

Policy 2.07	Refer to Policy #
Green Certificate Re-Testing Policy 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. Trainees are permitted to re-test following an unsuccessful testing day.	
	Approved
	January 2018
	Review Date
	January 2020

- If a Trainee does not successfully complete all 5 of the skills at testing, he or she must return to the training site for more training.
- Trainees are not permitted to re-test for incomplete areas within two weeks of their unsuccessful testing day. Trainees are invited to sign up for the next available testing session, at least two weeks from their original testing date.
- No academic penalty will be assessed for incomplete tests.
- All tests require 5 skills to be tested. Any skill marked incomplete, will be included in a re-test. The Tester will select up to 3 of the 5 skills. The Trainee will select one skill if they have 3 or less incomplete skills to be tested. (i.e. A test may be made up of 2 incomplete skills, 2 tester selected skills, and 1 Trainee selected skill.)
- Regional Coordinators will verify incomplete skills to be re-tested prior to the re-testing.
- Trainees may schedule a re-test for a date and location outside of their region, with approval of both their Regional Coordinator and the Regional Coordinator where testing will be taking place.
- If a trainee wishes to re-test for the sole purpose of improving their mark, they must make arrangements with their Regional Coordinator, and will only be able to re-test at a scheduled testing date.