

Iowa Bulletin: 180-24-3

Date: 9/24/2024

Subject: CPA–Conservation Planner Documentation in  
AgLearn

Action Required By: **January 31, 2025**

**Purpose:** To notify employees of the deadline to add conservation planner roles and document completed trainings in AgLearn.

**Expiration Date:** September 30, 2025

**Background:** 180 GM 409 Conservation Planning Policy establishes national NRCS policy on achieving conservation planner designation levels and specializations.

Iowa 180 GM 409 State Supplement establishes minimum conservation planner roles for Iowa NRCS and partner employees and timeframes to achieve conservation planner roles.

Iowa Instruction 180-399 outlines the process to document and approve conservation planner roles. It establishes that course requirements and certification will be documented in AgLearn by adding the appropriate Conservation Planner Program.

**Explanation:** Staff with conservation planning responsibilities will add the appropriate Level Conservation Planner Program in AgLearn by **January 31, 2025**. Follow instructions provided in Iowa Instruction 180-399.

Conservation planners will review course requirements with their supervisor and document completed courses by **January 31, 2025**. If the course or course equivalent was completed by the employee but AgLearn does not show the course complete, follow instructions in Iowa Instruction 180-399 Exhibit 3. Employees must have documentation of course completion. Questions regarding course equivalency can be directed to the Area Resource Conservationist (ARC).

Legacy Certified Planners (conservation planners with Certified Planner status before February 1, 2017) may follow the guidance in the attachment titled “Legacy Certified Planner Guidance” on course requirements and completion.

Recertification will follow the guidance provided in 180-GM-409 Part 409.12 Maintaining Designation. Planners must pass a quality assurance review during a 3-year period to maintain their current highest conservation planner designation. Continuing education units (CEUs) are no longer required.

Documenting this information in AgLearn prepares staff for the transition from the National Conservation Planner Database to NRCS Registry, an online database of completed

trainings and certifications. As databases become more interconnected, it's imperative accurate information is entered and updated in online records.

**Contact:** Any questions concerning the contents of this bulletin should be directed to Michael Henderson, State Resource Conservationist, at 515-323-2292 or at [michael.henderson@usda.gov](mailto:michael.henderson@usda.gov).

A handwritten signature in black ink, appearing to read "Jon Hubbert".

Jon Hubbert  
State Conservationist

**Attachments:** Legacy Certified Planner Guidance