



## West Virginia Department of Agriculture Nutrient Management Program

### Information and Guidelines Regarding Continuing Education Requirements for Certification Renewals

1. The nutrient management certificate is issued for two years and shall be renewed at the end of the second year upon completion of requirements, (certificates will be issued annually). In addition, to comply with all other requirements, applicants seeking certification renewal need to provide proof of satisfactory completion, within the two year period, of at least twelve hours of continuing education in form of workshops or other training programs, which are approved by the Department.
2. The purpose of continuing education is to review nutrient management concepts and their practical applications. These training sessions shall provide the latest research findings and new technologies related to management of nutrients.
3. West Virginia Department of Agriculture (WVDA) in cooperation with the West Virginia University Extension Service and other organizations and agencies organize continuing education courses or workshops and provides scheduling for certified consultants and the public.
4. The private sector or other agencies and institutions may organize nutrient management related training programs covering specific needs of their staffs and other interested individuals. Such training programs may be recognized as meeting the continuing education requirement and be approved by the Department if the following conditions are met:
  - a. The training program content is directly related to the nutrient management knowledge and related skill areas.
  - b. The following information about a training course, workshop or seminar shall be mailed to WVDA, Nutrient Management Program for review and approval. (Complete form WVDA NMP5):
    - Training course, workshop or seminar title and organizer.
    - Program content agenda (including date, times and location), instructor's names and qualifications
  - c. Proof of attendance and completion of the course must be provided by organizer of the training program. (Complete form WVDA NMP6)
5. Applications for renewal will be received. Please complete and return form WVDA NMP7, 30 days prior to certification expiration.
6. Mail requests to: West Virginia Department of Agricultural, Nutrient Management Program, 1900 Kanawha Boulevard, East, Charleston, WV 25305, Attention: Brenda Mobley.