Important SAEP Update
As of August 1, 2003

Career and Technology Education 2002-2003 Student Attendance Accounting Handbook Page 6

(4-10)   To be eligible for career and technology contact hours, each student enrolled in Agricultural Science and Technology must accumulate at least 110 Supervised Agricultural Experience Program (SAEP) hours per semester. The 110 hours can be obtained through an approved Supervised Agricultural Experience Program (SAEP) and completion of the course. Upon completion of the course, the student may obtain 75 of the 110 hours. The remaining 35 hours may be obtained by the student completing suggested activities for outside classroom hours, or a combination of outside classroom hours and SAEP's. SAEP records must be on file to document each student's successful completion of this requirement.

Each student may fulfill the 110 hour requirement by obtaining:
* 75 hours maximum by completing the course
* 35 hours minimum outside of class time
Equaling a minimum total of 110 hours

Further explanations:
1. The 75 hours obtained by completing the course.
   a. These hours may be written as a single entry. If you choose to write it as a single entry, list it under Unit A. Make this entry more descriptive of what all the class involved.
   b. If you choose to write the 75 hours as multiple entries, list each entry under the appropriate unit of instruction.
2. The 35 hours obtained outside of class time.
   a. A maximum of 20 hours may be derived from an approved SAEP, such as the traditional animal or crop projects. This journal entry may be written as a single entry. If you choose to write it as a single entry, list it under Unit A. Make this entry more descriptive of what the entire project involved. Financial records of the SAEP must be documented in the FFA record book.
   b. For each **unpaid curriculum related activity** conducted **outside of class time**, a student may claim the actual number of hours worked with a maximum of 20 hours.

Frequently Asked Questions:

1. If a student has more than one enterprise, can that student count 20 hours for each enterprise?

   The productive enterprise must be directly related to the course in which the student is enrolled, or has completed, and each of the productive enterprise(s), regardless of scope, may be used as credit for only one course per semester.

   *Example# 1: If a student is taking more than one agriculture course in a single semester **and** has a diversified SAEP, he or she may count 20 hours in each course. More specifically, if a student is enrolled in Plant and Animal Production and Animal Science in the fall semester and has a hog enterprise and a sheep enterprise, that student can claim 20 hours in Plant and Animal Production and 20 hours in Animal Science.*

   Example # 2: If a student is enrolled in Landscape Design and has a hog enterprise, the student can claim 20 hours in Landscape Design only if the student had previously completed a course related to animal science.

2. When traveling to an event, do we count travel time in the hours or only the time involved in the event?

   Do not count travel time when traveling to an event. Only list hours actually involved in an activity.

3. What is the maximum number of hours that can be claimed for a single activity? Inside of class? Outside of class time?

   a. *One hour is given for each activity completed inside of class.*
   b. *A maximum of 20 hours may be given for each unpaid curriculum related activity outside of class time.*

4. What are the maximum hours allowed for repetitive activities such as LDE, CDE, livestock show, etc.

   For degree and award purposes, the following maximums have been set.

   Attending District Convention 3 hour maximum
   Attending Area Convention 6 hour maximum
   Attending State Convention 20 hour maximum
   Attending Leadership Camps: 10 hours max/camp, total not to exceed 20 hrs
   One (1) hour may be added for each specific activity beyond attending the event.
      For example: If a student attends the Area Convention that is worth 6 hours. If the student is a voting delegate and participates in a star interview that is worth two (2) more hours. These two additional activities should be written as separate entries.
   LDE __training__: 20 hours maximum/Record Book Year
   LDE __competition__: 4 hours max/contest not to exceed 20 hrs

   CDE __training__: 20 hours maximum/Record Book Year
   CDE __competition__: 4 hours max/contest not to exceed 20 hrs.

   Exhibiting at Livestock shows: 4 hours/livestock show, total not to exceed 20 hrs

5. Can anything from other classes be listed as URC or NEC point areas?

   *URC (UnRelated to the Course enrolled) and NEC (Not Enrolled in a Course) refers to **Agricultural Related Activities** performed by a student that may not be directly related to the agricultural course in which the student is enrolled or while a student is not enrolled in an agricultural course, including summer activities.*

6. Where are training plans required?

   a. *Students that have a job as their SAEP and/or completing the record book as part of Work Based Learning (formerly COOP) and Agricultural Industry (formerly Pre Lab) programs are required to have training plans.*
   b. *If a student works for payment for a day or weekend out of the semester, then the student will give a thorough description of the work performed on the Journal of Activities page (pg. 5 IMS) of the record book. In this description give the name of the person/organization the student worked for, where the work took place, when the work was performed, the number of hours worked and amount paid per hour, in addition to the description of the work performed.*

7. What are the procedures for completing the record books when working with students of Work Based Learning and/or Agricultural Industry programs?
   a. *Students keeping record books for these programs will record their daily activities on the pages designated for activities (pages 5 & 6 in the IMS book). Students need to also document the units of instruction and their appropriate earnings and/or hours.*
   b. *Training plans need to support the record book and the work the student completed.*
   c. *Minimum standards are in alignment with the standards set in the Student Attendance and Accounting Handbook for these classes. (See Attached)*

(***reference of SAEP Update question #7***)

(5-7)   Career and Technology Education Career Preparation eligibility requirements are below. Refer to (4-6) for General Rules and to the Glossary for definitions.

   1. Each career preparation class utilizing the paid work based learning delivery arrangement must consist of an average of one class period of instruction per day for the entire school year in addition to an assignment at a workbased training site.

   2. The work-based training component, whether paid or unpaid, should provide the student with a variety of learning experiences that will give the student the broadest possible understanding of the business or industry.

   3. Students must be a minimum age of 16 in order to enroll in career preparation work-based learning experiences that have a paid career preparation component.

(5-8)   Use the following chart to determine the career and technology education code for **unpaid** students in career and technology education "career preparation".

Classroom and/or Work-based Instruction	Units of Credit	Career and Technology Education Code
2 hours per day (average)	2	V2
3 hours per day (average)	3	V3

(5-9)   Use the following chart to determine the career and technology education code for **paid** students in career and technology education "career preparation".

Classroom Instruction	Work-based Instruction	Units of Credit	Career and Technology Education Code
1 hour per day (average)	10 hours per week (average)	2	V2
1 hour per day (average)	15 hours per week (average)	3	V3

{Note: Paid Work Based Learning for 2 credits requires that the 10 hours per week of work-based instruction must be worked during the 5 day school week. For 3 credits 10 of the 15 hours worked must be during the 5 day school week and the remaining 5 hours may be worked any time during the 7 day calendar week.}

TEXAS SAEP RECORD BOOK TRANSITION GUIDELINES
(This is the same thing that was handed out at Ag. Teachers Conference in Lubbock in August, 2000)

School Year 2000-2001
    First Year Students
        New record book
        Record book year is January 1 – December 31
        Star Greenhand FFA Degree candidates use American FFA Degree application
        Hours are used for activities
    Second, Third, and Fourth Year Students
        Old record book
        Record book year is August 1 – July 31
        Star Chapter and Star/Regular Lone Star FFA Degree candidates use old applications
        Points are used for activities

School Year 2001-2002
    First Year and Second Year Students
        New record book
        Record book year is January 1 – December 31
        Star Greenhand and Chapter FFA Degree candidates use American FFA Degree application
        Hours are used for activities
    Third Year and Fourth Year Students
        Old record book
        Record book year is August 1 – July 31
        Star/Regular Lone Star FFA Degree candidates use old applications
        Points are used for activities

School Year 2002-2003
    First Year, Second Year, and Third Year Students
        New record book
        Record book year is January 1 – December 31
        All Star/Regular FFA Degree candidates use American FFA Degree application
        Hours are used for activities
    Fourth Year Students
        Old record book
        Record book year is August 1 – July 31
        Star/Regular Lone Star FFA Degree candidates use old applications
        Points are used for activities

School Year 2003-2004
    All Students
        New record book
        Record book year is January 1 – December 31
        All Star/Regular FFA Degree candidates use American FFA Degree application
        Hours are used for activities