



Nutrient Management Specialist Certification Program PAPLANTS User Guide

PAPLANTS is a web-based program designed for the Department of Agriculture to allow nutrient management specialists to view their own personal certification information. The various components of PAPLANTS enable nutrient management specialists to:

- **Determine Certification Status:** specialists can view their personal certification records (trainings attended and examinations completed); Continuing Education Credits (CECs) records (meetings attended, CECs credited and remaining CECs needed to keep their license active); fees payment records and license expiration dates.
- **Register for Certification Trainings:** individuals pursuing certification, upon registering in PAPLANTS, can view upcoming certification trainings including dates and training details and register for trainings.
- **Search for CEC Opportunities:** final certified specialists needing to secure CECs can search the up-to-date listing of meetings and events providing CECs for nutrient management specialists.
- **View Nutrient Management Specialist Listing:** PAPLANTS users can access a comprehensive list of commercial nutrient management specialists who have met the certification requirements to develop Act 38 nutrient management plans. Note: This list is only for commercial certified specialists who have volunteered to be on the list and to display the counties they are willing to service.

This user guide is designed to explain the fundamentals of how to use the PAPLANTS site.

Basic “How To” Instructions For Using PAPIants

Registering in PAPIants

To register you must have a PAPIants ID number and a PIN number. To obtain these numbers, you must submit an application to the Nutrient Management Certification Program to enroll in the nutrient management specialist certification program.

After receiving your PAPIants ID and PIN numbers, go to www.paplants.state.pa.us. On the left menu, click on the “Logon/Register” tab. Do not enter a username or password yet.

Note: Your username and password are not the PAPIants ID and PIN. Next click on the ‘Register’ button and fill out all the requested information. Be sure to provide a valid email address. Here is where you may create your personal username and also create a unique personal password. Click ‘Save’ when you have provided all the requested information and you will then be directed to your PAPIants account information.

Your username and password will be emailed to you or you may go back to the log in screen and use them to log in immediately. You will be directed to your PAPIants account information.

If you encounter problems during the registration process, contact Michael Aucoin, PA Department of Agriculture, 717-772-5128.

Logging into PAPIants

Once you have created your username and password you will now use those to log into PAPIants. You do not need to register again. **Note: Your username and password are not the PAPIants ID and PIN.**

Navigating On PAPIants

Anything underlined is a link to an area which you are able to access and view from your account. Since this is a web based application you must use the ‘Back’ button on the PAPIANTS application itself and not the ‘Back’ button on the web browser.

For example, when you login, scroll down to your certification number and click it, it will bring up your certification account information. From here you can view your continuing education credits, plans developed or reviewed, coursework requirements, expiration date, etc.

Searching On PAPIants

Once you are logged in, you may search for coursework or continuing education meetings by selecting a program such as Nutrient Management or Manure Hauler/Broker under the menu item ‘Programs’. Use the drop down menus to select search criteria such as the title of the course, location, date range offered, etc. If you want to see ‘all selections’ just hit the ‘search’ button.

Registering for Courses

Once you have selected a course you will see the dates of the available offerings displayed in a table. You will see how many seats are available for this course and can register from there as well by clicking on the ‘Register’ button. If a course is marked ‘Full’ you cannot register.

You will receive an email registration confirmation if you have provided a valid email address. If you click the date, it will bring up detailed location information. You may obtain directions by clicking on the 'Directions' button on the available map. Continuing education courses are not available for online registration. Registrations for continuing education courses must be made through the course contact person listed in the meeting information.

Requesting CECs for a Meeting or Event

At the www.paplants.state.pa.us select the Nutrient Management Program and sub-select NM Meeting Request. Once there read the instructions for entering data and terminology definitions.

Searching for the Service County Area List

At the www.paplants.state.pa.us select the Nutrient Management Program and sub-select Service Area Listing. Once there you may select which counties you want a list for by checking off the selected box for the county you are seeking. If you would like the entire state then select All Counties.

Reminder only provisional or final commercial nutrient management specialists are on this list and only if they have volunteered to be. This list is only a resource and the Department of Agriculture does not guarantee the level of service of the individuals on this list.

Editing Personal Record Information

A person is not able to edit their personal record all changes in a record must be submitted to the Department of Agriculture to be completed.

Conversion

Due to the conversion from the old database to PAPIants, you may see an '**Incomplete**' next to some of the courses under the coursework table in your PAPIants account information or on the annual summary information the Department will mail to you. Please be assured that if the 'certification phase/status information in your PAPIants account or on your license reads 'Final Active' with a valid expiration date, you have all the required coursework completed and your license is still valid.

If your certification displays information that you feel is incorrect, please contact Mike Aucoin at 717-772-5218.