

2009 Career Development Event Team Certification for National Convention and Eastern States Exposition

CAREER DEVELOPMENT EVENT TIMELINE

In order to for the state office to meet Eastern States & National FFA deadlines, these deadlines are firm.

For Career Development Events Held from Fall 2008 through April 30, 2009:

- **Friday, May 15** - Intent to compete at Nationals and/or Big E declared (*please confirm whether or not you intend to compete via e-mail to Erin Noble at erin.noble@ag.state.nj.us*)
- **Friday, June 5** – Certification form for National Convention and/or Big E e-mailed to ag.ed.registration@ag.state.nj.us (*Please note: These are two separate certifications*)
- **Friday, June 5** – Waivers for National Convention and/or Eastern States Exposition mailed hard copy to the Office of Agricultural Education (*Please note: Separate waivers need to be signed for National Convention and for the Eastern States Exposition*)
- **Wednesday, May 27** - Team registration payment:
 - \$35 per team/individuals National CDE registration
 - \$10 per team/individual for Eastern States registration

For Career Development Events Held during State Convention:

- **Wednesday, May 27** - Intent to compete at Nationals and/or Big E declared (*please confirm whether or not you intend to compete via e-mail to Erin Noble at erin.noble@ag.state.nj.us*)
- **Friday, June 5** – Certification form for National Convention and/or Big E e-mailed to ag.ed.registration@ag.state.nj.us (*Please note: These are two separate certifications*)
- **Friday, June 5** – Waivers for National Convention and/or Eastern States Exposition mailed hard copy to the Office of Agricultural Education (*Please note: Separate waivers need to be signed for National Convention and for the Eastern States Exposition*)
- **Wednesday, May 27** - Team registration payment:
 - \$35 per team/individuals National CDE registration
 - \$10 per team/individual for Eastern States registration

For Summer Career Development Events:

- **Within one week of event** - Intent to compete at Nationals and/or Big E declared (*please confirm intent to compete via e-mail to Erin Noble at erin.noble@ag.state.nj.us*)
- **Within one week of event** – Certification form for National Convention and/or Big E e-mailed to ag.ed.registration@ag.state.nj.us (*Please note: These are two separate certifications*)
- **Within one week of event** – Waivers for National Convention and/or Eastern States Exposition faxed to 609-633-2421 or mailed hard copy to the Office of Agricultural Education (*Please note: Separate waivers need to be signed for National Convention and for the Eastern States Exposition*)

Additional Submission Deadlines:

- **With signed waiver** – Request for Special Needs Accommodation (*if needed*)
- **July 15:**
 - Prepared Public Speaking Manuscript (*16 copies*)
- **September 1:**
 - Agricultural Issues Portfolio (*11 copies*)
 - Job Interview Cover Letter, Resume, and 3 Letters of Reference (*11 copies*)
- *Additional deadlines for the Big E, including parking passes will be announced once materials are received from Eastern States*

**** Make Copies of all materials for your records****

DIRECTIONS FOR ELECTRONIC CERTIFICATION OF CDE TEAMS

General Information

The 2009 electronic certification form is provided as a Microsoft Excel 2003 Worksheet. If you have technical problems with this version, we suggest you contact your school's technical support.

There is a new process for certifying teams for national competition this year. Certifications will be emailed to you, from me, accordingly. These forms will not be available online.

Once completed, please return this certification form electronically to ag.ed.registration@ag.state.nj.us. According to National FFA's new certification policies, hard copies of the certification will not be accepted.

The only form you will continue to mail to us hard copy is the waiver form with the student's and parent's/guardian's signatures. Waivers must be downloaded from our website (it will also be sent with the CDE certifications) and filled out appropriately for each student. All sections of the waiver must be completed (event name, FFA membership number, signatures, etc.) The waivers must be signed by the student and parent, and therefore cannot be submitted electronically. **Waivers must be mailed to the Office of Agricultural Education.**

State Information

This information here was completed by the State Staff and provides some deadlines. You will not need to use this page unless you are registering a team for both National Convention and the Big E. (*See "Completing the Certification Forms for Eastern States Exposition"*)

Completing the Certification Forms for National Convention:

Please save your files with the name "NJ_Event_ChapterName"

1. Complete the "CDE Team Cert. Form 1" tab in the certification form.
2. Please be sure to complete all information on the form - Advisor, Team Member, and Local Newspaper information on this page. If information is missing, the form will have a statement in red stating "Missing Information – Complete ALL Blanks" (*Please note: If you have a member who was new to your roster in the 2008-2009 school year, you will not have their membership number. Please e-mail Erin Noble at erin.noble@ag.state.nj.us with the name of the student. She will e-mail the membership number back to you so you can complete the form and have the appropriate data on the waivers.*) When done, e-mail to ag.ed.registration@ag.state.nj.us
3. Complete a waiver for each student participating in a Career Development Event.
 - a. Distribute forms to students and have them complete with printed and signed names, parent/guardian printed and signed names, insurance company and policy number, and a witness signature.
 - b. Mail a hard copy to the Office of Agricultural Education.

*Please note: The waiver for the Creed Speaking Event requires the signature of an administrator.

Completing the Certification Forms for Eastern States Exposition:

I am waiting to hear from the Eastern States Exposition/Big E in regard to their certification process. National FFA converted to this new system and Eastern States was still on the old system. I will keep you updated once I get more information.

***** Make Copies of all materials for your records*****