

## Level 4 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 4 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 4 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 3 Certified Conservation Planner Designation</b>	<i>*Tracked in AgLearn</i>
2	Conservation Planning Procedures	<b>NRCS-NHQ-000017</b> Assist with two State quality assurance reviews	Completed in AgLearn
3	Conservation Planning Procedures	<b>NRCS-NHQ-000018</b> Serve as an instructor along with one or more Level 4 Conservation Planners or designees*	Completed in AgLearn
4	Advanced Conservation Communication	<b>Complete one of the following courses:</b> NRCS-NEDC-000045, NRCS-NEDC-000090, NRCS-NEDC-000147, NRCS-NEDC-000262, NRCS-NEDC-000334, NRCS-NEDC-000378, NRCS-NEDC-000247, NRCS-NHQ-000130, NRCS-NHQ-000137, NRCS-NEDC-000092 (or the Conservation Communication Proficiency Exam: NRCS-NHQ-000072)  <i>Note: If one of these courses was taken in Level 3, that meets this requirement.</i>	Completed in AgLearn
5	Advanced Conservation Economics	<b>NRCS-NEDC-000505</b> Advanced Economics for Conservation Planners or <b>NRCS-NHQ-000074</b> Conservation Economics Proficiency Exam  <i>Note: ARCHIVED NRCS-NEDC-000017 Economics of Conservation Planning also meets this requirement if previously taken</i>	Completed in AgLearn

No.	Core Competency	Course Requirement(s)	Training Details (where, when, how)
6	Advanced Resource Concerns and/or Discipline Knowledge	<p><b>NRCS-NHQ-000136</b>            Advanced Resource Concerns and/or Discipline Knowledge            Training Tracking – Level 4 Conservation Planner</p> <p><i>Note: Complete at least 5 advanced natural resources and/or discipline knowledge courses. See Level 4 training requirements exhibit in 180-GM-409 and course description in AgLearn for more information.</i></p>	*Self-certification in AgLearn
7	State Specific Requirements	<p><b>NRCS-NHQ-000029</b>            State Specific Training &amp; Required Deliverables-Level 4 Conservation Planner.</p>	Completed in AgLearn

REQUIRED SIGNATURES	
Supervisor Certification ( <b>NRCS-NHQ-000023</b> ) 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