



Career Program Area: Career Progress

General Guidelines and Information

1. Career Progress may begin when a student completes the Career Planning application. Career Planning includes a personal education plan for developing the competencies necessary for employment or business ownership in a chosen career cluster of agriculture. The Plan will normally include formal study, supervised on-the-job training and perhaps unsupervised work experience. Career Progress takes this process further by examining the progress the student has made compared to the original plan. Students will also be able to demonstrate management decision making abilities by responding in a way that they chose, a case study.
2. Participants in Career Progress are not required to have participated in Career Planning; either formally or informally. It is advised to complete the Planning application as stated above. The Planning application can be a study guide for developing the Career Progress application and to serve in the educational process. The P4P Handbook located within the National PAS Handbook contains several activities to learn more about this career program area.
3. Progress participants need to obtain the Case Study from their chapter advisor near the beginning of the calendar year
4. The Career Progress Program clusters include*:
 - a. Agricultural Education Systems
 - a. Agribusiness Management and Marketing Systems
 - b. Agricultural Processing and Biotechnology
 - c. Horticulture, Environment and Natural Resource Systems
 - d. Plant Systems
 - e. Power, Structural and Technical Systems
 - f. Retail Agribusiness Systems
 - g. Ruminant Animal Systems
 - h. Non-Ruminant Animal Systems

*Please Note: Career Planning events have the exact same event titles.

When each participant begins the process of developing their final application for competition, the above titles will be used on page 1, 8 and 9 of the Progress application and is the only verbiage and method acceptable without encountering a 20 point deduction in scoring.

Applicants, please use the electronic document for Career Progress to prepare your material. It can be downloaded to your device from the National PAS website or be sent from your advisor. Most of the information you provide will have an auto-fill space for word processing. Please edit the document as best as possible prior to printing to insure that the information that is supposed to be on a certain page in the original template is on that page of your final draft.

In the event of a computer form or printer malfunction, the CPA coordinator provides flexibility during form evaluation. Other point deductions will occur based on the rules outlined below.

Specific Career Progress Rules

1. Two copies of each application must be submitted during the Case Study at the national conference by the time stated in the conference schedule. Do not turn applications in at any conference desk or registration area. Participants will be given up to 90 minutes to prepare a written solution, response or answer to a Case Study relating to their Career Progress area. When finished, applications will be turned in at that time.
2. Each participant will provide pencils or pens during the Case Study. The national coordinator will supply paper.
3. Any use of an electronic, digital or other technology device during the Case Study is prohibited and will result in the participant being disqualified. Verbal communication is also prohibited.
4. Applications must be submitted on plain white, non-bonded 8 ½ x 11" paper and stapled in the upper left hand corner. The paper will have no texture. Do not put in a folder. Each violation will result in a 20 point deduction.
5. Application title for Progress area, as state above, must contain the specific information relating to the award area. A 20 point deduction will occur if area title does not appear exactly the way it is stated above.
6. Applications must have nine pages and must be placed in numerical order. The specific order of pages and a reminder of information they must contain is provided in the table below. 20 point deduction for each.
7. Page 5 of the Career Progress application shall be developed using not more than 20 competencies. Competency sentences or phrases must be one line only.
8. Use of any other application form will result in a 30 point deduction from the total 400 points possible. In the event of a computer or printer malfunction, it is instructed that the CPA coordinator provides flexibility during application evaluation.
9. The interview with judges will be 15 minutes or less.
10. In the event of a tie, the Case Study point total will serve as the tiebreaker. In the event of a further tie, the tiebreaker will be the Goals score. This tiebreaker would then be followed by Goals Discussion, Occupational Experience and Financial Management as recorded on the score sheet.
11. After scoring, the applications may be distributed as follows:
 - a. One to the PAS corporate sponsor
 - b. One returned to the applicant
12. Score sheets will be returned to participants. Judges will also provide general written comments to each participant via the critique sheet on page 8.

The following table is designed as a checklist of required information about the pages of the Progress application.

Checklist of Required Pages and Information

Page Number	Page Description	Information about Page
1	Title Page	Must have Career Progress area title listed correctly as provided on the PAS website and in the National PAS Handbook.
2	Resume	Must be one page – there are no exceptions. White paper. 20 points deduction per rules infraction.
3	Transcript	Can be multiple pages. Must prove second or third year status.
4	Goals	From Career Planning or developed new if more than one revision is necessary.
5	Competencies	Not more than 20, one line per phrase or sentence. 20 point deduction if more than one line is used.
6	Financial Management	Half page per topic.
6	General Information	Half page per topic.
7	Occupational	Dedicated to communicating how occupational experience is incorporated into curriculum and in career goals.
8	Critique Sheet	Must have award area and name
9	Score Sheet	Must have award area, name institution, and address

Call Back Rule

According to the number of participants there may be a need to conduct more than one section in any specific Planning for Progress event. Students need to know up front that the top participants per section, when this rule applies, may need to reserve time following the event for a final call-back. New interviews with all judges of the event would then be conducted at that final call-back.

For the benefit of participants, a general debriefing session led by judges may be conducted after all interviews are completed. When applicable, this objective may be accomplished by participation at the industry luncheon.

State Awards and Recognition will be given to 1st, 2nd and 3rd place.