

STATE PROFICIENCIES

Oregon FFA State Proficiency Qualifications

1. Eligibility Criteria to Win at the State Level
 - a. The member's project must meet the description provided in the National FFA Proficiency Award Handbook for that specific proficiency award area. Previous project descriptions have changed; be certain to verify that the Supervised Agricultural Experience (SAE) is entered in the appropriate Proficiency Area.
 - b. Applicants must use the current year's application as published by National FFA, and completed electronically. All other forms of a proficiency application are not acceptable and will be disqualified from the State Proficiency Award process.
 - c. The application must be based on a minimum of 1 full calendar year's record books. Records for the application will end on December 31st of the previous calendar year.
 - d. Placement Proficiency Areas: A minimum of **200** hours is required.
 - e. Entrepreneurship Proficiency Areas: A minimum of **\$500 Earned and Invested** is required

NOTE: Applications not meeting these minimum qualifications will not be considered at the state level and will be returned to the applicant.

2. District Winning Proficiencies
Each district is allowed one application per award area for state consideration. Check the list for eligible award areas as they can change from year to year, based on applicant numbers from previous years.

Submitting and Evaluating District Winning Proficiency Applications for State Rankings

1. Once an application is submitted to the state for scoring, it cannot be pulled or withheld from competition, and all winning proficiency applications will be sent to Nationals for competition.
2. All proficiency applications will be reviewed, scored, and ranked by advisor representatives statewide, utilizing the score sheets found in the National FFA Proficiency Award Handbook. No advisor will review, score, or rank their own member's application.
3. Application rankings will be worth 2/3 of the total score. To arrive at 2/3 of the total score, the rankings will be doubled prior to interviews taking place at state convention. Interview rankings will be added to application rankings to determine final placing.
4. All district winning applications will be submitted one hard copy following the procedure outlined below:
 - a. **The entire proficiency application MUST be put into ONE document:**
All supplemental pages of the proficiency application need to be contained within the actual proficiency application, so there is only one document per application. To do this, you will need to add the *member's resume, letter and additional page*.

5. District Advisors must submit the list of district winners and a list of those submitting applications for state judging by the same date listed in the Oregon FFA Calendar.

Procedures for State Convention and Interviews

Submit five (5) copies of each Proficiency Application to the registration desk at State FFA Convention.

1. Committee Responsibility

- a. Each committee is charged with the responsibility of interviewing and ranking the candidates in their assigned Area(s). The seriousness of this appointment cannot be overemphasized, as this will determine the individuals that represent Oregon FFA.
- b. Committee members must be in attendance at all committee meetings. If a member misses any portion of the committee process then they will be excused as a committee member and will have no further input into the decision.
- c. This is a confidential process and all information and the decisions made must remain confidential within the committee.
- d. No committee materials should leave the room during the process. All materials must be checked out each morning and checked in each evening by the committee chair. Materials will be housed in the committee coordinators room.

2. Role of Committee Advisors

The role of the FFA advisor(s) for the committee is advisory only. Advisors must be sure that the interview process is fair and has professional supervision at all times and that the final decision has not been compromised.

3. Recommended Committee Meeting Schedule

- a. Committees will meet during regular convention hours, not to conflict with normal meal times, 12 - 1 PM and 5 - 7 PM.
- b. Not excessively early or late.
- c. Interviews should not be scheduled during District Proficiency practice, awards ceremony, or the first committee session of the convention. Please check the convention schedule for these times.

All committee reports must be submitted to the committee coordinator by Noon on Sunday.

4. Committee Process

- a. Roll call of district representatives on committee. NOTE: No member or advisor from a candidate's chapter may serve on the committee. If every district is not represented then the committee chair should find the Proficiency Coordinator or Facilitator to seek replacement members.
- b. Review committee responsibilities. (*See the responsibilities printed above.*)
- c. Create and post an interview schedule. Interviews should not begin until after all applications have been reviewed.

- d. Handout and explain the Interview Rubric.
 - e. Committee members should read each application to become familiar with the projects of each candidate. Committee members should develop questions based on the application and things that might need to be clarified regarding the SAE pertaining to the award area.
 - f. The committee will interview each candidate at least once.
 - g. Second interviews, for selected candidates, may be scheduled at the committee's discretion.
 - h. Each committee member will, independently, rank the candidates, first to last, after their interviews are completed and the chairman will compile all committee members' rankings to determine the final ranking of all candidates that are interviewed in the given area.
 - i. Committee Chair should collect all materials and deliver them to the Committee Coordinator's office along with the final ranking of candidates. *The committee should not be released and the chair should not leave until a Committee Coordinator has verified that the task is complete.*
5. Candidate Interview
Interview questions should support the criterion listed. This will enable the committee to properly score the member during the interview.
6. Announcement of Proficiency Winners
The results of the proficiency award selection process will be announced prior to the Sunday night session so that winners may be seated close to the stage or otherwise be prepared for the on-stage presentation.
- a. The following procedure will be followed:
 - When all of the selection committees are completed and have met with the Committee Coordinators to review their results and résumé's and have returned all materials, the coordinators will compile a list of all proficiency awards to be presented and their respective winners.
 - Advisors of any student winning more than one award will be contacted by a coordinator to determine the student's preference of award and the second place student in the proficiency award area(s) not selected will be added to the list as the winner.
 - At a time and location announced, a coordinator will post an initial list of all of the proficiency winners.
7. In the event an Advisor chooses to disagree with a particular committee selection, there will be a protest procedure, as follows:
- a. Advisors will have 1 hour/60 minutes from the time the initial list is posted to file a written protest. Protests will only be allowed for actual errors in the selection/interview process. Protests based on disagreement with the selection, rumors, innuendos or similar reasons will be disallowed.

- b. All protests must be filed by an Advisor in writing and be delivered, within the time frame, to a committee coordinator and must be accompanied with a \$50 refundable cash protest fee.
- c. Two committee coordinators will meet with the protested award committee advisor(s), chairman, assistant chairman and the State FFA Advisor or her/his designee. The protest will be evaluated for merit and either be disallowed or the selection of the winner will be returned to the full committee for reconsideration. Protests found to have merit will have the fee returned; all others will have the fee donated to the State FFA Officer travel fund. Selections determined by reconsideration by the whole proficiency committee may not be protested.

Upon the completion of the protest hour and any protests that have been submitted, the proficiency winner list will become final.

National FFA Proficiency Qualifications

1. Requirements for State Winning Proficiency Applications
 - a. The applications, with the suggested changes, will be returned to the chapter advisor/state winner for revisions. After the revisions have been made, the FFA member will submit a hard copy of his/her application to the State FFA Office by the first day of OVATA Summer Conference.
 - b. Only applications that have had an advisor verify to State Staff that a thank you note has been sent to the sponsor, will be forwarded to the National FFA. If the application is not accompanied by a thank you letter to the proficiency sponsor, the applicant may forfeit the cash award.
 - c. Anyone having his/her application forwarded will receive a check from the National FFA Organization.

The state winning proficiency applicant will be required to submit their application to nationals. Once an application has been judged at the national level, it is not eligible to compete in that award area again.

Resources found on the National FFA website

1. Application & Application Help
2. Sample Applications
3. Area Descriptions
4. Handbooks
5. Selection Rubrics
6. Best Practices for Applications
7. Recommendations from National Judges