

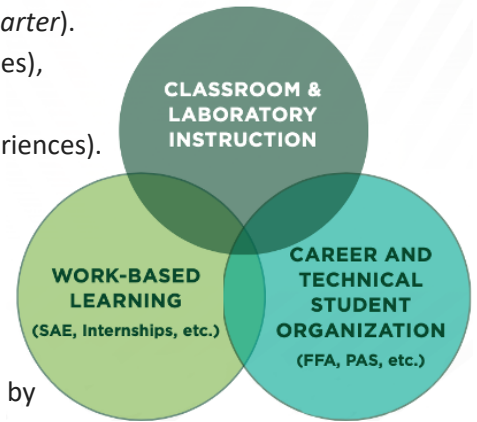


MN AFNR Program Approval and Chartering

Thank you for exploring a School-Based Agricultural, Food, and Natural Resources (AFNR) Education (SBAE) program, including our integral Work-Based Learning (WBL; i.e., SAE) programs and FFA Chapters for your school district.

A School-Based AFNR Education program—and Career & Technical Education (CTE) overall—consists of three integrated and integral components, which federal and state policy both require and fund to support career preparation in food, fiber, and natural resources careers. (Minn. R. 3505.2500, i.e., *CTE Program Approval*; Minn. §124D.4531, i.e., *CTE Levy*; Public Law 115-224, i.e., *Perkins V*; Public Law 116-7, i.e., *National FFA Federal Charter*).

- (a) Classroom & Laboratory Instruction (academic skills and rigorous experiences),
- (b) Work-Based Learning/SAE (technical skills and relevant experiences), and
- (c) Leadership Development/FFA (workplace/social skills and relationship experiences).



To participate and retain membership in FFA or SAE, students must enroll in at least one School-Based AFNR course per year. Work-Based Learning (i.e., SAE) and FFA are not clubs or extracurricular activities; they are integral components of School-Based AFNR Education supported and funded by federal and state law. The National FFA Organization makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through School-Based AFNR Education.

Minnesota has more than 35,000 students in 200 School-Based AFNR Education programs and FFA chapters. A public charter or a private school may start a program and apply for MDE approval, including chartering an FFA chapter, but they must abide by the same policies as a public school, and typically do not have the same access to taxes and revenue.

As you explore starting your program, know that Team Agricultural Education is composed of a vast network of state leaders and staff to support you. The list of all of our leadership and staff is available at: <https://www.mnffa.org/contact>.

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CTE Program Approval for School-Based Agricultural, Food, and Natural Resources Education

The first step in starting a School-Based AFNR Education program is CTE Program Approval through the Minnesota Department of Education (MDE). The state evaluates school districts for minimum criteria and qualifications using the CTE Program Approval process, which schools must renew and update once every five years (Minn. R. 3505.2500).

The application for CTE Program Approval is online at: <https://education.mn.gov/MDE/dse/cte/progApp/>. There are five tabs on the application. MDE requires each School-Based AFNR program to meet the following criteria:

- *Tab 2 - Evidence.* The program must provide the following evidence, if not included within each syllabus.
 - **Safety** policies for laboratory or shop classes.
 - **Student leadership integral to the curriculum** through a chartered CTSO chapter of the Minnesota FFA Association or an alternate strategy that incorporates this instruction in all courses comprising the sequence. **FFA** opportunities should be assessable for all; ideally graded and without dues (Affiliation).
 - Work-based learning/**SAE integral to the curriculum** and integrated into all courses that is assessable to all students, ideally for a grade (SAE for All).
- *Tab 3 - Licensure.* The teacher must be **CTE-Agriculture, Food, and Natural Resources licensed** ([010100 code](#)); MDE strongly recommends the AFNR teacher be Work-Based Learning (WBL) licensed ([160000 license code](#)).
- *Tab 4 - Courses.* Courses should align to a logical sequence within AFNR pathways, code to MDE's approved CTE courses (See pages 5 and 6, *Table C*), and the program must provide a syllabus for each course, including:
 - **AFNR national standards** (or locally designed standards using state frameworks).
 - Any relevant **certifications**, technical skill attainments, dual credit/college preparation, or CASE credit.
- *Tab 5 - Industry Advisory Committee.* Use of a **local AFNR advisory committee** (7-11 members; at least 50% of members representing local AFNR business/industry; should include some student or community leadership).

Programs will provide evidence of the required components of program approval at minimum in their syllabi. Most programs pull FFA and SAE reports from AET, and submit any supplemental safety, FFA, and SAE materials they use in classes, along with each course syllabus. A dummy or fake syllabus made just for program approval is not appropriate; programs should submit/revise their actual syllabi and materials used in their classes.

MAAE Program Approval Resource Drive

The Minnesota Association of Agriculture Educators (MAAE) has created a resource—supported by MDE—to make the Program Approval process easier and take less time. Within the linked resource drive is:

- a Guide that walks schools through the program approval process,
- an Example Application, representing what most program's final application will resemble, and
- Resource folders of example forms of evidence others have shared for syllabi, safety, leadership, and WBL.

The Drive is online at: <https://www.mnffa.org/programapproval>
https://mnffa-my.sharepoint.com/:f:/g/personal/admin_mnffa_org/Eg5HyKuvU4IFs-Q2YKrQeqQB8j1GjnfhndXyvYT5l_ws8g?e=25qLY8

Chartering an FFA Chapter

An FFA chapter requires an MDE approved School-Based AFNR Education program to operate. The Minnesota FFA Association will not charter an FFA chapter unless there is adequate evidence (or evidence of plan) for the required elements of program approval. If a program ever lapses in program approval, the FFA chapter is immediately suspended.

Once a district has submitted program approval and received a tentative confirmation from the State Supervisor of Agricultural, Food, and Natural Resources Education and FFA State Advisor, the program may submit a charter application. The application for Chartering an FFA Chapter is online at: <http://www.mnffa.org/how-to-join/>.

Submission of an application affirms that students enrolled in AFNR courses have organized for the purposes of applying for membership within the Minnesota Association of the National FFA Organization. The local program must submit:

- An adopted a constitution (almost never changes) and bylaws (uncommonly changes).
 - The constitution should be concise and simple. It should state that it is a local chapter of the national and state organizations, follows their constitutions and rules (which contains the object of the organization, qualifications of membership, officer positions, and required annual business meetings/banquet) and how to amend the constitution. A local constitution or bylaws may not conflict with either the national or state provisions. A constitutional should require a 2/3 vote to amend.
 - The bylaws should include any unique mission or goals of the local chapter, additional officer positions unique to the program, officer duties and election procedures, committee operations, meeting procedures, the membership fees/structure and any additional local fees, and the parliamentary governance of the organization. The bylaws should require a 2/3 vote to amend.
 - The standing rules include any other specific policies, customs, and practices of the chapter. Standing rules should require a majority vote to amend. The chapter does not need to submit this to the state.
- The name and signature of each officer: President, Vice President, Secretary, Treasurer, Reporter, and Sentinel.
- The name, file folder number, and signature of each licensed AFNR instructor/FFA advisor.
- The name and signature of the school principal, including their acknowledgment and commitment to support a comprehensive, integrated model of School-Based AFNR Education including a) Classroom and Laboratory Instruction, b) Work-Based Learning and Experiential Learning (SAE), and c) Leadership Development (FFA).
- A program of activities (strategic plan, goals, and calendar of events) completed within the online AET system.

FFA Chartering Resources

A sample constitution and bylaws, as well as a signature page, and resources for FFA strategic planning are online at: <http://www.mnffa.org/chapter-resources>.