



NATIONAL
FFA ORGANIZATION

American FFA Degree Checklist

2019 SAE Award & Degree Application Updates

Created: 12/2018

Please find details of the application updates made to the American FFA Degree, American Star Award and Proficiency Award applications for the 2019 award cycle.

ALL APPLICATIONS

- The creation of new applications in the Degree/Application Manager can only be done by a current FFA member through his or her account. FFA advisors cannot create new applications but will have full access to view and edit applications once created by a member of their chapter.
- A computerized search for plagiarism will be conducted on award applications. Manual confirmation will be conducted on flagged applications.

AMERICAN FFA DEGREE

- The application has been corrected to not allow both paid and unpaid hours to be entered on the same line for a placement supervised agricultural experience project. SAE projects that include both types of hours should enter the unpaid and the paid hours as separate entries with appropriate explanation/description for each.

AMERICAN STAR AWARD

- The standalone American Star Award application has been removed and the Star Award application combined with the American FFA Degree application. The application questions, format scoring rubric, etc., are all unchanged. The applications have simply been combined.
 - To access the American Star Award pages please select "Yes" in the appropriate box on the Cover screen of the online American FFA Degree application.
- The Agriculture Food and Natural Resource (AFNR) Performance Indicators have been updated on the Skills, Competencies, Knowledge screen/section of the application.
- The "Attachments" required to be submitted with the application (SAE Agreement, three letters of recommendation) will now be uploaded into the electronic application.
 - Electronically created files can simply be saved in .pdf format and uploaded into the application or hard copy forms can be scanned and uploaded as .pdf files into the application.
- The application is now submitted electronically as part of the American FFA Degree application. Submission of a hard copy application is no longer required.

PROFICIENCY AWARDS

- The Agriculture Food and Natural Resource (AFNR) Performance Indicators have been updated on the Skills, Competencies, Knowledge screen/section of the application.

- The Proficiency Award area list in the application has been updated with some clarifications. The Proficiency Award Area List with Descriptions is available on the [Agricultural Proficiency Awards webpage](#) of FFA.org under the “Proficiency Resources” button.
- The application has been corrected to not allow both paid and unpaid hours to be entered on the same line for a placement SAE project. SAE projects that include both types of hours should enter the unpaid and the paid hours as separate entries with appropriate explanation/description for each.
- The following explicit warnings against plagiarism and the use of unauthorized photos have been added to the application.
 - “Special Notes” box on the Photos screen
 - a. Including photos showing equipment, scenes, activities, etc., that are not of your SAE (*EXAMPLE: Photo of tractor taken from dealer webpage*) are not allowed and will result in this application being disqualified.
 - b. Using photos that include a copyright mark, photographer’s watermark or in any way shown to be the intellectual property of someone other than the applicant will result in disqualification of the application. Such photos may only be used if the explicit written permission of the photographer is provided with the application and the photo caption explicitly credits the owner of the photo.
 - Manual Review Sheet & List of Attachments in the PDF copy of the application
 - a. Applicant has not included photos showing equipment, scenes, activities, etc., that are not of their SAE (*Example: Photo of tractor taken from dealer webpage*). Use of stolen photos will result in the application being disqualified.
 - b. Application has not included photos that include a photographer’s watermark, any indication of copyright or in any way shown to be owned by someone other than the applicant. Use of unattributed and/or stolen photos will result in disqualification of the application. Watermarked, copyright protected or other professional photos may only be used if the explicit written permission of the photographer is provided with the application and the photo caption explicitly credits the owner of the photo.
 - Instructions screen
 - a. 16. An application determined to include plagiarized information from any source or to have used unauthorized photos will be disqualified.