

Non-Agricultural Source Materials (NASM) Plan Development Certificate

(For Plan Developers Dealing with Non-Agricultural Source Materials)

Updated September 2015

Overview of NASM Plan Development Certificate

You are required to have a Non-Agricultural Source Materials (NASM) Plan Development Certificate if you are preparing a NASM Plan for an agricultural operation. A NASM Plan is a nutrient management plan for the management of NASM and other nutrients that may be applied to agricultural land or stored in NASM storage facilities. NASM are materials that are not generated from an agricultural source, must meet quality criteria listed in the Nutrient Management Act, and are applied to agricultural land as a nutrient. Examples of NASM include: culled vegetables, food processing by-products, pulp and paper biosolids, and treated sewage biosolids. Your certificate number is required on all NASM Plans you prepare.

Core Competencies

The skills and knowledge required for this certificate can be found in the NASM Plan Development Certificate Core Competencies document, available at www.nutrientmanagement.ca.

Certificates are valid for five years.

Certificate Requirements

1. Take the Courses

There are three required courses for the NASM Plan Development Certificate, offered in English and French:

- Introduction to Nutrient Management
- NASM Plan Developer's Course
- How to Prepare a NASM Plan using NMAN

You must write your exam within two years of completing the NASM Plan Developer's course.

Introduction to Nutrient Management

This course outlines the basic agronomic principles underlying the Nutrient Management Act, 2002 and O. Reg. 267/03. It is highly recommended that you attend this course before taking the NASM Plan Developer's Course.

There are two ways to take this course.

Option 1 – Classroom version

The two-day classroom course is offered at sites across Ontario.

Option 2 – Online version

This version of the course allows you to learn the material at your own pace and convenience (computer and Internet connection required).

NASM Plan Developer's Course

This two-day course is designed for individuals interested in developing Non-Agricultural Source Materials (NASM) Plans for agricultural operations. It will help you become familiar with the Nutrient Management Act, 2002, O. Reg. 267/03, the associated protocols, and the Odour Guide, and examines how they relate to a NASM Plan, its development and on-going management requirements. This course is also designed for individuals not seeking certification who have a desire to understand the land application regulations that apply to NASM.

How to Prepare a NASM Plan using NMAN

This course will guide you through the steps of developing a NASM Plan using NMAN software specifically designed for this purpose. This course covers:

- What is a NASM Plan
- An overview of the practical tools required to prepare a NASM Plan
- How to use NMAN software for NASM Plan preparation, and as a recordkeeping tool

NMAN software is provided to all participants (basic computer knowledge is required).

There are two ways to take this course.

Option 1 – In-class Workshop

The one-day classroom workshop is offered at sites across Ontario.

Option 2 – Online version

This version of the course allows you to learn the material at your own pace and convenience (computer and Internet connection required).

Course Schedule

To view the course schedule and to register for a course, visit www.nutrientmanagement.ca or call Ridgeway Campus at 1-855-648-1444.

2. Complete Practicum

After you have taken your required courses, you must complete a practicum. For this practicum, you will use NMAN software to complete and submit two NASM Plans (based on fictitious scenarios) for grading. You must achieve a passing grade of 80% on two assignments to complete your practicum. You will receive feedback on each assignment to use when preparing the next one and you will be allowed to submit a maximum of four assignments.

3. Pass the Exam

This exam covers materials taught in the courses as well as the skills and knowledge outlined in the NASM Plan Development Certificate Core Competencies. A passing grade is 75% or greater.

The exam is offered on a set monthly schedule throughout the province. To view the exam schedule or register for the exam, visit www.nutrientmanagement.ca or contact Ridgetown Campus.

You will have three opportunities to complete the exam successfully. If you fail the second time you write the exam, you must wait three months before you write again to allow time for you to improve your knowledge of the subject matter.

You must apply for your certificate within a year of passing the exam.

Accommodations

We will work to provide reasonable accommodations to candidates having physical, learning or linguistic barriers that may affect their ability to write the exam. Please contact Ridgetown Campus to discuss your options.

Applying for the Certificate

After you have taken the three necessary courses, and passed the exam and the practicum, complete the application for NASM Plan Development Certificate found at www.nutrientmanagement.ca or call Ridgetown Campus to have an application sent to you. Mail or e-mail the completed application to the address indicated on the form. You must submit your application within one year of the date you passed the exam. If you wait longer than one year, you will be required to retake the exam.

Certificate Conditions

Under section 108 of the Regulation, the Director may issue a certificate subject to any conditions that he/she considers appropriate. This may include conditions that are consented to by the applicant, imposed by a Director, or ordered by the Tribunal.

Refusal to Issue a Certificate

Under s. 109(1), the Director may refuse to issue a certificate if:

- The applicant is in contravention of the Act or this Regulation, or is in breach of a condition of another certificate issued under Part X;
- The applicant is not competent to carry on the activity that would be authorized by the certificate; or
- The past conduct of the applicant affords reasonable grounds for belief that the activity that would be authorized by the certificate will not be carried on with honesty and integrity. O. Reg. 338/09, s. 76.

Certificate Renewals

Certificates are valid for five years from the date of issue. If you hold a NASM Plan Development Certificate that has not been suspended or cancelled and **has not expired**, you can apply for a renewal. It is your responsibility to know the expiry date of your certificate. We suggest that you begin the renewal process at least six months before your certificate expires.

To renew your certificate, you must have written and passed (mark of 75% or greater) the exam within the last year, and submitted your application before your existing certificate expires. Although it is not required, it is highly recommended that you take the required course again before writing the exam. Remember, you have three opportunities to complete the exam successfully.

To view the exam schedule or to register for a course, visit www.nutrientmanagement.ca or contact Ridgetown Campus.

To apply for the certificate after you pass the exam, complete the application for NASM Plan Development Certificate, found at www.nutrientmanagement.ca or call Ridgetown Campus to have an application sent to you.

Expired Certificate

If your certificate has expired, you must apply as a new applicant and meet all of the certificate requirements.

Additional Expectations

Stay Current in Your Field

Certificate holders are expected to keep up to date with the nutrient management legislation and actively pursue additional learning opportunities to remain competent in the field of nutrient management. This may include update sessions offered by OMAFRA. Updates can be found at www.nutrientmanagement.ca.

Performance Guidelines

Performance guidelines have been developed by OMAFRA that go beyond the regulatory requirements, skills and knowledge listed in the core competencies. These guidelines are intended to provide consistent guiding principles for NASM Plan Development Certificate holders that reflect best management practices for the industry and good professional services to their clients. NASM Plan Development Certificate holders are encouraged to follow these guidelines in their daily practice. The Performance Guidelines are available at www.nutrientmanagement.ca.

Other Considerations

A pre-approval site visit may be conducted on a NASM Plan submitted by the NASM Plan Development Certificate holder.

Although not required, it is recommended that individuals who hold a NASM Plan Development Certificate:

- Carry errors and omissions insurance, and
- Participate in a Professionalism and Ethics Course (offered through organizations such as the Ontario Institute of Agrologists).

For more information about courses and exam schedules:

University of Guelph Ridgetown Campus
Telephone: Toll free 1-855-648-1444
E-mail: mmcdonal@uoguelph.ca
www.nutrientmanagement.ca

For more information about certification and licencing:

OMAFRA
Telephone: 1-877-424-1300
E-mail: nman.omafra@ontario.ca
www.ontario.ca/nmtraining

The information contained in this document is derived from the Nutrient Management Act, 2002 (NMA) and Ontario Regulation 267/03 (O. Reg. 267/03). Every effort has been made to make it as accurate as possible, but is not authoritative. Please refer to the e-Laws website or the official volumes printed by Publications Ontario for the authoritative text of the act.