

### Level 3 Certified Conservation Planner Verification

Once your required Level 3 Certified 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 3 Certified 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 3 Certified Conservation Planner**

**Name of Planner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

| No. | Core Competency                            | Course Requirement(s)  | Training Details (where, when, how)   |
|-----|--|--|---------------------------------------|
| 1   | Prerequisite                               | <b>Required training for the Level 2 Conservation Planner Designation</b>  | <i>*Tracked in AgLearn</i>            |
| 2   | Conservation Planning Procedures           | <p><b>NRCS-NHQ-000015</b><br/>                     Conservation Planning course: Part 3 - Module 9</p> <p><i>Note: This course requirement has a prerequisite of completing Conservation Planning Part 2-Modules 6-8.</i></p> <p><i>In Conservation Planning Part 3: Module 9, the planner should document they developed an RMS-alternative and explained that alternative to their client.</i></p>                                     | Completed in AgLearn                  |
| 3   | Cultural Resources Evaluation Fundamentals | <p><b>NRCS-NHQ-LOCAL-000001</b><br/>                     Cultural Resources Training Series - Part 2</p>   | Completed in AgLearn                  |
| 4   | Environmental Evaluation Fundamentals      | <p><b>NRCS-NHQ-000013</b><br/>                     Environmental Evaluation Webinar Series No. 3-11<br/>                     (or Level 2 Environmental Evaluation Proficiency Exam: <b>NRCS-NHQ-000080</b>)</p>  | Completed in AgLearn                  |
| 5   | Conservation Compliance Fundamentals       | <p><b>NRCS-NHQ-000010</b><br/>                     Fundamentals of Highly Erodible Land &amp; and Wetland Conservation Provisions (State Instructor led)<br/>                     or<br/> <b>NRCS-NEDC-000409</b><br/>                     Fundamentals of Highly Erodible Land and Wetland Conservation Provisions (Web-based)<br/>                     (or HELC/WC Compliance Provisions Proficiency Exam: <b>NRCS-NHQ-000082</b>)</p> | Completed in AgLearn                  |
| 6   | Conservation Economics Fundamentals        | <p><b>NRCS-NEDC-000498</b><br/>                     Conservation Economics Webinar Series<br/>                     (or Conservation Economics Proficiency Exam: <b>NRCS-NHQ-000074</b>)</p> <p><i>Note: Archived course NRCS-NEDC-000017 also meets this requirement if previously taken.</i></p>  | <i>*Self-certification in AgLearn</i> |

| No. | Core Competency             | Course Requirement(s)   | Training Details (where, when, how) |
|-----|-----------------------------|---|-------------------------------------|
| 7   | Soil Health Fundamentals    | <p><b>NRCS-NEDC-000050</b><br/>Soil Health and Sustainability for Field Staff (In person)<br/>or<br/><b>NRCS-NEDC-000488</b><br/>Soil Health and Sustainability for Field Staff – Blended/Virtual Delivery<br/>or<br/><b>NRCS-NEDC-000430</b><br/>Soil Health and Sustainability for Field Staff – Blended Delivery<br/>or<br/><b>NRCS-NHQ-Local-00004</b><br/>Soil Health and Sustainability Training (State Equivalency)<br/>or<br/><b>NRCS-NHQ-000132</b><br/>Soil Health Basics for TSPs (TSPs only)<br/>(or Soil Health and Sustainability Proficiency Exam:<br/><b>NRCS-NHQ-000076</b>)</p> | Completed in AgLearn                |
| 8   | Air Quality Fundamentals    | <p><b>NRCS-NEDC-000253</b><br/>Air Quality, Climate Change and Energy<br/><br/>(or Air Quality Conservation Basics Proficiency Exam:<br/><b>NRCS-NHQ-000070</b>)</p>  | Completed in AgLearn                |
| 9   | State Specific Requirements | <p><b>NRCS-NHQ-000027</b><br/>State Specific Training &amp; Required Deliverables-Level 3 Conservation Planner<br/><br/><i>Note: This would include a "Working Effectively With" communications course if required in the planner's state by the State Conservationist.</i></p>   | *Self-certification in AgLearn      |

| REQUIRED SIGNATURES   |          |
|---|----------|
| <p>Supervisor Certification (<b>NRCS-NHQ-000023</b>)<br/>Supervisor Signature: _____ Date: _____</p>                | Remarks: |
| <p>Area Resource Conservationist (ARC) or Designee Concurrence<br/>ARC or Designee Signature: _____ Date: _____</p> | 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