



## West Virginia Department of Agriculture Nutrient Management Program

### Information for Certification Applicants

The Nutrient Management Certification Program is a voluntary program available to individuals with the expertise to provide nutrient management technical assistance to the agricultural community.

#### Nutrient Management Certification Exam Application Requirements

- I. To apply for the certification exam, an applicant shall file the following with the WV Department of Agriculture at least 30 calendar days **prior to** announced examination: (1<sup>st</sup> Friday of February and August of every year)
  - a. An application on a form provided by the Department.
  - b. Proof of meeting one of the following:
    1. A school authenticated 4 year college degree in an agriculturally or natural resource related area, and one year of practical experience acceptable to the Department in nutrient management planning or
    2. A combination of a total of 5 years of education and, or practical experience related to nutrient management planning and acceptable to the Department.
  - c. Verification of nutrient management experience must be included. Current or former employers who supervised the applicant's nutrient management activities must verify experience. Transcripts indicating college work may be requested when education is used to meet eligibility requirements.
- II. The completed application form shall be mailed to:
 

**West Virginia Department of Agriculture**  
**Nutrient Management Program**  
**1900 Kanawha Blvd., East**  
**Charleston, WV 25305**  
**Attention: Brenda Mobley**  
 Email: [nutrient\\_management@ag.state.wv.us](mailto:nutrient_management@ag.state.wv.us)
- III. Once an application is processed, the applicant will receive an exam registration confirmation. The notice will include the date and location of the certification examination. If the applicant fails to meet the education or experience requirements the applicant may take the exam and be awarded a certification upon completion of the education and experience requirements.
- IV. The Department will offer a certification examination for nutrient management consultants twice a year.