

TSP RoadMap: Five Easy Steps to Certification

Step 1: Obtain User Id and Password

1. Complete your eGov account application online using the USDA eAuthentication application at: <http://www.eAuth.eGov.USDA.gov>
2. Print out the completed form AD-2016.
3. Either fax a notarized copy of the form or take it to your local Service Center. Please bring driver's license or passport to verify your identity.
4. Service Center personnel will activate your account.



Step 2: Login to TechReg

1. Go to <http://techreg.usda.gov>
2. Enter User ID and password at WebCAAF screen.
3. Begin online application.

Licensing. The information entered on this page is essential to establishing your qualifications for certification.

1. Verify contact information.
2. Identify Associated Companies/Agencies.
3. Identify Education and Training.
4. Itemize Relevant Work Experience.
5. List References
6. Describe familiarity with NRCS Guidelines.

Information from your SCIMS user account

You must select a registration type, individual or business

Read terms and conditions carefully before agreeing

Apply Online

MADALEN HOLTHAUF Application

Business ID: 88430394 Telephone: (787) 462-2083
 Address: 855 SHOS CT Phone: (787) 462-2083
 City, State Zip: UPRR, DC 95482-9020 Email: madalen@epc.org

Preferred Contact Method: Email Mail Fax

Yes I'm interested in applying to become a Registered NRCS Technician (I'm applying for)

Myself (an individual) Individual with a Public Agency (an Employee of Public Agency)

Terms and Conditions

I. Certification Terms.

A. USDA Standards and Specifications. I am familiar with and agree to meet all applicable USDA standards, specifications, and program requirements as set forth in USDA guides, handbooks, and manuals for the technical services I provide.

B. Compliance with Applicable Laws and Regulations. I agree to comply with all applicable Federal, State, Tribal and local laws and requirements for the technical services I provide, including but not limited to, 2 CFR part 92. I further agree that I must be familiar with any unique criteria required of the county level for particular conservation practices or technical services before providing technical services in a particular county. I acknowledge that I must be aware of these local criteria and agree to familiarize myself with any such criteria by contacting the appropriate NRCS State official before providing technical services.

C. Warranty of Work Quality. I agree to warrant in writing on each plan or other technical service document submitted to USDA or the program participant that the technical services provided: (1) comply with all applicable Federal, State, Tribal, and local laws and requirements; (2) meet applicable USDA standards, specifications, and program requirements; (3) are consistent with and meet the particular conservation program goals and objectives for which the program agreement or contract was entered into for the program participant or USDA, respectively; and (4) incorporate, where appropriate, low-cost alternatives that address the resource issues.

II. Additional Terms Applicable to Private Sector Entity or Public Agency.

In addition to the terms set forth above, (insert name of private sector entity / public agency) agrees to the following terms:

A. Certified Individual. (Insert name of private sector entity / public agency) will have, at all times, an individual who is a certified technical service provider authorized to act on its behalf.

B. Changes to List of Certified Individuals. (Insert name of private sector entity / public agency) will provide to NRCS a list of certified individuals who are authorized to act on its behalf and will provide to NRCS an amended list whenever there is a change in the identity of the individuals working under its auspices.

C. Liability for Individuals Performing Work under Auspices. (Insert name of private sector entity / public agency) assumes all liability for the work performed by an individual working under its auspices.

I have reviewed the above terms and conditions and understand I must agree to the terms and conditions to become certified.

Step 3. Complete Profile Part I

Part I of the TSP Profile requests information on Education, Training, Experience, and

Profile Part 1 (Background)

Instructions: Please fill out all relevant sections of the profile, both page 1 and page 2 in order to become a certified TSP. [More Help](#)

A—Contact Information [Update Contact Info](#) [Update TSP Info](#)

The following information is associated with your TSP account:

Home:	MADALEN HOLTHAUF	Telephone:	(787) 462-2083
TSP Number:	TSP4032096	Telephone:	(787) 462-2083
Address:	855 SHOS CT	Email:	madalen@epc.org
City, State Zip:	UPRR, DC 95482-9020		
Preferred Contact Method:	Email		
Language Spoken:	EN		
TSP Type:	Myself (an individual)		

B—Associated Companies/Agencies [Update Associated Firms](#)

Instructions: Use this section only if you are the official representative of the business or agency. Official representatives are not required to be certified TSPs. Creation of a business or public agency will require that at least one certified individual be associated. [More Help](#)

C—Relevant Accreditation/Licenses [Add Certification/License](#)

Instructions: Enter the license or certification that are required to satisfy the criteria for certification in the categories of service you wish to provide. [More Help](#)

D—Education and Training [Add New Education](#)

Instructions: Enter the bachelor's or graduate degree, NRCS training, or other training required to satisfy criteria for certification. [More Help](#)

E—Relevant Work Experience [Add New Experience](#)

Instructions: Enter information regarding your work experience as it relates to providing technical services. [More Help](#)

F—Professional References [Add New Reference](#)

Instructions: Provide at least two non-USDA references that can verify your experience and qualifications (such a recommendation). [More Help](#)

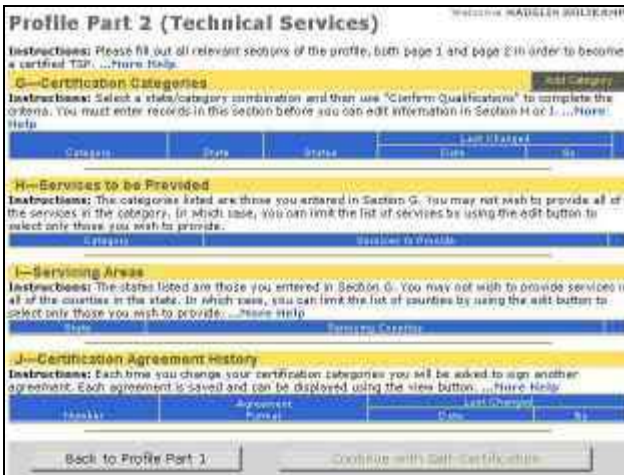
G—Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications [Add NRCS Familiarity](#)

Instructions: Enter a brief description of your familiarity with NRCS Guidelines, Criteria, Standards, and Specifications. [More Help](#)

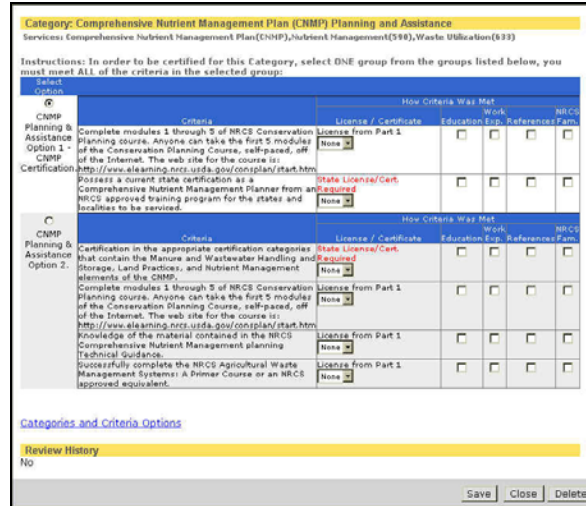
Step 4: Complete Profile Part II

Part II of the TSP Profile matches your qualifications (Part I) with the certification requirements for the services and categories that you are applying for certification to perform.

1. Click Add Category to select service states and categories.
2. Click Confirm Qualifications to match to Profile Part I.
3. Click category row in Section H to add Services to be Provided for that category.
4. In Servicing Area, click State to modify list of counties where services will be performed.



Then, mark items within the option that match your qualifications. **Note:** You only need to match your qualifications to ONE option set. However, some items within option sets are required.



Step 5: Sign Certification Agreement

1. Complete all sections.
2. Sign Certification Agreement.
3. Confirm acceptance of Certification Agreement.

Information linking qualifications in Profile Part I is matched with requirements in Profile Part II through popup screens.

First, state and categories must be selected.

