Level 1 Conservation Planner Verification

Once your required Level 1 Conservation Planner training is complete, please meet with your supervisor to confirm successful completion of the training curriculum. Please fill in any details you have about where, when, and how the training requirement was met in the training details column prior to meeting with your supervisor (especially for self- certification items*). Provide supporting documentation to your supervisor during the meeting. Please ask your supervisor to sign this Level 1 Conservation Planner Verification document if they certify you have successfully completed the required training. Then, return to AgLearn to upload the signed form to your Other Evidence and complete the verification quiz.

Program Title: Level 1 Conservation Planner

Name of Planner: _____   **Date:** _____

No.	Core Competency	Course Requirement(s)	Training Details (where, when, how)
1	Conservation Planning Basics	**NRCS-NEDC-000019** Conservation Planning, Part 1 or **NRCS-NEDC-000191** TSP Orientation and Conservation Planning *(TSPs only)*	Completed in AgLearn
2	Conservation Planning Basics	**NRCS-NHQ-000008** Planning Criteria Training (OJT/State/National) or **NRCS-NEDC-000486** Using Planning Criteria in Conservation Planning	* Self-certification in AgLearn or Completed in AgLearn
3	Conservation Planning Basics	**NRCS-NHQ-LOCAL-000002** Conservation Planning Business Tool Training or **NRCS-NHQ-000068** Conservation Desktop (CD) and Conservation Assessment Ranking Tool (CART) Local/State Hands-on Training	* Self-certification in AgLearn or Completed in AgLearn
4	Field Office Technical Guide Basics	**NRCS-NEDC-000149** Introduction to Field Office Technical Guide or **NRCS-NEDC-000191** TSP Orientation and Conservation Planning *(TSPs only)* (or Field Office Technical Guide Basics Proficiency Exam: **NRCS-NHQ-000081**)	Completed in AgLearn
5	Conservation Communication Basics	**NRCS-NEDC-000501** Conservation Skills for Conservation Professionals: The Art of Helping People Help the Land	Completed in AgLearn
6	Cultural Resources Basics	**NRCS-NEDC-000141** Cultural Resources Training Series, Part 1	Completed in AgLearn
7	Environmental Evaluations Basics	**NRCS-NHQ-000011** Environmental Evaluation Webinar Series No 1: Primer on NRCS Environmental Compliance (or Level 1 Environmental Evaluation Proficiency Exam: **NRCS-NHQ-000075**)	* Self-certification in AgLearn or Completed in AgLearn (if using proficiency exam)
8	Environmental Evaluations Basics	**NRCS-NHQ-000012** Environmental Evaluation Webinar Series No 2: Documenting the Environmental Evaluation (or Level 1 Environmental Evaluation Proficiency Exam: **NRCS-NHQ-000075**)	* Self-certification in AgLearn or Completed in AgLearn (if using proficiency exam)

No.	Core Competency	Course Requirement(s)	Training Details (where, when, how)
9	Soils Basics	**NRCS-NHQ-000009** Basic Soils and Web Soil Survey to Interpret Land Capabilities & Limitations (State Instructor Led) or **NRCS-NEDC-000416** Using Basic Soil Survey Information in Conservation Planning (or Soils Interpretations Proficiency Exam: **NRCS-NHQ-000077**)	Completed in AgLearn
10	Water Quality Basics	**NRCS-NHQ-000038** Overview of Water Quality for Conservation Planners - No. 1 (or Level 1 Water Quality Proficiency Exam: **NRCS-NHQ-000078**)	Completed in AgLearn
11	Water Quality Basics	**NRCS-NHQ-000039** Nitrogen Management and Concerns – No. 2 (or Level 1 Water Quality Proficiency Exam: **NRCS-NHQ- 000078**)	Completed in AgLearn
12	Water Quality Basics	**NRCS-NHQ-000040** Phosphorous Management and Concerns – No. 3 (or Level 1 Water Quality Proficiency Exam: **NRCS-NHQ- 000078**)	Completed in AgLearn
13	Water Quality Basics	**NRCS-NHQ-000041** Sediment Management for Water Quality – No. 4 (or Level 1 Water Quality Proficiency Exam: **NRCS-NHQ- 000078)**	Completed in AgLearn
14	State Specific Requirements	**NRCS-NHQ-000024** State Specific Training & Required Deliverables-Level 1 Conservation Planner	*Self-certification in AgLearn

REQUIRED SIGNATURES	
Supervisor Certification (NRCS-NHQ-000025) Supervisor Signature: Date:	Remarks:
Area Resource Conservationist (ARC) or Designee Concurrence ARC or Designee Signature: Date:	Remarks:

* Planners are responsible for maintaining records to be used to support training completions marked through self-certifications. Records can be, but are not limited to—
 • A log showing the type of activity claimed, sponsoring organization, location, duration, and instructor or speaker's name.
 • Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.
 • A log of OJT experience listing the subject, the time spent doing the activity, the instructor or mentor's name, and a description of the outcome for each OJT event (e.g., design completed, specification written, reviewed for job approval authority, etc.).
 • Other acceptable training records, including—
 - Training certificate with the planner's name and date on the certificate.
 - Training recorded in the planner's AgLearn Learning History.
 - A training event sign-in sheet accompanied by an agenda that identifies all of the following:
   -- Title of the training event; provider of the training; summary of the technical training; and date and duration of technical training