

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 degree and application manager from your dashboard to get to this same page.
2. Select the Proficiency application
3. Select Complete now- then you should see a page like this:

Important: View below for available applications. Also, view this area for important updates or changes as they are released.

Add New Chapter-level Application: (Choose Application to Add) [Add]

Review Existing Applications by Type: (All) [or Ending Date: (All)] [Recover Deleted Apps]

Submission Lists & Feedback

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:

School Year: 2024-2025

Submission Lists

Back to Org/App mgr

Agriscience Fair

List Name	Host	# Apps	Date Closes (CST)	Submission List
WI 2025 Agriscience Fair	Wisconsin FFA Association	0	5/9/2025 12:00:00 AM	Edit List

American Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
WI 2025 American Degree Candidates	Wisconsin FFA Association	0	2/3/2025 12:00:00 AM	Edit List
WI 2025 American Star	Wisconsin FFA Association	0	2/3/2025 12:00:00 AM	Edit List

Generic Chapter/GH/State Star Application

List Name	Host	# Apps	Date Closes (CST)	Submission List
WI 2025 State Star	Wisconsin FFA Association	0	2/3/2025 12:00:00 AM	Edit List

National Chapter Award

List Name	Host	# Apps	Date Closes (CST)	Submission List
WI 2025 National Chapter Award	Wisconsin FFA Association	0	4/22/2025 12:00:00 AM	Edit List
WI 2025 NCA Form I Only	Wisconsin FFA Association	0	4/22/2025 12:00:00 AM	Edit List

Proficiency Application

List Name	Host	# Apps	Date Closes (CST)	Submission List
WI 2025 Proficiency	Wisconsin FFA Association	0	2/14/2025 12:00:00 AM	Edit List
WI 2025 Research Proficiency	Wisconsin FFA Association	0	2/14/2025 12:00:00 AM	Edit List

Wisconsin State FFA Degree

List Name	Host	# Apps	Date Closes (CST)	Submission List
WI 2025 State Degree Candidates	Wisconsin FFA Association	0	3/3/2025 12:00:00 AM	Edit List

6. From this list you will make sure you have the correct year at the top of the page, then find the Proficiency Application on the list and then click on the Proficiency Application- Edit List 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:

Submission List for WI 2025 Proficiency

Filter: Show Everything

Add Applications by Version #:
(Scan barcode, key-in Version #, or browse to select applicants)

By Version #

Select Apps:
Browse

Ver #	Student Name	Award	Added	# Not Met	Chk In / Status / Winner	Options
No records to display.						
Count: 0						

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.

Profile Accounts Tracker Reports

Back to Submission List

Edit / Ver #	Chapter	Student Name	Not Mets	Date Created	Add to Submission List
1	WIC	FFA	0	1/8/2025	Add

4397 | Monday, January 13, 2025

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 remove 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 [Google form](#).

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