

**Directions:**

- Please evaluate the entire set of records using this document as a guide for the AET interactive records.
- The degree application version link can also be utilized to assist in Ag Ed Enrollment verification, FFA Activities and scholastic achievement.
- If the records have concerns for corrections, please provide positive, professional feedback in order for the student to make the corrections in the records.
- **ALL sticky notes REQUIRE EVALUATOR Email signature.**
- Once review is complete use R = Return or A = Approved

**Ag Ed Enrollment:**

**REVIEW COVER PAGE: Executive Summary #4, 5a, 5b** (Front Cover of application if needed)

Has completed 1.5 years (270 hours of secondary Ag Ed),  
 or Completed the program of Ag Ed offered at school last attended,  
 or Completed 2 years of a secondary ag ed and 1 year post-secondary agriculture completed at 2 or 4 year institute (listed on front cover of application)

If No..

Add  
feedback  
on sticky  
note

**Activities:**

If No..

**1. REVIEW A. RESUME**

At least one school or professional organization activity is listed

Add  
feedback  
on sticky  
note

**2. REVIEW C. and D. FFA Officer, Committee Chair and POA Committee Member**

Chapter officer, committee chairperson or a participating member of a major committee present

Add  
feedback  
on sticky  
note

**3. Review E. JOURNAL: Activities by Type - Summary, Competitive, Other, FFA, Community, In-Class****CDE:**

Student has participated in 2 "DIFFERENT" State Sanctioned CDE's above the chapter level (Different is defined as content specific, i.e., General Livestock and Public Speaking)

Link: [CDE Qualifications Chart 2022](#)

If No..

Add  
feedback  
on sticky  
note

**Other: Also see Section A – Resume**

Demonstrated 10 abilities parliamentary procedure as evidenced by verification in student records

Candidate has given a 6-minute speech as evidenced by verification in student records

If No..

Add  
feedback  
on sticky  
note

**FFA:**

Student has journaled **8 activities above chapter level approved activities**

Link: [Activities Above the chapter Level 2022](#)

If No..

Add  
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note

**Two activities from the following:**

FFA Camp, Ohio Leadership Camp, Fall Camp Programs, 212/360 Conference, Energize Ohio FFA Conference, Ohio FFA Celebration (2020 grads only), Washington Leadership Conference, Ohio FFA Association Leadership Nights, Ohio Legislative Leadership Conference, National FFA Convention, Ohio Youth Capital Challenge, Ohio FFA Convention, Ohio FFA Agri-science Fair, National Agriscience Fair, National Career Development Events and International Events sponsored by Ohio or National FFA Associations. **CANNOT DUPLICATE THE 2 IDENTIFIED CDE REQUIREMENTS FROM THE CDE SECTION**

Link: [Activities Above the chapter Level 2022](#)

If No..

Add  
feedback  
on sticky  
note

**Community Service:**

A min. of 25 hours of Community Service is listed

At least 2 different activities of service

Activities are NOT duplicated as an SAE

Link: [Community Service Guidelines](#)

If No..

Add  
feedback  
on sticky  
note

<b>SAE Quality:</b>	
<b>REVIEW F. Ag Experience</b>	
<b>1. GENERAL TAB – Each SAE has important items (See below):</b>	If No..
<b>a. Description:</b> defines scope, duration, employer name, title position, products/production handled, related to SAE type (Ent, Plct, Resrh)	<i>Add feedback on sticky note for each SAE that is incomplete in any a-e planning</i>
<b>b. Time Investment:</b> Indicates hours of Plct, hours required in SAE during school year, summer, etc	
<b>c. Financial Investment:</b> Use of cash or non-cash in expenses, explanation of acquired or use non-current assets (equipment, breeding animals, etc.)	
<b>d. Learning Objectives</b> - Either old format or new format acceptable, minimum 2 present	
<b>e. Budgets</b> - Entrep. projects Income/Expenses REQUIRED <i>*If Paper Records, Agreement, Plan of Practice and Budget complete</i>	
<b>2. If ENTREP SAEs - Review FINANCE TAB and/or JOURNAL TAB (optional for Entrep)</b>	
<i>If no Entrepreneur SAE's, go to #4</i>	
<b>1. ALL SAE(s) have the expenses that reflect and are appropriate to SAE</b>	If No..
a. inventory purchased for SAE (seed, livestock, product for resale)	<i>Add feedback on sticky note for each SAE that has inaccurate entries</i>
b. expenses to grow SAE (feed, fertilizer, etc)	
c. expenses to manage SAE (rent, supplies, medications, etc)	
d. expenses for quality (bedding, custom hire machinery)	
e. returns (products sold with detail \$/lb, \$/Bu, \$/hd., \$/item) realistic for SAE size/scope listed in plan	
<b>2. Market Adjustments are included for SAE's that include 2020 year-end inventory</b>	If No..
= consumable or growing crop/livestock on hand at year end (hay, replacements, show steers, feeder animals, grain on storage) Non- Cash purchase can claim market value ONLY. Cash purchase claims all \$ invested	<i>Add feedback on sticky note</i>
a. reflected in P/L TAB, 1. Current/Operating income = Ending Inventory	
<b>3. SAE(s) with breeding animals, equipment, machinery have non-current item USAGE with items listed in section G. Non-Current Inventory</b>	<i>Add feedback on sticky note</i>
<b>3. If PLACEMENT SAEs, Review JOURNAL &amp; FINANCES TAB</b>	
<i>If no placement SAEs, go to #5</i>	
<b>1. Paid Placement SAE's = Journal hours must be within 10% of paycheck hours</b>	If No..
a. paycheck and journal records must be included at least daily, weekly, or monthly or follow the SAE plan with skill and related reflection	<i>Add feedback on sticky note for each SAE</i>
b. <b>Unpaid</b> = journal records must be at least daily, weekly or monthly with skill and related reflection	
<b>4. If Research SAEs, Review JOURNAL &amp; FINANCES TAB</b>	
<i>If no research SAEs, go to Next Section</i>	
a. Research SAE(s), journal records must be at least daily, weekly or monthly	<i>Add feedback on sticky note</i>
b. Income and expenses reflect those related to research project	
<b>Scholastic Record:</b>	
<b>REVIEW Degree Application: Front Cover</b>	
a. The candidate has a GPA equal to or greater than 2.0 on a non-weighted 4.0 scale	If No..
b. Has a 93% or better school attendance rate or a GPA equal to or greater than 3.0	
c. If graduated, the student had a 2.0 or greater GPA, as certified by the school guidance counselor	