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:

- 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:

- 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