

For: State and County Offices

Continuation of Crop Monitoring Training Course

Approved by: Acting Deputy Administrator, Farm Program



1 Overview

A Background

Notice RM-234 instructed all State and County Office personnel assigned crop monitoring duties to complete the 2006 crop monitoring training course online through AgLearn. The completion date for the course was July 15, 2006. Crop monitoring training was discontinued in June 2006, after participants experienced software related problems with the course.

The crop monitoring training course has been updated to correct the software problems. State and County Office personnel assigned to take the crop monitoring course shall complete the online training.

B Purpose

This notice:

- advises training participants of the resumption in the crop monitoring course
- instructs participants of the course schedule and revised course content
- provides revised instructions for printing a certificate of completion.

Disposal Date	Distribution
January 1, 2007	State Offices: State Offices relay to County Offices

Notice RM-235

2 Continuation of Crop Monitoring Course

A Course Participants

All FSA State and County Office personnel assigned to take the crop monitoring training, but were unable to successfully complete the course and print a certificate of completion under the course's first release, **must** retake the training in its entirety.

B Course Schedule and Completion Deadlines

Participants have been divided into 2 groups to alleviate delays in accessing and completing the course. Each group has been assigned a specific timeframe to complete the training. Participants are urged to begin the course as soon as possible to ensure completion within the slotted timeframe. Although participants will **not** be locked out of the course at the end of the assigned timeframe, their slots are needed so that the following group of participants may access the course. Refer to Exhibit 1 for group listings and the beginning and completion dates for each group.

C Accessing the Course and Revised Course Contents

The revised course has been automatically placed in each participant's AgLearn training portfolio. Participants shall review Notice RM-234, subparagraph 2 B for instructions on accessing the course.

The course consists of 16 modules covering different crop monitoring provisions. Each module is now listed separately on the participant's AgLearn "Learning Plan." The 1st screen of each module has an instruction sheet that provides specific instructions for launching and traveling through the modules. Participants shall read the instruction sheet before completing the modules. After participants complete each module, the module will automatically be moved from their "Learning Plan" to their "Learning History."

D Revised Instructions for Printing a Completion Certificate

Participants will **not** be able to print a certificate of completion for the entire course as indicated in Notice RM-234. After participants have completed all 16 modules, they shall **CLICK "Learning History"** tab. The Learning History Screen will list all 16 modules and the completion date for each. Participants shall screen print the Learning History page after all modules have been successfully completed. This screen print shall be placed in the participant's training folder and will serve as the certificate of completion for the crop monitoring course for 2006.

3 Contacts and Responsibilities

A Contacts for Questions

The following table provides contacts if you have questions.

IF questions are about...	THEN contact...
training course subject matter	Whilemenia Duncan, KCHRO, by: <ul style="list-style-type: none">• e-mail at whilemenia.duncan@kcc.usda.gov• telephone at 816-823-4669.
AgLearn	AgLearn by: <ul style="list-style-type: none">• e-mail at aglearnhelp@genphysics.com• telephone at 866-633-9394.

B State Office Point of Contact (POC) Responsibilities

State Office POC's and/or alternates shall:

- contact their AgLearn administrators bi-weekly to obtain a list of participants who have completed the crop monitoring training course
- monitor the progress of participants to ensure all participants have completed the course within the assigned timeframe.

State and County Office Schedule for Crop Monitoring Course

The following table provides the schedule for the crop monitoring course.

Group 1	Group 2
August 21, 2006 – September 22, 2006	September 25, 2006 - October 27, 2006
Alabama	Connecticut
Alaska	Delaware
Arizona	Idaho
Arkansas	Illinois
California	Indiana
Colorado	Iowa
Florida and Virgin Islands	Kansas
Georgia	Maine
Hawaii	Maryland
Kentucky	Massachusetts
Louisiana	Michigan
Mississippi	Minnesota
Missouri	Montana
New Mexico	Nebraska
Nevada	New Hampshire
North Carolina	New Jersey
Oklahoma	New York
Puerto Rico	North Dakota
South Carolina	Ohio
Tennessee	Oregon
Texas	Pennsylvania
Utah	Rhode Island
Virginia	South Dakota
	Vermont
	Washington
	West Virginia
	Wisconsin
	Wyoming