



Technical Training and Certification Program

April 4, 2018

Tech Training IDP Question and Answer

1. On the *Priority* tab, are the priorities meant to be listed in order of priority, or just a list of all that are a priority?

Answer: The conservation practices you select do not need to be in order of priority.

2. The new ESJAA will be classified I-V instead of A, B, C. Will this change be available in the current IDP?

Answer: This version of the IDP contains only A, B, and C for the ESJAA practices. By the time the IDP data is submitted NRCS will not have made the official switch to I-V for ESJAA. Next year when the next version of the IDP is rolled out, the ESJAA will be updated to I-V.

3. How do you determine if a training is basic or advanced?

Answer: Refer to the Skills Matrix tab to view which trainings are considered basic and which are considered advanced. In general, 'advanced' applies to trainings geared towards individuals that already have some JAA or credentials, but are looking to take on more complex projects.

4. Do we complete the IDP for each employee considering long-term needs or should we re-think annually based on their progress?

Answer: Both, you want to look at long term needs and where the employee wants to be in the future. It is recommended to revisit the IDP annually and monitor the progress employees have made in achieving the development goals.

5. Does this replace the IDP in AgLearn?

Answer: No it does not. This IDP is technical in nature and was created to assist in the development of core technical skillsets. While the AgLearn can be used to do that, AgLearn contains other functions and is still a requirement for NRCS staff to complete.

6. What would be an example of on the job training (OJT)?

Answer: On the job training (OJT) could be anything from going out with a partner or someone with experience and JAA, or other credentials, to gain experience in specific skill or conservation

practice. Examples include assisting with surveying, laying out contour strips, conducting soil investigations or assessments.

7. How does the IDP relate to the courses and requirements you need to add to AgLearn for the Conservation Planner certification?

Answer: The curricula added to AgLearn for the Certified Conservation Planner certification is required to obtain the certification. It is the method that NRCS has to use to designate conservation planners at this time. AgLearn is the official tool for documenting CEUs and tracking needs for the NEDC courses required for the certification.

8. Is it correct to say that each organization would have one spreadsheet and add enough employee tabs to cover all technical staff?

Answer: Yes, each organization should complete one spreadsheet and simply add employee IDP tabs to meet the need for your organization.

9. Who keeps the master list – the SWCD manager or NRCS DC?

Answer: Both organizations should keep a copy.

10. Where does the IDP get sent?

Answer: The entire excel document will not be submitted. Only the Organization Priorities are submitted. Enter your organizational priorities via the Survey Monkey form created for the IDP. See the User Guide or the *Organization Priority* tab for a link to the Survey Monkey submission page.

11. Is there a recommendation for addressing skills that may have atrophied over time? For example you had JAA for a practice but it was not used for many years?

Answer: Be honest with yourself when entering the JAA or credentials you currently have. Just because you have/had/ or think you still have JAA it doesn't mean you have maintained those skillsets. Be honest with yourself and your supervisor in identifying areas where you need additional training to maintain your skills.

12. Should there be one spreadsheet completed per office (for co-located counties) or separate SWCD and NRCS versions?

Answer: The User Guide instructs each SWCD and each NRCS field office to complete their own IDP spreadsheet. However there is no reason co-located SWCDs and NRCS field offices cannot create one combined IDP spreadsheet. The one thing to keep in mind is to make sure that the organization priorities tab reflects the needs and priorities of both organizations.

13. Is this for a calendar year or for a fiscal year?

Answer: Calendar year, January through December.

14. Where would Pheasants Forever employees fall? SWCD or NRCS?

Answer: A Pheasants Forever Employee can go into either the SWCD or the NRCS IDP spreadsheet. Choose the organization that makes the most sense for that specific office. The most important consideration is that the PF employee's technical skills and training needs are documented.

15. Will we be able to see what other offices have for skills and capability? For example; one office doesn't have the capability to install one project and wants to look for neighboring offices that have that capability.

Answer: This functionality is not available in this version of the IDP. In 2019 when the IDP database and web-based interface is complete, there will possibly be an ability to run reports and view skillsets and JAA in neighboring offices. Our goal is to work across organizational and geographic boundaries to identify skillsets.

16. Is this mandatory for SWCDs?

Answer: The IDP is not mandatory for SWCDs, however it is highly recommended. The Technical Training IDP process is the way the Technical Training and Certification Program is capturing training needs. If you don't complete the IDP and submit your priority trainings, we don't know what your training needs are.

17. What is the deadline to submit the IDP? What if I cannot make that deadline?

Answer: The deadline to submit the IDP is April 13th. If you absolutely cannot make the April 13th deadline, contact Megan Lennon to discuss a reasonable alternative. We will continue accepting IDPs after April 13th because the training priority information is critical to the TTCP decision making process. Try to complete the IDP as soon as you can.

18. Where can I find more information on the conservation practices listed in the IDP?

Answer: The conservation practices listed in the IDP can be found in one of two places: The [NRCS Field Office Technical Guide](#), section IV and the [Minnesota Stormwater Manual](#).

19. A conservation practice that is a priority in my office doesn't appear on the drop down list. What do I do?

Answer: Some conservation practices are commonly called by a different name than the NRCS practice standard. For example a Two-Stage Ditch or Multi-Stage Ditch falls under the Open Channel (582) practice Standard. Call Megan Lennon to discuss options if a conservation practice you are looking for is not listed.