

Using TechReg

About Tech Reg

TechReg allows individuals, companies, and agencies to register and request certification as Technical Service Providers (TSPs). It also provides customers with a directory of registered TSPs.

Obtain a USDA eAuthentication Level 2 account

Use the Internet to obtain a USDA eAuthentication Level 2 account:

1. From your internet browser go to the USDA eAuthentication Web site at:
<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>
2. Follow the steps described to request a **Level 2 account**.
 - Fill out the online registration form.
 - Create a User ID and password.
 - Respond to the confirmation e-mail the system sends to you **within 7 days**.

Activation Process:

1. Take your official Govt. photo identification (state ID, state driver's license, military ID, or US passport) to your local USDA Service Center.
2. Ask to see a Local Registration Authority (LRA) – a USDA employee who can verify your identity and activate your USDA eAuthentication Account.
3. Request that the LRA:
 1. Ensure that you have a record in the Service Center Customer Database (known to USDA employees as the SCIMS).
 2. Ensure the email record in the Customer Database is correct.
 3. Ensure the record is linked to your eAuthentication account.

Sign in to Tech Reg

You must have an USDA eAuthentication Level 2 account to use any functions except Locate a TSP. If you already have an account, enter your User ID and password. At your browser window, enter <http://techreg.usda.gov>

To locate a Technical Service Provider

Technical service providers are certified for categories of service that are determined at a national level. However, certifications apply to individual states for which the provider has all applicable licenses and experience.

1. Click Locate Technical Service Provider.
2. Click on maps to locate service area.
3. Review list.

To apply online as a Technical Service Provider

Currently, you may register yourself. Later, the system will accommodate sign up for companies, and agencies. The information requested will vary based on the sign up type indicated.

1. Click the signup box on the home page.
2. The application will show information from your government account. Review it for accuracy; the address, email address, and telephone number will be used by both NRCS and customers trying to reach you.
3. The profile information is divided into sections. The sections in Part 1 request Background information.
4. Mark the button preceding type of signup—individual. (Company or agency will be added later.)

5. Click **Add** to enter Certification States.
Note: As soon as a state is added, the Submit Application button becomes active.
6. Click **Submit Application**.
Note: The system will respond with acknowledgement of your application.
7. Click **Continue** to progress to your Update Profile Screen.

To update your profile

Initially, your profile will contain only the information brought in from your eGovernment account (Section A). You must complete the rest of your profile.

- Add opens a dialog from which you can select another category. Appropriate rows for services and servicing area will be added.
- Edit opens the selected row within a section for revision.

Section B. Completing Associated Companies/Agencies

An individual may register themselves or their company. Company and individual can both register prior to certification. However, an individual within the company must be certified as a TSP before the company can be certified. The individual registering the company does not need to be certified, but should have company authorization to complete the certification agreement on behalf of the company.

Handling Company/Agency Association prior to anyone in company/agency being certified:

1. Complete your request for certification without selecting or completing any information in the Company/Agency section.
2. If you are the one who will request certification for your company, return to TechReg after you receive your certification. Then, select **Add Business/Agency Certification** to complete the company certification process.

Handling Company/Agency Association when a TSP within company/agency has been certified:

1. Log in to TechReg.
2. Go to Profile Part 1, Section B, Associated Companies/Agencies.
3. Click **Add Business/Agency Certification** button.
4. Confirm veracity of statements in the popup window.
5. If you are an official representative of the business, then click **Add New Business**.
6. Complete the required fields identifying your business.
7. Carefully review the terms and conditions.
8. Click **Agree** to proceed with certification request, or click **Disagree** to cancel request.

Using Company/Agency Association to associate a certified TSP with a certified Company/Agency:

1. Log in to TechReg.
2. Go to Profile Part 1, Section B, Associated Companies/Agencies.
3. Click **Add Business/Agency Certification** button.
4. Confirm veracity of statements in the popup window.
5. Click **Add Certified Employees**.
6. Select Business.
7. Select State.
8. Click **Get List of certified TSPs** button.
9. Highlight TSPs, then use >>> and <<< to move TSPs between available and selected list.
10. **Save**.

Section C. Relevant Accreditations/Licenses

Click the Add button to display a data entry form for completing information about your relevant Accreditations/Licenses. Be sure to include any state required licenses, license numbers, and expiration date. This information is critical to remaining on active status once certified. If any information changes, you can return to this page to update your certification.

Add Certification

1. Click **Add** to open a dialog popup.
2. Select certifying organization.
3. Indicate organization type by marking appropriate radio button.
4. If state, select state from dropdown list.
5. Enter License number, if applicable.
6. Enter License expiration date. (You can also select the date using the popup calendar.)
7. Click **Save**.

Edit or Delete Certification

1. Click **Edit** in the row you wish to update.
2. Change information in the popup dialog as needed.
3. Click **Save** or **Delete**.

Section D. Education and Training

Complete any education and training that pertains to the

Add Education and Training

1. Click **Add** to open a dialog popup.
2. Enter name of institution.
3. Select the area of study.
4. Enter completion date. (You can select date from 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 information in the popup dialog as needed.
3. Click **Save**, **Delete** or **Close**.

Section E. Relevant Work Experience

Add Relevant Work Experience

1. Click **Add** to open a dialog popup.
2. Enter completion date. (You can select date from popup calendar, if completed in 1978 or later.)
3. Enter description of the work performed in the Comments box.
4. Click **Save**.

Edit or Delete Relevant Work Experience

1. Click **Edit** in the row you wish to update.
2. Change information in the popup dialog as needed.
3. Click **Save**, **Delete** or **Close**.

Section E1. References

Add Relevant References

1. Click **Add** to open a dialog popup.
2. Enter full name and contact information for the references in the text box.
3. Click **Save**.

Edit or Delete Relevant References

1. Click **Edit** in the row you wish to update.
2. Change information in the popup dialog as needed.
3. Click **Save, Delete** or **Close**.

Section F. Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications

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

1. Click **Add** to open a dialog popup.
2. Enter completion date. (You can select date from popup calendar, if completed in 1978 or later.)
3. Enter description of Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications.
4. Click **Save**.

Edit or Delete Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications

1. Click **Edit** in the row you wish to update.
2. Change information in the popup dialog as needed.
3. Click **Save, Delete** or **Close**.

Sections G, H, I. Completing Certification Categories, Services, and Servicing Areas

Preparation

1. Select Reports, Technical Service Categories, Print to generate a copy of the Technical Service Categories report.
2. Determine the categories in which you will apply for certification.
3. View the report again, this time clicking the Criteria button to view Criteria groups for each category of interest.
4. View/print the description of the criteria you will need to meet.

Selecting a category

1. Click **Add** on the Certification Category section bar. A dialog box will display.
2. Select a state from the drop-down menu. (If you wish certification in multiple states, you will need to repeat this process. Certification is on a state-by-state basis, although categories are national.)
3. The Category Available section will be populated with the choices available for the selected state.
Tip: Click the “Click to go to Category Detail Page” to open another page with a comprehensive report, the “Active Technical Services Category List.”
4. Click selections (hold down Ctrl key for multiple selections) in the available list, then click >>> to move items to Category Selected list.
5. Click selections (hold down Ctrl key for multiple selections) in the Category Selected list, then click <<< to remove items from the Category Selected list.
6. Save your selections.

To enter qualifications for categories:

1. Click the Qualifications button in the category row for which you need to enter qualifications.
2. Select ONE group from the groups listed below. You must meet ALL of the criteria in the selected group.
3. If the selected group requires a license, select a license 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 contains information that satisfies the criteria. For example, if the criteria requires 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 complete, click Save. After saving, you will be returned to the Profile Part 2 screen.

To select services for a category.

1. Each category defaults to All Services within the category. If you do not wish to provide all services in the category, you must edit Section H.

2. Click **Edit** on the row in Section H, Services to be Provided.
3. Click selections in the Service Available list, then click the >>> box to move items to Services Selected list.
4. Click selections in the Services Selected box, then click the <<< box to remove items from the Services Selected list.
5. Save your selection.

Section J. Certification Agreement History

The Agreement History tracks updates to your Technical Service Provider Certification. It records the agreement and application data at the time you submitted it. Click **View** to see the agreement.

To sign up using the printable form (not currently available)

1. Click **Print Application**.
Note: This will open an Adobe Acrobat .pdf file in another window. You must have Acrobat Reader 5.0 or above.
2. Print, complete, and mail the application.

To sign up through a Certifying Organization

1. Click **Apply through Certifying Organization**.
2. Contact the appropriate organization from those listed. Check the list periodically for new organizations.