

## 610.94 Michigan Quality Assurance Procedure for TSP Certifications

- Review 100 percent of certifications by Michigan residents through TechReg.
- Criteria review:
  - A. Ensure listed qualifications are consistent with criteria (e.g., degree subject):
    - (1) Check location (should be Michigan).
    - (2) Print out TSP profile details from TechReg (need to login) NOT resume – need to keep printout.
    - (3) Use “Quality Assurance Review of TSP Certification” form to check all selected options to ensure that required licenses, education, training, and references are listed in B-F (do not review experience and familiarity with NRCS guidelines, etc. at this time).
    - (4) Note missing or inadequate qualifications under “comments.”
      - Need better definition on “provide locations or customer references.”
  - B. Confirm that the qualification is valid:
    - (1) Certification –
      - (i) Check for current certifications via the Web.
      - (ii) Contact certifying organization via telephone or e-mail?
      - (iii) Request proof of current certification from TSP.
    - (2) Training –
      - (i) Check with National Employee Development Center? (Was the course self-paced, automated test?).
      - (ii) Check list from training organization – Comprehensive Nutrient Management Planning course, Module 7.
      - (iii) Request proof from TSP.
    - (3) Education – request proof from TSP.
    - (4) License –
      - (i) Check for current license via Web.
      - (ii) Contact licensing organization via telephone or e-mail?
      - (iii) Request proof of current license from TSP.
    - (5) Knowledge (Check during certification Q/A?).
    - (6) Experience (Check during certification Q/A?).
    - (7) References (Check during certification Q/A?).
- Contact TSP if any problems –
  - (1) TSP’s qualifications do not match criteria (Send a letter giving 15 days to remove name from category, correct qualifications, or risk being decertified.)
  - (2) TSP’s qualifications match criteria, but have not been able to verify (Send a letter giving 15 days to submit verification of qualifications or risk being decertified.)