



United States Department of Agriculture

NRCS Registry

User Guide

Expired Licenses

Office of the Chief Information Officer
Natural Resources Conservation Service
Washington, D.C.



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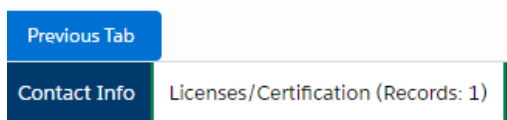
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1. REVISION HISTORY

Version #	Implemented by:	Revision Date	Approved by:	Approval Date	Description of Change
2.0	Keith Harmon	08/10/2021			Updated the guide to include changes made for NRCS Registry 2.0

2. UPDATING AN EXPIRING OR EXPIRED LICENSE/CERTIFICATION

1. Login to the NRCS Registry as a TSP
2. Click on **MY PROFILE** tab to open the profile
3. Click on the License/Certification tab



4. Locate the expiring or expired license and click on the Update button.

ACTION	LICENSING/ CERTIFICATION ORGANIZATION	TITLE OF LICENSE	LICENSE/ CERTIFICATION TYPE	CERTIFICATION/ MEMBERSHIP NUMBER	EXPIRATION DATE
Update	Society of American Foresters	Certified Forester	Certification	87643	07/12/21

Note: If the License/certification has expired and it is tied to a Certified Practice, then the TSP will be removed from the FindaTSP public site until that expired license/certification is updated.

5. Update the Expiration Date and upload additional documentation for the License/Certification qualification

Please complete all required information indicated by a red * then click save.

Licensing/Certification Organization* (Required) Society of American Foresters	Title of License* (Required) Certified Forester
License/Certification Type* (Required) Certification	Certification/Membership Number 87643
Expiration Date* (Required) 7/12/2021 [8/13/2021]	States Where Licensed/Certified (Required)* Virginia

DOCUMENT UPLOAD OR MAIL IN

License Documentation Files* (Required) (Maximum File Size: 25MB) Upload Documentation

Sample Attachment.docx ✖

Mail In Documentation?

-Upon submission of application, you will be directed on where to mail documents

Save Cancel

6. Click Save to update the license/certification
7. If the license/certification was expired, you will once again be visible on the FindaTSP public site as soon the update is complete.

3. TSP EXPIRING LICENCE/CERTIFICATION NOTIFICATIONS AND ALERTS

1. Login to NRCS Registry as a TSP User
2. If a license/certification qualification is about to expire or has expired, the TSP will see an alert banner on the home page, informing the TSP that their license/certification is set to expire within 30 or 60 days of the current date or has expired.
3. The banner will be gray if it is 60 days prior to expiration, orange if it is 30 days prior to expiration, or red if it is already expired.

 License/Certification Expired
ALERT: Your License or Certification "Full Membership" and Org "Association of Consulting Foresters of America, Incorporated" associated with Practices "106 -- Forest Management Plan" and States "Maryland;Virginia" has expired. Please take action immediately to update the information. Failing to keep a license/certification for the purposes of TSP certification is a violation of your TSP Certification Agreement

Email Notifications will be sent to the TSP with an Expiring or Expired License/Certification on the following days until the license/certification qualification is updated:

1. 60 Days prior to the Expiration Date
2. 30 Days prior to the Expiration Date
3. Day after the Expiration Date (license/certification is expired)
4. 30 Days after the Expiration Date (license/certification is expired)