

Policy 2.05	Refer to Policy #
Green Certificate Testing Policy In order to earn a Green Certificate, all Trainees must successfully complete three testing sessions, covering the three training periods, within the allotted training duration.	2.07, 3.02
	Approved
	January 2018
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- Trainees are required to participate in at least one regional certification test event within 12 months of the Regional Coordinator approval. If the Trainee fails to do so they may be terminated from the program. (See Policy 3.02 - Removal)
- A Regional Certification test event occurs throughout the province, a minimum of three times per year. Trainees may attend a test date and location outside of their region, with 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 Record of Competence**.
- The Trainee will be tested on 5 skills selected from the chosen training period (X, Y or Z). 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 of competent performance 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 a test in each training period.
- Testing of 2 or more training periods can **only** be completed in one day 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 entry into GINA is the responsibility of the Regional Coordinator within one month of the testing day.

- All of the Trainee's credentials (record of competence and certificate) will be put into a package called "The Green Certificate Program Portfolio" and sent to the School Coordinator. This will include the Certificate of Completion ('Green Certificate') signed by the Minister of Alberta Agriculture and Forestry.

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