NATIONAL FFA ORGANIZATION

Application Troubleshooting Tips
Updated: 03/2019

Common answers to questions about the American FFA Degree.

I graduated from high school in (YEAR) am I still eligible to apply for the American FFA Degree?

Members who meet all requirements can receive the American FFA Degree at the second, third or fourth National FFA Convention after high school graduation unless they turn 23 years old before any of those conventions. If a member missed a convention due to active duty military service that convention does not count against their eligibility *(see National FFA Constitution Article V. Membership)*.

Where can I find a list of requirements to earn the American FFA Degree?

The requirements for the American FFA Degree are specified in the National FFA Organization Constitution Article VI. Degrees and Privileges of Active Membership, Section F. which can be found on the National FFA Organization website (FFA.org). A one page summary of the requirements can be downloaded by CLICKING HERE.

My online FFA degree application shows only two pages "Instructions" and "Basic Setup"?

Enter Beginning and Ending dates in section I. and select at least one "SAE Type" in section II. the pages/screens will then appear for each SAE type selected.

The application won't let me enter information into cells.

Your state or chapter is an AET customer and has set award and degree applications to load only from the online AET Record system. All information must be entered into your online records, it will then automatically transfer into your application. Close your application, make the changes in your records then reopen the application. If you have questions about where to enter information into your AET records please contact AET at info@theaet.com.

If you have no records in AET and your chapter/state allows it, you can "unlock" the application. Go to the "Instructions" page of the application and review the instruction for details on how to "unlock" the application. Be careful in locking and unlocking the application to AET records, data can be erased from the application, carefully read the online instructions.

There is a "REVIEW" on line 6c of the Income and Expense Statement Section.

Your ending non-current items are likely overstated. Ending inventory of non-current items do not increase in value over time, but rather decrease (depreciation) or may remain the same *(land and raised breeding animals)*. Click on the circled green question marks for tips and explanations.

My application shows an ERROR for "Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth" on the checklist and "NOT BALANCED" in Section E. on the Net Worth page/screen.

Your financials reported in the application do not balance. (Assets = Liabilities + Equity) & Growth, identifies that some

value is either over or understated. Basically the application is saying you have claimed income that you don't show earning in the application or have not included spending your earnings.

- If the dollar amount on the Net Worth page section E. line 3 is negative the Value at Ending Date amount claimed on the Basic Set Up screen/page is lower than the earnings claimed in the application.
  - Ensure the Value at Ending Date asset values are correct (Basic Set Up page, section III. Lines 1 a., b. c.
  - If these lines include income from other than SAE sources enter it in Section V. Personal Cash Income and Expense, line a. or b.

- If the dollar amount on the Net Worth page section E. line 3 is positive the Value at Ending Date amount claimed on the Basic Set Up screen/page is higher than the earnings claimed in the application.
  - Ensure the Value at Ending Date asset values are correct (Basic Set Up page, section III. Lines 1. a., b., c.
  - Correct dollar amounts entered in Section V. Personal Cash Income and Expense:
    - Lower the amount entered on lines a. or b.
    - Increase the amount of line c. or d.

Do the activities I have listed for Community Service qualify?

Review the "Community Service Guidelines for FFA Degrees" available on FFA.org by CLICKING HERE.

There are errors on the application checklist and I can't figure out how to fix them.

- Carefully read the Checklist item to understand what it is checking.

- Click on the Checklist item to be taken to the page/screen of the application where the error exists.

- Click on the circled green question marks through-out the application for tips and explanations.

- Email a detailed question to americandegree@ffa.org be sure to include your name, Chapter ID Number and your contact information in the message so the national staff member can find and review your application and reply to you.

- Call the National FFA Organization SAE Education Specialist at: 317-802-4233 during regular business hours (Eastern Time). Leave your name, Chapter ID Number, call back number and description of the problem if you must leave a message.