



2019 Tips/Reminders for Proficiency Award Applications

Basic Reminder- Do not include any records/data/income/expenses/activities/etc. that happen after January 1st of year applying for degree. All information on the application ends as of December 31, year prior to applying. Example-Applying to receive degree in 2019, thus application ending date is December 31, 2018!!!

I. IMPORTANT- First, go to National FFA website (ffa.org) to see all available resources!

1. Be sure to select the correct award area for which your SAE qualifies. The full list of award areas is on the National FFA Website under “Explore FFA.” Choose “Proficiency Awards” NOTE: There is not a proficiency award area for all SAEs.
2. Click on “Proficiency Resources” to see helpful information including “Proficiency Scoring Rubrics” to help get suggestions on what to include in each part of the application.
3. Utilize other resources available including the Proficiency Award Handbook.
4. Members who wish to apply must log into their “MyFFA” account to link their membership profile with the application. Members who do not have an active account need to work with their advisor to set up credentials, log in, and access the “Application Center.”

II. GENERAL TIPS

1. Be sure all pages of actual application are printed on regular 8 ½ by 11 paper (one side only) and put in FFA Award Folder in correct order! Note: Manual Review Sheet is only for state winners so just leave it blank in completed application. It is part of final review that will be done before the state sends qualifying applications to National FFA.
2. Add supporting documents (signed recommendation letter of only one page and one personal page) in proper order to end of the application. Print both pages on regular 8 ½ by 11 paper.
3. Do not put cover (protective plastic) on any individual page of the completed application. This includes all supporting documents.
4. Some specific tips include:
 - a. All information ends as of December 31, 2018! Do not use any 2019 information (hours, skills, dollars, awards, activities, etc.)!
 - b. Cover page-A sophomore (10th grade) probably has completed 1.5 years or less of Ag Ed while a junior (11th grade) probably has completed 2.5 years or less of Ag Ed, etc.
 - c. Cover page-Put the year you plan to graduate or if 1st year out of high school put 2018.
 - d. Basic Set-up page-Starting date is first Ag Ed class. Examples: Start fall 2015 put 8/ /2015. Start 2nd semester of 2015-2016 school year put 1/ /2016. Start 3rd term 2015-2016 put 3/ /2016, etc.
 - e. First year of records may be less than 1 year. Example: Applying in Dairy Placement. SAE on "Smith Dairy Farm" started fall 2015 when enrolling in Ag Ed and continued thru 2018.



Should have 2015, 2016, 2017, 2018 years of records on the Dairy Placement Proficiency Application.

- f. It is possible to not have SAE records in the proficiency area for each year. Example: Applying in Grain Production Entrepreneurship. Grew corn in 2016 and 2018 after starting Ag Ed fall 2015. Application will only show 2016 and 2018 records. 2015 and 2017 will be blank.
- g. Performance Review pages-Be specific. Be sure all answers relate only to the selected proficiency area. When it asks for one item, only list and explain one. Best to have accomplishments (goals) be measurable so that accomplishments can be explained with specific numbers if possible.

III. PLACEMENT PROGRAMS

1. Consider listing 3 or more specific jobs/responsibilities that were part of each employer that the applicant worked for. Each year add or change as jobs/responsibilities differ to show growth/learning with the SAE.
2. Be sure SAE records document hours worked (paid and unpaid).
3. Only put SAE jobs, hours, and wages that are part of the specific award area. Do not show any taxes paid as part of expenses. Only include an expense that is required as part of the job.

IV. ENTREPRENEURSHIP PROGRAMS

1. Only put SAE projects that are part of the specific award area. Be sure any non-cash expenses, barter, or transfers match as to non-cash expenses versus non-cash income!
2. If "review" shows in any year on income/expense page, be sure the inventory changes are properly calculated in records!

V. LEARNING OUTCOMES AND/OR EFFICIENCY FACTORS

1. Strongly suggest having 5 listed. Be sure all relate to the specific proficiency area.
2. Entrepreneurship areas- Be sure to use efficiency factors (such as- Feed Efficiency, Rate of Gain, Yield per Acre, Cost per Acre, etc.). Be very specific and detailed in explanations.
3. Placement areas- Use only learning outcomes. Be very specific as to what was actually learned.

VI. SKILLS, COMPETENCIES, AND KNOWLEDGE

1. This is a very important page in evaluation of application (26 of 100 points). Be very detailed in "explaining contributions to success." Use specific example(s) and use measurable numbers when possible. Relate to accomplishments and growth of the SAE!

VII. RESUME

1. Can be up to 3 pages including references. Organize each section with 2018 activities first and then go back to previous years.
2. Only list an activity in one section of resume. Example- If an activity is listed FFA activities, do not also list same activity under FFA awards.



VIII. PHOTOS

1. Do not use wording in captions like "In this photo I am..." or "Here is a picture of me ..." Photos should help document the SAE by showing a skill, something unique about the project, etc. Use photos and captions as an extension of the skills, competencies and knowledge section.
2. Only one photo per page. Do not photo shop or try to combine multiple photos on a page.

XI. PERSONAL PAGE

1. Use to enhance the application and highlight something different/unique about the SAE and the Ag Ed/FFA activities that directly relate to the specific proficiency area.
2. Suggestion- Type "Personal Page" on top of this page to clarify it is the "one page-one side only" personal page.
3. Personal page can include 2nd reference letter and additional small photos with short captions.

X. FINALLY

1. Have additional people double check spelling, grammar, and punctuation.
2. Be sure to print entire application at one time so all pages have same version #, date, and time stamp! If a change is made on any page, the entire application must be reprinted! This does not apply to cover page, photo pages, letter of recommendation, or personal page.
3. Triple check that info typed into on-line application is not cut off when application is printed!
4. Watch maximum number of characters allowed to be typed in a space (Edit to stay below maximum allowed).
5. Be sure all signatures are present and checklist shows as all 'MET'!

Congratulations on your SAE!! Good luck with your Proficiency Award!!!