

<b>Policy 2.06</b>	<b>Refer to Policy #</b>
<b>Green Certificate Failure to Test Policy</b> Trainees are expected to attend their scheduled test dates.	<b>2.05 &amp; 3.02, 5.02</b>
	<b>Approved</b>
	June 2017
	<b>Review Date</b>
	June 2019

### **Failure to test within 12 months of allotted training duration**

- Trainees may schedule testing for any available testing day within their allotted training duration, but are expected to test within 12 calendar months of their approved registration date (See Policy 2.05 - Testing).
- The remaining test events to be done within 12 calendar months of the last student attended test date, but not to exceed the trainee’s training duration policy guidelines (See Policy 2.02 – Training Duration).
- The Trainee will be notified via a letter from the Regional Coordinator warning them they are pending removal. They will receive this letter before the 12-month anniversary of their registration date/past test date.
- If the Trainee fails to test within 12 months of the approved registration date/past test date, they will be terminated from the program (See Policy 3.02 - Removal).

### **No show**

- A “No-Show” occurs when a Trainee has registered in a Testing Session as confirmed by the regional coordinator, and fails to make appropriate contact at least 24 hours before the scheduled Testing session.
  - Appropriate contact with the Regional Coordinator is a phone call, text message or email with a valid explanation of their absence, at least 24 hours before the scheduled testing session.  
\*\*\*\*Valid explanations would include but not limited to inclement weather, illness or injury, death in the family, or other reasons which are up to the discretion of the Regional Coordinator.  
\*\*\*\***Lack of preparation is NOT a valid reason for cancellation.**
- A valid explanation of absence to a test session is determined on a case-by case basis by the Regional Coordinator.
  - Valid reasons can include: sickness, transportation issues, medical and family emergencies, etc.
  - Being unprepared for the test is not considered a valid reason for a “Cancellation”.

- Trainees who are considered a “No-Show”, will receive a written warning from the Regional Coordinator (cc’d to their school coordinator). This warning will state that a second ‘no-show’ will result in their termination from the Program.
- Trainees who fail to attend a second scheduled training date, without appropriate contact with their Regional Coordinator, will be terminated from the program immediately. They will be informed via a telephone call and a written letter from the Regional Coordinator.
- “No-Shows” impact the refund eligibility for the school/school jurisdiction should the Trainee withdraw for the Green Certificate Program. (See Policy 5.02 – Green Certificate Refund Policy)
- If a Trainee is terminated as a result of non-attendance at scheduled testing, they will not be eligible to re-enroll for a minimum of one year. (See Policy 3.02 - Removal)
- If a Trainee is terminated from the Green Certificate Program, the school is not eligible for a refund. (see Policy 5.02 – Refund)