NRCS Registry

User Guide
Expired Licenses

Office of the Chief Information Officer
Natural Resources Conservation Service
Washington, D.C.
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1. **Revision History**

<table>
<thead>
<tr>
<th>Version #</th>
<th>Implemented by:</th>
<th>Revision Date</th>
<th>Approved by:</th>
<th>Approval Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>Keith Harmon</td>
<td>08/10/2021</td>
<td></td>
<td></td>
<td>Updated the guide to include changes made for NRCS Registry 2.0</td>
</tr>
</tbody>
</table>
2. UPDATING AN EXPIRING OR EXPIRED LICENSE/CERTIFICATION

1. Login to the NRCS Registry as a TSP
2. Click on the MY PROFILE tab to open the profile
3. Click on the License/Certification tab
4. Locate the expiring or expired license and click on the Update button.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>LICENSING/CERTIFICATION ORGANIZATION</th>
<th>TITLE OF LICENSE</th>
<th>LICENSE/TYPE</th>
<th>CERTIFICATION/MEMBERSHIP NUMBER</th>
<th>EXPIRATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>Society of American Foresters</td>
<td>Certified Forester</td>
<td>Certification</td>
<td>87643</td>
<td>07/12/21</td>
</tr>
</tbody>
</table>

Note: If the License/certification has expired and it is tied to a Certified Practice, then the TSP will be removed from the FindaTSP public site until that expired license/certification is updated.

5. Update the Expiration Date and upload additional documentation for the License/Certification qualification
6. Click Save to update the license/certification
7. If the license/certification was expired, you will once again be visible on the FindaTSP public site as soon the update is complete.
3. TSP EXPIRING LICENSE/CERTIFICATION NOTIFICATIONS AND ALERTS

1. Login to NRCS Registry as a TSP User
2. If a license/certification qualification is about to expire or has expired, the TSP will see an alert banner on the home page, informing the TSP that their license/certification is set to expire within 30 or 60 days of the current date or has expired.
3. The banner will be gray if it is 60 days prior to expiration, orange if it is 30 days prior to expiration, or red if it is already expired.

Email Notifications will be sent to the TSP with an Expiring or Expired License/Certification on the following days until the license/certification qualification is updated:

- 1. 60 Days prior to the Expiration Date
- 2. 30 Days prior to the Expiration Date
- 3. Day after the Expiration Date (license/certification is expired)
- 4. 30 Days after the Expiration Date (license/certification is expired)