

THE MARYLAND NUTRIENT MANAGEMENT PROGRAM ANNOUNCES:

“The Nutrient Management Certification Examination”

August 4, 2023 • 9:00 a.m. - 11:00 a.m.

Annapolis | Keedysville | Easton

THE EXAM

The Nutrient Management Certification Examination will be held on **Friday, August 4, 2023**, in Annapolis, Easton, and Keedysville, Maryland. 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. Individuals who make nutrient recommendations for lawn-care companies, nurseries and public grounds are also encouraged to take the exam.

DATE/TIME: Friday, August 4, 2023/9:00 a.m. – 11:00 a.m.

LOCATION

- 1. Maryland Department of Agriculture**
Lower-Level Conference Room
50 Harry S. Truman Parkway
Annapolis, MD21401
- 2. University of Maryland
Western Maryland Research & Education Center**
Upper-Level Conference Room
18330 Keedysville Road
Keedysville, MD 21756
Phone for directions only: 301-432-2767
- 3. Talbot Agriculture & Education Center**
10659 Hiners Lane
Easton, MD 21601
Phone for directions only: 410-822-8007

CERTIFICATION FEE

A \$50 non-refundable certification fee.

*Government personnel are exempt from the exam fee and must provide a copy of the Government Tax-Exempt Certificate.

HOW TO APPLY

You must apply to sit for the certification exam. Complete the application and email the complete application form to nmpceu.mda@maryland.gov and pay the exam fee of \$50 at the door or mail the completed application with a check or money order payable to “Maryland Department of Agriculture.” **CASH WILL NOT BE ACCEPTED.**

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 Tuesday, August 1, 2023.

DIRECTIONS

- 1. Maryland Department of Agriculture**
From Baltimore: I-695 Beltway to Exit 4, I-97 toward Annapolis. Continue for 20 miles, until I-97 merges into U.S. 50 East. Take first 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.

From the Eastern Shore: U.S. 50 West to 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 on the right.
- 2. University of Maryland - Western Maryland Research & Education Center (WMREC)**
From MD-32 W and I-70 W to US-40 ALT W in Frederick County. Take Exit 49 from I-70 W for 62 miles. Continue 18 miles on US-40 ALT W.

From US-50 W, I-495 N and I-270 N to US-40 ALT W. Take Exit 49 from I-70 W and continue 18 miles on US-40 ALT.
- 3. Talbot Agriculture & Education Center**
From US-301 N to US-50 E/Ocean Gateway take US-50 Exit from US-301 N/US-50 E. Continue 14 miles on US-50 E/Ocean Gateway to Hiners Lane.



MARYLAND DEPARTMENT OF AGRICULTURE

NUTRIENT MANAGEMENT PROGRAM

50 HARRY S TRUMAN PARKWAY ROOM 201

ANNAPOLIS, MARYLAND 21401

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

EMAIL nmpceu.mda@maryland.gov

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:
 - i. 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*
 - ii. A combination of education and practical experience related to nutrient management planning and acceptable to the Department.
- d. 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 to:

**Maryland Department of Agriculture
Nutrient Management Program
50 Harry S. Truman Parkway, Room 201
Annapolis, MD 21401**

4. Certification application must be completely filled out and accompanied by a \$50 application fee, except for government employees. *Government employees need to provide a Tax-Exempt Certificate for the organization with the application. Incomplete applications 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 **410-841-5957** or email nmpceu.mda@maryland.gov.



APPLICATION FOR AGRICULTURAL NUTRIENT MANAGEMENT CERTIFICATION

Email or Mail completed application and payment of \$50.00 to the below address no later than August 1, 2023

**MARYLAND DEPARTMENT OF AGRICULTURE
NUTRIENT MANAGEMENT PROGRAM**
50 HARRY S. TRUMAN PARKWAY, ROOM 201
ANNAPOLIS, MARYLAND 21401
PHONE 410-841-5959
EMAIL nmpceu.mda@maryland.gov

Indicate testing location:
 Annapolis, MD
 Easton, MD
 Keedysville, MD

For Department Use Only	
Date Appl. Rec'd	_____
Check Number	_____
Date Appl. Approved	_____
Cert. Number	_____
Exam Date	08/04/2023

1. NAME AND HOME ADDRESS

Name _____ Soc. Sec. NO. (Required) _____
Last First MI
Street _____ Home Phone _____
City State Zip _____ Cell Phone _____
Email _____

2. EMPLOYMENT / BUSINESS INFORMATION

A. Current Employment

Agency Firm Name _____ Self Employed
Federal ID NO: (Required) _____
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)
 Sales or Distributions of Nutrients Farming Crop Advisory Services
 Government Agency (Specify) _____ Commercial Fertilizer Sewage Sludge

B. Previous Employment

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

3. EDUCATION

a. High School/Name/City _____ Years Completed _____

Year Graduated _____

b. 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/TRAINING

a. Related training or short courses

Title _____ Sponsor _____

Location _____ Duration _____ Date _____

b. Professional certification, registration, or credentials

Title _____ Date _____

c. 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 _____

PCA: 56101 OBJ: 5820 CL: 080423

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 duties are related to providing nutrient management technical services.

Name of Business/Agency

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

Print Name

Signature

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 duties are related to providing nutrient management technical services.

Name of Business/Agency

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

Name

Signature

Title

Nutrient Management License # (if applicable)

Telephone

Date