

# 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.

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.

- 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.

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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." If students are completing a research-based proficiency application, select "Research Proficiency Application."

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. 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.

**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  
 \_\_\_\_\_      \_\_\_\_\_      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 The AET. In the chapter account, click on the "Reports" tab, then "FFA Awards Degree/Application Manager" in the "Reports and Submissions" box. Under the Student Finder box, click the "State Submissions Lists and Feedback" button. Here you can add the applications for your chapter by searching the version number or browsing your applications.



- Region Account
- Inbox
- Portfolio
- Scoreboard
- Explore SAE
- Classroom Resources
- Sign Off

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[View Instructions Video](#)

Submission List (click a row to view):		
List Name	# Apps on List	Date Closes (CST)
NC 2020 National Chapter Award	1	7/31/2020 12:00:00 AM
NC 2020 Res. Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 American Star	0	5/1/2020 11:59:00 PM
NC 2020 Agriscience Fair	0	6/1/2020 11:59:00 PM
NC 2020 State Degree Check	4	5/1/2020 11:59:00 PM
NC 2020 Research Proficiency Check	0	5/1/2020 11:59:00 PM

**Submission List for NC 2020 National Chapter Award**

**Add Applications by Version #:**  
(Scan barcode, key-in Version #, or browse to select applicants)

By Version #

**Select Apps:**  
[Browse](#)

Ver #	Student Name	Award	# Not Met	Chk In / Status / Award Notes	Options
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