



# Completing the Empire Degree Application

The Empire Degree Application has a new look and feel BUT all the requirements to obtain the degree are the SAME as before. Use this guide to complete an Empire Degree Application for the 2023 Awards Season and beyond.

1. Start a new application. Any application started in AET prior to September of 2022 will need to be updated into the new format. From the student dashboard, a new application can be created by selecting REPORTS and the DEGREE/APPLICATION MANAGER.

The screenshot shows the AET Student Dashboard. At the top, there are navigation tabs for Profile, Journal, Finances, and Reports. The 'Reports' tab is selected and circled in red. Below the tabs, there are four main sections: Profile, Journal, Finances, and Reports. The 'Reports' section is circled in red and contains a link to 'Degree/Application Manager'. To the right, there is a section titled 'AET Reports' with three columns: 'Journal & Resume Reports', 'SAE & Profit Reports', and 'Annual Reports & FFA Apps'. The 'Degree/Application Manager' link is circled in red in the 'Annual Reports & FFA Apps' column.

2. Locate the dropdown menu under "Start a new application by choosing from this dropdown menu:" Select AET STATE DEGREE and click the "Add New" button.

The screenshot shows the AET Degree/Application Manager page. At the top, there are navigation tabs for Profile, Journal, Finances, Reports, and a 'Visit FFA.org' link. Below the tabs, there is a section titled 'Degree/Application Manager' with a dropdown arrow. Below this, there is a text box that says 'Use the resources on this page to review your AET records (if apply), add FFA applications appropriate to your state, and review your application details on this page. Also, be sure and review your "submission list & feedback" to monitor your progress of online awards.' Below this, there is a link for 'FFA Award Information' and a button for 'Submission Lists & Feedback'. At the bottom, there is a dropdown menu with the text 'Start a new application by choosing from this dropdown menu:' and 'AET State Degree' selected. The dropdown menu is circled in red. To the right of the dropdown menu is an 'Add New' button.



- The award application has been created. To complete the application or see missing requirements, select "Application" in the left hand column.

- Next, select "Supporting Records" In the blue box on the left-hand side. Enter the beginning date of the application and check all appropriate SAE types.



5. Select "Cover" on the left-hand option menu. Complete any unfilled boxes or follow link to complete Information In resume or profile.
6. Move on to the checklist and view missing application components. All application Information pulls from the journal entries. Utilize the link in the right hand column to record your experiences and qualifications. See Appendices for specific recording locations.

[Profile](#)   [Journal](#)   [Finances](#)   [Reports](#)   |   [Visit FFA.org](#)

## Degree/Application Manager

- New York FFA Association  
New York FFA
- <- Return to App Mgr
  - Instructions
  - Cover
  - Membership Check
  - Supporting Records
  - Skills, Comp, Knowledge
  - Earned & Prod. Invested
  - Checklist
  - Electronic Signatures
  - Save/Print Your App

- Go to FFA.org
- Go to AET
- Student Help
- Teacher Help
- AET Classroom
- Ask AET a Question
- Sign Off

### RECORD BOOK CHECK ITEMS

**Special Notes before you begin this page:**

- Missing, Error, or Not Met indicates a condition causing the candidate not to qualify for the degree.
- Regardless of the qualifications shown here, FFA staff and reviewers may contact the advisor or applicant for additional information and evidence, including, but not limited to, SAE agreements and record books.

#	Condition	Item	Records Verification	Link
<b>Basic Requirements</b>				
10	NOT MET	Student has FFA membership for at least 16 months?	FFA Membership (Award App)	<a href="#">Membership Check</a>
15	MET	Student basic profile is complete (100%)?	Cover Page	<a href="#">Profile</a>
21	MET	Student must be a Junior, Senior or Graduated to apply for this degree.	AET Profile	<a href="#">Profile</a>
29	MET	Student holds the FFA Greenhand Level Degree?	A. Student Resume (Profile)	<a href="#">AET Resume</a>
30	MET	Student holds the FFA Chapter Level Degree?	A. Student Resume (Profile)	<a href="#">AET Resume</a>
50	NOT MET	Candidate has a current membership for the ending date of this application?	FFA Membership (Award App)	<a href="#">Membership Check</a>
70	NOT MET	Candidate has obtained the required electronic signatures and approvals.	Award Application	<a href="#">Electronic Signatures</a>
<b>Leadership Activity Requirements</b>				
110	NOT MET	Candidate has served as an officer, committee chairperson, or participating member of a major committee?	C. Officer or D. Committee (Profile)	<a href="#">Offices</a> <a href="#">Committees</a>
125	NOT MET	Has performed (1) ten parliamentary law procedures.	AET Profile	<a href="#">AET Journal</a> <a href="#">AET Quiz</a>
140	NOT MET	Student has given a six-minute speech relating to agriculture	E. Other (Journal)	<a href="#">AET Journal</a>
150	NOT MET	Participated in a minimum of 5 FFA activities above the chapter level?	E. FFA Activities (Journal)	<a href="#">Competitions</a> <a href="#">Other FFA</a>
170	NOT MET	Participated in 25 hours of Community Service Activities in at least 3 different activities that DID NOT BENEFIT FFA and NOT DUPLICATED AS AN SAE?	E. Comm. Service (Journal)	<a href="#">AET Journal</a>
<b>SAE Activity Requirements</b>				
201	NOT MET	All SAE Plans are complete, which is noted by "green" check mark	F. SAE Plan	<a href="#">Non-Current</a> <a href="#">SAE Plans</a>
250	NOT MET	Student qualifies for the Degree with earnings, productively invested, and hours?	"Earned & Prod. Invested" (Award application)	See Application



- When all conditions are "MET" or signify "Verify in Records" the application will be open for electronic signatures. All electronic signatures must be completed before application can be submitted for review.
- Empire Degree applications are submitted for state review by the advisor/chapter AET account utilizing the Submission Lists & Feedback function. From the advisor or chapter account, select the "Reports" tab on the top. Then select "Submission Lists & Feedback" in the right-hand column.



## Program Reports

The screenshot displays three columns of report categories:

- Student Engagement Reports**
  - Student Grading Report
  - AET Student Badge & Streak Summary
  - Student Financial Reports
  - Student Detail Reports *journal & financial listings*
  - Project Grading Report
  - Standards-based Activity Reports
  - AET Quiz/Assessment Report
- Program Reports**
  - Economic Value Reports *SAE & vendor values*
  - Project Involvement *maps & reports*
  - Program/Teacher Reports *calendar, teacher journal, POA, directory & Student ID cards*
  - Graphical Reports
  - (NEW) Annual Program Management Reports
  - Teacher and Student demographics
- Reports & Submissions**
  - Degree/Application Manager
  - Submission Lists & Feedback (circled in red)
  - Career Pathways Report
  - Survey of Education and Career Plans

8663 | Tuesday, November 22, 2022


- Select "Edit List" for the award you would like to add applications to. Then "Browse" to select the appropriate application and add them to the submission list.



## COMPELTING THE MEMBERSHIP CHECK

The Empire Degree requires students to be in at least their second year of FFA membership and be a Junior or Senior in High School. If the students AET account is linked to the correct FFA ID number, this page will automatically fill and mark complete. If the FFA membership data is not automatically filling, the FFA ID and chapter number can be manually entered to locate membership records. A members FFA ID can be found in the roster section of FFA.org.

**AET** Profile Journal Finances Reports | [Visit FFA.org](http://Visit.FFA.org)

Degree/Application Manager 

- New York FFA Association  
New York FFA
- <-- Return to App Mgr
  - Instructions
  - Cover
  - Membership Check**
  - Supporting Records
  - Skills, Comp., Knowledge
  - Earned & Prod. Invested
  - Checklist
  - Electronic Signatures
  - Save/Print Your App

- Go to FFA.org
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### MEMBERSHIP ELIGIBILITY CHECK

**Special Notes for this page:**

- Most students can validate their membership history eligibility with a single FFA Member Number using this screen.
- If your membership history involves transfers to other Chapters and additional FFA Member Numbers, you can look up additional membership records below by referencing your prior ChapterID and FFAID.
- If you need membership assistance call: 1-888-332-2668 and select option 3.

FFA Chapter ID from the Cover Page <b>NY0000</b>	FFA Member Number from the Cover Page	Certificate and Roster Name from the Cover Page
Membership months required for this Award/Degree <b>16</b>	Membership months shown below, up to 12/31/2022 <b>0 - NOT MET</b>	Is a member for the ending date of this application (12/31/2022) <b>NOT MET</b>

Refresh Membership Data

School Year	FFAID	Chapter	Type	Name
No records to display.				

If you have additional membership history to add to this table, please specify the ChapterID and FFAID here:

ChapterID of other membership record <input type="text"/>	FFA Member Number of other membership record <input type="text"/>	<input type="button" value="Lookup"/>
Lookup could not be completed. Please ensure your ChapterID and FFAID are not missing on the coverpage.		

3907262 | 8663 | Fridav, November 18, 2022

## VERIFYING THAT STUDENT HOLDS GREENHAND AND CHAPTER DEGREE

FFA Greenhand and Chapter Degrees are logged in the student's AET Resume. The year the degree was achieved is entered and saved.

Chapter Account | Review/Edit | JudgingCard Results | Objective | References | Letters of Recommendation | Transcript

Inbox | Calendar | Portfolio | Scoreboard | Sign Off

Maintain your list of resume accomplishments. Add or remove items to list only your most important. Your list should fit on a two-page resume. [Generate Resume \(Word\) \(PDF\)](#)

Cash/Checking: \$800  
Current/Projects: \$0  
Non-Current: \$0  
Liabilities: \$0

Student Help | Teacher Help | AET Classroom | Ask AET a Question

**FFA Degree Levels Achieved**

Degree	Year Received	Save Degrees
Discovery		
Greenhand	2021	
Chapter	2022	
State		
American		

**Awards and Competition Success**



## RECORDING LEADERSHIP ACTIVITIES

Offices and committee work can be logged in the journal through the "Your Activities" section of the AET profile or by following the links in the award application.

The dashboard is divided into three main sections:

- About You:** Manage/Edit your personal profile and password, Record your class schedule, Resume, Career Goals, Transcripts & References, Emergency Info & Permission Forms, and SAE Explorer (Explore your SAE interests).
- Your Activities (circled in red):** Project/Experience Manager (SAE, WBL), Enter your FFA offices, Enter your FFA committee memberships, Test your knowledge and gain a passing score, and Browse Job Board.
- Career Connector:** Choose your educational and career interests, Explore your interest using "My Next Move", Explore agricultural career opportunities and more! (AG), AET access for Mentors and Parents/Guardians (MENTOR), and Survey of Education and Career Plans.

### FFA Offices

[+ Add New Office](#)

Office	Level	Beginning Date	Ending Date
No records to display.			

[Return to AET](#)

## RECORDING TEN PARLIAMENTARY LAW PROCEDURES

Parliamentary procedure skills are logged in the AET journal under the "Other Activities" category. The title or subject is the name of the motion, and the type is "Performed procedure of parliamentary law."

Profile | Journal | Finances | Reports

### Add/Edit Journal Entry

Date: 2/11/2022 | Category: Other Activities

Title or Subject: Adjourn | Type: Performed procedure of parliamentary law

Skill Areas: Add/Explore Skill Areas

Description: Move to

Time: Hours: [ ] + Minutes: [ ]

[Save](#) [Save / Enter Another](#) [Cancel](#)



## RECORDING SIX-MINUTE SPEECH RELATING TO AGRICULTURE

Six-minute speech on a topic relating to agriculture is logged in the AET journal under the "Other Activities" category. The title or subject is the name of the speech, and the type is "six-minute speech on a topic relating to agriculture."

### Add/Edit Journal Entry

<b>Date:</b> 2/11/2022		<b>Category:</b> Other Activities	
<b>Title or Subject:</b>	Raising Chickens		
<b>Type:</b>	Six-minute speech on a topic relating to agricul		
<b>Skill Areas:</b>	+ Add/Explore Skill Areas		
<b>Description:</b> <a href="#">Check Spelling</a>			
<b>Time:</b>	Hours	+ Minutes	
		<a href="#">Save</a>	<a href="#">Save / Enter Another</a>

## RECORDING ACTIVITIES ABOVE THE CHAPTER LEVEL

FFA activities above the chapter level are recorded in the FFA activities Journal as competitions or other FFA-related activity. The type and level must be recorded in addition to the activity name.

### Add/Edit Journal Entry

<b>Date:</b> 2/11/2022		<b>Category:</b> Other FFA-related Activity	
<b>Activity:</b>	2022 NY FFA Convention		
<b>Type:</b>	Convention		
<b>Level:</b>	State		
<b>Skill Areas:</b>	+ Add/Explore Skill Areas		
<b>Description / Awards:</b> <a href="#">Check Spelling</a>	Syracuse, NY		
<b>Time:</b>	Hours	+ Minutes	0
<b>Photos:</b>			
		<a href="#">Save</a>	



## RECORDING COMMUNITY SERVICE ACTIVITIES

25 hours of community service in **three** different activities are recorded In the AET Journal. The group that was served, activity description and hours should be recorded and saved. Please refer to the [Community Service Guidelines for FFA Degrees](#) for guidance on acceptable and unacceptable community service.

### Add/Edit Journal Entry

Date:	11/21/2022	Category:	Community Service Activity
Group that you served: <i>(not your FFA chapter!)</i>	<input type="text"/>		
Skill Areas:	<input type="button" value="+ Add/Explore Skill Areas"/>		
Activity / Description: <a href="#">Check Spelling</a>	<input type="text"/>		
Time:	Hours <input type="text"/>	+ Minutes <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Save / Enter Another"/>			
<input type="button" value="Cancel"/>			

## COMPLETING SAE PLANS

The SAE plan Includes three components Including the description, time investment and learning objectives. A template for each Is provided In AET and can be utilized by students as a guide for writing the plans. Plans are noted as complete with a pencil and green check mark In the Project/Experience Manager.

### Project/Experience Manager (SAE)

[Print All SAE Agreements](#)



[View SAE Assessments](#)  
0 Unread Assessments

Settings / Planning (#1)		Records (#2)			Reflection (#3)	
Settings <small>(Active, Setup, Location)</small>	Start Yr - Name / Type	Planning <small>(SAE Plan, Budget)</small>	Financial Entries	Journal Entries	Files / Videos	Current Value? <small>(Annual Review, Inventory, Usage, Skills, Reporting)</small>
	2022 Beg.- New York FFA Farm - Crop Feeder PL - Dairy		3	1	0 / 0	\$800.00
	New York FFA Farm - Crop Harvesting Assistant PL - Forage Crops		0	0	0 / 0	\$0.00
GRAND TOTAL			3	1	0	\$800 0 hrs





## RECORDING EARNINGS, PRODUCTIVELY INVESTED AND HOURS

Hours, income and expenses are logged under the finance tab of AET. Only hours, income and expenses logged for selected SAEs will transfer into the AET award application. A beginning class date must be logged in the AET profile to ensure financial data flows into the application. One option must be MET to qualify for the degree.

### FINANCIAL BALANCE SHEET STATEMENT - EARNINGS & PRODUCTIVELY INVESTED

#### Special Notes before you begin this page:

- The following sections are a summary of previously entered values
- Each section provides a summary of key award areas as well as related target values

G. SAE EARNINGS	Total Value
1. Placement SAE Earnings (Cash)	\$0
2. Total Net Income from Operations & Net Non-Current	\$0
3. Total SAE Earnings (Retained Earnings)	\$0

H. PRODUCTIVELY INVESTED	Value
1. Change in Net Worth (Productively Invested from operations)	\$0
2. (Add) Total Educational Expenses (Personal Use)	\$0
3. (Deduct) Net Sources of Assets from Gifts or Non-SAE	\$0
4. Total Growth in Productively Invested	\$0

I. UNPAID HOURS	Value
1. Total Unpaid Hours	0.0
1a. Included Foundational Hours	
2. Factor per Hour	3.56
3. Total unpaid hours factor (hours X rate)	0

J. QUALIFICATION CHECK	Your Value	Condition
<b>QUALIFIED UNDER AT LEAST ONE OPTION</b>		<b>NOT MET</b>
<b>Option 1 Conditions</b>		
a. Productively Invested at least \$1,000 (LINE H4)	\$0	NOT MET
b. SAE Earnings at least \$1,000 (LINE G3)	\$0	NOT MET
<b>Option 2 Conditions</b>		
a. Unpaid hours at least 300 (LINE I1)	0	NOT MET
<b>Option 3 Conditions</b>		
a. Unpaid hours factor + Productively Invested at least 1,000 (LINES I3+H4)	0	NOT MET
b. Unpaid hours factor + SAE Earnings at least 1,000 (LINES I3+G3)	0	NOT MET



## JOURNALING 10 UNIQUE SAE SKILLS

Within the AET Journal, 10 unique skills must be journaled with a description of how the skill was learned or demonstrated within the SAE project. Journaling about the same skill 10 times does NOT qualify. 10 DIFFERENT skills must be journaled to meet the minimum qualifications.

### Add/Edit Journal Entry

Date:	<input type="text" value="11/21/2022"/>
Project:	<input type="text" value="2022 Beg.- New York FFA Farm - Calf Feeder"/>
Skill Areas:	<input type="button" value="+ Add/Explore Skill Areas"/>
Time:	Hours <input type="text" value="0"/> Minutes <input type="text" value="0"/>
Description of Activity:	<input type="text" value="Check Spelling"/>
Pictures: (optional)	<input type="text" value=""/> <input type="button" value="Select"/>
Supervision:	If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. <input type="text" value="(None/Unsupervised)"/>
Photos:	

## OBTAINING ELECTRONIC SIGNATURES

Electronic signatures must be obtained from the student, parent/guardian and school administrator AFTER the application checklist is MET. Requests for signatures cannot be sent before the application checklist is MET.

Advisor signatures are not listed on this page. Advisors MUST add the student's application to the chapter submission list. This is the implied signature that the advisor agrees that all material within the application are accurate and truthful.

**ELECTRONIC SIGNATURES**

**Special Notes before you begin this page:**

- This signature screen is available only when the Checklist is fully met. **Your Checklist is NOT MET.**
- Students should complete all other pages of this application before obtaining electronic signatures.
- If this application undergoes significant changes after signing, the signatures should be re-obtained using this form by clicking "Revoke Signature".
- Please review this entire application, and electronically sign the appropriate section below.
- If a section is not available, your user account's Role does not grant access to that section. Your role is: **Advisor**

**STUDENT APPROVAL**  
This section is to be completed by the STUDENT.

- I have maintained records to substantiate my supervised agricultural experience program which exhibit comprehensive planning, managerial and financial expertise and will provide these records to my local and state FFA advisors and staff, or their designated representatives, on demand.
- I have prepared this application and certify that the records are true, complete and accurate, and that I hereby permit for explicit purposes the use of any information included in the application.
- If there are exceptions or other notes, please describe in the section below.

Student Applicant's Signature  (Type your full name)  (Date signed)

Exceptions or notes:

**REQUEST FOR PARENT/GUARDIAN APPROVAL**  
This section is to be completed by the STUDENT or ADVISOR.

- Provide name and email address for parent/guardian approval.
- After providing the required information, click "Request Signature".
- This system will send an email to the email address supplied with further instructions.
- Only one parent/guardian electronic signature is required.
- If the recipient does not receive the email, please double-check that the email address entered is correct and has no spaces before or after the address and click "Request Signature" again.

Parent/Guardian Name (from the coverage)  Parent/Guardian Email Address

**SCHOOL ADMIN OR PRINCIPAL OR SUPERINTENDENT APPROVAL**  
This section is to be completed by the STUDENT or ADVISOR.

- Provide name and email address of high school principal or superintendent.
- After providing the required information, click "Request Signature".
- This system will send an email to those recipients with further instructions to verify academic achievement (C or better).
- If the recipient does not receive the email, please double-check that the email address entered is correct and has no spaces before or after the address and click "Request Signature" again.

High School Principal or Superintendent's Name  High School Principal or Superintendent's Email Address

390762 | 886 | Monday, November 21, 2022



## SUBMITTING APPLICATION ELECTRONICALLY

Once the application requirements are MET and electronic signatures have been obtained, the application is ready to be submitted by the ADVISOR through the "Submission Lists & Feedback." Select "Edit List" for the award you would like to add applications to. Then "Browse" to select the appropriate application and add them to the submission list.



## Program Reports

Student Engagement Reports	Program Reports	Reports & Submissions
<ul style="list-style-type: none"><li>Student Grading Report</li><li>AET Student Badge &amp; Streak Summary</li><li>Student Financial Reports</li><li>Student Detail Reports <i>journal &amp; financial listings</i></li><li>Project Grading Report</li><li>Standards-based Activity Reports</li><li>AET Quiz/Assessment Report</li></ul>	<ul style="list-style-type: none"><li>Economic Value Reports <i>SAE &amp; vendor values</i></li><li>Project Involvement <i>maps &amp; reports</i></li><li>Program/Teacher Reports <i>calendar, teacher journal, POA, directory &amp; Student ID cards</i></li><li>Graphical Reports</li><li>(NEW) Annual Program Management Reports</li><li>Teacher and Student demographics</li></ul>	<ul style="list-style-type: none"><li>Degree/Application Manager</li><li>Submission Lists &amp; Feedback</li><li>Career Pathways Report</li><li>Survey of Education and Career Plans</li></ul>