



June 1, 2020

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Important dates to remember (State Events/Deadlines shown in **BOLD**):

- June 1-3 – Online Testing for FBL
- June 5 – Production Testing Deadline
- June 1-9 – Online Testing for Role-Play Events
- June 1-26 – Online Testing for Online, Objective Tests
- June 8-12 – Virtual Business Finance Challenge & Virtual Business Management Challenge & LifeSmarts Challenge Window
- June 8-19 – Window for Performance Event Preliminary Round Judging
- June 9 – Local Chapter Voting Delegate forms Deadline
- June 11 – Role Play Events Finalists Announced
- June 12 – Competitor Payment Deadline
- **June 15 – Claiming SBLC Award Sponsorship Monies Form Due**
- June 15-19 – Window for Video Submission of Role Play Competitive Events
- June 23 – Performance Event Finalists Announced
- June 24-July 2 – Window for Performance & Role Play Events Final Round Judging
- June 29 – NLE Begins
- June 30 – State & Local Chapter Voting Delegates Online Voting 8 a.m. to 5 p.m.
- July 1 – NLE Ends
- July 10-15 – Competitive Event Medals and Prize Checks Sent to Winners

Important information to keep handy for NLE registration/questions!

fbla-nlc.org
800.325.2946



Greetings, NLE Advisers/Attendees!

CLAIMING SBLC AWARD SPONSORSHIP MONIES

Attached is the list of sponsored awards for SBLC 2020. If you were the first place winner of one of these events, please fill out the form at <https://trileadership.wufoo.com/forms/m10dccov0639hd6/> to claim your award check. Each member of a team will need to fill out their own form. You will need a completed W-9 and a picture of the hand-written Thank You note to your sponsor before you submit the form. This form is due on June 15, 2020, by 5 p.m., and checks will be issued after that date.

CLOCK HOURS

Advisers who signed up for clock hours from our Virtual SBLC will find their hours in your account in PdEnroller. Once we have submitted the adviser hours to OSPI, they will update your clock hours in your account in PdEnroller. You will need to log into your account the same way you registered for the clock hours to print what you need for your district. As of this writing, we have not received the hours from our conference yet, but I will let everyone know through the Weekly Update when those hours have been submitted to OSPI.

NLE LOCAL CHAPTER VOTING DELEGATES

The National Office will email Local Chapter Voting Delegate forms to local chapter advisers on Wednesday. These Local Chapter Voting Delegate forms must be submitted by June 9.

COMPETITIVE EVENTS

Competitive events registration closed on Friday, May 29. Please check your email for a message from the National Center. We are asking you to check the competitive event registration report for your state, and to let us know if everything is correct. This report contains each competitor's ID number, and that is their password into the online testing system if they are registered for an objective test event.

An email has also been sent to local advisers to check their chapter's competitive event registration. Local advisers have been asked to let their state adviser and the National Center know if any changes are needed.

Local advisers have been sent an email that lists all their member who will be taking an online, objective test. The email contains logins/passwords to ESESS, along with needed instructions.

ONLINE, OBJECTIVE TESTING—NATIONAL INFORMATION

Online, Objective Test Instructions and Logins/Passwords

GENERAL INFORMATION

Students may log in to ESESS any time to take their tests—we do not have scheduled times for the tests this year. However, please keep in mind, that some tests have to be completed sooner than others. Here is the schedule:

- June 1-3: Testing window for Future Business Leader (FBLA)
- June 1-9: Testing window for all role play events (identified as Objective Test and Role Play events on www.fbla-nlc.org)
- June 1-26: Testing window for all other objective test events

PRACTICE TESTS

It is recommended that students do a **SAMPLE TEST** on the device they plan to use for testing. The sample test is available at:

- www.techfluency.org/esess
- Organization: Sample
- First Name: Sample
- Last Name: Sample
- Password: Sample

TESTING INSTRUCTIONS

Here are the instructions for online testing for the 2020 National Leadership Experience:

- For tests that allow the use of calculators, students will be able to access a calculator as part of the online test. They should not use any other calculators.
 - EXCEPTION FOR PBL ONLY: If you are taking an accounting, finance, or analysis & decision making test, you may use a financial calculator.
- Due to COVID-19, we are not using proctors this year, which is why every student has been required to complete the honor code. Please use honesty, respect, and integrity for this process. Test questions **MUST NOT** be shared with others.
- Once an online test begins, the clock may **NOT** be stopped – and the test will close at the end of the allocated time.
 - If a competitor has any problems with the online testing process that you cannot answer, please contact our testing company, TFI. Email: info@techfluency.org, Phone: 866-277-5061
 - PLEASE NOTE that competitors can log on and take their test any time, but if a problem occurs, assistance is only available from TFI between the hours of 8 a.m. to 5 p.m. (U.S. central time).
 - Staff at the FBLA-PBL National Center will not be able to answer technical questions, but we can be reached by emailing kscholl@fbla.org or amills@fbla.org. Phone: 703-657-8189 or 703-657-8190
- To access the test:
 - Competitors should go to the following website: <https://www.techfluency.org/esess/>
 - Prior to logging in, the competitor can access the “Participant Guide” on the left to receive instructions about the testing platform. This does not count as part of their time (as long as they have not started a test) and can be reviewed prior to the testing window.

- To log in to the test:
 - Enter the Organization (it will be either FBLA, ML, or PBL)—it is **NOT** the name of your school.
 - Enter First Name, Last Name, and the Password (which is labeled “**Individual record number**”) – typed exactly as it is provided in the attached spreadsheet. These must be entered exactly as provided, even if a name is misspelled.
 - Click Log in.
 - Students will need to read the “General Instructions” and must agree to all of the check boxes before they can click Continue to move into the test.
 - Students will click the “Begin” button to start the selected assessment. Do **NOT** click this button before you are ready to start.
- To take the test:
 - Select your answer and choose Save Answer or Next.
 - To activate the built-in calculator, click the calculator icon at the top of the page.
 - After you are done reviewing all items, click “Submit for Grading,” close the page, and log out. You do not need to print the page.

State Officer Opening—Puget Sound Region Vice President

Recently our position for Puget Sound Region Vice President has been vacated. At this time we are reopening applications. The application is found on our Web site on the SBLC Events page. Here are the links:

- [State Officer Candidate Guide](#)
- [State Officer Candidate Application Link](#)

The application process remains the same as for all candidates except candidates for Puget Sound VP will not need to submit a video. Instead of a video we are asking applicants to submit a resume highlighting their FBLA experience. Application materials are due by **5 p.m.** on **Monday, June 8**. Materials to be submitted include the following:

- State Officer Candidate Application Link
- Appendix C – Candidate Contract
- Appendix D – Code of Conduct Agreement
- Appendix E – Code of Conduct Disciplinary Regulations
- Appendix F – Emergency Medical Treatment Authorization Form
- Appendix G – Candidate Financial Statement (upload form with \$0 net cost)
- Transcript
- Future Level BAA Confirmation
- Resume

We will arrange to interview our candidates the week of June 8. Please let me know if you have any questions about this position. Thank you so much for all you continue to do for your students!

Welcome to a month of greatness!