California State FFA Degree Application Using The AET Record System

Purpose: *The purpose of this guide is to outline the important steps needed to access and complete the new California State FFA Degree using AET.*

Step 1: Student records in AET – Important areas include:

- Profile – Confirming ag education courses, student address, contact information and involvement as an officer/committee
- Resume (Profile) – Entering FFA chapter and greenhand degree years and involvement in other organizations
- Journal – SAE hours, FFA activities, community service, state degree specific activities (6-minute speech, 40 min. discussion & parliamentary law)
- Finances – SAE related financial entries, such as income/expenses, non-current items, paychecks and beginning values.
- Experience Manager – Review the # of SAE records and complete "Annual Review", which is the SAE descriptions listed in the application.

*See Student Help & SAE Best Management Practices for additional help

Step 2: Access the New California Online State FFA Degree in AET

Once AET records are complete, students will choose (1) Reports and (2) Degree Application Manager and add the new application:
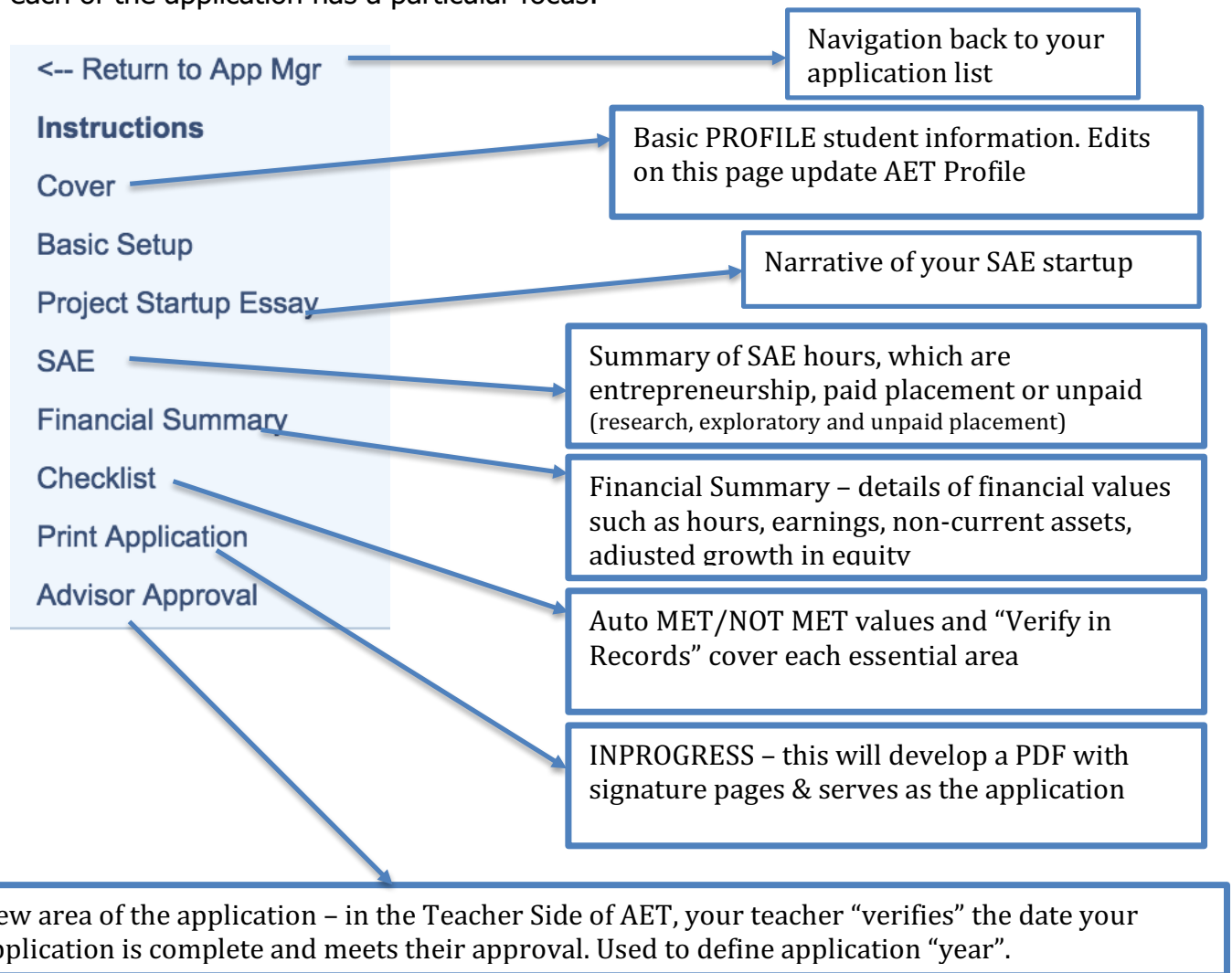
Start a new application by choosing from this dropdown menu: [Add New]

- ✓ Agriscience Fair
- Agriscience Fair (Old/Obsolete)
- American Degree
- California Online State FFA Degree
- Proficiency Application
- Research Proficiency Application
- SAE Grant Application
- Star Application

Generate/Edit Application	Unique #		Date Created	
Application	328974	Califo...	9/1/2016	Delete
Application	238513	**Profic...** Goat F...	12/8/2015	Delete
Application	238332	**Ameri...**	12/8/2015	Delete
Application	234867	**Agriscience Fair (Old/Obsolete)**	11/30/2015	Delete

<-- Return to App Mgr
Instructions
Cover
Basic Setup
Project Startup Essay
SAE
Financial Summary
Checklist
Print Application
Advisor Approval

- *Add the "California Online State FFA Degree" to the application list*
- *Choose the "Application" and review all sections*
- *ALL RECORDS are from AET, so edits are completed in AET and automatically transferred back into this application*
- *A suggestion is to have ONE application per student, which limits confusion*
- *This is the same online location that ALL FFA awards/applications are available*
- *Each area of the online application is defined in the list*

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Step 3: Important Areas of the Application: -
each of the application has a particular focus:

<-- Return to App Mgr

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Navigation back to your application list

Basic PROFILE student information. Edits on this page update AET Profile

Narrative of your SAE startup

Summary of SAE hours, which are entrepreneurship, paid placement or unpaid (research, exploratory and unpaid placement)

Financial Summary – details of financial values such as hours, earnings, non-current assets, adjusted growth in equity

Auto MET/NOT MET values and "Verify in Records" cover each essential area

INPROGRESS – this will develop a PDF with signature pages & serves as the application

New area of the application – in the Teacher Side of AET, your teacher "verifies" the date your application is complete and meets their approval. Used to define application "year".

Reminder! – Changes in your record book are updated in your award application