

United States Department of Agriculture



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

November 19, 2007

GENERAL MANUAL (GM)  
180 – CPA  
AMENDMENT IA14

SUBJECT: CPA – TECHNICAL SERVICE PROVIDER ASSISTANCE POLICY

Purpose. To amend Part 409 (Conservation Planning Policy) and Part 411 (Technical Service Provider Assistance Policy).

Effective Date. Upon receipt.

Contact. If there are questions about this amendment, contact Paul Sweeney, Assistant State Conservationist for Operations, at 515/284-4769 or by email at paul.sweeney@ia.usda.gov.

Filing Instructions.

<u>Remove</u>	<u>File Immediately After</u>	<u>Dated</u>
180-GM, Amend. IA13, May 2007	IA.GM.180.409.10-21 Title 180, Part 411	November 2001 November 2007

/s/Richard Van Klaveren  
State Conservationist

Attachments

GM

An Equal Opportunity Provider and Employer

Part 409 – Conservation Planning Policy

IA409.10 Minimum Standards for Providers of Conservation Technical Assistance Associated with Comprehensive Nutrient Management Plans

(j) Alternate TSP Certification Procedures for State-Specific Training

A TSP applicant may request an extension for completing required training, or to attend equivalent training, when TSP certification is contingent upon completion of a NRCS State-specific training course that is not available through Iowa NRCS within 60 days of submitting a TSP application. The request for an extension should be submitted to the Iowa Technical Service Provider Coordinator. The State Conservationist may grant an extension in completing Iowa specific training based on the recommendation of the Iowa Technical Service Provider Coordinator.

Prior to approving the extension, the applicants' TSP profile must be completed and all other category criteria must be met. The NRCS may request additional documentation of education, training, technical experience, knowledge of NRCS policy and procedures, and other information.

An applicant may request that an equivalent NRCS approved training course be completed in place of the Iowa specific course. Proof of scheduled attendance date and subsequent completion certification document will be required. Failure to complete required training in a timely manner may lead to decertification of the TSP.

The NRCS will keep all such approvals on file, and will notify the TSP when the next appropriate Iowa NRCS State specific training is scheduled. Approval of the extension is contingent upon the approval of the TSP Coordinator and NRCS State level experts who may be requested to evaluate the application.

## Part 409 – Conservation Planning Policy

### TSP State Specific Training Extension Request

NRCS required State specific training is not always available at the time a TSP applicant wishes to certify or recertify in a specific category. If eligible and approved, the TSP applicant may be certified as a TSP provided the applicant commits to attending the next available State specific training. This training may be provided by Iowa NRCS or other NRCS approved training course.

NRCS may request additional documentation of education, training, technical experience, knowledge of NRCS policy and procedures, and other information as deemed necessary prior to approving the extension. If the applicant is scheduled to attend a similar NRCS approved training course, proof of scheduled attendance date and subsequent completion certification document will be required.

Failure to complete required training in a timely manner may lead to decertification of the TSP.

*NRCS has 60 days to approve a TSP application. If State specific training is available within that 60 day window, you are not eligible for an extension.*

Please read the statement below and complete the required information. Submit this form to the Iowa TSP Coordinator at [Judy.Martinson@ia.usda.gov](mailto:Judy.Martinson@ia.usda.gov)

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To complete the TSP Certification process, the TechReg *Technical Service Categories and Criteria Options for Certification* requires completion of a State specific training prior to certification in the categories listed below. To the best of my knowledge, the course will not be offered by Iowa NRCS or through an NRCS approved training course within 60 days of submitting my TSP application. I am requesting an extension until such time as the course is available. I agree to complete the course when it is next offered. I understand that should Iowa NRCS certify my application, and I do not subsequently complete the required training at the first available opportunity, Iowa NRCS may initiate the TSP de-certification process and I would be removed from the TSP register until such time as the criteria requirements were completed.

Course Name \_\_\_\_\_

Category \_\_\_\_\_ Option # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_ Phone \_\_\_\_\_

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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Part 411 – Technical Service Provider Assistance Policy

### IA411.2 Policy

#### B. Training

The NRCS establishes the minimum requirements associated with certification of individuals who will approve the development and/or design and implementation of elements of a Comprehensive Nutrient Management Plan (CNMP). Candidates for Technical Service Provider (TSP) certification and re-certification in Conservation Planning must also meet any additional qualifications and requirements established by the State Conservationist.

#### Technical Service Provider Training Waivers

The request for an exemption waiver from one or more TSP requirements should be made to the TSP Coordinator. The request for a waiver must include documentation of education, training, technical experience, knowledge of NRCS policy and procedures, and other information as requested by the TSP Coordinator. The State Conservationist may grant course equivalency waivers for NRCS formal training courses.

#### Iowa-Specific TSP Training by Entities Employing TSPs

Additional TSP certification requirements may be established by national NRCS policy. Such requirements may require attendance at NRCS delivered State-specific, classroom workshops and courses prior to TSP certification. Entities employing TSPs, and wishing to develop and provide in-house training in lieu of said TSPs attending Iowa-specific CNMP workshops and courses, should make a request to the TSP Coordinator.

The State Conservationist will determine the equivalency of such courses developed by individual entities based on the following criteria:

- Coordinator's personal interview with the Entity's representative,
- Submitted documentation of each training specialist's education, training, technical experience and knowledge of NRCS policy and procedures,
- Expertise of the training specialist(s) in training, performance and development, and
- Submission and subsequent approval of lesson plan and training materials by the TSP Coordinator.

Prior to developing alternative Iowa-specific workshops or courses, the entity is required to send one or more training specialist(s) to the nationally required Iowa workshop or course. The TSP Coordinator must approve the credentials of any training specialist proposed by the Entity to develop or present the training materials. The NRCS personnel may attend and review training workshops developed and presented by the Entity. Approval for said workshop or course may be rescinded should NRCS determine that it does not meet the needs of Iowa TSPs.