

## Ohio Placement Proficiency Check Sheet with Minimum Standards

Name _____				Chapter _____
Pre-Eval.	Regional	State	N/A	Cross Check
				1. <b>Cover Page:</b> State, Chapter and Membership Number is present.
				2. <b>Cover Page:</b> Application has been signed by the parent/guardian, candidate, chapter advisor, school superintendent or principal and employer.
				3. <b>Page 2 Line 2:</b> Applicant's Date of Birth is identified.
				4. <b>Page 2 Line 4:</b> Applicant's email is listed.
				5. <b>Page 2 FFA History:</b> Applicant has listed Year FFA Membership Began, AND has active FFA membership for the past 12 months, has paid FFA dues.
				6. <b>Page 2 Education Info:</b> Applicant has identified graduation year.
				7. <b>Page 2 Education Info:</b> Applicant has been out of high school for no more than one year.
				8. <b>Page 2 Education Info:</b> Applicant has graduated and has completed at least three full years of agriculture, or all of the agriculture offered in the school last attended, (only if student has graduated from high school), or applicant is still in high school at the time of applying. <i>Note: Applicants that are still in high school at the time of applying are eligible to participate at all grade levels. Applicants need to have a minimum of one full calendar year of records to apply for a national level proficiency award.</i>
				9. <b>Page 4 Performance Review A:</b> Applicant has answered questions 1,2,3.
				10. <b>Page 5 Performance Review B:</b> Applicant has identified 3 Accomplishments in this SAE.
				11. <b>Page 6 Performance Review C:</b> Applicant has identified 3 impacts of involvement on the future.
				12. <b>Pages 7 through 11:</b> Applicant has in operation and has maintained at least <b>one calendar year of SAE records</b> to substantiate an outstanding supervised agricultural experience program through which exhibits comprehensive planning, managerial and financial expertise.
				13. <b>Page 7:</b> Applicant has completed Scope, Income and Expense Summary. Hours should be listed for every year the student is employed with an increase in number of hours and depth of hours from the beginning to ending year. The student shows three responsibilities which are well defined and continually expanding.
				14. <b>Learning Outcomes &amp; Efficiencies:</b> Applicant has identified at least 1 factor related to the proficiency with levels attained and description.
				15. <b>Skills, Competencies &amp; Knowledge:</b> Applicant has listed Best 10 Skills, Competencies, and Knowledge (at least one in both A and B).
				16. Applicant has included no more than a three page resume.
				17. Applicant has included no more than a one page written evaluation by the most recent agriculture instructor or employer describing the progress that the applicant has made in developing the skills and competencies necessary for success within the award area in which they are applying. <b>A recommendation can be no more than 1 page.</b>
				18. Applicant has included a maximum of six photographs with captions. Captions must fit in box, max 500 characters. All photos should be of the applicants SAE, not generic photos (i.e. photo of tractor taken from website.)
				19. Applicant has included a maximum of one page (maximum size 8 1/2" X 11") Personal Page of additional information.
				20. <b>Minimum Qualifications and Manual Review Sheet:</b> Both pages are attached.

*\*Special Notes:*

1. All dates, times, and version # on all the application pages must be the same.

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Pre-Evaluation Evaluator Signatures

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Regional Evaluator Signatures

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State Evaluator Signatures