

# TSP Recertification Guidelines for Rhode Island

A TSP will receive email and/or mail notification that their certification will expire within 2 months. At that time the TSP will need to determine if the national category criteria for certification has been modified within the last three years. In addition, the TSP should check with the Rhode Island TSP Coordinator for any changes in Rhode Island TSP policy.

In some cases, the modification may appear slight, such as the change in the Nutrient Management – Organic and Inorganic category. In 2006 a change was made in that category to require that the TSP complete the NRCS course Nutrient and Pest Management Considerations-Modules 1-7. Previously, the criteria called for completion of Modules 1-6. On the surface this would appear to be a minor change, but in reality, Modules 1-6 is available online and Module 7 is a NRCS classroom course. The TSP will need to plan ahead to be able to schedule and complete the course prior to expiration of their certification.

In most cases, your resident state coordinator has the responsibility for coordinating the recertification process. If you live in one State, but are not certified in that State, designating responsibility is done alphabetically by State name. For instance, if you live in Rhode Island, but are certifying in Nebraska and Colorado, Colorado would have responsibility for coordinating your recertification process.

## Rhode Island TSP Coordinator

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## Recertification Checklist

- \_\_\_\_\_ Received NRCS email notifying TSP of the need to recertify within 2 month
- \_\_\_\_\_ Logged in to my TSP Profile and indicated that I intend to recertify. *This prevents profile information from being erased should there be an unavoidable delay in recertifying. You will not automatically be removed from the TSP register on your expiration date.*
- \_\_\_\_\_ Verified national criteria requirements in the **Technical Service Categories and Criteria Options for Certification**. *This document is available online on TechReg at <http://techreg.usda.gov/>*
- \_\_\_\_\_ Verified Rhode Island criteria requirements using the checklists available on the Rhode Island Technical Service Provider website. *This site can be accessed at <http://www.ri.nrcs.usda.gov/technical/TechnicalServiceProvider.html>*
- \_\_\_\_\_ Verified Rhode Island criteria requirements with the Rhode Island TSP Coordinator. *The phone number for the Rhode Island TSP Coordinator is available on the RI TSP website at <http://www.ri.nrcs.usda.gov/technical/TechnicalServiceProvider.html> or through TechReg website at <https://techreg.usda.gov/RptStateContact4Admin.asp>*
- \_\_\_\_\_ Completed additional requirements, if needed, to meet new National criteria guidelines for certification.

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## Recertification Checklist (continued)

- \_\_\_\_\_ Completed additional requirements, if needed, to meet new Rhode Island criteria guidelines for certification.
- \_\_\_\_\_ Updated my TSP Profile to reflect any organizational certification, such as becoming a CCA, training, workshops and work experience that has been acquired since my initial certification.
- \_\_\_\_\_ Clicked on the “Submit” button. *This is found at the bottom of Page 2 of the Profile.*
- \_\_\_\_\_ Contacted by the Rhode Island TSP Coordinator for a phone interview. *Coordinator will discuss any deficiencies in your application and provide assistance in remedying the deficiencies.*
- \_\_\_\_\_ Corrected any deficiencies in my application and resubmitted the application.
- \_\_\_\_\_ Received email notifying me that my certification has been approved for another 3 years.

**NOTE:** For those with multi-state certification, it is important to note that each some States have specific State law or policy requirements that must be met prior to certification. If you are deficient in any category, for any State, the certifying Coordinator will not be able to recertify your application. For that reason, it is always a good idea to check with the Coordinator for each State in which you are re-certifying. In some cases, it may be more expedient to temporarily remove a State from your profile, and then add it back when you have completed the State specific requirements.

### **Locating Policy Online:**

CNMP Policy and educational requirements: <http://policy.nrcs.usda.gov/> (CNMP Policy is found in the General Manual Section 180, Part 409.10)

Electronic Directives: <http://policy.nrcs.usda.gov/> (NRCS General Manual, handbooks, directives, bulletins, technical notes and user guides are found on this site.

Rhode Island TSP Information: <http://www.ri.nrcs.usda.gov/technical/TechnicalServiceProvider.html>

National TSP Handbook: [http://policy.nrcs.usda.gov/media/pdf/NB\\_450\\_5\\_2\\_c.pdf](http://policy.nrcs.usda.gov/media/pdf/NB_450_5_2_c.pdf)