

Instructions

NE Continuing Education Credit (CEC) Record

NE-CPA-94

Instructions for use of NE-CPA-94

This is an optional form that has been developed for tracking an individuals Continuing Education Credits (CEC) for Conservation Planner Certification.

This Adobe fillable form has an example of CEC credits. This is an optional form, however, to submit credits for consideration be sure to include the information requested on this form as a minimum requirement. Contact Catherine Mills

The NRCS certified conservation planner should complete the Records Form if they are planner on Re-Certifying using:

- i) **OPTION 1.** A certified conservation planner will keep his existing level of Conservation Planner [i.e., Level I (Journeyman or Planner), Level II and Level III (Professional Planner)] status as long as the following two items are completed:
 1. Completion of Continuing education credits (which would enhance knowledge conservation planning or conservation practices) Continuing Education requirements:
 - (i) Six continuing education credits will be earned at least once every three years. *In general* a full day training/workshop would be 1 credits, a half day or less workshop, training, or net meeting would be 0.5 credit.
 - (ii) The number of continuing education credits will be assigned by the Instructor of the training.
 - (iii) NRCS certified conservation planners are responsible for maintaining their own records of training completed and providing the information to NRCS to document as meeting the minimum certification requirements over the past 3 years.
 2. Completion of any RMS conservation plan which is reviewed by the STC designee to determine the conservation plans meet the NRCS planning policy and follow the procedures and guidelines listed in the NPPH.

NRCS certified conservation planners are responsible for maintaining their own records of training completed and providing the information to NRCS to document as meeting the minimum certification requirements over the past 3 years.

The number of continuing education credits will be assigned by the Instructor of the training.

NEDC Courses, Workshops, MEM (training listed on the Training Matrix) which would enhance conservation planning, should be considered in developing continuing education credits for conservation planning certification.

Support References

Conservation Planner Certification, <http://www.nrcs.usda.gov/programs/planning/certifiedplanners.html>

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