

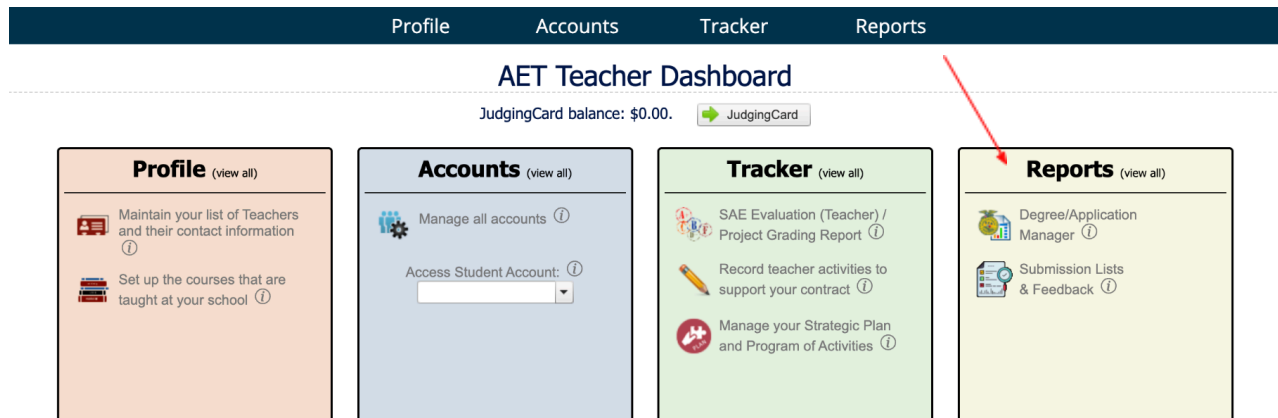
North Carolina FFA Association

National Chapter Award Application Instructions

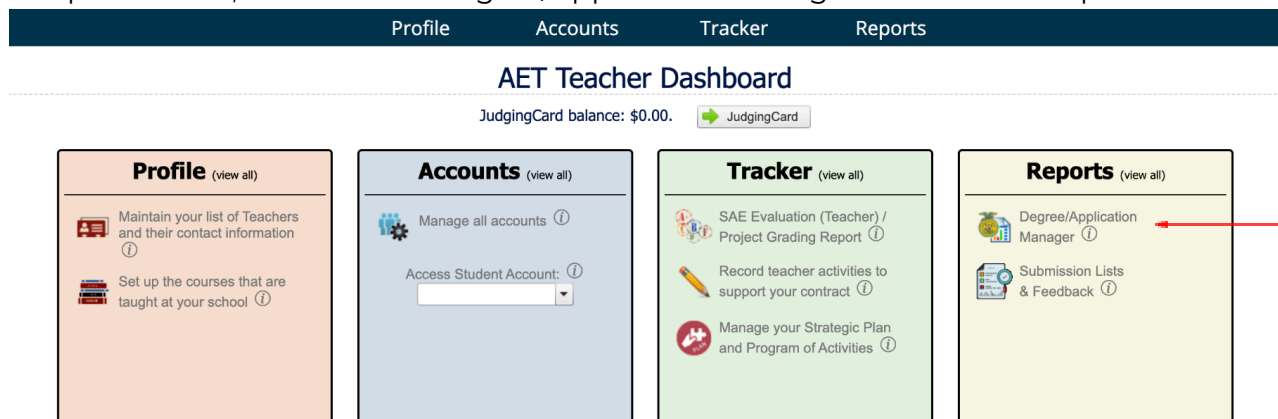


Advisors can set up the National Chapter Award application through their AET account.

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



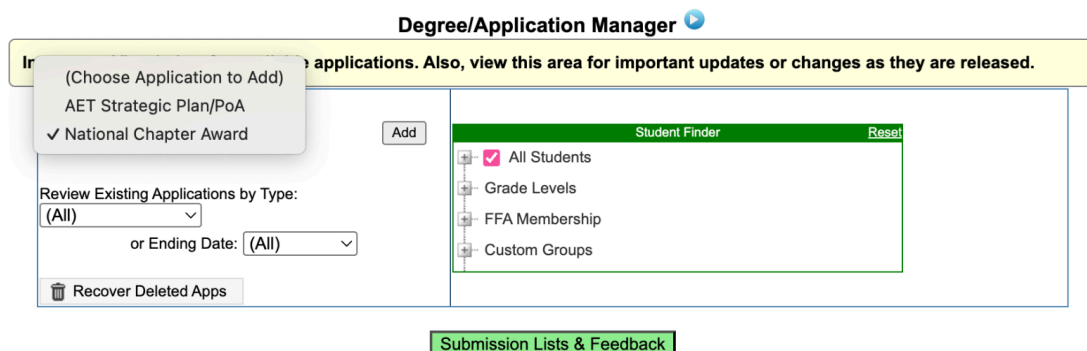
On the reports block, click on the "Degree/Application Manager" link in the "Reports" block.



When the Degree/Application Manager page opens, there is a drop-down menu for “Add New Chapter-level Application.” Select "National Chapter Award" from the drop-down menu and click “Add.”

NC A&T State University Collegiate

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off



To add students to the application, click on the application link on the list.

Degree/Application Manager

Important: View below for available applications. Also, view this area for important updates or changes as they are released.

Add New Chapter-level Application: National Chapter Award

Add

Review Existing Applications by Type: (All)

or Ending Date: (All)

Recover Deleted Apps

Student Finder

Reset

All Students

Grade Levels

FFA Membership

Custom Groups

Submission Lists & Feedback

Interactive Application				Last Saved		
Application	Created	Student	Type	Version #	Date	Not Mets
Application	Delete	8/19/2025	(Chapter Application)	National Chapter Award		

Once you are in the application, choose “Assign Students” from the column on the left side of the screen. There, you can select students from The AET to have access to and edit the application.

NC A&T State University Collegiate

<-- Return to App Mgr

Introduction

Assign Students

Cover Page

Form I - Growing Leaders

Form I - Building Comm

Form I - Strengthening Ag

Form I Indicators

Form I Summary

Checksheet

Electronic Signatures

Save a New Version #

Go to FFA.org

Special Notes before you begin this page:

- This application must be assigned to one or more students.
- If a student is missing from the dropdown menu, it is likely the student has never accessed AET or the Degree/Application Manager. You can fix this yourself, or contact nationalchapter@ffa.org for assistance.
- The assigned students have complete access to edit, update and delete all information contained in the application.
- Students should avoid working on the same screen at the same time.
- You can remove access anytime using this screen.
- To make changes to this screen, you must be accessing it from the Chapter/Instructor account.

Add Student

(Please Choose)

Save

Students with access to this application:

No students are assigned.

In order to complete Form II, all of the components of Form I Activities and Indicators must be completed first.

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

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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.**
- This signature screen is available after January 1st of the year of this application.
- 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.

- We hereby certify that all claims and information reported in this application are true and accurate.
- 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.

- We hereby certify that all claims and information reported in this application are true and accurate.
- I hereby permit for publicity purposes the use of any information included in this application.
- 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)

