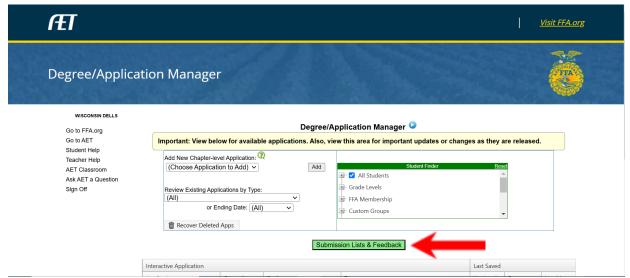
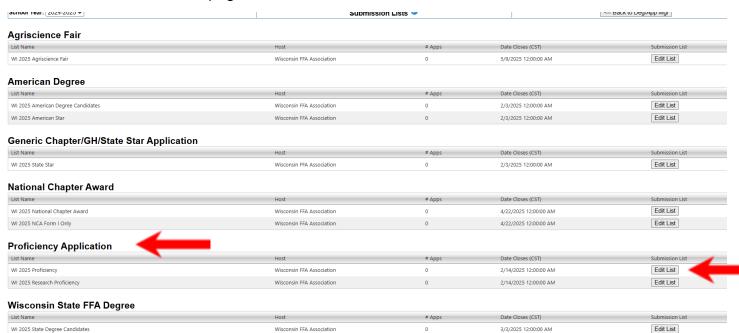
2025 WI State FFA Proficiency Applications Submission Guide

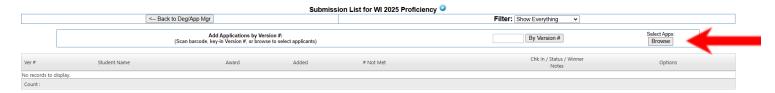
- **1.** Log into ffa.org and go to the Application Center. **NOTE:** If you have an AET subscription you can log into the AET and go to your <u>degree and application manager</u> from your <u>dashboard</u> to get to this same page.
- 2. Select the Proficiency application
- 3. Select Complete now- then you should see a page like this:



- **4.** On this application page that lists all of your students' applications click the green button at the top that says **Submission Lists & Feedback**.
- 5. You should now see a page that looks like this:



- **6.** From this list you will make sure you have the <u>correct year</u> at the top of the page, then find the Proficiency Application on the list and then click on the <u>Proficiency Application</u>- <u>Edit List</u> button. You will want to choose Proficiency or Research proficiency depending on which application the student is applying in.
- 7. You should now see a page like this:



- 8. If you have applications that have all "Mets" met and all signatures they will be listed here.

 You will need to correct all of the Not Mets and get all signatures before you can submit an application. Here is where you will select the applications to submit.
 - **9.** If you do not see applications you can click the **browse** button in the top right of the page on your computer screen. If no applications appear then they are missing signatures or have some Not Mets on the application or a version # has not been saved yet.



10. Make sure to save a new version # and then select from the applications that have all Mets met and all signatures should show up and there is a box on the right for you to click to add the application. You can click Browse to go back and add more applications. You can add one application at a time.

You can <u>remove</u> an application once you submit it if you need to. The placings, rubrics and notes will not be shared immediately to keep the top 5 individuals confidential until the State FFA Convention. More information will be provided about placings and rubrics at a later date.

Declaration forms for FFA members with multiple proficiency applications will be submitted using this <u>Google</u> form.

If you have any questions please contact gcrook@wisconsinffa.org