



## Detailed Instructions for Completing TSP Profile Parts 1 and 2

### Login to TechReg:

1. Click on the large, green button labeled “Log into TechReg” from the TSP website <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/> .

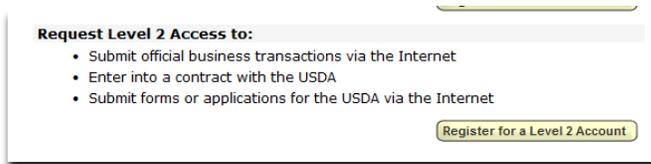


- 2a. On the USDA eAuthentication Login screen, enter your eAuthentication User ID and password and click “login.” **Skip to Step 10 below.**

- 2b. If you don't have a Level 2 eAuthentication Login, then click on “Create an Account” located in the gray box on the left.



3. Click on “Register for a Level 2 Account” button.



4. Complete all of the fields on the Register for Your Account- Level 2 page. Once complete, click “Continue”.
  - a. User Information- Your first and last name should match that on your Government issued photo ID. (e.g. state’s driver’s license)
  - b. Contact Information-Includes basic contact information and a valid email address. It is important to keep this information updated as it changes to ensure you receive communications generated from eAuth, particularly the warnings regarding your password expiring.
  - c. Login Information
    - i. Create a User ID
    - ii. Create a Password/Confirm Password-When creating an eAuthentication password, please refer to the *Tips on Creating a Strong Password for Your eAuthentication Account* to ensure your password meets all of the security rules. This document is available on the TSP Website, on the Become a TSP page.
  - d. Security Information
    - i. Mother’s Maiden Name
    - ii. Birth Date
    - iii. Four Digit Pin (The pin you select cannot start with a zero)
  - e. Security Questions-Select 4 questions (from the drop down list provided) with distinct answers only you would know.
  - f. Click Continue
5. Verify all of your information is correct and then submit your registration.
6. Check your email for your successful completion of registering for Level 1. This email will contain a link to confirm your registration, Click on the ACTIVATE MY ACCOUNT link. The email will also include information on the steps you need to follow to complete a Level 2 authorization.
7. Print your confirmation email and go to your local USDA Service Center to complete Level 2 authorization to have your identity verified. Take the same Government issued ID you used in Step 4a above.
8. You will receive a confirmation email upon successful completion of Level 2 Authorization processing. This is just a courtesy email and does not require you to do anything to complete the process. Activation of your level 2 account may take up to 24 hours to fully process.
9. Using your eAuthentication login and password, access TechReg from the eAuthorization screens shown in Step 2b.
10. Please enter your preferred contact method – “Email” or “Mail.”
 

\*\*Please remember email is the primary method for receiving important announcements, letters notifying you to renew your certification agreement, any actions taken on your certification application and any other communications by the states, regional certifiers and/or TechReg.
11. Check the “yes” block if you can speak Spanish.

All required fields are red and marked by an asterisk (i.e. \* ). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver’s license).

Note: The characters < > ^ | are not allowed on this form.

User Information

Required Field\*

First Name\*

Middle Initial

Last Name\*

Address\*

City\*

State\*

Zip/Postal Code\*

Country\*

Contact Information

Home Phone

Email\*

Confirm Email\*

Login Information

User ID\*

Password\*

Confirm Password\*

Security Information

Mother’s Maiden Name\*

Birth Date\*

Four Digit PIN\*

Security Questions

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1\*

2\*

3\*

4\*

Continue

12. Indicate if you are registering as “myself (an individual)” or as an “Individual with a Public Agency (An Employee of a Public Agency).”
13. Review the terms and conditions of the Certification Agreement. You must agree to the terms and conditions of the agreement in order to be certified. Click “agree” to move into Profile Part 1 of your Technical Service Provider profile. **The date associated with this agreement is the computed date for certification expiration.**

## Complete Profile Part 1 (Background)

Please fill out all relevant sections of the profile in order to become a certified TSP. *Inadequate information will delay approval of your application to become a TSP.*

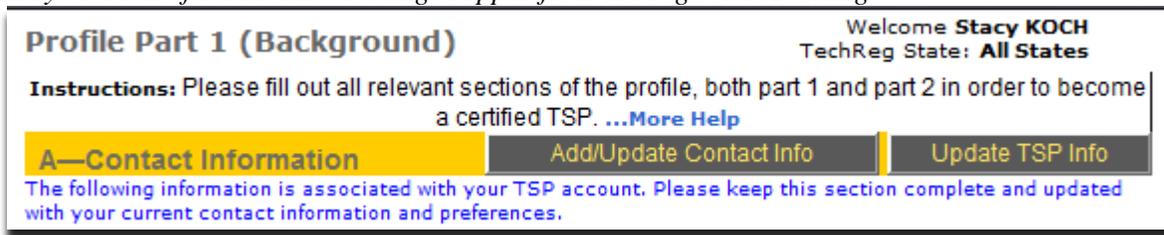
If you have entered the system in order to create a business or public agency, and do not plan to become a certified TSP yourself, then only fill out Section B, Associated Companies/Agencies as described below. The rest of the profile is not necessary.

Use the “update...” and “add...” buttons to add records. Please try to put only one item in each entry when you add a record.

Use the “edit” button to edit previously entered records or to delete a record already entered.

### Steps to Complete Profile Part 1:

1. **Complete Section A-Contact Information.** Click the **Add/Update Contact Info** button to add new or to edit existing contact information. *If your email or address changes after certification, you must update this information here and in your eAuthentication profile. Failure to update this information may mean delays in recertification and/or being dropped from the eligible TSP listing.*



2. **Complete Section B-Associated Companies/Agencies, only if the application for certification is for a business or public agency and only if you are the Official Representative of that business or public agency and have the authority to sign the Certification Agreement on behalf of that business or public agency.** Official representatives are not required to be certified TSPs. Creation of a business or public agency will require that at least one individual associated with the business or public agency be certified as a TSP.



To proceed:

- a. Click the “Business/Agency Profile” button to access a Business/Agency screen.
- b. Click the “Add Business/Agency” button to add a business or agency. Enter the Business name and contact information. The new business information will be displayed.
- c. Click the Add/Update Contact Info button associated with the business to add new information to or edit existing for the business.
- d. Click on “update employees” to associate certified TSPs with the business or agency.
- e. Click “Sign Agreement” to electronically sign a certification agreement and complete the business or agency application for certification. NOTE: Do not sign the agreement at this time if you are also applying as an individual and will be the only “certified TSP” associated with the business. Wait until you have become certified as an individual and have updated the business’s certified employees (“e” above) before signing.
- f. Ensure to update the business certification as employees/certified TSPs are added and/or existing TSP make changes to their own profiles. This will ensure the business is correctly displayed on the public site. As employees are added or renewed the green Sign Agreement (Click Once) button will appear, click on it, read and resign the Certification Agreement. This will produce a Modification of the existing agreement.
- g. Business Certification Agreements expire every three years as do TSP agreements. To renew an agreement follow the instructions provided on the TSP Website on the Register a Business page.

*The remainder of the certification application pertains to certification of an individual.*

**3. Complete Section C-Relevant Accreditations/Licenses**, to enter the licenses or certifications that are required to satisfy the criteria for certification in the categories of technical service you wish to provide. Include any state required licenses, organizational certifications and/or certification program information in this section. Required information includes license/certification numbers and expiration dates. This information is critical in order to remain on active status once certified. **As this information changes or is renewed, you must return to this page to update your certification.**

C1—Relevant Accreditations/Licenses			Add Certification/License		
<b>Instructions:</b> Enter the licenses or certifications that are required to satisfy the criteria for certification in the categories of service you wish to provide. <a href="#">...More Help</a>					
Licensing Organization	License Name	Licensing Number	License Expiration Date	State	

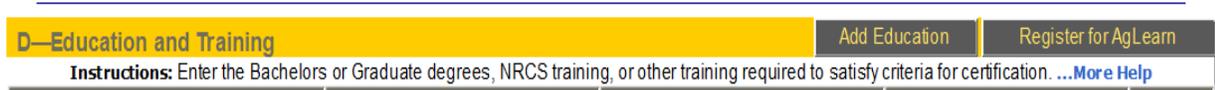
#### Add a Certification

- a. Click on the “Add Certification/License” button.
- b. Select a certifying organization.
- c. Indicate the organization type by clicking on the appropriate button.
- d. If it is a state certification or license, select the state from the dropdown list. e. Enter the license number, if applicable. If the certification covers more than one state you may use the “All States” selection from the drop down box.
- e. Enter the license expiration date directly or use the popup calendar.
- f. Click “Save.”

Edit or Delete a Certification –The Edit button is only present once you have a record in this section.

- a. Click “Edit” in the row you wish to update.
- b. Change the information as needed.
- c. Click “Save” or “Delete.”

**4. Complete Section D-Education and Training**, by entering Bachelors or Graduate degrees, NRCS training, or other training required to satisfy the criteria for certification. It is important that you keep this section updated, include all related training to the categories/CAPs you are requesting certification/recertification. Certifiers will be looking in this section for any continuing education, classroom and/or online trainings that may be required for certification/recertification. Training requirements are identified in Section F1 and in the eligibility criteria posted in Sections G1 and G2 when you confirm qualifications.



#### Add Education and Training

- a. Click the “Add Education” button.
- b. Enter the name of the institution.
- c. Select the area of study.
- d. Enter the completion date directly or use the popup calendar, if completed in 1978 or later.
- e. Click “Save.”

Edit or Delete Education and Training- The Edit button is only present once you have a record in this section.

- a. Click “Edit” in the row you wish to update.
- b. Change the information as needed.
- c. Click “Save,” “Delete,” or “Close.”

Registering for an AgLearn Account-TSPs who do not already have an AgLearn Account can register for an account using this link. If you already have an account you do not need to re-register. AgLearn is where many of the required trainings for TSP Certification are located. If you have any required courses that need to take online, you must register for an account. TSP Orientation and Conservation Planning is a required course for all TSPs to take before they can be certified. Additional trainings may be required depending upon the conservation practices, CAPs or areas of technical service you wish to be certified. Please refer to the certification criteria for each of the items you add to your profile in Sections G1 and G2 to see if additional training requirements are needed.

- a. Click on the Register for AgLearn button .
- b. Log into the AgLearn site using the same eAuthnciation User ID and Password you use for TechReg.
- c. Complete all fields of the registration page as prompted.

NOTICE: The AgLearn Account Registration Guide is available on the TSP Website [Training Opportunities page](#). This guide will provide you step by step instructions for registering for an AgLearn Account.

**5. Complete Section E-Relevant Work Experience**, by entering information regarding your work experience as it relates to providing technical services for the conservation practices, CAPs and areas of technical service you are requesting certification. It is important that you provide enough information in this section to demonstrate your proficiency in the specific services you are requesting certification which you will select in Section H of your profile. See the steps for completing Section H in this guide for additional information.

E—Relevant Work Experience		Add Work Experience	
<b>Instructions:</b> Enter information (one item per entry) regarding your work experience as it relates to providing technical services. ... <a href="#">More Help</a>			
Description	Start Date	End Date	

### Add Relevant Work Experience

- Click the “Add Work Experience” button.
- Enter the completion date directly or use the popup calendar, if completed in 1978 or later.
- Enter the description and location of the work performed in the comments box. Only enter work experience related to one job/company in each record. Create a new record for each additional jobs/companies you wish to add.
- Enter start and end dates if applicable.
- Click “Save.”

### Edit or Delete Relevant Work Experience- The Edit button is only present once you have a record in this section.

- Click “Edit” in the row you wish to update.
- Change the information as needed.
- Click “Save,” “Delete,” or “Close.”

**6. Complete Section E1-Professional References**, by providing at least two non-USDA references that can verify your experience and qualifications (this is not a recommendation for certification). *The purpose of this section is to provide references that can verify your work and will serve to meet all reference related criteria for categories/CAPs you are requesting certification for in Section G1 and G2.*

Certification criteria for some categories/CAPs require customer or professional references specific to the category or practice you are requesting certification (indicated by a “Required” checked box in Section G1 and G2 when confirming qualifications). Please ensure you are satisfying all reference related criteria as described for each category/CAP you are applying for certification by providing them in Section E1. In such cases your application will not be processed if Section E1 is not completed. NRCS staff will be looking at this section carefully for all category/CAP criteria to be met.

Should the categories/CAPs you are applying for not have a reference criterion, then your references should include at least one professional who can verify your experience and proficiency for conservation planning and/or design, layout, installation, and check out of the conservation practices for the categories of technical service you wish to provide. Your second reference should be a customer to whom technical service has been provided.

USDA staff cannot be used as references for this purpose. Please provide the names of the references, address, phone numbers and email addresses as available. The references will only be used by USDA personnel and will not be published in the resume available from the TSP Registry in TechReg.

E1—Professional References		Add Reference	
<b>Instructions:</b> Provide at least (2) locations or customer references where technical services were provided or as described in criteria for which you are applying. ... <a href="#">More Help</a>			
Description			

### Add Professional Reference

- a. Click the “Add Reference” button.
- b. Enter the professional/customer reference’s Name, Address, Phone Number and Email Address, as available and the practice(s) they are meeting if required in Section G. Only enter one reference in each record. Create a new record for each additional reference you wish to add.
- c. Click “Save.”

### Edit or Delete References-The Edit button is only present once you have a record in this section.

- a. Click “Edit” in the row you wish to update.
- b. Change the information as needed.
- c. Click “Save,” “Delete,” or “Close.”

**7. Complete Section F-Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications**, by entering a brief description of your familiarity with these items. If any of this information changes, you can return to this page to update your certification. If you have attended classroom training where required elements have been taught in class exempting you from taking training online, please provide a statement containing the class name, host, date, location and training requirements met. This is extremely important to the certification and recertification process.

**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
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### Add Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications

- a. Click the “Add NRCS Familiarity” button.
- b. Enter the completion date directly or utilize the popup calendar, if completed in 1978 or later.
- c. Describe your familiarity with NRCS guidelines, criteria, standards, and specifications and click “Save.”

### Edit or Delete Familiarity with NRCS-The Edit button is only present once you have a record in this section.

- a. Click “Edit” in the row you wish to update.
- b. Change the information as needed.
- c. Click “Save,” “Delete,” or “Close.”

### **8. Complete Section F1, NRCS TSP Orientation and Conservation Planning Training Requirement.**

- a. Click on the Add NRCS Training.
- b. If you have had the TSP Orientation and Conservation Planning Part 1, Modules 1-5 course and passed the exam or equivalent or the new TSP Orientation and Conservation Planning course available on AgLearn as of September 2012, or equivalent classroom training, click the box in front of “I have received NRCS TSP Orientation and Conservation Planning and passed the exam or equivalent” and click “Save.” If you have not had the training, register for the course through the AgLearn link

provided.

## 9. Click “Continue to Profile Part 2.”

### Complete Profile Part 2 (Technical Services)

Please fill out all relevant sections of the profile in order to become a certified TSP. *Inadequate information will delay approval of your application to become a TSP.*

#### Steps to complete Profile Part 2:

1. **Complete Section G1-Certification Categories and G2-Conservation Activity Plans**, by 1) selecting a state/category combination and then 2) click the “Confirm Qualifications” button to complete the certification criteria portion. The How Criteria Was Met table when Confirming Qualifications must be filled out for each category/CAP applied for in these sections before you can submit the application for review and certification. The status for all categories/CAPs where qualifications have been confirmed by the TSP should show “Ready to Sign.”

Once all categories and/or CAP qualifications have been confirmed and TSP signs the certification agreement in Section J, Section G should see the status change from “Ready to Sign” to “Submitted” (as in submitted for review). If you miss something within a category or CAP in Section G, your application will show “Incomplete” and that category/CAP won’t be included in your submitted application. The only status you ultimately want to see for those things you wish to be reviewed is “Submitted.”

Many mistakes are made in this section. Some candidates fail to select or toggle an “Option.” Others fail to check one or more “How Criteria Were Met” boxes making the application “Incomplete.” Please spend adequate time ensuring your application is complete and all criteria have been met before signing the certification agreement.

Profile Part 2 (Technical Services)

Welcome Stacy KOCH  
TechReg State: All States

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](#)

**G1—Certification Categories** [Add Category](#) [View Archived Categories](#)

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

#### To select a state and categories (in Section G1) or CAPs (in Section G2)

- a. Click “Add Category” and/or “Add Activity Plan” to select a state and the technical service you desire to provide.
- b. Select a state from the drop-down box.
- c. The Category Available or Activity Plans Available section will be populated with the choices available for the selected state.
- d. Click a category for which you desire certification and then click the >>> box to move the category to the Category Selected list. (You can select more than one category at a time by holding down the Control (Ctrl) key on your keyboard and clicking on each category that you desire to move to the Category Selected list. Then click >>> to move all of the items at once.)
- e. To remove items from the Category Selected list, click the items in the Category Selected box, then click the <<< box.

- f. Click “Save” to save your selection(s).
- g. Since the certification process is specific to individual states, you must repeat this process for each state in which you desire to provide technical services.
- h. Once a category or CAP is added to your profile, then the status in Section should show “Incomplete” letting you know you are ready to Confirm Qualifications.

**NOTE:** After selecting the categories/CAPs, you must match your qualifications entered in Profile Part 1 to the categories selected.

To enter qualifications for categories

- a. Click the “Confirm Qualifications” button in the row for each category/CAP you need to enter qualifications.
- b. Select **ONE** certification Option from the certification option(s) listed on the left by clicking on the radio button in the Select Option column. You must meet **ALL** of the certification criteria in the certification option you selected. Selecting the wrong option will cause your application to be deferred and you will need to correct deficiencies before approval.
- c. If the selected certification option requires a license or certification, select a license or certification from the drop-down choice list. Licenses or certifications you entered into Section C1 should be listed in the drop-down choice list.
- d. For each criteria item within your selected certification option, place a check mark in each box, Education, Work Experience, or NRCS familiarity that satisfies the criteria as it applies to you. You should check at least one box for each criterion in the Option you selected. For example, if the criteria require a degree in a particular field, and you listed your degree under Profile Part 1, Section D, Education and Training, you should check the box for that row under Education. Failure to check appropriate boxes based on experience and training will delay approval of your application to become a TSP.
- e. When you have confirmed your qualifications, click “Save.” After saving, you will be returned to the Profile Part 2 screen.
- f. Once you have Confirmed Qualifications successfully the status of that category/CAP will be set to “Ready to Sign.” (“Ready to Sign” means ready to be submitted for review once you have signed your certification agreement in Section J at the end of Profile Part 2.) Incomplete items will not be submitted for review.
- g. Complete the Confirm Qualifications process for all the services you have selected in Section G1 and G2 before you submit your application.

**2. Complete Section H-Services to be Provided.** Each category/CAP entered in Section G1 and G2 defaults to “All Services” (all technical services) in Section H. You may not have knowledge and experience with all the practices listed, don’t wish to provide all of the technical services associated with a category/CAP or may not be able to provide them because of State laws or regulations requirements for a specific license. For every category/CAP listed in this section, you are required to work through the list of services by clicking on the “edit” button and only select those practices you are qualified and wish to provide.

H—Services to be Provided		
<b>Instructions:</b> 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	
CAP - Integrated Pest Management - Herbicide Resistance Weeds Plan (154)	All Services	<a href="#">Edit</a>

To select services for a category/CAP

- a. Click “Edit” on the row in Section H, Services to Provide.
- b. Click selections in the Service Available list provided in the box on the left, then click the >>>

- box to move items to Services Selected list on the right.
- c. To remove items from the Services Selected list, click the selections in the Services Selected box, then click the <<<< box.
- d. Click “Save” to save your selection.

**3. Complete Section I-Servicing Areas.** The states listed are those you entered in Section G1 and G2. You may not wish to provide technical services in all of the counties in the state(s) you applied for certification. If that is the case, you can limit the list of counties by using the Edit button and then selecting only those counties in which you desire to provide technical services. By default, you are requesting certification for every county within a state. If you wish to serve only selected counties, you must specify those counties in this section. If any information changes, you can return to this page to update your certification.

I—Servicing Areas		
<b>Instructions:</b> 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. <a href="#">...More Help</a>		
State	Servicing Counties	
Arkansas	CLAY, CRAIGHEAD, GREENE, LAWRENCE, RANDOLPH	Edit

To select servicing counties, if other than the entire state

- a. Click the “Edit” button for a particular state.
- b. Click the appropriate counties in the Counties Available list, then click the >>> box to move the counties to the Counties Selected list.
- c. To remove counties from the Counties Selected list, click the selections in the Services Selected box, then click the <<< box.
- d. Click “Save” to save your selections.

**4. Review Section J-Certification Agreement History.**

You may review the Certification Agreement containing the terms and conditions of your certification. When you click “Sign Agreement (Click Once)” you are signing the agreement electronically and are agreeing to the terms and conditions of the agreement. To complete the steps of signing your certification agreement, click on Sign Agreement (click once), you will get a pop up box, Confirm Submission, read it and click “Yes.” Next your Certification Agreement will come up on the screen; read through it and click on “I accept the Agreement.” By signing the Certification Agreement this automatically submits your application for review.

The screenshot shows the 'J—Certification Agreement History' section of the TechReg application. It includes a table with columns for 'Number' and 'Agreement Format'. Below the table are buttons for 'Back to Profile Part 1' and 'Sign Agreement (Click Once)'. A 'Confirm Submission - Internet Explorer' pop-up window is overlaid on the right, containing the following text:

I understand that information provided in this application is subject to review and verification by United States Department of Agriculture (USDA) Natural Resources Conservation Service as part of the certification application review process.

My statements on any associated web data entry screen are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001 of the United States Code.)

Your application will next get reviewed by NRCS staff in the states and territories in which you wish to offer your services. We will inform

Buttons for 'Yes' and 'No' are visible at the bottom of the pop-up window.

At the bottom of the page, there is a footer for the United States Department of Agriculture, Natural Resources Conservation Service, and a 'TechReg' logo. Below the footer, it says 'Please Review the Certification Agreement Below:' followed by 'Technical Service Provider Certification Agreement' and a large button that says 'I accept the Agreement'.

NRCS will then review your application for certification and provide you a decision within 60 days. If your application isn't completed, has errors, lacks information or if a sample plan is required, but hasn't been approved, then your application will be Deferred. You will receive a letter detailing your certification or deferment. If your application is Deferred, your letter will provide you a detailed list of deficiencies and solutions to resolve them. Once you have resolved all of the issues, then you can resign your Certification Agreement in Section J, resubmitting your application for review. If you are qualified to provide the service you selected, you will be certified as a TSP in those services. Your certification agreement is good for a period of three years and expires on the date specified in the agreement. You can view your current certification agreement, original agreement and all subsequent modifications, in Section J of your profile by going to the View button located in the Agreement Format column.

Should you wish to add categories/CAPs and/or states to your list of technical services you can provide, then you must follow the steps described above to Add Category/Add Activity Plans, confirm qualifications, review the practices to provide and counties you wish to provide services, resign your certification agreement. Approval of these additions will create a Modification of your original Certification Agreement, but will not change your expiration date. You will receive notice 60 days prior to expiration reminding you to reapply for certification. It is in your best interest to do this in plenty of time to ensure you are approved for recertification prior to the expiration date.

The business certification agreement will contain the name of the individual(s) certified, the date certified, and the categories and states where the individuals are certified. After certification, the individual TSP will appear on the approved list of Technical Service Providers accessible through the TSP Registry accessible from the TSP Website, look for the Find a TSP button. If you have applied for a business TSP certification and you have indicated in your business profile that you want your employees listed on the TSP registry, individual TSPs associated with your certified business will be listed on the registry. If you indicate on the business profile that you do not want the business certified TSP employees listed, only the business will be listed on the TSP business registry.

Each time you change your certification categories, and confirm your qualifications to provide TSP services, you will be asked to submit another application for certification by clicking the Sign Agreement button. Each certification agreement is saved and can be displayed by using the view button in the Agreement Format column in Section J.

The Certification Agreement History tracks your original certification and all updates to your Technical Service Provider Certification.