The Planning for Progress has been developed for students and advisors to use in the PAS Planning for Progress (P4P) award area and serves as a teaching and learning tool.

Section I  
**INTRODUCTION TO PLANNING FOR PROGRESS**

Planning for Progress Career Program area consists of two distinct disciplines:

1. **Career Planning** – designed for first year students
2. **Career Progress** – designed to follow career planning, but participants are not required to have participated in career planning, either formally or informally.

This systems approach process is designed to assist participants in developing a winning contest strategy for the P4P sequence and also to enhance communication between students and advisors; students and industry leaders; students and other students and students with other individuals interested in this entire learning experience.

Using lesson plans and exercises where appropriate from Collegiate Life Knowledge, this handbook focuses on personal, career and community activities necessary to facilitate the development of a well-rounded citizen ready and capable of entering the workforce.

The overall objectives of the Planning for Progress are to:

- Develop leadership skills
- Enhance existing curriculum at PAS member institutions
- Assist PAS members in establishing meaningful-measurable goals
- Foster communication between students and industry stakeholders
- Increase participation of P4P at the local, state and national level
- Become competent in the management decision making process
- Gain a competitive advantage in the employment marketplace
- Facilitate the importance of the life-long learning process
- Promote the competitive spirit and
- Unite education and industry in agriculture
Career Planning and Career Progress have the exact same event titles.

The Career Planning Program award disciplines include:
- Agricultural Education Systems
- Agribusiness Management and Marketing Systems
- Agricultural Processing and Biotechnology
- Horticulture, Environment and Natural Resource Systems
- Plant Systems
- Power, Structural and Technical Systems
- Retail Agribusiness Systems
- Ruminant Animal Systems
- Non-Ruminant Animal Systems

Section II
CAREER PLANNING PREPARATION ACTIVITIES

Objectives
The Career Planning area of Planning for Progress addresses the following objectives:
1. Identify personal and technical competencies for employment
2. Develop a process to establish short and long term career goals
3. Develop an educational training plan to achieve career goals
4. Assist students in evaluating progress toward goal attainment
5. Develop industry networking and interviewing skills
6. Develop technical writing skills
7. Unite Education and Industry in Agriculture

Beginning the Career Planning Process
The process begins by engaging in a series of sequential instructional activities. The activities can easily be incorporated as a unit of study within an existing curriculum or by implementing the process as a class project. Since Career Planning is a first year student activity it is recommended the following activities be completed during the first quarter/semester of enrollment in an agricultural, food and natural resources field of study.

Activity 1: Planning a Career
- Establish rationale for career planning
- Discuss objectives of career planning
- Select or explore an occupational field based on individual interest

Activity 2: Career Choices in Agriculture
- Discuss considerations influencing career choices
- Establish tentative career path
- Research specific path chosen
  a) Competency or skill sets necessary
  b) Educational training required
  c) Advancement potential from entry level
  d) Geographic location and demographic information
Activity 3: Goals Discussion
- Discuss short and long term career goals as a measurement tool
- Develop short and long term career goals based on discussion and conclusions from Activities 1 and 2.
- Collegiate Life Knowledge exercises:
  a) Personal: Personal Goal Setting
  b) Career: Getting Personal; Writing a Personal Statement

Activity 4: Conducting the Industry Survey
- Hand out blank copies of Career Planning application obtained from the National PAS handbook or direct students to the application at: www.nationalpas.org
- Review interview techniques
- Collegiate Life knowledge exercises:
  a) Career
    i. Asking Interview Questions
    ii. Interview Etiquette
  b) Personal:
    i. Effective Listening Skills
- Identify and select occupation(s) of interest (refer to the Occupations and Career List provided in the Plan for Progress materials. Consult your PAS advisor or the CPA Coordinator if the career path you are interested in does not appear on the list)
- Identify industry representatives to interview (minimum of 3)
- Encourage all students to use the Career Planning form to complete the occupational survey of industry professionals – class assignment or term project may be a beneficial method of personal evaluation
- Based on interviews, identify competencies needed for occupation success
- Collegiate Life Knowledge exercises:
  a) Career
    i. Building a Career Network
    ii. The Top 10 Qualities Desired by Employers
    iii. Dressing for Success
    iv. Writing Thank You Letters
  b) Community
    i. Unlocking the Potential of the Community: Identifying Key Individuals and Groups
    ii. Mentoring and Being a Mentor
    iii. Finding a Mentor and Being a Mentee

Activity 5: Results Discussion
- General class or individual discussion on the skills and competencies required for success in specific occupations or industry sectors.
- Identify competencies common to a variety of occupations through group interaction.
Activity 6: Goal Identification, Measurement and Timeframe
- Following industry interviews, establish individual competencies
- Re-evaluate short term goals, adjust if necessary
- Re-evaluate long term goals, adjust if necessary
- Review Collegiate Life Knowledge exercises as needed

Activity 7: Complete the Project
- Advisor/Advisee conference
- Complete the Career Planning application using Word
- Identify course and types of occupational experience settings to achieve goals and develop knowledge base form competency list.
- Finalize the initial career plan
- Collegiate Life Knowledge exercises:
  a) Brushing Up On Your Grammar, Spelling and Punctuation
  b) Writing Effective Letters, Memos and Reports
  c) Time Management

Activity 8: Information Dissemination
- Utilize completed form as a course project or class assignment
- Use a formal procedure (public speaking) to explain career plan
- Gather feedback from mentors, advisors and peers

Activity 9: Participate in Local and/or State Career Planning Award Area Event
- Encourage students to participate at the local or state competitive event level using the Career Planning application.
- Utilize advisor or judge feedback to make changes to the Career Plan, the application and to prepare for using the application for PAS National Conference activities or to include in a learning or career portfolio.

Activity 10: Participate at the National PAS Conference
- Encourage students to participate at the National Conference
- Contact National Award Area Event coordinator about any questions relating to participation, rules, etc.
- Collegiate Life Knowledge exercises: (review)
  a) Career
     i. Dressing For Success
     ii. Writing Thank You Letters
- Utilize advisor or judge feedback to make changes to the Career Plan, Goals, Competencies, the application and to prepare for using parts of the application for inclusion in a learning or career portfolio and to serve as the basis for the Career Progress application for future use.

Activity 11: Explain the relevance of Career Planning to Career Progress.
Section III
CAREER PLANNING – CPA

Objectives
The Career Planning area is designed to:

- Engage in a process of studying and exploring possible agricultural career options
- Involve a cooperative effort between local schools and local agricultural businesses and industry.
- Provide incentives to develop and improve curricular and instructional techniques.
- Evaluate participant and program efficiency.
- Recognize individual accomplishments.
- Encourage cooperation between education and industry.
- Strengthen the PAS organization by encouraging active participation.

Goals
In the Career Planning area participants will be:

- Studying agricultural career options
- Engaging in conversations about specific careers with educational institutions and agricultural businesses and industries.
- Making informed decisions about their possible career path.
- Developing competence and confidences in progressing toward a desired career choice.
- Measuring and evaluating progress in attaining career goals.

Registration
1. Pre-registrations and certifications are due to the National PAS Executive Director on or before the designated date. The designated date will be posted on the website.
2. Individual applications must be turned in at the conference registration desk.
3. General Rules
4. Applicants must be a current dues-paying member of the local, state and National PAS.
5. Participants will be eligible to compete in only one Career Planning Area at the national level and is a first year student program area event.
6. No student can enter a Career Planning and a Career Progress Program area in the same year at the state and national levels.
7. Any participant who achieves 1st place as an individual in a Career Planning award area at nationals will not be eligible to participate in this program area in the coming years.
8. Participants are too clearly and legible write their name and identify which career program area they are in.
9. It is the responsibility of the participant to be prepared at the event. No cell phones or any other type of electronic devices will be allowed during the Career Progress event.
10. Each individual is highly encouraged to write a general, unsealed thank you letter to the career program area sponsor of the Career Planning event. Thank you letters should be submitted to the Career Planning coordinator at the beginning of the competition.
11. If possible, write thank you letters on local or state PAS stationary. Participants will be responsible for their own thank you stationery and their own writing utensils.
12. Advisors and students should consult the Planning 4 Progress handbook for specific educational instructions related to Career Planning.

**Career Planning Specific Rules**

1. Using the Career Planning Application and Occupational Survey Forms, each participant studies agricultural occupations to gain an understanding of the tasks performed by workers and to discover what knowledge is needed to perform these tasks. Increased knowledge, technical skills and leadership/human relation skills required for advancement are emphasized.

2. Based on the interviews, the student will develop his/her individual career and personal goals. Use the Planning for Progress Handbook (P4P) Career Planning section for guidance and a step by step “how to” activities for this award area.

3. Applicant must be current dues-paying member of the local, state and national PAS organization.

4. Each state must inform the PAS Executive Director of the names of all (4) state qualifiers by the due date set by the National PAS.

5. Students who are in the first year of their present curriculum are eligible to compete in the national conference. This allows students who have changed program or major to participate in the first year of their new program.

6. The Career Planning Program award disciplines include:
   - Agricultural Education Systems
   - Agribusiness Management and Marketing Systems
   - Agricultural Processing and Biotechnology
   - Horticulture, Environmental and Natural Resource Systems
   - Plant Systems
   - Power, Structural and Technical Systems
   - Retail Agribusiness Systems
   - Ruminant Animal Systems
   - Non-Ruminant Animal Systems

   *Please note: Career Progress have the exact same event titles.*

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

7. No student shall enter a Career Planning and Career Progress Career Program area in the same year.

8. Selection of the local, state and national winners will be based on **four** occupational survey interviews and a goals discussion as outlined in the Career Planning Score Sheet. Local and state PAS affiliates are advised to use this exact criterion for their events.
Procedures
1. Two copies of each national participant’s application must be turned in at the conference registration desk.
2. In the event of a computer form or printer malfunction, it is instructed that the CPA coordinator provides flexibility during form evaluation. Other point deductions will occur based on the rules outlined below.

<table>
<thead>
<tr>
<th>Checklist of Required Pages and Information</th>
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<tbody>
<tr>
<td>Page Number</td>
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<tr>
<td>1</td>
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<td>TOTAL</td>
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Call Back Rule
According to the number of participants and the number of judges available, 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.

Performance Evaluation
1. The application form required for Career Planning is provided in the PAS handbook and website and must be completed by each student. Use of any other form will subject the participant to a 15% deduction of total points for use of any other forms than those provided in the application packet) (maximum of 30 points deductible).
2. At least one of the four student interviews required on the application should be pertinent or related to the Career Planning area in which he/she participates.
3. All applications shall be on plain white, non-bonded 8 1/2” x 11” paper and stapled in upper left-hand corner. The paper will have no texture and be white in color. Do not put in a folder. There will be a 20 point deduction for each infraction.
   - A 20 point deduction will occur if the following requirements are not met or are not present on the application.
   - Career Planning Award Area title at top of page 1 as stated in the PAS handbook and website. Refer to the career planning discipline titles provided above.
   - Competencies on page 11 will only be one line phrases, sentences or statements. Deduction for multiple line competencies.
   - Not more than 20 Competencies.
   - 14 total pages – 12 page application, Judge Critique Sheet, Score sheet. Each page missing from application will result in a 20 point deduction.
   - Pages in numeric order, 20 point deduction if out of order.
   - Award Area title and student name on page 13 and 14, in addition, the postsecondary institution and address on page 14. Each piece of missing information will result in a 20 point deduction.
4. Judges will be provided with an event scoring sheet and there are specific point deductions outlined in the above procedures.

National Awards and Recognition
Individuals
   - First Place Individual: plaque
   - Second Place Individual: plaque
   - Third Place Individual: plaque
   - ***Cash prizes will only be awarded for funded career program area events after expenses for those events have been covered***

CPA Sponsors for all events will be announced prior to the National Conference.
Section IV
CAREER PROGRESS PREPARATION ACTIVITIES

Objectives
1. Develop a more in depth knowledge base of a specific career area.
2. Identify and develop personal and technical competence for employment.
3. Develop and execute an educational plan to achieve career goals.
4. Assist the student in evaluating progress towards their career goals.
5. Develop competence in the management decision making process.
6. Develop and enhance technical writing skills.

Instruction
After the student has completed the process of retaining or revising his/her short and long term career goals, an individual plan of action can then be developed to achieve the goals as identified during the Career Planning procedure. This plan of action should include educational, occupational and technical, and personal development activities which will enable the student to attain the written career goals and achieve a high level of knowledge from the competency list.

Once again, as with Career Planning, a student need not compete at the local, state or national level in order to achieve the objectives set forth. However we encourage all students to use this document as intended, as a method to measure whether Career Progress has been made based on the Career Planning program of activities. Career Progress is a second year student activity.

Use the application form from National PAS to complete the written work. The Career Progress portion of the P4P may begin when a student completes the Career Planning application, which includes a personal education plan for learning the competencies necessary for employment in the chosen field of AFNR. Such a plan will normally include formal study, supervised on the job training and perhaps unsupervised work experience. You do not have to develop or complete Career Planning exercises to utilize the Progress process, nor are you required to have a Planning form on file to compete in Progress.

Again, a second or third year student would not need to have participated in any Career Planning exercises to use Career Progress as a learning tool. Participation in Career Planning is helpful, but this handbook is designed to use Career Progress as a standalone model to measure and evaluate growth or assist the individual in making knowledgeable choices regarding goal measurement, goal attainment, management decision making, competence and ultimately, career choice.
Activity 1: Evaluation Strategy
- Establish rationale for personal and professional progress evaluation
- Identify evaluation criteria using:
  a) Short and Long Term Goals (review Collegiate Life Knowledge exercises as needed pertaining to career goals)
  b) Competencies
  c) Human Relations
  d) Leadership
  e) Financial Management
  f) Occupational Experience
- Discuss methods of evaluation:
  a) Self evaluation
  b) Advisor/Instructor evaluation
  c) Employer evaluation
  d) Aware Area Judge’s evaluation from Career Planning

Activity 2: Validate Plan to Achieve Progress
- Develop a personal resume
- Collegiate Life Knowledge exercises
- Career:
  a) Preparing an Effective Resume
  b) Ethical Approaches to Adapting a Resume
  c) Securing References

Critical time for student’s to decide whether they are on task relating to program of study, goal attainment strategy, competency development and occupational work setting objectives.
- Review and evaluate whether the educational program of study and work experience settings will allow student to acquire necessary competencies and meet existing career goals.
- Continue program of study and work experience if career plan is leading to career progress.
- If career progress is not apparent, suggest program change that will facilitate the need to change goals and develop alternative course of action for employment experience. (Revise goals and competencies as needed)
- Identify or continue process of seeking employment opportunities that will allow student to measure goal strategy and provide practical experience
- Collegiate Life Knowledge exercise (review from Career Planning)
- Career:
  a) Building a Career Network
  b) The Top 10 Qualities Desired by Employers
  c) Dressing for Success
  d) Writing Thank You Letters
Community:
   a) Unlocking the potential of the Community: Identifying Key Individuals and Groups
   b) Mentoring and Being a Mentor
   c) Finding a Mentor and Being a Mentee

Activity 3: Occupational Experience
   - Obtain work experience or continue at an established work site
   - Develop a training plan based on goals and competencies
   - Evaluate present competency levels

Activity 4: Training and Occupational Experience Planning
   - Discuss training plan with employer and advisors
   - Revise training plan to meet student and/or employer needs
   - Revise competency list as needed
   - Revise goals as needed

Activity 5: Occupational Experience Evaluation
   - Post work experience evaluation of student
   - Post work experience evaluation of employment center
   - Cooperatively evaluate competency achievement
   - Revise and/or update competency list
   - Acquire narrative evaluation from employer to make changes as needed

Activity 6: Financial Management
   - Explore financial management as it applies to the work experience
   - Incorporate financial management courses or units into program of study
   - Develop an appreciation of financial management as a cornerstone to the health and growth of a business and its relationship to management decision making

Activity 7: Management Decision Making
   - Integrate supplemental problems or case studies into agricultural, food and natural resource courses
   - Evaluate responses to problems or case studies using real world examples
   - Follow a business oriented, logical format for solving a problem
   - Collegiate Life Knowledge exercises
      a) Personal
         i. Making Decisions
         ii. General Problem Solving: Choosing to Make the Best Choice

Activity 8: Preparation for Participation
   - Introduce Career Progress form
   - Discuss benefits of participation in the program
   - Discuss application requirements
- Encourage completion of Career Progress application
- Collegiate Life Knowledge exercise (review from Career Planning)
  a) Personal
    i. Brushing up on your Grammar, Spelling, Punctuation
    ii. Writing Effective Business Letters
    iii. Writing Effective Letters, Memos and Reports
    iv. Time Management
- Use completed form as a class assignment or project

**Activity 9: Participate in local and/or State PAS Career Progress event**
- Revise information on application using judges and advisor feedback

**Activity 10: Participate in National Career Progress event**
- Revise information on application using judges and advisor feedback.
- Encourage student to contact National Award Area Event Coordinator about any questions relating to participation, rules, etc.
- Collegiate Life Knowledge exercise (review from Career Planning)
  a) Career
    i. Writing Thank You Letters
    ii. Dressing For Success
  b) Community
    i. Being a Community Citizen: giving Back to Get Ahead

- Utilize advisor or judge feedback to make changes to individual Career Plan, goals, application and to prepare for using the parts of the application for inclusion in a learning or career portfolio and to serve as the basis for measuring Career Progress.
- Make changes as need to enter the agriculture, food and natural resource industry workforce.
Section V  
Career Progress – CPA

Objectives
The Career Progress area is designed to:
- Encourage the development and refinement of progress toward a career selection.
- Provide incentives to develop and improve curricular and instructional techniques.
- Evaluate participant and program efficiency.
- Recognize individual accomplishments.
- Encourage cooperation between education and industry.
- Strengthen the PAS organization by encouraging active participation.

Goals
The Career Progress area is designed as a standalone process for:
- Managing and organizing information
- Making informed decisions about possible career paths
- Developing competence and confidences in progressing toward a desired career choice
- Measuring and evaluating progress in attaining career goals

Registration
Pre-registrations and certifications are due to the National PAS Executive Director on or before the designated date. The designated date will be posted on the website. Each state may enter 4 per award area at the Career Progress event.

Individual registration will occur at the national conference during the Career Progress Case Study exercise and orientation. Applications must be submitted during that orientation. The specific time for the Case Study and orientation session will be listed in the conference program. All participants must bring paper, pencils or pens to write with during the Case Study portion of this event and are allowed up to 1.5 hours to complete their responses to the Case Study.

General Rules
1. Applicants must be a current dues-paying member of the local, state and National PAS.
2. Career Progress is a second and third year student career program and participants must provide proof of their second and third year curriculum status in completing their National Application. The CPA coordinator and CPA supervisor will make the final decision regarding this matter.
3. No student can enter a Career Planning and a Career Progress Career Program area in the same year at the state and national levels.
4. A student can enter only one Career Progress award area at the state and national level in any year. State winners will not be eligible for further Career Progress awards in the same Career Progress area in future years.
5. Any participant who achieves 1st place as an individual in a Career Progress award area at Nationals will not be eligible to participate in this program area in the coming years.
6. All career program areas requiring tests will be written by a non-affiliated representative or the test will be administered by certification representatives (if available). Power to select representatives will be under the direction of the National PAS Executive Director.

7. Participants are to clearly and legibly write their name and identify which career program area they are in.

8. It is the responsibility of the participant to be prepared at the event. No cell phones or other type of electronic devices will be allowed during Career Progress event.

9. Each individual is highly encourage to write a general, unsealed thank you letter to the career program area sponsor of the Career Progress event. Thank you letters should be submitted to the Progress coordinator at the beginning of the competition.

10. If possible, write thank you letters on local or state PAS stationary. Participants will be responsible for their own thank you stationary and their own writing utensils.

11. Advisors and students should consult the Planning 4 Progress handbook for specific educational instructions related to Career Progress and also for Career Planning.

Career Progress Specific Rules

1. Career Progress may begin when a student completes the Career Planning Program, which includes a personal education plan for learning the competencies necessary for employment in a chosen career cluster of agriculture. Such a plan will normally include formal study, supervised on-the-job training and perhaps unsupervised work experience.

2. After completion of the Career Planning application, the student may begin the Career Progress Program. Recognition should be given to students who have prepared outstanding career plans and have followed through with them.

3. 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 a study guide for developing the Career Progress application and to serve in the educational process and self-evaluation.

4. The Career Progress Program award disciplines include:
   - Agricultural Education Systems
   - Agribusiness Management and Marketing Systems
   - Agricultural Processing and Biotechnology
   - Horticulture, Environment and Natural Resource Systems
   - Plant Systems
   - Power, Structural and Technical Systems
   - Retail Agribusiness Systems
   - Ruminant Animal Systems
   - Non-Ruminant Animal Systems

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

When each participant begins the process of developing their final application for competitive purposes, the above titles will be used on page 1 of the progress application and is the only verbiage and method acceptable without encountering a 20 point deduction is scoring.
Procedures

1. Two copies of each national participant’s application must be submitted at the Case Study portion and orientation at the national conference by the time stated in the conference schedule.

2. At the national conference, each applicant will be given up to 2 hours to prepare a written solution, response or answer to a Case Study relating to their Career Progress area. A Case Study may be common to more than one Progress area.

3. Each participant will provide their own paper, pencils or pens during the Case Study portion of this event.

4. Any use of an electronic, digital or other technology device during the Case Study is prohibited and will result in the participant being disqualified.

5. 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 and be white in color. Do not put in a folder. Each violation will result in a 20 point deduction on the score sheet.

6. Application title page must contain the specific information relating to the award area.

7. Applications must have nine pages and must be placed in numerical order. The specific order of pages is provided in using the following checklist:

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Page Description</th>
<th>Other Information about Page</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Title Page</td>
<td>Must have Career Progress area title listed correctly as provided on the PAS website and in the PAS National Handbook.</td>
</tr>
<tr>
<td>2</td>
<td>Resume</td>
<td>Must be one page – there are no exceptions. White paper. 20 point deduction per rule</td>
</tr>
<tr>
<td>3</td>
<td>Transcript</td>
<td>Can be multiple pages. Must prove second or third year status.</td>
</tr>
<tr>
<td>4</td>
<td>Goals</td>
<td>From Career Planning or developed new if more than one revision.</td>
</tr>
<tr>
<td>5</td>
<td>Competencies</td>
<td>Nor more than 20, one line per phrase or sentence. 20 point deduction if more than one line is used.</td>
</tr>
<tr>
<td>6</td>
<td>Financial Management General Information</td>
<td>Half page per topic area.</td>
</tr>
<tr>
<td>7</td>
<td>Occupational</td>
<td>Dedicated to communicating how occupational experience is Experience incorporated into curriculum and in meeting career goals.</td>
</tr>
<tr>
<td>8</td>
<td>Critique Sheet</td>
<td>Must have Award Area and Name</td>
</tr>
<tr>
<td>9</td>
<td>Score Sheet</td>
<td>Must have Award Area, Name, Institution and Address</td>
</tr>
</tbody>
</table>

8. There is a 20 point deduction per rule infraction or violation.
9. Page 5 of the Career Progress application shall be developed using not more than 20 competencies. Competency sentences or phrases must be one typed line only.

10. For the benefit of each participant, a general briefing 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.

11. In the event of a tie, the Practical Problem 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 viewed on the score sheet.

12. After scoring, the applications may be distributed as follows:
   - One to the PAS corporate sponsor
   - One returned to the applicant

13. Score sheets will be returned to participants. Judges will also provide general written comments to each participant via the critique sheet on page 8.

**Call Back Rule**

According to the number of participants and according to the number of event judges available, 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 vent would then be conducted at that final call-back.

**Performance Evaluation**

The application form required for Career Progress is provided in the Pas Handbook and website and must be completed by each student. Use of any other form will subject the participant to a 7.5% deduction (30 points) in total points possible for scoring. In the event of a computer form or printer malfunction, it is instructed that the CPA coordinator provides flexibility during form evaluation.

Judges will be provided with an event scoring sheet and there are specific point deductions outlined in the above procedures.

**National Awards and Recognition**

- National First Place: plaque
- National Second Place: plaque
- National Third Place: plaque

***Cash prizes will only be awarded for funded career program area events after expenses for those events have been covered***

CPA Sponsors for all events will be announced prior to the National Conference.
Section VI
OCCUPATIONS AND CAREERS RELATED TO AWARD AREA TITLES
The following is a brief list of career titles and/or positions for developing the Planning for Progress educational process. Consult your advisor or the CPA coordinator, if necessary, to provide feedback if your career path is not present on the list.

- **Agricultural Education Systems** – Instructor, Teacher, Facilitator of Agricultural Education, Secondary and Postsecondary; Extension; Communications and Public Relations related to the dissemination of agricultural information.

- **Agribusiness Management and Marketing Systems (non-Retail)** – Farming; diversified production agriculture; Farm and Ranch Business Management; Ag Lending and Financial Institutions; FSA; Commodity Broker; Ag Economics; Accounting; Ag Law.

- **Agricultural Processing and Biotechnology** – Agricultural Food and Fiber Processing; Agricultural Biotechnology; Bioinformatics in Agriculture; Food and Nutrition Sciences; USDA Inspector; FDA; Storage and Transportation; Logistics; Process Quality Control; Agricultural Microbiologist; Laboratory careers in Agriculture biotechnology and Processing.

- **Horticulture, Environmental and Natural Resource Systems** – EPA; DNR; Pollution management and Mitigation; Waste Treatment; Hazardous Materials Management; Assurance and Compliance; Greenhouse Management; Turf; Arboriculture; Athletic Field; Floral industry; Nursery Production; Wildlife Conservation and Management; Game Warden; Landscape and Design; Park Ranger; Resource Management; Environment Quality Assessment; Forestry.

- **Plant Systems** – Crop Production; Feed Grain; Cereal Grain; Oil Crop; Viticulture; Fruit and Vegetables; Seed Production; Plant Breeding; Specialized Crop or Plant Production.

- **Power, Structural and Technical Systems (combines old Ag Tech and Ag Equip.)** – Ag Equipment Sales and Service; Equipment Mechanics; alternative Energy Technician; Parts; Engineering; Machinist; Precision Ag Technician; GIS Specialist; Electronics; Structures; Computer Programming; Software and Hardware Development; Agricultural Welding.

- **Retail Agribusiness Systems** – Retail Agribusiness Sales, Service, management; Agronomy; Feed and Supply; Retail Consulting; Crop Protection; Grain Elevator; Human Resources; Careers applicable to the Retail Service and Supply sector of Agriculture.

- **Ruminant Animal Systems** – Livestock/Animal Production; Veterinarian; Vet Technician and related; Animal Health; Animal Nutrition; Order Buyer: Beef; Dairy; Sheep; Goats; Specialized Ruminant Animal Production; Field Representative; animal Genetics and Breeding and other career paths related to Ruminant Animal Systems.
• **Non-Ruminant Animal Systems** – Livestock/Animal Production; Veterinarian; Vet Technician and related; Animal Health; Animal Nutrition; Order Buyer; Swine; Equine; Fish; Poultry; Specialized Non-Ruminant Animal production; Field Representative; Animal Genetics and Breeding; and other career paths related to Non-Ruminant Animal Systems.

**CPA Sponsors for all events will be announced prior to the National Conference.**