

TechReg - Step by Step Guide

About TechReg

TechReg is an Internet application that allows individuals, businesses, and public agencies to register and become certified as Technical Service Providers (TSPs). It also provides conservation program participants with a directory for obtaining certified TSPs.

TechReg Home Page

TechReg is located at: <http://techreg.usda.gov>

Locate a Technical Service Provider

Technical service providers are certified for categories of technical service that are determined by NRCS at the national level. However, certifications do apply to individual states and to specific categories of technical services for which the provider meets the criteria for certification.

To locate a Technical Service Provider, click on the 'TSP Locator' on the TechReg home page. You do not need a user ID and password to access this information.

Click on your state and then your county to locate certified Technical Service Providers servicing your area. At this point, using drop down menus, you can access a list of Technical Service Providers for a specific county or for 'all counties' in the state, by a specific category of technical services, and by specific technical services or practices.

Register as a Technical Service Provider

To register as a Technical Service Provider you must have a USDA eGovernment account (user ID and password). To report technical services provided also requires an eGovernment account. All other features of TechReg are accessible without a user ID and password.

If you already have an eGovernment account, you may click 'Login' on the TechReg home page and enter your user ID and password to register as a TSP.

If you do not have an account, click <http://forms.sc.egov.usda.gov/eforms/default1.htm> for information on obtaining an account. Once there, click the 'Register' link under the Welcome section or the 'Register' link under the Register Now section.

To obtain an eGovernment account you may apply in person at your local USDA Service Center or you may apply by regular mail or fax.

To apply in person:

1. Visit your local USDA Service Center. You can find the location and contact information for a Service Center near you at http://offices.usda.gov/scripts/ndISAPI.dll/oip_public/USA_map.
2. Complete and sign a form AD-2016 (USDA Registration Form to Request Electronic Access Code).
3. A Service Center employee will verify your identity and enter your information into the Service Center records. A driver's license or passport will be needed for identification.
4. You will be given a letter during this visit with your temporary user ID.
5. By regular mail you will receive a second letter with your temporary password, along with instructions on how to activate your account. Note: Activate your password by the date specified or you will need to restart the process.
6. Go to the activation web site and select a permanent user ID and password. Please do not enter any underlining as you enter your password. The underlining simply indicates a numeric entry rather than an alphabetic entry, for example, a 1 (one) versus an l (L). **Note:** If you cannot get to the activation web site, or you have a problem using it then call WebReg tech support at 1-800-457-3642 or email them at chd@stl.rural.usda.gov.
7. After exiting from the activation site, please wait a couple of hours before accessing TechReg with your permanent user ID and password. Newly activated USDA eGovernment accounts must be replicated among the three USDA agency computer centers. This is not an instantaneous process so time is needed for remote computer networking to take place to associate your account with TechReg.

To apply by regular mail or fax:

1. Call your local USDA Service Center and they can mail you the AD-2016 form, or you can access a copy of the form from <http://forms.sc.egov.usda.gov/eforms/default1.htm>. (Once there, click Register, then click AD2016 on the page that pops up.) You can find the location and contact information for a Service Center near you at http://offices.usda.gov/scripts/ndISAPI.dll/oip_public/USA_map.
2. Complete the form and have your signature notarized.
3. Mail or fax the form to your local USDA Service Center.
4. You will receive two separate letters by regular mail. One will provide you with your temporary user ID and the second will provide you with your temporary password along with instructions on how to activate your account.
5. Go to the activation web site and select a permanent user ID and password. Please do not enter any underlining as you enter your password. The underlining simply indicates a numeric entry rather than an alphabetic entry, for example, a 1 (one) versus an l (L). **Note:** If you cannot get to the activation web site, or you have a problem using it then call WebReg tech support at 1-800-457-3642 or email them at chd@stl.rural.usda.gov.
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Apply Online for Certification as a Technical Service Provider

Applications may be submitted by individuals, businesses, or public agencies.

Access to USDA authenticated web sites is handled through a common sign-in screen known as WebCAAF. As a security precaution, you have three chances to log in using your USDA eGovernment account. After three consecutive unsuccessful tries your account is locked. The lock on the account should release itself after a period of inactivity.

If you cannot log in, then wait until the next day, and try again. Make sure that you are using the correct user ID and password. If you still cannot log in the next day, then contact TechReg technical support by email at Techreg@nrca.usda.gov or by phone (toll-free) by calling the USDA help desk at 1-888-311-1444. You can use the 'Contact Us' button on TechReg to access a hotlink ('email') to generate an e-mail message to TechReg technical support.

Login to TechReg:

1. Click the 'Login' signup box on the TechReg home page.
2. On the WebCAAF Authorization and Authentication screen, enter your user ID and password and click 'login.'
3. An Apply Online page will be displayed. This page will display information from your eGovernment account. Please review this information for accuracy since your mailing address, email address, and telephone number will be used by both NRCS and conservation program participants trying to reach you. To correct any errors, please contact your local USDA Service Center.
4. Please enter your preferred contact method – 'Email' or 'Mail.'
5. Check the 'yes' block if you can speak Spanish.
6. Indicate if you are registering as 'myself (an individual)' or as an 'Individual with a Public Agency (An Employee of a Public Agency).'
7. Review the terms and conditions of the Certification Agreement. You must agree to the terms and conditions of the agreement in order to be certified. Click 'agree' to move into Profile Part 1 of the application.

Complete Profile Part 1 (Background) – Application for Certification

Please fill out all relevant sections of the profile in order to become a certified TSP.

Use the 'update...' and 'add...' buttons to add records. Use the 'edit' button to edit previously entered records.

If you have entered the system in order to create a business or public agency, and do not plan to become a certified TSP yourself, then only fill out part B: Associated Companies / Agencies. The rest of the profile is not necessary.

Data displayed in Section A comes from the USDA customer database. Your customer record was created when you became a customer of the Farm Service Agency (FSA), Rural Development (RD), or the Natural Resources Conservation Service (NRCS), or when you registered to obtain a USDA eGovernment account. If any of the data in section A is incorrect,

please contact the Service Center office that originally created your customer account to have those corrections made.

Steps to Complete Profile Part 1:

1. Section A, Contact Information, will be populated with your background information from the USDA Customer database (SCIMS).
2. Complete section B, Associated Companies/Agencies, only if the application for certification is for a business or public agency and only if you are the official representative of that business or public agency and have the authority to sign the Certification Agreement on behalf of that business or public agency. Official representatives are not required to be certified TSPs. Creation of a business or public agency will require that at least one individual associated with the business or public agency be certified as a TSP. To proceed:
 1. Click the 'Business/Agency Profile' button to access a Business / Agency screen.
 2. Click the 'Add Business/Agency' button to add a business or agency.
 3. Confirm that you are the official business / agency representative and have the authority to sign the certification agreement on behalf of the business or agency.
Note: Once at least one certified individual is associated with the business, a certification agreement can be electronically signed by the official representative.
 4. Enter the Business Type, Tax Identification Type, and Federal Business Tax ID.
 5. Click on 'update employees' to associate certified TSPs with the business or agency.
 6. Click 'Generate Certification' to electronically sign a certification agreement and complete the business or agency certification process.

The remainder of the certification application pertains to certification of an individual.

3. Complete section C, Relevant Accreditations/Licenses to enter the licenses or certifications that are required to satisfy the criteria for certification in the categories of technical service you wish to provide. Include any state required licenses, license numbers, and expiration dates. This information is critical in order to remain on active status once certified. As information changes, you can return to this page to update your certification.

Add a Certification

1. Click on the 'Add Certification/License' button.
2. Select a certifying organization.
3. Indicate the organization type by clicking on the appropriate button.
4. If it is a state certification or license, select the state from the dropdown list.
5. Enter the license number, if applicable.
6. Enter the license expiration date directly or use the popup calendar.
7. Click 'Save.'

Edit or Delete a Certification

1. Click 'Edit' in the row you wish to update.
 2. Change the information as needed.
 3. Click 'Save' or 'Delete.'
4. Complete section D, Education and Training, by entering Bachelors or Graduate degrees, NRCS training, or other training required to satisfy the criteria for certification.

Add Education and Training

1. Click the 'Add Education' button.
2. Enter the name of the institution.
3. Select the area of study.
4. Enter the completion date directly or use the popup calendar, if completed in 1978 or later.
5. Click 'Save.'

Edit or Delete Education and Training

1. Click 'Edit' in the row you wish to update.
 2. Change the information as needed.
 3. Click 'Save,' 'Delete,' or 'Close.'
5. Complete section E, Relevant Work Experience, by entering information regarding your work experience as it relates to providing technical services.

Add Relevant Work Experience

1. Click the 'Add Work Experience' button.
2. Enter the completion date directly or use the popup calendar, if completed in 1978 or later.
3. Enter the description of the work performed in the comments box.
4. Enter start and end dates if applicable.
5. Click 'Save.'

Edit or Delete Relevant Work Experience

1. Click 'Edit' in the row you wish to update.
 2. Change the information as needed.
 3. Click 'Save,' 'Delete,' or 'Close.'
6. Complete section E1, Professional References, by providing at least two non-USDA references that can verify your experience and qualifications (this is not a recommendation for certification).

The purpose of this section is to provide professional references who can verify your work. Please provide two customer references where technical service has been provided who can verify your experience and proficiency for conservation planning and/or designing, layout, installation, and checkout of the conservation practices for the categories of technical service you wish to provide. USDA staff cannot be used as references for this purpose. Please provide the names of the references, addresses, phone

numbers, and email addresses as available, where they can be reached.

The references will only be used by USDA personnel and will not be published in the resume available from the TSP Locator in TechReg.

7. Complete section F, Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications by entering a brief description of your familiarity with these items. If any of this information changes, you can return to this page to update your certification.

Add Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications

1. Click the 'Add NRCS Familiarity' button.
 2. Enter the completion date directly or utilize the popup calendar, if completed in 1978 or later.
 3. Describe your familiarity with NRCS guidelines, criteria, standards, and specifications.
 4. Click 'Save.'
8. Click 'Continue to Profile Part 2.'

Complete Profile Part 2 (Technical Services) – Application for Certification

Please fill out all relevant sections of the profile in order to become a certified TSP.

Steps to complete Profile Part 2:

1. Complete section G by selecting a state/category (or categories) combination and then use the "Confirm Qualifications" to complete the certification criteria portion. Records must be entered in this section before you can complete the rest of the application.

To select a state and categories:

1. Click 'Add Category' to select a state and the technical service categories you desire to provide.
2. Select a state from the drop-down box.
3. The Category Available section will be populated with the choices available for the selected state.
4. Click the "Click to go to Category Detail Page" to open another page with a comprehensive report of the categories and associated technical services. Close this page to return to the Add Category page.
5. Click a category for which you desire certification and then click the >>> box to move the category to the Category Selected list. (You can select more than one category at a time by holding down the control key on your keyboard and clicking on each category that you desire to move to the Category Selected list. Then click >>> to move all of the items at once.).
6. To remove items from the Category Selected list, click the items in the Category Selected box, then click the <<< box.

7. Save your selection.
8. Since the certification process is state-centric, you must repeat this process for each state in which you desire to provide technical services.

Note: After selecting the categories, you must match your qualifications entered in Profile Part 1 to the categories selected.

To enter qualifications for categories:

1. Click the 'Confirm Qualifications' button in the category row for which you need to enter qualifications.
 2. Select **ONE** group from the groups listed. You must meet **ALL** of the certification criteria in the selected group.
 3. If the selected group requires a license or certification, select a license or certification from the drop-down list.
 4. For each criteria item within your selected group, place a check mark in each box, Education, Work Experience, or NRCS familiarity that satisfies the criteria. For example, if the criteria require a degree in a particular field, and you listed your degree under Profile Part 1, section D, Education and Training, you should check the box for that row under Education.
 5. When you have confirmed your qualifications, click 'Save.' After saving, you will be returned to the Profile Part 2 screen.
 6. Once all the criteria for certification have been met the status of the category will be set to 'Ready.' You can then electronically sign a certification agreement.
2. Complete section H, Services to be Provided. Each category entered in section G defaults to All Services (all technical services) within the category in section H. You may not wish to provide all of the technical services in the category. If that is the case, you can limit the list of services by using the 'edit' button to select only those services you wish to provide.

To select services for a category:

1. Click 'Edit' on the row in section H, Services to be Provided.
 2. Click selections in the Service Available list, then click the >>> box to move items to Services Selected list.
 3. To remove items from the Services Selected list, click the selections in the Services Selected box, then click the <<< box.
 4. Save your selection.
3. Complete section I, Servicing Areas. The states listed are those you entered in section G. You may not wish to provide technical services in all of the counties in the state. If that is the case, you can limit the list of counties by using the edit button and then selecting only those counties in which you desire to provide technical services.

Click the 'Edit' button to display a data entry form for completing information about the Servicing Area for which you wish to be certified. By default, you are requesting certification for every county within a state. If you wish to serve only selected counties,

you must specify those counties. If any information changes, you can return to this page to update your certification.

To select servicing counties, if other than the entire state:

1. Click the 'Edit' button for a particular state.
2. Click the appropriate counties in the Counties Available list, then click the >>> box to move the counties to the Counties Selected list.
3. To remove counties from the Counties Selected list, click the selections in the Services Selected box, then click the <<< box.
4. Save your selection.

4. Review section J, Certification Agreement History.

In this section you will review the Certification Agreement containing the terms and conditions of your certification. When you electronically accept this agreement you are at that point signing the agreement electronically. NRCS will then sign the agreement. The completed Certification Agreement is then accessible to you to view from this section. The agreement will contain the name of the individual(s) certified, the date certified, and the categories and states where certified. At the time of certification, the individual and / or business will also appear on the approved list of Technical Service Providers accessible through the TSP Locator on the TechReg home page.

Each time you change your certification categories you will be asked to sign another agreement. Each agreement is saved and can be displayed by using the view button. The Certification Agreement History tracks your original certification and all updates to your Technical Service Provider Certification.