

1.0 Overview

The 2019 NAPTA Troubleshooting Skills Competition (TSC) is a three-round competition:

- Qualifying Round
- Semi-Final Round
- Championship Round

Teams from NAPTA member colleges from across the country compete in the Qualifying Round to be one of the top twenty schools to advance to the Semi-Finals Round.

During the Qualifying Round, your college will participate on your home campus using a web-based Learning Management System. The top twenty teams will travel to the host school to compete using a PC-based dynamic process simulator.

- The Qualifying Round will take place from February 18th – March 22nd, 2019
- The Championship Competition will be hosted by River Parishes Community College in Gonzales, Louisiana on April 25th – 27th, 2019.
- Registration will open on November 1, 2018 and close on February 28, 2019.
- Proctors must be designated and registered by February 28, 2019

All colleges must compete in the Qualifying Round to be eligible for the Championship Round.

Your college can choose to field more than one team in the Qualifying Round; however, only two (2) teams from each college can potentially advance to the Championship round based on the highest team scores of all teams entered.



TRAVEL FUNDS OVER THE \$500 STIPEND are the responsibility of your team. They are responsible for securing all remaining funds for travel to/from the event if you are selected to participate.



If your team is unable to raise travel funds by April 1st at 6 p.m. Central Time, they must concede their spot by sending an email to troubleshooting@naptaonline.org to allow an alternate team to be selected to participate.

For more information about travel planning, see section 6.0, travel considerations at the end of this document.

2.0 Teams

Schools may enter as many teams as they desire as long as they meet the criteria below:

2.1 Description

- Teams consist of four students
 - one team captain
 - three team members
- Teams should select an alternate pool in case the team qualifies for the Championship competition and a team member cannot participate
- Alternates must meet the same qualification criteria as team members
- The alternate pool number cannot exceed the number of teams entered in the competition (e.g. 3 teams-3 alternates in the pool).
- Colleges can enter multiple teams in the Qualifying Round
- Students cannot participate on multiple teams
- Teams may compete with three (3) members in the Semi-Final and Final Rounds of competition if alternates are not available
- An alternate will not attend the Championship Competition unless he/she is serving as a regular team member



Coaches/instructors have discretion of team member selection to meet the student qualification criteria listed below

2.2 Student Qualifications

- Must be currently enrolled in the Process Technology program at your college
- May be enrolled on a full or part-time basis
- Cannot be employed now or in the past in industry as an operator

3.0 Qualifying Round

The Troubleshooting Skills Competition begins with a Qualifying Round. The team (or teams) from each school participate in this round on your home campus or designated location. The Qualifying Round uses a web-based Learning Management System (LMS) to deliver on-line content and test questions.

3.1 Format

The Qualifying Round consists of three troubleshooting scenarios. During each scenario, the team will be provided with a separate package of materials (descriptions, drawings, charts and other information) to read and analyze. The team will answer troubleshooting-related test questions in the LMS.

Each scenario is timed. Time begins when the students have access to the scenario information:

- Scenario A 45 minutes
- Scenario B 30 minutes
- Scenario C 30 minutes

The LMS will automatically score responses to the questions and report the results to the Competition committee and the judging panel.

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The top twenty teams from across the country, based on the highest scores from the Qualifying Round, will compete in the Championship Competition.

3.2 Resources

As the coach, you will need to secure:

- A computer for each competing team
- A proctor for the assigned day of your Qualifying Round

3.3 Preparations

- Read "2019 Troubleshooting Competition Proctor Criteria"
- Select a proctor
 - Provide them with the "2019 Troubleshooting Competition Proctor Requirements and Responsibilities" document.
 - Forward the proctor's signed form to troubleshooting@naptaonline.org.
- Coordinate the date, time, and location of the Qualifying Round with your team(s), and the proctor.
- Make sure teams have read the "2019 NAPTA Troubleshooting Competition Qualifying Round: Team Member Information and Guidelines".
 - Check if they have any questions
 - Complete Qualifying Round information
- All four registered members for a team must participate in the team's Qualifying Round. The proctor will be provided with a team sign-in sheet to verify attendance.
- If the team or proctor has any questions/issues during the competition, contact Susan Davis at support@naptaonline.org to get answers or a resolution.



Scenario packages are provided to the proctor ONLY prior to the competition to allow time for printing at your site. Coaches and team members must not receive or view any scenario materials prior to the competition or your team(s) may be disqualified.

3.4 Competition Day



By entering the location designated for the Qualifying Round competition, all team members agree to:

- Abide by the rules and regulations described in this document
 - Follow all instructions (verbal and written) provided by coaches, proctor, and competition officials
 - Follow all policies/procedures stated for your designated location
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- Coaches should ensure the NAPTA competition staff has a good contact phone number should there be technical issues or problems during the Qualifying Round.
 - If there were any issues or questions during the Qualifying Round, the proctor will discuss with the coach to determine the course of action. If any issues or questions remain, contact the competition coordinator so they may be discussed by the NAPTA Competition committee's impartial panel of judges.
 - Coaches will be notified of the results no later than Monday, March 25.

3.5 Qualifying Round Competition Rules

1. Coaches are not allowed into the room where the Qualifying Round is conducted.
2. Teams may consult with coaches during breaks between rounds.
3. Team members must follow all verbal and/or written orders from the proctor, or the team may be disqualified.
4. Team members cannot bring any outside materials into the room, including hard copy or electronic textbooks, notes, or information.
5. Backpacks, satchels, or similar items are not allowed into the computer center.
6. The team may not use any electronic devices (cell phones, tablets, watches, etc.) in the computer center. Team members must not use or wear any headphones, earbuds, or earpieces (like Bluetooth devices).
7. Team members cannot access any Internet site other than the Learning Management System.
8. The team must follow all computer center rules (including food/drink, security, etc.) or the team may be disqualified.
9. A team can only use one computer during the Qualifying Round.
10. If more than one team is competing on the same day, the teams must spread out as best as possible in the computer center.
11. Timed rounds start when the team is given access to the scenario materials.
12. Team members must not write on or destroy the scenario materials.
13. Once the timed scenario starts, team members cannot leave the room. If a team member leaves for any reason, the team may be disqualified.
14. There will be two 15 minute breaks, between the A/B and B/C scenarios. Team members must promptly return from the breaks.
15. All scenario materials including scratch paper used during the competition must be returned to the proctor at the completion of each scenario, before the team leaves on break.
16. The team must log out of the LMS at the completion of each scenario to demonstrate they completed within the time allotted.
17. If other teams from the school are taking the Qualifying Round competition at the same date/time/location, they must not communicate or interact with them (beyond greetings) during the competition until after leaving the computer center.
18. The team members may not take any notes on, create any screen shots, or take photos/videos of the scenario materials or test questions.
19. A team can access Microsoft Word or Notepad on the computer to take temporary notes while working with a scenario/test questions, but they must not save, print, email, or otherwise reproduce the notes. Accessing any other software is not allowed.
20. Team members of the same team can converse with each other at a reasonable volume not disruptive to the other competing teams.
21. Team members must monitor their own time; the proctor will not provide verbal or written time remaining notices. The proctor will stop the team at the maximum time limit for each exercise.
22. If the team members have any questions or issues with the computer, Internet, or LMS access (e.g. crashes, frozen screen), they must inform the proctor, who will contact the coach and/or the college support staff to address the question/issue. The proctor will not answer any questions related to the content of the troubleshooting scenarios or tests.

4.0 NAPTA Troubleshooting Competition Championship Format

- The NAPTA Troubleshooting Skills Championship Competition will take place on April 25 – 27, 2019 at River Parishes Community College in Gonzales, Louisiana.
- The Championship Competition will consist of Semi-Final and Final Rounds that are simulator-based; rounds will be timed
- The competition will open with registration and a practice session on Thursday, April 25, at 2:30 p.m. to be followed by the Shell Industry Networking Hour and dinner.
- The Semi-Final rounds will take place Friday, April 26 to select the ten Finalist teams
- The Championship Round will take place Saturday, April 27
- Cumulative scores from the four (4) final rounds will determine the ranking of the teams, from 1st - 10th place.
- The awards ceremony and the announcement of the top three highest scorers will take place during the awards dinner being held Saturday evening at 6:00 PM.
- Teams are at leisure to spend their remaining time in the Gonzales/New Orleans area on their own.

5.0 Proctor Selection Criteria

Coaches should consider the following criteria when selecting a proctor for the Qualifying Round:

- Access to a computer lab after hours or weekends, as required by a team's Qualifying Round date/time
- Must not be associated in any way with the college PTEC program
- Must work for the college or be an industry partner of the program (if using an off-campus computer lab)
- Be comfortable using browsers, printing, and navigating through a LMS
- Able to commit around 6 – 8 hours of time:
 - Accessing the materials from the LMS
 - Printing, reviewing in-depth, and securing the scenario materials until competition day
 - Proctoring the Qualifying Round (2 hours 15 minutes based on a single team)
 - Let the proctor know if there are multiple teams participating at various times
- Availability on the selected Qualifying Round date/time
- Must sign and return the Proctor Requirements and Responsibilities form

6.0 Travel Considerations

6.1 Air or Vehicle Travel

All travel expenses over and above the \$500 stipend award are the responsibility of the teams.

- Airfare/taxes/fees for the coach and four team members
- Travel to/from airport including parking, tolls, and related costs
- Vehicle rental
- Fuel or mileage
- Tolls

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6.2 Lodging

- At least a three-night hotel stay (Thursday, Friday and Saturday night) at the designated hotel for the competition
- NAPTA is organizing a block of discounted rooms at the designated hotel
- Occupancy is four people to a room
- Depending on team member genders, you may want to secure an additional room
- Coaches may secure a separate room at his/her discretion and expense

6.3 Meals

The team is responsible for any meals during travel, except:

- Thursday evening dinner
- Friday lunch
- Saturday lunch
- Saturday dinner
- The hotel selected for the competition will provide breakfast each morning.

6.4 Funding Sources for Travel

Teams selected as Semi-Finalists will receive a \$500 travel stipend to help cover the cost of travel. All remaining expenses are the responsibility of each team. Potential sources of funding include your college, industry partners, and industry associations. Your team can also take advantage of crowd sourcing or fund-raising activities.

More details about the hotel and rates will be provided to you shortly.