

<b>Policy 2.05</b>	<b>Refer to Policy #</b>
<b>Green Certificate Testing Policy</b> In order to complete Green Certificate Level I, all Trainees must successfully complete three testing sessions, covering the three training periods, within the allotted training duration.	<b>2.07, 3.02</b>
	<b>Approved</b>
	July 2014
	<b>Review Date</b>
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- Trainees are required to participate in at least one certification test day within 12 months of the date noted on the approved registration form. If the Trainee fails to do so they may be removed from the program. (See Policy 3.02 - Removal)
- Certification testing occurs throughout the province, a minimum of three times per year. Trainees may attend a test date and location outside of their region, with pre-approval of the Regional Coordinators.
- Testing is coordinated by the 5 Green Certificate Regional Coordinators
- Trainees must present their training manual at testing, with all skills from the training period initialed by their primary or secondary Trainer, **on the glossy colored front page.**
- The Trainee will be tested on 5 skills selected from the chosen training period. One (1) skill may be chosen by the Trainee, one (1) will be selected by random draw of the Regional Coordinator, and the three (3) remaining skills will be chosen by the Tester. The Tester will observe the Trainee demonstrating knowledge and performance of all the key points under each of the 5 selected skills.
- Trainees and Testers are encouraged to use the testing rubric as a tool. (Appendix)
- The Trainee is required to be tested on 3 separate training periods (X, Y, and Z). The Trainee has completed the program when they have successfully completed all three tests.
- Testing on all three training periods can be completed in one day **only** with special permission of the Regional Coordinator.
- Successful Trainees will be given a copy of their certification test report. The reports must be submitted to the School Coordinator to assist in determining course marks. Trainees may be directed by the Regional Coordinator to submit the reports, or the Regional Coordinator may submit them directly.
- Testing results must be submitted by the Regional Coordinator to the Green Certificate Provincial Office within one month of the testing day.
- All of the Trainee's credentials (skill profile and certificate) will be put into a package called "The Green Certificate Program Training Record" and sent to the School Coordinator (Credit Trainee) or

the Trainee (Non-credit Trainee). This will include the Certificate of Completion ('Green Certificate') signed by the Minister of Alberta Agriculture and Rural Development.

- Trainees are not permitted to re-test for incomplete areas within two weeks of their unsuccessful testing day. (See Policy 2.07 - Re-testing)