

<b>Policy 1.01</b>	<b>Refer to Policy #</b>
<b>Green Certificate Registration Policy</b> Trainees registering in the Green Certificate Program require a complete and signed registration form to be on file. Each trainee will commit to completing their training within the allotted training duration as part of their registration.	<b>1.02,2.02, 5.02, 5.05</b>
	<b>Approved</b>
	January 2018
	<b>Review Date</b>
	January 2020

### Terms of Reference:

- A Green Certificate Trainee is expected to actively participate in the program.
- *Alberta Education requires the prerequisite course of AGR3000.*
- A Trainee must be a minimum of 15 and entering a minimum of Grade 10, without exception.
- All information collected in the registration process is maintained and managed under FOIP legislation. (See Policy 5.05 – Protection of Privacy)
- A Trainee is not officially recognized until their registration form is complete and approved by the Regional Coordinator and an induction has taken place, where a training manual will be issued.
- A completed registration form will indicate the allotted training duration. (See Policy 2.02 – Training Duration)
- Providing that no testing has been completed and the trainer remains the same, the trainee may change their specialty by communicating the change to the School Coordinator, who will then communicate this to the Regional Coordinator. Upon notification of a change, the Regional Coordinator will then update in GINA, within a week.
- **Students who are registered after September 1, 2017 wishing to change their specialty, and who have already completed at least one test, will be required to complete a new registration form.**
- **Students who are registered prior to September 1, 2017 wishing to change their specialty, and who have already completed at least one test, will be required to complete a new registration form. The initial registration may be eligible for a partial refund ( See Policy 5.02- Refunds)**