

NAPTA Process Technology
Troubleshooting Skills Competition

Participant Guide

General Information

The NAPTA Process Technology 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 Round (in-person, at hosting college)

An unlimited number of teams from each registered college can participate in the Qualifying Round (QR). Teams consist of 3 members plus an alternate. The 12 highest-scoring teams from the QR will advance to the Championship Rounds (CR). No more than 2 teams from any 1 college campus are permitted to advance to the CR. Finalist teams will travel to the host school to compete in the CR using a web-based dynamic process simulator.

Team Registration

- Team name, team member names, and alternate team member name must be received before 6:00 pm CST on the day TSC registration closes. Refer to the NAPTA website for this annual deadline.
- To complete registration, each team member and alternate must provide a copy of their college photo identification card.
- Alternates must be designated at registration and your team's alternate may not be changed after the QR.

Non-NAPTA Member Colleges

Participation in the competition by non-member colleges is offered as a one-time only opportunity.

Team Composition

- 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 CR with their teams (no more than the number of teams advancing).
- Named team members cannot become alternates after the QR, should their team fail to qualify for the CR.
- While teams with only 2 team members may travel to the CR to participate in the industry-related activities, they are not eligible to compete in the CR and receive a score.

Team Member Qualifications

In order to be eligible to participate as a team member on behalf of a college, a student:

- 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 said program.

A student **is not eligible to participate** if they have ever been employed on a full-time, permanent basis as a **process operator/technician**. A student **is not eligible** to participate if they have ever been employed as an **apprentice operator**. A student **is eligible to participate** if they have held a temporary co-op or internship position.

The U.S. Department of Labor does not have an official definition of a co-op, internship or apprenticeship position. In general, differences between co-ops, internships and apprenticeships include:

- **Training Structure:** Co-op terms and internships typically have less structured training, often involving shadowing, with a focus on gaining general exposure to a field by observing and assisting with basic tasks. In contrast, apprenticeships usually have more structured training to develop specific skills within a trade or profession through hands-on work.
- **Position:** Apprenticeships are typically paid experiences that often lead to full-time employment, although an individual may need to meet certain requirements to be hired long-term. Internships and co-op positions may be unpaid, are typically temporary and part-time, and do not necessarily lead to a full-time job.

The TSC was created as a venue for advanced Process Technology students to demonstrate hands-on skills in real-time process problem solving. NAPTA produces the event through the generosity of Industry Sponsors, working together to fulfill NAPTA's mission to develop a competent, qualified workforce for industry. In light of these goals, the TSC Committee prioritizes participation of students who do not already have a likelihood of permanent employment through successful completion of an apprenticeship. Questions about the eligibility of a student to participate in the TSC should be directed to NAPTA's TSC Committee for determination, and the Committee's decision will be final.

Participation in the Qualifying Rounds

All teams registering in the TSC compete in the QR.

- Competition in the QR takes place on the team's home campus.
- Teams compete using a web-based program via the internet.
- The QR consists of 3 timed troubleshooting scenarios.
- Participation in each scenario is complete when the team leaves the competition area, or the time expires.
- Teams compete in the QR at a time and date chosen by their coach.
- Teams compete during the QR time period designated each year by the TSC Committee.
- Proctors are required to take a photo of the team members while they are competing in the QR and send the photo(s) to administrator@naptaonline.org.

- Coaches **are not allowed** to enter the room where the QR exercises are taking place.
- Teams may only consult with coaches outside the competition room, during breaks between rounds.
- Team members cannot bring any outside materials into the competition room, including **hard copy or electronic textbooks, notes, or information**.
- Backpacks, satchels, or similar items are not allowed in the competition room.
- Team members **may not bring any electronic devices (cell phones, tablets, watches, etc.)** into the competition room.
- Team members **are prohibited from using or wearing headphones, earbuds, or earpieces (wired or wireless Bluetooth devices, etc.)**.
- **All team members, Coaches, and Proctors** must follow all rules set forth in this document or face disqualification.
- Timed rounds in the QR start when the Proctor gives the command to begin.
- Once the timed scenario starts, team members cannot leave the room. If a team member leaves for any reason, the team may be disqualified.
- There will be a 15-minute break after each of the 1st and 2nd scenarios in the QR.
- Team members must promptly return from breaks.
- The team **must log out** of the system at the completion of each scenario to demonstrate they have finished.
- Team members from the same team can converse with each other at a reasonable volume not disruptive to the other competing teams.
- Team members must monitor their own time; the Proctor can not provide verbal “time remaining” notices.
- The Proctor must stop the team once the time limit for each exercise is reached.

Participation in the Championship Rounds

The 12 highest-scoring teams in the QR advance to participate in the CR.

- All teams will compete in 3 live, simulation-based exercises, a written exercise, and a hands-on exercise.
- The cumulative score from these exercises will determine the placement of the first through 12th place teams.
- The top 3 scoring teams will be announced during the awards ceremony held on day 2 of the CR.
- The CR will also include several industry-sponsored activities which are not scored. All team members must participate in these industry-related activities on day 1 and/or day 2 of the CR.
- Coaches **are not allowed** to enter the room where the CR exercises are taking place.
- Teams may only consult with coaches outside the competition room, during breaks between rounds.
- Team members cannot bring any outside materials into the competition

room, including **hard copy or electronic textbooks, notes, or information.**

- Backpacks, satchels, or similar items are not allowed in the competition room.
- Team members **may not bring any electronic devices (cell phones, tablets, watches, etc.)** into the competition room.
- Team members **are prohibited from using or wearing headphones, earbuds, or earpieces (wired or wireless Bluetooth devices, etc.).**
- **All team members and Coaches** must follow all rules set forth in this document or face disqualification.
- Team members must arrive promptly at each assigned activity and promptly return from breaks.
- Team members from the same team can converse with each other at a reasonable volume not disruptive to the other competing teams.
- Team members must monitor their own time.

Travel Costs

Payment of all associated expenses over and above the \$500 hotel stipend are the responsibility of participating colleges. Refer to the “Stipend” section herein for information on the coach and hotel stipend. Travel costs may include:

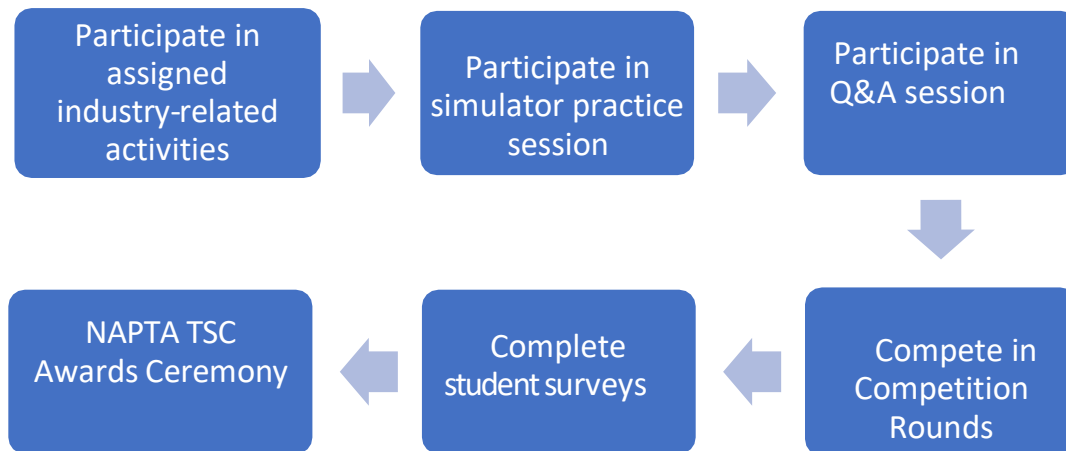
- Airfare/taxes/fees for the coach and all team members
- Travel to/from airport including parking, tolls, and related costs
- Vehicle rental
- Fuel or mileage charges
- 1 to 3-night hotel stay at the designated hotel for the competition

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

- Breakfast each day (included in hotel stay)
- Day 1 and 2 lunch
- Day 2 awards dinner

Please begin your fundraising efforts now! 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 reservations will be provided to the Team Coach by the NAPTA Administrative Manager.

Championship Round Process



Coach Responsibilities

Coaches must:

- Register their team(s) in accordance with the rules set forth in the “Team Registration” section herein.
- Ensure their team members meet all requirements stated herein.
- Select a proctor who will observe their team(s) while they are competing in the QR.
- Ensure that the person chosen to perform the role of Proctor is not associated with their school’s Process Technology program, will be available on their chosen competition dates/times, and will enforce the rules set forth in this document.
- Ensure the Proctor takes a photo of the team members while they are competing in the QR and sends the photo(s) to administrator@naptaonline.org as set forth in this document.
- Attend the mandatory TSC webinar held by NAPTA, or view the recording in its entirety afterwards on the NAPTA website.
- Read and familiarize themselves with the requirements set forth in this document.
- Ensure all team members (including alternates) meet all student qualifications and participation rules listed in this document.
- Ensure all team members read this document (*NAPTA Process Technology Troubleshooting Skills Competition Participant Guide*).
- Work with their team(s) and
 - Support their team(s) through as many practice sessions as possible.
 - Check for questions and understanding.
- Secure funding for travel to the CR.
- Make travel reservations if their team(s) advance.
- Work with the NAPTA Administrative Manager (administrator@naptaonline.org) to book the team’s hotel reservations and provide all details as required herein.

Team Member and Alternate Responsibilities

Team members and alternates must:

- Meet with their Coach to discuss the competition, including potential process troubleshooting scenarios, teamwork skills, and time management.
- Read and become familiar with the rules and procedures set out in this document.
- Discuss any questions they may have with their Coach.
- Notify their Coach immediately if an emergency arises and the team member or alternate will no longer be able to participate in the TSC.

If the team advances from the QR to the CR, team members and alternates must also:

- Participate in all industry-sponsored activities.
- Prepare a resume and be ready to participate in mock interviews with industry representatives. These interviews are designed to provide team members with valuable feedback regarding their resume and interviewing skills.
- Bring multiple resume copies to the interviews.
- Prepare questions to ask of the interviewer(s) during the interview and take notes of feedback received from interviewer(s).
- **Arrive on time for all activities.**

Stipends

Hotel Stipend:

- Each NAPTA member team traveling over 25 miles to the competition will qualify for a \$500 hotel stipend which will be paid directly to the hotel.
- Hosting campus team(s) are not eligible for the hotel stipend.
- Teams from non-NAPTA member colleges are not eligible for the hotel stipend.
- Teams traveling less than 25 miles from their home campus to the hosting campus are not eligible for the hotel stipend.

Coach Stipend:

- Coaches with at least one team in the QR will receive a \$100 stipend. Only one stipend will be paid for participation in the QR, regardless of the number of teams registered by a single coach.
- Coaches whose teams advance to CR will receive an additional \$200 stipend. Only one stipend will be paid for participation in the CR, regardless of the number of teams that advance.
- In order to qualify for the Coach Stipend, all Coaches must ensure their Team Members and Proctors meet all rules and requirements set forth in this document.

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.