

REQUEST FOR PLANNER CERTIFICATION		MARYLAND NRCS Revised 4-14-09
Planner Name:	Agency:	County:
<p>A. PLANNER IS RESPONSIBLE FOR THE FOLLOWING:</p> <p><input type="checkbox"/> 1. Maintain a current Individual Development Plan (IDP) and a record of training received.</p> <p><input type="checkbox"/> 2. Complete NRCS Conservation Planning, Part 1 (Modules 1-5 in AgLearn), and Part 2 (Modules 6-8, classroom and field).</p> <p><input type="checkbox"/> 3. Complete all other on-the-job training, workshops, and formal training identified by his/her supervisor as needed to meet conservation planner qualification requirements. Examples of training opportunities are contained in the NRCS General Manual, Maryland Supplement, Title 180, Part 409.9, Exhibit 1, pages 1-10.</p> <p><input type="checkbox"/> 4. Develop at least one conservation plan, including supporting data and documentation, at the appropriate level of complexity for the desired certification level.</p>		
<p>B. DISTRICT CONSERVATIONIST IS RESPONSIBLE FOR THE FOLLOWING:</p> <p><input type="checkbox"/> 1. Review the employee’s knowledge, skills, and abilities and completion of training required for conservation planning.</p> <p><input type="checkbox"/> 2. Document the employee’s proficiency levels for each of the planning requirements on the “Required Proficiency Levels” worksheet (MD409.9, Exhibit 1, pages 11-13). Circle the certification level requested: <u>Apprentice Planner</u> (or) <u>Category One</u> (or) <u>Category Two</u></p> <p><input type="checkbox"/> 3. Field-review at least one conservation plan with the employee. The plan should contain the appropriate level of complexity for the requested certification level.</p> <p><input type="checkbox"/> 4. Send this checklist and supporting documentation to the Maryland State Resource Conservationist (SRC) for review.</p> <p>Attach the following supporting documentation to this checklist:</p> <ul style="list-style-type: none"> • Copy of completed worksheet (MD409.9, Exhibit 1, pages 11-13) indicating the employee’s proficiency levels for the desired level of certification (Apprentice, Category One or Category Two, as appropriate). • Copy of the conservation plan that was field-reviewed (include case file documentation – see next page for detailed list of items to include). • For Category One (with CNMP planning) or Category Two certification, a copy of the employee’s Nutrient Management Consultant certification from the Maryland Department of Agriculture. 		
Planner Signature		Date
District Conservationist Signature		Date

APPRENTICE PLANNER OR CATEGORY ONE CERTIFICATION (Soil Conservation and Water Quality Planning)

Conservation Plan and Case File Documentation – submit a copy of the following items with the request for Planner Certification:

- **Plan Map(s).**
- **Soil Map and Map Unit Interpretations.**
- **Assistance Notes**, including land user objectives, alternatives discussed, decisions made, and by whom.
- **Conservation Plan – Planned Practices and Schedule of Implementation**, including a brief description of the farm operation and objectives of the plan. May incorporate by reference plans for specific activities such as CNMPs, forest management, nutrient management, prescribed grazing, pest management, wildlife habitat management, etc., as needed. For cost-shared practices, include reference to program contract (e.g., EQIP, MACS, etc.) in the practice narrative.
- **Job Sheets/O&M Requirements.** For job sheets with check boxes and other fillable areas, be sure to complete all applicable sections.
- **Environmental Effects Evaluation** – MD-CPA-052.
- **Resource Inventory Worksheets** – MD-RES-001 and/or other worksheets as required for specific evaluations, e.g., grazing, wildlife habitat, etc.
- **RUSLE2 - Crop Rotation & Tillage Methods/Soil Loss Estimates/SCI.**
- **Alternatives for Future Consideration.** When there are opportunities for improving management systems, but no decision has yet been made, provide the land user with written alternatives. These may be documented on separate page or in a specialized plan, such as a grazing plan, forestry plan, wildlife plan, etc.

CATEGORY TWO CERTIFICATION (Resource Management System Planning)

Conservation Plan and Case File Documentation – submit all items as listed above for Category One, plus the following additional plans:

- **Specialized Plans** – In addition to an overall conservation plan, the planner must develop at least one CNMP and one Prescribed Grazing plan. Each of these plans will be reviewed by the appropriate technical specialist to determine whether it adequately addresses resource concerns and the producer's objectives, and meets NRCS requirements.

Category One planners who demonstrate proficiency in development of a Prescribed Grazing Plan or a Comprehensive Nutrient Management Plan, but not both, may request that their Category One certification be amended to include Prescribed Grazing Planning or Comprehensive Nutrient Management Planning, as applicable.

Note: Planners who have been working closely with the State Agronomist (to develop CNMPs) and the State Grazing Specialist (to develop Prescribed Grazing plans) may not need to submit these additional plans. Contact the State Resource Conservationist to determine whether more plans will need to be reviewed.

Nutrient Management Consultant Certification - For Category One (with CNMP planning) or Category Two certification, the planner must also hold current Nutrient Management Consultant certification from the Maryland Department of Agriculture.