# District Career Development Conferences

The following general registration information is for all District Conferences. Your specific district conference information memo will be sent separately as soon as it is finalized by your district conference coordinator.

## Number of Competitors Allowed per Chapter:

| **Chapters will be able to register the number of competitors listed below, based on your chapter membership:** | ***Maximum Number in EACH Event from the following event types*** | | | |
|---|---|---|---|---|
| | ***Individual Series and Principles Events*** | ***Team Decision Making Events*** *(# of teams)* | ***Consulting/ Selling Events*** | ***Pitch Deck Events*** *(# of teams)* |
| Chapters with 35 or less members by October 31st | 2* | 1* | 1* | 1* |
| Chapters with 36-65 members by October 31st | 3* | 2* | 1* | 1* |
| Chapters with 66-114 members by October 31st | 4* | 2* | 2* | 2* |
| Chapters with 115 or more members by October 31st | 5* | 3* | 3* | 3* |
| **Chapters with 100% Membership, receiving the Gimmie 5! Award, or New Chapters are allowed one extra competitor in each event.* | | | | |

### Competition

Competition will take place at the District Conference for *Individual Series Events, Team Decision Making events, Principles events, Selling Events, and the five (5) Pitch Deck Events.*

**Seniors may not enter the five (5) Principles Events.**

**UPDATE for 2026-2027**: Competition will be held at the district level for *Innovation Plan, Start-Up Business Plan,* ***and the three Integrated Marketing Campaigns (Event, Product, Service)*** which will need to be uploaded to the judge portal 1 week prior to the conference. The rest of the Prepared (written) Events will start competition at the State Conference.

**Number of finalists attending the State Conference will be determined by the paid memberships for each district received by November 30.**

### Supervision

Chapters are required to have proper supervision:

| ***Number of Registered Students*** | ***Minimum Number of Registered Advisors/Event Assistants per 20 students*** |
|---|---|
| 1-20 students | 1 |

**All Advisors and Chaperones/Event Assistants will be assigned to help run the competitive events.** If a chapter wishes to have an adult available to only chaperone students, they will need to bring additional individuals above the minimum number set above. These individuals must be noted on the registration form as chaperones, so they will not be assigned to assist with an event. Chaperones will need to pay the registration fee, according to each District's policy.

**Chaperones/Event Assistants are in addition to any judges required for the conference.**

# District Career Development Conferences

**Judges** are an integral part of the conference. Each District Conference sets a minimum number of judges that each chapter must secure to offer a quality experience for every student. This minimum number is communicated in the conference information memo that is sent for your district. **If a chapter does not fulfill their minimum number of judges for the conference two (2) weeks prior to the conference date, the chapter will be charged $50 for each judge they are short.** This fee also applies to judges that are no-shows at the conference. **It is the chapter's responsibility** (not Michigan DECA's) **to monitor the number of judges needed, and that your recruited judges register, attend and assist at the conference.** *Former students must have been out of high school for at least three (3) years before being allowed to serve as a judge. Teachers from your school may NOT serve as judges.*

**Registration Deadline:** Registration must be received on or before November 23, 2026. There are no refunds after November 23, and you must pay for everyone registered. However, you may substitute for a cancelled student at no charge.

Registration information and forms can be found at **mideca.org/advisors**

**Registration Additions:** Additions after the registration deadline will have a $5 late fee per person applied from November 24 - December 3, 2026.

**Payment Deadline:** Payments must be received on or before December 18, 2026. A late fee of $10.00 per person (up to a maximum of $100.00) will apply for payments received after this date.

**Registration Fees:** Each district sets its own registration fees. Refer to the separate conference information memo that is sent from your Conference Chairperson for the costs.

**Event Changes:** Once a student has taken the Comprehensive (online) Examination, and they need to change events, they can only change to an event that takes the same exam that they have taken.

**Membership Policy:** All conference participants must be submitted members of Michigan DECA before they are registered for the conference. ***If an individual registered for a conference does not attend or drops out of the marketing education program prior to the conference for which they are registered, they are still required to pay the membership fee, and if necessary, a $5.00 late payment penalty per member.***

**Competitive Event Substitution Policy:** Please be aware of Michigan DECA's Competitive Event Substitution Policy before entering students into team events. **You should explain to students that *neither student will be able to compete* if one of them is unable for any reason to attend the next level of competition (if qualified).** Please see page 17 for the full Competitive Event Substitution Policy.

**Conduct:** Review the Delegate Code of Conduct with your students. **These completed forms must be brought with the advisor to the conference.**

**Attire:** Business attire is expected of all delegates. Delegates with improper attire (denim, T-shirts, sweats, cargo pants, no tie, athletic shoes, etc.) will be **penalized twenty points** on the judged event. Refer to the Dress Code for more information.

**Awards:** Bronze medallions with red, white, and blue ribbons will be presented to the top overall finalists in each event. These individuals will be eligible to represent your district at the State Career Development Conference. Bronze Merit Award Participants will be recognized.

**Supplies:** Each participant is expected to have a pen or pencil and a calculator during competition. Other items (workbooks, notebooks, handouts, etc.) are not allowed. **Cell phones, smartphones, smartwatches, iPads, iPods, AirPods/wireless or wired earbuds, PDAs, programmable calculators, and graphing calculators may not be used or worn during competition**, which includes during online testing, holding areas, prep-time, waiting for judges, and during competition in role-play events.

**Transportation:** Busses will be given directions on where to park prior to the conference. Students are **not allowed to use their cars** for any reason once they arrive at the conference.

## Payment Option for District Conference Online Testing

Michigan DECA provides the Comprehensive Cluster Examination as a way for school districts to assess the progress of their marketing education students. Michigan DECA's online testing could be used as an allowable expense for Perkins, Added-cost, CTE millages, etc., based on your local policies and budgets. Advisors should talk to their CTE Administrator to discuss how to include the examination in the appropriate budget.

### Major Components of the Comprehensive Cluster Examinations:

- Chapters can arrange to have the comprehensive cluster examination fee invoiced separately from their District or State Conference fees, so you can pay for this portion of the conference out of your instructional budget. Email Ann a request to breakout the testing fees.
- The Cluster Examination is a national test developed by the MBA Research Center. It tests the curriculum and performance indicators that business and industry have selected for each of the cluster areas: Marketing, Management, Finance, Hospitality, and the Principles of Business Administration Core.
- **The examinations are open to any marketing education student.** Only students registered for a District Conference who are members of DECA will receive awards for their achievements. The cost of the awards is included in the full district conference registration fees.
- The following reports will be provided by February 2027:
    1. Personalized report for each student showing their overall score and their average by each instructional area.
    2. A school report showing how all students did by instructional area.
    3. A school to Michigan DECA District to State comparison report.
- The testing fee for Comprehensive Cluster Online Examination is $9.00 for each student. There are no refunds for students that register but do not take the test.
- Students who register for just the examination are encouraged to, but do not have to be DECA members.

# Overview of Online Testing Guidelines

Acknowledgment of Testing form must be signed by an administrator prior to testing.

**Proctor Ratio per Student**
1 proctor is required for every 50 students you have concurrently testing. Additionally, if testing is taking place in multiple rooms, a proctor must be consistently in each room that testing is taking place at all times, and watching the student's computers; they cannot be moving from one classroom or lab to another.

**Only school issued computers/Chromebooks or computers in labs are allowed during testing.**

**All students must test in the presence of the proctor at the school.** Michigan DECA will be monitoring IP addresses, MAC addresses, and other data to identify irregularities.

**Adult Roles**
- Exam Authorizer - Administrator, Point of Contact for Testing Observers
- Exam Proctor - Non-Advisor, non-business teacher to actively monitor student's screens
- Testing Coordinator - Advisor or other school employee to check-in students, assist with logins

**Seating Guidelines**
Students in the same team/event should not sit near each other. We recommend students be spaced at least 3' from each other.

**Test Scheduling**
- Chapters with less than 100 students may select only 1 Test Day + 1 Makeup Day
- Chapters with more than 100 students testing may select only 2 Test Days + 1 Makeup Day

- All chapters may select their first test day between the days of Monday-Thursday, Nov 30-Dec 2, 2026
- All chapters may select their Makeup test day/Second Test Day between Tues-Thurs, Dec 1-3, 2026

**Expanded Prohibited Items**
Each participant may have a pen/pencil, scratch paper, and a basic calculator during testing. All other items are not allowed to be worn or used during testing; this includes but not limited to workbooks, notebooks, handouts, notes, cell phones/smartphones, smartwatches, other wearable technology, tablets/iPads, iPods, AirPods/ wireless or wired earbuds, programmable calculators, graphing calculators, use of AI tools/browser extensions/ applications, any other websites, or pop-up applications apart from the testing platform. We strongly encourage chapters to require students to turn-in mobile and wearable devices when they arrive for testing (or leave them in a secure location in the room).

**Browsers will be Checked**
The AnswerWrite testing platform will now validate the student's browser window prior to testing. The validation checks for over 1000 AI tools, Browser Extensions, and JavaScript tampering. A warning message will be displayed if detected with the instructions to disable these prior to testing. If a tool is turned on after starting the test, the test will be submitted and flagged as suspicious.

**Student Protection Clause**
Students who report testing irregularities in good faith will be allowed to re-test without penalty.

**Consequences for Non-Compliance**
Chapters may lose eligibility for test-based events or chapter-level awards for violations.

**Testing Observers**
Michigan DECA reserves the right to assign a Testing Observer to any chapter's testing site, with or without prior notice. The plan is to visit 10-15 chapters each year. These observers (e.g., retired advisors or state staff) are authorized to monitor compliance of testing rules, interview staff or students post-testing, and to submit independent reports to Michigan DECA of their visit.

# Online Testing

## Online testing will be utilized for all District Conference Comprehensive Exams

Refer to **mideca.org/testing** for forms and information

## Important Dates and Deadlines for District Conferences

- October 31, 2026 – Initial membership must be submitted to National DECA. Additions to membership are permitted before you register them for the District Conference.
- November 23, 2026 – Submit your district conference registration via the online portal.
- **Select the days for your students to test** during the testing window of November 30 to December 1-3, 2026. You may schedule as many test periods in a day as you need during the test window.
  - Chapters with less than 100 students may select only 1 Test Day + 1 Makeup Day
  - Chapters with more than 100 students testing may select only 2 Test Days + 1 Makeup Day
  - All chapters may select their first test day during the window of Monday-Wednesday, November 30-December 2, 2026
  - All chapters may select their Makeup test day/Second Test Day during the window of Tuesday-Thursday, December 1-3, 2026
- November 20, 2026 – Submit the **Acknowledgement of Testing Form signed by your Administrator before testing can take place.**
- November 30, 2026 – Deadline to pay all your submitted **membership invoices** for the Gimmie 5! Award eligibility, Conference Credit incentive, and to be included in the number of SCDC qualifiers recognized at the District Conferences.
- **No testing can take place after December 3, 2026.**
- Submit the signed **Exam Certification** and **Testing Irregularity Forms** within 24 hours of the last student completes their test.

**Comprehensive Exam testing for the State Conference is in person during the event orientation on Thursday.**