

WATER RESOURCES CERTIFIED PLANNER (WRCP) PROGRAM OVERVIEW AND APPLICATION PROCESS

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US Army Corps
of Engineers®




WHERE IN THE WORLD...

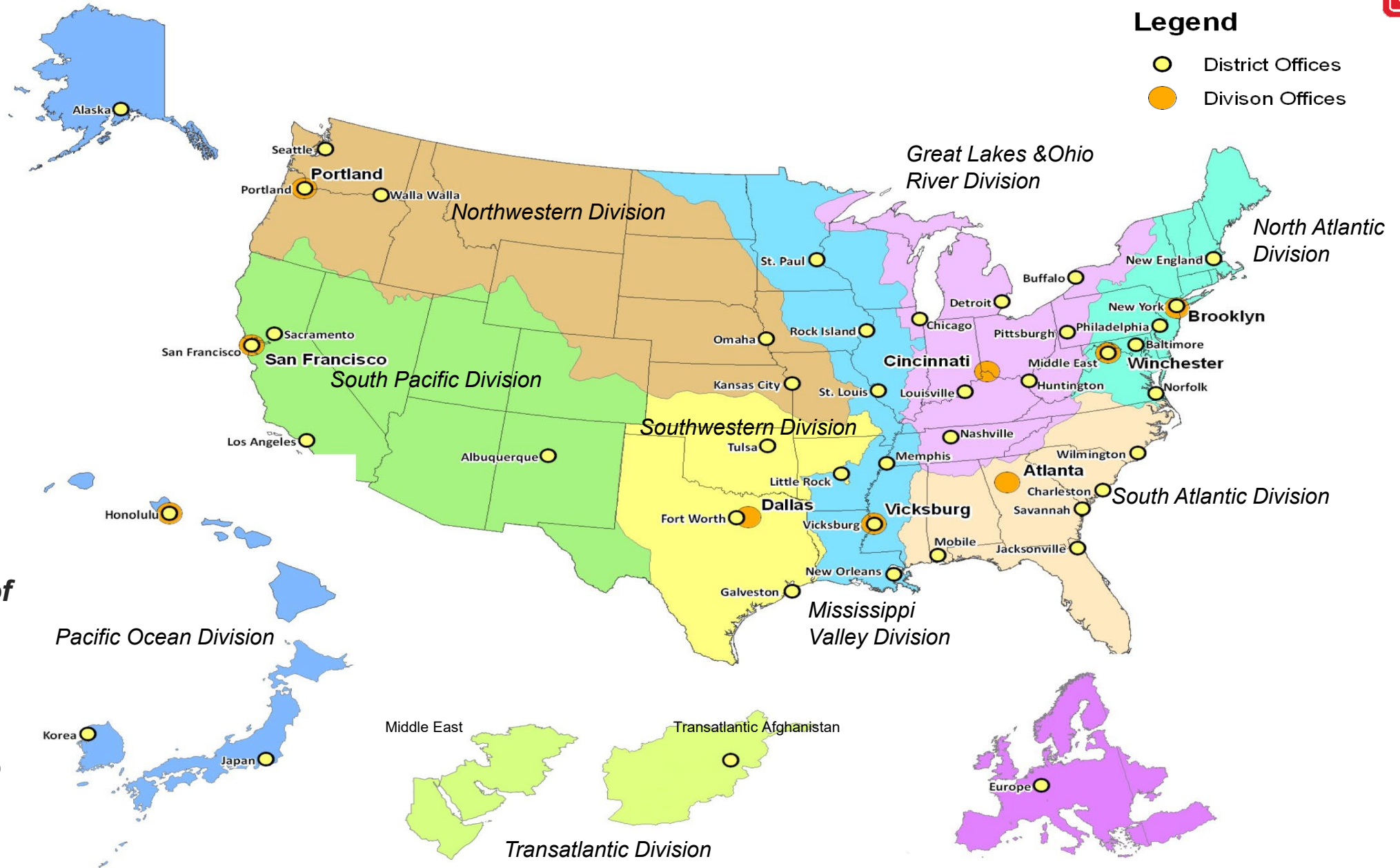
2



Legend

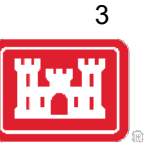
- District Offices
- Division Offices

Click on the Annotation option  on the left side of your screen and then use the Pencil Tool or checkmark to mark your response.






WHERE ARE YOU IN YOUR PLANNING CAREER?



Novice

Journeyman

Expert

Click on the Annotation option  on the left side of your screen and then use the Pencil Tool or checkmark to mark your response.



PURPOSE OF THE WRCP PROGRAM



- Identify workforce capability and competency
- Identify experienced planners to provide leadership on particularly complicated, controversial, and/or high visibility studies
- Promote a standard of excellence for Planners to strive toward
- Improve the PCoP's understanding of the experience and diversity of our workforce




WHICH OF THESE MISPERCEPTIONS HAVE YOU HEARD ABOUT THE WRCP PROGRAM?

(CHECK ALL THAT APPLY)

**It's just for the
Plan Formulation
Sub-CoP**

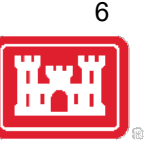
**It's just for District
planners**

**It's just for those
with extensive GI
study experience**

Click on the Annotation option  on the left side of your screen and then use the Pencil Tool or checkmark to mark your response.



WHO ARE WATER RESOURCES CERTIFIED PLANNERS?



- From every sub-CoP
- Supervisors as well as PDT members
- District, MSC, and Headquarters staff
- Review team members
- Experienced in GI, CAP, and other studies



CRITERIA FOR CERTIFICATION



- Education & Training
- Experience (Studies & Reviews)
- Knowledge of Planning, Policy, and Process
- Mentoring, Communication, and Leadership



BENEFITS TO BECOMING A WRCP



- Leadership on cutting edge, ground-breaking studies
- Opportunities to participate in national teams, task forces, and PCXs
- Justification for continuing education
- Demonstrate expertise as you move up in your Planning career
- Opportunity to "give back" to the organization by mentoring and by helping USACE deliver high quality products
- Evidence of your advanced skillset!



RESPONSIBILITIES



- Remain actively engaged in Planning
- Mentor and develop other planning professionals
- Be available to support water resources challenges and address projects of regional or national scope
- Remain informed on current Civil Works guidance and policies
- Recertify every 5 years



APPLICATION PROCESS



1

Complete Qualification Statement within Planner Database

2

Submit Application and Secure Supervisory Validation

3

Score Applications based on Established Criteria

4

Prepare Essays

5

Conduct Interviews and Score Essays

6

Present Recommendations to the Planning Advisory Board

7

Announce new WRCPs!

8

Update Certification Status



SCHEDULE FOR FY22 WRCP SELECTIONS

NOW!

Complete Qualification Statement within Planner Database

NLT
20 MAY

Submit Application and Secure Supervisory Validation

MAY -
JUNE

Score Applications based on Established Criteria

JUNE

Prepare Essays

JUNE -
JULY

Conduct Interviews and Score Essays

AUGUST

Present Recommendations to the Planning Advisory Board

AUGUST

Announce new WRCPs!

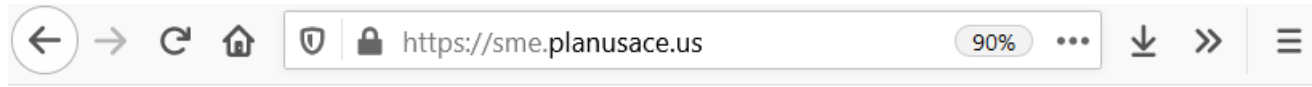
AUGUST

Update Certification Status



HOW TO APPLY LOG INTO THE PLANNER DATABASE

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Planner Database

Please Login

Email:

Password:

Login

Forgot password? [Request a reset.](#)

[Join here](#) to access the tool.

Contact your division lead for login help. If you don't know your division lead, contact the [administrator](#).

<https://sme.planusace.us>

Password Reset

Self-Register if you don't have an account.

For assistance, email:
PlanningOnline@usace.army.mil



HOW TO APPLY MY INFO DROP DOWN MENU AND MY CERTIFICATIONS

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The Planning Community of Practice's Planner Database Tool records, organizes, and reports the knowledge, skills and abilities of USACE planners filtered by Sub-Community of Practice (SUB-CoP).

[How to Find and Edit My Profile](#) (mp4, 0.9 MB, 18 sec)

[How to Apply for Certifications](#) (mp4, 1.1 MB, 19 sec)

[WATCH THIS HELP VIDEO](#) (mp4, 5.11 MB, 4:06 min) about the Water Resources Certified Planner application process.

Additional Resources can be found here:

Find a Facilitator:

<https://corpslakes.erdcdren.mil/employees/facilitator/find.cfm>

Find an Engineer: <https://maps.crrel.usace.army.mil/apex/f?p=105:53:16291659969314::NO>



[Planner Home](#) [Planners' Toolbox](#) [Privacy and Security](#) [Logout](#)
[Planner Database Use Policy](#) [Planning CoP](#) [Economics SUB-CoP](#)
[Environment SUB-CoP](#) [Plan Formulation SUB-CoP](#)





HOW TO APPLY WATER RESOURCES CERTIFIED PLANNER...APPLY HERE

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MY INFO

Certification for Sherlock Holmes

[Edit Profile](#)

Your application will be pre-populated using data from your profile. We recommend that you first review and update your profile before continuing. All profile information should be updated before starting a certification.

[Edit Profile](#)

Water Resources Certified Planner

The Water Resources Certified Planner is an individual who has a broad variety of experience and training in the USACE planning processes, and is capable of leading the most complex water resources planning efforts, Agency Technical Reviews, and planning task forces throughout the enterprise. Your supervisor or alternative supervisor will be required to validate and support your application. Please ensure that you have talked with him or her about your application.

Water Resources Certification

Application does not exist

[Apply Here](#) | [View/Download Instructions](#)

Open instructions in a
separate window



HOW TO APPLY EDIT PROFILE AND START APPLICATION



MY INFO

Certification for Sherlock Holmes

[Edit Profile](#)
[View Certifications](#)

Water Resources Certification

Thank you for your interest in becoming a Certified National Water Resources Planning Professional.

The information provided in the Qualification Statement will be used in determining your qualifications as a Certified National Water Resources Planning Professional. It will also serve as a resource for Headquarters, Divisions, Districts and Review Management Organizations (RMOs) when selecting team members, advisors or reviewers for the most complex water resources planning efforts, agency technical reviews, and planning task forces across the country (e.g., matching individual experience with specific study needs).

Finally, if you are initially Certified as a Water Resources Planning Professional, the information in the Qualification Statement can help identify what additional experience might be required to obtain certification.

The Water Resources certification uses information from your planner profile to prefill parts of the application. This includes basic information such as name, years experience, organization, position, grade, and RTS status; education, training, and ATR certification status; and studies that are included in your profile. **Please review your profile before starting a new certification form to be sure that all information is up-to-date.**

[Water Resources Certification Application Help Video \(mp4, 5.11 MB\)](#)

Edit Profile

Start Application

Update your
Planner
Profile first

Then start the
application



HOW TO APPLY THE APPLICATION



- Six Separate Tabs
 - Basic Info
 - Education & Training
 - Experience
 - Studies
 - Reviews
 - Finalize

Be sure to use the buttons at the bottom of each tab to **SAVE** your information



Save and Exit

Save and Continue



HOW TO APPLY

TAB 1: BASIC INFO

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MY INFO

WRCP App: Sherlock Holmes

Another link to your **Planner Profile**, in case you have not yet updated it.

[Edit Profile](#)
[View Certifications](#)
[WRCP Instructions](#)
[View completion checklist](#)

Another link to the detailed **Application Instructions**

WRCP Completion Status Percent complete: 0% (Last updated 04/01/2021)

Basic Info

Education & Training

Experience

Studies

Reviews

Finalize

Basic Information

*Indicates Required Field

Some of the information on this page is being pulled from your profile. You must [update your profile](#) to edit any display-only information below. NOTE: Edits made to this page WILL NOT change profile data.

Items marked with a + are displaying information taken from your profile, not your most recently submitted application. YOU MUST RESUBMIT THE APPLICATION TO UPDATE THE APPLICATION WITH THIS INFORMATION.

First Name: Sherlock⁺

Last Name: Holmes⁺

Years Experience as USACE Planner: * years

Status: shows the completeness (%) of your application



HOW TO APPLY

TAB 2: EDUCATION AND TRAINING



Basic Info

Education & Training

Experience

Studies

Reviews

Finalize

Education and Training

The information on this page is being pulled from your profile. You must [update your profile](#) to edit any display-only information below. NOTE: Edits made to this page WILL NOT change profile data.

Water Resources Related Courses

+/- Courses

Education

+/- Education

ATR Certifications

+/- ATR Certifications

Comments

(Limit 2,000 characters; anything beyond 2,000 characters will not be saved)

Current Length: 3
Remaining: 1997

WARNING: Do not include any PII or sensitive information in your submitted comments.

sds

Click **+/-** to expand or hide sections of the application

All Education and Training data is taken from the Planner Profile.

Contact your MSC SubCoP lead if you're missing ATR certification.



HOW TO APPLY

TAB 3: EXPERIENCE



WRCP Completion Status Percent complete: 0% (Last updated 04/01/2021)

Basic Info

Education & Training

Experience

Studies

Reviews

Finalize

Experience

***Indicates Required Field**

General Experience and Knowledge*

+/- General Experience

Area of Planning Expertise*

Enter the name of the area of expertise

Current Length: 0

Remaining: 255

(Limit 255 characters; anything beyond 255 characters will not be saved)

Special Assignments*

+/- Special Assignments

SubSections

- General Experience
- Area of Planning Expertise
- Special Assignments
- Instruction Experience
- Mentoring
- Temp Assignments/Details
- Papers/Presentations



HOW TO APPLY

TAB 4: STUDIES

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Basic Info

Education & Training

Experience

Studies

Reviews

Finalize

Studies

*Indicates Required
Field

Study Experience

List at least 5 studies (if possible); no more than 15 studies may be entered.

No studies have been entered

+/- Add New Study

Comments

(Limit 2,000 characters;
anything beyond 2,000
characters will not be
saved)

Current Length: 0
Remaining: 2000

WARNING: Do not include any PII or sensitive information in your submitted comments.

Enter comments or explanations regarding studies; if you selected 'Other' as the Study Purpose above, add additional info here.

Enter at least 5
Studies
No more than 15

Only your **top 5**
highest scoring
Studies will be
counted towards
your application
score.



HOW TO APPLY

TAB 5: REVIEWS

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Basic Info

Education & Training

Experience

Studies

Review

Finalize

Review Experience

*Indicates Required
Field

DQC, ATR, and Policy Review Team (HQ/MSC) Studies

*If you have or had
multiple roles in the
same study, enter each
role as a separate
Review experience
using the Add New
Review button.*

List at least 5 review studies (if possible); no more than 15 review studies may be entered.

No review experience has been entered.

+/- Add New Review

PCX Studies and Models

List at least 5 studies or models (if possible); no more than 15 PCX studies and models combined may be entered.

Enter 5 to 15
DQC, ATR, or
Policy Review
Team **Reviews**.

Enter 5 to 15 PCX
or Model **Reviews**.

Only your **top 5
highest scoring
Reviews** will be
counted towards
your application
score.



HOW TO APPLY

TAB 6: FINALIZE

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Basic Info

Education & Training

Experience

Studies

Review

Finalize

Finalize

***Indicates Required Field**

Additional Qualifications

WARNING: Do not include any PII or sensitive information in your submitted comments.

Enter any additional qualifications which may apply to Water Resources

Supervisor

Select your supervisor from the dropdown below. If your supervisor is not listed, [contact the webmaster.](#)

Primary Supervisor:*

Snowman, Frosty (SPK)

Alternate Supervisor:*

Ice, Testnine (AES)

Please identify an alternate supervisor in the event that your primary supervisor is unavailable to review your qualification statement.

Comments

WARNING: Do not include any PII or sensitive information in your submitted comments.

Enter comments or explanations regarding validation information

Save and Exit

Continue to Final Step

Select your supervisor and alternate. They will receive an email asking them to review your application.

Select Continue to Final Step



HOW TO APPLY REVIEW DATA COMPLETION MATRIX

WRCP App: Sherlock Holmes

- [Edit Profile](#)
- [View Certifications](#)
- [WRCP Instructions](#)
- [Edit WRCP Application](#)
- [Completion Grid Help Sheet](#)
- [Completion Grid Description](#)

Get **Help** with
the **Data
Completion
Matrix**

Water Resources Certification

Please review you certification completion rates before submitting your application. Follow the links below each section to edit the information that has already been entered.

Last updated

04/03/2021

Data Completion Matrix shows
completeness of application data.

Certification
Completion

Section	Entries	% Complete
1. Personal Information Edit Basic Info View ATR Certifications	n/a	0%
2. General Experience And Knowledge Edit Gen. Knowledge <small>Percentage based on 5 general experience categories and completion of</small>	n/a	0%

If data is
incomplete,
use links to
go back and
edit the
application.



HOW TO APPLY VALIDATION AND SIGNATURE



Confirm the
accuracy and
electronically
sign.

7. Mentoring Edit Mentoring Experience <i>Percentage based on 3 mentoring experience maximum</i>	0	0%
8. Training, Education, And Professional Licensure View Training View Education	n/a	n/a
9. Additional Qualifications Edit Additional Qualifications <i>Percentage based whether a supervisor has been chosen (50% per supervisor)</i> Primary Supervisor: Snowman, Frosty (SPK) Edit Alternate Supervisor: Dylan, Bob (ASACW) Edit	n/a	100%

**Qualification
Statement Validation***

☐

The information provided in the qualifications statement accurately reflects my expertise and experience.

**Electronic
Signature***

Type your name

Complete Water Resources Application

Complete and
Submit the
Application



HOW TO APPLY APPLICATION SUBMITTED

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MY INFO

Certification for Sherlock Holmes

[Edit Profile](#)
[View Certifications](#)

Water Resources Certification

Thank you for submitting an application for Water Resources Certification. Updates to your application's progress will be made to the [Certification](#) page. The details of your submission are below. Please print a copy for your records. You can [view your submitted application](#).

Planner Name:	Holmes, Sherlock
Certification Type:	Water Resources
Submission Date:	04/04/2021
FY Year Submitted:	2021

Your application has been submitted and your supervisor will be notified that it is ready for their review.

Watch the certification page to see the progression of your application.

You may be asked to make revisions and re-submit



SUPERVISORY VALIDATION MY INFO DROP DOWN MENU AND REVIEW APPLICATIONS

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The screenshot displays the U.S. Army Corps of Engineers Planner Database interface. The top navigation bar includes links for My Info, Search, Reports, Contacts, and Help. The 'My Info' dropdown menu is open, showing options like View Profile, Review/Edit Profile, View Planner Résumé, My Certifications, Reset Password, Review Applications (highlighted with a mouse cursor), and Log out. The main content area is titled 'MY INFO' and 'Review Applications'. Below this, a red line separates the header from the content. A paragraph explains that applications where the user is entered as Primary or Alternative Supervisor are listed below, and users can click on the button on the left of the title to view each type of certification. Two application categories are listed: 'Water Resources Certified Planner Applications' and 'ATR Certification Applications', each with a '+/-' button. A red arrow points to the '+/-' button for 'Water Resources Certified Planner Applications'. The footer contains links for Planner Home, Planners' Toolbox, Privacy and Security, Logout, Planner Database Use Policy, Planning CoP, Economics SUB-CoP, Environment SUB-CoP, and Plan Formulation SUB-CoP, along with the IVWR logo.

U.S. Army Corps of Engineers

My Info Search Reports Contacts Help

View Profile
Review/Edit Profile
View Planner Résumé
My Certifications
Reset Password
Review Applications
Log out

U.S. Army Corps of Engineers Planner Database

MY INFO

Review Applications

Applications where you are entered as Primary or Alternative Supervisor are listed below. Click on the button on the left of the title to view each type of certification.

+/- Water Resources Certified Planner Applications

+/- ATR Certification Applications

Planner Home Planners' Toolbox Privacy and Security Logout
Planner Database Use Policy Planning CoP Economics SUB-CoP
Environment SUB-CoP Plan Formulation SUB-CoP

IVWR

Click +/- Button for List of Applications to Review



SIGNS YOU MAY QUALIFY



- You serve as a go-to resource and regularly mentor other planners.
- You can speak confidently to planning policy, guidance, and processes.
- You have experience leading a diverse array of studies from start to finish.
- You are ATR-certified.
- You have teaching or other leadership experience.



TROUBLE FILLING OUT YOUR APPLICATION?

...CONTACT ME!

HAVE IDEAS ON HOW TO IMPROVE THE PROGRAM?

...CONTACT ME!