

2025-2026 Competitive Events Guidelines

Public Administration & Management



Public Administration & Management challenges members to demonstrate their understanding of how government functions and its role in society through an objective test. This event explores topics such as public policy, organizational structure, budgeting, and the intersection of political and economic systems.

Event Overview

Division	High School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-minute test, 100-multiple choice questions

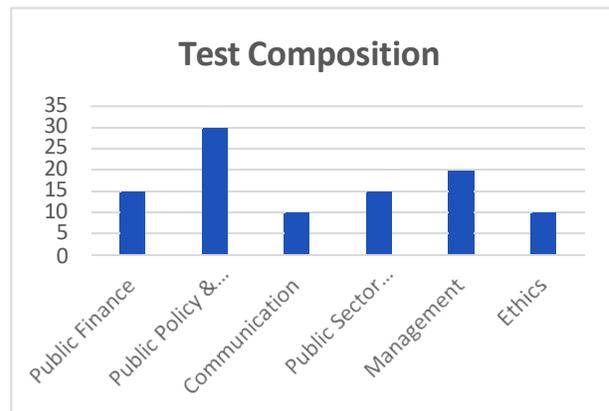
Educational Alignments

Career Cluster Framework Connection	Public Service & Safety
NACE Competency Alignment	Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism

Knowledge Areas

- Public Finance
- Public Policy and Governance
- Communication
- Public Sector Fundamentals
- Public Management
- Ethics

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



District

Vermont FBLA does not host district conferences.

State

Testing will take place prior to the State Leadership Conference. Testing must occur at school under the supervision of an adult proctor. Check the Call to Conference for the specific instructions and deadlines. See below for a list of required competition items; Vermont FBLA requires the same items set by National FBLA at our State Leadership Conference. Vermont FBLA will also provide the items listed below, except for the objective test.

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National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides On-site</u>
<ul style="list-style-type: none"> Sharpened pencil Fully powered device for online testing Conference-provided nametag Photo identification Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> One piece of scratch paper per competitor Internet access Test login information (link & password provided at test check-in)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- Repeat Competitors:** Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- State Entry Limits:** Each state may submit up to four entries per event.
- Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Community Service Project* or *Local Chapter Annual Business Report*).
- Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- Event Schedule Notes:**
 - Some events may begin before the Opening Session.

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- All schedules are posted in local time for the NLC host city.
- Schedule changes are not permitted.

Event Administration

- **Test Duration:** 50 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

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Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

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Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Public Finance (15 test items)

1. Explain the role of finance in the public sector
2. Describe the nature of budgets (FI:106, LAP-FI-106) (SP)
3. Explain the nature of operating budgets (FI:098) (SU)
4. Develop company's/department's budget (FI:099, LAP-FI-099) (MN)
5. Discuss the nature of public funding

Public Policy and Governance (30 test items)

1. Discuss the policy lifecycle
2. Explain principles of effective policy design
3. Analyze the effectiveness of public policies
4. Discuss factors that influence policymaking (e.g., civil engagement, advocacy, public discourse)
5. Discuss the role of policymaking in governance
6. Discuss the nature of law and sources of law in the United States (BL:067) (SP)
7. Describe the nature of legal procedure (BL:070) (SP)
8. Discuss the role of administrative law (BL:074) (SP)
9. Describe relationship among innovation, learning, and change (SM:094) (CS)

Communication (10 test items)

1. Explain the nature of effective written communications (CO:016) (CS)
2. Adapt written correspondence to targeted audiences (CO:203) (SP)
3. Write proposals (CO:062) (MN)
4. Discuss the importance of digital communication in the public sector (e.g., social media, the internet)

Public Sector Fundamentals (15 test items)

1. Determine the relationship between government and business (EC:008, LAP-EC-016) (CS)
2. Distinguish public administration from private sector management
3. Discuss the role of the public sector in society
4. Describe services provided by the public sector
5. Distinguish among government entities, non-profits, and private businesses

Public Management (20 test items)

1. Discuss the nature of human resources management (HR:410, LAP-HR-410) (CS)
2. Discuss the nature of managerial planning (SM:063) (SP)
3. Explain managerial considerations in organizing (SM:064, LAP-SM-064) (SP)
4. Describe managerial considerations in staffing (SM:065, LAP-SM-065) (SP)
5. Discuss managerial considerations in directing (SM:066, LAP-SM-066) (SP)

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6. Describe the nature of managerial control (control process, types of control, what is controlled) (SM:004, LAP-SM-400) (SP)

Ethics (10 test items)

1. Comply with the spirit and intent of laws and regulations (BL:163, LAP-BL-163) (CS)
2. Explain the importance of ethics in the public sector
3. Discuss the concept of public accountability
4. Discuss conflicts of interest in the public sector

References for Knowledge Areas & Objectives

ICMA. *Practices for Effective Local Government Leadership*. <https://icma.org/>

MBA Research and Curriculum Center. *National Business Administration Standards*.
<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Sigma. *The Principles of Public Administration*. https://www.sigmaweb.org/en/publications/the-principles-of-public-administration_7f5ec453-en.html

Texas A&M University. *Introduction to Public Administration and Leadership*.
<https://www.tamut.edu/faculty/syllabi/202280/80009.pdf>

The Ohio State University. *Introduction to Public Affairs*. <https://glenn.osu.edu/2110-sample-syllabus>

The Ohio State University. *Public Management*. <https://glenn.osu.edu/3500-sample-syllabus>

University of Florida. *Introduction to Public Administration*. <https://polisci.ufl.edu/wp-content/uploads/sites/223/PAD-3003.pdf>

West Virginia University. *Master of Public Administration Curriculum*. <https://wvstateu.edu/college-of-business-and-social-sciences/departments/public-administration/mpa-curriculum/>