

## Green Certificate Glossary of Terms

Term	Definition
<b>Appeal</b>	An application to a higher authority for corroboration, vindication or decision.
<b>Appellant</b>	An individual, group or organization that has made a formal written appeal.
<b>Basic 4-H Member Requirements</b>	The requirements all Alberta 4-H members must meet on a yearly basis to receive credit of 4-H membership for a club year. These basic requirements can be found on the 4-H website ( <a href="http://www.4h.ab.ca">www.4h.ab.ca</a> ) or by contacting a Regional 4-H Specialist.
<b>Beekeeping Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in handling bees, maintaining bee health, operating bee equipment, beekeeping business practices, employability, communication, and safety.
<b>Competence</b>	A benchmark of acceptable quality performance as determined by credible practitioners in a field. Competence is achieved when a person can demonstrate that they can perform a skill reliably, consistently, on time, in time, and without a waste of resources, to industry standards.
<b>Complete Testing</b>	Three successful tests – one each on each of the training periods (X,Y, Z) within a specialization.
<b>Cow/ Calf Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in processing and handling systems, feeding systems and rations, waste management and sanitation, health and treatment of livestock, reproduction, management systems, employability, communication, and safety.
<b>Crisis Manager</b>	An individual who may be an Alberta Agriculture and Rural Development department official, a Green Certificate staff member, volunteer, or professional in the field of crisis management.
<b>Crisis Team</b>	A small group of individuals who will assist the Crisis Manager in developing and implementing strategy in the event of a crisis.
<b>Curriculum Manual</b>	A book outlining all the skills required for each Green Certificate Specialization. It indicates which training period a skill belongs to, lists the tasks and key points relating to each skill, and acts as a text/workbook for each Green Certificate Trainee.
<b>Dairy Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in maintaining facilities, feeding cows and calves, milking cows, managing reproduction and calf care, herd health, employability, communication, and safety.
<b>Equine Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in maintaining equine health, safe handling and behavior, maintaining equine facilities and environments, administering nutritional programs, business management practices, employability, communication, and safety.
<b>Expense Payment</b>	Reimbursement of out of pocket costs for items such as food, mileage, or supplies incurred by an individual doing a service.

<b>Term</b>	<b>Definition</b>
<b>Feedlot Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in processing and handling systems, feeding systems and rations, waste management and sanitation, health and treatment of livestock, reproduction, management systems, employability, communication, and safety.
<b>Field Crop Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in managing crop production, equipment maintenance, seeding, fertilizing, spraying, swathing, harvesting, transporting farm materials, handling and storing forage, grain, and others, employability, communication, and safety.
<b>Green Certificate Program</b>	An apprentice style training program for agriculture, offered in the Province of Alberta. The Green Certificate program is administered by Alberta Agriculture and Rural Development (ARD). Green Certificate is recognized by Alberta Education for high school credit.
<b>Green Certificate Specialization</b>	One of the agricultural production areas which Green Certificate provides curriculum for. Current specializations include beekeeping, cow/calf, dairy, equine, feedlot, field crop, irrigated field crop, sheep, and swine.
<b>Green Certificate Tester</b>	An experienced agricultural producer, and in some cases former Green Certificate Trainer, who is retained for their experience and ability to work the Green Certificate Trainees to assist with the testing process.
<b>Green Certificate Trainee</b>	An individual who registers in the Green Certificate program to train and complete a Green Certificate specialization under the direction of a Green Certificate Trainer and the supervision of ARD. The Trainee will also be under the supervision of Alberta Education if completing a specialization to earn high school credit.
<b>Green Certificate Trainer</b>	An experienced agricultural producer who is comfortable with and capable of passing on the knowledge and skills outlined in a curriculum manual to a Green Certificate Trainee.
<b>Greenhouse Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in seasonal maintenance, basic botany, proper growing conditions, seed, root and transplant propagation material, identifying plant problems, maintaining production quality and marketing and selling product.
<b>Grievance</b>	A formal complaint, in writing submitted to a grievance committee.
<b>Grievance Committee</b>	A group of individuals formed to jointly consider, evaluate and, where possible, resolve grievance.
<b>Honorarium</b>	A payment for service for which custom or propriety forbids a price to be set. An honorarium can be either a monetary payment or a nominal gift.
<b>Induction</b>	A meeting held by the Regional Green Certificate Coordinator to introduce the program to all participants – Trainees, Trainers, School Coordinators, trainee parents, etc. It includes an overview of the program, explanations of the roles and responsibilities of each party, registration, and testing.
<b>Irrigated Crop Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in managing crop production, farmstead and equipment maintenance, seeding, fertilizing, spraying, swathing, harvesting, managing irrigation operations, handling and storing forage, grain, and others, employability, communication, and safety.

<b>Term</b>	<b>Definition</b>
<b>Out of Province</b>	Refers to all areas within Canada but outside the province of Alberta.
<b>Out of Country</b>	Refers to all areas outside the country of Canada.
<b>Personal Information</b>	Recorded information about an identifiable individual that is collected by the Green Certificate Program. It includes: <ul style="list-style-type: none"> <li>❖ The individual’s name, address (home or work), e-mail address, fax and phone numbers (home or work or cell).</li> <li>❖ The individual’s age and sex</li> <li>❖ The individual’s school</li> </ul>
<b>Provincial Green Certificate Coordinator</b>	The individual(s) within Alberta Agriculture and Rural Development who has responsibility for coordinating and overseeing curriculum development, Regional Green Certificate Coordinators, contracts, and projects for the Green Certificate Program within Alberta.
<b>Regional Green Certificate Coordinator</b>	An individual contracted by the Green Certificate Program to provide Green Certificate representation within a specified region of Alberta. The Regional Green Certificate Coordinator conducts induction meetings, promotes and administers the program on a local level, and coordinates testing days. These coordinators can also provide advice on problems with training and may suggest alternatives to learn certain skills.
<b>Regulation</b>	A rule or order having the force of law written and issued by an organization.
<b>Resource Person</b>	An individual who is formally engaged to provide a paid service. This may include instructors or testers.
<b>Rule</b>	A written and accepted regulating principal for conduct or action.
<b>School Green Certificate Coordinator</b>	A representative within a school that ensures that Alberta Education requirements for conferring credit upon completion of a Green Certificate Specialization are met. This individual also communicates Green Certificate Program information between the Regional Green Certificate Coordinator and Green Certificate Trainees, Green Certificate Trainers, and School Administration. (May also be referred to as the ‘Supervising Teacher’)
<b>Sheep Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in feeding sheep, managing grazing, caring for guardian animals and working dogs, implementing a sheep health program, breeding, lambing ewes, weaning lambs, maintaining sheep housing and facilities, employability, communication, and safety.
<b>Skill</b>	The primary activity that encompasses a field of activities performed in a work area. The result of the use of knowledge, mental attitude and physical technique (for example, changing the engine oil and filter on a tractor requires a combination of knowledge, attitude and physical activities in order to be competently performed).

<b>Term</b>	<b>Definition</b>
<b>Skill Profile Sheet</b>	A page found in the front of each Green Certificate Specialization curriculum manual indicating each of the skills within the manual. Each skill is identified as belonging to 'X', 'Y', 'Z', or 'Optional'. (Green Certificate Trainers and Trainees are encouraged to work on the optional skills as well as the required ones.) Green Certificate Trainers sign this sheet, where indicated, as the Green Certificate Trainee achieves competence in each skill. When all of the skills for a particular training period are signed off, the Green Certificate Trainer is ready for testing for that section. It may also be referred to as a record of competence.
<b>Green Certificate Specialization</b>	One of 9 specific areas (beekeeping, cow/calf, dairy, equine, feedlot, field crop, irrigated crop, sheep, swine) of agriculture for which a curriculum training manual has been developed.
<b>Swine Specialization</b>	Green Certificate Level 1 specialization that gives a Trainee valuable skills in applying biosecurity practices, maintaining swine facilities, monitoring animal health, managing swine reproduction, growth and finishing, providing proper nutrition, employability, communication, and safety.
<b>Task</b>	A component of a skill that sets out or describes particular criteria that allows an individual to be recognized as competent in the skill.
<b>Testing</b>	A coordinated day at which an assigned Green Certificate Tester assesses the competence of a Green Certificate Trainee with industry standards specified within a Green Certificate Specialization curriculum. The Green Certificate Tester observes and questions as the Green Certificate Trainee demonstrates and explains knowledge and performance of each of 5 randomly selected skills within a training period.
<b>Training Period</b>	One of the 'X', 'Y', or 'Z' sections that each of the Green Certificate curriculum manuals are divided into. There is no preferred order to the training periods. The Green Certificate Trainer and Green Certificate Trainee should take into consideration the time of year and how that will coincide with the training period they will concentrate their efforts on first. When attending a testing day, the Green Certificate Trainee will be asked to indicate which training period there are ready to be tested on.