



Natural Resources  
Conservation Service

One Credit Union Place, Suite 340  
Harrisburg, PA 17110-2993  
717-237-2100; fax: 717-237-2238

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April 16, 2013

**PENNSYLVANIA BULLETIN No. PA180-13-6**

**SUBJECT:** CPA – Certified Conservation Planning Training

**Purpose:** To provide Natural Resource Conservation Service (NRCS) employees with information about the upcoming Certified Conservation Planning Training being held in State College PA, September 23 – 27, 2013.

**Background:** Since certification to provide conservation planning assistance is necessary for delivering NRCS assistance in Pennsylvania, NRCS offers the required training to our employees, Conservation District, and other partner employees, as well as private consultants wishing to provide conservation planning services for NRCS.

The Certified Conservation Planning Modules (Conservation Planning Module 8) will be offered in State College from September 23 through September 27, 2013 and is intended for individuals with current planning experience. There is no registration fee for this training.

**This course is limited to 25 participants and the deadline for registration is May 20, 2013.** Due to the revised meeting approval process, per guidance from NHQ, registration is due earlier than in previous years.

Participants are required to complete the prerequisites and on-line course prior to taking Module 8. The prerequisites for eligibility, as identified in the PA Conservation Planning Policy 180.409.482, are listed below:

1. Introduction to Water Quality, AgLearn (NRCS-NEDC-000033)
2. Ag Waste Management Systems – Level 2, AgLearn (NRCS-NEDC-000116)
3. Conservation Planning Modules 1 – 5, Part 1, AgLearn (NRCS-NEDC-000019)
4. Cultural Resources Modules 1 – 6, AgLearn (NRCS-NEDC-000141)
5. Cultural Resources Modules 7 – 8, Classroom (TBA – contact John Metrick; [john.metrick@pa.usda.gov](mailto:john.metrick@pa.usda.gov))
6. Proficient experience in Practice Standards: 328, 329, 330, 340, 345, 362, 412, 528, 585, 590, 600
7. Act 38 RUSLE/Storm Water two-day course

For assistance with AgLearn, please contact Donna Via at [donna.via@pa.usda.gov](mailto:donna.via@pa.usda.gov) or 717-237-2225.

Individuals must complete the attached registration form and submit it to Gwendolyn Crews at [gwendolyn.crews@pa.usda.gov](mailto:gwendolyn.crews@pa.usda.gov) by May 20, 2013. If prerequisites are not completed at time of registration, proof of completed prerequisites is required by August 23, 2013. Seats are offered to PA NRCS employees, secondly to PA partner employees, and thirdly to TSPs working in PA. If seats are still available, seats will be offered to individuals working outside of PA.

**Training and travel must be requested and approved by your supervisor.** NRCS employees with identified training needs should request approval from their supervisor for attendance by using the mandatory SF-182 process in AgLearn. The supervisor will then notify their Assistant State Conservationist for Field Operations (ASTC-FO) to obtain approval for training fees and travel. All travel must be approved by the ASTC-FO. Employees approved for overnight travel must have their area administrative coordinator prepare a travel authorization with "training attendance" as the purpose code. Employees approved for overnight lodging must make their own hotel reservations. Unless otherwise specified, upon approval, it is the employee's responsibility to send the completed registration form for the appropriate conference to your Area Administrative Coordinator, prior to the registration dates listed on the appropriate website or form. All registration fees will be paid by the area administrative coordinators, unless otherwise specified.

These opportunities will also be promoted among Partners, Technical Service Providers and other consultants who may be assisting your field team to deliver technical assistance to the typical farming operations in your service area. Non-NRCS employees are responsible for their own registration, travel, and lodging arrangements.



DENISE COLEMAN  
State Conservationist

cc: Robert Maiden, PACD, Harrisburg  
Karl Brown, SCC, Harrisburg  
Fred Fiscus, DEP, Harrisburg  
Steve Taglang, DEP, Harrisburg