**Event Rules**

All members participating in Proficiency Contests must meet the eligibility requirements and adhere to the rules of the Kentucky FFA Association as outlined in the Rules Governing FFA Activities document.

A member may enter proficiency contests during the first year following high school graduation provided that they have maintained membership.

A member may enter up to two proficiency contests each year.

A member may win only one state proficiency contest per year. If both applications win in their respective areas, the SAE Committee will determine which application will move on to the National Contest and the other application will become second in its area. A member and their advisor can notify the Executive Secretary in advance if they have a preference as to which application should advance to the National level.

A member may count records from their time in middle school if they were a dues paying FFA member during middle school. Records may only be counted if the student’s name appeared on the official roster.

Regional Event: Regional FFA Paperwork Day (late March)

State Event: State FFA Paperwork Rating (early April)

**APPLICATIONS**

Kentucky FFA will utilize the National FFA Proficiency Contest applications. Applications are available at through student AET accounts.

Applications must be completed in AET and must be locked to the record books. Any applications that show that they are unlocked from records will be disqualified.

The version number must match for the entire application. Applications that have non-matching version numbers will be disqualified.

Applications must be signed by all appropriate individuals and bound in a folder prior to submission for scoring. Applications that lack the appropriate signatures will be disqualified.

Kentucky FFA will follow the National FFA Proficiency areas. These areas are released by National FFA during the summer for the following school year and are available at [www.ffa.org](http://www.ffa.org)

**SCORING**

All regional winning proficiency applications must be at the State Paperwork Rating prior to the published start time.

Teachers participating in the proficiency scoring process will be required to pre-register. Teachers will be assigned to scoring teams. In most cases a scoring team will be made up of four teachers with one of the teachers serving as a table chair.

All forms will be scored using the National FFA rubric and each form should receive three scores.

If the first person to review a form believes that a form is sub-standard or in the wrong area he/she can ask for a second opinion from the SAE Committee. With the approval of the SAE Committee the form will receive only one score.

Applications with missing information will be scored but will receive a zero for any missing sections or information.

An advisor may designate a form to receive only one score. However, these forms may be pulled into general scoring if other forms in the area are of low quality.

All applications will be ranked from 1 to 12 or to the number of applications that are present in the area.

A review team made up of members of the SAE Committee will review the results of each area. Review team members will take a second look at applications to check for omissions and errors and to ensure that the applications met minimum criteria and fit the award area. If the review team finds an issue with scoring they will return the applications to the original table with comments and questions. Final determination will be made by the scoring table.

The SAE Committee Chair and State Staff have final say on all decisions.

Final results will be shared with teachers on Monday afternoon following State Paperwork Rating.

Information