



## Frequently Asked Questions

### **Getting Started**

*Where are the National Program Award Applications located?*

Applications are located on the FCCLA Portal:

**Chapter Login:** <https://affiliation.registermychapter.com/fccla#>

**Member Login:** <https://affiliation.registermychapter.com/fccla/members#>

*What is the time period for project development and completion?*

Projects must be carried out between March 1 of the previous academic year and March 1 of the current academic year.

### **Filling Out an Application**

*Is there a rubric?*

Yes. There is a rubric available for each program award application. To view the rubric, open an application and click the link given at the top of the application.

*Will I be able to save my work? How?*

Yes. You will be able to save your work at any point during the application process, and return to work on your application later. When you are ready to save work, simply hit the "Save" button on the bottom of each award application page. It is a good idea to periodically save your work should you encounter internet problems.

*Will the application perform spell check?*

Yes. Although there is spell check on the applications, we still suggest you use a word processing program with spell check, such as Microsoft Word.



*I have filled out the application, but need to print a copy for my records. How do I do so?*

When you are finished filling out the program award application. Simply print the web page that you are currently on. You can also save or print a PDF copy of your submission.

*My state would like a copy of my completed application, how should I send it?*

Your state adviser will have their own log-in information that allows them to view and/or print your award application(s). You can also save or print a PDF copy of your submission.

### **Recognition**

*When and where will the winning projects be listed?*

All applicants will be notified of their results by the end of April.

**Still have questions? Email us at [programs@fcclainc.org](mailto:programs@fcclainc.org).**