

Certification Expectations – District Conservationists

All District Conservationists are expected to be Certified Conservation Planners. For those employees who are selected as District Conservationist (DC) but are not yet certified, the responsible Assistant State Conservationist-Field Operations (ASTC-FO) will assure the following:

- The DC's Employee Development Plan (EDP) is developed based on both the Soil Conservationist and the District Conservationist proficiency models (including current KSA level assessment, identification of required KSA levels, and selection of training methods).
- The DC's training plan schedules training for the upcoming year based on selected training methods in the EDP.
- If the DC has not already completed modules 1-5 of the Conservation Planning Course, this training is completed **within 6 months** of coming on duty.
- If the DC has not yet attended the classroom portion of the Conservation Planning Course (modules 6-8), this training is completed **within 1 ½ years** of coming on duty or by attending the first available session, whichever is longer.
- If the DC has not completed the field review portion of the Conservation Planning Course (module 9), this review is completed **within 4 months** of completing the classroom portion of the course.
- The DC is recommended to the State Conservationist for certification **within 2 months** of completing the module 9 of the Conservation Planning Course.

All District Conservationists are expected to be certified to develop Comprehensive Nutrient Management Plans (CNMPs). This certification will be achieved **within 3 years of (but not before)** becoming a Certified Conservation Planner. For those employees who are selected as District Conservationist (DC) but are not yet certified, the responsible Assistant State Conservationist-Field Operations (ASTC-FO) will assure the following:

- The DC's Employee Development Plan (EDP) includes a CNMP related element (including current KSA level assessment, identification of required KSA levels, and selection of training methods).
- The DC's training plan schedules training for the upcoming year based on selected training methods in the EDP.
- If the DC has not already completed the Introduction to Water Quality course, this training is completed **within 1 year** of coming on duty.
- If the DC has not already completed the Agriculture Waste Management System Level 2 course, this training is completed **within 2 years** of becoming a Certified Conservation Planner.

- If the DC has not already completed the CNMP course offered by MSU or NRCS, this training is completed **within 2 years** of becoming a Certified Conservation Planner.
- If the DC has not completed the “nutrient track” of the Nutrient and Pest Management Considerations in Conservation Planning course (modules 1-7), this training is completed **within 2 ½ years** of becoming a Certified Conservation Planner.
- The DC submits a CNMP for review within 6 months of completing the CNMP course.

All District Conservationists are expected to be certified to develop the Pest Management component of a conservation plan. This certification will be achieved **within 3 years of (but not before)** becoming a Certified Conservation Planner. For those employees who are selected as District Conservationist (DC) but are not yet certified, the responsible Assistant State Conservationist-Field Operations (ASTC-FO) will assure the following:

- The DC’s Employee Development Plan (EDP) includes a pest management related element (including current KSA level assessment, identification of required KSA levels, and selection of training methods). Selected training methods will include
- If the DC has not already completed the Introduction to Water Quality course, this training is completed **within 1 year** of coming on duty.
- If the DC has not already completed Commercial Applicator certification, this is completed **within 2 years** of becoming a Certified Conservation Planner.
- If the DC has not completed the “pest management track” of the Nutrient and Pest Management Considerations in Conservation Planning course (modules 1-7), this training is completed **within 2 ½ years** of becoming a Certified Conservation Planner.
- The DC submits a Pest Management Plan for review within 2 months of completing module 7 of the “pest management track”.