

Level 2 Conservation Planner Verification

Once your required Level 2 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 2 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 2 Conservation Planner

Name of Planner: _____

Date: _____

No.	Core Competency	Course Requirement(s)	Training Details (where, when, how)
1	Prerequisite	Required training for the Level 1 Conservation Planner Designation	<i>*Tracked in AgLearn</i>
2	Conservation Planning Procedures	NRCS-NHQ-LOCAL-000003 Conservation Planning Course: Part 2 Modules 6-8* (Archived course Conservation Planning Bootcamp also meets this requirement)	Completed in AgLearn
3	Water Quality Fundamentals	NRCS-NHQ-000042 Water Bodies – No. 5 (or Level 2 Water Quality Proficiency Exam: NRCS-NHQ-000079)	Completed in AgLearn
4	Water Quality Fundamentals	NRCS-NHQ-000043 Pest Management and Water Quality Implications – No. 6 (or Level 2 Water Quality Proficiency Exam: NRCS-NHQ-000079)	Completed in AgLearn
5	Water Quality Fundamentals	NRCS-NHQ-000044 Water Management (or Level 2 Water Quality Proficiency Exam: NRCS-NHQ- 000079)	Completed in AgLearn
6	State Specific Requirements	NRCS-NHQ-000189 State Specific Training & Required Deliverables-Level 2 Conservation Planner	<i>*Self-certification in AgLearn</i>

Note: MN NRCS does not have State Specific Requirements.

REQUIRED SIGNATURES	
Supervisor Certification (NRCS-NHQ-0000190) 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
 - Date and Duration of technical training