



Congratulations!

All times EDT.

Congratulations on qualifying to participate in the National FFA Employment Skills Leadership Development Event at the 98th National FFA Convention & Expo!

We encourage you to use the [CDE/LDE Page](#) to stay up to date and locate the event materials. Please review the [General Orientation](#) for essential details, materials, deadlines and assistance. Be sure to read through the handbook and event information sections.

Furthermore, because of privacy issues, there are changes in how all documents will be formatted and selected events will be conducted differently this year. **Please read this letter carefully and in its entirety!**

COMPETITION SCHEDULE AND EVENT DETAILS

Certification and Uploads

- We encourage advisors to include a backup contact for communications. As you certify your student, there is a space for you to identify an additional contact below the advisor contact. We can then include them in communications.
- Upload resume, job description, and cover letter PDFs **by 8 p.m. EDT on Tuesday, Sept. 2**. Upload instructions are available in the Declaration/Certification How-To Guides through Key Resources>2025 Planning, Schedules and Guides. We are requesting all uploaded submissions include an "Authenticity Statement." This may be placed as a cover page separate from the resume or cover letter. An example is provided below:

'I certify that all materials presented here are of my creation and that any work adopted from other sources is duly cited and referenced as such.'

Resume, Job Description, and Cover Letters

- For the safety of the students and their personal data, we request the following adjustments in their written documents, including cover letters and resumes. Please do **NOT** include personal contact information. You may access samples under the Employment Skills "Preparation" tab on the CDE/LDE webpage.
 - Use their first initial and surname in place of their full name, e.g., **M. Mouse in place of Mickey Mouse.**
 - Use their local school address, school email, and agriculture department phone number. Contact with the student will be made through the school, with the advisor of record being the primary contact.
- The online employment application will be available to complete beginning **Tuesday, Aug. 19**. Participants must complete it by **8 p.m. on Tuesday, Sept. 2**. Access the application from 'Event Orientation' on the CDE/LDE webpage.

Orientation Meetings

We will conduct two virtual orientation meetings. The first will cover the Document Changes mentioned above and will be held via Zoom on [Wednesday, Aug. 13, at 4 p.m.](#) The second Zoom orientation will occur on [Tuesday, Sept. 9, at 4 p.m.](#), focusing on the virtual Initial Screening Interview and the process leading up to the convention activities. Zoom invites for both meetings will be emailed to the certified advisor and backup contact. Orientations will be recorded and posted on the CDE/LDE Page under event orientation. Before the sessions, please email any questions to me at kirk.swortzel@msstate.edu to ensure they are addressed and included in the recording.

Virtual Initial Screening Interviews

- The Virtual Initial Screening Interviews will take place between Sept. 22 and 26 during standard business hours (8 a.m. – 5 p.m.). When completing the online employment application, students will select possible times for their interview.
- Confirmation of the virtual initial screening interview time will be sent to the student's advisor and the backup contact. Students will **NOT** receive this notification. Please check your emails regularly after the initial orientation meeting.
- Students will write a follow-up correspondence after the Virtual Initial Screening Interview. Participants will be given access to JotForm to complete the follow-up email.

EVENTS IN INDIANAPOLIS

- All competitors will participate in the preliminary face-to-face interviews on Wed. Oct. 29 at the Crowne Plaza Union Station. The competition will occur in six flights, with two students advancing from each flight. For timing, refer to the attached schedule. Upon completing the preliminary face-to-face interview, participants will complete a second follow-up correspondence via a handwritten thank-you note.
- Twelve semi-finalists will be announced via GroupMe by 5 p.m. on Wed. Oct 29. These semi-finalists will participate in the final face-to-face interviews on Thur. Oct 30.
- The top eight finalists from the final face-to-face interviews will participate in the networking activity and the telephone job offer on Thur. Oct. 30.
- At the Sept. 9 orientation meeting, you will receive instructions on how to sign up for GroupMe notifications.

Equipment

All equipment will be provided for the event.

Food and Beverage

Students are responsible for their food and beverage needs except for final round participants on Thursday, for whom lunch will be provided during the networking activity. Presume your student will advance to the networking activity and submit [an accommodations request](#) to ensure any allergies or other special requests have been communicated by Monday, Sept. 15.

Dress

We recommend that students wear Official Dress throughout the event.

Recognition

All Employment Skills LDE participants will be recognized at the Thursday awards recognition program at the Indiana Convention Center. Participants, coaches, advisors, and family with convention badges are welcome to attend.

Final placings for the top four participants will be presented on stage during the Fourth general session.

Most questions can be answered by referring to the National FFA CDE handbook, but if you have a question you need help with, don't hesitate to contact me. You may also schedule a virtual appointment with me at <https://calendly.com/kas103>.

I look forward to seeing you later this fall!

Sincerely,

Dr. Kirk A. Swortzel

Event Superintendent, Employment Skills LDE

kirk.swortzel@msstate.edu or 662-617-1798



EMPLOYMENT SKILLS LEADERSHIP DEVELOPMENT EVENT

2025 EVENT SCHEDULE

All times EDT. Schedule subject to change.

Virtual Components

Date	Time	Event	Location
Wednesday, Aug. 13	4 p.m.	Orientation # 1- Document Changes	Zoom Recording
Tuesday, Aug. 19	8 a.m.	Job Application Opens	Employment Skills Webpage
Tuesday, Sept. 2	8 p.m.	Uploads and Employment Application Due	Log in to your Profile on FFA.org to upload through Certification
Tuesday, Sept. 9	4 p.m.	Orientation # 2 – Initial Screening Interview	Zoom
Sept. 22 – Sept. 26	Scheduled	Initial Zoom Interview, Follow-Up Activity	Zoom

In-Person Components

Date	Time	Event	Location
Wednesday, Oct. 29	8:30 a.m.	Orientation # 3	Conrail Station (CP)
	9 a.m. – 3 p.m.	Preliminary Face-to-Face Interviews, Follow-Up Activity	
	5 p.m.	Advancement Announcement	GroupMe
Thursday, Oct. 30	7:30 a.m.	Finals Orientation	Conrail Station (CP)
	8 a.m.	Final Face-to-Face Interviews (top 12)	
	Noon	Advancement Announcement	Conrail Station (CP)
	Noon	Lunch, Networking Activity (top 8)	
	1:30 – 4 p.m.	Telephone Job Offers	
	6 p.m.	Awards Program	Rooms 101-103 (ICC)
Friday, Oct. 31	8 a.m.	Final Placings- Fourth General Session	Lucas Oil Stadium

Location Guide

- **Crowne Plaza Indianapolis (CP):** 123 W Louisiana St., Indianapolis, IN 46225
- **Indiana Convention Center (ICC):** 100 S Capitol Ave, Indianapolis, IN 46225
- **Lucas Oil Stadium:** 500 S. Capitol Ave., Indianapolis, IN 46225



CAREER AND LEADERSHIP DEVELOPMENT EVENTS

2025 GENERAL INFORMATION

Revised: April 18, 2025

Congratulations! We're excited to welcome you to the National FFA Career and Leadership Development Events (CDEs/LDEs) as part of the 98th National FFA Convention & Expo. Information for this year's events is on the [CDE/LDE webpage](#). Go to the webpage now to subscribe to email notifications when updates occur.

COMMUNICATIONS

All communications will be sent to the email in the advisor's FFA.org profile. This email and the mobile number provided are the Advisor's Contact Information. Please add cde@ffa.org to your allowlist to receive important updates. You can also specify a second contact for additional communications. If the advisor's email changes after certification, update it in Certification or email cde@ffa.org with the state, event, and new advisor details.

EVENT HANDBOOKS

Each event will adhere to the rules and procedures outlined in its handbook. Any changes can be found in the Detailed Summary of CDE/LDE Handbook Updates. The current handbooks were posted on the webpage in Jan. 2025 and include all updated formats, lists, and rubrics. Participants should review the event components thoroughly before competing.

CERTIFICATION

All CDE and LDE teams must be certified by Tuesday, Sept. 2. You must certify all team members by the certification deadline. Most certifications may be amended prior to the competition dates. The [How to Certify a Team or Member \(PDF\)](#) contains step-by-step instructions.

TEAM MEMBER CHANGES

Team members can be added or removed from the certified list in Profile on FFA.org until one hour before the first event activity begins. The deadline will be noted in the Event Schedule.

EVENT UPLOADS

Four events—*Agricultural Issues, Employment Skills, Marketing Plan, and Prepared Public Speaking*—require document uploads, including an Authenticity Statement. Use these directions to [Upload a PDF for a CDE/LDE](#). See each event's superintendent letter for further details.

SCHEDULE CONFLICTS

Members may only participate in one CDE/LDE each year. Members participating in multiple award programs may have a scheduling conflict. We encourage students to choose a competitive event or interview over an awards ceremony. If the student or team cannot attend the main stage award presentation, we request a stand-in be sent for the specified session.

ACCOMMODATION REQUESTS

Students needing accommodations or with allergies affecting event participation or provided snacks/meals must complete a [request form](#) at least 30 days in advance (by Sept. 15). This form will remain confidential, and National FFA staff will contact the advisor after receiving the request.

PRACTICE MATERIALS

Sample scan sheets, practicums, and written exams from previous years can be found under "Event Preparation" on the [CDE/LDE webpage](#).

ORIENTATION MEETINGS

All advisors and available team members should attend and review the virtual orientation meetings. Orientation recordings will be posted under "Event Orientation" on the CDE/LDE webpage. The orientation packet contains meeting details and a link to the meetings.

CONVENTION REGISTRATION

[Convention registration](#) is required to compete in the Career and Leadership Development Events, which includes a waiver.

SEE SOMETHING, SAY SOMETHING

We want to hear from you if you notice inappropriate behavior at an FFA event. You will be directed to a third party to file the report, but all reports will be sent to National FFA. If you [see something, say something](#).

INDIANA STATE FAIRGROUNDS SHUTTLES

Courtesy shuttles between the Indiana Convention Center and the Indiana State Fairgrounds ([map](#)) are available for all registered CDE participants. Shuttles depart approximately every 15 minutes. Allow 20 minutes for one-way travel. Shuttles will run from 6 a.m. to the end of your event on Wednesday and Thursday. Check the convention website for details.

THANKING OUR PARTNERS

Our partners' financial commitment is vital to this program's continued success. Contact information is on the [CDE/LDE webpage](#), allowing you to express your appreciation for their support.

CDE/LDE FINALS — INDIANA CONVENTION CENTER

See the top CDE/LDE students compete in their finals. Live streaming is available on [FFA.org](#).

Event	Date	Time (EDT)	Room
Creed Speaking	Wed., Oct. 29	6 -6:30 p.m.	500 Ballroom
Extemporaneous Public Speaking	Thurs., Oct. 30	9:30 -11 a.m.	500 Ballroom
Prepared Public Speaking	Thurs., Oct. 30	Noon-1:30 p.m.	500 Ballroom
Agricultural Issues Forum	Thurs., Oct. 30	4:30-6:30 p.m.	500 Ballroom
Conduct of Chapter Meetings	Fri., Oct. 31	9-11 a.m.	500 Ballroom
Marketing Plan	Fri., Oct. 31	9-11 a.m.	126-128
Parliamentary Procedure	Fri., Oct. 31	2-4 p.m.	500 Ballroom

AWARDS PROGRAMS AND MAIN STAGE RECOGNITION

CDE/LDE awards programs are open events (no tickets required) to recognize all participants and teams. Capture memorable moments! Selfie photo stations will be available for competitors at every event location and during the awards program.

Main stage recognition will announce the national winners, including the top four teams and the top ten individuals, as applicable.

Cash award recipients will receive information on how to claim their award. For more details, see the [Cash Awards Guidelines](#).

National CDE/LDE Advisor Checklist

- ☐ Read this document, General Orientation.
 - ☐ Ensure cde@ffa.org is added to your safe sender list.
 - ☐ Sign up for CDE/LDE updates on the CDE/LDE webpage: <https://www.ffa.org/participate/cde-lde/>.
 - ☐ Note key dates for the release of schedules, event orientation packets and locate preparation materials.
 - ☐ Review the current handbook.
 - ☐ Review/update your profile on FFA.org with your current email address and mobile number.
 - ☐ By August 8th – Download/print the Event Orientation packet at <https://www.ffa.org/participate/cde-lde/>.
 - ☐ Sept. 2 – Deadline: Certify your students and upload applicable event documents on FFA.org.
 - ☐ Sept. 15 – Deadline: Submit Reasonable Accommodations Requests, <https://form.jotform.com/adarequests/reasonable-ada-accommodations-req>
 - ☐ Sept-Oct. — Attend event orientation
- Before leaving for the national event at the convention**
- ☐ Confirm certified team members on FFA.org.