

Region IV Proficiency Application Review/Interview Process:

Applicant Timeline:

Review Night: Submit a printed and complete application

Post Review Night: Revise any suggested comments

Interview Day: Bring a clean copy of application, bring records to verify records, interview, leave application if it qualifies for State Review

Proficiency Review Night:

- All applications need to be in printed form on Review night
- Proficiency applications must be complete; applications missing no more than 2 scores, excluding training agreements which can be provided in records will not receive a score.
- All Proficiency applications will be scored with the National FFA Agricultural Proficiency Award Rubrics at the Region IV Review night and will not be adjusted after that evening:
 - AgriScience Research Rubric
 - Combined Area Proficiency Rubric (when an applicant has a combined entrepreneurship & placement application)
 - Entrepreneurship Proficiency Rubric
 - Placement Proficiency Rubric
- The SAE Committee Representative will compile the results within the Proficiency Excel file. All advisors will have an opportunity to review the scoresheets prior to leaving Tuesday's Review night.
 - If an advisor is in disagreement with the ranking of proficiency applications, they must indicate their grievance the day of the application's initial review. The applications will then be re-evaluated by a committee consisting of the Region Advisor, SAE Committee Chair, and a member of the original review committee. The determination of this group shall be final.
- To Clarify: Updates to an application after the initial application will NOT be re-scored on the Interview Day.
 - In rare instances, and with unanimous approval of the SAE Committee Chair, Region Advisor, and an independent scorer (prefer to have someone that reviewed application during Review Night), a written score can be changed after the interview if the candidate provides clarity to the application which was penalized and in question during the initial evaluation.
- ANY applications can be taken home for any final changes, these applications will be returned on interview day.

Proficiency Interviews:

- Interviews will be utilized to:
 - determine the legitimacy of the experience, skills, and financial information.
 - verify that complete records are in place that match the documentation found in the application.
 - verify the training agreement
- All applicants need to have a set of records on the interview day. If an applicant does not have a set of records they will be disqualified from the proficiency category at the Region and State level.
 - Electronic or paper version of records
 - Records include: Inventory Value, Income/Expenses, Funds Invested, Recorded Hours
- It is expected that all Proficiency applicants attend the Proficiency Interview Day, however if the applicant is unable to attend the day of Region IV Proficiency Interviews, then the applicant needs to send their records with their application on Review Night or Interview Day. (This will allow the same interviewers to conduct a phone interview and verify the records on the interview day with the remaining applicant.)
- In the case of an emergency/rare instances, an interview will take place via phone/in person on an alternate date with the candidate.
- If an application places within the top three applications within a proficiency category, the application will be kept to be submitted for state review. Members will not have a chance to revise their application after the interview day.

Appeals:

The Region 4 Advisor, MAAE Directors, and SAE Committee Representative will make determinations regarding all appeals regarding proficiencies and state degree process, placings and awards.