

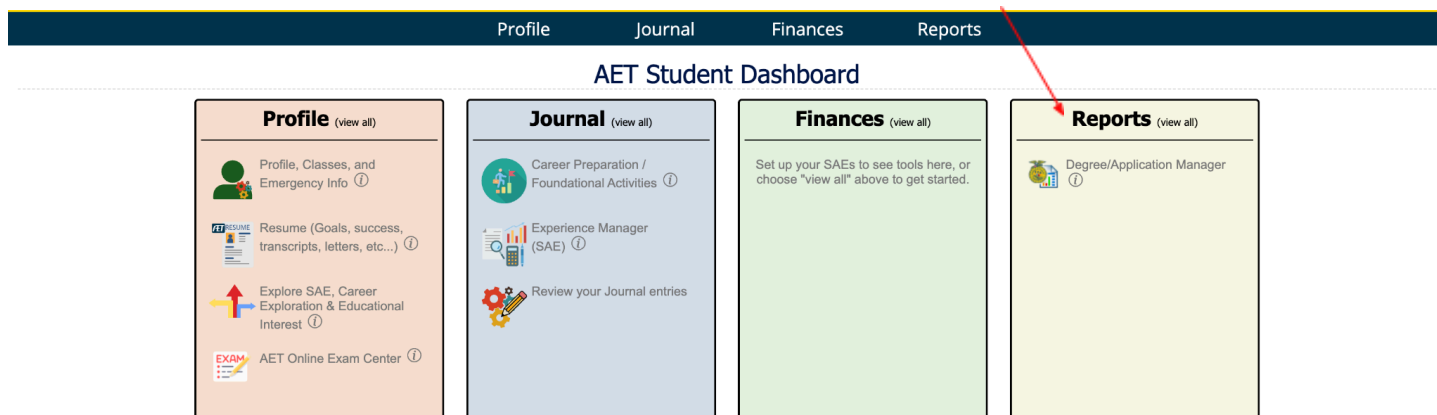
North Carolina FFA Association

Proficiency Award Application Instructions

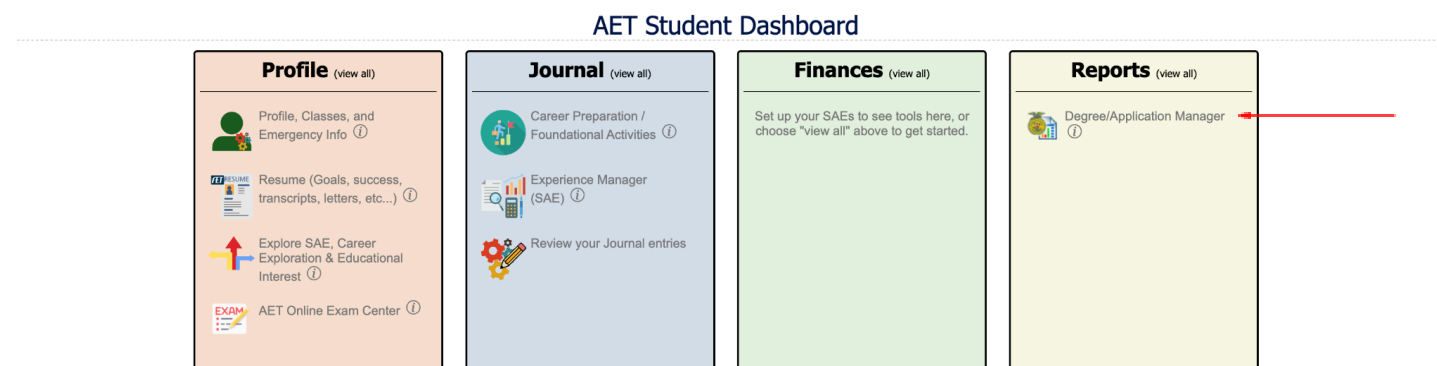


Students can access the Proficiency Award application through their AET account.

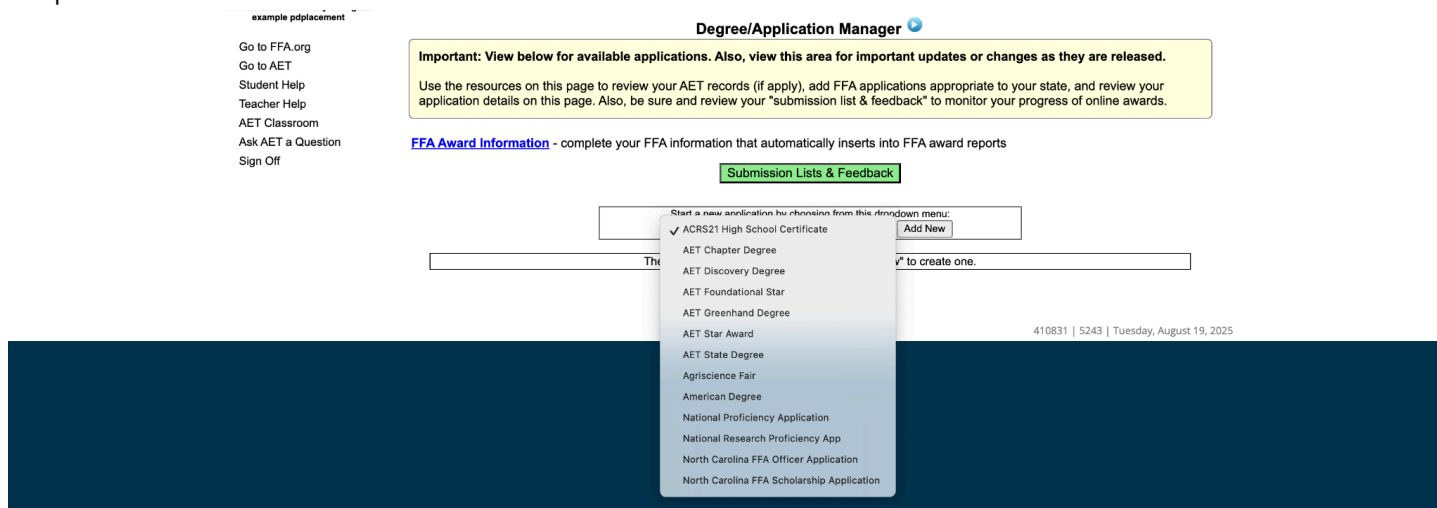
Once they log in, they should go to their student dashboard. From there, click on the "Reports" block.



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" or If students are completing a research-based proficiency application "National Research Proficiency Application" from the drop-down menu and click "Add New."



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.

NC A&T State University Collegiate
example pdplacement

<-- Return to App Mgr

Instructions

Cover

Membership Check

Basic Setup

SAE - Placement

Assets

Liabilities

Net Worth

Earned & Prod. Invested

Community Service

Checklist

Electronic Signatures

Save a New Version #

Go to FFA.org

Go to AET

Student Help

Teacher Help

AET Classroom

Ask FFA a Question

Ask AET a Question

Sign Off

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 December 1st.
- 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 TheAET. In the chapter account, click on the “Reports” tab, then in the “Reports and Submissions” box click on “Submission Lists & Feedback”.

ProfileAccountsTrackerReports

Program Reports

Enrolled Students

0

Any SAE

0%

Active SAE

0%

Active FFA (local)

0%

Three Circle Complete

0%

Student Engagement Reports

Student Grading Report

AET Student Badge & Streak Summary

Student Financial Reports

Student Detail Reports

Project Grading Report

Standards-based Activity Reports

Program Reports

Economic Value Reports

SAE / Project Involvement

Program/Teacher Reports

Graphical Reports

Annual Program Management Reports

Teacher and Student demographics

Reports & Submissions

Degree/Application Manager

Submission Lists & Feedback

Survey of Education and Career Plans

Student WBL Requirement Checklist

Student SAE/WBL Data Summary

Here, you can add the American Degree applications for your chapter by clicking "Edit List."After clicking edit list, you can search for the version number or browse your applications. Click the “add” button to select applications to be added to the submission list.

ProfileAccountsTrackerReports				
School Year: 2025-2026		Submission Lists		<-- Back to Deg/App Mgr
ACRS21 High School Certificate				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC ACRS21 High School Certificate	North Carolina FFA	0		Edit List
AET Chapter Degree				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 Chapter Degree Recipients	North Carolina FFA	0	5/31/2026 12:00:00 AM	Edit List
AET Discovery Degree				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 Discovery Degree Recipients	North Carolina FFA	0	5/31/2026 12:00:00 AM	Edit List
AET Greenhand Degree				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 Greenhand Degree Recipients	North Carolina FFA	0	5/31/2026 12:00:00 AM	Edit List
AET Star Award				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 State Stars	North Carolina FFA	0	3/3/2026 11:59:00 PM	Edit List
AET State Degree				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 State Degrees	North Carolina FFA	0	3/3/2026 11:59:00 PM	Edit List
AET Strategic Plan/PoA				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 AET Strategic Plan/PoA Submission	North Carolina FFA	0	5/31/2026 12:00:00 AM	Edit List
Agriscience Fair				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 Agriscience Fair	North Carolina FFA	0	6/3/2026 5:00:00 PM	Edit List
American Degree				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NC 2026 American Degree Candidates	North Carolina FFA	0	3/3/2026 11:59:00 PM	Edit List
NC 2026 American Star	North Carolina FFA	0	3/3/2026 11:59:00 PM	Edit List