



Troubleshooting Skills Competition

TSC VII Participant Guide

*Welcome to the 7th annual
NAPTA Troubleshooting Skills Competition.
Congratulations on being selected as a competitor
in this elite field of students!*

Please review this handout closely

General Information

The 2024 NAPTA Troubleshooting Skills Competition (TSC) is open to all colleges who wish to participate in the event. The competition consists of two rounds:

- Qualifying Round (Virtual, from your home campus)
- Championship Competition (In-person, at College of the Mainland)

An unlimited number of teams from each registered college can participate in the Qualifying Round.

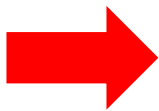
Teams will consist of three (3) members plus an alternate. Schools may designate one alternate for each of their teams or choose to name a pool of alternates to represent multiple teams. In either case, the number of alternates named cannot exceed the number of teams entered in the Qualifying Round competition.

The twelve (12) highest scoring teams from the Qualifying Round will advance to the Championship Competition.

No more than two (2) teams from any one college campus are permitted to advance to the Championship Competition.

Finalist teams will travel to the host school to compete using a PC-based dynamic process simulator.

- The TSC VII Championship Competition will be hosted by College of the Mainland in Texas City, Texas on April 18th, and 19th, 2024.
- Registration will open on November 3, 2023, and close on March 1, 2024.
- Team names team member names, and alternate team member names do not need to be submitted at the time of registration but must be received before the close of registration at 6:00 pm CT on March 1, 2024.
- Each NAPTA member team traveling over 25 miles to the competition will qualify for a \$500 hotel stipend paid directly to the hotel.
- All team members will participate in industry-related activities on Thursday, April 18th.



Team names, team member names, and alternate team member names must be submitted no later than 6:00 P.M. Central Time on Wednesday, March 1, 2024.

Non-NAPTA Member Colleges

- Non-member colleges do not qualify for the travel stipend.
- Non-member colleges will pay a registration fee equal to one half of the annual NAPTA educator membership cost. **NOTE: This fee will be applied to the annual subscription for that calendar year if the college joins the Alliance.**
- Participation in the competition by non-member colleges is offered as a one-time only opportunity.

Team Composition and Selection

- A team will consist of three (3) students.
- Alternates (assigned to a team or pool) **MUST** be designated.
 - The name(s) must be submitted with the team member names and alternates must meet the same student qualifications as named team members.
 - Alternates MAY attend the TSC Championship Competition with their teams (no more than the number of teams advancing).
 - Named team members cannot become alternates after the Qualifying Round, should their team fail to qualify for the Championship Competition.
 - Teams CANNOT compete with only two (2) team members.
- Coaches/Instructors are responsible for ensuring that all team members (including alternates) meet the student qualification criteria listed below.

Student Qualifications

- Students:
 - ✓ Must be **currently** enrolled in a Process Technology, Instrumentation, or other related program approved by the TSC Committee.
 - ✓ May be enrolled on a **full** or **part-time** basis in the program.
 - ✓ Who are currently or have ever been employed on a full-time permanent basis as a process **operator/technician** are not eligible to participate.
 - ✓ Holding temporary co-op or intern positions are eligible to participate.
 - ✓ Students employed as **apprentice operators** are **NOT** eligible to participate in the TSC.

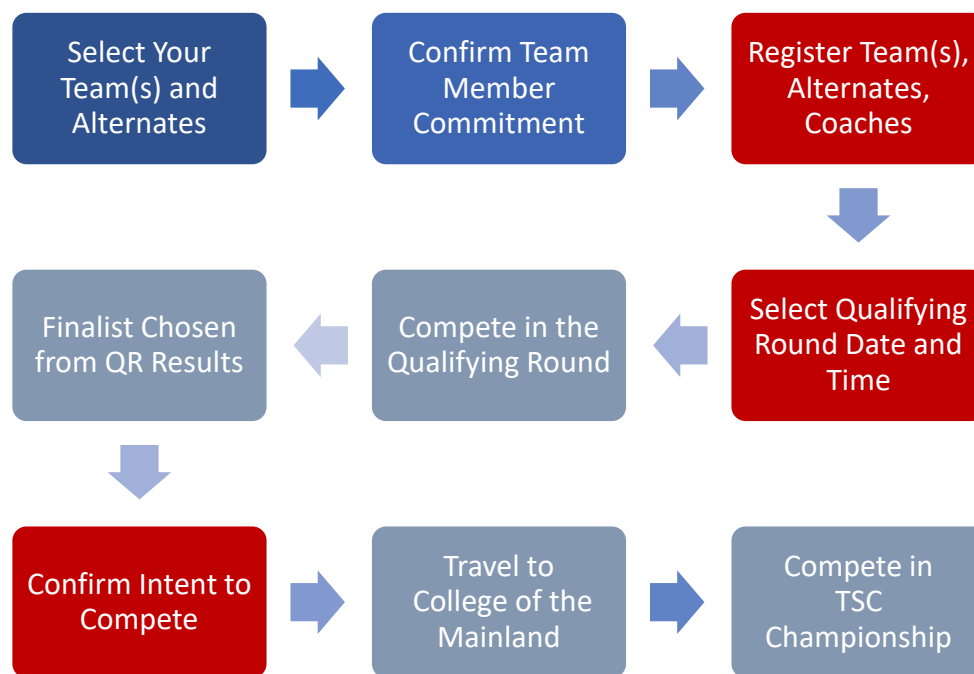
Qualifying Round Format

Teams will compete using a web-based program via the internet. The Qualifying Round will take place on the college's home campus.

- There are three (3) timed scenarios in the Qualifying Round.

- Teams will compete at a time and date chosen by their coach.
- Teams will compete during the time frame of March 6th through March 31st.
- Proctors or coaches are required to take a photo of the competing team members for each team registered in the Qualifying Round and send those pictures to Martha McKinley at troubleshooting@naptaonline.org

Qualifying Round Process



Championship Competition Format

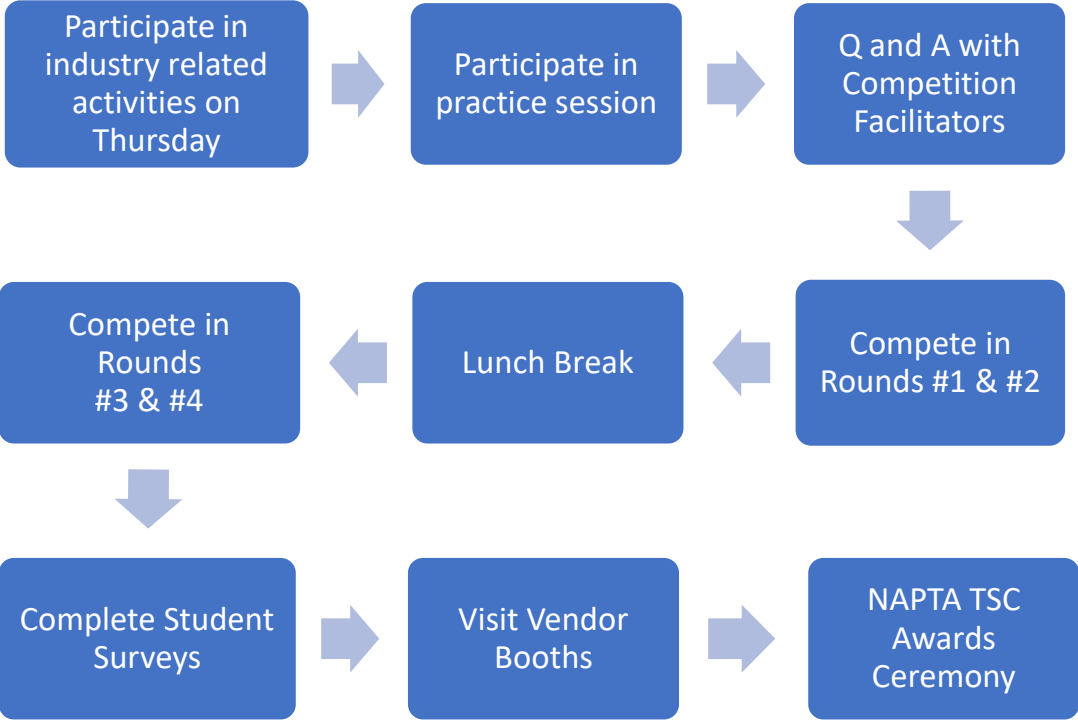
- Twelve teams will participate in the Championship Competition.
- All teams will compete in four (4) live, simulation-based exercises on Friday, April 19th.
- The cumulative score from all rounds will determine the 1st – 12th place teams.
- The awards ceremony and the announcement of the three (1st through 3rd place) highest scoring teams will take place during the NAPTA TSC Awards Banquet held Friday evening.

Travel Costs

- **All travel expenses over and above the \$500 hotel stipend award are the responsibility of the teams.** Every team competing in the Championship Round will receive the hotel stipend (paid directly to the hotel) except for the hosting campus team(s), teams from non-NAPTA member colleges, and teams traveling less than 25 miles from their home campus to the hosting campus.

Please begin your fundraising efforts now!

Championship Round Process



Coach Information & Guidelines

1.1 NAPTA Troubleshooting Competition Qualifying Round Format

The Qualifying Round consists of three (3) thirty-minute (30) troubleshooting scenarios. During each scenario, the team will work on an LMS E-learning system via the internet.

The scenario is complete when the team leaves the competition area, or the time expires.

1.2 Process

As the coach, you will need to:

- Register your team(s)
- Practice, Practice, Practice
- Update the coordinator with your team name(s) and the names of the team members, including your alternate(s), by 6:00 pm Central Time, March 1, 2024
- Ensure your team members meet all requirements
- Select a proctor who will observe your team(s) during their Qualifying Round exercises. Ensure that the person chosen to perform the role of exercise proctor is not associated with your school's Process Technology program and will be available on your chosen competition dates/times.
- Ensure the proctor takes pictures of each complete team during the Qualifying Round and sends them to Martha McKinley at troubleshooting@naptaonline.org
- Attend a mandatory webinar (dates TBD)

1.3 Preparations

Make sure teams have read the 2024 NAPTA Troubleshooting Skills Competition: "2024 Team Member Information and Guidelines."

- Check for questions and understanding
- Practice, Practice, Practice
- Secure funding for travel to the Championship Competition
- Make your reservations for travel, if needed



Please ensure you get your team name(s), team member names, and alternate names to the coordinator by 6:00 PM Central Time on March 1, 2024.

1.4 Qualifying Round Competition Rules

1. Coaches are not allowed to enter the room where the Qualifying Round exercises are taking place.
2. Teams may consult with coaches outside the competition room, during breaks between rounds.
3. Team members cannot bring any outside materials into the competition room, including **hard copy or electronic textbooks, notes, or information**.
4. Backpacks, satchels, or similar items are not allowed in the competition room.
5. The team may not bring any electronic devices (**cell phones, tablets, watches, etc.**) into the competition room. Team members **must not use or wear any headphones, earbuds, or earpieces (like Bluetooth devices)**.
6. The team must follow all competition room rules (including food/drink, security, etc.) or the team may be disqualified.
7. Timed rounds start when the proctor gives the command to begin.
8. Once the timed scenario starts, team members cannot leave the room. If a team member leaves for any reason, the team may be disqualified.
9. There will be a 15-minute break after each of the 1st and 2nd scenarios. Team members must promptly return from the breaks.
10. The team **must log out** of the system at the completion of each scenario to demonstrate they have finished.
11. Team members from the same team can converse with each other at a reasonable volume not disruptive to the other competing teams.
12. Team members must monitor their own time; the proctor will not provide verbal “time remaining” notices. The proctor will stop the team once the time limit for each exercise is reached.

Championship Competition Rules

Refer to the “Championship Competition Format” section of the General Information document.

1.5 Associated Competition Costs

All associated expenses over and above the \$500 hotel stipend award are the responsibility of each team. All teams will receive the hotel stipend (paid directly to the hotel) except for the hosting campus team(s), teams from non-NAPTA member colleges, and teams traveling less than 25 miles from their home campus to the hosting campus.

Travel

- Airfare/taxes/fees for the coach and all team members
- Travel to/from airport including parking, tolls, and related costs

- Vehicle rental
- Fuel or mileage charges

Lodging

- 1 to 3-night hotel stay (Wednesday, Thursday, Friday) at the designated hotel for the competition
- NAPTA is organizing a block of discounted rooms at the designated hotel

Meals

The team is responsible for all meals during travel, except for the following meals which will be provided during the competition:

- Thursday breakfast (included in hotel stay)
- Thursday lunch
- Friday breakfast (included in hotel stay)
- Friday lunch
- Friday Awards Banquet dinner

1.6 Funding Sources for Travel

Member teams will receive a \$500 hotel stipend. **This stipend is paid directly to the hotel.** 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 prior to booking.

Team Information & Guidelines

1.0 Overview

Congratulations! Your team is registered to participate in the Qualifying Round of the NAPTA 2024 Troubleshooting Skills Competition.

Your team will participate in the Qualifying Round on your home college campus on a date between March 6th and 31st, 2024.



It is the responsibility of each team participating in the TSC to secure funding to cover all travel expenses related to attending the event.

2.0 Before the Troubleshooting Skills Competition Date

- Meet with your coach to discuss the competition, including potential process troubleshooting scenarios, teamwork skills, and time management.
- Review this document; ask your coach if you have any questions.
- If you cannot travel/participate in the event, contact your coach immediately.
- Teams will consist of three (3) members plus an alternate.
- Alternates MAY attend the Championship Competition if their team is selected as finalists.
- As a team member or alternate, make sure you meet these qualifications:
 - ✓ Must be **currently** enrolled in the Process Technology, Instrumentation, or other related program approved by the TSC Committee
 - ✓ May be enrolled on a **full** or **part-time** basis
 - ✓ Students who are currently or have ever been employed on a full-time permanent basis as a process **operator/technician** are not eligible to participate
 - ✓ **Students** holding temporary co-op or intern positions are eligible to participate
 - ✓ Students employed as **apprentice operators** are **NOT** eligible to participate in the TSC



If your school is fielding more than one team for the Qualifying Round, two teams from your school campus can advance to the Championship Competition if both are included in the group of the twelve (12) highest scoring teams.

3.0 NAPTA Troubleshooting Championship Competition Format

- The NAPTA Troubleshooting Skills Championship Competition will take place on April 18 – 19, 2024 at College of the Mainland in Texas City, Texas.
- Twelve teams will participate in the Championship Competition.
- All teams will participate in industry-related activities on Thursday, April 18.
- All teams will compete in four (4) live, simulation-based exercises on Friday, April 19th.
- The cumulative score from all rounds will determine the 1st – 12th place teams.
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3.1 Student Mock Interviews

One activity that attendees will participate in is an interview with industry representatives, which will provide you with feedback regarding your resume and give you an opportunity to evaluate your interview skills.

- Bring multiple copies of your resume.
- Be on time for your assigned interview.
- Be prepared to interview with several representatives.
- Be prepared to speak with and ask questions of each interviewer.
- Take notes of feedback received from your interviewer(s).

For information about registration, contact Martha McKinley at troubleshooting@naptaonline.org or 903.452.8511.

The Mission



Partnering with industry, educational institutions, and other stakeholders, NAPTA works to develop a diverse, qualified Process Technology talent pool to meet workforce needs in North America

The Vision

NAPTA is the recognized partnership for the advancement of Process Technology careers.