

National Conservation Planner Policy (NCP) AgLearn+ 1411 Training Guide for Supervisors & Field Employees/Conservation Planners

Conservation Planner Policy Overview

Training Officers, Supervisors, and Field Employees should become familiar with the *National Conservation Planner Policy (NCP)*. The policy is accessible on <https://directives.sc.egov.usda.gov/> under GM_180_409 - Part 409 – Conservation Planning Policy.

The National Conservation Planner Policy contains 4 curricula:

- ❖ Apprentice Conservation Planner Role
- ❖ Certified Conservation Planner Role
- ❖ Master Certified Conservation Planner Role
- ❖ Technical Specialist Planner Designation

Training Officers are the primary points of contact for Field Employees and Supervisors on NCP and any AgLearn concerns or issues relating to it. Communicate with your state/local training officer pertaining to any questions or concerns regarding NCP.

Detailed walkthroughs/guides are provided within this document. Employee-specific content is color-coded green, and supervisor-specific content is color-coded orange. See the contents table below.

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Adding the NCPP Curricula to Your AgLearn Account

Field Employees will need to search the catalog in AgLearn to add the NCPP curricula to their AgLearn account.

- When a NCPP curriculum is added to an account, all required items contained within the curriculum will auto-populate on the user's To-Do list with suggested due dates. This means all items within these curricula will automatically be added to the employee's To-Do list once the curriculum is assigned except the Working Effectively courses since employees can select which of these courses they would like to complete. Employees should view the choices for the Working Effectively courses within the *Curricula* pod from the AgLearn home screen.

- When items are completed, they will show up as completed within the user's learning history. Once all items within a curriculum have been completed, the curriculum will automatically be marked complete in the user's AgLearn learning history. These curricula are setup so that if an employee previously completed one of these courses in AgLearn, the curriculum will mark it complete automatically when the curriculum is assigned to the employee's AgLearn account. Field employees should contact their local training officer for assistance if a course the employee completed previously is not showing complete within the learning history or curriculum.

1. On your AgLearn home page, click on *Browse* right under the *Search Catalog* field.

Note: Typing anything in the field on this page and clicking on *Go* does not currently work.

2. Type *planner* in the *Search* block and click on the curriculum that you wish to complete.

3. If the curriculum does not appear in the dropdown menu, click on *Go*. Locate the curriculum and click on the title.

4. Next Click on *Self Assign Curriculum* to assign it to yourself.

Curriculum Details

Apprentice Conservation Planner Role

Curriculum ID: NRCS-CP-Apprentice

Description: The apprentice conservation planner role will be a new planner or be in position that does not require conservation planning as a major part of their duties. The apprentice conservation planner can determine client objectives, conduct resource inventories, run assessment tools and develop alternative solutions to address resource concerns for planning areas. The apprentice conservation planner role is not a certified conservation planner and is not authorized to sign conservation plans. The apprentice conservation planner must have work reviewed by a certified conservation planner prior to the final discussion of alternatives with the client. A certified conservation planner or master certified conservation planner must sign the final plan developed by the apprentice conservation planner.

Self Assign Curriculum

5. Click on *Home* to return to your homepage. Then Navigate to *Curricula* located under *Learning Status* on the right side. You can view your curriculum progress by clicking on *Curricula* here.



Understanding the Supervisor Certification for Conservation Planner Role Items

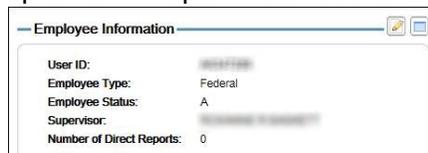
Supervisors will be responsible for validating and marking completions for the following AgLearn items:

- Supervisor Certification for Apprentice Conservation Planner Role (NRCS-NHQ-000025)
- Supervisor Certification for Certified Conservation Planner Role (NRCS-NHQ-000023)
- Supervisor Certification for Master Conservation Planner Role (NRCS-NHQ-000026)
- Supervisor Certification for Technical Specialist Planner Designation (NRCS-NHQ-000032)

The purpose of these items is to serve as a marker/record that a conservation planner has completed a curriculum and that the supervisor has reviewed the conservationist's progress in the program with the planner and verified that all items have been successfully completed.

Note: It is recommended that planners keep records to supply to their supervisors during reviews. Planners should also verify their supervisor is correct in their AgLearn profile. Partners/Affiliates should add in an employee/"supervisor" who will sign off on their technical requirements.

To check who is identified as your supervisor in your AgLearn account, login to AgLearn, and click on your name at the top of the Home tab. Your profile will open. Look at the Employee Information box.



To update/add your supervisor's name, Select the pencil icon for Employee Information (red arrow).



An edit Employee Information window will open. Select the magnifying glass icon (red arrow).



A search window with instructions will open. Remember to click *Save* after selecting the correct Supervisor.



Understanding State-Specific/Required Training, Deliverables, & Location-based Assessment Tools

Each state and territory has an item assigned to it in AgLearn. This is for the purpose of tracking completion of State-specific and required training plus any deliverables and assessment tools training specific to a location, determined by the State Conservationist and concurred by the Conservation Planning and Technical Assistance Division (CPTAD) Director.

Note: These items are meant to complement the NCPP curricula. As such, they are not built into the curricula, but are to be completed in conjunction with them.

The local Training Officer will be responsible for marking these items complete for users in AgLearn and adding comments to the item on the type of training accomplished as well as the dates, location, and any other relevant details. Supervisors will also be able to mark these items complete, but the responsibility ultimately falls on the Training Officer. Supervisors should coordinate with the Training Officer to ensure these items are marked complete for users and applicable comments are annotated.

This training can be accomplished through on-the-job, state, or national course training. The item titles as well as the item IDs are in the chart below. Using the AgLearn catalog, field employees can search for their State-specific training by searching for their State's Item ID (see chart below) or *Specific/Required Training, Deliverables, & Location-based Assessment Tools*. Field Employees should see their supervisor and/or Training Officer for details.

Note: Not every State may decide to have State-specific requirements, and may instead implement the national policy without a State supplement.

Item Titles: <i>(insert state name here)</i> Specific/Required Training, Deliverables, & Location-based Assessment Tools					
Item IDs: <i>See Below for Each State ID</i>					
Alabama	NRCS-AL-500000	Louisiana	NRCS-LA-500000	Ohio	NRCS-OH-500000
Alaska	NRCS-AK-500000	Maine	NRCS-ME-500000	Oklahoma	NRCS-OK-500000
Arizona	NRCS-AZ-500000	Maryland	NRCS-MD-500000	Oregon	NRCS-OR-500000
Arkansas	NRCS-AR-500000	Massachusetts	NRCS-MA-500000	Pennsylvania	NRCS-PA-500000
California	NRCS-CA-500000	Michigan	NRCS-MI-500000	Puerto Rico	NRCS-PR-500000
Colorado	NRCS-CO-500000	Minnesota	NRCS-MN-500000	Rhode Island	NRCS-RI-500000
Connecticut	NRCS-CT-500000	Mississippi	NRCS-MS-500000	South Carolina	NRCS-SC-500000
Delaware	NRCS-DE-500000	Missouri	NRCS-MO-500000	South Dakota	NRCS-SD-500000
Florida	NRCS-FL-500000	Montana	NRCS-MT-500000	Tennessee	NRCS-TN-500000
Georgia	NRCS-GA-500000	Nebraska	NRCS-NE-500000	Texas	NRCS-TX-500000
Hawaii	NRCS-HI-500000	Nevada	NRCS-NV-500000	Utah	NRCS-UT-500000
Idaho	NRCS-ID-500000	New Hampshire	NRCS-NH-500000	Vermont	NRCS-VT-500000
Illinois	NRCS-IL-500000	New Jersey	NRCS-NJ-500000	Virginia	NRCS-VA-500000
Indiana	NRCS-IN-500000	New Mexico	NRCS-NM-500000	Washington	NRCS-WA-500000
Iowa	NRCS-IA-500000	New York	NRCS-NY-500000	West Virginia	NRCS-WV-500000
Kansas	NRCS-KS-500000	North Carolina	NRCS-NC-500000	Wisconsin	NRCS-WI-500000
Kentucky	NRCS-KY-500000	North Dakota	NRCS-ND-500000	Wyoming	NRCS-WY-500000

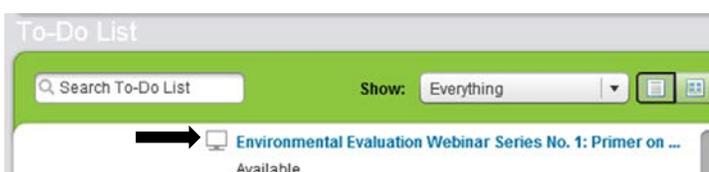
Marking a Conservation Planner (CP) Self-Certification Item Complete

There are several items in each of the curricula that a planner can self-certify. Reference the Conservation Planner Curricula Designation Chart to determine which items are available for self-certification and find the corresponding course on your AgLearn to-do list.

Note: Contact your supervisor or training officer for any issues with items that are not self-certification to ensure your training/learning history is accurate. It is also recommended that planners retain any documents that verify training completions.

1. Once you have completed the item/training, click on the corresponding item title from your AgLearn to-do list.

Note: You will need to reference the Conservation Planner Curricula Designation Chart to identify the *self-certification* items.



2. Click on *start course*. (Make sure your internet browser zoom is set to exactly 100%.)

Successful launch of your course.
Click on the Start Course button to continue:



3. Select **A** to certify you have completed the required training, and then click *Submit*.

4. On the next screen, click *Next* to progress to your completed work.

Next

5. After you click *Next*, the window will close and you will have the option to select *completed work*. You can click on *completed work* from this screen or your AgLearn home page to verify the item marked complete successfully.

Type	Title	Status	Completion Date *
All		All	1
Learning	Environmental Evaluation Webinar Series No. 1: Primer	Web Based Complete	1/6/2017 03:10 PM

Marking a CP Recertification (Continuing Education) Item Complete

The Conservation Planning Policy requires planners to recertify every three years. See the policy for details. To complete a recertification, planners must complete 40 contact hours of continuing education within the three year recertification period. To track these contact hours, items have been built in AgLearn. See the Continuing Education Contact Hours Tracking Chart for the list of items available in AgLearn.

- Once you have completed a segment of contact hours listed on the chart, click on *Record Learning* on your AgLearn home page.

Easy Links

Approvals	News
Ask AgLearn Now	Options and Settings
Books24x7	Record Learning ←
Contact Us	Reports
Getting Started Guide	SF-182s

- Type *cp recertification* in the keywords block, and hit *Next*.

Record Learning Help

Select Event Type → Search Item Next

Search

Enter Keywords to search for an Item.

Keywords: Exact Phrase

Instructor-Led Online Blended Other (Select one or more)

- Select the item you have completed, and click *Next*.

Record Learning

[Help](#)

Select Event Type → Search Item → Select Item

Keywords: *cp recertification*

Exact Phrase: *No*

Previous

Next

Select

Title	Revision Date	Select
CP Recertification: 1 College or Unit Quarter Hour	12/23/2016	<input checked="" type="radio"/>
CP Recertification: 1 College or Unit Semester Hour	12/23/2016	<input type="radio"/>
CP Recertification: 1 hr professional-level coursework/webinar/seminar/meeting/convention/conference	12/23/2016	<input type="radio"/>
CP Recertification: Active participation as officer or committee member in a scientific prof org/soc	12/23/2016	<input type="radio"/>
CP Recertification: Conservation OJT provided by a discipline specialist (0.50 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Conservation OJT provided by a discipline specialist (1.00 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Conservation OJT provided by a discipline specialist (10.00 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Conservation outreach activity provided by a discipline specialist (0.50 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Conservation outreach activity provided by a discipline specialist (1.00 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Conservation outreach activity provided by a discipline specialist (6.00 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Instructing at a professional meeting, convention, or conference	12/23/2016	<input type="radio"/>
CP Recertification: Published non-peer reviewed paper or article in the planner's area of practice	12/23/2016	<input type="radio"/>
CP Recertification: Published peer reviewed paper or article in the planner's area of practice	12/23/2016	<input type="radio"/>
CP Recertification: Reading current technical articles or books (0.50 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Reading current technical articles or books (1.00 hours)	1/6/2017	<input type="radio"/>
CP Recertification: Reading current technical articles or books (10.00 hours)	1/6/2017	<input type="radio"/>

Records per Page (16 total records)

4. Select the *For Credit* option in the *Completion Status* field. Then click *Next*.

Enter Learning Event Information

* = Required Fields

Instructor ID: [Select](#)

Instructor Name:

Grade:

* Completion Status: ←

* Completion Date:

* Completion Time:

* Time Zone:

Total Hours:

Credit Hours:

Contact Hours:

CPE:

Previous

Next

5. Enter comments describing when, how, and where you completed the training, and then click *Next*.

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit User Event Information

Previous

Next

Edit User Event Information

User: TUCKER, MORGAN

Comments: ←

6. Review the information, and select *Finish*. If the information needs to be updated, you can click on *Previous* to make edits.

CP Recertification: 1 College or Unit Quarter Hour

Course NRCS-NHQ-CPR-000002

Revision: 1 - 12/23/2016 11:28 AM America/New York

Item Description: This item can be used to track Conservation Planning Continuing Education Credits towards recertification: 1 college or unit quarter hour equals 30 contact hours

Previous

Finish



Record Learning

Instructor:

Completion Date: 1/6/2017 02:53 PM America/New York

Total Hours:

Credit Hours:

Contact Hours: 30.00

CPE:

Record Learning

User	Grade	Status	Comments
TUCKER, MORGAN		CRS-PASS	Oklahoma State University: SCI-433, First Quarter 2017

7. Upload any supporting documents related to the completion of your training by clicking on [File Attachments \(0\)](#). Click on *Browse* to select the file, and type in a *File Description*. Then click on *Upload*. Once you have uploaded all of your documents, the number of uploads can be verified by the number next to *File Attachments*.

Success

Status:

- The learning event has been successfully recorded.
- You can go to the Completed Work page to print out the Completion Certificate if this event provides credit for the item.

[File Attachments \(1\)](#)



File Attachment:

File Description:

Recertification Tracking in AgLearn

The policy states that a conservation planner must complete a minimum of 40 contact hours of continuing education during the 3-year cycle that are related to conservation planning, conservation practices, or new conservation technology. These contact hours may be obtained anytime during the applicable designation period. In order to assist conservation planners with keeping up with these ongoing 3-year deadlines, a recertification item has been created in AgLearn.

1. When you initially begin your training towards certification as a conservation planner, you will see this item on your AgLearn to-do list, but there will be no due date associated with it:

[Conservation Planner Recertification Due](#)

This window will pop up if you hover your mouse over the item:

In progress

Conservation Planner Recertification Due

Required Assigned by Jessica Smith

View Details

Originated From Curriculum

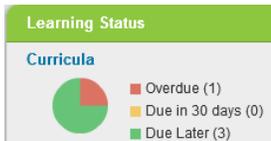
Certification NRCS-NHQ-CPR-000019

This item is setup to assist conservation planners with tracking their due date for recertification. NRCS conservation planners are required to recertify...[more](#)

Other type of item

2. Once you complete any one of the four conservation planner curricula, your supervisor will mark the last item in the curriculum complete for you, certifying that you have successfully completed all of your training for that level of conservation planning. When your supervisor marks that last item complete for you in AgLearn the “Conservation Planner Recertification Due” item will automatically come off of your to-do list.

3. You will, however, still be able to see the next due date if you click on *Curricula* from your AgLearn Home Page:



The curriculum is showing that the next due date is 1/13/2020.

Conservation Planner Retrain Curriculum	✓	N/A	1/13/2020	1/13/2020	Admin (Jessica Smith)
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4. If you click on *Conservation Planner Retrain Curriculum* you will see additional details.

Curriculum Details

Conservation Planner Retrain Curriculum Complete

Curriculum ID: NRCS-CPRRecertTracking
Assigned By: Admin (Jessica Smith)
Description: This curriculum is setup to help NRCS Conservation Planners track due dates for recertification. Conservation Planners must recertify every 3 years. In order to recertify, planners must have completed 40 contact hours of training within those three years. Planners should see their supervisor for more information.

Due by: 1/13/2020 View by: Suggested Order

1/13/2020 ✓ **Conservation Planner Recertification Due** Completed on 1/13/2017
Effective Date: 12/31/2016
Assignment Date: 1/13/2017
Retraining Assignments: 1,095 Days - Event

5. When you get closer to that 3-year deadline, the recertification item will show back up on your to-do list with a due date:

This is what would show up if the employee completed their certification on 1/20/2014. The recertification is due on 1/19/2017.

Due within a week

1/19/2017 **Conservation Planner Recertification Due**

6. Meet with your supervisor at this time, and go over all of the recertification work you have accomplished within the last three years. Your completions with comments and supporting documentation should be available for you in AgLearn to reference.

-
7. When your supervisor certifies that you have met the requirements, your supervisor will mark you complete for the “Conservation Planner Recertification Due” item in AgLearn (item ID: NRCS-NHQ-CPR-000019), and that will reset the due date on your to-do list. This will continue every three years.

This would be the due date if the employee completed their certification or recertification on 1/12/2017. The next due date would be 1/13/2020.

1/13/2020  [Conservation Planner Recertification Due](#)

-
8. If you complete the next level of conservation planner certification prior to the next due date of your recertification item, your supervisor will mark the last item in that curriculum complete for you, certifying that you have successfully completed all of your training for that level of conservation planning. This will reset the due date of your recertification item for three years from the completion of that certification curriculum.
-

Adding the NCPP Curricula to a Field Employee's AgLearn Account

Supervisors need to know how to do this in case they need to assign a conservation planner curriculum to a subordinate's account in AgLearn.

1. On your AgLearn home page, click on *My Employees* located near the top left of your screen.

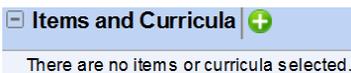


2. On the left side, hover your mouse cursor over your employee's name. With your employee selected, click on *Assign Learning*.

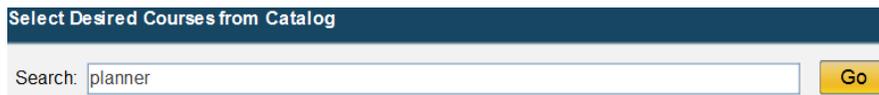
Note: You can also use the *Assign/Remove Learning* located on the right, under *Supervisor Links*.



3. Click on *Assign Learning*. A popup window will appear. Click on the **+** next to *Items and Curricula*. Note: You can assign the same curriculum to more than one employee by clicking the **+** next to *Employees*. (Once you check off all employees you wish to assign the curriculum to, click *Add*.)



4. In the *Search* field, type *planner*, then click on *Go*.



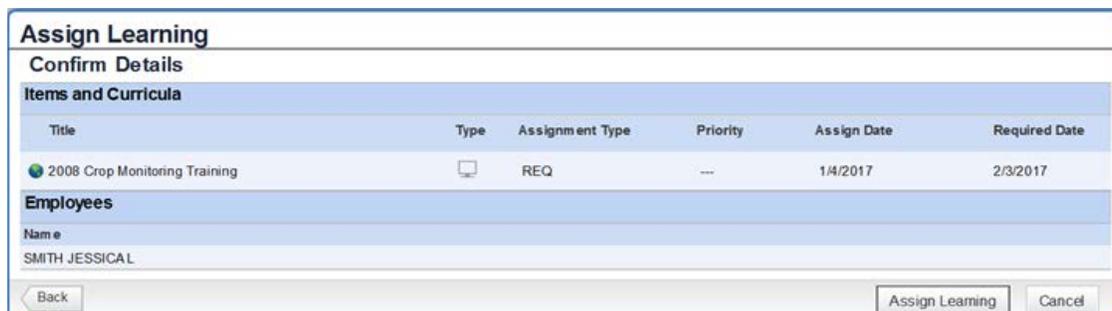
5. Hover your mouse over each curriculum that you wish to assign and click on *Select*. This will change it to *Selected*.



6. Once you have selected the curriculum or curricula, click on the **X** to close the window. The curriculum or curricula that you selected will appear in the next window. Set the *Assignment Type* to *Required*. Click *Continue*. If Assignment Type cannot be selected, just click *Continue*.



7. Review for accuracy. If needed, click *Back* to update information. Click on *Assign Learning* to finish assigning the curriculum.



- You should receive the following message, and the curriculum should now show up in the curricula pod of your employee(s)'s AgLearn account.

Assign Learning
Successfully Assigned

The items/curricula have been successfully added to the specified employees. If curricula were already assigned, they will not be re-assigned

Marking Completions for the Supervisor Certification for Conservation Planner Role Items
Supervisors will be responsible for validating and marking completions for the following AgLearn items:

- Supervisor Certification for Apprentice Conservation Planner Role (NRCS-NHQ-000025)
- Supervisor Certification for Certified Conservation Planner Role (NRCS-NHQ-000023)
- Supervisor Certification for Master Conservation Planner Role (NRCS-NHQ-000026)
- Supervisor Certification for Technical Specialist Planner Designation (NRCS-NHQ-000032)

The purpose of these items is to serve as a marker/record that a conservation planner has completed a curriculum and that the supervisor has reviewed the conservationist's progress in the program with the planner and verified that all items have been successfully completed.

Note: Supervisors can consult the local training officer if assistance is needed marking these items complete in AgLearn. Also, contact your training officer to resolve any issues/inaccuracies with a planner's training history. It is also recommended that planners retain any documents that verify training completions. Communicate this to your planners.

- On your AgLearn home page, click on *My Employees* located near the top left of your screen.



- On the left side, hover your mouse cursor over your employee's name. With your employee selected, click on *Record Learning*.

Note: You can also use the *Record Learning* located on the right, under *Supervisor Links*.



- Select *Item based event* as you will be marking an AgLearn item complete for your employee. A popup window will appear. Do not select External Event.



- Click on the + next to *Item*. Note: Multiple employees can be marked complete by clicking the + next to *Employees*.



- In the *Search* field, type *supervisor certification*, then click on *Go*.

Select Desired Courses from Catalog

Search: supervisor certification

Go

6. Hover your mouse over the item that you wish to mark complete and click on *Select*. This will change it to *Selected*.

Select → *Selected*

7. Once you have selected the item, click on the  to close the window. The item that you selected will appear in the next window. Under the *Completion Status* select the *Cert Complete - For Credit* option and please add comments. Ignore the other fields. Click *Continue*.

* Completion Status

Cert Complete (Cert Complete) - For Credit

Cert Incomplete (Cert Incomplete) - Not For Credit

Comments

Comments for JESSICA L SMITH

Verified apprentice-level training. Field employee completed the following:
12 hours :Planning Criteria Training (OJT)

8. Review for accuracy. If needed, click *Back* to update information. Click on *Record Learning* to finish assigning the item. Instructor and irrelevant hours do not need to be filled out.

Record Learning

Confirm Learning Details

Item: Certification NRCS-NHQ-000025 Rev 12/23/2016 12:15 PM America/New York

Completion Date: 1/4/2017

Completion Time: 04:30 PM America/New York

Instructor:

Total Hours:

Contact Hours:

Credit Hours:

CPE

Employees

Name	Grade	Completion Status	Comments	Costs	Amount
JESSICA L SMITH		Cert Complete	Verified apprentice-level training. Field employee completed the following: 12 hours :Planning Criteria Training (OJT) 15 hours :Assessment Tools Training Specific to the Employee's Location		

Back

Record Learning

Cancel

9. You will get a popup window confirming that the learning was recorded successfully and the option to upload supporting documents by clicking on  [File Attachments \(0\)](#).

File Attachments

File Attachment:

File Description:

Upload

Marking Completions for State-Specific/Required Training, Deliverables, & Location-based Assessment Tools

Each state and territory has an item assigned to it in AgLearn. This is for the purpose of tracking completion of State-specific and required training plus any deliverables and assessment tools training specific to a location, determined by the State Conservationist and concurred by the Conservation Planning and Technical Assistance Division (CPTAD) Director.

Note: These items are meant to complement the NCPP curricula. As such, they are not built into the curricula, but are to be completed in conjunction with them.

The Training Officer will be responsible for marking these items complete for users in AgLearn and adding comments to the item on the type of training accomplished as well as the dates, location, and any other relevant details. Supervisors will also be able to mark these items complete, but the responsibility ultimately falls on the Training Officer. Supervisors should coordinate with the Training Officer to ensure these items are marked completed for users and applicable comments are annotated.

This training can be accomplished through on-the-job, state, or national course training. The item titles as well as the item IDs are in the chart below. Using the AgLearn catalog, field employees can search for their State-specific training by searching for their State's Item ID (see chart below) or *Specific/Required Training, Deliverables, & Location-based Assessment Tools*. Field Employees should see their supervisor and/or Training Officer for details.

Note: Not every State may decide to have State-specific requirements, and may instead implement the national policy without a State supplement.

Item Titles: (<i>insert state name here</i>) Specific/Required Training, Deliverables, & Location-based Assessment Tools					
Item IDs: <i>See Below for Each State ID</i>					
Alabama	NRCS-AL-500000	Louisiana	NRCS-LA-500000	Ohio	NRCS-OH-500000
Alaska	NRCS-AK-500000	Maine	NRCS-ME-500000	Oklahoma	NRCS-OK-500000
Arizona	NRCS-AZ-500000	Maryland	NRCS-MD-500000	Oregon	NRCS-OR-500000
Arkansas	NRCS-AR-500000	Massachusetts	NRCS-MA-500000	Pennsylvania	NRCS-PA-500000
California	NRCS-CA-500000	Michigan	NRCS-MI-500000	Puerto Rico	NRCS-PR-500000
Colorado	NRCS-CO-500000	Minnesota	NRCS-MN-500000	Rhode Island	NRCS-RI-500000
Connecticut	NRCS-CT-500000	Mississippi	NRCS-MS-500000	South Carolina	NRCS-SC-500000
Delaware	NRCS-DE-500000	Missouri	NRCS-MO-500000	South Dakota	NRCS-SD-500000
Florida	NRCS-FL-500000	Montana	NRCS-MT-500000	Tennessee	NRCS-TN-500000
Georgia	NRCS-GA-500000	Nebraska	NRCS-NE-500000	Texas	NRCS-TX-500000
Hawaii	NRCS-HI-500000	Nevada	NRCS-NV-500000	Utah	NRCS-UT-500000
Idaho	NRCS-ID-500000	New Hampshire	NRCS-NH-500000	Vermont	NRCS-VT-500000
Illinois	NRCS-IL-500000	New Jersey	NRCS-NJ-500000	Virginia	NRCS-VA-500000
Indiana	NRCS-IN-500000	New Mexico	NRCS-NM-500000	Washington	NRCS-WA-500000
Iowa	NRCS-IA-500000	New York	NRCS-NY-500000	West Virginia	NRCS-WV-500000
Kansas	NRCS-KS-500000	North Carolina	NRCS-NC-500000	Wisconsin	NRCS-WI-500000
Kentucky	NRCS-KY-500000	North Dakota	NRCS-ND-500000	Wyoming	NRCS-WY-500000

1. On your AgLearn home page, click on *My Employees* located near the top left of your screen.



- On the left side, hover your mouse cursor over your employee's name. With your employee selected, click on *Record Learning*. Note: You can also use the *Record Learning* located on the right, under *Supervisor Links*.



- Select *Item based event* as you will be marking an AgLearn item complete for your employee. A popup window will appear. Do not select *External Event*.



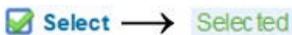
- Click on the **+** next to *Item*.
Note: Multiple employees can be marked complete by clicking the **+** next to *Employees*.



- In the *Search* field, type *Specific/Required Training*, then click on *Go*.



- Hover your mouse over the item (i.e., *Texas Specific/Required Training, Deliverables, & Location-based Assessment Tools*) that you wish to mark complete and click on *Select*. This will change it to *Selected*.



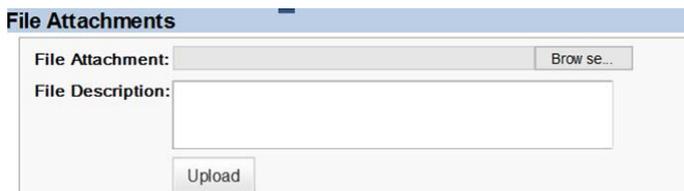
- Once you have selected the item, click on the **X** to close the window. The item that you selected will appear in the next window. Fill out all applicable information about the training. Select the *Completion Status* and please add comments. Click *Continue*.



- The *Confirm Learning Details* window will appear. Review it for accuracy. If needed, click *Back* to update information. Click on *Record Learning* to finish assigning the item.

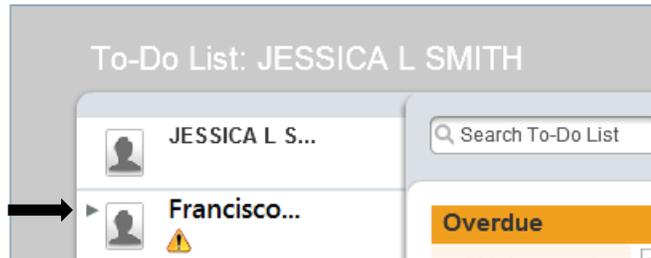
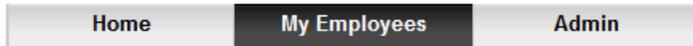


- You will get a popup window confirming that the learning was recorded successfully and the option to upload supporting documents by clicking on [File Attachments \(0\)](#).



Checking a Planner's Progress on the CP Curricula

1. To view the certified planner curriculum status for a direct report, click on your *My Employees* tab in AgLearn, and click on the direct report (your subordinate) from the list on the left side of your screen.



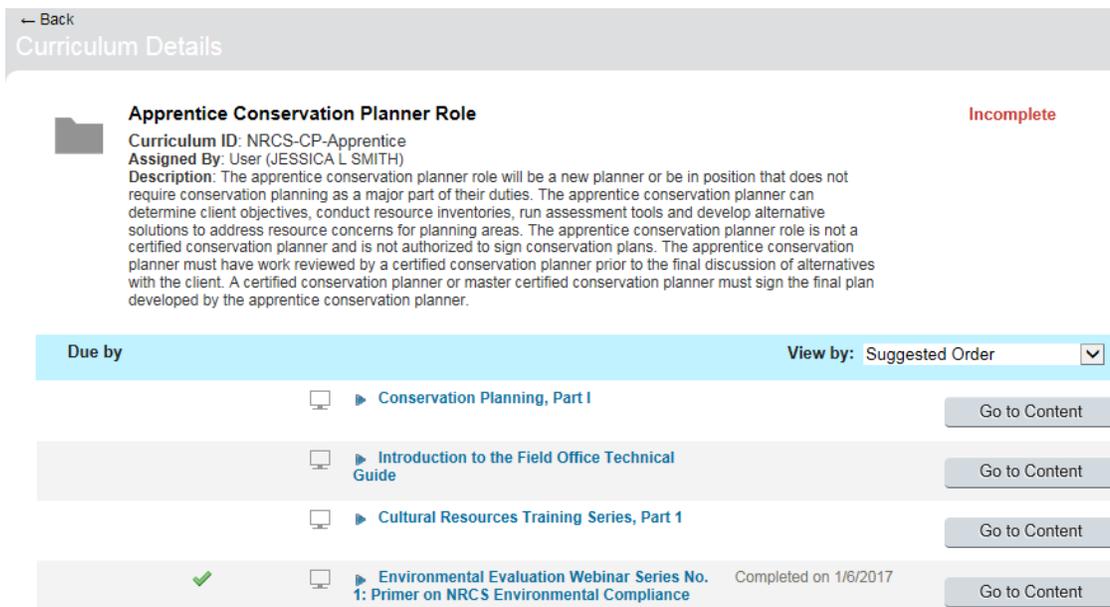
2. Click on *Curricula* on the right side of your screen.



3. Scroll through the list of curricula to find the correct CP curriculum.



4. Click on the curriculum title to view the progress. Clicking on the arrow next to the item will display additional details.



To view the Working Effectively pool under the certified planner curriculum, click the arrow to view the course options.

Title	Type	Date Completed	Hours Completed	Action
Working Effectively With Alaskan Natives	[Person Icon]			Add to To-Do List Request Schedule
Working Effectively With American Indians	[Person Icon]			Add to To-Do List Register Now

Running a Report on Field Employees to Check Their Conservation Planner Curriculum Progress

The focus of this guide is running reports on the progress that your Field Employee has made on conservation planner curricula and their items. This is an alternate method for reviewing progress to the one above.

1. On your AgLearn home page, click on *My Employees* located near the top left of your screen.



2. On the left side, hover your mouse cursor over your employee's name. With your employee selected, click on *Reports*. Note: If you want to run the report on all of your direct subordinates, you can also use *Reports* located on the right, under *Supervisor Links*.



3. On the Reports screen, click the + next to *Curriculum Status* to expand the dropdown tree. Click on *User Curriculum Status Group By All Details* to setup the parameters for running a detailed report that will show an employee's progress on curricula and their items.

Reports

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name

- + Competency Assessment Comparison
 - Competency Assessment Trend
- + Completed Work
- Curriculum Status
 - User Curriculum Status (CSV)
 - User Curriculum Status Group By All Details

- Set the *Report Destination* to *Browser*. The *Report Format* can be set as *PDF* to save the report (It's recommended to check *Mask User IDs* (considered sensitive information)) or set it as *HTML* if you want to quickly view a Field Employee's progress. Mark the *Status* radial button *Both* and mark the checkboxes for *Include Subcurricula*, and *Include Item Details*. The other checkboxes are optional. Click on *Run Report*.

Mask User IDs
 Page Break Between Records
 Status: Completed Not Completed Both
 Include Subcurricula
 Include Item Details

- Once the report has been generated, you will be able to see all of the curricula, subcurricula, and item statuses for your Field Employee.
 The Working Effectively courses under the Certified Planner curriculum will show up as a requirement. That requirement will show complete when one of those courses has been taken and marked complete in AgLearn. The report will not list all the courses, just the requirement.

aglearn+ adding to your knowledge

User Curriculum Status Group By All Details

User				
User :	*****	User Name :	SMITH, JESSICA L	
Curricula				
Curriculum	Completed	Assignment Date	Days Remaining	
NRCS-ADMIN-2015 (NRCS Admin Training Pre-Requisites)	Yes	2/13/2015		
Items				
Item ID	Title	Completion Date	Completion Status	Required Date
Web Based AgLearn6.4-AssignmentManager (Rev 1 - 11/5/2013 03:19 PM AgLearn+ Assignment Manager (6.4) America/New York)		2/27/2015	Web Based Complete (Web Based Complete)	
Web Based AgLearn6.4-BasicAdmin (Rev 1 - 8/2/2012 01:28 PM America/New York)	AgLearn+ Basic Administrator (6.4)	2/27/2015	Web Based Complete (Web Based Complete)	

Checking Status & Completions on CP Recertification (Continuing Education) Items

The Conservation Planning Policy requires planners to recertify every three years. See the policy for details. In order to complete a recertification, planners must complete 40 contact hours of continuing education within the three year recertification period. To track these contact hours, items have been built in AgLearn. See the Continuing Education Contact Hours Tracking Chart for the list of items available in AgLearn.

- To view how many hours a direct report has completed towards the recertification, click on your *My Employees* tab in AgLearn, and click on the direct report (your subordinate) from the list on the left side of your screen.



- Click on *Completed Work* on the right side of your screen.

Status: JESSICA L SMITH

Curricula



- Overdue (2)
- Due in 30 days (0)
- Due Later (1)

Completed Work ←



3 items completed in the last 30 days.

3. Type *CP Recertification* in the *Title* block to view all recertification items that have been completed by that employee.

Type	Title	Status	Completion Date *
All	CP Recertification	All	1
Learning	 CP Recertification: Published peer reviewed paper or arti	Doc Read	1/6/2017 04:31 PM

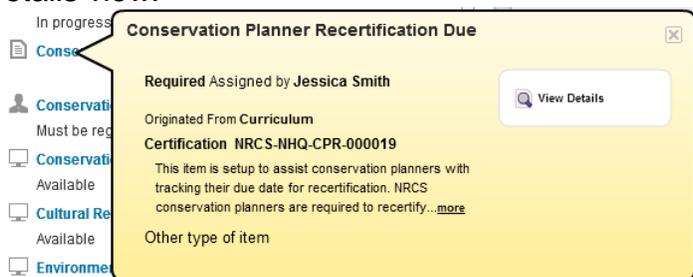
Recertification Tracking in AgLearn

The policy states that a conservation planner must complete a minimum of 40 contact hours of continuing education during the 3-year cycle that are related to conservation planning, conservation practices, or new conservation technology. These contact hours may be obtained anytime during the applicable designation period. In order to assist conservation planners with keeping up with these ongoing 3-year deadlines, a recertification item has been created in AgLearn.

1. When an employee initially begins training towards certification as a conservation planner, the employee will see this item on their AgLearn To-Do List, but there will be no due date associated with it. Supervisors can view this item on their direct report's To-Do List by clicking on the employee's name under the *My Employees* tab in AgLearn.

Conservation Planner Recertification Due

Details view:



In progress

Conservation Planner Recertification Due

Required Assigned by Jessica Smith

Originated From Curriculum

Certification NRCs-NHQ-CPR-000019

This item is setup to assist conservation planners with tracking their due date for recertification. NRCs conservation planners are required to recertify...[more](#)

Other type of item

[View Details](#)

2. Once the employee completes any one of the four conservation planner curricula, the supervisor will mark the last item in the curriculum complete, certifying that the employee has successfully completed all training for that level of conservation planning. When the supervisor marks that last item complete in AgLearn the "Conservation Planner Recertification Due" item will automatically come off of the employee's To-Do List.
3. Supervisors, however, will still be able to see the next due date for an employee if the supervisor clicks on the employee's name and then *Curricula* under the *My Employees* tab in AgLearn.



The curriculum is showing that the next due date is 1/13/2020.

Conservation Planner Retrain Curriculum	✓	N/A	1/13/2020	1/13/2020	Admin (Jessica Smith)
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4. If the supervisor clicks on *Conservation Planner Retrain Curriculum*, additional details will be displayed.

Curriculum Details

Conservation Planner Retrain Curriculum

Complete 

Curriculum ID: NRCS-CPRcertTracking

Assigned By: Admin (Jessica Smith)

Description: This curriculum is setup to help NRCS Conservation Planners track due dates for recertification. Conservation Planners must recertify every 3 years. In order to recertify, planners must have completed 40 contact hours of training within those three years. Planners should see their supervisor for more information.

Due by

View by: Suggested Order 

1/13/2020   

Conservation Planner Recertification Due

Completed on 1/13/2017

Effective Date: 12/31/2016

Assignment Date: 1/13/2017

Retraining Assignments: 1,095 Days - Event

- When the employee gets closer to that 3-year deadline, the recertification item will show back up on the employee's To-Do List with a due date. The supervisor can see the next due date for an employee if the supervisor clicks on the employee's name and views the To-Do List under the *My Employees* tab in AgLearn

This is what would show up if the employee had completed their certification on 1/20/2014. The recertification is due on 1/19/2017.

Due within a week

1/19/2017  Conservation Planner Recertification Due

- Planners are asked to meet with their supervisor at this time, and go over all of the recertification work the employee has accomplished within the last three years. Training completions with comments and supporting documentation should be available in AgLearn to reference.
- When a supervisor certifies that an employee has met the requirements, the supervisor will mark the employee complete for the "Conservation Planner Recertification Due" item in AgLearn (item ID: NRCS-NHQ-CPR-000019), and that will reset the due date on the employee's To-Do List. This will continue every three years.

This would be the due date if the employee completed their certification or recertification on 1/12/2017. The next due date would be 1/13/2020.

1/13/2020  Conservation Planner Recertification Due

- To mark the employee complete for the *Conservation Planner Recertification Due* item, click on *My Employees* located near the top left of your AgLearn home screen.

Home

My Employees

Admin

- On the left side, hover your mouse cursor over your employee's name. With your employee selected, click on *Record Learning*.
Note: You can also use the *Record Learning* located on the right, under *Supervisor Links*.



The screenshot shows a user interface for selecting an employee. On the left, a user profile for 'JESSICA L S...' is visible. A tooltip for 'JESSICA L SMITH' is open, showing a 'To-Do List Overdu...' notification and two buttons: 'Record Learning' and 'Assign Learning'. An arrow points from the 'Record Learning' button in the tooltip to the 'Record Learning' button in the 'Supervisor Links' menu on the right. The 'Supervisor Links' menu also includes 'Assign/Remove Learning' and 'Record Learning'. The word 'OR' is placed between the two 'Record Learning' buttons.

- Select *Item based event* as you will be marking an AgLearn item complete for your employee. A popup window will appear. Do not select *External Event*.



Item based event

Record learning for items entered into the system.



External Event

Record learning for items that are not entered into the system.

11. Click on the **+** next to *Item*.

Note: Multiple employees can be marked complete by clicking the **+** next to *Employees*.



12. In the *Search* field, type *Recertification*, then click on *Go*.

13. Hover your mouse over the *Conservation Planner Recertification Due* item and click on *Select*. This will change it to *Selected*.



14. Once you have selected the item, click on the **✕** to close the window. The item that you selected will appear in the next window. Fill out all applicable information about the training. Select the *Completion Status* and add comments. Click *Continue*.



15. The *Confirm Learning Details* window will appear. Review it for accuracy. If needed, click *Back* to update information. Click on *Record Learning* to finish assigning the item.



16. You will get a popup window confirming that the learning was recorded successfully and the option to upload supporting documents by clicking on [File Attachments \(0\)](#).



17. If an employee completes the next level of conservation planner certification prior to the next due date of their recertification/retrain item, the supervisor will mark the last item in that curriculum complete for the employee, certifying that the employee has successfully completed all training for that level of conservation planning. This will reset the due date of the employee's recertification item for three years from the completion of that certification curriculum.