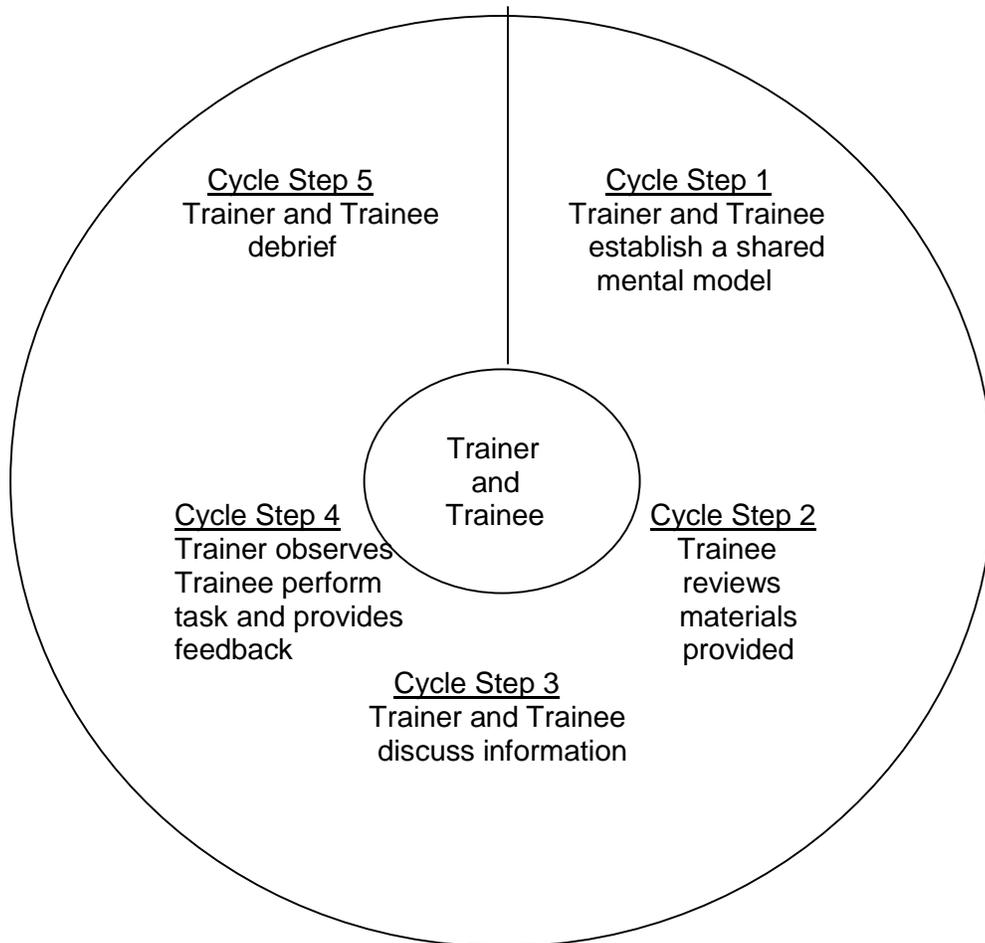


## OJT Training Module Cover Sheet

<b>Title:</b> 732 Understanding the ESD quality control, quality assurance, correlation, and certification process
<b>Type:</b> <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge
<b>Performance Objective:</b> Trainee will be able to... <ul style="list-style-type: none"><li>• Understand the processes for ensuring that ecological site concepts and descriptions are accurate and consistent, meet the objectives as outlined in the memorandum of understanding, and satisfy the needs of users of ecological site descriptions (ESDs).</li></ul>
<b>Target Proficiency:</b> <input type="checkbox"/> Awareness <input checked="" type="checkbox"/> Understanding <input type="checkbox"/> Perform with supervision <input type="checkbox"/> Apply independently <input type="checkbox"/> Proficiency, can teach others
<b>Trainer Preparation:</b> <ul style="list-style-type: none"><li>• Be familiar with the assigned reading and review material in the lesson plan that follows.</li></ul>
<b>Special Requirements:</b> Initiate an external learning request with a SF-182 in Aglearn for this activity. Instructions and a template are located on the training webpages for OJT modules
<b>Prerequisite Modules:</b> None
<b>Notes:</b> None
<b>Authors:</b> Marc Crouch
<b>Approved by:</b> Johanna Pate Shawn McVey Craig Buszkohl

# The Five-Step OJT Cycle for Declarative Training (Knowledge)



## OJT Module Lesson

Title: 732 Understanding the ESD quality control, quality assurance, correlation, and certification process	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle Step 1	<p>You and trainee review the objectives of the module.</p> <p>You and trainee read and review: National Ecological Site Handbook (NESH) Part 630, Subpart E - ESD Quality Control, Quality Assurance, Correlation, and Certification</p> <ul style="list-style-type: none"> <li>• Section 630.40 Purpose</li> </ul>
Cycle Step 2	<p>You and trainee read and review:</p> <ul style="list-style-type: none"> <li>• National Ecological Site Handbook, Sections 630.41 through 630.48</li> </ul>
Cycle Step 3	<p>Lead a discussion using the following guidelines. The reading material may be supplemented with local information. If a standalone OJT module has been developed relevant to the subject area, reference it here.</p>
Definitions	<p>Review the basic definitions of each of the following (they will be covered more thoroughly later):</p> <ul style="list-style-type: none"> <li>• Quality Control (QC)</li> <li>• Quality Assurance (QA)</li> <li>• Correlation</li> <li>• Certification</li> </ul>
Quality Control	<p>Review the handbook as outlined and discuss how quality control is done in your area.</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• QC reviews</li> <li>• Signature and approval of QC reports</li> <li>• Noted deficiencies</li> </ul>
Quality Assurance	<p>Review the handbook as outlined and discuss how quality assurance is done in your area.</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• QA reviews</li> <li>• Signature and approval of QC reports</li> <li>• Noted deficiencies</li> <li>• Distribution and review of QA review reports</li> </ul>
Interim Release of ESDs	<p>Review the minimum requirements as outlined and discuss how the interim release is done in your area.</p>
Final Correlation of ESDs	<p>Review the handbook as outlined and discuss how final correlation is done in your area.</p>

	<ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Correlation document</li> <li>• Final correlation</li> <li>• Signature and approval of final correlation</li> <li>• Correlation document distribution</li> </ul>
Certification of ESDs	<p>Review the handbook as outlined and discuss how certification is done in your area.</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Signatures</li> <li>• Publication of correlated ESDs</li> </ul>
Currently Approved ESDs that Meet Previous Standards	<p>Review the handbook as outlined and discuss how these ESDs are handled in your area.</p>
Deactivation of ESDs	<p>Review the handbook as outlined and discuss how deactivation is done in your area.</p>
Cycle Steps 4 and 5	<p>Debrief and address any questions or concerns.</p>

## OJT Module Lesson Measurement of Learning

<b>Title: 732 Understanding the ESD quality control, quality assurance, correlation, and certification process</b>	
<b>WHAT</b>	<b>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</b>
Follow-up	Follow-up should be done within 6 months to make sure training is retained. Complete OJT Performance Report.

### **SF-182**

Trainee and/or supervisor access Aglearn to verify completion of the module via its SF-182.