

## Conservation Planner Designation Programs/Certifications

COURSE REQUIREMENT LEGEND:  
 BLACK = AgLearn Item, managed by EDS  
 GOLD = Training requirements can be met several ways  
 BLUE = S&T Web-based Item  
 GREEN = Scheduled Seminar Course/Instructor led  
 PURPLE = Signifies an approval/sign-off step

Current as of: 1 July 2019

Program/Certification Title: Apprentice Conservation Planner Role Certification ID: NRCS-CP-Apprentice	
Course Requirement	Course ID/Comments
1. Conservation Planning, Part 1 (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NEDC-000019
2. Introduction to Field Office Technical Guide (AgLearn/Web-based) (Contact Hours: 4.00)	NRCS-NEDC-000149
3. Cultural Resource Training Series, Part 1 (AgLearn/Web-based) (Contact Hours: 4.00)	NRCS-NEDC-000141
4. Environmental Evaluation Webinar Series No. 1: Primer on NRCS Environmental compliance (S&T Training Library for content; completion marked/self-certified in AgLearn)	NRCS-NHQ-000011 * Self-certification
5. Environmental Evaluation Webinar Series No. 2: Documenting the Environmental Evaluation In reference to the NRCS-CPA-52 Environmental Evaluation Worksheet (S&T Training Library for content; completion marked/self-certified in AgLearn)	NRCS-NHQ-000012 * Self-certification
6. Overview of Water Quality for Conservation Planners – No. 1 (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NHQ-000038
7. Nitrogen Management and Concerns – No. 2 (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NHQ-000039
8. Sediment Management for Water Quality – No. 4 (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NHQ-000041
9. Water Bodies – No. 5 (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NHQ-000042
10. Conservation Planning Business Tool Training (State or National-NEDC/EDS/Instructor led) e.g., Toolkit or Conservation Desktop State-specific Customer Service Toolkit (CST) 9.0 Training NRCS-NEDC-LOCAL-000001 (Contact Hours: 8.00) Customer Service Toolkit (Toolkit) 9.0 Hands-On National Training NRCS-NEDC-000360 (Contact Hours: 24.00) Customer Service Toolkit (Toolkit) 9.0 Train the National Trainer NRCS-NEDC-000359 (Contact Hours: 24.00) Conservation Desktop (CD) Release 1 National Training Sessions NRCS-NEDC-000387 (Contact Hours: 15.00) <i>* Credit is granted for each of these items. This is the only exception to training officers marking completions for the NEDC/EDS course IDs (NRCS-NEDC-LOCAL IDs). Please only mark these courses complete when instructed to do so by national bulletin or direct NEDC/EDS communication.</i>	NRCS-NHQ-LOCAL-000002 or NRCS-NEDC-LOCAL-000001 NRCS-NEDC-000360 NRCS-NEDC-000359 NRCS-NEDC-000387 <i>* Credit is granted for each of these Toolkit items.</i>
11. Assessment Tools Training Specific to the Employee's Location (OJT/State/National)	NRCS-NHQ-000007 * Self-certification
12. Planning Criteria Training (OJT/State/National) Training on using planning criteria to identify resource concerns (e.g., Conservation Planning on Grazing Lands course (State, National, or OJT))	NRCS-NHQ-000008 * Self-certification
13. Basic Soils & Web Soil Survey to Interpret Land Capabilities & Limitations (State Instructor led) Or Using Basic Soil Survey Information in Conservation Planning (AgLearn/Web-based) (Contact Hours: 4.00)	NRCS-NHQ-000009 or NRCS-NEDC-000416
14. State-Specific Training & Required Deliverables - Apprentice Planner This training is determined by the State Conservationist and concurred by CPTAD.	NRCS-NHQ-000024 <i>* Apprentice Planner level of training required</i> * Self-certification
15. Appropriate Job Approval Authority for Engineering & Ecological Conservation – Apprentice Planner Practices common to the work area and the position	NRCS-NHQ-000014 <i>* Apprentice Planner level of job approval authority required</i> * Self-certification
16. Supervisor Certification for Apprentice Conservation Planner Role	NRCS-NHQ-000025 <i>* Completions can be marked by only supervisors and training officers.</i>

Program/Certification Title: Certified Conservation Planner Role Certification ID: NRCS-CP-Certified	
Course Requirement	Course ID/Comments
1. Required training for an Apprentice Conservation Planner	NRCS-CP-Apprentice * Sub-requirement
2. <b>Conservation Planning Course: Part 2 – Modules 6-8 (Instructor-led offered by State or National-NEDC/EDS)</b> Attending <i>Conservation Planning Boot Camp</i> can be substituted for the instructor-led Conservation Planning Course, Modules 6-8. Training Officers can mark completions for the green (NRCS-NHQ-LOCAL) course ID. NEDC/EDS will manage completions for the NEDC/EDS Conservation Planning Boot Camp ID.	NRCS-NHQ-LOCAL-000003 * Scheduled Only, Seminar Course or NRCS-NEDC-000164 * Credit is given for Conservation Planning Boot Camp completion
3. <b>Conservation planning Course: Part 3 – Module 9 (OJT/State/National)</b> (develop RMS plan including the NRCS-CPA-52) a. The candidate will be accompanied to the field by the State Conservationist designee to meet with the decisionmaker. b. The candidate will be expected to demonstrate competency in the planning process and plan development; as well as interpersonal skills representing excellent customer service. c. At a minimum, the conservation plan components listed in section 409.13 should be documented in the plan or associated material. d. The observer will evaluate the candidate's involvement with the decisionmaker (landowner or land operator) in the planning process to determine whether all client objectives and resource concerns associated with the planning area are adequately addressed; and whether the client understands the alternatives presented and feels satisfied in the planning assistance provided. e. Field-reviewed plans must be approved by the State Conservationist or designee prior to final delivery to the decisionmaker.	NRCS-NHQ-000015 * Self-certification
4. <b>Phosphorous Management and Concerns – No. 3</b> (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NHQ-000040
5. <b>Pest Management and Water Quality Implications – No. 6</b> (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NHQ-000043
6. <b>Water Management – No. 7</b> (AgLearn/Web-based) (Contact Hours: 1.00)	NRCS-NHQ-000044
7. <b>Cultural Resources Training Series Part 2 (State/Instructor led)</b>	NRCS-NHQ-LOCAL-000001 * Scheduled Only, Seminar Course
8. <b>Environmental Evaluation Webinar Series No. 3-11</b> (S&T Training Library for content; completion marked/self-certified in AgLearn) -- No. 3: Planning for Floodplain and Riparian Area Special Environmental Concerns -- No. 4: Planning for Wetlands and Clean Water Act Special Environmental Concerns -- No. 5: Planning for Prime and Unique Farmland and Invasive Species Special Environmental Concern -- No. 6: Planning for Endangered Species/Migratory Birds/Bald and Golden Eagles Special Environmental Concern -- No. 7: Planning for Natural Areas, Scenic Beauty, and Wild and Scenic Rivers Special Environmental Concern -- No. 8: Planning for Clean Air and Environmental Justice Special Environmental Concern -- No. 9: Planning for Essential Fish Habitat, Coastal Zones, and Coral Reef Special Environmental Concerns -- No. 10: Planning for Cultural Resources Special Environmental Concerns and Making NEPA Finding -- No. 11: Appropriate Use of Categorical Exclusions	NRCS-NHQ-000013 * Self-certification
9. <b>Soil Health and Sustainability Training (State or National-NEDC/EDS/Instructor led)</b> States will have the option for their Soil Health requirement to do either the NEDC/EDS Soil Health and Sustainability for Field Staff course or to do a completely separate State-led course with assistance from the Soil Health Division. Training officers can schedule and mark completions for the green course ID. NEDC/EDS will manage completions for the NEDC/EDS ID. <b>Soil Health and Sustainability for Field Staff Course (NRCS-NEDC-000050)</b> (AgLearn/Instructor led) (Contact Hours: 24.00) * This course counts as a substitute for the above item. Credit is granted upon completion of the NEDC/EDS course.	NRCS-NHQ-LOCAL-000004 or NRCS-NEDC-000050 * This course counts as a substitute for the above item. Credit is granted upon completion of the NEDC/EDS course. NEDC/EDS will mark these completions.
10. <b>Economics of Conservation Planning Course</b> (AgLearn/Instructor-led) (Contact Hours: 24.00)	NRCS-NEDC-000017
11. <b>Air Quality, Climate Change, and Energy Course</b> (AgLearn/Web-based) (Contact Hours: 1.50)	NRCS-NEDC-000253
12. <b>Fundamentals of Highly Erodible Land &amp; Wetland Conservation Provisions (State Instructor led)</b> Or <b>Fundamentals of Highly Erodible Land &amp; Wetland Conservation Provisions (Web-based)</b> (AgLearn/Web-based) (Contact Hours: 3.00)	NRCS-NHQ-000010 or NRCS-NEDC-000409
13. <b>Working Effectively with... Courses</b> A minimum of one "Working Effectively with" training course from the list below is required. (AgLearn/Instructor-led) Working Effectively with Livestock Producers NRCS-NEDC-000045 (Contact Hours: 34.00) Working Effectively With American Indians NRCS-NEDC-000090 (Contact Hours: 32.00) Working Effectively With Alaskan Natives NRCS-NEDC-000147 (Contact Hours: 24.00) Working Effectively with Hispanic Producers NRCS-NEDC-000262 (Contact Hours: 20.00) Working Effectively with Asian-American Pacific Islander Producers NRCS-NEDC-000334 (Contact Hours: 20.00) Improving Conservation Delivery to Women Landowners and Producers NRCS-NEDC-000378 (Contact Hours: 20.00) Extending Outreach to All Customers NRCS-NEDC-000247 (Contact Hours: 28.00)	NRCS-NEDC-000045 NRCS-NEDC-000090 NRCS-NEDC-000147 NRCS-NEDC-000262 NRCS-NEDC-000334 NRCS-NEDC-000378 NRCS-NEDC-000247 * Pool of 1 item required built into program/certification. EDS will mark these completions.
14. <b>State-Specific Training &amp; Required Deliverables – Certified Planner</b> Determined by the State Conservationist and concurred by CPTAD.	NRCS-NHQ-000027 * Certified Planner level of training required * Self-certification
15. <b>Appropriate Job Approval Authority for Engineering &amp; Ecological Conservation – Certified Planner</b> Practices common to the work area and position.	NRCS-NHQ-000028 * Certified Planner level of job approval authority required * Self-certification
16. <b>Supervisor Certification for Certified Conservation Planner Role</b>	NRCS-NHQ-000023 * Completions can be marked by only supervisors and training officers.

Program/Certification Title: Master Certified Conservation Planner Role Certification ID: NRCS-CP-MasterCertified	
Course Requirement	Course ID/Comments
1. <b>Apprentice Conservation Planner Role Certification</b> Required training for the apprentice and certified conservation planner roles.	NRCS-CP-Apprentice * Sub-requirement
2. <b>Certified Conservation Planner Role Certification</b> Required training for the apprentice and certified conservation planner roles.	NRCS-CP-Certified * Sub-requirement
3. <b>Areawide Conservation Planning</b> (AgLearn/Instructor-led) (Contact Hours: 24.00)	NRCS-NEDC-000092
4. <b>One area wide conservation plan submitted for review and approval by State Conservationist designee.</b> Provide significant contribution in the first seven steps of the conservation planning process for one areawide conservation plan submitted for review and approval by State Conservationist's designee. This requirement may be fulfilled as an individual or as a member of a team. The State Conservationist may utilize the technology specialist at the regional national technical center for plan reviews if expertise is not available in State.	NRCS-NHQ-000016 * Self-certification
5. <b>Assist master certified conservation planners or designee with two State quality reviews.</b> Assist master certified conservation planner(s) or the State Conservationist's designee with two State quality reviews. One may be outside of the employee's home State.	NRCS-NHQ-000017 * Self-certification
6. <b>Serve as an instructor along with one or more master conservation planner or designee.</b> Serve as an instructor along with one or more master conservation planners or the State Conservationist's designee for two conservation planning training sessions (State or National). One may be outside of the employee's home State.	NRCS-NHQ-000018 * Self-certification
7. <b>State-Specific Training &amp; Required Deliverables – Master Certified Planner</b> Determined by the State Conservationist and concurred by CPTAD.	NRCS-NHQ-000029 * Master Certified Planner level of training required * Self-certification
8. <b>Appropriate Job Approval Authority for Engineering &amp; Ecological Practices – Master Certified Planner</b> Common to the work area and position.	NRCS-NHQ-000030 * Master Certified Planner level of job approval authority required * Self-certification
9. <b>Supervisor Certification for Master Certified Conservation Planner Role</b>	NRCS-NHQ-000026 * Completions can be marked by only supervisors and training officers.

Program/Certification Title: Technical Specialist Planner Designation Certification ID: NRCS-CP-TechnicalSpecialist	
Course Requirement	Course ID/Comments
1. <b>Complete two quality assurance activities that evaluate conservation plans and practice implementation related to their area(s) of expertise to the satisfaction of the technical supervisor</b>	NRCS-NHQ-000020 * Self-certification
2. <b>Deliver two state or national technical training programs that instruct other conservation planners in using NRCS planning procedures relative their position's area of specialization</b>	NRCS-NHQ-000021 * Self-certification
3. <b>Complete state-identified training and required deliverables which are applicable to the specialist's discipline area</b>	NRCS-NHQ-000022 * Technical Specialist Planner level of training required * Self-certification
4. <b>For those <u>not</u> already Certified as Master Certified Conservation Planners, the following additional requirements must be met:</b> a. Required national and state training for the Apprentice planner role designation b. <b>Conservation Planning Course Modules 6 – 8.</b> (Instructor-led) Attending Conservation Boot Camp may be substituted for this. c. <b>Cultural Resources Training Series Part 2 (State)</b> d. <b>Environmental Evaluation Webinar Series No. 3 – 11</b> (S&T Library for content; completion marked in AgLearn) e. <b>Conservation Planning Course Module 9</b> (complete a conservation plan related to their area(s) of expertise for in-field review by the State Conservationist or designee).	"a" = NRCS-CP-Apprentice is a sub-requirement  "b" = NRCS-NHQ-LOCAL-000003 <u>or</u> NRCS-NEDC-000164 * Credit is given for Conservation Planning Boot Camp completion  "c" = NRCS-NHQ-LOCAL-000001  "d" = NRCS-NHQ-000013 * Self-certification  "e" = NRCS-NHQ-000015 * Self-certification
5. <b>Supervisor Certification for Technical Specialist Planner Designation</b>	NRCS-NHQ-000032 * Completions can be marked by only supervisors and training officers.