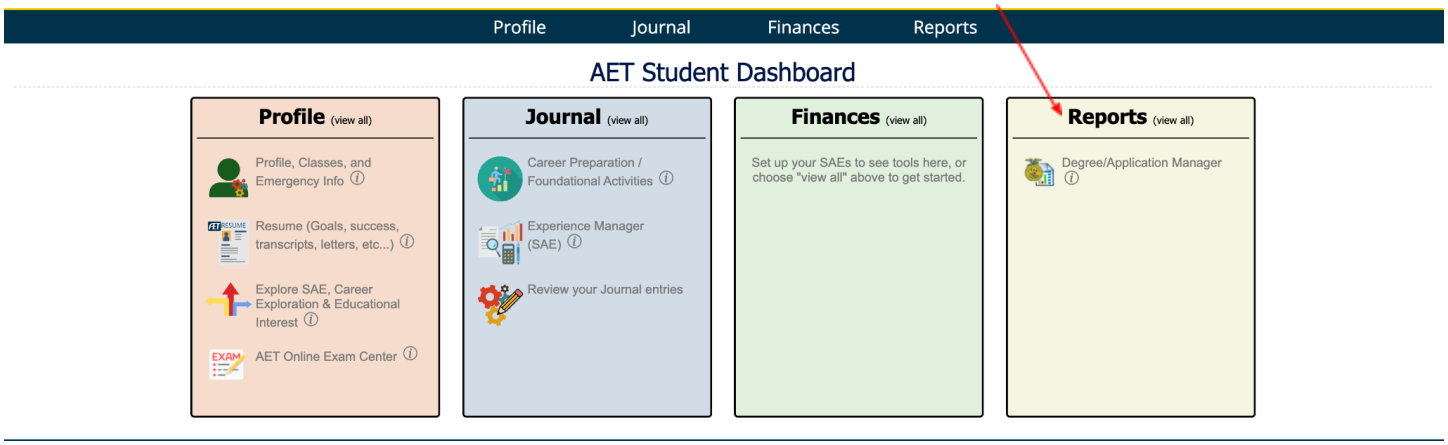
North Carolina FFA Association

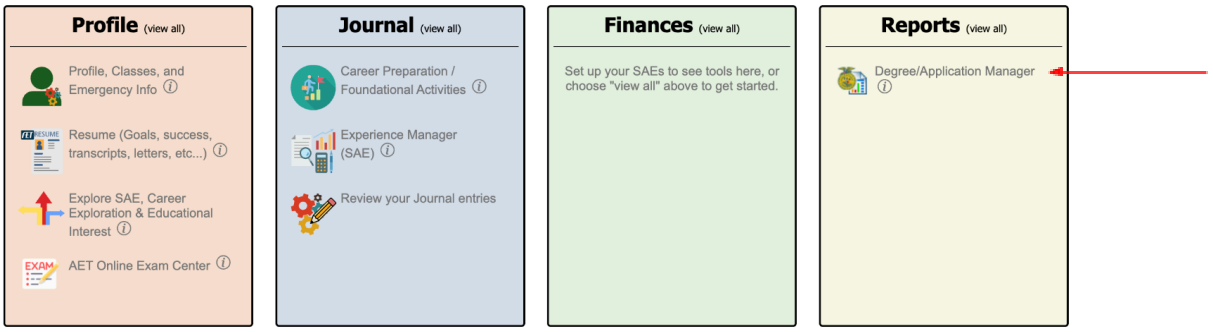
Middle Grades SAE Award Application Instructions

Middle School members will complete the Middle School SAE Award within the Proficiency Award Application. Students can access the Middle Grades SAE 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.

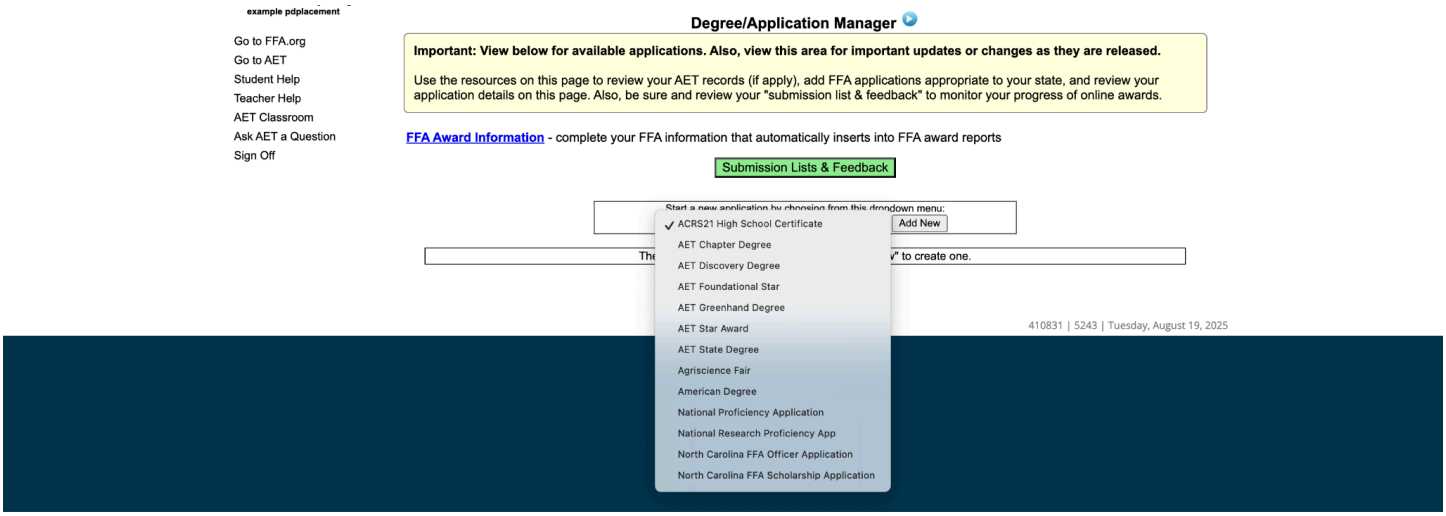
Once they log in, they should go to their student dashboard. From there, click on the “Reports” block.



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

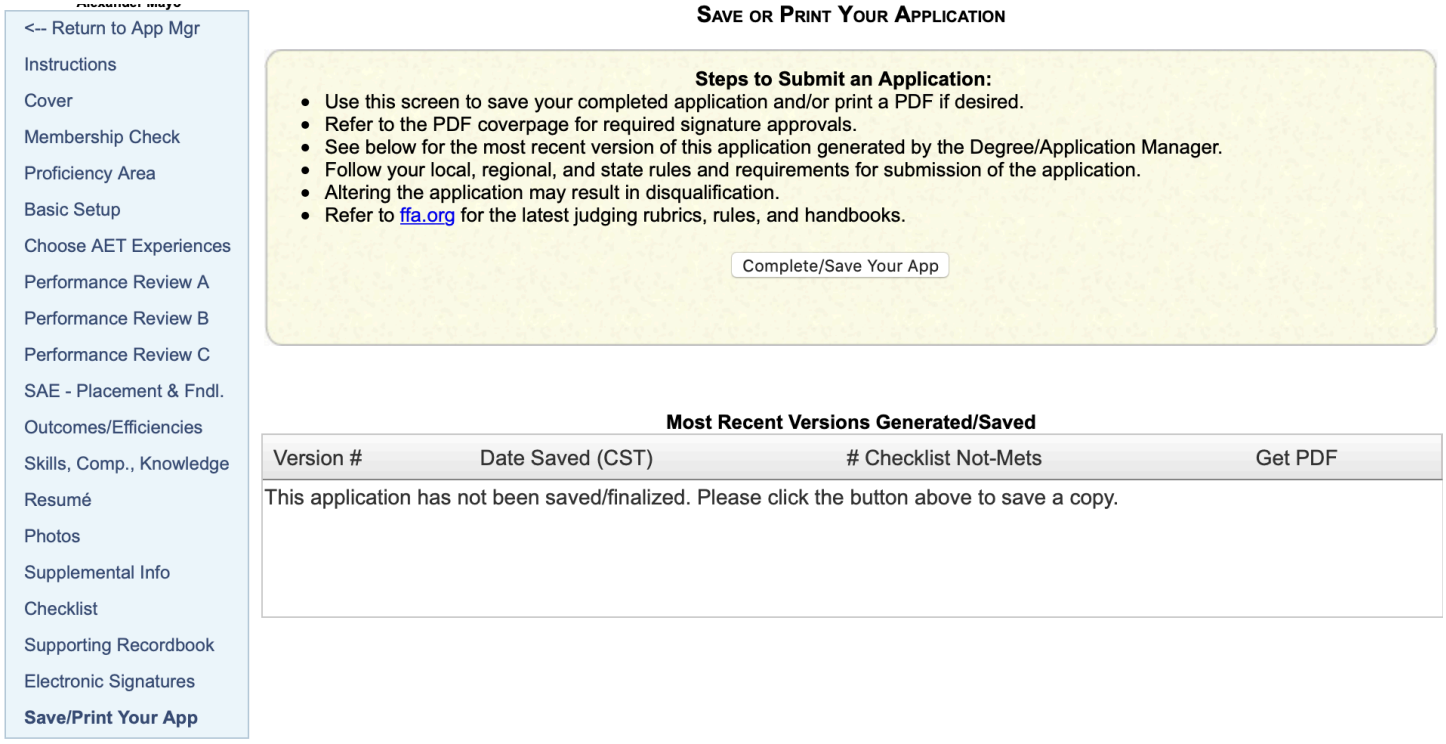


When the Degree/Application Manager page opens, there is a drop-down menu of new applications. Select "National Proficiency Application" from the drop-down menu and click “Add New.”



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.

Advisors: 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.