

THE MARYLAND NUTRIENT MANAGEMENT PROGRAM ANNOUNCES:
“The Nutrient Management Certification Examination”
November 20, 2014 • 9:00 – 11:00 a.m. • Annapolis

THE EXAM

The Nutrient Management Certification Examination will be offered on Thursday, November 20, **2014**, in Annapolis. The test consists of 100 multiple choice questions selected from nine knowledge areas. These include: general nutrient management; basic soil science; agricultural and environmental management; sampling testing, and analysis for nutrient assessment; basic soil fertility; fertilizer management; manure management; biosolids management; incentives and regulations.

WHO SHOULD TAKE THE EXAM

Farmers who are interested in developing state approved nutrient management plans, individuals from the private sector or government agencies who provide recommendations on application of nutrients to agricultural land, professionals who provide technical assistance, or are engaged in development of waste management systems and utilization of organic wastes, and individuals who make nutrient recommendations for lawn-care companies, nurseries and public grounds are also encouraged to take the exam.

DATE/TIME: November 20, 2014/ 9:00 a.m. - 11.00 a.m.

LOCATION

Maryland Department of Agriculture
50 Harry S. Truman Parkway
Annapolis, Maryland 21401

CERTIFICATION FEE

A \$50 non-refundable certification fee* must accompany the completed exam application form.

*Government personnel and *farmers* who previously took the exam are exempt from the exam fee.

HOW TO APPLY

You must apply to sit for the certification exam. Complete the application (**be sure to indicate next to your name which exam site you will attend**). Mail it to the Nutrient Management Program with the exam fee of \$50*; make checks payable to “Maryland Department of Agriculture.” The application form is available at **mda.maryland.gov**. Follow the “nutrient management” and “training” links.

The deadline to submit a completed exam application is November 3, 2014.

DIRECTIONS

From U.S. 50, take Exit 22 (MD Rte. 665) to Riva Road. Turn right on Riva Road and continue for two lights to Harry S. Truman Parkway. Turn right and proceed one-half mile to MDA headquarters’ visitor parking on the right. NOTE: Photo I.D. required to enter the building.



MARYLAND NUTRIENT MANAGEMENT PROGRAM

50 HARRY S TRUMAN PARKWAY, ROOM 201

ANNAPOLIS, MARYLAND 21401

PHONE 410-841-5959 FAX 410-841-5950

INFORMATION FOR AGRICULTURAL NUTRIENT MANAGEMENT CERTIFICATION APPLICANTS

The Nutrient Management Certification is available to individuals with the expertise to provide nutrient management services to the agricultural community.

1. The requirements for certification and program criteria are explained in detail in the "Maryland Nutrient Management Regulations" COMAR 15.20.04 & .08
2. Certification Exam Application Requirements
To apply for the certification exam, an applicant shall file the following with the Department of Agriculture at least 15 days before any announced examination
 - a. An application on a form provided by the Department.
 - b. Except for government employees, the certification fee of \$50 by check or money order, payable to the Maryland Department of Agriculture.
 - c. Proof of meeting one of the following
 - d. A school authenticated college degree in an agriculturally related area, and one year of practical experience acceptable to the Department in nutrient management planning; or
 - e. A combination of education and practical experience related to nutrient management planning and acceptable to the Department.
 - f. Verification of nutrient management experience must be included. A minimum of twelve months experience must be verified by current or former employers who supervised the applicant's nutrient management activities. Transcripts indicating college work may be requested when education is used to meet eligibility requirements.
3. **The completed application shall be mailed no later than November 3, 2014 to:**
Maryland Department of Agriculture
Nutrient Management Program
50 Harry S Truman Pkwy Room 201
Annapolis, MD 21401
4. Certification application must be completely filled out and accompanied by a \$50 application fee, except for government employee or farmer who's retaking the examination. Incomplete application will be returned.
5. Information submitted on the application is used to evaluate eligibility for certification examination. You have a right to inspect, amend or correct this information. State Government Article 10-616(h), Annotated Code of Maryland, with certain exceptions, prohibits the Department from disclosing this information. This information is not routinely shared with state, federal or local government agencies.
6. Once an application is approved, the applicant will receive an exam registration confirmation. The information will include the date and location of the certification examination.

Questions? Call the Maryland Nutrient Management Program at **410-841-5959** or email **nminfo.mda@maryland.gov**



APPLICATION FOR AGRICULTURAL NUTRIENT MANAGEMENT CERTIFICATION

Mail completed 3-page form with payment no later than November 3, 2014, to:

MARYLAND DEPARTMENT OF AGRICULTURE
NUTRIENT MANAGEMENT PROGRAM
50 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MARYLAND 21401
PHONE 410-841-5959 FAX 410-841-5950

For Department Use Only	
Date Appl. Rec'd	_____
Check Number	_____
Date Appl.	_____
Approved	_____
Cert. Number	_____
Exam Date	_____

1. NAME AND HOME ADDRESS

Name _____ Soc. Sec. No. _____
 Last First MI
 Street _____ Home Phone _____
 City State Zip _____ Cell Phone _____
 Email _____

2. EMPLOYMENT AND BUSINESS INFORMATION

A. Current Employment

Agency Firm Name _____ Self Employed
 Federal ID No _____
 Street _____ Starting Date _____
 City State Zip _____ Phone _____
 Nutrient Management License Number (if applicable) _____ County _____
 Position Held _____ Immediate Supervisor _____
 Duties _____

Nature of Work (Check all that apply) Farming Crop Advisory Services
 Sales or Distributions of Nutrients Commercial Fertilizer Sewage Sludge
 Government Agency (Specify) _____

B. PREVIOUS EMPLOYMENT

Name _____ Phone _____
 Address _____
 Employed From _____ To _____ City State Zip Code
 Month /Year Month /Year Position Held _____
 Duties _____

3. EDUCATION

High School Name/City _____ Years Completed _____

Year Graduated _____

College Name/City _____ Years Completed _____

Year Graduated _____

Major Field of Study and Degree _____

(transcript may be requested to verify areas pertinent to nutrient management)

4. ADDITIONAL EXPERIENCE AND TRAINING

Related training or short courses

Title _____ Sponsor _____

Location _____ Duration _____ Date _____

Professional certification, registration, or credentials

Title _____ Date _____

Reference (pertinent to your knowledge/experience)

Name _____

Address _____

Phone No. _____

5. Have you applied for certification in Maryland before? Yes No

6. I hereby apply for nutrient management certification in accordance with the provisions of Agricultural Article 15.20.04 and certify that the above information is true and accurate to the best of my knowledge.

Signature _____ Date _____

FOR OFFICIAL USE ONLY

Approved

Denied

Reviewed By _____ Date _____

Comments _____

VERIFICATION OF NUTRIENT MANAGEMENT EXPERIENCE

The work experience of an applicant for nutrient management certification must be verified by employer(s) as part of the application form.

CURRENT EMPLOYMENT VERIFICATION

I certify that _____ is employed by
Applicant's Name

and performs duties related to providing nutrient management technical services.

Name of Business/Agency

Position Held _____ from _____ to _____
Month / Year Month / Year

Signature

Print Name

Title

Nutrient Management License # (if applicable)

Telephone

Date

**PREVIOUS EMPLOYMENT VERIFICATION
(If additional years of experience are required)**

I certify that _____ was employed by
Applicant's Name

and performed duties related to providing nutrient management technical services.

Name of Business/Agency

Position Held _____ from _____ to _____
Month / Year Month / Year

Signature

Print Name

Title

Nutrient Management License # (if applicable)

Telephone

Date