



## THE MARYLAND NUTRIENT MANAGEMENT PROGRAM

### ANNOUNCES:

### **"The Nutrient Management Certification Examination"**

February 9, 2021 • 9:00 a.m. – 11:00 a.m. • Annapolis, Maryland

#### **THE EXAM**

The Nutrient Management Certification Examination will be offered on **Tuesday, February 9, 2021**, in Annapolis, 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, and individuals who make nutrient recommendations for lawn-care companies, nurseries and public grounds are also encouraged to take the exam.

**DATE/TIME: February 9, 2021 / 9:00 a.m. – 11:00**

#### **a.m. LOCATION**

##### **1. Maryland Department of Agriculture**

Lower Level Conference Room  
50 Harry S. Truman Parkway  
Annapolis, MD 21401

#### **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. Email the complete application form to [kendra.keeney@maryland.gov](mailto:kendra.keeney@maryland.gov)  
**Pay the Exam fee of \$50 at the door. Make checks payable to "Maryland Department of Agriculture."**

**The deadline to submit a completed exam application is February 2, 2021.**

#### **DIRECTIONS**

##### **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.

**\*\*\* Due to COVID-19 restrictions this exam may be rescheduled for a later date. All applicants will be notified by email if the exam date needs to change.**



## **MARYLAND NUTRIENT MANAGEMENT PROGRAM**

50 HARRY S TRUMAN PARKWAY, ROOM 201

ANNAPOLIS, MARYLAND 21401

PHONE 410-841-5959

### **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. 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 application will be returned.
4. 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.
5. 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.

If you have any questions, please call the Maryland Nutrient Management Program at 410-841-5959.



## APPLICATION FOR AGRICULTURAL NUTRIENT MANAGEMENT CERTIFICATION

Email completed form to [kendra.keeney@maryland.gov](mailto:kendra.keeney@maryland.gov) no later

February 2, 2021

**MARYLAND DEPARTMENT OF AGRICULTURE**

**NUTRIENT MANAGEMENT PROGRAM**

50 HARRY S. TRUMAN PARKWAY, ROOM 201

ANNAPOLIS, MARYLAND 21401

PHONE 410-841-5959

### 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 / 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)

☐ Sales or Distributions of Nutrients

☐ Farming

☐ Commercial Fertilizer

☐ Crop Advisory Services

☐ Sewage Sludge

☐ Government Agency (Specify) \_\_\_\_\_

#### B. Previous Employment

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip Code  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_  
Month /Year Month /Year  
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 \_\_\_\_\_

### 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