

# 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.

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  
Ask AET a Question

### Welcome to the Student Dashboard

**AET Advisor Alerts:**  
You have active experiences with no journal entries for the last 60 days.

Project/Experience Manager (SAE)  
Meeting Manager (Read Only)

**Profile**  
Record your personal information, classes, leadership, and school involvement.

**Journal**  
Record your time and academic skills in projects/experiences, professional activities, and community service.

**Finances**  
Record your investment of money or paychecks for your projects/experiences and other financial records.

**Reports**  
Access reports that summarize project/experience results, your resume, and summaries of skills gained, and apply for awards.

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

Chapter Account  
 Inbox  
 Calendar  
 Portfolio  
 Scoreboard  
 Sign Off

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Cash/Checking: \$0  
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## AET Reports

### Journal & Resume Reports

- Journal Summary
- Journal Details
- Journal Summary (In & Out of Class)
- Resume Report (DOC) (PDF)
- Competency/Mastery Reports
- Current List of AET Badges Awarded

### SAE & Profit Reports

- Single Experience (SAE) Reports
- A detailed review of your financial entries by date
- Profit/Loss by Experience (PDF)
- Monthly Statement of Cash Flow (PDF)
- Analysis of animal Experiences
- Export your entries to Excel

### Annual Reports & FFA Apps

- Degree/Application Manager ←
- Complete Recordbook Report
- Overall Profit/Loss by Year (PDF)
- Balance Sheet by Year (PDF)
- 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." All students submitting the Middle School SAE Award should complete a "Placement" application.



[FFA Award Information](#) - complete your FFA award reports to FFA award reports

dropdown menu:  
  
e only from FFA.org.

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

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.



**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 <b>Status: Not Signed</b>
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 <b>Status: Not Signed</b>
Exceptions or notes (not visible to the student)		

Advisors: These applications will be submitted via email to the State FFA Coordinator. 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 the State FFA Coordinator.

<-- 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 coveragepage 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](http://ffa.org) for the latest judging rubrics, rules, and handbooks.

Complete/Save Your App

**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.			

