

**From:** [Soil & Water Conservation Program](#)  
**To:** [Soil & Water Conservation Program](#); [DNR.Soil and Water Conservation Districts staff](#)  
**Cc:** [DNR.MGS SWC Staff](#)  
**Subject:** FW: Conservation Planner Recertification Guidance  
**Date:** Wednesday, November 8, 2023 8:44:20 AM  
**Attachments:** [Conservation Planner Recertification Guidance 2023.pdf](#)  
[Conservation Planner Continuing Education Contact Hours Tracker.xlsx](#)

---

Good morning,

Please see the email from NRCS on guidance for conservation planner recertification.

Thank you,

Soil & Water Conservation Program  
Phone 573-751-4932

*We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.*

---

**From:** Mascaro, Selma - FPAC-NRCS, MO <[selma.mascaro@usda.gov](mailto:selma.mascaro@usda.gov)>  
**Sent:** Monday, November 6, 2023 7:27 AM  
**To:** ug-MO-nrcs <[mo-nrcs@usda.gov](mailto:mo-nrcs@usda.gov)>  
**Cc:** Plassmeyer, Jim <[jim.plassmeyer@dnr.mo.gov](mailto:jim.plassmeyer@dnr.mo.gov)>; Potter, Lisa - FPAC-NRCS, MO <[lisa.potter@usda.gov](mailto:lisa.potter@usda.gov)>; Andrew White <[awhite@quailforever.org](mailto:awhite@quailforever.org)>; Casey Bergthold <[cbergthold@ducks.org](mailto:cbergthold@ducks.org)>  
**Subject:** Conservation Planner Recertification Guidance

Conservation Planners-

In the next 14 months many conservation planner designations will be up for recertification. This is a summary of the requirements for recertification and the process to document recertification in AgLearn.

National policy for conservation planner designations, requirements, and recertification criteria is located in the [General Manual Title 180 Part 409 Conservation Planning Policy](#). The review process for recertification (covered in Section E.) is done at least once every 3 years and is intended to demonstrate that the planner has maintained or improved their knowledge, skills, and abilities for their designation level. Recertification now includes completing a minimum of 40 contact hours of continuing education during the 3 year cycle. Contact hours must be related to conservation planning, conservation practices, or new conservation technology. This requirement applies to **all** levels of certified conservation planners (Level I-IV). For more information on contact hours and a full list of eligible activities see Part 409 Section E.(6) Continuing Education Requirements in the General Manual Title 180.

[Missouri supplement to the General Manual](#) further defines requirements for certification and recertification, including the requirement for Level III planners to submit 2 conservation plans for review at the time of recertification, in addition to the continuing education requirements. This review is documented on the MO CONS-2.

Supervisors are responsible for review of the conservation plans and review of continuing education credits. Planners are responsible for maintaining their individual planner designation, including

keeping track of completed trainings on the AgLearn *Conservation Planner Continuing Education Contact Hours Tracker*, maintaining supporting documentation of completed trainings (conference agendas webinar titles, dates, speakers, etc.), and reviewing and updating their individual development plan (IDP) in AgLearn. Questions regarding the validity of submitted contact hours meeting the continuing education criteria laid out in Section E.(6) of policy, can be sent to the ARC, who will confer with the SRC for final determination.

AgLearn is the official location to document conservation planner certification and recertification. The *Conservation Planner Continuing Education Contact Hours Tracker* and MO CONS-2 must be uploaded to AgLearn during the recertification process as Other Evidence, see attached guidance.

Questions regarding planner certification and recertification can be directed to your supervisor. For your convenience a copy of the *Conservation Planner Continuing Education Contact Hours Tracker* is attached, and is also available in AgLearn.

## *Selma Mascaro*

State Resource Conservationist  
601 Business Loop 70 West, Suite 250  
Columbia MO 65203  
Phone (573)-876-9377  
Cell (573) 234-0689

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.