



SEPT. 20-24, 2025
WASHINGTON, D.C.

OPEN TO ALL SKILLSUSA MEMBERS

CONFERENCE GUIDE



SkillsUSA offers advanced training for students and advisors that focuses on professionalism, communication and leadership skills. This training is held in Washington, D.C., and allows members the opportunity to share their SkillsUSA and career and technical experiences with elected officials and policymakers.

WLTI activities will include:

- Advocacy visits.
- Tours of Washington D.C., including monuments.
- Laying of a wreath at the Tomb of the Unknown Soldier.
- Evening activities.

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SKILLSUSA FRAMEWORK ESSENTIAL ELEMENTS

SkillsUSA's Washington Leadership Training Institute (WLTI) focuses on developing the following Essential Elements from the SkillsUSA Framework:

PROFESSIONALISM

Meeting the behavioral expectations of others.

COMMUNICATION

Sending and receiving clear messages.

LEADERSHIP

Influencing the hearts, minds and actions of others.





TENTATIVE SCHEDULE

This schedule is tentative and could change at any time. All attempts will be made to make final scheduling decisions by Sept. 1. There are several factors that may affect a scheduling decision, including the availability of monuments and government offices, safety measures and permitting.

SATURDAY, SEPT. 20, 2025

Attire: SkillsUSA business casual

- 5:15 p.m. Doors open for Opening Session
Plaza Ballroom
- 5:30 p.m. Opening Session and Dinner
Plaza Ballroom and Terrace Room
- 8 p.m. Students: Huddle Group Welcome
Huddle Group Rooms
- 8:30 p.m. Statesman Summit
Plaza Ballroom Foyer
- 8:45 p.m. Advisors and State Staff: Orientation Meeting
Terrace Room
- 11 p.m. Curfew

SUNDAY, SEPT. 21, 2025

Attire: SkillsUSA business casual and casual for Twilight Tour

- 6:30 a.m. - 12 p.m. SkillsUSA Store
Plaza Ballroom Foyer
- 7:45 a.m. Breakfast
Plaza Ballroom and Terrace Room
- 8:30 a.m. General Session
Plaza Ballroom
- 9 a.m. Student Training
Huddle Group Rooms
- 9 a.m. Advisor Professional Development
Terrace Room
- 12 p.m. Lunch and Advocacy Panel
Plaza Ballroom and Terrace Room
- 1:30 p.m. Break

- 1:45 p.m. Student Training
Huddle Group Rooms
- 1:45 p.m. Advisor Professional Development
Terrace Room
- 4:30 p.m. Dinner
- 6 p.m. Buses depart for Twilight Tour
Front of hotel
- 10:15 p.m. Buses depart for hotel
From Twilight Tour
- 11 p.m. Curfew

MONDAY, SEPT. 22, 2025

Attire: SkillsUSA conference T-shirt

- 8 a.m. Breakfast
Plaza Ballroom and Terrace Room
- 8:45 a.m. General Session
Plaza Ballroom
- 9:15 a.m. State Planning Sessions
Assigned Rooms
- 10:30 a.m. Buses depart for downtown D.C.
Front of hotel
Touring, lunch and dinner on your own
- 3 p.m. Buses begin departing for hotel (on rotation)
Pickup location announced in conference app
- 7 p.m. Last bus departs for hotel
Pickup location announced in conference app
- 7:30 p.m. Statesman Interviews
Plaza Ballroom Foyer and Terrace Room
- 11 p.m. Curfew



TENTATIVE SCHEDULE (CONT.)

TUESDAY, SEPT. 23, 2025

Attire: SkillsUSA official attire

- 8 a.m. Buses depart for Arlington National Cemetery
*Front of hotel
Breakfast served on bus*
- 9:30 a.m. Wreath Laying at the Tomb of the Unknown Soldier
Arlington National Cemetery
- 10:40 a.m. Buses depart for Capitol Hill
From Arlington National Cemetery
- 11:15 a.m. Group Photo on Capitol Hill
Front of the U.S. Capitol
- 12 p.m. Advocacy Visits
*Capitol Hill
Lunch on your own*
- 4:30 p.m. Buses depart for hotel
Pickup location announced in conference app

6:30 p.m. Recognition Session and Dinner
Plaza Ballroom and Magnolia Room

8:30 p.m. WLTl Celebration
Terrace Room

11 p.m. Curfew

WEDNESDAY, SEPT. 24, 2025

Attire: appropriate casual

Travel home safely!



The 2025 WLTl group photo will be taken at the U.S. Capitol on Tuesday, Sept. 23



WASHINGTON LEADERSHIP TRAINING INSTITUTE EXPERIENCES

STUDENT TRAINING

Training will focus on the three key Essential Elements of the conference. As a result of participating in WLTi, students will be able to:

- Network with other students from across the country to understand the breadth of career and technical education (CTE) and SkillsUSA across the nation
- Know, create, and communicate their own CTE story
- Communicate effectively using the POWER formula and other SkillsUSA resources and tools
- Demonstrate their ability to create change through the application of advocacy best practices

ADVISOR TRAINING

Training will focus on how to best advocate for your CTE program as well as how to effectively implement SkillsUSA educational resources.

Note: All advisors should bring a laptop, tablet or other digital device to access digital resources during the training.

NIGHTTIME MONUMENT TOUR

This will provide participants a fun evening exploring some of the most prominent monuments and memorials in Washington, D.C. A highlight of the evening will be a powerful reflection delivered by the national officers.

STATE PLANNING SESSION

To ensure your state delegation is prepared for the advocacy visits, we provide intentional time and materials during the conference for state associations to meet for planning. Please use this time to ensure your team is prepared for their advocacy visits where they will advocate for CTE and SkillsUSA.

TOURING AND EXPLORING D.C.

Conference participants will have time to visit monuments and museums in Washington, D.C. We suggest groups identify in advance some places to visit and things that you want to see or do. Check out this website to begin your tour planning: www.washington.org.

WREATH LAYING AT ARLINGTON NATIONAL CEMETERY

SkillsUSA will honor the men and women of the armed forces by laying a wreath during the changing of the guards ceremony at the Tomb of the Unknown Soldier. Participants are asked to remain respectful at all times while visiting the cemetery.

BUS INFORMATION

Bus transportation will be provided for all local conference activities. State associations will be assigned to a bus by number. Each bus will have a bus captain who will provide instructions, announcements and important information to participants. Further information about state bus assignments will be available once registration has closed.



REGISTRATION INFORMATION

REGISTRATION DATES

Registration opens Aug. 1 and closes on Aug. 26 at 11:59 p.m.

REGISTRATION FEE

The national conference registration fee of \$500 applies to SkillsUSA members, advisors and chaperones and includes conference activities, local transportation, training materials, conference notebook and some meals. Your state may also include an additional state fee on top of the national conference registration fee.

REGISTRATION PROCESS

Access SkillsUSA Register at register.skillsusa.org. Then, choose "Washington Leadership Training Institute" as the default event.

Adding Registrants

- Click tab; *Conference>My Registrations*
- Select *Washington Leadership Training Institute* in the Filter Event if not the default.
- Click button "Lookup Previous Regs" to quickly locate and register names that have attended past events or click "Add New Registrant" to register new attendees.

Conference Liability and Release Form

- On the My Registrations screen, click button "Batch Print" for the automated forms created from the records.
- For a blank form click tab, *Conference>Conference Liability and Release Form*.

ACCESSIBILITY ACCOMMODATIONS

If a registrant requires an accommodation complete the appropriate section(s) in the registration system. Accommodations provided to all attendees may include accessibility accommodations (i.e., ADA), educational accommodations (i.e., 504, IEP) and dietary accommodations.

PAYMENT AND CANCELLATION FEE

There will be no refunds for cancellations after Aug. 26.





HOTEL INFORMATION

HILTON ALEXANDRIA MARK CENTER | 5000 Seminary Road, Alexandria, VA 22311

RESERVATION DEADLINE

Hotel reservation deadline is Aug. 26.

HOTEL ROOM RATES

Rooms are subject to availability in the SkillsUSA WLTi block. Once the confirmed conference room block is full, room rates may increase.

\$204/Night*

*Hotel room rates are per room per night, plus applicable tax, which is currently 15.5%, and an occupancy tax of \$1.25. Tax subject to change.

RESERVATION PROCESS

[Click Here to Make Reservations](#)

The passkey site will allow up to 20 rooms reservations at a time. Reservation can also be made using the rooming list template found at bit.ly/wlti-rooming. Complete and return to the contact as directed in the workbook.

The cutoff date reserve room within the block is Aug. 26.

PAYMENT

If paying by credit card, please use the passkey site or contact the hotel directly using the contact below. If paying by check, guest pre-payment by check must be received by the hotel 10 business days prior to arrival. Any reservations without receipt of payment will be canceled.

For further assistance with reservations or payment, please contact Indira Tamang at itamang@hiltonalexandriamc.com.

HOTEL SHUTTLE

Limited complimentary transportation will be provided between Reagan National Airport (DCA) and the Hilton Alexandria Mark Center on Saturday, Sept. 20 and Wednesday, Sept. 24. Seats will be assigned based on a first come first serve basis. Please complete the shuttle request form below. **NOTE: Shuttle service is not available outside of these hours. If your flight arrives late, you will need to use alternate transportation.**

Saturday, Sept. 20

Rotating Service: 11 a.m. – 4 p.m.

Wednesday, Sept. 24

Rotating Service: 8 a.m. – 2 p.m.

[Shuttle Request Form](#)



WLTI SCHOLARSHIPS

ROBERT FLINT LEADERSHIP DEVELOPMENT SCHOLARSHIP

The SkillsUSA Student Leadership Development Scholarship was established with financial support from Robert L. Flint, former Caterpillar executive and SkillsUSA board president. The scholarship provides financial support for a total of four students who are recognized for having strong leadership potential and who would greatly benefit from national leadership training but do not have the sufficient resources to participate in the Washington Leadership Training Institute (WLTI). Lead chapter advisors should contact their state SkillsUSA director for information on submitting nominations.



SkillsUSA NATIONAL STATESMAN AWARD

ALL STATESMAN ASSIGNMENTS MUST BE SUBMITTED BY SEPT. 18

The SkillsUSA National Statesman Award recognizes members who demonstrate strong SkillsUSA knowledge, civic awareness and the ability to articulate their career and technical education (CTE) experiences. Students, advisors and state staff may all seek to achieve the award. Only members attending the Washington Leadership Training Institute (WLTi) are eligible. Award recipients will be recognized during the WLTi Recognition Dinner. To earn the National Statesman Award, participants must complete all pre-conference requirements by Thursday, Sept. 18 through SkillsUSA Absorb (absorb.skillsusa.org).

Important: Participants will be uploaded into Absorb on Friday, Aug. 29. If participants have completed any of these modules previously, they must be registered with the same email address to receive credit for previous work.

PRE-CONFERENCE REQUIREMENTS

Complete via SkillsUSA Absorb

SKILLSUSA FRAMEWORK CERTIFICATION

Explore how SkillsUSA develops skilled professionals, career-ready leaders and responsible community members through the SkillsUSA Framework. Completion earns the SkillsUSA Framework Certification.

SKILLSUSA CTE KNOWLEDGE CERTIFICATION

Gain a deeper understanding of how career and technical education (CTE) and SkillsUSA provide solutions to the growing skills gap in today's workforce. Completion earns the SkillsUSA CTE Knowledge Certification.

SKILLSUSA KNOWLEDGE & CIVIC AWARENESS TEST

Understanding SkillsUSA is essential to being an effective leader and advocate during this conference and beyond. Complete a knowledge assessment to test your understanding of SkillsUSA and civic awareness. The assessment may cover the following topics:

SkillsUSA Knowledge:

- Mission, Vision & Values
- Annual Theme
- Pledge
- Emblem & Colors
- Program of Work
- SkillsUSA Framework
- How We're Organized

Civic Awareness:

- First Amendment rights
- Branches of the federal government
- Number of senators and representatives and how they are selected
- Carl D. Perkins Vocational and Technical Education Act

INFORMATIONAL INTERVIEW - CTE & PERKINS FUNDING

To understand the impact of CTE and Perkins funding in your school, schedule a 20-minute meeting with a school administrator or another knowledgeable staff member. Your SkillsUSA advisor can help identify the right person. If multiple students from your school are attending WLTi, plan to conduct the interview together.

Begin the conversation by introducing yourself, your training program and explaining that you're attending the SkillsUSA Washington Leadership Training Institute (WLTi) to develop personal and workplace skills while preparing to advocate for CTE and SkillsUSA. Walk through the provided interview questions, take notes and thank your interviewee for their time. Afterward, summarize the key points from your conversation—this will be submitted as part of your pre-conference requirements. Be sure to print and review the [Informational Interview Questionnaire](#) in advance to be fully prepared.

All pre-conference requirements are due by Thursday, Sept. 18 through SkillsUSA Absorb.

Confirmation will be provided in Absorb upon completion.



SkillsUSA NATIONAL STATESMAN AWARD

ON-SITE REQUIREMENTS AT WLT

Complete on-site at WLT

STATESMAN SUMMIT

The Statesman Summit is an interactive session designed to test your SkillsUSA knowledge, learn about CTE policy and prepare for advocacy visits. Through games, activities and reflective exercises, you'll gain valuable insights and build confidence as you advocate for SkillsUSA and CTE.

PERSONAL INTERVIEW

Preparing for advocacy visits is essential to ensure that all members effectively represent SkillsUSA and CTE. During WLT, you'll participate in a personal interview with a SkillsUSA staff member, state director, chapter advisor or another key individual. The interview will cover topics such as CTE, the skills gap, SkillsUSA and your personal experiences, and will be evaluated based on a rubric.





FREQUENTLY ASKED QUESTIONS

What if we decide to cancel our registration and hotel rooms?

You have until Aug. 26 at 11:59 p.m. ET to cancel your conference registration and any hotel reservations to receive a refund. Unfortunately, refunds after this date are not possible due to expenses that will be incurred immediately upon the conclusion of the registration period.

Can three or four members room together?

This is left to the discretion of the state association, school district and participant discretion. There are no occupancy restrictions in place by the hotel.

Is the schedule finalized?

The schedule posted in this guide is tentative and subject to change. However, we will make every attempt to make final scheduling decisions by the finalized schedule date. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices as well as permitting.

Do I have to complete any pre-work before going to WLT?

Pre-work is not required for attending the conference, but to secure your WLT Statesman Award, participants must complete certain requirements beforehand. These include content on Absorb and an informational interview.

How should I prepare for the on-site Statesman Interview?

At WLT, you'll have the opportunity to practice your interview skills. Be prepared to discuss topics such as SkillsUSA, Career and Technical Education (CTE), Perkins funding and your own experiences.

Will professional development be offered this year for advisors and state staff?

Yes, professional development will be offered for both advisors and state directors this year, including an emphasized focus on what your students are experiencing to ensure success during advocacy meetings.



Customer Care
844-875-4557
customercare@skillsusa.org

In keeping with a tradition of respect for the individuality of our members and our role in workforce development, SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities.