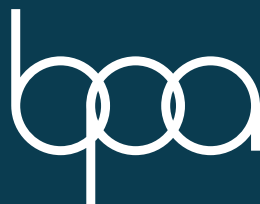
# WE CAN'T WAIT TO SEE YOU IN ORLANDO!



# THANK YOU TO OUR GENEROUS SPONSORS AND PARTNERS!

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