

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.

The screenshot shows the AET Student Dashboard with a navigation bar at the top containing 'Profile', 'Journal', 'Finances', and 'Reports'. Below the navigation bar, the dashboard is divided into four main sections: Profile, Journal, Finances, and Reports. The 'Reports' section is highlighted with a red arrow pointing to it from the navigation bar. The 'Reports' section contains a link to 'Degree/Application Manager'.

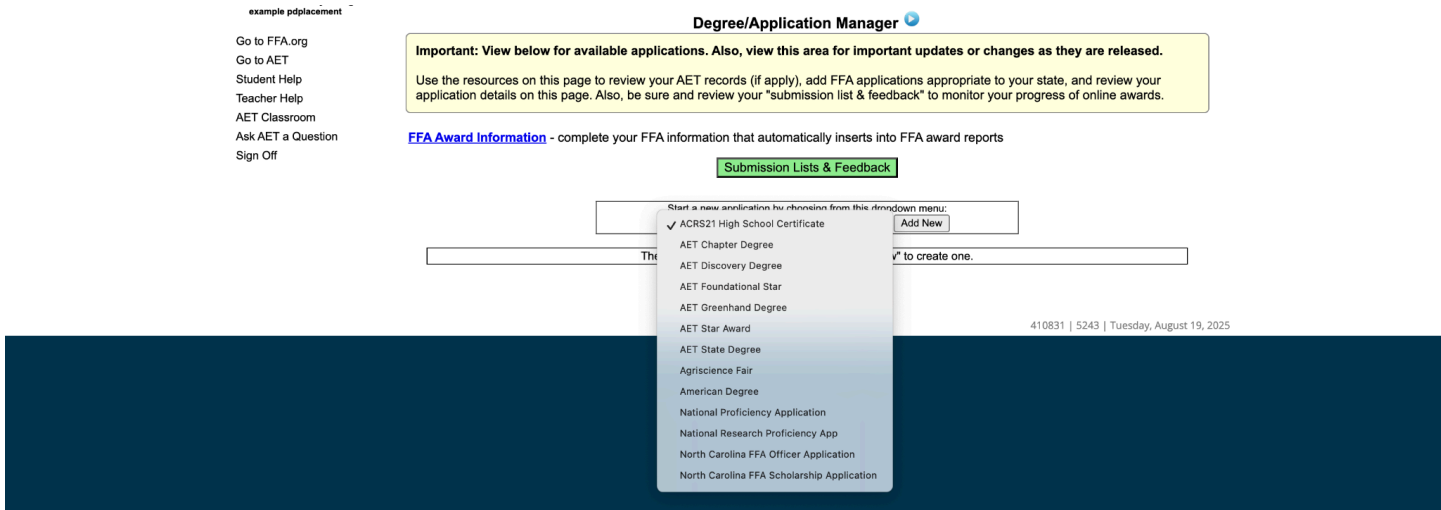
Profile (view all)	Journal (view all)	Finances (view all)	Reports (view all)
<ul style="list-style-type: none">Profile, Classes, and Emergency Info ⓘResume (Goals, success, transcripts, letters, etc...) ⓘExplore SAE, Career Exploration & Educational Interest ⓘAET Online Exam Center ⓘ	<ul style="list-style-type: none">Career Preparation / Foundational Activities ⓘExperience Manager (SAE) ⓘReview your Journal entries	<p>Set up your SAEs to see tools here, or choose "view all" above to get started.</p>	<ul style="list-style-type: none">Degree/Application Manager ⓘ

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

This screenshot is identical to the one above, showing the AET Student Dashboard. However, the red arrow now points directly to the 'Degree/Application Manager' link within the 'Reports' section, indicating the next step in the process.

Profile (view all)	Journal (view all)	Finances (view all)	Reports (view all)
<ul style="list-style-type: none">Profile, Classes, and Emergency Info ⓘResume (Goals, success, transcripts, letters, etc...) ⓘExplore SAE, Career Exploration & Educational Interest ⓘAET Online Exam Center ⓘ	<ul style="list-style-type: none">Career Preparation / Foundational Activities ⓘExperience Manager (SAE) ⓘReview your Journal entries	<p>Set up your SAEs to see tools here, or choose "view all" above to get started.</p>	<ul style="list-style-type: none">Degree/Application Manager ⓘ

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.

<-- 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 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.			