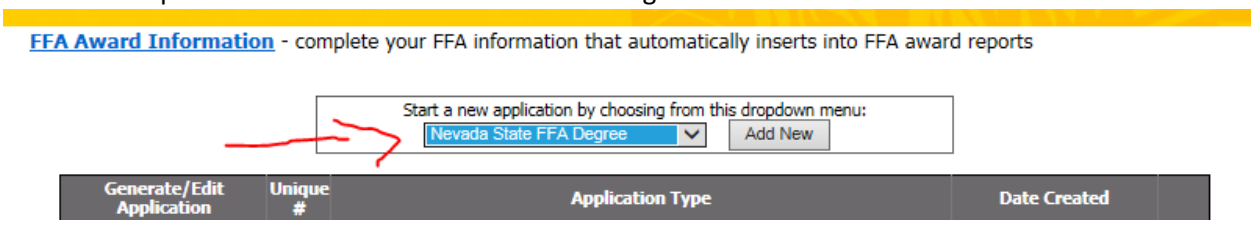
Updated 1/13/16

Nevada FFA Degree Application
Steps for students to Complete Application

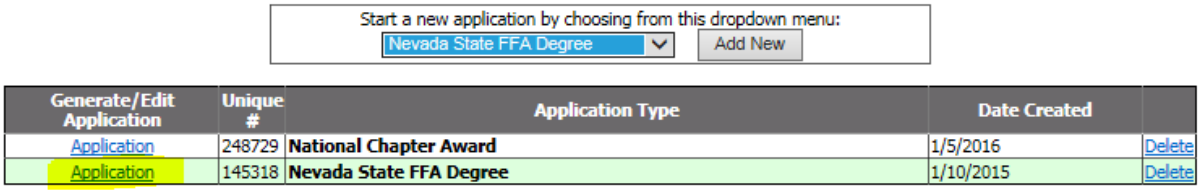
1) Log into your www.theaet.com account.
2) Click on the "Reports" tab at the top right of the page

3) Click on "Degree/Application Manager"

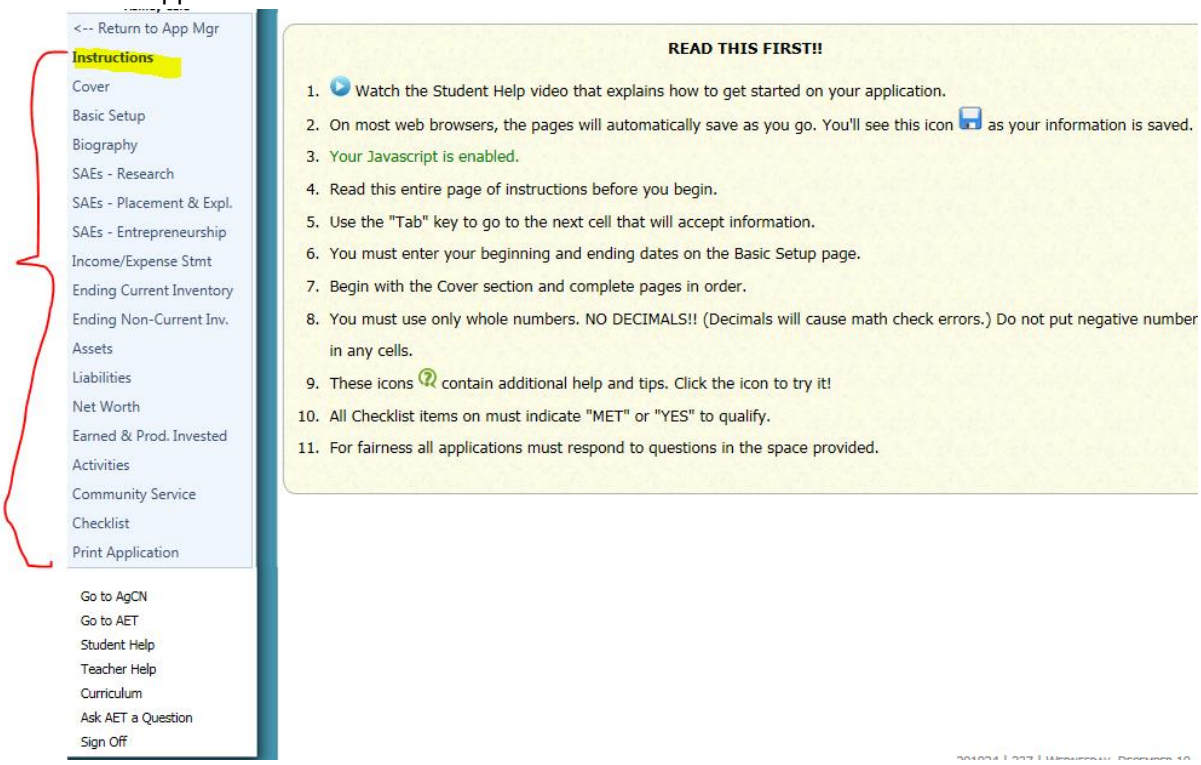
4) From the drop down box select “Nevada State FFA Degree” and click “add new”



5) Click on the “application” link now visible below for the NEW degree app.

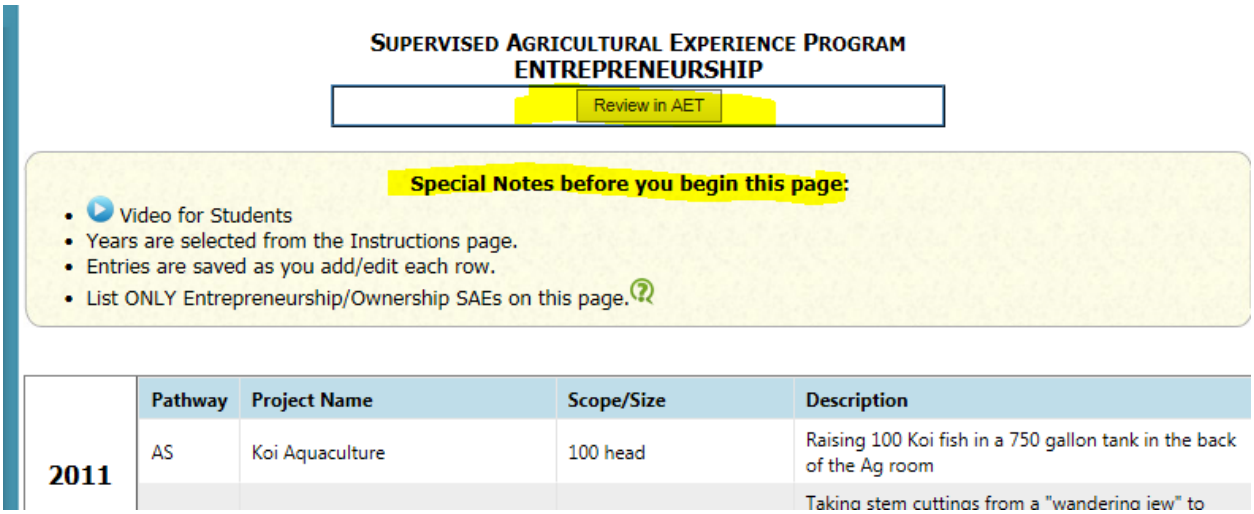


6) Read the Instruction page for important information!
7) Using the left page navigation links, proceed to review the data transferred from your AET records into the application.



8) Each page has buttons at the top of the page that will link you to the appropriate place in AET to update your records so information is transferred to the application.

Note: On the Biography page consider typing your text in a Word document and saving and then pasting into the application once you’ve finalized your content.



SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM
ENTREPRENEURSHIP

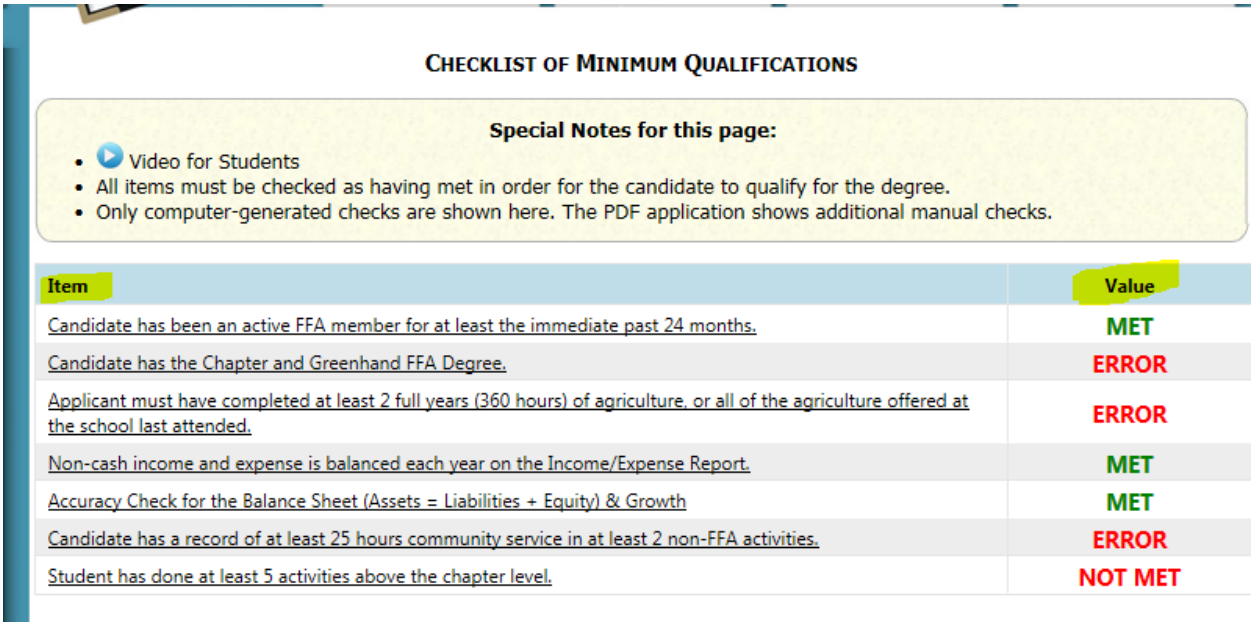
Review in AET

Special Notes before you begin this page:

- Video for Students
- Years are selected from the Instructions page.
- Entries are saved as you add/edit each row.
- List ONLY Entrepreneurship/Ownership SAEs on this page.

	Pathway	Project Name	Scope/Size	Description
2011	AS	Koi Aquaculture	100 head	Raising 100 Koi fish in a 750 gallon tank in the back of the Ag room
				Taking stem cuttings from a "wandering jew" to

9) Be sure to review the "biography" page and provide a brief biograph and upload a photo of you in official FFA dress. This information will be shared during the ceremony.
10) Once you're reviewed all the links and updated any information, proceed to the "checklist". This is a quick review to determine if you're application reflects that you've met all the minimum qualifications to receive the state FFA degree.
Things to note:
-The items are hyperlinked so if something is not met you can jump to the page where that information is tracked for updating.
-If these have NOT been met, the system will only allow you to print DRAFT applications.

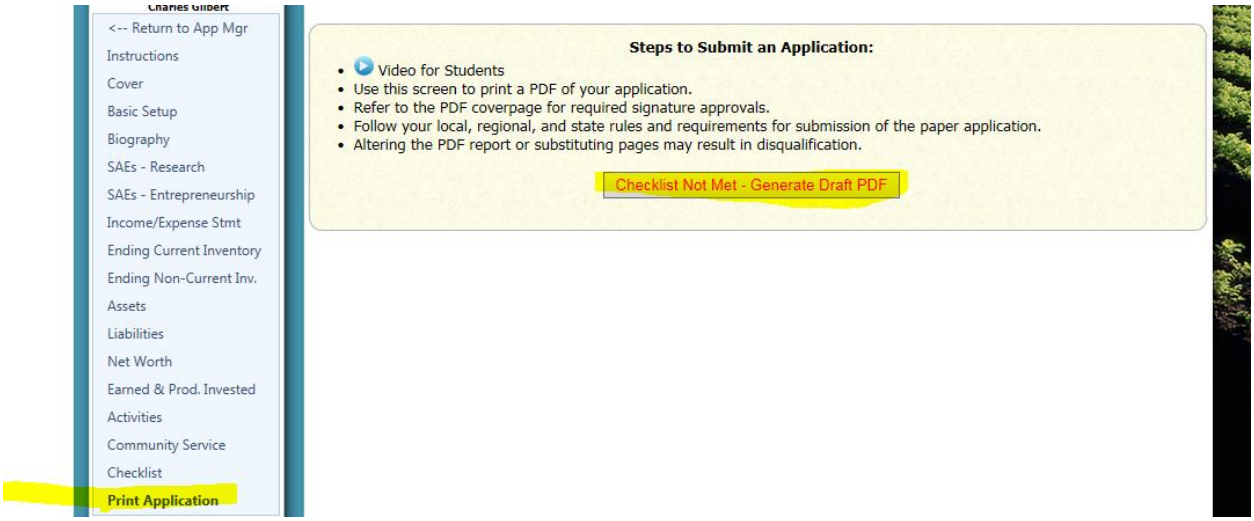


CHECKLIST OF MINIMUM QUALIFICATIONS

Special Notes for this page:

- Video for Students
- All items must be checked as having met in order for the candidate to qualify for the degree.
- Only computer-generated checks are shown here. The PDF application shows additional manual checks.

Item	Value
Candidate has been an active FFA member for at least the immediate past 24 months.	MET
Candidate has the Chapter and Greenhand FFA Degree.	ERROR
Applicant must have completed at least 2 full years (360 hours) of agriculture, or all of the agriculture offered at the school last attended.	ERROR
Non-cash income and expense is balanced each year on the Income/Expense Report.	MET
Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth	MET
Candidate has a record of at least 25 hours community service in at least 2 non-FFA activities.	ERROR
Student has done at least 5 activities above the chapter level.	NOT MET



11) Finally you are ready to print the application. Follow the instructions on the page and generate the PDF. Things to note:
    - The first page is the signature page and does not a version # as you'll see on the subsequent pages. This allows you to collect signatures and continue to update the application as needed.
    - The version # appears on the bottom left of each page as a method of tracking. You can continue to make edits/updates to your records until things are complete. **The version # submitted to state will be the one reviewed for awarding of the state FFA degree.**

12) Print your FINAL version for review and have your advisor review and complete the manual checklist on the last page, sign and date at the bottom.
13) Applications are due at Winter Leadership Training in February.