

North Carolina FFA Association

Proficiency Award Application Instructions



Middle School members will complete the Middle School SAE Award within the Proficiency Award Application. Students can access the Proficiency Award application through their AET account. To be eligible for the Middle School SAE Award, students must complete the Basic Set-Up Information, Performance Review A, Performance Review B, Performance Review C, at least one Learning Outcome & Efficiency Factors, and six pictures with descriptions.


Once they log in, they should go to their student dashboard. From there, click on the "Reports" block.

A screenshot of the Student Dashboard interface. At the top, there is a navigation bar with tabs for Profile, Journal, Finances, and Reports. Below the navigation bar, the main content area is titled "Welcome to the Student Dashboard". On the left side, there is a sidebar menu with options like Chapter Account, Inbox, Calendar, Portfolio, Scoreboard, Sign Off, Cash/Checking: \$0, Current/Projects: \$0, Non-Current: \$0, Liabilities: \$0, Student Help, Teacher Help, AET Classroom, and Ask AET a Question. The main content area features four large colored boxes: Profile (orange), Journal (blue), Finances (green), and Reports (yellow). The Reports box is highlighted with a red arrow pointing to it from a notification box above it. The notification box contains icons for Project/Experience Manager (SAE) and Meeting Manager (Read Only).

Once the "AET Reports" page is open, click on the "Degree/Application Manager" link in the "Annual Reports & FFA Apps" block.

A screenshot of the AET Reports page. At the top, there is a navigation bar with tabs for Profile, Journal, Finances, and Reports. Below the navigation bar, the main content area is titled "AET Reports". On the left side, there is a sidebar menu with options like Chapter Account, Inbox, Calendar, Portfolio, Scoreboard, Sign Off, Cash/Checking: \$0, Current/Projects: \$0, Non-Current: \$0, Liabilities: \$0, Student Help, Teacher Help, AET Classroom, and Ask AET a Question. The main content area features three large colored boxes: Journal & Resume Reports (blue), SAE & Profit Reports (green), and Annual Reports & FFA Apps (yellow). The Annual Reports & FFA Apps box is highlighted with a red arrow pointing to the "Degree/Application Manager" link.

When the Degree/Application Manager page opens, there is a drop-down menu of new applications. Select "Proficiency Application" from the drop-down menu and click "Add New." All students submitting the Middle School SAE Award should complete a "Placement" application.



The screenshot shows the 'Application Manager' header with the FFA logo. Below it, there is a link for 'FFA Award Information - complete your F...' and a dropdown menu. The dropdown menu is open, showing options: Agriscience Fair, American Degree, North Carolina Chapter FFA Degree, North Carolina FFA Degree, North Carolina Greenhand FFA Degree, Proficiency Application (selected with a checkmark), and Research Proficiency Application. To the right of the dropdown, there is a button labeled 'Add New' and a note 'only from FFA.org.'

Generate/Edit Application	Unique #	Application Type	Date Created	
Application	793201	American Degree	4/22/2020	Delete
Application	692892	Agriscience Fair	5/6/2019	Delete
Application	679442	North Carolina FFA Degree	3/26/2019	Delete
Application	674075	National Chapter Award 2019	3/12/2019	Delete
Application	551952	North Carolina FFA Degree	3/20/2018	Delete

The "Proficiency Area" page of the application contains descriptions of each award area. Students can select the most appropriate area as a "Placement" application.

Now the student can begin inputting their information. If they have already entered SAE information in The AET, it will automatically transfer to their application.

Electronic signatures will not be used for this application. Please gather signatures on paper after completing the application.



The screenshot shows the 'Electronic Signatures' section of the application. It includes a 'Special Notes before you begin this page:' section with instructions. Below that are sections for 'STUDENT APPROVAL' and 'ADVISOR APPROVAL', each with a list of requirements and a signature field. The status for both is 'Status: Not Signed'.

ELECTRONIC SIGNATURES

Special Notes before you begin this page:

- This signature screen is available only when the **Checklist** is fully met. **Your Checklist is NOT MET.**
- Students should complete all other pages of this application before obtaining electronic signatures.
- If this application undergoes significant changes after signing, the signatures should be re-obtained using this form by clicking "Revoke Signature".
- Please review this entire application, and electronically sign the appropriate section below.
- If a section is not available, your user account's Role does not grant access to that section. Your role is: **Advisor**

STUDENT APPROVAL
This section is to be completed by the STUDENT.

- I have maintained records to substantiate my supervised agricultural experience program which exhibit comprehensive planning, managerial and financial expertise and will provide these records to my local and state FFA advisors and staff, or their designated representatives, on demand.
- I have prepared this application and certify that the records are true, complete and accurate, and that I hereby permit for publicity purposes the use of any information included in the application.
- If there are exceptions or other notes, please describe in the section below.

Student Applicant's Signature (type your full name) _____ Date signed (type today's date) _____ Submit Signature
Status: Not Signed

Exceptions or notes _____

ADVISOR APPROVAL
This section is to be completed by the ADVISOR.

- I have reviewed this applicant's supervised agricultural experience (SAE) records and verify they exist and exhibit comprehensive planning, managerial and financial expertise.
- I have verified the application and find that the statements contained herein match the applicants SAE records and are such that I am able to recommend the applicant for the Degree/Award.
- Furthermore, I verify that the applicant has conducted him/herself in a manner to be a credit to the organization, chapter, school and community.
- If there are exceptions or other notes, please describe in the section below.

Advisor's Signature (type your full name) _____ Date signed (type today's date) _____ Submit Signature
Status: Not Signed

Exceptions or notes (not visible to the student) _____

Advisors: These applications will be submitted via email to carmen_bracey@ncsu.edu. After completing the required portions of the application, generate a pdf by clicking "Complete/Save Your App." This should be printed, signed, scanned, and submitted to carmen_bracey@ncsu.edu.

- [<-- Return to App Mgr](#)
- [Instructions](#)
- [Cover](#)
- [Membership Check](#)
- [Proficiency Area](#)
- [Basic Setup](#)
- [Choose AET Experiences](#)
- [Performance Review A](#)
- [Performance Review B](#)
- [Performance Review C](#)
- [SAE - Placement & Fndl.](#)
- [Outcomes/Efficiencies](#)
- [Skills, Comp., Knowledge](#)
- [Resumé](#)
- [Photos](#)
- [Supplemental Info](#)
- [Checklist](#)
- [Supporting Recordbook](#)
- [Electronic Signatures](#)
- [Save/Print Your App](#)**

SAVE OR PRINT YOUR APPLICATION

Steps to Submit an Application:

- Use this screen to save your completed application and/or print a PDF if desired.
- Refer to the PDF coverpage for required signature approvals.
- See below for the most recent version of this application generated by the Degree/Application Manager.
- Follow your local, regional, and state rules and requirements for submission of the application.
- Altering the application may result in disqualification.
- Refer to ffa.org for the latest judging rubrics, rules, and handbooks.

Most Recent Versions Generated/Saved

Version #	Date Saved (CST)	# Checklist Not-Mets	Get PDF
This application has not been saved/finalized. Please click the button above to save a copy.			