ACRS21: Getting Started

Student Name: _____

Step 1: Log In to The AET
Go to http://www.theaet.com, and log in by choosing:

Log In

Step 2: Complete Pre-Test
Select **PROFILE**. Select **Test your knowledge and gain a passing score**.

☐ a. Click "Access this Quiz" for the ACRS 21 Pretest.

About You

⚙ Manage/Edit your personal profile and password

📚 Record your class schedule

✏ Manage your Resume information

📄 Test your knowledge and gain a passing score

AET Quizzes and Assessments

Please see below for quizzes that are available to you.

	Quiz Type	Best Score	Date	Results	
⚠	Tractor and Machinery Safety Awareness Exam				Access this Quiz
☀	ACRS21 LEQ-H Assessment - Pretest				Access this Quiz

☐ b. Read the directions for the Pretest then click "Begin Exam."

☐ c. Complete the pretest to your best ability. There are no right or wrong answers. Make sure to hit "Submit" at the bottom.

☐ d. Evaluate your scores. Use both charts to determine where and how you should improve your soft skills.

<-- Go Back   Begin Exam

Date	Time Mgmt	Social Competence	Achievement Motivation	Intellectual Flexibility	Task Leadership	Emotional Control	Active Initiative	Self Confidence
4/5/2021	Fair	Good	Good	Good	Good	Excellent	Good	Good

Life Effectiveness Questionnaire (LEQ-H)

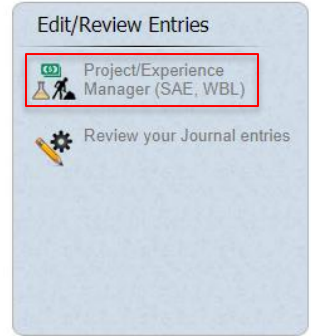| Soft Skill Factors	Description
Time Management	Makes optimum use of time.
Social Competence	Personal confidence and self-perceived ability in social interactions.
Achievement Motivation	Motivated to achieve excellence and put the required effort into action to attain it.
Intellectual Flexibility	Can adapt his/her thinking and accommodate new information from changing conditions and different perspectives.
Task Leadership	Can lead other people effectively when a task needs to be done.
Emotional Control	Maintains control when he/she is faced with potentially stressful situations.
Active Initiative	Likes to initiate action in new situations.
Self Confidence	Confidence in his/her abilities and the success of their actions.

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Step 3: Create Foundational SAE
Select **JOURNAL**. Select **Project/Experience Manager (SAE, WBL)**.

Edit/Review Entries

Project/Experience Manager (SAE, WBL)

Review your Journal entries

☐ a. Click "Add New" to begin a new project.

☐ b. Define the project then click "Save."

Add/Edit Experiences

Name:	Career Exploration Activities
Experience Focus:	● Individual ○ School Based ○ Service Learning
Tracking Your Experience:	Basic: ● Foundational Agriscience: ○ Research/Experimental Job: ○ Paid Placement ○ Unpaid Placement Business: ○ Entrepreneurship/Ownership
Primary Experience Category:	Foundational
Primary Subcategory:	Foundational Skills

Save   Cancel

> Name: Title your project. This Foundational SAE will be used to document activities relating to career discovery & exploration (job shadow, industry tours, career fairs, etc.)

> Type of SAE: Select Foundational SAE. The bottom portion will auto-populate.

☐ c. Complete your SAE Plan.

Project/Experience Manager (SAE)

Print All SAE Agreements   Add New   Return to AET   View SAE Assessments
0 Unread Assessments

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings (Active, Setup, Location)	**Start Yr - Name / Type**	**Planning** (SAE Plan, Budget)	**Financial Entries**	**Journal Entries**	**Files / Photos**	**Current Value**	**Resources** (Annual Review, Inventory, Usage, Skills, Reporting)
⏻ ⚙ 📓	Career Exploration Activities FN - Foundational Skills	✏	⚠ 0	0	0	0.0 hrs	📋	💬 📊
	GRAND TOTAL		0	0	0	$0 0 hrs		

| Description | Time Investment | Financial Investment | Learning Objectives (Skills) |

Description and Overview of Your Project – This is a summary of your project to help quickly
A few areas to consider:

My interest and motivation for this project is _____

My project will start ____ and end on ____.

My project goals are (1)_____, (2)_____ and (3) _____

_____ is assisting me with my project and helping me through ____ activities.

In terms of project safety, important areas of safety include _____, _____, and _____.

> Description: Copy & Paste the sentence stems into the textbox. Fill in the information as you feel necessary. **Focus on career interests or goals to assist you in completing the sentence stems.**

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| Description | Time Investment | Financial Investment | Learning Objectives (Skills) |

Estimated Investment of Time – This is a plan for the time you are likely to invest in yo
sentence(s) below to begin your plan.

I will spend _____ hours per week in ___ activities.

My project time varies from month to month, but common activities are _____, _____ and

My project time relates to my career plan, which is to _____.

> **Time Investment:** Copy & Paste the sentence stems into the textbox. Fill in the information as you feel necessary. **Possibly state how many hours per semester you will dedicate towards career exploration.**

| Description | Time Investment | Financial Investment | Learning Objectives (Skills) |

Estimated Financial Investments (project funds and expenses) – Foundational proj
values. If so, please choose from the following sentences to get started.

I do not need any financial investments to complete this project.

The funds I need to invest in my project will come from _____.

In terms of total cost, my project will annually require $_____ per year to operate my pr

> **Financial Investment:** Will most likely input: **I do not need any financial investments to complete this project.**

[Save All & Return]   [Cancel]

| Description | Time Investment | Financial Investment | Learning Objectives (Skills) |

Foundational Learning Outcomes – Choose "Add/Explore Skill Areas" to identify learning experiences you feel you may gain from your project. As a Foundational Project, you should be choosing from all areas to have a complete project. A minimum of **three** skills are required for a complete plan (green check mark).

Once you have added skill areas, come back to your plan and in your own words describe likely activities that will be part of your project. These are planned learning experiences, so a general idea for each skill will do for this step.

➕ Add/Explore Skill Areas

| Skill ❓ | Planned Activities ❓ | Delete |
No skill areas have been added. Click 'Add' above to get started.

> **Learning Objectives (Skills):** Add 3 skills to your project.
>
> All Foundational Skills or CRP 10 is encouraged!

[Save All & Return]   [Cancel]

| Description | Time Investment | Financial Investment | Learning Objectives (Skills) |

Foundational Learning Outcomes – Choose "Add/Explore Skill Areas" to identify learning experiences you feel you may gain from your project. As a Foundational Project, you should be choosing from all areas to have a complete project. A minimum of **three** skills are required for a complete plan (green check mark).

Once you have added skill areas, come back to your plan and in your own words describe likely activities that will be part of your project. These are planned learning experiences, so a general idea for each skill will do for this step.

➕ Add/Explore Skill Areas

Skill ❓	Planned Activities ❓	Delete
FND.A1.01 Explore areas that interest you		×
FND.A2.02 Build or maintain a resume		×
FND.A3.05 Search for scholarship or financial resources for education		×

> **Learning Objectives (Skills):** Once skills are selected, add Planned Activities in each of the corresponding boxes.

> Click "Save All & Return" when complete.

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Step 4: Update AET Resume
Select **PROFILE**. Select **Manage your Resume information**.

About You
- Manage/Edit your personal profile and password
- Record your class schedule
- Manage your Resume information
- Test your knowledge and gain a passing score

☐ a. Under "Objective," fill in your career goals.

| Review/Edit | JudgingCard Results | Objective | References |

Provide a short statement that highlights your career goals.

Save

Objective: Example career goal:

I plan to seek a position as a Pest Control Advisor in the future. I will prepare for this career by attending Fresno State and earning a degree in Plant Science.

Objective: Use this guide to help you!

I plan to seek a position as a _____ (insert career) in the future. I will prepare for this career by _____ (describe how you will work towards your goal, ie: college, trade school, work experience, etc.)

☐ b. Under "References," fill in your references.

| Review/Edit | JudgingCard Results | Objective | References |

Please list the name, address, phone and email for each reference to be shown on your

Save

References: Be sure to include all parts of a reference. For example:

Dr. Sharon Freeman
Fresno State
2415 E. San Ramon
Fresno, CA 93740
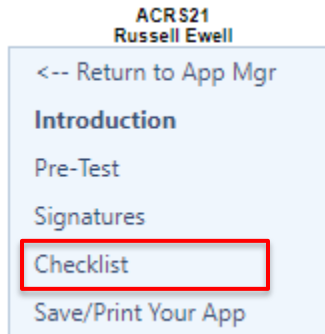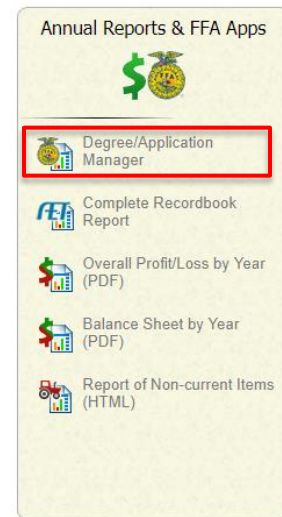559-278-4423
sfreeman@mail.fresnostate.edu

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Step 5: Review Certificate Requirements
Select **REPORTS**. Select **Degree/Application Manager**.

☐ a. Select "ACRS 21 High School Certificate" from the drop down menu then click "Add New".

☐ b. Click "Checklist" on the application menu.

Annual Reports & FFA Apps

- Degree/Application Manager
- Complete Recordbook Report
- Overall Profit/Loss by Year (PDF)
- Balance Sheet by Year (PDF)
- Report of Non-current Items (HTML)

ACRS21
Russell Ewell

<-- Return to App Mgr

Introduction

Pre-Test

Signatures

Checklist

Save/Print Your App

☐ c. Review your Checklist & begin working on meeting certificate requirements.

CHECKLIST OF MINIMUM QUALIFICATIONS

Special Notes for this page:
- ▶ Video for Students
- *Missing, Error, or Not Met* indicates a condition causing the candidate not to qualify for the degree.
- *Review* indicates a condition that will require additional explanation or documentation.

	Condition	Item		Verification Area
20	VERIFY IN RECORDS	Complete LEQ-H Pre-Test		Quiz System

	Condition	Item	Your Value	Verification Area
1	NOT MET	15 hours of Attendance/Participation in Meetings & Committees	1.0	Journal Entries
2	NOT MET	40 hours of Leadership Activities/Postitions	12.0	Journal Entries
3	NOT MET	25 hours of team participation	1.0	Journal Entries
4	NOT MET	30 Hours of service in your community	5.0	Journal Entries
5	NOT MET	1 hour of Formal Public Speaking Experience	0.2	Journal Entries
6	NOT MET	139 hours of SAE Projects (Includes hours from #7-9)	7.0	Journal Entries
7	NOT MET	- 27 hours of Job Shadowing/Career Exploration	2.0	Journal Entries
8	NOT MET	- 10 hours of an Agri-Science Research Project	0.0	Journal Entries
9	VERIFY IN RECORDS	- 2 hours of Career Readiness Counseling Sessions	5.0	Journal Entries
		Total Hours 33.2 / 250		

	Condition	Item	Your Value	Verification Area
10	NOT MET	Obtain 3 evaluations with a rating of 3.0 rating or higher	1.0000	SAE Assessments
11	VERIFY IN RECORDS	Complete Resume - *objective listed and reference added*	0.0000	AET Student Resume
12	VERIFY IN RECORDS	Complete LEQ-H post test - *only available when checklist hours are complete*	0.0000	Quiz System
13	NOT MET	Obtain counselor approval signature	0.0000	Signature Screen
14	NOT MET	Obtain advisor approval signature	0.0000	Signature Screen

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