

<b>Policy 1.03</b>	<b>Refer to Policy #</b>
<b>Green Certificate Re-Enrollment Policy</b> Trainees who have previously withdrawn or terminated from the Green Certificate Program will need to seek written approval from the Regional Coordinator in order to re-enroll.	<b>3.01, 3.02</b>
	<b>Approved</b>
	November 2015
	<b>Review Date</b>
	November 2017

**Withdrawal:** A trainee or school co-ordinator initiates the process in which the trainee voluntarily withdraws from the program.

### After Withdrawal:

- Trainees who have withdrawn from the Green Certificate Program will be allowed to re-register provided:
  - Their withdrawal was submitted in writing, *by the Trainee via the School Coordinator*, to the Regional Coordinator as per Policy 3.01.
  - The Trainee seeks approval, in writing (email or fax), from the Regional Coordinator.
- A new registration form is required.
- An induction session is required if one has not already been completed.
- Trainees who re-register will be eligible to use their existing training manual, provided an updated manual has not been issued in the previous year, based on the copyright date on the record of competence of the most current manual for the specialty.
- A trainee who is changing specialties from their initial registration will be issued new training material. The original manual will be returned to the school coordinator.
- A trainee who withdraws from the program by transferring between schools may re-enroll immediately (see Policy 3.03).

**Termination:** A trainee will be terminated from the Green Certificate program by a Regional or Provincial Coordinator for non-compliance to Green Certificate program policies.

- Trainees who have been terminated from the Green Certificate Program by a Regional or Provincial Coordinator (see Policy 3.02) will not be allowed to re-register in the Program for a minimum of one year.
- Re-registration will be considered after one year at the discretion of the Regional Coordinator, when the request is received in writing, from the Trainee.
- A new registration form is required.

- An induction session is required.
- Trainees who re-register will be eligible to use their existing training manual, provided an updated manual has not been issued in the previous year, based on the copyright date on the record of competence of the most current manual for the specialty.
- A trainee who is changing specialties from their initial registration will be issued new training material. The original manual will be returned to the school coordinator.