**Completing the Proficiency Award in AET**

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**http://aese.psu.edu/teachag/supervised-agricultural-experience**

**This is a work in progress, check back in a few days, for updates!**

**As you work on your proficiency application, you have to show *GROWTH.***

***The purpose of an SAE project is that you are putting into practice skills that you learned in the Ag Classes that you have taken. If you have the same project for 2 or 3 years, we want to see growth in the project or how you have changed from the experience.***

***It can be in size/scope/numbers in your project area or what you learned, new skills that you have learned.***

**FOR 2016 Proficiency Awards: if students have some records in PA books and some in AET. I suggest that they add an SAE project for the PA books and enter the journal hours in one lump number using one journal entry,**

**or similar journal entries in one lump number, enter each type of expense in individual entries; add all of the feed expenses and make one entry; for example. These applications are not due until March, so there is time to enter more detail. That will make the application a smoother process for everyone.**

This document assumes that the student has been using AET for their project book.

If you have recordbook questions, please see the ***Student Guide to AET by Robin Bechtel*** which is located at <http://aese.psu.edu/teachag/supervised-agricultural-experience> it has been updated 10/3/15.

Before you start the Proficiency Award, you need to do some house cleaning and clean up/finish your record books. As you complete your records, then, that info will flow completely to the application. Remember, SAE projects are NOT about winning awards, they are about extending the classroom instruction and learning about **keeping good/complete records!!!**

SAE projects that are acceptable are those that are completed OUTSIDE of classroom time. SAE projects where only classwork is recorded are not accepted.

**PROFILE TAB**

1. **Check the Profile** – make sure all of the information, here is complete and accurate and capital letters are used as needed! This information flows onto the cover page of your application. If your graduation year is not correct, **your teacher** can correct that under the Teacher Accounts tab: Manage Accounts and select the student’s name; graduation date is a box in this tab. Your FFA Member Number and Chapter Number should appear, here, also. If not, talk to your teacher. Make sure your birthdate is correct, too. All of this information effects your FFA membership and award eligibility.
2. If your FFA member number is not in the application or your profile: this is for your teacher.

There is no automatic connection between AET and [ffa.org](http://ffa.org).   Go to : "FFA.org Roster Helper" screen (Accounts menu, item #7, Find the button that says "Lookup FFAIDs".  To get an FFAID, the student's name must perfectly match on both sides.

1. **In the profile, a nice head shot in FFA dress would be great!!**
2. **Ag Courses**: Make sure you have selected every Ag course you have completed and passed. The first Ag course is the most important as records entered before the first date of that class will not be included in your application. If all of your courses are not listed your teacher will have to update the course list.
3. Update and Complete your resume: Check your Career Objective, it must be brief and to the point. Read the Green ? if you need ideas.
4. Check the rest of the areas in the Profile and update areas that apply to you.
5. Back to the Profile Tab
6. **Go to the Experience Manager**
	1. Check over your list of projects carefully, if there are projects that you selected and did not do, delete them. If you need to finish the records, you can do that, backdating is fine and will not penalize you in any way.
	2. Toggle on/off – if you have completed projects toggle them off, it will make record entry into succeeding projects much easier. They will go into the application even if they are toggled off.
	3. Gears: Make sure your project is the correct type!!! If you are not sure, go to Explore SAE and review the information, there. You can change the project type without losing information. Project names are VERY IMPORTANT!! Do not use animal names; if your horse’s name is Sadie, the project name should be Pleasure Horse. If you have market animals the name should include the YEAR that you plan to SELL the animals. Market Steer 2015, for example.

Market projects are completed when the animal or group is sold. If you have another market project, that should be a new project the following year. Breeding projects and placement projects continue from year to year.

If you have market/replacement or breeding projects, select the module that best applies to your project.

* 1. Make sure the Plans are completed. They need to be very descriptive and if you have the same project for several years, update the description every year.
	2. Complete the Year end Review – that is the clipboard. Even if it is marked green, review it. The entries in Year End Review go to the application as a description of the project. This page helps the reviewers of your application to fully understand your projects and YOUR ROLE in the project. The annual review is a REVIEW of what actually happened during the year not what you PLAN to happen at the beginning of the year, but, is completed at the end of the year. You can include what you learned, new skills completed/learned, etc. “Scope” or the Numeric Quantity of animals that you worked with each year is completed in the Annual Review section, also.

**SAMPLE REVIEW DESCRIPTIONS:**

1. If your project was work experience this is an acceptable description:
Keep ‘Em Kickin’ Vet clinic – 3 Years. Veterinary Assistant. I started working as a general maintenance person and now I assist the vets in the clinic holding animals and as a receptionist as needed. This year I learned how to take x-rays and assisted the vet techs.
2. Smith Dairy Farm – 3 years. I work for my dad on our dairy farm; where we milk 250 Holstein cows. I started out feeding calves and cleaning their hutches and after completing the AI Breeding school, I breed the cows. My conception rate is 80%. In the future I hope to buy some of my own cows and integrate them into the herd.
3. Jones Produce Farm: 4 years. We raise 1 acre of watermelons, 2 acres of strawberries and 5 acres of sweet corn, there are 4 other employees. I started out weeding the strawberry patch and picking produce as needed. Today, I run a stand at Root’s Market on Tuesday and am involved in all aspects of produce production: planning the planting, planting, cultivating, spraying (I received my spray license this year), and determining the best harvest time.
4. If you have completed 4 years in the same placement, the descriptions should change each year. You should show a change or increase in tasks that show more responsibility/skills learned.

Entrepreneurship:

1. My SAE project includes 3 dairy cows; Crystal, Bonnie, and Sally. It also includes Crystal’s heifer calf Catie and Sally’s calves Katey and Sammy. I sold Bonnie is 2013.
2. This may explain the animals that show up in your inventory and it will explain what happened to Bonnie. Since this is an ongoing project: you can update the description each year. Then, the reviewers can follow the animals and see what has happened with them, sold, bred, transferred to another project, etc.
3. Market Swine SAE: 3 hogs for Lampeter Fair. This year I showed 2 hogs at Lampeter Fair and my family butchered and ate the third one. I included the funds for the 3rd hog in Used by family.
4. Market Goats SAE: I purchased 2 Boer market goats for Solanco Fair, I only showed and sold Starsky because Hutch died. He got pneumonia because my pen was too wet. We installed a fan and that has helped with the moisture.

f. Budget: Back to the Experience Manager and Select the Dollar Sign, make sure you have completed a budget for each project. If the project is complete, the budget is easy to fill in.

**JOURNAL TAB**

1. Review your journal entries, you can select the type of entries that you want to see. Select ALL in the year menu so that you can see all of the entries, not just 2015 entries. Double check your FFA Activities and Community Service Hours. Your entries, here should be brief, descriptive and TO THE POINT! Make sure your journal hours are realistic. There are only 24 hours in a day and you need to sleep some of those hours!

A journal entry example could be: 9/8/15, Description: 9/1-9/8, This week I fed and watered my iguana everyday. 5 hours.

9/6 Today, I cleaned Iggy’s (iguana) pen and put in a lot of newspapers because his cage was very messy!

**FINANCES TAB:**

1. BEGINNING VALUES

In this section, you should have entered the values of any items that you owned prior to your first day in Ag. The first day in Ag is the first date that you had an Ag class. If that needs to be updated, go back to PROFILE tab and select the Ag classes section. If class dates need to be updated, talk to your FFA Advisor.

1. Current Expenses are current assets (will be used up in a short time: feed) that you owned before your first day in class. If you showed animals in 4-H and had some feed left that you are going to use for your FFA projects, etc.
2. Items in inventory are OWNED by you, the STUDENT, if you use dad’s trailer, you can enter an expense for trailer use or exchange in labor but, not listed in inventory.
3. Cash/Checking: How much money did you have or do you think you might have had when you started in FFA?
4. Make sure the names of your inventory items make sense to another reader:

If you own animals, include their name/ear tag number/breed/age, whatever is most appropriate for the species.

1. If you own equipment, don’t just write clippers, include brand, model, size, date of purchase, etc. Again, whatever is appropriate.

1. If you own inventory at the end of the year, you need to complete the Year End Adjusted Value.

Go Back to the FINANCES TAB

1. Go to the Tractor where you need to enter the USAGE of Non-current inventory and Capital Items:

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| --- | --- |
| Capital Item Manager | Non-Current items (new items & usage of Capital Items) |

In the left column, select Usage and enter the % that each item is used in each project. It must total 100%.

1. Select Review and edit finances: Check the names of Vendors to be sure the entry is actually a vendor, such as a business or person where you made a purchase – DAD or GRANDPA are not vendors, please use their names. Make sure the vendor name is spelled correctly.

Each entry should be like this:

DATE or purchase/ Date Entered/ Description:Project name (category of item purchased, Supplies) vendor From the memo box, a note of exactly what you bought. If you need to make changes, select edit. Always make sure you “SAVE” after making changes.

1. Year End Adjusted Value

The value of inventory items at Year End or in this case, October first. If the item has been sold, the number is 0.

1. Non-Current Items (New Items and Usage of Capital Items)

In this section, you will need to update the capital items information which transfers to inventory in the application. Please give a complete description of the items. If there are animals, then, date of birth and breed should be indicated, also. Each animal should be listed separately.

1. LOAN MANAGER

This is where you enter loans associated with your SAE projects. If you show more expenses in your project, than income, the difference will show up as a personal loan.

1. NON-SAE ENTRIES

You can enter some personal expenses here.

This is money that you show as spent has to be indicated somewhere as income.. either as gifts, non-SAE income etc. or SAE income. Remember, you can’t spend money that you didn’t earn. If you enter an expense, it has to be covered by an income.

1. EXPERIENCE MANAGERS

If you have animal, entrepreneurship projects, you should be using the Experience managers.

If that is not showing up in the Finance tab, then, go back to Experience Manager and the gears go to the bottom of the screen and select

Category: Animal Systems

Sub category – Your animal type

Category/Unit – What type of animals; Breeding, showing, etc.

Management Module: Market/Replacements or Breeding Herd

**REPORTS TAB**

If you have CHECKED off every topic, above you are ready for the BIG STEP!

To download a Proficiency application to go the Reports tab and select Degree/Application Manager.

At the top of the page you will see: [**FFA Award Information**](http://www.theaet.com/AET/Profile/Personal.aspx?RetURL=%2FAET%2FReports%2FApps.aspx) - complete the FFA information that automatically inserts into FFA award reports: open that link FIRST, and complete any empty boxes that apply to you. Enter the years AND hours of Ag Ed courses taken in your school. If you indicate more than four years, check with your teacher to see if your program is a 5 or 6 year program, there are very few in PA.

In the box that says “AgriScience Fair, pull down to Pennsylvania State Degree (Keystone)

and click Add New Then, Select Application.

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The first window includes basic instructions – READ THE INSTRUCTIONS!

1. In #12, if you have records in AET, DO NOT unlock the application, then, you can make changes in AET and the changes will transfer to the application.
2. If you do NOT have records in AET, then, UNLOCK the application.
3. As you read through the application some of the information in the pink boxes at the top are for students who have unlocked the application and are completing it by hand. Read them, anyway because it may include information for everyone.
4. In the left margin Select COVER
5. Read every page from the top down for special instructions. Where you see Green ? icons, select that for more information in an area.
6. On the cover page, select “Review Profile in AET” to make sure the profile, addresses, etc. are complete.
7. Then, Select Review Award Info in AET, complete all of the boxes that apply to you. That info will transfer to AET.
8. Load from FFA.org will bring in your Chapter number and member number if it is not already in the application.
9. BASIC SET UP PAGE
10. This page will populate for you from AET.
11. ADDITIONAL REQUIREMENTS – These boxes must be YES to qualify for the Keystone Degree.
12. INCOME AND EXPENSE PAGE
13. Income and expenses should appear on this page according to the type of projects that you have had.
14. If you have had entrepreneurship projects, expenses such as feed or other supplies should appear here.
15. Continue checking the rest of the pages, if there is an error or Not Met, then, refer to the Green? And go back to AET to see where your issues are.

Make sure you complete all of the requirements, signatures, etc.

You have one opportunity to hand in your application. If you have an ERROR or NOT MET that comes up, go back through this checklist and follow every direction, carefully.

Your teacher can contact Mrs. Fay for additional help if you have an issue. Good Luck!!!

Directions/Hints for completing the National Proficiency Application

1. This is a list of directions to access a proficiency application through AET and some hints for successful completion
2. HINT, it is a good idea to type the text in Word, then, copy it into the application
3. Log in to your AET account.
4. Select the Reports tab.
5. In this window: Annual Reports & FFA Apps

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| --- | --- |
| Degree/Application Manager | FFA Awards Degree/Application Manager |

1. You will see a window that may say “AgriScience Fair”
2. Pull down the menu to Proficiency Application
3. **Select ADD New**
4. **Then Select Application ( on the left in Blue letters)**
5. **Follow the Directions that say READ THIS FIRST and follow them step by step starting with #1!**
6. ***#12 Says This application is locked to your AET records. Editing of financial records is through AET.******Click Here******to unlock this application.***
	1. ***If you do not have any records in AET, or you want to be able to EDIT the application, directly , select Click Here. When you UNLOCK the application, any changes that you make in AET will NOT transfer to the application. It is HIGHLY recommended that you NOT unlock the application and make changes in AET.***
7. **AFTER you have read the Directions: Choose Cover in the left margin**
8. **At the top of the page you will see Load From ffa.org – choose this, it will load your FFA info that is in ffa.org. Complete any information that is left blank or make changes if there is information that is not correct.**
9. **Complete the information on the basic setup page as accurately as possible.**
10. **The Videos should be very helpful and answer any specific questions that you have.**
11. **HINT: Include as much information as possible in each box, keep it brief and TO THE POINT!**
12. **Goals should be S.M.A.R.T.!!! MEASUREABLE is KEY!!!**
13. **Picture captions should describe the picture – do not include, In this picture I….. WHY are you including the picture? Pictures are VERY important in the application, use them to show YOU doing tasks that are highlighted in the application. Only use ONE picture of you with your animal and a trophy, the others should be pictures of you that help to explain/verify the skills that you say you have achieved.**
14. **READ the ? that you will encounter along the way.**
15. **HINT: Fill the text boxes!!! The people reading the application will not know you, your teacher or even much about Pennsylvania (possibly). They may not even know very much about agriculture.. maybe they are reading the application to check for grammar.**
16. **Don’t use abbreviations, spell out common abbreviations. If you are not from a hog farm you may not know what PQA is and why you have it.**
17. **Complete the application with time that you can show it to an English teacher to check for spelling and grammar. Having your mom/best friend is a great idea, but, have an English teacher go over it, too.**
18. **READ the scoring rubric!!!!!**
19. **Good Luck!!!!**