

Policy 3.02	Refer to Policy #
Green Certificate Removal Policy Each Trainee will commit to completing their training within the allotted training duration as part of their registration. There are induction and testing requirements to maintain active status.	1.03, 2.02, 2.05
	Approved
	January 2018
	Review Date
	January 2020

Reasons for Removal:

- Failure to complete testing within the allotted training duration. Extensions may be granted. (See Policy 2.02 – Training Duration and Policy 2.05 - Testing)
- Failure to participate in testing periods within 1 year of registration date without consultation with the Regional Coordinator.
- A Trainee who has been terminated from the program will not be eligible to re-enroll in the Program for a minimum of one year. (See Policy 3.02 – Removal & Policy 1.03 – Re-enrollment)

Procedure for Removal:

- After the warning letter and/or pending removal letters have been sent, follow the steps below.
- The Trainee and School Coordinator will be notified by the Regional Coordinator via GINA of the impending removal.
- The Trainee will have 3 weeks from date of notification to appeal their removal to the Regional Coordinator via faxed letter or email. The Regional Coordinator will issue a decision, in writing, within 15 working days upon receiving the appeal request.
- The Regional Coordinator will adjust records accordingly within 3 weeks.