



June 8, 2020

Contents of this Email:

- I. Claiming Award Sponsorship Monies
- II. Adviser Clock Hours
- III. NLE Local Chapter Voting Delegates
- IV. NLE Regional Meetings
- V. Competitive Events
- VI. Honor Code
- VII. NLE Conference Registration
- VIII. FBL & Job Interview Interviews
- IX. Leadership Content
- X. National Officer Elections
- XI. Online, Objective Testing—National Information

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

- June 1-9 – Online Testing for Role-Play Events
- June 9 & 10 – Interviews for FBL & Job Interview
- 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/ml0dccov0639hd6/> 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

The adviser hours for the Virtual SBLC have been submitted to OSPI, so they will be in contact with you to complete the evaluation of the Virtual SBLC. Once you submit your evaluation, your clock hours in your account in PdEnroller will be available to you. 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.

NLE LOCAL CHAPTER VOTING DELEGATES

The National Office emailed the Local Chapter Voting Delegate forms to local chapter advisers on June 3. These Local Chapter Voting Delegate forms must be submitted by June 9. If you have questions, please view the [Frequently Asked Questions](#) (FAQs) here or contact Lisa Smothers lsmothers@fbla.org.

NLE REGIONAL MEETINGS

Your FBLA Regional Vice Presidents will be hosting online Regional Meetings on Friday, June 12 at 5:00 p.m. Eastern time to honor those schools and members who have achieved excellence in individual member and chapter recognition programs. These are open to all members and advisers. Details will be posted midweek at www.fbla-nlc.org/fbla-nle. Washington is a member of the Western Region!

COMPETITIVE EVENTS

Competitive events for the NLE have begun! Emails were sent to all state advisers and all local FBLA advisers that contained competitive event confirmation, and online testing instructions. If anyone has not yet received this email, please check your junk/spam folders, or email kscholl@fbla.org to receive a copy of the email. The entire staff at the National Center assisted in sending these emails, so please look for an email from fbla.org (not just kscholl@fbla.org or amills@fbla.org).

HONOR CODE

If competitors still haven't completed the Honor Code Form, it must be done by June 12 in order for competitors to move from preliminary to final round competition or to be listed as a winner in objective test events.

NLE CONFERENCE REGISTRATION

If competitors still haven't registered for the National Leadership Experience, they must do so as soon as possible. Payment must be received by **June 12** at the National Center in order for competitors to move from preliminary to final round competition or to be listed as a winner in objective test events.

FBL & JOB INTERVIEW INTERVIEWS

The interview events or FBL and Job Interview, which will be judged in real-time via Zoom, will begin judging on Tuesday, June 9. Local FBLA advisers with competitors involved in these events received an email on Friday or over the weekend with instructions. If there are any questions or concerns, please email amills@fbla.org or kscholl@fbla.org.

LEADERSHIP CONTENT

Please encourage your students to go to the [NLE website](#) for the latest Leadership content session descriptions.

NATIONAL OFFICER ELECTIONS

The NLE website details information about this year's National Officer Elections, candidate information and guidelines, campaigns, and voting process for [FBLA](#).

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 1-9: 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.

A new Monday of a new week! Let nothing stop you from reaching your goals! Have a super week!