

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.

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 links for 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 in the top right corner. The notification box contains two items: "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 links for 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. The Annual Reports & FFA Apps box contains several links: Degree/Application Manager, Complete Recordbook Report, Overall Profit/Loss by Year (PDF), Balance Sheet by Year (PDF), and Report of Capital Items (HTML).

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 screenshot shows the 'FFA Award Information' page. A dropdown menu is open, listing various application types. 'Proficiency Application' is selected. Below the menu is a table of existing applications.

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. 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.

The screenshot shows the 'ELECTRONIC SIGNATURES' section of the application form. It includes instructions and two approval sections: Student Approval and Advisor Approval.

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: 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.



- Region Account
- Inbox
- Portfolio
- Scoreboard
- Explore SAE
- Classroom Resources
- Sign Off

- Student Help
- Teacher Help
- AET Classroom
- Ask AET a Question

[View Instructions Video](#)

Submission List (click a row to view):		
List Name	# Apps on List	Date Closes (CST)
NC 2020 National Chapter Award	1	7/31/2020 12:00:00 AM
NC 2020 Res. Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 American Star	0	5/1/2020 11:59:00 PM
NC 2020 Agriscience Fair	0	6/1/2020 11:59:00 PM
NC 2020 State Degree Check	4	5/1/2020 11:59:00 PM
NC 2020 Research Proficiency Check	0	5/1/2020 11:59:00 PM

Submission List for NC 2020 National Chapter Award

Add Applications by Version #:
(Scan barcode, key-in Version #, or browse to select applicants)

By Version #

Select Apps:

Ver #	Student Name	Award	# Not Met	Chk In / Status / Award Notes	Options
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