New Jersey FFA Association

Guide to Online FFA Applications in 2018

Updated February 15, 2018

Background

After the National FFA Organization launched a new website in February 2015, users received features such as a single sign-on for all FFA services, a fresh look and feel, an enhanced search, a personal dashboard, a personalized experience, the ability to be used on any device, easy to use navigation and my journey. With this launch, FFA members now have the ability to complete applications entirely online.

Students can log in by going to www.ffa.org and using the "My FFA Registration and Login" tab in the top right corner of the page. First-time users will need the invitation code generated to their FFA ID, which should have been sent to them via e-mail. The invitation code can also be accessed by the FFA Advisor through the "Instructor" tab on their Dashboard.

Applications

Students are to complete the following applications online through www.ffa.org or AET. Only online versions of these applications will be accepted. All other applications (excel files) are obsolete and will not be accepted.

- American Degree
- New Jersey State FFA Degree
- Proficiency Application
- Research Proficiency Application
- SAE Grant Application
- Star Application– this if for Star American Awards NOT Star State Awards
- Agriscience Fair

The Agricultural Experience Tracker (AET)

*If your chapter utilizes AET and students have AET records, the application is automatically locked to the AET records. To unlock the application, click the "Click Here" hyperlink to unlock the application. Doing this will maintain current AET records but will not automatically make updates as changes to AET records are made. If the student does not want to unlock their application, the student will need to make sure his/her records are accurately and completely filled out in the AET record keeping system.

*If your chapter does not utilize AET, students will need to unlock the application prior to starting by clicking the "Click Here" hyperlink. This will be explained again later in this document.

Internet Access

Students will need internet access to work on the applications. However, there are some worksheets for some applications available that can be printed out and assist in them gathering the necessary information prior to starting the application online.

- American Degree - https://www.ffa.org/sitecollectiondocuments/American_Worksheet.pdf
- New Jersey State FFA Degree (new) – n/a
- Proficiency Application– https://www.ffa.org/MyResourceDocuments/proficiencies_faqs.pdf (FAQ)
- Research Proficiency Application – n/a
- SAE Grant Application – n/a
- Star Application – this if for Star American Awards NOT Star State Awards – n/a

Application Submission Process

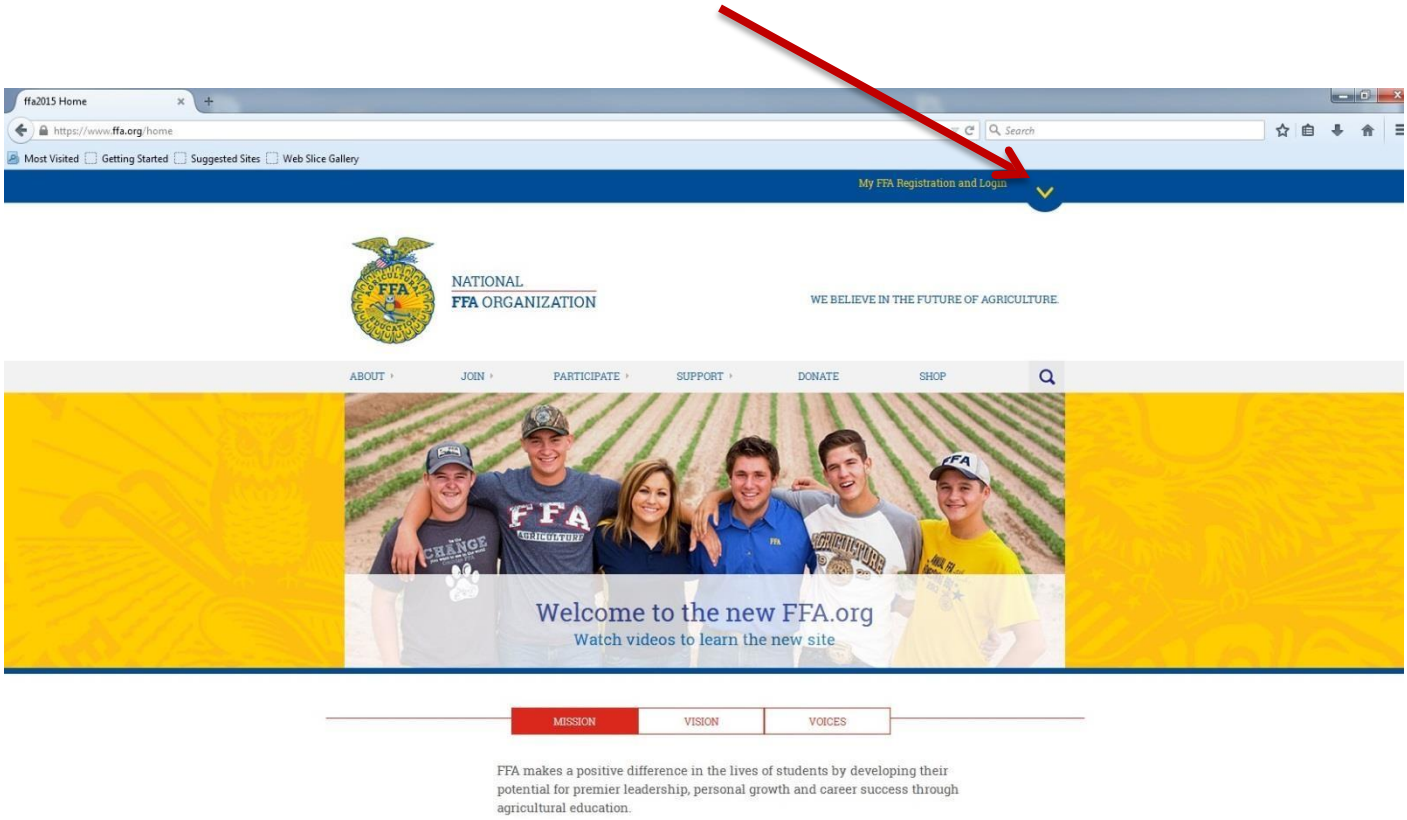
Please follow page 13 of this document for instructions on the submission process for each application. Due dates are FIRM! Please plan accordingly to best adhere to the deadlines set forth in the submission process.

Important Notes

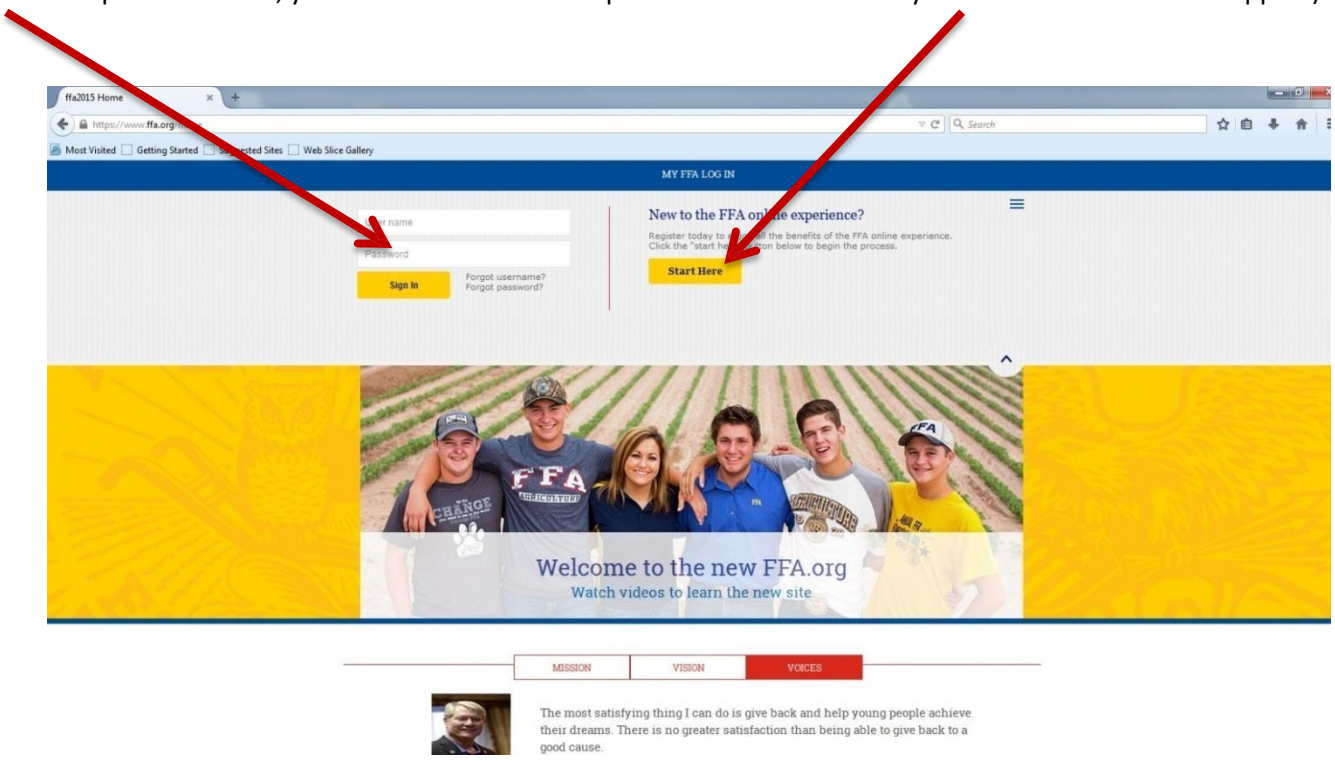
1. Read all instructions and watch all instructional videos before you begin.
2. Check your application for spelling, grammar, mathematical, or technical errors.
3. For award and degree purposes all unpaid or directed laboratory/SAE hours must occur outside of the regular scheduled agriculture class.
4. For award and degree purposes, no unpaid or directed lab/SAE hours dedicated to owning and managing an entrepreneurship/ownership type project are eligible for consideration at the national level.
5. State and Federal Child Labor Laws should be considered when entering total hours dedicated to an SAE. It is also important to consider the hours a student must dedicate to school, sleep, personal care, etc.
6. The Ending Date is 12/31 of the year prior to submitting your application. For example, applications submitted for consideration in 2018 should have an ending date of 12/31/2017.
7. Inventory refers to current and non-current items **on hand that are personally owned by the student as of December 31** of the ending date of the application. NOT items they utilized throughout the time of their SAE.
8. While it is common for SAE programs to include other family members, applications should only include the student's share of inventory, income, net worth, etc.
9. State FFA Degree, American FFA Degree and Proficiency Award applications are due March 15, 2018. Accompanying materials are due postmarked by March 15.
10. Please keep in mind that some of the screenshots might look different since National FFA has changed its website several times and state staff no longer has access to seeing what students see when they log in.

Step-by-Step Instructions (Access through ww.ffa.org)

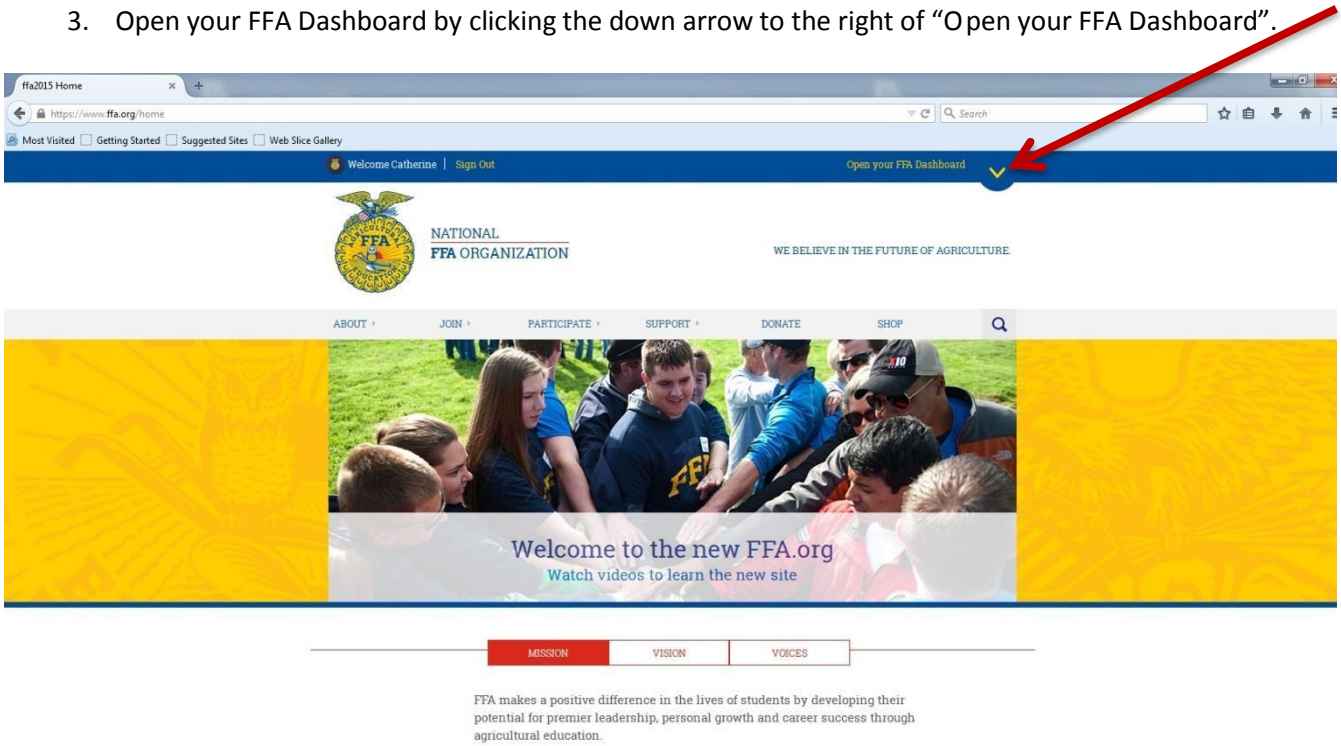
1. Go to www.ffa.org and click the down arrow next to “My FFA Registration and Login”.



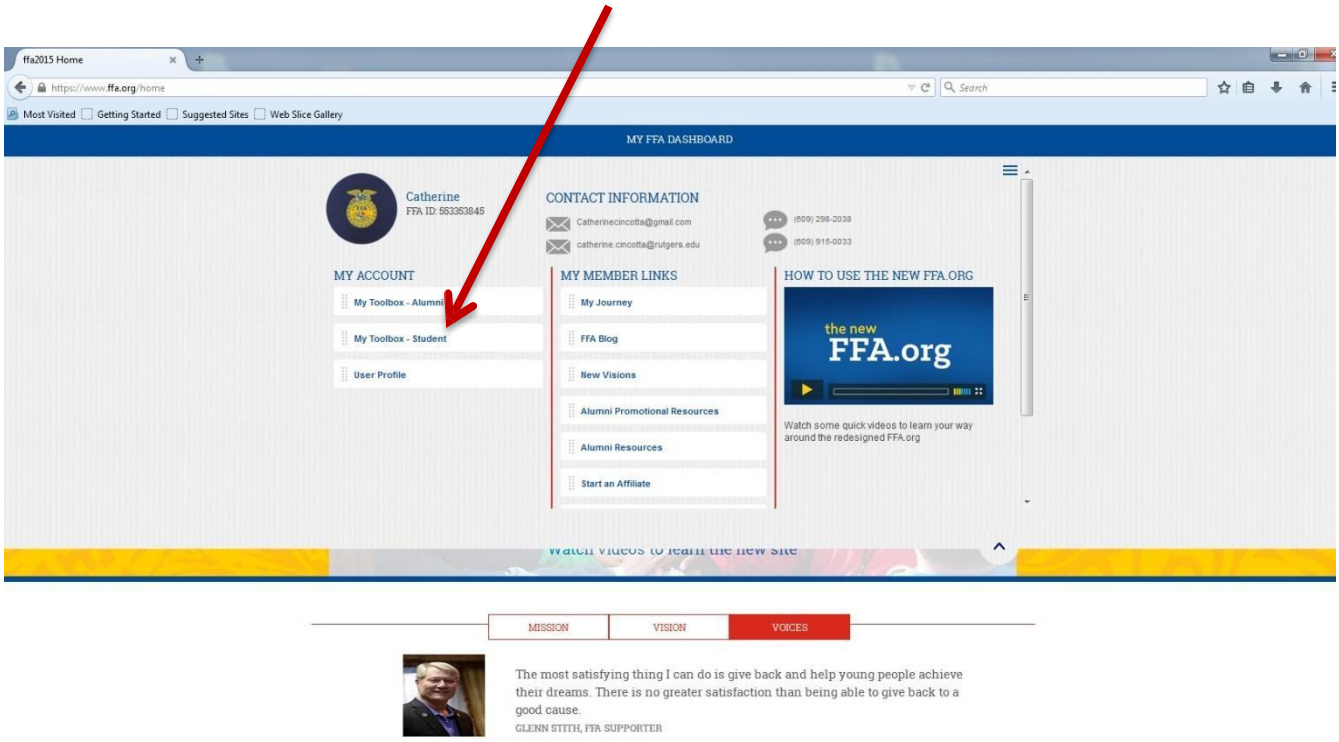
2. Log in using your username and password. (If you do not have a profile, you will need to create a profile by clicking “Start Here”. DO NOT create a community profile. In order to access applications and other FFA member specific content, you must create a student profile. Please work with your advisor to make this happen.)



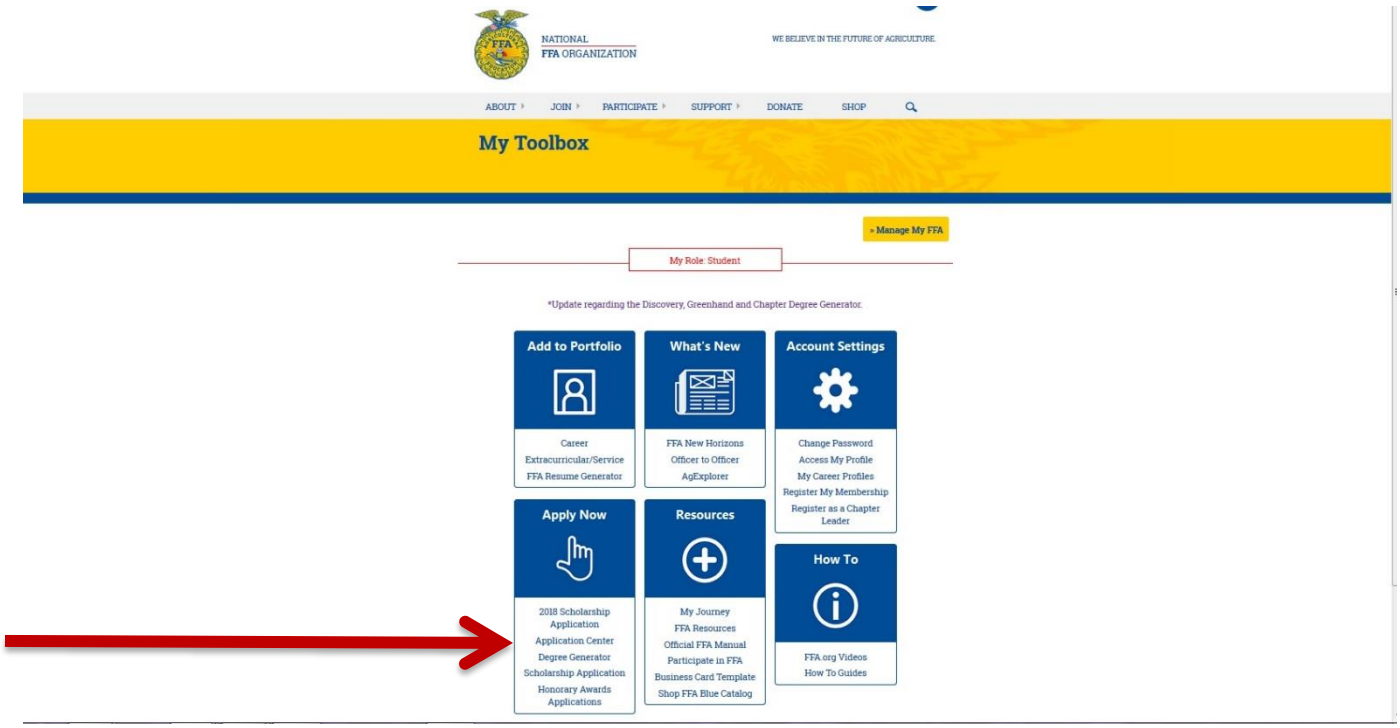
3. Open your FFA Dashboard by clicking the down arrow to the right of “Open your FFA Dashboard”.



4. Click “My Toolbox – Student”.

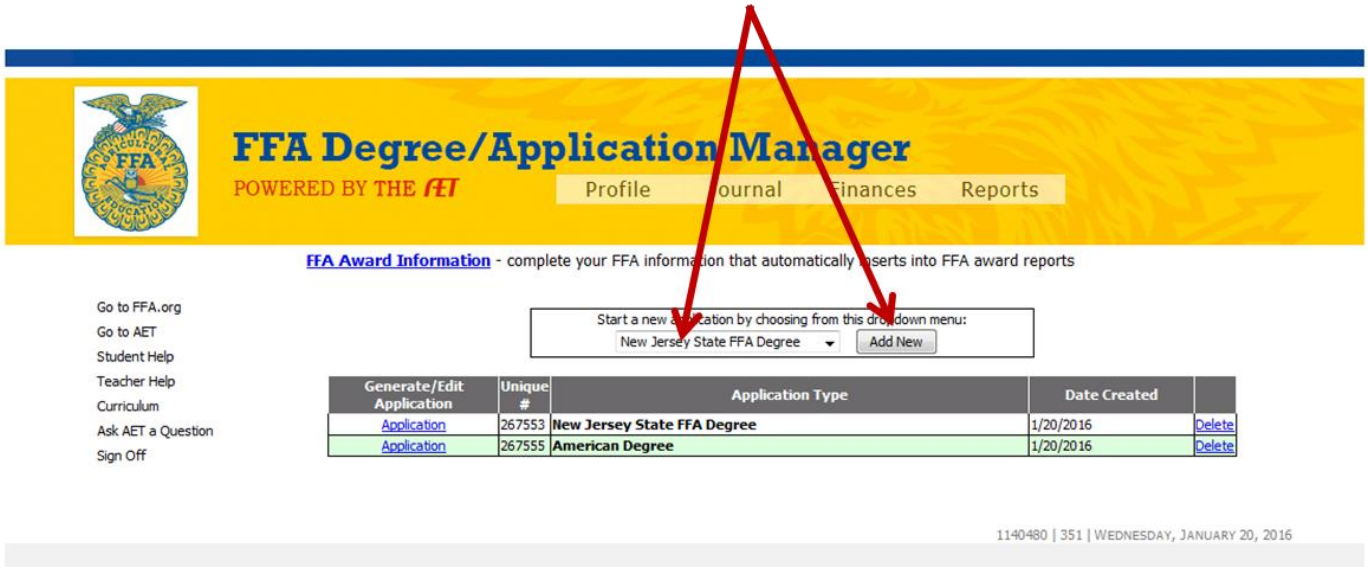


5. In the “Apply Now” box, click “Application Center”

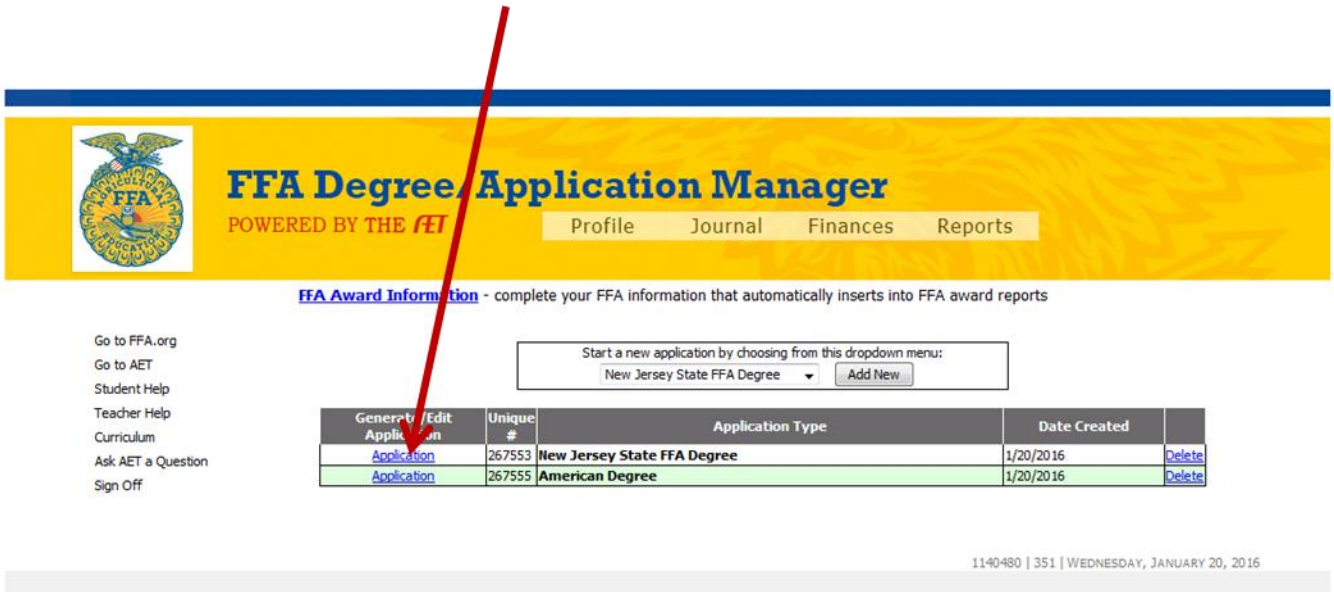


6. Click “All Applications” in the **(SPECIAL NOTE: The New Jersey State FFA Degree WILL NOT appear in the Application Center box on that same page. You MUST click “Application Center” to get to the New Jersey FFA Degree.)**

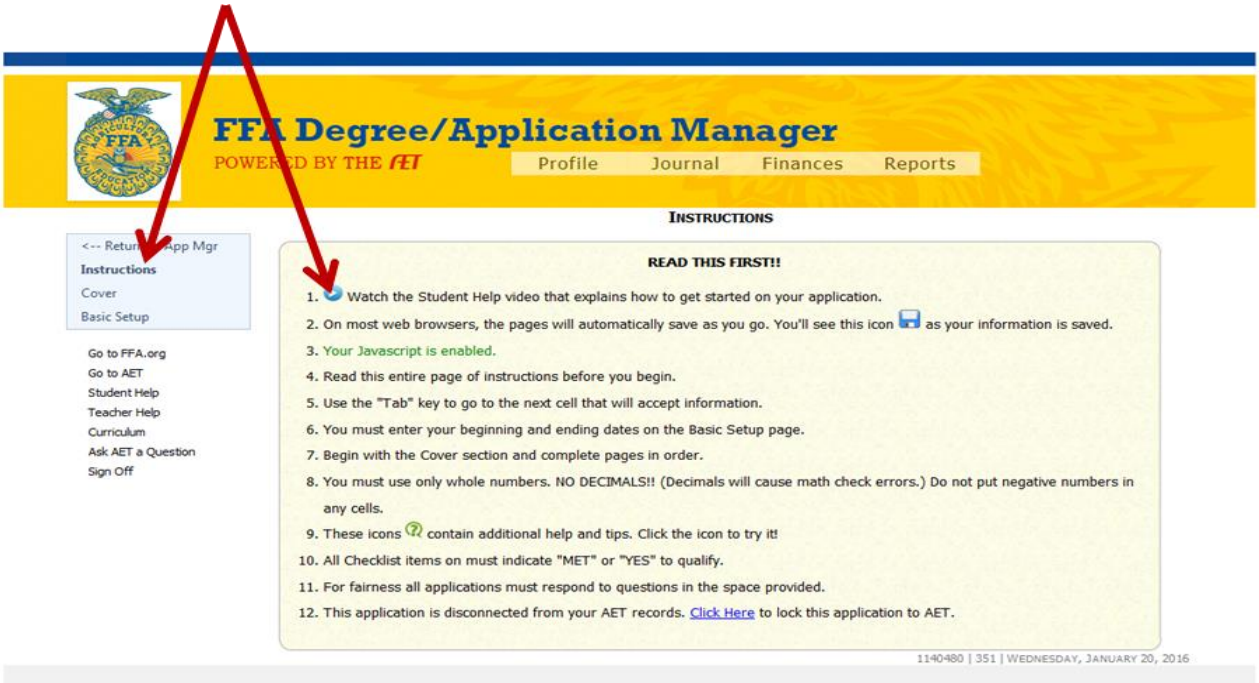
7. This will bring you to the FFA Degree/Application Manager powered by AET. To begin, select an application from the drop down box and then click Add New. A new application line and a unique # will populate in the table below.



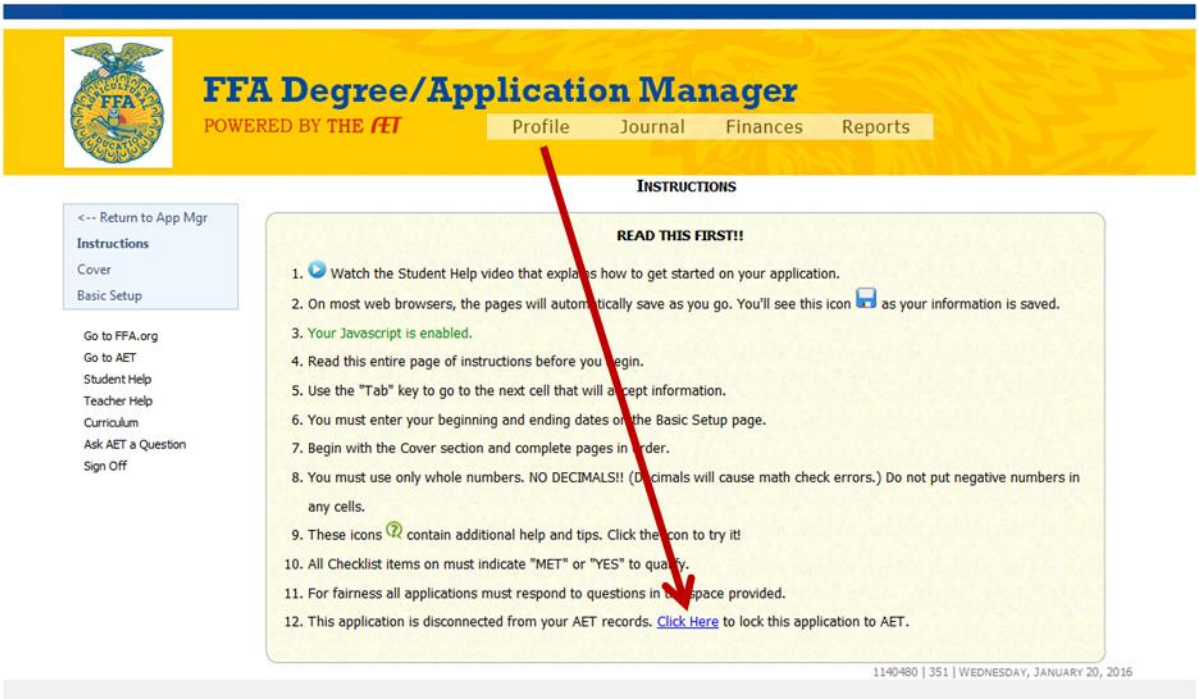
8. Click "Application" in the "Generate/Edit Application" column next to the application you want to generate/edit.



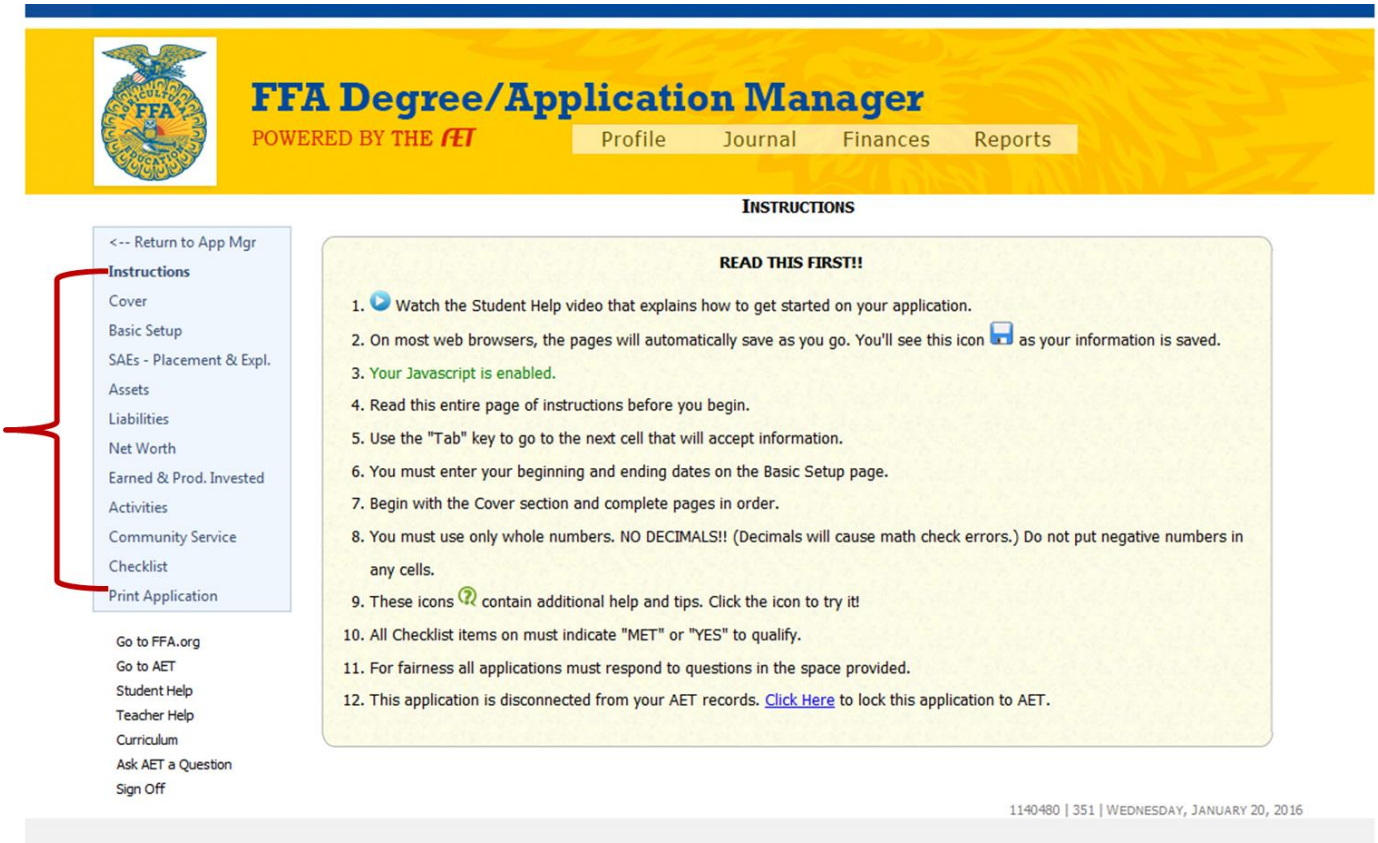
9. Read the Instruction page and watch the Student Help Video BEFORE working on the application.



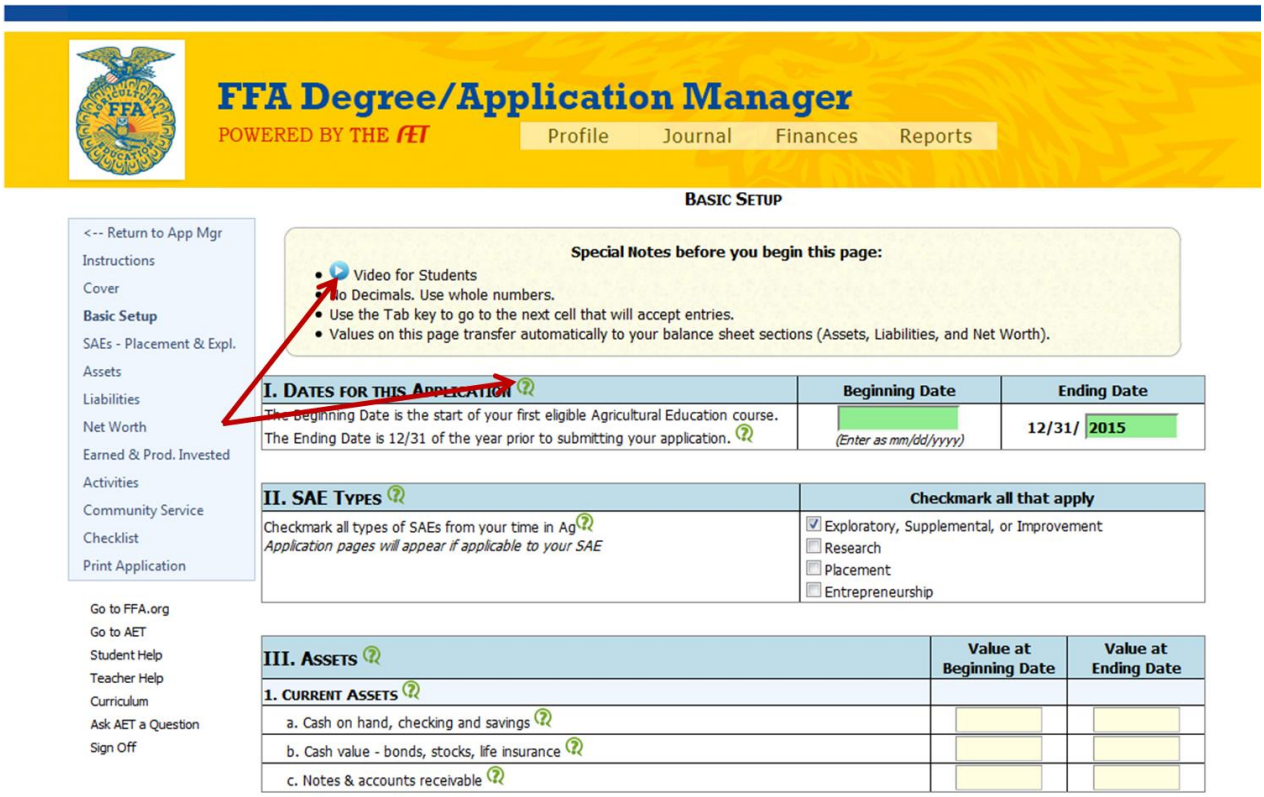
10. Special Note: Click the "Click Here" hyperlink to unlock the application. (Click "yes" to unlock.) Doing this will maintain current AET records but will not automatically make updates as changes to AET records are made. If the student does not want to unlock their application, the student will need to make sure his/her records are accurately and completely filled out in the AET record keeping system. If a chapter does not utilize AET, the student MUST unlock the application.



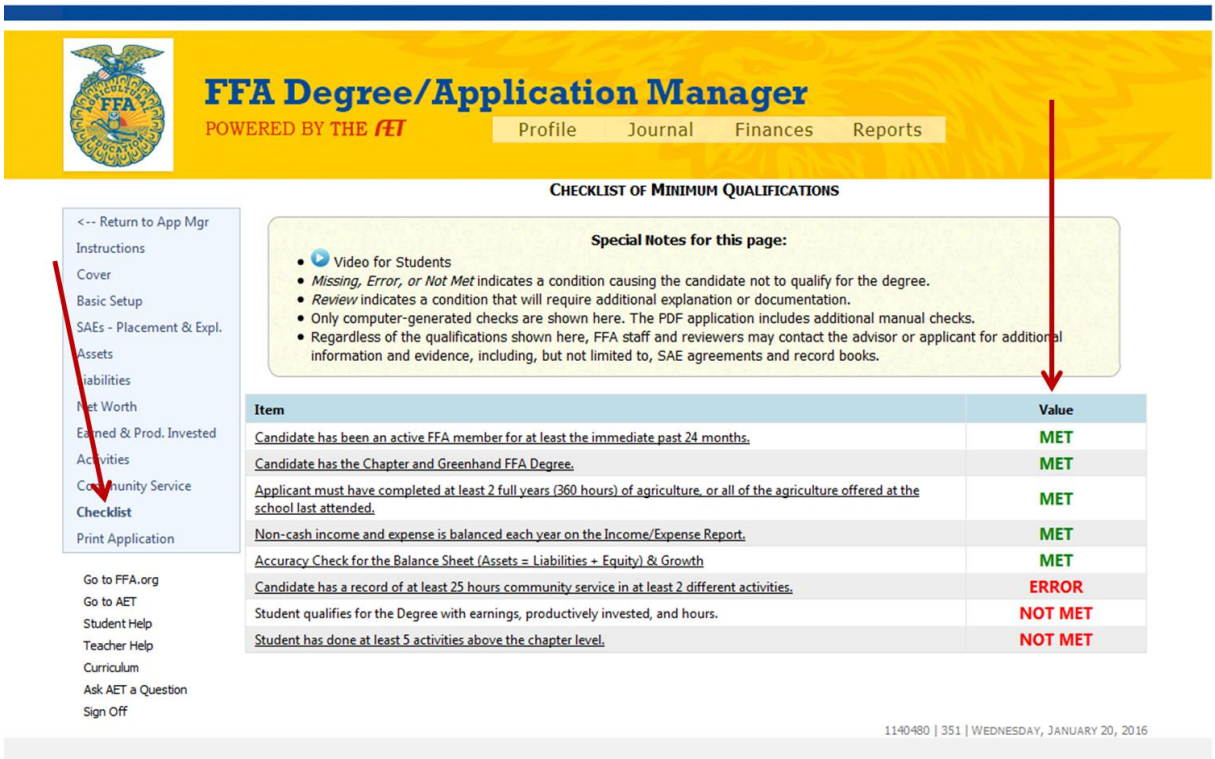
11. Navigate through the application using the hyperlinks on the left.



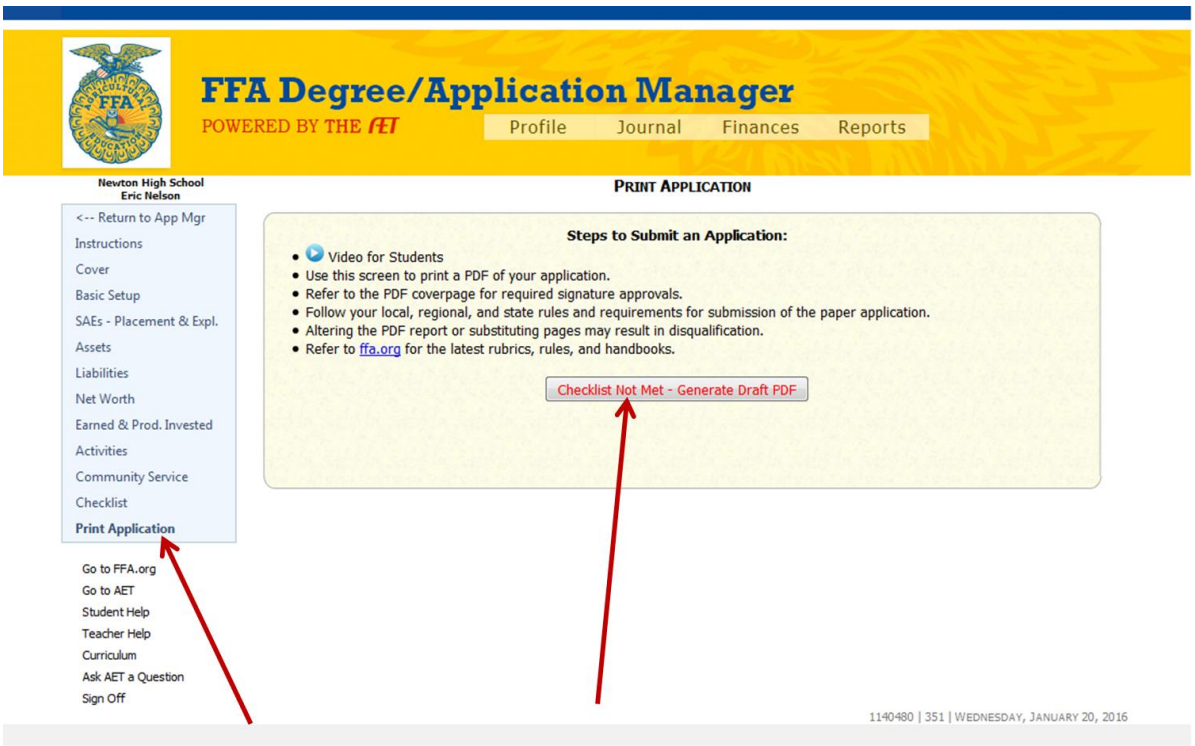
12. There are green question marks throughout the entire application that provide guidance to the student. There are also videos for most pages the student should view before completing the page.



13. All values/qualifications must be “MET” in order for the application to be reviewed. Applications with “ERROR” or “NOT MET” statements will not be considered and will be automatically disqualified. Students WILL NOT be allowed to submit applications that arrive with “ERROR” or “NOT MET” statements.



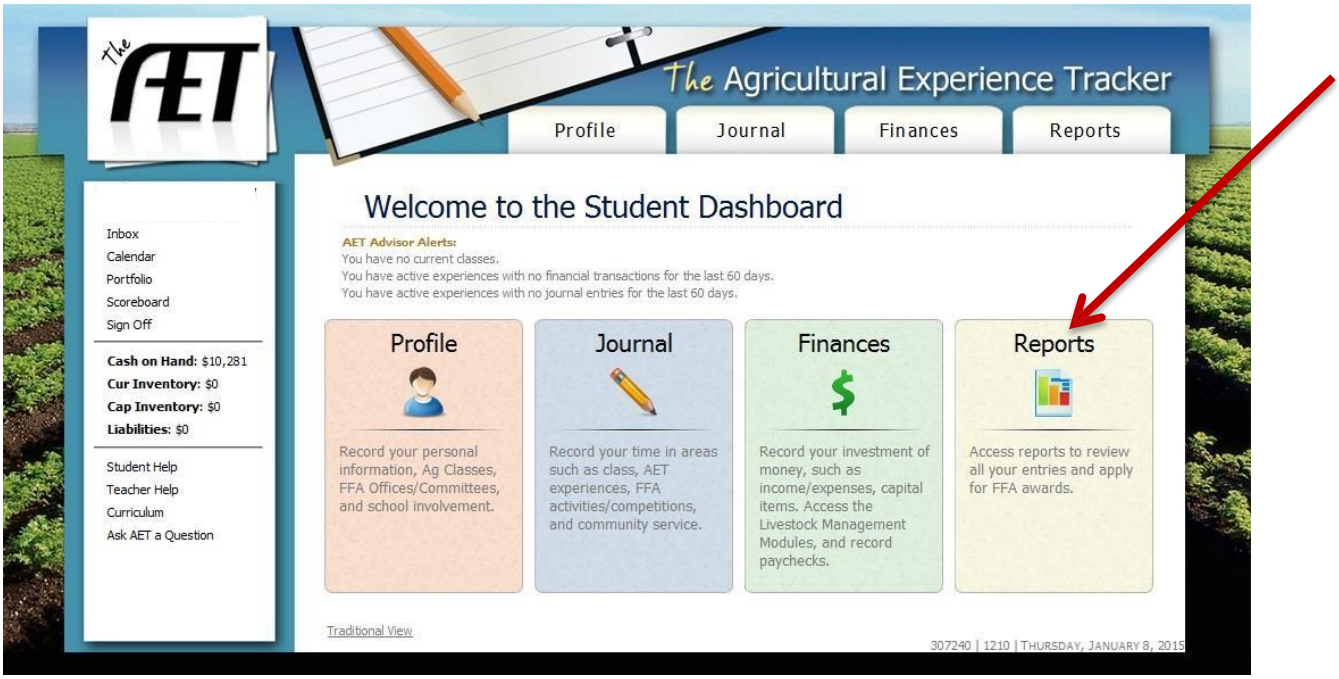
14. Once the application is COMPLETE, click “Print Application” then click “Generate PDF.” (SPECIAL NOTE: If an application does not meet all of the requirements, the generate PDF button will say “Checklist Not Met – Generate Draft PDF.” Draft applications WILL NOT be accepted.) Follow the submission process on page 12 of this resource for each application.



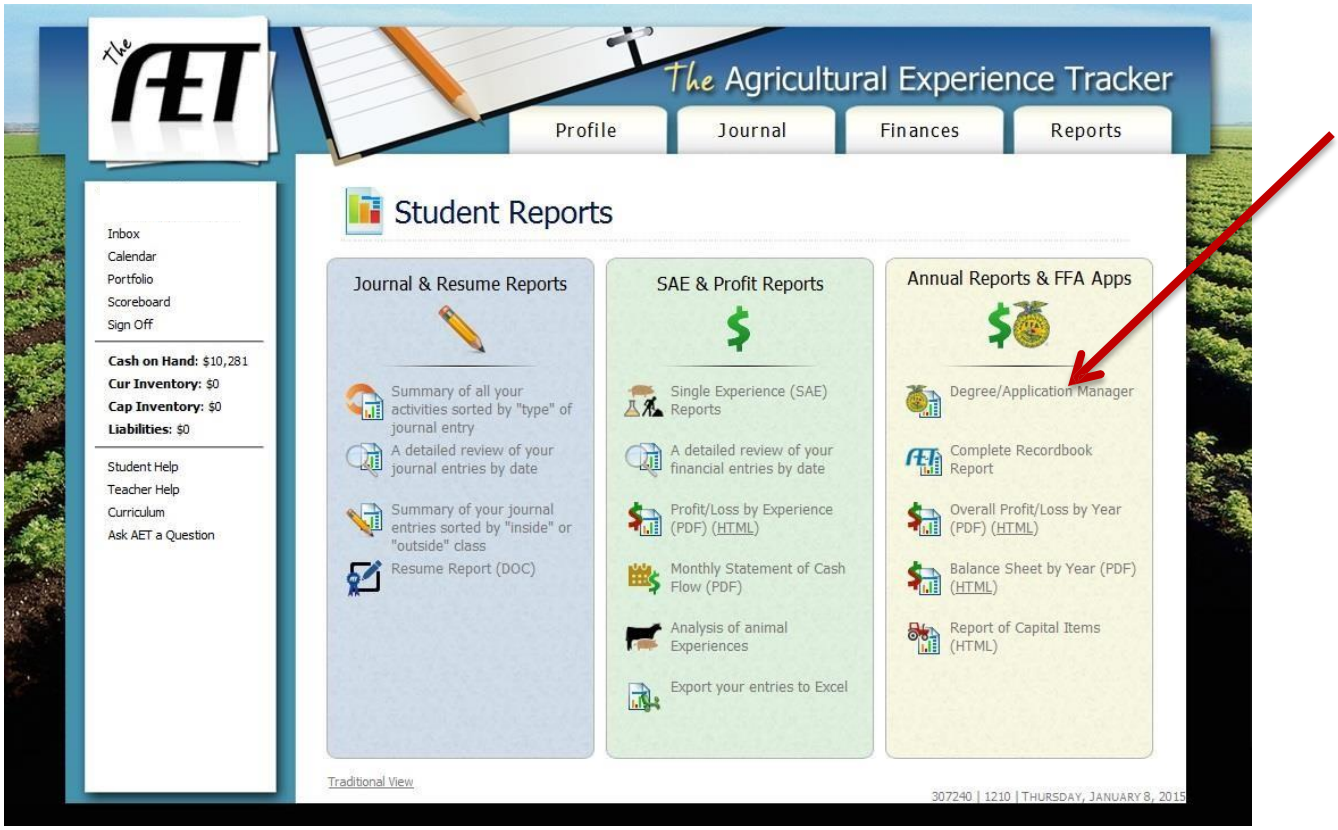
Step-by-Step Instructions (Access through AET)

1. Log into AET at www.theaet.com with username and password. (If you do not already use AET, it is best to start the application by logging into www.ffa.org.)

2. The Welcome to Student Dashboard will open once you are logged in. Click "Reports."



3. Click “Degree/Application Manager” in the Annual Reports & FFA Apps box.



4. Follow steps 7-14 in the instructions listed in the Step-by-Step Instructions (Access through www.ffa.org) section of this document (pages 6-9)

Application Submission Process

Proficiency Award Application

- Complete the application online using the instructions on pages 4-10 of this document.
- Once the application is COMPLETE, click "Print Application" then "Generate PDF".
- Mail the application, its supporting documents, signature page and completed "Manual Review Sheet & List of Attachments" page to NJ Dept. of Ag, Office of Food, Agriculture & Natural Resources Education, c/o Erin Noble, 369 South Warren Street, P.O. Box 330, Trenton, NJ 08625.
- Applications MUST be postmarked by March 15, 2018 (DO NOT SCAN/EMAIL OR FAX application) and sent in their entirety.
- ONLY hard copies of this application will be accepted! This is to follow the submission policy of National FFA.

American FFA Degree Application

- Complete the application online using the instructions on pages 4-10 of this document.
- Once the application is COMPLETE, click "Print Application" then "Generate PDF".
- Email PDF document to ag.ed.registration@ag.nj.gov by 11:59 PM on March 15, 2018. DO NOT send or copy applications to the personal email of any Office of FANRE Staff.
- Please only send one application per email! Most applications are at least 1MB and we want to ensure the email system can handle the influx of large email files.
- Mail the signature page and completed "Degree Review Sheet" page to NJ Dept. of Ag, Office of Food, Agriculture & Natural Resources Education, c/o Erin Noble, 369 South Warren Street, P.O. Box 330, Trenton, NJ 08625. The signature page and completed "Degree Review Sheet" page MUST be postmarked by March 15, 2018 (DO NOT SCAN/EMAIL OR FAX the signature page).
- **SPECIAL NOTE:** Applicants completing the Star Application MUST also submit a hard copy of their American FFA Degree Application. Both applications should be submitted together in an official FFA Award folder. This is to follow the submission policy of National FFA.

Star Applications (American Degree applicants ONLY)

- Complete the application online using the instructions on pages 4-10 of this document.
- Once the application is COMPLETE, click "Print Application" then "Generate PDF".
- Mail the application, its supporting documents and the American Degree Application to NJ Dept. of Ag, Office of Ag Education, c/o Erin Noble, 369 South Warren Street, P.O. Box 330, Trenton, NJ 08625.
- Applications MUST be postmarked by March 15, 2018 (DO NOT SCAN/EMAIL OR FAX application) and be sent in their entirety.
- ONLY hard copies of this application will be accepted! This is to follow the submission policy of National FFA.
- **SPECIAL NOTE:** Applicants completing the Star Application MUST also submit a hard copy of their American FFA Degree Application. Both applications should be submitted together in an official FFA Award folder. This is to follow the submission policy of National FFA.

New Jersey State FFA Degree Application

- Complete the application online using the instructions on pages 4-10 of this document.
- Once the application is COMPLETE, click "Print Application" then "Generate PDF".
- Email PDF document to ag.ed.registration@ag.nj.gov by 11:59 PM on March 15, 2018. DO NOT send or copy applications to the personal email of any Office of Ag Ed Staff.
- Please only send one application per email! Most applications are at least 1MB and we want to ensure the email system can handle the influx of large email files.
- Mail the signature page AND completed "State Degree Manual Review Sheet & Advisor Approval" page to NJ Dept. of Ag, Office of Food, Agriculture & Natural Resources Education, c/o Erin Noble, 369 South Warren Street, P.O. Box 330, Trenton, NJ 08625. The signature page and completed "State Degree Manual Review Sheet & Advisor Approval" page MUST be postmarked by March 15, 2018 (DO NOT SCAN/EMAIL OR FAX the signature page)
- Only the original signature page and completed "State Degree Manual Review Sheet & Advisor Approval" page will be accepted!
- **SPECIAL NOTE:** Applicants wanting to be considered for Star State Awards must appear on a certification form from their chapter. This certification form must accompany the signature page(s) mailed in by the chapter. The certification form can be found on the Ag Ed Bulletin Board (same location as this resource).