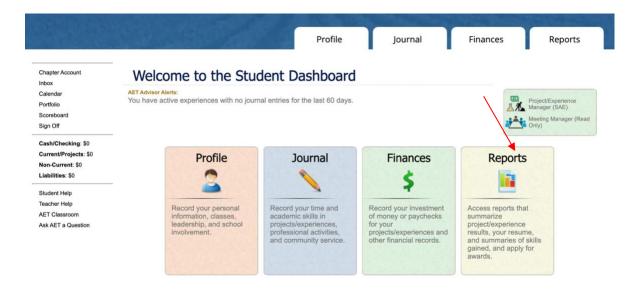
North Carolina FFA Association

Proficiency Award Application Instructions

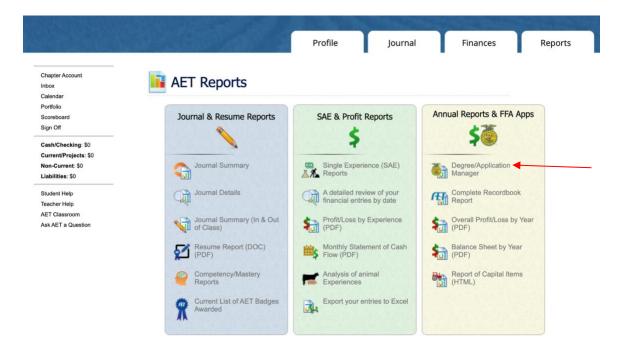


Students can access the Proficiency Award application through their AET account.

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



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



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." If students are completing a research-based proficiency application, select "Research Proficiency Application."



The "Proficiency Area" page of the application contains descriptions of each award area. Please read the areas carefully to ensure the correct area is selected for the 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.

There are electronic signatures for this application. Please be sure to input the correct email addresses to ensure signatures are collected.



Advisors: Applications are submitted to the state on The AET. In the chapter account, click on the "Reports" tab, then "FFA Awards Degree/Application Manager" in the "Reports and Submissions" box. Under the Student Finder box, click the "State Submissions Lists and Feedback" button. Here you can add the applications for your chapter by searching the version number or browsing your applications. **Applications must be submitted on the State Submission List.**

