North Carolina FFA Association

Proficiency Award Application Instructions

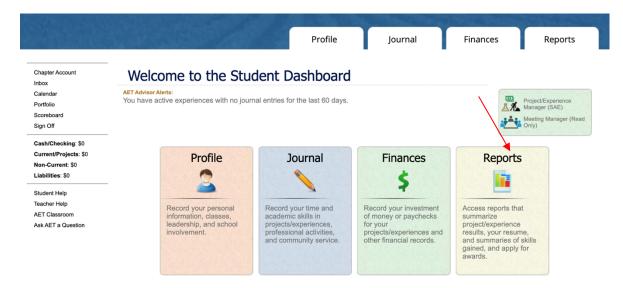## North Carolina FFA Proficiency Award Policies

- FFA chapters may send one application per proficiency award category each year.
- A student may submit proficiency award applications in multiple categories; however, a student may only win one proficiency award category annually.
- State-winning applications may be edited after state judging prior to being sent to the national level.

National FFA Proficiency Awards Website

https://www.ffa.org/participate/awards/proficiencies/

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 "Annual Reports & FFA Apps" block.

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."

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. **Applications must be submitted on the State Submission List.**

Profile	Accounts	Tracker	Reports

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

Student Help
Teacher Help
AET Classroom
Ask AET a Question

View Instructions Video

Submission List (click a row to view):		<-- Back to Deg/App Mgr
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