



West Virginia Department of Agriculture Nutrient Management Program

Information for Certification Applicants

The Nutrient Management Certification Program is a voluntary program available to individuals with the expertise to provide nutrient management technical assistance to the agricultural community.

Nutrient Management Certification Exam Application Requirements

- I. To apply for the certification exam, an applicant shall file form NMP2 with the WV Department of Agriculture at least 30 calendar days **prior to** the announced examination date. (1st Friday of February)
- II. The completed application form shall be mailed to:
 - West Virginia Department of Agriculture
 - Moorefield Ag Complex
 - 60 C Industrial Park Road
 - Moorefield, WV 26836
 - Attention: Jerry Ours
 - Email: jours@wvda.us
- III. Once an application is processed, the applicant will receive an exam registration confirmation. The notice will include the date and location of the certification examination.
- IV. The applicant must also submit proof and have either:
 1. Five years of nutrient management practical experience working with farmers and an unrelated degree or no degree; or
 2. Three years of practical experience and a two year associates degree in an agricultural related field; or
 3. One year of experience and a baccalaureate degree in an agricultural related field (Agriculture or Natural Resources).
- V. Verification of nutrient management experience must be included. Nutrient management experience must be listed as a percentage of the time the individual performs actual work in the field of nutrient management. The following is an example:
 - a. John Q. Consultant – Central Consultants – (Title – Land Use Planner) –4 years.
 1. 20% – Writing nutrient management plans
 2. 20% – Administrative duties
 3. 40% – Land use planning
 4. 20% – Other duties as assigned

TOTAL 100

 1. Summary: 4 years X .20= .80 years
 2. In this case the individual needs another .20 years of experience.
- VI. Current or former employers who supervised the applicant’s nutrient management activities must verify experience. Transcripts indicating college work may be requested when education is used to meet eligibility requirements.
- VII. Upon passing the nutrient management exam, the individual’s credentials will be reviewed for meeting the items IV and V listed above.
 - a. If an individual does not meet the above criteria, the individual will be notified of the area of deficiency and the individual will have a period of three years to meet the education or experience requirements.
 1. If the individual does not meet the requirements within the three year period, the individual will be required to retake the exam.
 - b. Upon passing credential review, the individual will be issued a WV Nutrient Management Consultant Certificate.