



NATIONAL
FFA ORGANIZATION

Agricultural
Proficiency
Awards

Example Application

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NOTE:

**RESUME'S HAVE BEEN REFORMATTED SINCE
2015 APPLICATIONS. MAY APPEAR DIFFERENT
IN EXAMPLE PROVIDED**

Agricultural Mechanics Design & Fabrication - Placement



National Proficiency Application

Agricultural Mechanics Design and Fabrication

AA
AA0001
550000000

Entrepreneurship vs Placement Percentage

Entrepreneurship: **0%**

Placement: **100%**



Applicant Information

Applicant Name

John D. Smith

Chapter Name

Anywhere FFA

Statement of Candidate and Parent/Guardian

We have prepared this application and certify that the records are true, complete and accurate and we hereby permit for publicity purposes the use of any information included in the application with the exception of the following:

Date

Parent/Guardian Signature

Date

Candidate's Signature

Certification

We have verified the application and find that the statements contained herein are such that we are able to recommend him/her for the Degree/Award. Furthermore, we verify that he/she has conducted themselves in a manner to be a credit to the organization, chapter, school and community.

Date

Chapter Advisor Signature

Date

Superintendent or Principal Signature

Date

Employer Signature (Placement applicants only)

Date

State Advisor or State Executive Committee Signature



National Proficiency Application

Basic Award Setup Information

I. Application Dates

Began Agricultural Education

6/1/2011

Application Ending Date

12/31/2014

II. Proficiency Type

Proficiency Type

Agricultural Mechanics Design and Fabrication

Entrepreneurship vs Placement Percentage

Entrepreneurship: **0%**

Placement: **100%**

Primary Pathway of SAE

Power, Structural and Technical Systems

III. Assets

1. Current/Operating Assets

	Value at Beginning Date	Value at Ending Date
a. Current/Operating Inventory (Entrepreneurship Experiences)		
1. Investment in harvesting and growing crops	\$0	Itemized ending inventory values are reported on "Ending Current Inventory" page.
2. Investment in feed, seed, fertilizer, chemical, supplies, prepaid expenses, and other current/operating assets	\$0	
3. Investment in merchandise, crops and animals purchased for resale	\$0	
4. Investment in raised market livestock & poultry	\$0	

2. Non-Current Inventory

	Value at Beginning Date	Value at Ending Date
a. Investment in non-depreciable draft, pleasure, and breeding animals	\$0	Itemized ending inventory values are reported on "Ending Non-Current Inventory" page.
b. Investment in depreciable draft, pleasure, and breeding animals	\$0	
c. Investment in depreciable machinery, equipment, and fixtures	\$0	
d. Investment in depreciable land improvements, buildings, and fixtures	\$0	
e. Investment in land	\$0	





National Proficiency Application

Performance Review A

1. Briefly explain your SAE and how it related to this award area.

My SAE has been a paid work experience placement for **CE, @Pump**. **CE, @Pump** drills freshwater wells and installs and services water pumps in agricultural, commercial, and residential areas. For as long as I can remember, I have been in my father's shadow. My boss and father John **CE, @Pump** started the business in 2000 after working for another well-driller for 22 years. I started helping my father when I was very young and have always loved it. In June of 2011, I started officially working for my father, which at this time I started getting paid. As I have gained experience through the years, the complexity of the tasks I have been assigned has increased. Over the last three years, I have learned to install submersible pumps, set up water systems, plumb jobs and troubleshoot service calls. Furthermore, I also operate the machinery necessary to complete the job. While working at **CE, @Pump**, I have had the opportunity to work under my father, who is a licensed well driller in agricultural, commercial, and residential installations. Combining this experience with my Agriculture Education classes as well as my FFA participation has allowed me to achieve my goals that I set for my SAE program in Agriculture **Mechanics Fabrication and Design**.

2. Briefly explain how your roles, responsibilities, and/or management decisions related to this award area changed.

When I first began working at **CE, @Pump**, my job responsibilities were very limited even though I had been around the business for many years. When I officially became an employee, I was only given simple tasks to complete, like mixing concrete or getting the tools needed for the job. Now, since I have been working for three years, I am responsible for some of the service work, installing submersible pumps, troubleshooting problems, installing devices and wiring service panels to the electrical boxes at the well. Furthermore, I also operate machinery such as the ditch witch, water trucks, and our service boom truck. Since my installation techniques have become neater and more reliable, I am able to work more independently with little supervision. As my job responsibilities changed, so did my salary. I was originally paid \$8 an hour my first year and I have received two raises since then to \$14 an hour.

3. Briefly explain what is the single greatest challenge you faced in this award area and how did you overcome that challenge?

I feel my greatest challenge while working for **CE, @Pump** has been working for my father. I have learned quickly that when you work for family, it seems more is expected out of you. At times, I felt I was the only employee that was reprimanded for nearly everything that went wrong. I now know, it was my father pushing me to be the best I could possibly be. As I have matured, I realized that sometimes you will have challenging employers and that you have to sometimes exhibit a great deal of self control to be successful. Also, there were many days when it was just me and my father still working late into the night after the other employees had gone home. However, this challenging experience has allowed me to gain so much insight on how to not only be able to efficiently do the work of the business, but also know how to run a business. From those times working alone with my father, he could take more time to explain how to perform certain tasks or how to operate equipment that other employees were not allowed to operate. Many days, including Sundays, it would be just me and my father servicing calls. Although these were long hours, I learned how to create and cultivate working relationships with customers so that you could retain their business and have them refer you to future customers. So even though its been tough at times to work for my father, its also been an experience that I could not have gotten anywhere else.





National Proficiency Application

Performance Review B

Briefly explain your three greatest accomplishments or findings in this award area.

Accomplishment/Finding #1

Since I grew up helping my dad, there were many simple tasks that I already knew before I started officially working for him, like being able to identify various tools and being able to operate the well drilling equipment. My first accomplishment was being able to learn how to install submersible pumps correctly. After watching my boss demonstrate how to work the machinery that digs the hole for the submersible pump and then how to actually place the submersible pump in the hole, I learned how to install them. By assisting numerous times and then being able to complete the task only with his guidance not only allowed me to learn the process, but also to be able to trouble shoot future service calls when a problem occurs.

Accomplishment/Finding #2

My next huge accomplishment came shortly after learning how to install the submersible pumps. Planning is a critical step in this process. You always need to ensure that you have the materials needed for the job before you begin. After you install the pumps you then have to wire them correctly. I learned to properly design and then utilize the correct wiring techniques to install the design after watching my boss demonstrate it numerous times. I quickly learned how to wire the pumps myself so they would work correctly to provide electricity to the well system. By learning to work independently and work efficiently, I was able to decrease the time it took me to complete installations and increase our job productivity.

Accomplishment/Finding #3

My final huge accomplishment so far has been learning how to install water systems with the tank and all the fittings. This was the last piece of the puzzle of all the tasks needed for installing wells. Again, I watched my boss install a number of water systems as I aided him. These experiences gave me the knowledge to correctly accomplish these tasks of plumbing up water system to work efficiently. Now, I can perform service calls and get the job done properly without supervision. Because I can work independently, I can now finish up jobs as my boss starts to move on to new project installations. This also increases our job productivity and gives provided time to ensure customer satisfaction.





National Proficiency Application

Performance Review C

What are three ways your experiences or opportunities in this award area will impact your future.

Impact #1

In the future, I plan to work as welder in metal fabrication. Through my SAE, I have learned how to design mechanical plans for the installation of wells and water systems. Additionally, I have learned to determine the equipment and supply needs to install those plans and then estimate the cost to purchase the necessary supplies and provide the labor for installation. As a metal fabricator, I will use the same skills when designing and constructing metal fabrication projects. These skills will allow me to be more efficient in calculating project bids and operating under budget to maximize profit while still providing customers with the services for which they paid.

Impact #2

Establishing a customer base and maintaining client relationships is an important skill for any type of job. These days, one unsatisfied customer can tarnish your business' reputation in one lengthy Facebook status update. From my SAE, I have gathered experience in interacting positively with customers to determine their needs or to troubleshoot issues with wells that may result in new construction installations. I learned the importance of making sure that I am listening to the customer, designing systems that best meet their budget and making sure their needs are met. I know that a happy customer can be the best advertisement you will ever need. My customer service skills will be invaluable in every job I have in the future.

Impact #3

Learning to establish and follow safety protocol while working in a highly dangerous occupation is very important. While working at O^{E} , $\text{@}^{\text{!}}$ Pump, I am required to wear proper safety equipment and attire on the job. I have learned to make sure guards were in place on any moving equipment parts. I have also learned to follow safety specific guidelines when wiring equipment to prevent electrical accidents. In the future, I would like to working in metal fabrication. My future job sites will definitely be required to follow Occupational Safety and Health Administration guidelines and I will be required to adhere to those guidelines. By learning to respect the need for safe workplaces, I will contribute to overall workplace safety.





National Proficiency Application

Supervised Agricultural Experience - Placement and Exploratory

2011

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
Power, Structural and Technical Systems	Well-Drilling Assistant - Setup of Well-drilling rig-10%, Add drill rods-60%, Install well casing-20%, Removal of Well-Drilling Equipment-10%	0	465	465	\$3,720	\$0
Power, Structural and Technical Systems	Equipment Operator - Shovel-30% and Trencher-40%, Well-Drilling Machine-30%	0	256	256	\$2,048	\$0
TOTAL		0	721	721	\$5,768	\$0

2012

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
Power, Structural and Technical Systems	Well-Drilling Assistant - Setup of Well-drilling rig-10%, Add drill rods-60%, Install well casing-20%, Removal of Well-Drilling Equipment-10%	0	492	492	\$4,920	\$0
Power, Structural and Technical Systems	Equipment Operator - Shovel-30%, Trencher-40%, Well-Drilling Machine-30%	0	246	246	\$2,460	\$0
TOTAL		0	738	738	\$7,380	\$0

2013

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
Power, Structural and Technical Systems	Pump Installation - Splice wires to pump and install-100%	0	263	263	\$2,630	\$0
Power, Structural and Technical Systems	Well-Drilling Assistant - Setup of Well-drilling rig-10%, Add drill rods-60%, Install well casing-20%, Removal of Well-Drilling Equipment-10%	0	400	400	\$4,000	\$0
Power, Structural and Technical Systems	Equipment Operator - Shovel 20%, Trencher - 25%, Ditch Witch-30%, Well-Drilling Machine-25%	0	234	234	\$2,340	\$0
TOTAL		0	897	897	\$8,970	\$0

2014

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
Power, Structural and Technical Systems	Service Calls - Troubleshoot problem	0	461	461	\$6,454	\$0
Power, Structural and Technical Systems	Pump Installation - Splice wires to pump and install-100%	0	184	184	\$2,576	\$0
Power, Structural and Technical Systems	Well-Drilling Assistant - Setup of Well-drilling rig-10%, Add drill rods-60%, Install well casing-20%, Removal of Well-Drilling Equipment-10%	0	124	124	\$1,736	\$0
Power, Structural and Technical Systems	Equipment Operator - Shovel 20%, Trencher - 25%, Ditch Witch-30%, Well-Drilling Machine-25%	0	96	96	\$1,344	\$0
TOTAL		0	865	865	\$12,110	\$0

Total



Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
0	3221	3221	\$34,228	\$0





National Proficiency Application

Income and Expense Summary of Entrepreneurship SAE Program

	2011	2012	2013	2014	Total
1. Revenues from Operations					
a. Closing Current Inventory	\$0	\$0	\$0	\$0	\$0
b. Beginning Current Inventory	\$0	\$0	\$0	\$0	\$0
c. Change in Current Inventory	\$0	\$0	\$0	\$0	\$0
d. Cash Sales	\$0	\$0	\$0	\$0	\$0
e. Value Used at Home (Non-cash)	\$0	\$0	\$0	\$0	\$0
f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged (Non-cash)	\$0	\$0	\$0	\$0	\$0
h. Gross Revenues (Change in Current Inventory and Total Sales)	\$0	\$0	\$0	\$0	\$0
2. Expenses from Operations					
a. Inventory Purchased for Resale (Cash)	\$0	\$0	\$0	\$0	\$0
b. Inventory Purchased for Resale (Non-Cash Transfers)	\$0	\$0	\$0	\$0	\$0
c. Cash Expenses (all other types)	\$0	\$0	\$0	\$0	\$0
d. Non-Cash Expenses (Transferred, Bartered, or SAE Labor Exchange)	\$0	\$0	\$0	\$0	\$0
e. Contributed Non-Cash Expenses (Gift or non-SAE Labor Exchange)	\$0	\$0	\$0	\$0	\$0
f. Total Operating Expenses	\$0	\$0	\$0	\$0	\$0
3. Net Income from Operations	\$0	\$0	\$0	\$0	\$0
4. Non-Current Inventory					
a. Closing Inventory	\$0	\$0	\$0	\$0	\$0
b. Transfer in from Operations (Non-Cash Transfers of non-current assets)	\$0	\$0	\$0	\$0	\$0
c. Contributed Inventory (Outside contribution of non-current assets - gift)	\$0	\$0	\$0	\$0	\$0
d. Purchases	\$0	\$0	\$0	\$0	\$0
e. Beginning Inventory	\$0	\$0	\$0	\$0	\$0
f. Sales	\$0	\$0	\$0	\$0	\$0
g. Non-Cash Sales	\$0	\$0	\$0	\$0	\$0
h. Net Non-Current Transactions	\$0	\$0	\$0	\$0	\$0
5. Net Income From Operations & Net Non-Current Transactions	\$0	\$0	\$0	\$0	\$0
6. Annual Profitability Measures					
a. Operating Profit Margin (OPM) Net Operating Income/Totals Sales = % of sales related to profit					
b. % of Total Returns from Net Non-Current Gains (Net Non-Current Gains/Total Gains)					
c. Review Non-Current Ending Inv. Value					





National Proficiency Application

Candidate Inventory Statement - Current Inventory

A. Harvested and Growing Crops/Plants on 12/31/2014

Description	Quantity	Value
	TOTAL	

B. Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, and other Current Assets on 12/31/2014

Description	Quantity	Value
	TOTAL	

C. Merchandise, Crops, and Animals Purchased for Resale on 12/31/2014

Description	Quantity	Value
	TOTAL	

D. Raised Market Animals on 12/31/2014

Description	Quantity	Value
	TOTAL	





National Proficiency Application

Candidate Inventory Statement - Non-Current Inventory

E. Non-Depreciable Draft, Pleasure, or Breeding Animals on 12/31/2014

Description	Quantity	Ending Total Value
	TOTAL	

F. Depreciable Draft, Pleasure, or Breeding Animals on 12/31/2014

Description	Quantity	Acquisition Cost	Depreciation Claimed	Value
	TOTAL			

G. Depreciable Machinery, Equipment, and Fixtures on 12/31/2014

Description	Acquisition Cost	Depreciation Claimed	Value
TOTAL			

H. Depreciable Land Improvements, Buildings, and Fences on 12/31/2014

Description	Acquisition Cost	Depreciation Claimed	Value
TOTAL			

I. Land on 12/31/2014

Description	Quantity	Acquisition Cost
	TOTAL	





National Proficiency Application

Learning Outcomes & Efficiency Factors

Learning Outcome or Efficiency Factor		Beginning Level	Level Attained	Description
1	Equipment Operation-Backhoe and Drilling Rig.	Year: 2011 Level: 50%-4 hours	Year: 2012 Level: 100%-2 hours	Being efficient on equipment is critical. When I first started it would take me twice as long to complete different tasks such as digging circulation pit with the backhoe or drilling through rock. I currently can operate the equipment even faster and still maintain the same level of safety.
2	Job Completion Rate- installation of water systems.	Year: 2011 Level: 40%-3 hours	Year: 2013 Level: 90%-2 hours	Time is critical part of any job that is to be completed. So many factors depend on it. From the beginning of my SAE, I have learned how to be more efficient with my time installing pumps and tanks. I'm faster at different tasks that need to be completed than I was when I first started.
3	Job Safety	Year: 2011 Level: 30%	Year: 2014 Level: 100%	Safety is an extremely important key while operating any machinery. Luckily my boss has stressed this and no accidents have occurred while on the job site even in the most hazardous working conditions.





National Proficiency Application

Skills, Competencies, and Knowledge

A. Five Primary Skills, Competencies, and Knowledge within your Pathway

	AFNR Performance Indicator	Contributions to Success
1	PST.04.03 Examine structural requirements for materials and procedures and estimate construction cost.	New well drilling job bids are created by my boss for potential customers. These quotes include the architectural and mechanical plans for job. I have learned how to read the plans and construct the facility to identify well location. My boss now allows me to help in this design portion of the job.
2	PST.01.03 Identify and use hand and power tools and equipment for service, construction and fabrication.	When a new drilling job is started, I have to move all the equipment & necessary supplies and tools based on the job to be performed to the job site. It is imperative that I have all the appropriate supplies and tools packed in our trucks and readily accessible. I have quickly learned not having the appropriate tools can lead to time lost on the job site which in turn means a loss of money for Anywhere Pump.
3	PST.01.03 Identify and use hand and power tools and equipment for service, construction and fabrication.	Identifying the size of the submersible pump to be installed is based on the amount of water the customer needs. Once the truck is in place, I get out all the equipment, including the elevators, couplings, wrenches, rector seal, and the vice. Then, I splice the wires and screw the pump to the pipe. Then, I continue screwing joints of pipe one at a time and lowering the pipe, pump, and wire into the well until the pump is submerged at least 20-50 feet below the water level.
4	PST.04.04 Follow architectural and mechanical plans to construct and/or repair equipment, buildings and facilities.	In the assembly of the water system, we choose and bring the appropriate tank and fittings to the work site. Tank size is based on the size of the pump that was installed. First, you would plumb your tank with the proper fitting such as: nipples, faucet, and valves. The next step would be to place the tank on a concrete slab. Now that the tank is in place, you place some RectorSeal on the threads and screw it together so that now the pipe with the pump is connected with the tank.
5	PST.05.02 Prepare and/or use electrical drawings to design, install and troubleshoot control systems.	When wiring a water system you must follow the electrical drawing. First, wire the pump cable into the control box and tighten the cables to the labeled spots. Then wire the control box to the switch by running conduit and wire to the two devices and connecting the wires in the control box and to the two middle screws on the pressure switch. The final step is to bring power from the main panel box. Install the correct size breaker in the panel box and run the wire underground to the switch.

B. Five Supporting Skills, Competencies, and Knowledge outside your Pathway

	AFNR Performance Indicator	Contributions to Success
6	CS.08.02 Use appropriate protective equipment and handle AFNR tools and equipment to demonstrate safe and proper use of the tools and equipment.	Through my years working at Anywhere Pump, I quickly learned the importance of safety. I make sure that I always use proper personal protective equipment such as safety glasses and appropriate clothing. I also make sure that all equipment guards are in place on the different machinery before using it. As a result, I have had zero injuries on the job site.
7	ABS.07.01 Prepare a step-by-step production plan that identifies needed resources.	To supply water from the tank to the facility you must prepare the appropriate plan and identify supplies needed. First, run pipe to furnish the facility with water. Then you would screw a PVC male adapter into the ball valve. Then elbow down into the ground in order to proceed to the facility underground. Begin gluing the joints together and making necessary bends until you get to the water inlet of the facility. Finally, you identify the proper fittings in order to plumb into the facility.



8	CS.03.02 Decision Making - Analyze situations and execute an appropriate course of action.	Before I leave a job site, I analyze the water system and make decisions on how to correct problems. While the pump is running, take a reading with your amp meter to ensure the correct amperage. If the pump is running smoothly, make sure that the tank builds up to about 60 pounds of pressure and the pump should switch off. The final step is to open your valve and ensure there are no leaks in the line run to the facility and to cover up the ditch with the pipe.
9	CS.08.03 Maintain tools for efficient use.	Maintenance of equipment and tools are a vital part of the everyday operation at Anywhere Pump. On a daily basis, the drilling rig should be greased and oiled. This prevents any chains from slipping or bearings going out. Also, the ditch-witch, should be greased every 10 hours of use as well as the oil changed every 500 hours.
10	NRS.02.03 Measure and survey natural resource status to obtain planning data.	When choosing where to locate a well, I have to measure and survey the parcel of land. Regulations require to locate wells 100 feet from a septic tank drain field as well as 50 feet from abandoned wells. This is to prevent contaminated water from seeping back into the underground aquifer.





National Proficiency Application

Resume

1. Career Objectives

To obtain a career in agriculture that will utilize my background in Agriculture Mechanics.

2. Agricultural Science Courses

Anywhere High School

Anticipated Graduation Date: May 2016

GPA: 3.6

Career Pathway: Agricultural Mechanics

Relevant Coursework: Basic Agriculture Science and Technology, Agricultural Mechanics I, II and III. Forestry, Animal Science Biotechnology.

3. Supervised Agricultural Experiences

2011-2014: Agriculture Mechanics Design and Fabrication Placement- 3158 Total Paid Hours

2014-Present: Diversified Crop- Placement- 400 Total Paid Hours

4. FFA Involvement and Leadership

2009-present: FFA member

2012-2014: FFA Fruit Sales

2013: FFA Greenhand Degree

2014: FFA Chapter Degree

2014: Agronomy Career Development Event Invitational- 5th place overall

2015: Area IV Ag Mechanics Career Development Event- 4th place overall

5. Community Service

Member of Anywhere United Methodist Church.

Maintained church grounds

2009-2012: 4-H member

2013-2014: FFA Recess for Relay Community Service Project

2014: Assisted with cooking for Any Company Picnic

6. Accomplishments

2009-Present: Honor Roll

7. Certifications, Skills, and Memberships

* Operate well drilling equipment (drilling rig, water and service truck and ditch witch)

* Pull and install submersible water pumps anywhere from a residential 1 horse power to an agricultural 60 horse power pump

* Build wooden supports to mount the electrical panel for irrigation pumps

* Replace and install water tanks, pressure switches, Schrader valves, air volume controls, pressure gages and electrical control boxes

* Pour concrete around well casing

* Repair broken pipes and install residential and commercial water lines

* Weld and fabricate metal to construct well seals for irrigation wells

* Maintained equipment



8. Recommendations

Recommendations removed for example purposes.





National Proficiency Application

Project Photos



I am wiring the 12-3 pump cable to run with the pipe to carry the current from the control box to the 1 horsepower pump. By using the proper tools, such as wire crimpers I can guarantee that the bonds between the cables will be water resistant. This connection shall be made with connectors and then covered with a plastic that will ensure the seal that is needed for proper performance.





National Proficiency Application

Project Photos



I am installing a 1 horsepower submersible pump as a residential application. Once we determine what the well will be used for and depth of aquifer, then I can decide and plan what equipment will be needed to supply the necessary water. This is will also include pipe size/length and tank capacity.





National Proficiency Application

Project Photos



Having an understanding of electrical wiring has been essential to my job. In this photo, I am wiring a pump to the new control box outside of this farm shop so the pump will have power to run and supply water to the facility. This box is essential to the installation due to its ability to prevent early failure of the pump motor below.





National Proficiency Application

Project Photos



I am tightening up the 1" union after installing a new 1" brass ball valve to this water system that feeds an agricultural shop. The union allows for quick disconnect to save some time if the tank should ever be replaced while the valve in the photo will serve as a cutoff to individual lines which will allow us to fix lines without cutting off all water supply.





National Proficiency Application

Project Photos



I am using the voltage meter to troubleshoot this service call. Understanding the entire well layout, as well as how the well works from the ground up, is important in problem solving because certain parts can fail. Checking the voltage is usually where I start. Even if the voltage is correct before the motor is running, you need to start the motor to assure there is no voltage drop while it is running.





National Proficiency Application

Project Photos



At this farm, I am fixing a 1" water line that froze and burst due to the lack of insulation. This line runs water to multiple cow troughs. It is critical to do this quickly and correctly to ensure that the livestock have water as soon as possible. After the line is coupled and glued back together you should ease the water on slowly to assure that there will be no more leaks in the water line.





National Proficiency Application

Checklist of Minimum Qualifications

- All items must be "MET" to qualify.
- Only computer-generated checks are shown here.

Item	Value
Candidate has fully described and selected one to five Learning Outcomes or Efficiency Factors.	MET
Candidate has fully described all ten Skills, Competencies, and Knowledge.	MET
All pictures include captions.	MET
All pictures include a digital upload.	MET
Application includes at least one full calendar year of records.	MET
If graduated, applicant must have completed at least three full years of agriculture, or all of the agriculture offered at the school last attended.	MET
If graduated, applicant must have been out of high school for no more than one year	MET
Ending Date is Dec 31 of the year prior to the National Convention which you are applying to receive an award.	MET
Employer or Instructor's Statement must be printed and submitted with the application.	MUST ATTACH
Personal Page must be printed and submitted with the application.	MUST ATTACH





National Proficiency Application

Manual Review Sheet & List of Attachments

Reviewed By: _____

To improve the quality of applications submitted, and to eliminate the need to disqualify an application at the national finalist level of competition each agricultural proficiency award the state advisor should certify application submitted.

Note: The following are manual reviews of the application and a listing of attachments and page limitations for the complete application. Please review each item and exactly follow the instructions for each attachment.

Manual Review of Application:

Approve (Check if Yes):

- 1. Applicant has in operation, and has maintained at least one calendar year of SAE records to substantiate an outstanding SAE program, which exhibits comprehensive planning, managerial and financial expertise, SAE Details page(s)
- 2. Applicant, parent or guardian, chapter advisor, school superintendent or principal and State FFA Advisor properly sign the application.
- 3. I hereby confirm there are no exaggerated, misleading, deceptive or false statements or claims about the applicant's experience, or performance in this application. Additionally, I confirm this supervised agricultural program has been conducted with the highest possible regard for the quality and human production practices as the products and/or services impact public safety and consumer confidence.

Attachments & Manual Review (Instructions Below)

Approve (Check if Yes):

- 1. Applicant has included a written evaluation limited to one page by the most recent employer or agriculture instructor 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. (Limit to ONE Page 8 1/2 x 11)
- 2. Applicant has included a maximum of one page (maximum size 8 1/2" X 11") of additional information. This may **NOT** include the following: videos; CDs, DVDs, flash drive; etc.



ANYWHERE PUMP SERVICES

January 26, 2015

To whom it may concern:

It is my pleasure to write this letter on behalf of John D. Smith

John has worked for our company for four years in the water well drilling and pump repair business. John is disciplined and motivated and strives to do his best whatever job he is given.

John is a highly intelligent young man with a superb work ethic and excellent communication skills. John often goes above and beyond, volunteering to work on weekends and holidays or other times when not regularly scheduled to work. John is well organized and works well both independently and with our other employees in order to ensure completion of each job to which he is assigned.

If his performance in our company is a good indication of how he would perform in other jobs, he would be an extremely positive asset to any business.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Sincerely,

John Smith
Anywhere Pump Service

PERSONAL PAGE UNAVAILABLE