

## National FFA Career Development Event Certification Check List:

	Yes	No
All participants at time of certification were:		
<ul style="list-style-type: none"> <li>A high school member in grades 9-12. With the exception of the creed speaking participants who could have qualified as a 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> grade member.</li> </ul>		
<ul style="list-style-type: none"> <li>While in school be enrolled in at least one agriculture course during the school year or follow a planned course of study as outlined in the National FFA Constitution.</li> </ul>		
<ul style="list-style-type: none"> <li>Active member with all national dues paid at time of certification.</li> </ul>		
Members selected have not participated in that event, in which they are certifying for on the national level in prior years.		
Members are only participating in one event at the national level during this year.		
Each event certification form has the correct number of members entered. <b>(Participants can not be added unless there is a member to delete)</b>		
Membership identification numbers are supplied for each member.		
Teams have been selected at a state or interstate career development event since the last National FFA Convention or a request for waiver of rules is attached.		
Processing/Certification Fee for each team certified has been paid to the National FFA Organization, with the exception of the Dairy Handler's Activity (no fee necessary for this activity).		
Liability Waiver Forms have been completed and are attached to the appropriate CDE certification form.		
Special need request(s) with appropriate documentation is attached to appropriate certification form.		
All forms have the appropriate state staff, teacher and or student signatures.		
All forms have correct school name and address		
All forms have publicity contacts with complete address.		

**State Staff must be able to answer Yes to all items above.**

\*Add/Delete forms will be accepted at the National FFA Center providing they arrive prior to ten working days before convention. Add/Delete forms will be processed provided that the members meet eligibility requirements and have appropriate liability waivers attached. Special needs requests if necessary must also be attached.

\*\*On Site Add/Delete Forms: Are used to change team members during the 10 working days prior to convention and up to 1 hour prior to the coaches meeting for each event. Teachers will need to obtain these forms at the CDE registration desk. Teachers must supply liability waiver forms for all members added using the on site add/delete process. Membership and eligibility will be checked on all members added using the on site add/delete process. Members not meeting eligibility requirements will be disqualified. In some cases this will also disqualify the entire team.

\*\*\*Certification date does not have to be the date of the qualifying event. Certification date is the date the state staff will send the forms to the National FFA Center.