



Texas Award Applications FAQ

AETlearn

Purpose: *The purpose of this FAQ sheet is to help answer common questions regarding the new electronic submission process for all Texas FFA Awards through AET*

Question #1: How do I know if students' applications are ready to be submitted?

Using the Complete/Print option in the application will generate a PDF with a version number. The version generated must have **0 Not Mets** in order to upload for Area Review. *(Electronic Signatures are apart of the met/not met checklist)*

Question #2: As a teacher, how do I know if my application submission was rejected?

As a teacher, choose the State Submission and Feedback List at the top of your Degree/Award Application Manager. Once there, choose the correct application type and if it was removed by your Area, you will see it highlighted in gray, with notes and the words "Removed by Area" in red.

Question #3: Will electronic signatures stay after the student makes changes to the application?

Yes, once electronic signatures have been obtained they will not go away if changes are made to that application. Students must login themselves to sign as a student, impersonating a student account from the Teacher side will not allow the student signature to be completed.

Question #4 How do I re-submit a rejected application OR an application I have made changes to?

If an application is removed by the Area you will be able to make the needed changes and then choose the "Complete/Print application" to generate a new version number. Then the application will be ready to re-submit to the Area for review. The same rule applies to those making edits and wishing to re-submit.

Question #5 How do I handle SAE Plan/Agreement submission?

SAE Plans do NOT require signatures for any application this year and can be uploaded in the application for Star Awards. Your student can use the "Print All SAE Agreements" option which is located right above their Project/Experience Manager to get all agreements in one PDF.



Question #6 How do I generate a version number for applications?

You can generate a new version number by choosing "Complete/Print Application" from the application menu and then select "Complete/Save Your App". This will generate and save a new version of your application. Anytime you make changes please generate a new version.

Question #7 How do I view my submitted applications?

You can choose the "State Submission Lists and Feedback" to view each application type. In each category you can see what applications you have submitted to your Area. You can also see any rejections from your area as well.

Deadline Dates provided by Area Coordinators:

Area I: May 1st	Area VII: May 15 th
Area II: May 11th	Area VIII: May 15 th
Area III: May 15th	Area IX: May 4 th
Area IV: May 15th	Area X: May 12 th
Area V: May 10th	Area XI: May 15 th
Area VI: May 11th	Area XII: May 10 th

You must have your students' applications submitted to your Area no later than the date above.

Failure to submit on time may result in a disqualification (DQ) of the application. Final Submission Date for corrected applications is based on the deadline given by your Area Coordinator. Please contact your Area Coordinator for more details.

If you have ANY questions please reach out to your Area Coordinators and/or Degree/Award Committee Charimen. You can also reach out to Vanessa Kirby with The AET at info@theaet.com or Tammy Glasscock with Texas FFA at tammy@texasffa.org