

Checklist for an Expired Technical Service Provider

You were previously certified as a Technical Service Provider (TSP) under the Natural Resources Conservation Service (NRCS), but have allowed your TSP Certification Agreement to expire. Regardless of the amount of time that has passed since you were expired, you are able to continue to use your existing eAuthentication User ID and Password to access TechReg. You will need to update your existing TSP Profile and submit a new application for certification.

The steps for certification following expiration consist of four major parts: 1) conducting TSP Program research/homework; 2) confirming your eAuthentication Level 2 account is current; 3) confirming your AgLearn account is active and complete additional required training, if needed; and 4) accessing TechReg and updating your TSP Profile sections and submitting an application.

The steps shown below generally describe the step by step process for completing all four of these parts. Each part has a guide available to assist with navigating each process in and of itself. These guides are available on the [TSP Website's TSP Certification Guidance Documents](#) webpage. TSPs should follow this checklist and use the guides to assist them through the process to ensure a more streamlined and efficient pathway to certification.

Should you have questions, concerns or you experience a barrier at any of the steps in the process, please contact your [State TSP Coordinator](#). A complete list of all State TSP Coordinators, along with their contact information is available on the TSP Website located within "Important Contacts".

TSP Registration Process – Part 1: Homework to determine if you want to renew your certification and which technical services you qualify

1		Review the information on the TSP Program Website and consult with the State TSP Coordinator in the state(s) you wish to be certified. State TSP Coordinator List
2		From the TSP website, review the certification criteria and requirements for the practice category(ies)/conservation activity plans (CAPs) you want to be certified. NOTE: There may be several Options to become certified. You only need to meet one Option but need to meet all Criteria in Option chosen.
3		Some certification requirements may have changed since you were last certified, so determine which Certification Option you qualify.
4		Identify which practice categories or CAPs may require additional training and determine which trainings you have not already completed or do not have documentation of completion.
5		Identify which practices categories or CAPs require sample plans or examples of work and confirm with the State TSP Coordinators for the state(s) you want to be certified.
6		For the Practice Categories and CAPs you are interested, identify any state, local or Tribal law or regulation that require additional license, certification, registrations or permits needed for the locations you want to be certified.

7		Review NRCS Practice Standards and Specifications by state for each practice you want to be certified. Practice Standards and Specifications may vary by state or region, so be sure you understand the variations for the locations you plan to be certified. NRCS Practice Standards and Specifications along with the Statements of Work can be found in Section IV of each State's Field Office Technical Guide (FOTG) .
8		Review CAP Plan Development Criteria for each CAP you want to be certified. CAP Plan Development Criteria is posted on the EQIP-CAPs webpage which is accessible from the TSP Website or in Section III of each State's Field Office Technical Guide .
10		Submit sample plans or examples of work to your resident State TSP Coordinator, if required in certification criteria, or as instructed by the State TSP Coordinator(s) for the state(s) you want to be certified.

TSP Registration Process – Part 2: Confirming your eAuthentication Level 2 account is current

10		If your eAuth password has expired , then you need to have your password reset using the eAuthentication Self Service Option or contact the eAuth Help Desk by email at eAuthHelpDesk@ftc.usda.gov ; or by telephone at (800) 457-3642. DO NOT CREATE A NEW eAuth ACCOUNT!
11		If your eAuth password is current and you do not need to complete any additional training in AgLearn, then skip to Step 21.

TSP Registration Process – Part 3: Confirming your AgLearn account is current and complete additional required training, if needed

12		If your effort to recertify in a practice category or CAP requires you to take additional training and you need to access AgLearn , then you will need to check to see if your AgLearn account is active or has been deactivated. Using your eAuthentication User ID and Password attempt to log into AgLearn .
13		If you successfully enter your account in Aglearn , then your account is active and you can proceed to the search catalog to find the course(s) you need to qualify.
14		If you are not successfully able to enter your account in Aglearn , then your eAuthentication password may need to be reset, if it has not be used within the last 6 months, then follow step 11 above; or your AgLearn account has been deactivated, then proceed to Step 15.
15		Contact your resident state's TSP Coordinator and State Training Officer to inform them of your intention to reactivate your existing AgLearn Account, obtain a copy of the current year's Information Security Awareness (ISA) Training, complete the course and submit the exam for grading.

16	<p>If you have not ever created an AgLearn Account, then using your eAuthentication User ID and password, access TechReg, go to Section D, click on the <i>Register for AgLearn</i> button and follow the steps to register for an AgLearn Account. The Instructions for Registering for an AgLearn Account guide is available on the TSP Website’s TSP Certification Guidance Documents webpage.</p>
17	<p>Identify your resident state’s State Training Officer, not to be confused with the State TSP Coordinator. After clicking on the link provided, scroll to find <i>NRCS</i> in the list, then click on <i>Click for State Contacts</i>, then find your State Training Officer(s) by scrolling to find your resident state.</p>
18	<p>Contact your resident State TSP Coordinator and State Training Officer to inform them of your intent to apply for an account and request a copy of the current year’s Information Security Awareness (ISA) Training course.</p>
19	<p>Complete the ISA training course and request the exam. Once you complete the exam, return it to the State Training Officer for grading.</p>
20	<p>Upon initial login into your AgLearn Account you will need to select the <i>US Department of Agriculture</i> from the drop down list. This will initiate the activation of the course catalog, but it will take 24 hours before the course catalog becomes available in your account.</p>

TSP Registration Process – Part 4: Updating your TSP Profile Sections and Submitting an Application

Note: TSP Profiles are used to review your credentials for Technical Services being applied for as well as Producers looking for TSP Services. Once you are certified as a TSP most of your TSP Profile displays as a “Resume” on the TSP Public Registry accessible by potential clients, so provide enough information to ensure a review can confirm certification criteria has been met and so a potential client can garner enough information to determine if you are a TSP they want to hire.

21	<p>Update your TSP Profile in TechReg. Using your eAuthentication User ID and password, access TechReg and update the information in the following sections of your TSP Profile (Part 1). Being familiar with the requirements within the Certification Option for which you qualify will enable you to complete Part 1 of the profile correctly to satisfy certification criteria. Based on your TSP Program research/homework, you could use either of the two strategies below to complete your TSP Profile and application:</p> <p>1) Complete Part 1 (Sections A through F1), then proceed to Part 2 (Sections G1 through J), then back to Part 1 to record qualifications for anything you haven’t already provided. This approach may require you to go back to Part 2 of your profile and reconfirm qualifications, if a required license/certification was not present in the drop down list when you confirmed qualifications; or</p> <p>2) Go directly to Part 2, confirm qualifications for everything that you want to include in the application, then go to Part 1 of the profile and update any outdated</p>
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		information and add anything new that is required in certification criteria that you haven't already provided.
22		Renewal Screen -If you were certified previously, upon log in you will be presented with a renewal screen telling you that you are -## number of expired and will ask do you wish to renew. You are offered buttons: <i>Yes, No or Remind me Later</i> . Click the <i>Yes</i> button. It will take you to Part 2 of your TSP Profile. Everything that was previously certified will show an Incomplete Status in Sections G1 and G2.
23		Section A-Contact Information -Review the information entered is correct and save any changes.
23		Section C1-Relevant Accreditations/Licenses -Update all expiration dates or enter any additionally required licenses, certifications, registrations or permits including those required by State, local or Tribal laws or regulations. NOTE: If a license or certification was entered into this section and was used to confirm qualifications for a practice category or CAP which you were previously certified, it cannot be deleted for auditing purposes. It can be edited to update an expiration date.
24		Section D-Education and Training -Enter all associated and required degrees or trainings as required in certification criteria. NOTE: Check your records to be sure you completed the TSP Orientation and Conservation Planning course in AgLearn or in the classroom. This course is required for all TSPs. If you completed the course, please enter it into Section D-Education and Training.
25		Section E-Relevant Work Experience -Enter detailed work experience descriptions that relate to the practices selected in Section H and all practice categories and CAPs being applied for in Sections G1 and G2.
26		Section E1-Professional References -Enter all required professional and customer references as required in certification criteria.
27		Section F-Familiarity with NRCS Guidelines, Criteria, Standards and Specifications -Enter descriptions of your familiarity with NRCS including FOTG, National Planning Procedures Handbook and any planning tools as required in certification criteria.
28		Complete the following sections of your TSP Profile (Part 2) and Confirm Qualifications. To Confirm Qualifications in Sections G1 and G2-Click the <i>Confirm Qualifications</i> button and read the Purpose, Notes and Instructions before completing the Confirm Qualifications step to ensure you confirm qualifications correctly. Completing this part correctly will expedite the review process. More detailed instructions on Confirming Qualifications can be found in the Step by Step Guide found on the TSP Website.

29		Section G1-Certification, Practices and Areas of Technical Service -Select by state which Practice Categories you want to be certified.
30		Section G2-Conservation Activity Plans -Select by state which CAPs you want to be certified.
31		Section H-Services to be Provided -Select all of the individual practices you have knowledge and experience, are qualified and want to provide for each practice category and CAP listed in this section.
32		Section I-Servicing Areas -Select individual counties you want to provide services within each state listed in this section or allow the default to <i>All Counties</i> stand.
33		Review your entire TSP Profile Part 1 and Part 2 to be sure everything has been updated and all required information has been provided.
34		<u>Double Check</u> -Based upon the criteria listed for the certification option you select in Sections G1 and G2, update Sections C1, D, E, E1 and/or F to be sure documentation exists in at least one of those sections to ensure you have met all criteria requirements.
35		<u>Double Check</u> -Based upon the practices you select in Section H for each Practice Category or CAP, update Sections C1, D, E and/or F to be sure documentation exists somewhere in at least one of those sections showing you have the knowledge, experience and qualifications to complete individual practices.
36		<u>Double Check</u> -For any certification criteria where additional training is required, enter all successfully completed, required trainings in Section D- Education and Training of your TSP Profile.
37		<u>Double Check</u> -For any certification criteria that requires submission of a new sample plan or example of work, submit the plan or documentation to the resident State TSP Coordinator; or if not applying for certification in your resident state, submit it to a TSP Coordinator for a state you are applying for certification.
38		For any practice category or CAP that you are not ready to include in this application or have determined that you no longer wish to pursue certification or aren't qualified, consider removing those items from Sections G1 or G2 prior to signing your certification agreement. To do this, go to Sections G1 and G2, click on <i>Confirm Qualifications</i> and then <i>Delete</i> . It is possible a Deleted item will continue to show in Section H even after it has been deleted in the above sections. These remnant practice categories or CAPs will be removed from Section H once you have been renewed.

39		Go to Section J—Certification Agreement History of the TSP Profile and click on the Sign Agreement (click once) button to work through the process to sign your new Certification Agreement and submit your application.
<p>** Once you are certified, if you are an employee of a business that is also certified, then notify the Official Business Representative that you have completed the certification process, so the business agreement can be updated. Only the Official Business Representative can update a business's certification agreement.</p>		