

## Job Approval Authority Process

- 1 Identify training needs**
  - Identify the practices needed to address local priority resource concerns.
  - Discuss technical capacity and need between supervisors and staff.
  - Complete the Individual Training Plan (IDP) in eLINK.
- 2 Develop knowledge and gain experience**
  - Attend training offered through the Technical Training and Certification Program and other partners.
  - Complete on-the-job training with resource professionals, including staff located in other offices to assist in practice planning, design and implementation.
  - Develop practice designs with assistance from experienced staff.
- 3 Demonstrate knowledge and experience**
  - Develop practice designs independently and have them reviewed and approved by someone with JAA.
  - When confident with your ability to plan, design or certify a practice, submit for review.
- 4 Knowledge and experience review**
  - The Area Resource Conservationist or Area Engineer reviews the practice planning, designs or certifications, and may recommend changes or additional information.
  - The Area Resource Conservationist or Area Engineer may ask to see documentation of your experience and/or training.
- 5 Job Approval Authority delegation**
  - The Area Resource Conservationist or Area Engineer delegates the level of Job Approval Authority.
  - The supervisor must concur with the delegation.
  - The employee reviews the delegation and signs the ethics statement.