

## CDE/LDE Certification for a National Event

Rev. July 13, 2018

*Teams/Members must be declared by state staff to participate at the national level. Once a team or member has been declared, a chapter instructor can begin to certify the member/members. All certifications must be approved by state staff.*

### LOG ON TO WWW.FFA.ORG

To begin, navigate to FFA.org, log in and navigate to the *Chapter Profile*.  
On the Chapter Profile page select *Certification/Registration*.

The screenshot shows the FFA Chapter Profile page. On the left sidebar, the 'Certification/Registration' tab is highlighted with a red box. The main content area is titled 'Chapter Overview' and displays various chapter details. A red arrow points from the 'Certification/Registration' tab to the 'Primary Contact' information.

Chapter Overview	
<b>Chapter ID:</b> MI0001	<b>Charter Status:</b> Active
<b>Chapter Name:</b> New Lothrop FFA	<b>Account Status:</b>
<b>Official School Name:</b> New Lothrop High School	<b>Federal Tax ID:</b>
<b>Region:</b> Region 4	<b>W9:</b>
<b>Alumni Chapter:</b> New Lothrop FFA Alumni	
<b>NCES ID:</b> 262529006186	
<b>Primary Contact:</b> Winifred Logan	<b>Primary Email Address:</b> 37657259@agriculture.agriculture
<b>Primary Mailing Address:</b> PO BOX 339 NEW LOTHROP, MI 48460-0339	<b>Primary School Phone Number:</b>

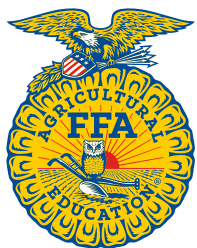
Navigation tabs: Contacts, Addresses, School Administration, Charter, Chapter Name, Chapter Requirements

### CDE/LDE CERTIFICATION


The CDE/LDE Certification page will only list those CDE/LDEs that the state staff have declared for your chapter to certify members. Select *Edit* for one of the CDE/LDE events listed to certify member(s).

The screenshot shows the FFA Certification page. The 'Certification' tab is selected. A table lists CDE/LDE events. The 'Action' column for the first row is highlighted with a red box. A red arrow points from the 'Submitted' column to the 'Action' column.

CDE/LDE	Submitted	Approved	Action
Agricultural Communications	- Winifred Logan		



## IDENTIFY ADVISOR

Select [Edit](#)  next to Advisor. This is NOT an automatic field at this time. It is a pull down menu for the advisor. Select the advisor to contact for the selected team. [Email](#) and [Mobile](#) should populate with the information from the profile. If there is no information listed you will have to update the profile under Teacher/Advisor Data, then return to [Certification/Registration](#).


Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Edit Certification: **Food Science & Technology** State Qualifying Date: **06/21/2018**

Advisor:  Email: Mobile: Submit Back

Team Uploads

Team Add Select up to 4 Students

Select [Update](#) to save the advisor.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Edit Certification: **Agricultural Communications** State Qualifying Date: **04/20/2018**

Advisor: Winifred Logan ✕ Submit Back

Update Cancel

Team Uploads

Team Add Select up to 4 Students

This is an example of an Updated Advisor Record. You are now ready to add members to your selected team by selecting [Add](#) next to Team.


Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

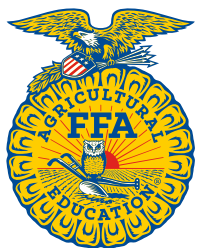
Student/Member Data

Edit Certification: **Food Science & Technology** State Qualifying Date: **06/21/2018**

Advisor: Ray Mitchell - 600285197  Email: 9673DF6B@agriculture.agriculture Mobile: (193) 290-8925 Submit Back

Team Uploads

Team Add Select up to 4 Students



The Student search is near the bottom of the page. Scroll down and type in the first or last name in the search bar. The returned search list will be alpha by first name and is limited to the first 10 matches.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Profile/Membership Options

**Edit Certification: Agricultural Communications** State Qualifying Date: **04/20/2018**

**Advisor:** Winifred Logan - 600726995 **Email:** 37657259@agriculture.agriculture **Mobile:** (115) 670-6581 **Submit** **Back**

**Team** **Uploads**

**Team** **Add** *Select up to 4 Students*

Role	FFAID	First Name	Last Name
#1 Journalistic Writer	Use Search below...	Use Search below...	Use Search below...
Grade level at Qualifying	Please check if you need special needs accommodations, as outlined under the American with Disabilities Act (including food or environmental allergies) to facilitate their participation in the specific event.		Please list all special dietary needs. Report all allergies on ADA special needs request form: (milk, eggs, peanuts, tree nuts fish, shellfish, soy, wheat, other)
7	ADA Disability <input type="checkbox"/>		

**Save** **Cancel**

**Student Search - Results limited to first 10 matches (Sorted First Name, Last Name)**

FFAID	First Name	Last Name
		taylor

**No results found**

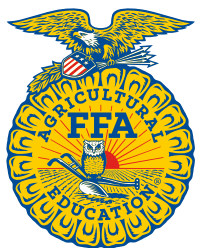
Select your member.

**Student Search - Results limited to first 10 matches (Sorted First Name, Last Name)**

FFAID	First Name	Last Name
		taylor

**Search** **Reset**

FFAID	First	Last	Email	Action
602706448	Jessie	Taylor	B9A9CE3C@agriculture.agriculture	Select



1. Edit [Grade level at Qualifying](#), [ADA Disability](#), and [Special Dietary Needs/Allergies](#) [1], then [2] select the [Green](#) Save button.
2. **NOTE:** We are requesting extra information to better prepare in specific events that may expose students to allergens. Checking the [ADA Disability](#) will give you a reminder to complete a [Request for Special Accommodations](#) form. All allergies (food or environmental) need to be reported on the ADA special needs form. We can make the determination if we need medical documentation once we receive the form.
3. The text box can capture Dietary needs only. Though it may seem redundant, it will allow us to separate lifestyle vs. medical dietary needs.

The screenshot shows a form for adding a team member. It includes fields for Role, FFAID, First Name, and Last Name. Below these are dropdown menus for Grade level at Qualifying and a checkbox for ADA Disability. A large text box for Special Dietary Needs/Allergies is also present. Red arrows and numbers indicate the steps: 1 points to the Grade level at Qualifying dropdown, the ADA Disability checkbox, and the Special Dietary Needs/Allergies text box; 2 points to the Save button.

Role	FFAID	First Name	Last Name
#2 Opinion Writer	602706448	Jessie	Taylor

Grade level at Qualifying: 7

Please check if you need special needs accommodations, as outlined under the American with Disabilities Act (including food or environmental allergies) to facilitate their participation in the specific event.

ADA Disability ☐



Please list all special dietary needs. Report all allergies on ADA special needs request form: (milk, eggs, peanuts, tree nuts fish, shellfish, soy, wheat, other)

Save Cancel

Continue adding members one at a time by selecting the [Add](#) button and completing the information for each team member. Edit [Grade level at Qualifying](#), [ADA Disability](#), and [Special Dietary Needs/Allergies](#), then select the [Green](#) Save button for each team member.



## EDITING AND ADD/DELETES

All team members will be visible as you add them. Information may be edited by selecting the Edit  button on the same line as their name. To delete a student and select another, select Delete  next to the student to be deleted, then "Add" a new member. When the list is complete and correct for all members, then [Submit](#) the certification.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Profile/Membership Options

Edit Certification: **Agricultural Communications**

State Qualifying Date: **04/20/20**

Advisor: Winifred Logan - 600726995 

Email:  
37657259@agriculture.agriculture

Mobile: (115) 670-6581

[Submit](#)

Team

[Uploads](#)

Team [Add](#) *Select up to 4 Students*

Role: **#1 Journalistic Writer** Created: - Winifred Logan  
FFAID: 602706448 Modified: -  
First Name: **Jessie** ADA Disability: ☒  
Last Name: **Taylor** Special Dietary Needs: peanuts  
Grade level at Qualifying: 7

Role: **#2 Opinion Writer** Created: - Winifred Logan  
FFAID: 602706097 Modified: -  
First Name: **Ada** ADA Disability: ☐  
Last Name: **Buchanan** Special Dietary Needs:  
Grade level at Qualifying: 8

Role: **#3 Video Producer** Created: - Winifred Logan  
FFAID: 602706098 Modified: -  
First Name: **Leah** ADA Disability: ☐  
Last Name: **Harmon** Special Dietary Needs:  
Grade level at Qualifying: 10

Role: **#4 Web Designer** Created: - Winifred Logan

If you forgot to identify an advisor for the team, you will receive a **red warning** message that it must be completed before the certification can be submitted. Click the **x** to close the message.

WARNING: You MUST select an Advisor for this event before it can be submitted.

**Van Buren Tech Center FFA**

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Edit Certification: **Food Science & Technology**

State Qualifying Date: **06/21/2018**

Advisor: 

Email:

Mobile:

[Submit](#)

[Back](#)

Team

[Uploads](#)

Team

[Add](#)

*Select up to 4 Students*



This is a successfully submitted certification with reminders to resubmit if you make a change and to submit a **Special Needs Request** for members designated with a ✓ next to the [1] **ADA Disability** designation. The **Special Needs Request** [2] is an active link to generate the form. Click the x to close the messages.

When you are ready to certify the next team, select the [Back](#) button to get to the Declared teams list for your chapter.

Certification Submitted Successfully. x

REMINDER: If you make any more changes, you must re-submit. x

Reminder: You have indicated that you need accommodations as outlined under the American with Disabilities Act. Please complete and submit a [Special Needs Request](#) by August 15th. x

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Profile/Membership Options

Edit Certification: **Agricultural Communications**

State Qualifying Date: 04/20/2025

Advisor: Winifred Logan - 600726995

Email: 37657259@agriculture.agriculture

Mobile: (115) 670-6581

Submit

Back

Team Uploads

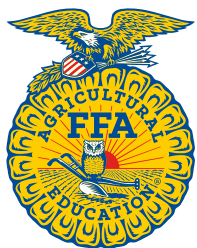
Team Add Select up to 4 Students


Role:	#1 Journalistic Writer	Created:	- Winifred Logan
FFAID:	602706448	Modified:	-
First Name:	Jessie	ADA Disability:	<input checked="" type="checkbox"/>
Last Name:	Taylor	Special Dietary Needs:	peanuts
Grade level at Qualifying:	7		

## Request for Special Needs Accommodation for National FFA Competitive Events and Programs


**Deadline: August 15** annually for participation at the following National FFA Convention

The following information is required if there is a qualified member that plans to participate in a National FFA competitive event or program and wishes to request an accommodation for a disability as recognized by the American's with Disabilities Act.



Continue certifying teams for all of your declared teams by selecting [Edit](#)  for each of the CDE/LDE events listed.

Student/Member Data	
Annual Report Data	
CDE/LDE Certification	





CDE/LDE	Submitted	Approved	Action
Food Science & Technology	-	-	
Marketing Plan	-	-	
Prepared Public Speaking LDE	-	-	

Progress through the form in the same manner identifying the advisor, and adding team member(s) as before.

If you make a mistake and submit the same student for more than one event, you will receive a **red warning** like the warning below. This team member will not save and a different team member must be selected and saved before you can submit the team for certification approval.

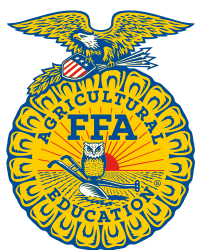
WARNING: This student has already been selected to compete this year. They cannot be selected again!

## Van Buren Tech Center FFA

Chapter/Charter Information	Edit Certification: <b>Marketing Plan</b>				State Qualifying Date: 06/20/2018									
Program/Chapter Data	Advisor: Ray Mitchell - 600285197 		Email: 9673DF6B@agriculture.agriculture	Mobile: (193) 290-8925	<input type="button" value="Submit"/>	<input type="button" value="Back"/>								
Teacher/Advisor Data	<div>Team <input type="button" value="Uploads"/></div>													
Student/Member Data	<div>Team <input type="button" value="Add"/> <i>Select up to 3 Students</i></div>													
Annual Report Data	<table><tr><th>Role</th><th>FFAID</th><th>First Name</th><th>Last Name</th></tr><tr><td>#1 Team Member </td><td>602772151</td><td>Olive</td><td>Hanson</td></tr></table>						Role	FFAID	First Name	Last Name	#1 Team Member 	602772151	Olive	Hanson
Role	FFAID	First Name	Last Name											
#1 Team Member 	602772151	Olive	Hanson											
CDE/LDE Certification														

Chapter/Charter Information	Certification <a href="#">Results</a>									
Program/Chapter Data	Certification									
Teacher/Advisor Data	Year <input type="text" value="2018"/> 									
Student/Member Data	<table><tr><th>CDE/LDE</th><th>Submitted</th><th>Approved</th><th>Action</th></tr><tr><td>Agricultural Communications</td><td>- Winifred Logan</td><td>- Don Jimenez</td><td></td></tr></table>		CDE/LDE	Submitted	Approved	Action	Agricultural Communications	- Winifred Logan	- Don Jimenez	
CDE/LDE	Submitted	Approved	Action							
Agricultural Communications	- Winifred Logan	- Don Jimenez								
Annual Report Data										
Certification/Registration										

This is an example of a submitted and approved team certification.



## DOCUMENT UPLOADS

The Agricultural Communications, Agricultural Issues, Employment Skills, Marketing Plan and Prepared Public Speaking Events require uploads. The upload required for each event is indicated. These uploads must be completed by the deadline of Sept. 1. The procedure outlined below is the same for all of these documents. Employment Skills has two deadlines, Sept. 1 for the resume, cover letter and job description and Sept. 15 for the online job application.

Select [Upload](#) for the CDE/LDE event after you have identified and saved the member(s). Note: The window will indicate the Required Upload for each specific this event. This event has [1 Required Upload—Manuscript](#).

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Edit Certification: **Prepared Public Speaking LDE**State Qualifying Date: **06/21/2018**

Advisor:

Email:

Mobile:

Submit

Back

Team

Uploads

Uploads

Upload

**1 Required: Manuscript**  
Deadline is September 1st. Upload must be a pdf less than 20 MBytes in size. File names should include the state and file type. (ex: ZZmediaplan.pdf)

**Note:** Instructions are provided for size and file name.

[Type \[1\]](#) is indicated which follows the state abbreviation in the file name. Indicate the [Title \[2\]](#) of the document in the space provided. You should be sure your file is named properly prior to selecting the Browse button for the upload itself. You can see this document is named "[MIMediaplan.pdf](#)" [\[3\]](#). [Save](#) the upload when completed.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Registration/Certification

Profile/Membership Options

Edit Certification: **Agricultural Communications**State Qualifying Date: **04/20/2018**

Advisor:

Email:

Mobile:

Submit

Back

Team

Uploads

Uploads

Upload

**1 Required: Media Plan**  
Deadline is September 1st. Upload must be a pdf less than 20 MBytes in size. File names should include the state and file type. (ex: ZZmediaplan.pdf)

Type

Media Plan

Title - (max 200 characters)  
Centennial Farms Adams County promotions

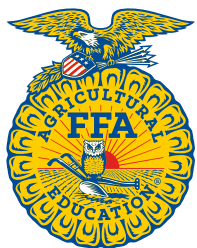
C:\Users\cherl\Documents\MIMediaplan.pdf

Browse...

Save

Cancel





NATIONAL  
FFA ORGANIZATION

## CDE/LDE Certification

Once saved, the information will display the Type, Title, File Name and Upload information.  
When the information for the event is complete and saved, then [Submit](#) the certification.



<a href="#">Chapter/Charter Information</a> <a href="#">Program/Chapter Data</a> <a href="#">Teacher/Advisor Data</a> <a href="#">Student/Member Data</a> <a href="#">Annual Report Data</a> <a href="#">CDE/LDE Certification</a> <a href="#">Profile/Membership Options</a>	<b>Edit Certification: Prepared Public Speaking LDE</b>		State Qualifying Date: <b>06/21/2018</b>									
	<b>Advisor:</b> Ray Mitchell - 600285197		<b>Email:</b> 9673DF6B@agriculture.agriculture	<b>Mobile:</b> (193) 290-8925								
	<a href="#">Team</a> <a href="#">Uploads</a>		<a href="#">Submit</a> <a href="#">Back</a>									
	<b>Uploads</b> <a href="#">Upload</a> <b>1 Required: Manuscript</b> Deadline is September 1st. Upload must be a pdf less than 20 MBytes in size. File names should include the state and file type. (ex: ZZmediaplan.pdf)											
	<table border="1"><tr><td>Type:</td><td>Manuscript</td></tr><tr><td>Title:</td><td>The Farm Bill Today: So Much more than Farming</td></tr><tr><td>File Name:</td><td>Mlmanuscript.pdf</td></tr><tr><td>Uploaded:</td><td>6/23/2018 1:46:25 PM - Ray Mitchell</td></tr></table>				Type:	Manuscript	Title:	The Farm Bill Today: So Much more than Farming	File Name:	Mlmanuscript.pdf	Uploaded:	6/23/2018 1:46:25 PM - Ray Mitchell
	Type:	Manuscript										
Title:	The Farm Bill Today: So Much more than Farming											
File Name:	Mlmanuscript.pdf											
Uploaded:	6/23/2018 1:46:25 PM - Ray Mitchell											

When all certifications are complete. You may [Sign out](#).

**\*\*Please notify state staff of completed certifications\*\***

**Uploads may be done any time from initial Certification to the deadline of Sept. 1, but you must re[submit](#) the certification for state staff approval for uploads.**

**The ONLINE CDE/LDE Add/Deletes deadline is noon, EDT, Oct.23, 2018. Any add/deletes after this deadline are to be completed in person at the convention no later than one hour prior to the first official activity for the respective CDE/LDE.**