

<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>
	June 2017
	<b>Review Date</b>
	October 2017

### **Terms of Reference:**

- A Green Certificate Trainee is expected to actively participate in the program.
- *There are no coursework pre-requisites on the part of Agriculture and Forestry for entrance into Green Certificate Level I or II, though safety training is encouraged. AB Education has pre-requisite requirements for trainees who wish to receive high school credits. Please refer to the Alberta Ed Off Campus Handbook.*
- 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.
- A training manual will not be given to the Trainee until a completed registration form is received and an induction has taken place.
- Training begins once a manual has been received.
- 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 submitting a written request to their School Coordinator. The School Coordinator will forward the request and any changes to registration information to the Regional Coordinator.
- 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 and pay a new registration fee. The initial registration may be eligible for a partial refund. (See Policy 5.02 – Refunds).