

# Applying for TSP certification

February 21, 2013

SPNHF building, Concord, NH

Ryan DuBois

## TECHNICAL SERVICE PROVIDER (TSP) WORKSHOP

# Contact Information

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# Overview

#1) Access: Eauthentication Level 2



#2) Training: AgLearn



#3) Application: Techreg



- Conservation Activity sample plans

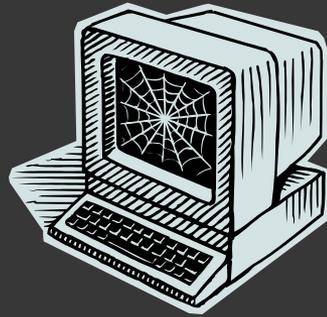


# Overview

#4) Certification process



#5) TSP website



# Eauthentication Level 2

- Access to USDA systems
- Username and Password
- <https://www.eauth.usda.gov/mainPages/index.aspx>
  - Google

Eauth

# Euthentication Level 2



## Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

## Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication Home](#)

## eAuthentication Home

### Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account Page](#).

# Eauthentication Level 2



You are here: eAuthentication Account Registration

## Create an Account - Getting Started

### Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

### Administrator Links

- ▶ [Local Registration Authority Login](#)

### USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

### USDA Customers - What Level of Access Do You Need?

#### Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

#### Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

### Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile
2. Fill in and submit the required information
3. Visit your Local Registration Authority (LRA)

[Log into Your Profile](#)

# Eauthentication Level 2

- Fill out online registration form
- Make appointment with local NRCS office to complete Eauthentication Level 2 process
- Bring government issued photo ID

# AgLearn

- Free online training module
- Required courses:
  - TSP Orientation and Conservation Planning (Web Based NRCS-NEDC-000191)
  - FY2013 USDA Information Security Awareness Training Web Based USDA-ISA-FY2013

# AgLearn

- ⦿ Register for an account
- ⦿ <http://www.aglearn.usda.gov/>
  - Google

Aglearn

# AgLearn



508 Accessibility | About AgLearn | Help | Contact Us



## BUILD YOUR IDP

Familiarize yourself with the procedures you'll use to create, submit, and maintain your AgLearn+ online IDP. Learn how to create IDP goals, add supporting activities to reach those goals, and track your progress along the way.

[Click here to take the course today!](#)

Login >

Need an Account?  
[Sign Up Now.](#)

### Resource Center

- + Key Resources
- + Top 25 Courses **NEW!**
- + Certifications/Accreditations

## Welcome to AgLearn!

Add to your knowledge with new and exciting courses built for you.

### New Resources

Updated 10/12/2012

#### [SkillSoft Government Leadership Advantage 2.0](#)

The SkillSoft Government Leadership Advantage provides access to all the learning tracks from a single convenient location. Tracks are logically grouped into the five ECQ categories. The SkillSoft Government Leadership Advantage is a targeted leadership development program comprised of a collection of assets thoughtfully selected and organized by leadership experts. Targeted at mid- to upper-level executives, aspiring executives, leaders, and other high potential employees, each learning track offers a combination of learning assets providing multiple modes of instruction, including text, video, and interactive practice activities to keep the learning quick, easy, and

# AgLearn

- Online application
- AgLearn Officer activates account
- Use Eauthenticitation Level 2 to access
- 24hrs for course catalog to load
- All online courses are free

# AgLearn



**Ryan C Dubois**  
NRCS-STATES-EAST-NH

## To-Do List

Search To-Do List

Show: Everything

### Due later

- 10/1/2013 **Communicating with Professionalism and Etiquette**  
Available
- Writing under Pressure: The Writing Process**  
Available

## What Did You Think?

- TeleWork 101 for Emplo... ☆☆☆☆☆
- Workplace Harassment f... ☆☆☆☆☆

Switch to Card View

Search Catalog

Browse

## Easy Links

- Approvals
- Ask AgLearn Now
- Books24x7
- Contact Us
- Getting Started Guide
- News
- Options and Settings
- Record Learning
- Reports
- SF-182s
- Skills Inventory

Show Less

## Learning Status

### Curricula

All required Curricula are complete.

### Completed Work



No completions in the last 30 days.

# Techreg

- Access through TSP website

- Google:

TSP NRCS

- Online application

- 2 pages

- Page 1

- Personal information
- Education and Certifications
- Work experience
- Aglearn courses

- Page 2

- Certification categories
- Conservation Activity Plans
- Service Areas

- Advertising for producers and farmers (once certified)

# Techreg

NRCS TechReg - TSP Profile - Internet Explorer provided by Dell

http://techreg.usda.gov/TSPProfile.aspx?TspId=7321

File Edit View Favorites Tools Help

Google Go Bookmarks 767 blocked Check AutoLink AutoFill Send to Settings

Favorites NRCS TechReg - TSP Profile



Home About TechReg FAQ Help Contact Us Logout

Welcome RYAN DUBOIS

TechReg State: New Hampshire

Search USDA

Go

Registry

TSP Registry

Business/Agency Registry

TechReg Roles

TechReg Resources

Admin Reports

Categories & Criteria Options

Categories & Criteria Options (Expired)

Conservation Activity Plans

CAP TSP Certification Criteria

CAP Development Criteria

CAP Checklists

Civil Rights Responsibilities

News

Online Resources

## Profile Part 1 (Background)

Instructions: Please fill out all relevant sections of the profile, both part 1 and part 2 in order to become a certified TSP. [...More Help](#)

### A—Contact Information

[Add/Update Contact Info](#)

[Update TSP Info](#)

The following information is associated with your TSP account. Please keep this section complete and updated with your current contact information and preferences.

Name:		Telephone:	
TSP Number:	TSP-12-3456	Extension:	
Address:		Email:	
City, State Zip:		Display to Public:	Yes
Preferred Contact Method:	Mail		
Spanish Speaker:	No		
TSP Type:	Myself (an Individual)		

### B—Associated

#### Companies/Agencies

[Business/Agency Profile](#)

Instructions: Use this section only if you are the official representative of the business or agency. Official representatives are not required to be certified TSPs. Creation of a business or public agency will require that at least one certified individual be associated. [...More Help](#)

Business	Official Representative
----------	-------------------------

### C1—Relevant Accreditations/Licenses

[Add Certification/License](#)

Instructions: Enter the licenses or certifications that are required to satisfy the criteria for certification in the categories of service you wish to provide. [...More Help](#)

Licensing Organization	License Name	Licensing Number	License Expiration Date	State
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Done

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100%

NRCS TechReg - TS... Microsoft PowerPoi...

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# Techreg

NRCS TechReg - TSP Profile - Internet Explorer provided by Dell

http://techreg.usda.gov/TSPProfile.aspx?TspId=7321

File Edit View Favorites Tools Help

Google Go Bookmarks 768 blocked Check AutoLink AutoFill Send to Settings

Favorites NRCS TechReg - TSP Profile

Find: 34 Previous Next Options

- Technical Service Payment Rates (TSPRs)
- Training
  - Upcoming Training
  - View TSP Certification Agreement
- Utilities
  - TechReg Roles
  - User Maintenance
- Other Resources
  - USDA Offices
- Feedback
  - Comment to TechReg Team

No [Edit](#)

### D—Education and Training [Add Education](#)

**Instructions:** Enter the Bachelors or Graduate degrees, NRCS training, or other training required to satisfy criteria for certification. [...More Help](#)

Institution Name	Area of Study	Degree	Completion Date
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### E—Relevant Work Experience [Add Work Experience](#)

**Instructions:** Enter information (one item per entry) regarding your work experience as it relates to providing technical services. [...More Help](#)

Description	Start Date	End Date
-------------	------------	----------

### E1—Professional References [Add Reference](#)

**Instructions:** Provide at least two non-USDA references (one per entry) that can verify your experience and qualifications (not a recommendation). [...More Help](#)

Description
-------------

### F—Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications [Add NRCS Familiarity](#)

**Instructions:** Enter a brief description (one item per entry) of your familiarity with NRCS Guidelines, Criteria, Standards, and Specifications. [...More Help](#)

Description
-------------

### F1—NRCS Conservation Planning Training Requirement [Add NRCS Training](#)

**Instructions:** Answer questions (one item per entry) regarding your NRCS Training Modules.

### F2—NRCS TSP Orientation [Add NRCS Orientation](#)

**Instructions:** Answer questions regarding your NRCS TSP Orientation.

[Continue to Profile Part 2](#) [Printer Friendly Version](#)

# Techreg

NRCS TechReg - TSP>Update Profile - Internet Explorer provided by Dell

http://techreg.usda.gov/TSPService.aspx

File Edit View Favorites Tools Help

Google Go Bookmarks

NRCS TechReg - TSP>Update Profile

Find: 34 Previous Next

USDA United States Department of Agriculture  
Natural Resources Conservation Service

**Search USDA**  
Go

**Registry**

- TSP Registry
- Business/Agency Registry
- TechReg Roles

**TechReg Resources**

- Admin Reports
- Categories & Criteria Options
- Categories & Criteria Options (Expired)
- Conservation Activity Plans
  - CAP TSP Certification Criteria
  - CAP Development Criteria
  - CAP Checklists
- Civil Rights Responsibilities
- News
- Online Resources
- State Conservationists

**Profile Part 2 (TechReg)**

**G1—Certification Categories**  
Instructions: Select a category or activity.

**G2—Conservation Activities**  
Instructions: Select a category or activity.

**H—Services to be Provided**  
Instructions: The category or activity must be selected.

**I—Servicing Areas**  
Instructions: The states in which you provide technical services must be selected.

**J—Certification Agreement History**  
Instructions: Each time you change your certification categories you will be asked to sign another agreement. Each agreement is saved and can be viewed.

View Expired Agreements

Update Criteria - Internet Explorer provided by Dell

http://techreg.usda.gov/dialogFS.aspx?windowname=Update%20Criteria

Requirements	Criteria	How Criteria Was Met	Word Doc	References	NRCS Form
<input checked="" type="checkbox"/> NRCS Training Module Select	<input type="radio"/> Forestry Option 1 - Certification A current Forestry License as required by law in the state of practice. Certification by at least one of the following: 1) Be a full-member and certified with Consulting Foresters of America, Incorporated (ACF), or 2) Certified Forester by the Society of American Foresters (SAF).	License from Part 1 None State License/Cert. Required State Forestry License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="radio"/> Forestry Option 2 - Experience 5 years experience and knowledge and knowledge in planning, design, layout, inspection, or managing forestry practices associated with this category. A current Forestry License as required by law in the state of practice. Provide two locations or customer references where technical service has been provided that can verify your experience and proficiency planning, designing, installation/layout, and checkout of Forestry/Agroforestry practices.	License from Part 1 None License from Part 1 None	<input type="checkbox"/>	<input type="checkbox"/>	Required <input type="checkbox"/>
	<input checked="" type="radio"/> Forestry Option 3 - Education A current Forestry License as required by law in the state of practice. Bachelor or higher level degree in forestry or related plant science and 1 years experience and knowledge successfully planning, design, layout, or managing Forestry or agroforestry practices associated with this category. Provide two locations or customer references where technical service has been provided that can verify your experience and proficiency planning, designing, installation/layout, and checkout of Forestry/Agroforestry practices.	License from Part 1 State Forestry License License from Part 1 State Forestry License	<input type="checkbox"/>	<input type="checkbox"/>	Required <input checked="" type="checkbox"/>

Close

Done

Internet | Protected Mode: On

# Techreg

NRCS TechReg - TSP>Update Profile - Internet Explorer provided by Dell

http://techreg.usda.gov/TSPService.aspx

File Edit View Favorites Tools Help

Google Go Bookmarks 771 blocked Check AutoLink AutoFill Send to Settings

NRCS TechReg - TSP>Update Profile

Find: 34 Previous Next Options

- TSP Registry
- Business/Agency Registry
- TechReg Roles
- TechReg Resources**
  - Admin Reports
  - Categories & Criteria Options
  - Categories & Criteria Options (Expired)
  - Conservation Activity Plans
    - CAP TSP Certification Criteria
    - CAP Development Criteria
    - CAP Checklists
  - Civil Rights Responsibilities
  - News
  - Online Resources
  - State Conservationists
  - State TSP Coordinators
  - Technical Service Payment Rates (TSPRs)
  - Training
  - Upcoming Training
  - View TSP Certification Agreement
- Utilities

**Instructions:** Select a state/category combination and then use "Confirm Qualifications" to complete the criteria. You must enter records in this section before you can edit information in Section H or I. [...More Help](#)

Category	State	Status	Last Changed	
			Date	By

**G2—Conservation Activity Plans** [Add Activity Plan](#) [View Archived Activity Plans](#)

**Instructions:** Select a state/activity plan combination and then use "Confirm Qualifications" to complete the criteria. You must enter records in this section before you can edit information in Section H or I. [...More Help](#)

Conservation Activity Plan	State	Status	Last Changed	
			Date	By

**H—Services to be Provided**

**Instructions:** The categories and/or activity plans listed are those you entered in Sections G1 and G2. You may not wish to provide all of the services in the category or activity plan. In which case, you can limit the list of services by using the edit button to select only those you wish to provide.

Category	Services to Provide	
Forestry	All Services	<a href="#">Edit</a>

**I—Servicing Areas**

**Instructions:** The states listed are those you entered in Section G. You may not wish to provide services in all of the counties in the state. In which case, you can limit the list of counties by using the edit button to select only those you wish to provide. [...More Help](#)

State	Servicing Counties	
New Hampshire	All Counties	<a href="#">Edit</a>

**J—Certification Agreement History** [View Expired Agreements](#)

**Instructions:** Each time you change your certification categories you will be asked to sign another agreement. Each agreement is saved and can be displayed using the view button. [...More Help](#)

Number	Agreement Format	Last Changed	
		Date	By

[Back to Profile Part 1](#) **TSP Agreement** [Printer Friendly Version](#)

Done NRCS TechReg - TSP>Update Profile - Internet Explorer provided by Dell Internet | Protected Mode: On 100% 9:57 PM

# Conservation Activity Plans (CAP)

- If applying for CAP then sample plan must be submitted
- Sample plan must meet NRCS specifications
- Reviewed at the State Office
- Sample plans can be submitted to me

# Certification

- State / National roles
- Multi-state certifications
- Duration: 3 years
- Renewals

# TSP Website

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/>

[www.google.com](http://www.google.com)

TSP NRCS

# TSP Website

## Programs

- ▣ Farm Bill
- ▣ Financial Assistance
- ▣ Technical Assistance
  - Conservation Technical Assistance
  - State Technical Committees
  - Conservation of Private Grazing Land
  - Technical Service Providers
- ▣ Easements
- ▣ Landscape Planning
- ▣ Alphabetical Listing & Archive

## TechReg - TSP Registry

- Find a TSP
- Log in
- About TechReg
- Become A TSP (159 KB)
- Complete TSP Renewal
- Register A Business

## Technical Service Providers

### What is a Technical Service Provider or TSP?

Technical Service Providers (TSPs) are individuals or businesses that have technical expertise in conservation planning and design for a variety of conservation activities. TSPs are hired by farmers, ranchers, private businesses, nonprofit organizations, or public agencies to provide these services on behalf of the Natural Resources Conservation Service (NRCS). Each certified TSP is listed on the NRCS TSP online registry, TechReg. The TSP registration and approval process involves required training and verification of essential education, knowledge, skills and abilities.

### What kind of work can a TSP do?

TSP's provide conservation technical services to NRCS clients in two broad areas: Conservation Activity Plan (CAP) development and Conservation Practice design, installation and checkout. There are 16 separate CAPs and several different practice categories, each with individual TSP eligibility requirements.

### TechReg - NRCS's online TSP Registry

TechReg is the online registry of Technical Service Providers where:

Certified TSPs can [Log into TechReg](#)

Landowners looking for assistance can [Find a TSP](#)

Individuals and businesses can [Become a TSP](#)

### Conservation Activity Plans (CAPs)



# TSP Website

## Payment Rates

- 2013 CAP Payment Rates (196 KB)
- Technical Service Payment Rates
- Technical Service Payment Rates Regional Map (38 KB)

## Important Contacts

- National TSP Team (97 KB) 
- NRCS AgLearn State Coordinators 
- TSP State Coordinators 
- USDA Service Center Locator 
- e-Authentication Help Desk 
- AgLearn Helpdesk 
- TechReg Helpdesk 

## Conservation Activity Plans (CAPs)

The Environmental Quality Incentives Program (EQIP) supports payment for practices involving the development of certain plans called "conservation activity plans" or CAPs. Only certified TSPs can be hired to complete these plans.

> [Conservation Activity Plans Approved for Fiscal Year 2013](#) (PDF, 49KB)-Complete list and descriptions of CAPs being offered for FY 13

> [TSP Eligibility Criteria](#)-Requirements for eligibility to become certified as a TSP

> [CAP Plan Development Criteria](#)-Content requirements for CAP plans

> [CAP Plan Checklists](#)-Plan content requirement checklists

> [National Plan Templates](#)-National templates can be used by TSPs for plan development which meet Plan Development Criteria

> [CAP Payment Rates for FY 2013](#) (PDF, 200KB)-Payment rates paid to a landowner for contracted CAP plans

## Conservation Practice Design, Installation and Checkout

> [Practice Categories and Eligibility Criteria Options](#) (PDF, 86KB)-Requirements for eligibility to become certified as a TSP

> [Technical Service Payment Rates \(TSPRs\)](#)- Payment rates paid to a landowner for contracted practices

## TSP Resources

- > [Civil Rights Responsibilities](#)
- > [Training Opportunities](#)
- > [Tools and References for TSPs](#)
- > [TSP Certification Agreement](#)
- > [TSP Forms](#)
- > [State TSP Coordinators](#)
- > [National TSP Team Regional Certifiers](#) (PDF, 98KB)
- > [TSP Manual, Policy & Rules](#)
- > [Recommending Organizations](#)
- > [Business Opportunities](#)
- > [USDA Offices](#)
- > [TSP Brochure-TSPs: Extending The Reach of Conservation Folder CAP Inserts](#)



# TSP Website

## What's New?

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**News & Events** - Current [TSP News & Events](#).

**REMINDER-FY2013 USDA Information Security Awareness Training is required of all TSPs who have an eAuthentication Login.** The training needs to be completed no later than March 31, 2013. [More Information](#)

**NEW ConservationWebinars.net NRCS's Science & Technology Training Library is now available.** [ConservationWebinars.net](#) serves as a launching point for current and archived Forestry, Fish & Wildlife, Organic Agriculture, Pasture Management, Soil Health/Soil Quality, Water Quality, Watersheds, and many other conservation and natural resource webinars. [More Information](#)

**NEW TSP Orientation and Conservation Planning Course available in AgLearn.** This course replaces the two individual courses: Conservation Planning Part 1 Modules 1-5 and TSP Orientation. [More Information](#)



**CPlanner is no longer available for Conservation Planning for NRCS.** GeoAgro has announced they will no longer support CPlanner. [More Information](#)

## Feedback

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Send the National TSP Team a [comment](#).

**You can get technical support a number of ways:**

Contact TechReg Support by [email](#).



# TSP Website

## **Feedback**

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Send the National TSP Team a [comment](#).

### **You can get technical support a number of ways:**

Contact TechReg Support by [email](#).

For problems with your USDA eAuthentication account email the [eAuth Help Desk](#) or contact the USDA help desk via phone at 1-800-457-3642.

Contact the National TSP Team by email for questions about certification, policy, rules, and general questions about the TSP Program.

# Questions?

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