

Exercise 1: Introduction to the TSP Website and TechReg



This exercise is designed to increase your awareness of where to find the resources available on the TSP Website and TechReg. You will explore only a few references on this site, but are encouraged to go back to these sites at a later time to identify reference and informational materials not covered in this exercise.

Print out this page and then click on the link to be directed to the [TSP Website](#). It is also recommended that you bookmark this site. It is a website that you will use often during your career as a TSP.

Part A- The following information is located in the middle of the TSP Website:

- What is a Technical Service Provider or TSP?
- What kind of work can a TSP do?
- TechReg, NRCS's online TSP Registry
- Conservation Activity Plans (CAPs)
- Conservation Practice Design, Installation and Checkout
- TSP Resources
- What's New?
- Feedback

Part B- The following information is found in the left-hand sidebar of the webpage

- Technical Assistance
- Payment Rates
- TechReg- TSP Registry
 - Find a TSP
 - Log in
 - About TechReg
 - Become a TSP
 - Complete TSP Renewal
 - Register a Business
- Important Contacts

Part C- The following information is at the top of the TSP Website and contains features and links to other NRCS information:

- Search feature
- Browse By Topic
- Browse by Program
- Browse by Newsroom
- Browse by Contact Us

Part A- The following information is located at the middle of the TSP Website:

1. Locate a USDA Service Center. Many TSPs work in multiple counties. The USDA Service Center Locator will provide you with the phone number and addresses of USDA Service Centers in each State. This site also provides the option to print out a local street map or driving directions.

- a. Click on “USDA Offices” listed under *TSP Resources* in the middle of the TSP Webpage.
- b. Click on your state
- c. Click on your county
- d. Choose a Service Center. Click on link to “Driving Directions.” It is found on the right hand side of the information box.
- e. Close out of the driving directions and use the back button on the browser until returned to the TSP Website Home.

2. Locate your “State TSP Coordinator” listed under *TSP Resources* in the middle of the TSP webpage. This is your TSP contact person should you have questions either before or after you complete certification. Some TSPs certify in multiple states. In most cases the state where you reside determines your State TSP Coordinator.

- a. Click on “State TSP Coordinators”
- b. Locate your State Coordinator
- c. Use the back button on the browser until returned to the TSP Website Home.

3. Locate “Practice Categories and Eligibility Criteria Options” listed under *Conservation Practice Design, Installation and Checkout* in the middle of the TSP Webpage.

- a. Print this document for use in a later Section. It has approximately 18 pages. You will want to use it as a reference as you determine which TSP categories best suit your training, experience and abilities.
- b. Use the back button on the browser until returned to the TSP Website Home.

4. Locate “TSP Eligibility Criteria listed under *Conservation Activity Plan (CAPs)*.

- a. Select a Conservation Activity Plan you are interested in and click on “Eligibility Criteria”.
- b. Print this for use in a later Section. You will want to use it as a reference as you determine if this is a Conservation Activity Plan you are qualified to develop.
- c. Use the back button on the browser until returned to the TSP Website Home.

Part B – These resources are found on the left-hand sidebar of the TSP Website under the title “TechReg-TSP Registry”:

1. Locate “Find a TSP” This is a link to the TSP Registry, TechReg. You can also click on “Find a TSP” in the middle of the webpage under TechReg- NRCS’s online TSP Registry.

You will be listed on this site once you complete certification. You can also locate other TSPs in your area and view their credentials.

- a. Click on “Find a TSP”
- b. Click on your state.
- c. Click on your county or choose “All Counties”
- d. Select a “Category” and “Service” from the drop down menus at the top of the page. Review the list that is generated from your choices. You can click on any of the headings at the top of the list to rearrange the list. For example, if you only are interested in viewing TSPs in a certain zip code, click on zip code in the list heading and the resulting list will be in numerical order based on zip code.
- e. Choose an individual TSP and click on the “Resume” button found at the right hand side of the page. Take a moment to look through the information. This will familiarize you with the information that you will be providing on your TSP profile. Imagine that you are a producer who wants to acquire TSP services. Has the TSP conveyed enough information for the producer to feel confident that the TSP has the knowledge, skills and ability to complete the necessary tasks? Keep this information in mind as you complete your own application.
- f. Click on the “Close” button at the bottom of this page to close out of the resume.
- g. Close TechReg to return to the TSP Website Home Page.

2. Finding Help

Occasionally a TSP needs answers to questions about registration, certification, training requirements, and other topics. Go to the links listed on the left-hand sidebar under “Important Contacts”.

- a. Click “National TSP Team”.
General questions about the TSP Program go to the TSP Team in Washington, D.C. based upon the region in which your State is located.
- b. Click on “TechReg Helpdesk.”
Questions about the TechReg Registry go to the TechReg support desk in Fort Collins, Colorado.
- c. Click on “NRCS AgLearn State Coordinators.”
AgLearn is the NRCS on-line training site that TSPs can use to obtain certain coursework related to TSP certification. Locate your State AgLearn Coordinator. Questions on registering for training in AgLearn should be emailed directly to the NRCS TSP AgLearn Coordinator.

Part C- Other Information about NRCS

1. Find your State NRCS Webpage.

You can find links to additional technical resources, and information on Farm Bill Programs that would be of use to your clients and other resources to help you in your work as a TSP.

- a. Go to “State Offices” located at the top right-hand corner of the webpage and choose your State from the “States & Offices” list. Look at the home page and see what State related activities and information is listed.

- b. Close the State webpage to return to the TSP Website Home.

2. Locate information about the Farm Bill

- a. Look under Programs” tab on the top left-hand side of the page.
- b. Click on “Farm Bill” and view the listings for various Conservation programs under the Farm Bill.
- c. Use the back button on the browser until returned to the TSP Website Home.

We will use some of these links in another exercise later in this training.

Congratulations. You now have the background for referencing basic information on the TSP Website home page and TechReg. Minimize the window and return to these sites as needed.