

Directions for Filling out a Proficiency Application - Entrepreneurship

Cover Tab:

- Complete all necessary information on the cover pages.

Proficiency Area Tab:

- Select the appropriate area you qualify for.

Basic Setup Tab:

- Enter a beginning date
- Enter the ending year
- Select the appropriate career cluster area for your proficiency

Performance Review A-C:

- Hover over the question marks by each items for tips and pointers.
- Just because you have extra characters remaining, doesn't mean you should fill it with fluff. If it is not telling us more about you or your program, don't put it in.
- Performance Review A #3
 - Word it like this:
 - **Challenge:** My single greatest challenge has been..... **Steps to overcoming my challenge:** (Describe what you have done here)
- The difference between an accomplishment and an impact:
 - Accomplishments are things you are proud of doing
 - Impacts are items that will affect your future.
 - Word it like this:
 - **Experience:** I have done XYZ. **Impact:** This will impact my future by...

SAEs – Placement & Expl.

- You need to fill this out for each year of SAE records
- It is best if you can split out each of the major responsibilities with the hours worked for those tasks.
- Select the pathway that most closely relates to your program.
- Employer is who you work for in placement programs; Project name is "Title of Proficiency" Entrepreneurship (ex. Equine Science Entrepreneurship)
- Scope / Size:
 - List how many animals of a particular breed you have. **Separate out animals that were purchased individually or are being raised to sell individually.**
 - Explain in the scope your cash sales
 - Description: list out genders of animals, and ages if you wish.
 - **If it applies to your animal, you may also want to record date purchased and date sold or expired/died.**

Income / Expense Stmt

- Understand some basic terminology before beginning:
 - Assets = physical things that you own (not your parents) that have value
 - Current Assets / Inventory = assets /inventory that have a useful life of a year or less.
 - Even though beef animals take more than a year to raise from birth to finish, we still consider them to be current assets/inventory.
 - Non-Current Assets / Inventory = assets / inventory that have a useful life of more than a year.
 - Cash Sales = Money earned from your SAE project.
- **Hover over the question marks on this page for help on filling items out**
- Where do you put items that are gifted???
 - If you were gifted current inventory, it would be listed on lines 1F and 2E
 - If you were gifted non-current inventory (ex. An animal), it would be listed on lines 4C and 1F.
- If you had a bartering agreement between you and your family for feed, housing, etc., it would be listed on line 1F and 2D
- A simple way of determining if things are balancing on this page is:
 - $1F = 2D + 2E + 4B + 4C$ (should 2B also be included here???) This should be $1F = 2B + 2D$ (the gifts are not included). 4B is only included if they transferred from current to non-current inventory. Current gifts would have to be transferred like animals to non-current inventory if they move them.
- Line 4D is used for purchases of Non-current inventory.
- Line 4F is used for sale of non-current inventory.
- Your beginning inventories should carry over from the previous year's ending inventory.
- **Where do I place animals on this page???**
 - If it is a market animal, that is considered current inventory. Even beef steers fall under here even though they take longer than one year to raise. These animals go in your current inventory the first year they will be in 1a. They will move to 1b your second year automatically
 - Breeding stock, milking cows / goats, horses, egg layers would all be considered non-current inventory. If they are born on your farm they will go on line 1a the first year. The second year you can increase their value by what you put into them for feed, breeding, vet bills, etc. and you will subtract them from your 1a value and record that value in 1f and 4b. If you have additional expenses, you transferred such as feed that will be recorded in 1f and 2d.
 - Animals that are purchased go on line go on line 4d if they are non-current/breeding or draft animals that you bought and plan to keep longer than a year.
 - Animals that are born from an animal you own Oops- said that above.
 - For the first year of life, list them as current inventory
 - In the second year of life, list the value of the animal under line 1F and 4B. When transferring in, it would be the value of the animal at that time plus additional feed cost or other inputs when raising the animal.

Ending Current Inventory

- Please note these are the values of the current inventories that you have on hand as of December 31st.
- Raised Market Animals would include the animals born on your operation in their first year of life.

Ending Non-Current Inventory

- Please note these are the values of the current inventories that you have on hand as of December 31st.
- For animal transfers from previous year's current inventory:
 - If the animal being transferred in has not reached maturity, they are listed under "E"
 - If the animal being transferred in has reach maturity, they are listed under "F"
- To calculate depreciation:
 - $(\text{Purchase value} - \text{salvage value}) / \text{Useful Years} = \text{Straight line depreciation}$

Outcomes / Efficiencies

- Try to have at least five
- If measuring in a percentage, explain how you measure this.
- Another method is "Beginner," "Novice," "Intermediate," or "Advanced"
- If Entrepreneurship, give me specific examples of measured items
 - Ex. Yields per acre
 - Ex. Number of acres harvested
 - Ex. Rate of Gain

Skills, Comp., Knowledge Tab

- The first five should directly relate to your selected pathway
- The second five can directly relate to your selected pathway or another appropriate pathway.
- You can use the same Performance Indicator twice, but with a different contribution to success.
- Give a full enough description that shows you know **HOW** it makes you successful. Don't waste your time restating the indicator....we can read that already.

Resume

- When listing things by year, start with the most recent first and oldest last.
 - Ex.
 - 2016: Dairy (placement)
 - 2016: Swine (Entrepreneurship)
 - 2014-2016: Beef (Entrepreneurship)
 - 2013-2016: Equine Science (placement)
 - 2013-2015: Swine (placement)

Photos

- Please use horizontal pictures. They print nicer and bigger.