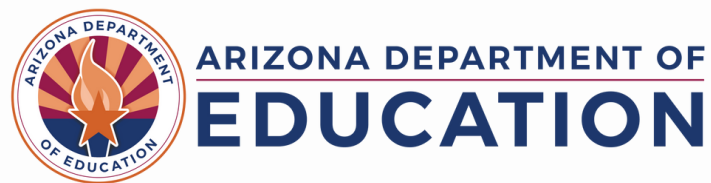


2025-2026 CTSO Annual Submission Walkthrough



Frequently Asked Questions

What is this form?

This form serves as a central submission place for all chapter documents. This is an **annual** submission, not just when your CTE program is being monitored.

Why do we have to submit every year?

One requirement of membership for each CTSO is to have each of these documents on file with ADE each year. Additionally, if the chapter or district misplaces their files, we have recent uploads for each of the compliance documents, ultimately helping YOU as an advisor.

Who has to submit to this form?

CTSO advisors have to submit this form for each CTSO they advise or serve as a co-advisor. For example, if you are the DECA and HOSA advisor, you will need to submit this form for both your DECA chapter and HOSA chapter.



Chapter Annual Submission (Formally 7a) Deadline

Fall: December 1, 2025

Spring: March 1, 2026



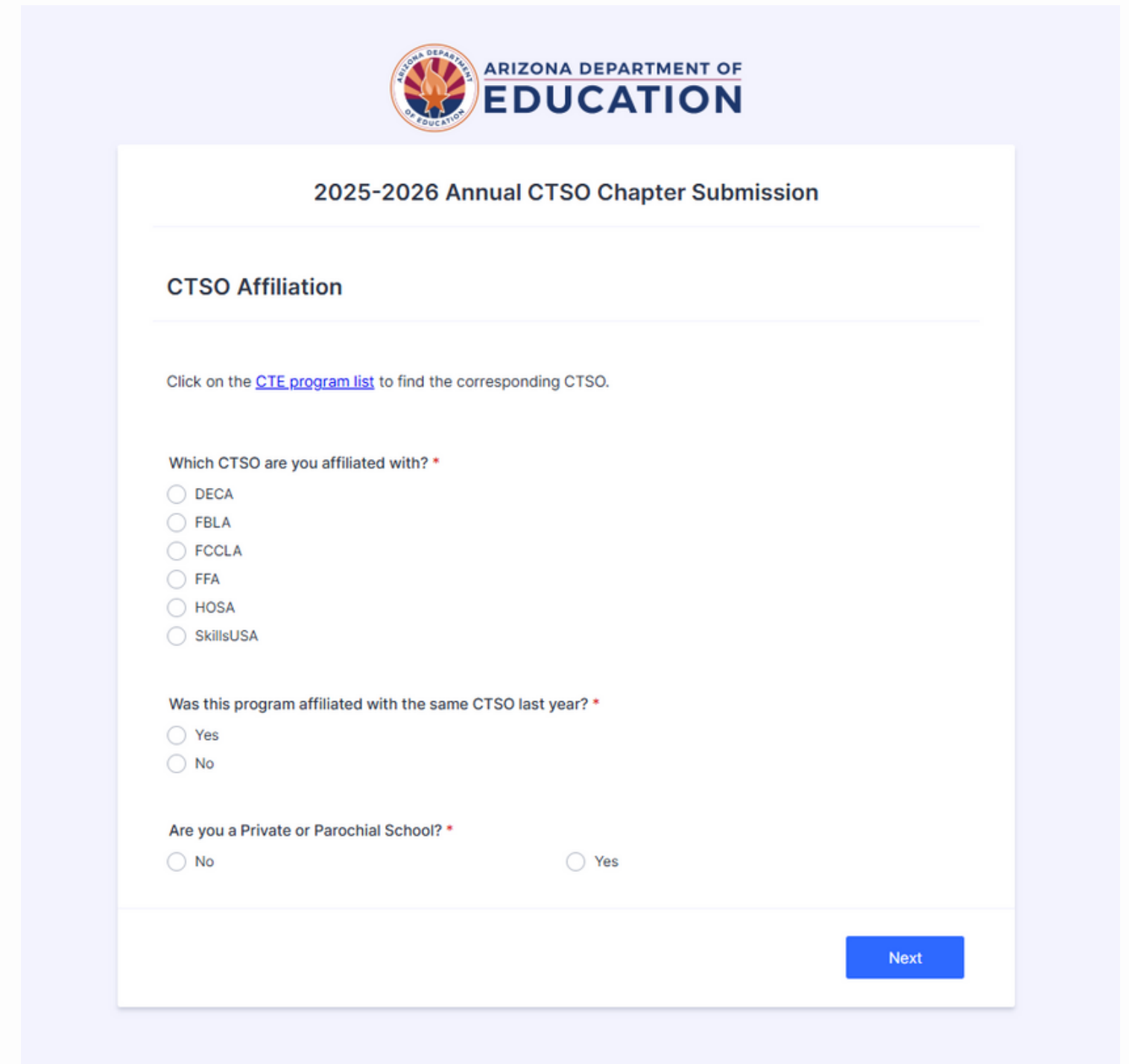
Annual Chapter Submission Form Elements

1. CTSO and Advisor Information
2. Membership/Officers
3. Chapter Constitution and/or Bylaws
4. Program of Work, Program of Activities, Program of Leadership
5. Meeting Minutes
6. Statement of Assurance

1 CTSO Affiliation

To start the form, some basic information needs to be established:

- Which CTSO are you affiliated with?
 - This question allows the correct person to review your submissions
- Was this program affiliated with the same CTSO last year?
 - This allows us to update our records
- Are you a Private or Parochial School?
 - These schools have to go through an additional approval process, so this question allows us to follow up if needed



The screenshot shows the '2025-2026 Annual CTSO Chapter Submission' form. At the top is the Arizona Department of Education logo. The form title is '2025-2026 Annual CTSO Chapter Submission'. Below this is the section 'CTSO Affiliation'. A link to the 'CTE program list' is provided. The first question is 'Which CTSO are you affiliated with? *' with radio button options: DECA, FBLA, FCCLA, FFA, HOSA, and SkillsUSA. The second question is 'Was this program affiliated with the same CTSO last year? *' with radio button options: Yes and No. The third question is 'Are you a Private or Parochial School? *' with radio button options: No and Yes. A blue 'Next' button is at the bottom right.



Important Notes



Chapters need to have their Chapter ID available.



If you are not sure about what CTSO you are affiliated with, reach out to a campus administrator or district CTE director

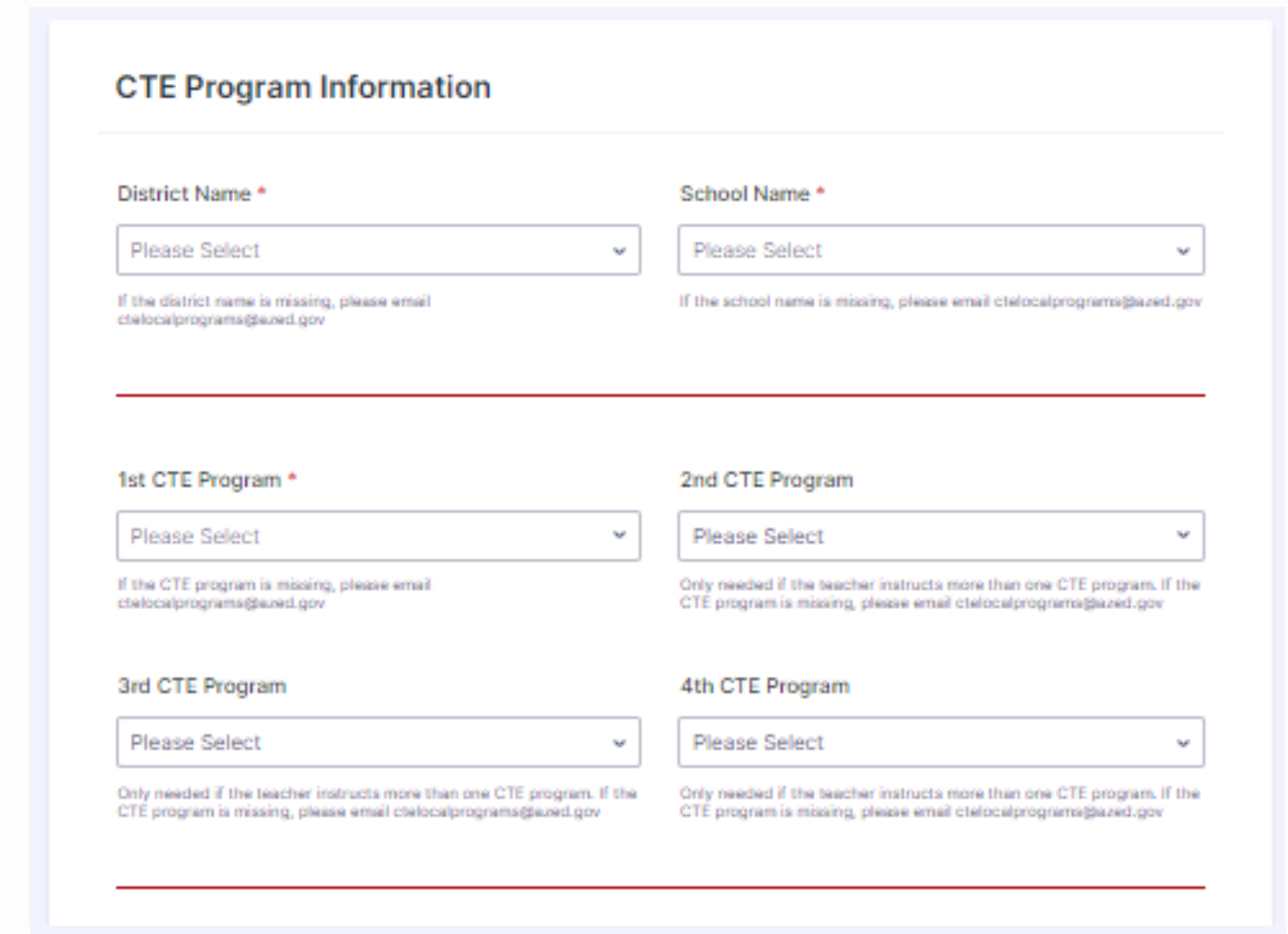


For questions about Private/Parochial school CTSO requirements, please reach out to CTELocalPrograms@azed.gov or the State Advisor for the CTSO you are affiliated with



2 CTE Program Information

- District Name and School Name
 - These dropdown selections prevent misspellings and submissions from being filtered out. If your district and/or school name is missing, please **do not proceed** from this point, and instead email Megan.Victory@azed.gov
- 1st through 4th CTE Programs
 - If you oversee multiple CTE programs within one CTSO, you can input up to four programs in this section and fill this form out once. Only one program is required.



The screenshot shows a web form titled "CTE Program Information". It contains four dropdown menus arranged in a 2x2 grid. The first two are labeled "District Name" and "School Name", both with red asterisks. The next two are labeled "1st CTE Program" and "2nd CTE Program", also with red asterisks. Below each dropdown is a "Please Select" button and a small note: "If the [field name] is missing, please email ctelocalprograms@azed.gov". The form is divided into sections by horizontal red lines.

CTE Program Information

District Name *
Please Select
If the district name is missing, please email ctelocalprograms@azed.gov

School Name *
Please Select
If the school name is missing, please email ctelocalprograms@azed.gov

1st CTE Program *
Please Select
If the CTE program is missing, please email ctelocalprograms@azed.gov

2nd CTE Program
Please Select
Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov

3rd CTE Program
Please Select
Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov

4th CTE Program
Please Select
Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov

2 CTE Program Information

- District CTE Director Name and Email Address; Chapter Advisor/Adviser Name, Email, Cell Phone Number, Years of Service
 - This information may be used to contact the CTSO Advisor if there are any questions or to connect new advisors to resources. After submitting this form, both contacts will receive copies of the submission with links to PDFs of each upload.
- Are there additional chapter advisors/advisers for this program at this school?
 - Up to two additional contacts can be added in this section.

The screenshot shows a web form titled "2 CTE Program Information". The form is divided into two main sections by a red horizontal line. The top section contains two input fields: "District CTE Director Name *" and "District CTE Director Email Address *". Below the email field is a placeholder text "example@example.com". The bottom section contains four input fields: "Chapter Adviser/Adviser - Name *" (split into "First Name" and "Last Name" sub-fields), "Chapter Adviser/Adviser - Email Address *" (with placeholder "example@example.com"), "Chapter Adviser/Adviser - Cell Phone Number *" (with placeholder "(000) 000-0000" and a note "Please enter a valid phone number."), and "Chapter Adviser/Adviser - Years of Service" (with placeholder "e.g., 23"). At the bottom of the form, there is a question "Are there additional chapter adviser/advisors for this program at this school?" with radio button options for "Yes" and "No". Navigation buttons "Back", "Save", and "Next" are located at the bottom right.

3 Membership

Membership refers to affiliated members. In order for students to compete and be an official member of each respective CTSO, they must be affiliated and each chapter to hold no outstanding balance.

- Official invoices are required for each CTSO. FFA's Membership Contract is accepted
- A typed/written list of members is not an approved upload
- Districts that register all chapters at once may submit a combined invoice.

Membership

Upload a copy of the initial membership invoice (for HOSA, membership statement; for FFA, Membership Contract Email) that was received after submitting members to the CTSO. The invoice/statement should reflect having met the minimum membership requirements for each CTSO as outlined below.

- DECA: 10 students and minimum 1 advisor
- FBLA: 5 students and all advisers
- FCCLA: 12 students and all advisers (national requirement)
- FFA: Total Member Affiliation
- HOSA: 5 students and all advisers
- SkillsUSA: 5 students and all advisers

Where applicable, each co-adviser/advisor must also be registered, not just the primary adviser/advisor.

The chapter may continue to add new members after submitting this initial membership.

Upload Membership Invoice/Statement (PDF required) *



Browse Files

Drag and drop files here

List of Chapter Officers (Full Name and Position) *

Back

Next



3 Chapter Officers

List of Chapter Officers

- These students should be active, affiliated members of your chapter
- Please include the full name and position/title of all elected officer positions in the text box provided.

Membership

Upload a copy of the initial membership invoice (for HOSA, membership statement; for FFA, Membership Contract Email) that was received after submitting members to the CTSO. The invoice/statement should reflect having met the minimum membership requirements for each CTSO as outlined below.

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The chapter may continue to add new members after submitting this initial membership.

Upload Membership Invoice/Statement (PDF required) *


Browse Files
Drag and drop files here

List of Chapter Officers (Full Name and Position) *

Back

Next



Frequently Asked Questions

Do I use the Sample Constitution/Bylaws?

The Sample Constitution and/or Bylaws should only be used for **new** chapters. new advisors should contact their state advisor for the previous year's documents.

How often do I have to review my Constitution/Bylaw?

Every year! The Constitution/Bylaws have to be reviewed or revised with your chapter every year. The revision/review date should be on the bottom of the Constitution/Bylaws (new requirement)



4

Constitution/Bylaws

- The uploaded document(s) must be your chapter's constitution/bylaws
 - Uploads of incomplete documents, the organization's constitution/bylaws, or constitution/bylaws for another chapter will not be accepted
- Constitution/bylaws should be reviewed and approved yearly by the advisor and the chapter officer team and the date needs to be on the document.

Chapter Bylaws/Constitution

Upload a copy of the local CTE program's document. See below for specific CTSO requirements:

- DECA: Constitution and/or Bylaws
- FBLA: Bylaws
- FCCLA: Constitution and/or Bylaws
- FFA: Constitution and Bylaws
- HOSA: Bylaws
- SkillsUSA: Constitution and/or Bylaws

If the chapter has a constitution and bylaws, the upload link below will allow both documents to be uploaded.

Consult the CTSO's state website or state advisor for samples, or to see if a document already exists for the CTE program.

Upload Bylaws/Constitution (PDF required) *


Browse Files
Drag and drop files here

Back

Next



Meeting Minutes

New this year!

Two Meeting Minutes are required. They must be from different meetings in the current school year

Meeting minutes should include

- Which students were in attendance
- The date of the meeting
- A written summary and any action items

Meeting Minutes

Upload a copy of two different meeting minutes from the current school year. Meeting minutes must:

- Be dated in the current school year
- Have clear and legible sections, such as:
 - Attendance
 - Called to order
 - Voting Items/Action Items
 - New Business/Old Business
 - Adjournment
- Be from two separate meeting dates

Meeting Minute Upload One *


Browse Files
Drag and drop files here

Meeting Minute Upload Two *


Browse Files
Drag and drop files here

[Back](#)[Next](#)



Certified CTE Teacher Affirmation

CTSO Advisors must be ADE-certified teachers. While we do not require an upload of your teacher certification through this form, advisors may be asked to produce a copy of their certification while their program is being monitored.

Certified CTE Teacher

An adviser/advisor must be an ADE state-certified CTE teacher in order to serve as a CTSO chapter adviser/advisor.

By typing full name below, it certifies that the chapter adviser/advisor for the CTSO being submitted, holds a valid and current Arizona CTE teacher certification.

Chapter Adviser/Advisor Name:

Signature *

Type your full name.

Back

Save

Next



7 Program of Work or Leadership

- - The Program of Work template for FBLA, FCCLA, HOSA, and SkillsUSA is the only PoW format that will be accepted.
 - If you do not have the template, it is linked to the blue “Program of Work” text and can be found on the ADE Website
 - Your Program of Work should be a tool for you and your chapter!
 - DECA must submit the Program of Leadership
 - FFA must submit the Program of Activities

DECA - Program of Leadership

Upload a copy of the chapter's [Program of Leadership](#) using this template. This document should be detailed and address the goals, objectives and actions of the chapter for the school year.

FBLA - Program of Work

Please provide a brief description of each [Program of Work](#) activity the chapter plans to accomplish.

FCCLA - Program of Work

Upload a copy of the chapter's [Program of Work](#) using this template. This document should be detailed and address the goals, objectives and actions of the chapter for the school year.

HOSA - Program of Work

Upload a copy of the chapter's [Program of Work](#) using this template. This document should be detailed and address the goals, objectives and actions of chapter for the year.

SkillsUSA - Program of Work

Upload a copy of the chapter's [Program of Work](#). This document should be detailed and address the goals, objectives and actions of chapter for the year.

Upload Program of Work/Leadership (PDF Preferred) *


Browse Files
Drag and drop files here

Back

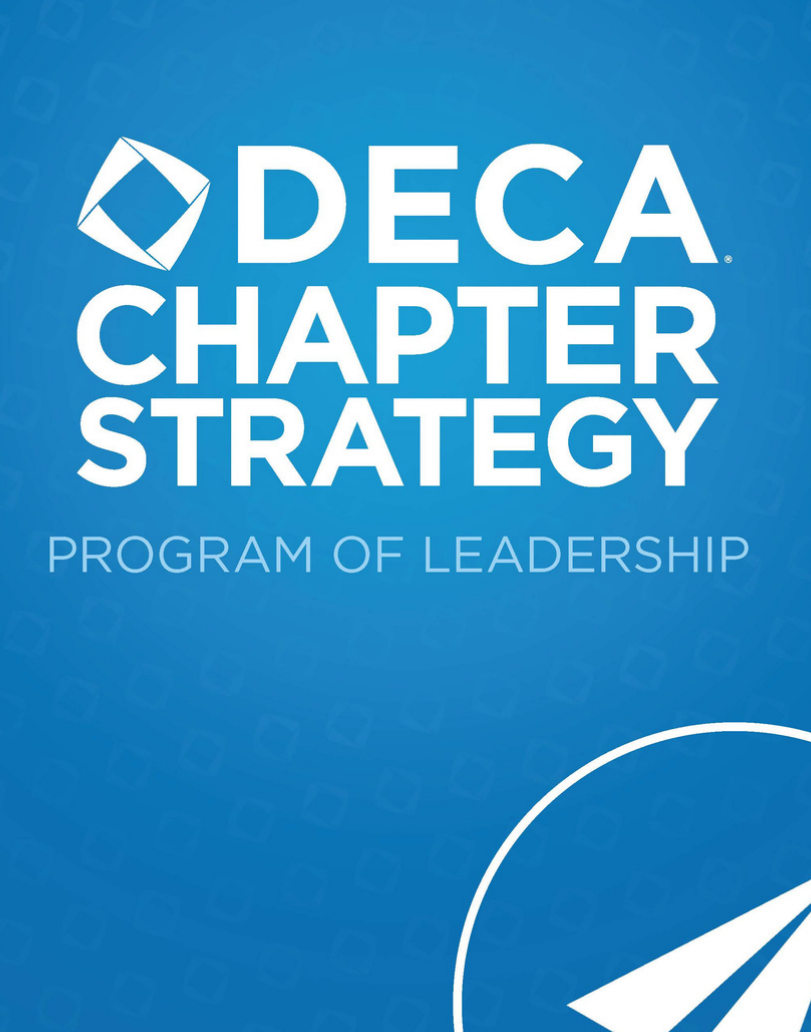
Save

Next



Program of Work/ Leadership/Activities

Instead of the Program of Work, DECA requires a Program of Leadership and FFA requires a Program of Activities

[illegible]The image shows the front cover of a book titled "DECA Chapter Strategy" with the subtitle "PROGRAM OF LEADERSHIP". The background is a solid blue color with a faint, repeating pattern of small white squares. In the upper left, there is a white logo consisting of a diamond shape formed by two overlapping triangles. To the right of this logo, the word "DECA" is written in a large, bold, white sans-serif font. Below "DECA", the words "CHAPTER" and "STRATEGY" are stacked vertically in the same bold, white sans-serif font. Underneath "STRATEGY", the subtitle "PROGRAM OF LEADERSHIP" is written in a smaller, white, all-caps sans-serif font. In the bottom right corner, there is a white graphic of a paper airplane pointing towards the top right, enclosed within a white circular arc that is partially cut off by the edge of the cover.

8

Statement of Assurance

The statement of assurance for each CTSO provides a clear understanding of the expectations for Conference Liability & Release Form

- The CTSO that was indicated in step one will determine which upload will be visible to you
- The Conference Liability & Release Form can be accessed on each of the respective CTSO's websites or via the blue link in the statement of assurance

This will be on the form as a signature field.

FBLA - Statement of Assurance

Each CTE program must complete the FBLA Arizona Statement of Assurance. This is only completed once per school year and verifies that each student for every conference/event (including regional, state and national events) will have completed the Comprehensive Consent Form.

Chapter advisers must keep the Comprehensive Consent Forms for all their students in their possession for the duration of the conference/event, including travel to and from these conferences/events. FBLA Arizona will not collect the Comprehensive Consent Forms prior to or at conferences/events.

This requirement applies to any conference, event, activity, workshop, seminar, meeting or other function sponsored or hosted by FBLA Arizona.

This Annual CTSO Compliance Form should be completed PRIOR to attending any of the above functions.

The Comprehensive Consent Form can be found by [Clicking Here](#).

Type your full name below. By typing your full name below, you certify that you have read the above and hereby offer assurance that you understand and agree to comply with and enforce the policies stated for the duration of the school year.

Signature - FBLA - Statement of Assurance *

Type your full name.

BackSaveNext



For any questions:

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julie.ellis@azed.gov

Megan Victory
megan.victory@azed.gov

