



# National Proficiency Application Worksheet 2015

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The format of this worksheet is to allow you an opportunity to develop narrative responses to the online application and utilize edit and grammar check features to develop a draft application. This worksheet focuses on primary information that will be needed to complete a Proficiency Application, but once you access the online application additional information or responses will be required. You can access your online application through [www.ffa.org](http://www.ffa.org) and your AgCN login.

The Basic Setup section of the application will customize the award section based on SAE type, but this worksheet covers all types of Star awards or SAEs. **The online application limits text (Characters count) used to respond to each question. To review your use, just highlight your answer (if completing with MS Word) and choose word count (Tools menu) and measure your response (Character count with spaces).**

**Student Name:**

## I. APPLICATION DATES

**Beginning Date:**

My first day of agricultural education and SAE involvement was *(1) your first day of agricultural education, (2) development of your SAE plan, and (3) FFA involvement.*

**Ending Application Date:**

The ending date of my application is *(December 31 of the year prior to your award)*

## II. PROFICIENCY TYPE

**Choose one for your Star Type  
& Application Level**

Define your proficiency award type of application (refer to [www.FFA.org](http://www.FFA.org) for an updated list of application opportunities.



# National Proficiency Application

## Basic Award Setup Information

II. (Cont.) Primary Pathway	Choose <u>one</u> Primary Pathway
<p><i>Pathway represents the "area" your SAE projects represent. A section of your application will require you to select pathway-related skills and detail how the skill relates to your project(s).</i></p>	<p> <input type="checkbox"/> Agribusiness Systems  <input type="checkbox"/> Animal Systems  <input type="checkbox"/> Plant Systems  <input type="checkbox"/> Biotechnology Systems  <input type="checkbox"/> Environmental Service Systems  <input type="checkbox"/> Natural Resource Systems  <input type="checkbox"/> Food Products and Processing Systems  <input type="checkbox"/> Power Structural and Technical Systems  <input type="checkbox"/> Cluster Systems (Grouping of several areas)         </p>

III. Assets, Related SAE in this Proficiency Area	Value at Beginning Date
<b>Current / Operating Assets:</b>	
1. Investment in harvesting and growing crops	\$
2. Investment in feed, seed, fertilizer, chemical, supplies, prepaid expenses, and other current/operating assets	\$
3. Investment in merchandise, crops, and animals purchased for resale	\$
4. Investment in raised market livestock & poultry	\$
<b>Non-Current / Capital Inventory:</b>	
a. Investment in non-depreciable draft, pleasure, and breeding animals	
b. Investment in depreciable draft, pleasure, and breeding animals	
c. Investment in depreciable machinery, equipment, and fixtures	
d. Investment in depreciable land improvements, buildings, and fences	
e. Investment in land	



# **National Proficiency Application**

## **Performance Review A**

The following text boxes expand to accommodate additional space. Be sure to review and limit your responses to the 1,750-character count per question.

**1. Briefly explain your SAE and how it related to this award area. (1,750 character limit)**

**2. Briefly explain how your roles and responsibilities related to this award area changed. (1,750 character limit)**

**3. Briefly explain what is the single greatest challenge you faced in this award area and how did you overcome that challenge? (1,750 character limit)**



# **National Proficiency Application**

## **Performance Review B**

**Briefly explain your three greatest accomplishments or findings in this award area.**

Be sure to review and limit your responses to the 750-character count per question.

**1. Accomplishment/Finding #1 (750 character limit)**

**2. Accomplishment/Finding #2 (750 character limit)**

**3. Accomplishment/Finding #3 (750 character limit)**



# **National Proficiency Application**

Performance Review C

**What are three ways your experiences or opportunities in this award area will impact your future.**  
Be sure to review and limit your responses to the 750-character count per question.

**1. Impact #1 (750 character limit)**

**2. Impact #2 (750 character limit)**

**3. Impact #3 (750 character limit)**



# National Proficiency Application

Supervised Agricultural Experience - Placement and Exploratory

Only proficiency applications reporting Placement SAEs should utilize this section.

## Year 1 (Beginning application yr.):

Pathway <i>(Refer to page 2 for listing)</i>	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses

## Year 2:

Pathway <i>(Refer to page 2 for listing)</i>	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses

## Year 3:

Pathway <i>(Refer to page 2 for listing)</i>	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses



# National Proficiency Application

Supervised Agricultural Experience - Placement and Exploratory

**Year 4:** \_\_

Pathway <i>(Refer to page 2 for listing)</i>	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses

**Year 5:** \_\_

Pathway <i>(Refer to page 2 for listing)</i>	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses

**Year 6:** \_\_

Pathway <i>(Refer to page 2 for listing)</i>	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses



# National Proficiency Application

Supervised Agricultural Experience - Entrepreneurship

Only proficiency applications reporting Entrepreneurship SAEs should utilize this section.

**Year 1. (Beginning application yr.) :** \_\_\_\_\_

Pathway <i>(Refer to page 2 for listing)</i>	Name & Description	Size/Scope of Enterprises

**Year 2:** \_\_\_\_\_

Pathway <i>(Refer to page 2 for listing)</i>	Name & Description	Size/Scope of Enterprises

**Year 3:** \_\_\_\_\_

Pathway <i>(Refer to page 2 for listing)</i>	Name & Description	Size/Scope of Enterprises





# National Proficiency Application

Supervised Agricultural Experience - Entrepreneurship

## Year 4:

Pathway <i>(Refer to page 2 for listing)</i>	Name & Description	Size/Scope of Enterprises

## Year 5:

Pathway <i>(Refer to page 2 for listing)</i>	Name & Description	Size/Scope of Enterprises

## Year 6:

Pathway <i>(Refer to page 2 for listing)</i>	Name & Description	Size/Scope of Enterprises



# National Proficiency Application

## Income and Expense Summary of Entrepreneurship SAE Program

The following table is to enter your **Entrepreneurship SAE(s) annual values**, beginning with your first year of the application and ending your final year of the application. Shaded columns are either headings or calculations that will be completed once you enter the values into the online application.

Entry your annual values into cells with “\$” symbol.

	Yr.-	Yr.-	Yr.-
1. Revenues from Operations			
a. Closing Current Inventory	\$	\$	\$
b. Beginning Current Inventory	\$	\$	\$
c. Change in Current Inventory			
d. Cash Sales	\$	\$	\$
e. Value Used at Home (Non-cash)	\$	\$	\$
f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged or gifts (Non- cash)	\$	\$	\$
h. Gross Revenues (Change in Current Inventory and Total Sales)			
2. Expenses from Operations			
a. Inventory Purchased for Resale (Cash)	\$	\$	\$
b. Inventory Purchased for Resale (Non-Cash Transfers)	\$	\$	\$
c. Cash Expenses (all other types)	\$	\$	\$
d. Non-Cash Expenses (Transferred, Bartered, or SAE Labor Exchange)	\$	\$	\$
e. Contributed Non-Cash Expenses (Gift or non- SAE Labor Exchange)	\$	\$	\$
f. Total Operating Expenses			
3. Net Income from Operations			
4. Non-Current Inventory			
a. Closing Inventory	\$	\$	\$
b. Transfer in from Operations (Non-Cash Transfers of non-current assets)	\$	\$	\$
c. Contributed Inventory (Outside contribution of non- current assets - gift)	\$	\$	\$
d. Purchases	\$	\$	\$
e. Beginning Inventory	\$	\$	\$
f. Sales	\$	\$	\$
g. Non-Cash Sales	\$	\$	\$
h. Net Non-Current Transactions	\$0	\$0	\$0



# National Proficiency Application

## Income and Expense Summary of Entrepreneurship SAE Program

	Yr.-	Yr.-	Yr.-
1. Revenues from Operations			
a. Closing Current Inventory	\$	\$	\$
b. Beginning Current Inventory	\$	\$	\$
c. Change in Current Inventory			
d. Cash Sales	\$	\$	\$
e. Value Used at Home (Non-cash)	\$	\$	\$
f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged or gifts (Non- cash)	\$	\$	\$
h. Gross Revenues (Change in Current Inventory and Total Sales)			
2. Expenses from Operations			
a. Inventory Purchased for Resale (Cash)	\$	\$	\$
b. Inventory Purchased for Resale (Non-Cash Transfers)	\$	\$	\$
c. Cash Expenses (all other types)	\$	\$	\$
d. Non-Cash Expenses (Transferred, Bartered, or SAE Labor Exchange)	\$	\$	\$
e. Contributed Non-Cash Expenses (Gift or non- SAE Labor Exchange)	\$	\$	\$
f. Total Operating Expenses			
3. Net Income from Operations			
4. Non-Current Inventory			
a. Closing Inventory	\$	\$	\$
b. Transfer in from Operations (Non-Cash Transfers of non- current assets)	\$	\$	\$
c. Contributed Inventory (Outside contribution of non- current assets - gift)	\$	\$	\$
d. Purchases	\$	\$	\$
e. Beginning Inventory	\$	\$	\$
f. Sales	\$	\$	\$
g. Non-Cash Sales	\$	\$	\$
h. Net Non-Current Transactions	\$0	\$0	\$0



# National Proficiency Application

## Candidate Inventory Statement - Current Inventory

The following is a listing of ending inventory values that are directly related to your **Entrepreneurship SAE** program.

### **A. Harvested and Growing Crops/Plants on Ending Application Yr.**

Description	Quantity	Value

### **B. Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, and other Current Assets on Ending Application Yr.**

Description	Quantity	Value

### **C. Merchandise, Crops, and Animals Purchased for Resale on Ending Application Yr.**

Description	Quantity	Value

### **D. Raised Market Animals on Ending Application Yr.**

Description	Quantity	Value



# National Proficiency Application

## Candidate Inventory Statement - Non-Current Inventory

The following is a listing of ending inventory values that are directly related to your **Entrepreneurship SAE** program.

### E. Non-Depreciable Draft, Pleasure, or Breeding Animals on Ending Application Yr

Description	Quantity	Value

### F. Depreciable Draft, Pleasure, or Breeding Animals on Ending Application Yr

Description	Acquisition Cost	Depreciation Claimed	Value

### G. Depreciable Machinery, Equipment, and Fixtures on Ending Application Yr

Description	Acquisition Cost	Depreciation Claimed	Value



# National Proficiency Application

Candidate Inventory Statement - Non-Current Inventory

The following is a listing of ending inventory values that are directly related to your Entrepreneurship SAE program

## H. Depreciable Land Improvements, Buildings, and Fences on Ending Application Yr

Description	Acquisition Cost	Depreciation Claimed	Value

## I. Land on 12/31/2013

Description	Quantity	Acquisition Cost



# National Proficiency Application

## Efficiencies Attained / Learning Outcomes

Develop efficiency or learning factors (Depending on your type of SAE focus- see below details), related levels from beginning to end, and provide a description that communicates your actions.

An entrepreneurship application should be completed as an efficiency factor while a placement application should complete learning outcomes. Your online application will allow for the appropriate input table.

	<b>Efficiency Factor</b> (Farmer or Agribusiness) <i>Or</i> <b>Learning Outcome</b> (Placement or Research) <i>* 100 Character Limit to Each *</i>	<b>Level at end of 1st year</b>	<b>Level at end of last year</b>	<b>Description – the outcomes or changes that occurred</b> <i>* 300 Character Limit to Each *</i>
Ex.	<i>(Learning Outcome) Computer record keeping</i>	<i>0% confident</i>	<i>100% confident</i>	<i>Through consistent guided work, I learned monthly reconciling of sales receipts and using a farm management accounting system</i>
Ex.	<i>(Efficiency) Feed Efficiency for pounds of gain per pound of feed fed in my show animal</i>	<i>.90 lbs</i>	<i>1.8 lbs</i>	<i>By becoming consistent in my feeding time of day and purchasing a higher quality feed, I was able to improve.</i>
1				
2				
3				
4				
5				
6				
7				

### Learning Outcome (Placement and Research):

A learning outcome is a way to measure what the student has learned from these SAE enterprises that will positively influence their future education and career decisions.

These outcomes could potentially include experiences from their placement SAEs that related to an decision to attend a college, seek additional education, or begin a business.

### Efficiency Factors (Farmer or Agribusiness):

An efficiency factor is a way to measure specific performance and application of management practices impacting the SAE enterprises. Both placement and entrepreneurship enterprises utilize efficiency factors.

For information on how to calculate the efficiency factors best suited to your SAE program, refer to the Proficiency handbook.



# National Proficiency Application

## Resume

The following is the suggested outline for your resume. Use the text boxes below and related character counts to develop a draft of your resume (text boxes will expand as you type). MS Word formatting such as bolding, italic and underline will be removed and not copied into the online resume that is in the application.

**1. Career Objectives (400 character limit)** - *A short statement that relates to your (1) educational goals and or career plans and (2) some relevance to short-term or long-term goals.*

**2. Agricultural Science Courses (750 character limit)** - *Your year and courses, which may include agricultural and other relevant courses (most recent to oldest)*

**3. Supervised Agricultural Experiences (750 character limit)** - *A summary of your SAE or related work experience (most recent to oldest)*

**4. FFA Involvement and Leadership (750 character limit)** - *Summary of FFA Involvement (most recent to oldest)*







# National Proficiency Application

## Photo Section

Good quality, well-planned photos set your application apart from the competition. They help connect the entire application together, but must include good pictures with informative captions. Photos need to relate to your supervised agricultural experiences (SAEs).

### Notes:

- (1) Photos are used as “supporting evidence.” They must help tell the story of your SAE(s).
- (2) Photos need to show activity, size, and your involvement.
- (3) Sometimes your SAE(s) has important phases that are best captured in photos.
- (4) Choose pictures with an appropriate background and show your work in your SAE(s).

### Instructions for the application:

1. Locate or develop an electronic photo and save in a location you can later use to upload into the online Application (Six photos)
2. Using the space below, name the image and develop a caption to copy into the online application (250 character limit in the application).

Image file name	Caption (250 character limit)
1.	
2.	
3.	
4.	
5.	
6.	

