Alberta Agriculture and Forestry

View Terminations
Training Manual
GINA

Revision Date:

19 August 2015

Alberta Agriculture and Forestry

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INTRODUCTION

Terminations are viewed from the *Withdrawals / Terminations* menu. School/division coordinators and school/division financial administrators can view terminations. Regional coordinators and Green Certificate program administrators can enter and process terminations. Termination requirements are set forth by the Green Certificate Program and are part of the Green Certificate policies.

A **termination** is initiated by the regional coordinator. An active registration is terminated for different reasons. For example, the trainee has not written an exam in the first year or has not completed the program in three years.
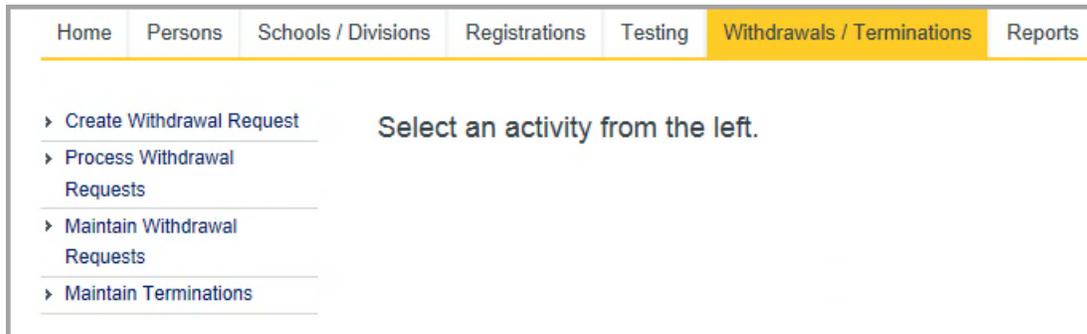
- The *Maintain Terminations* activity allows you to search for and view terminations.

Termination Business Process

A termination can be generated manually by the user or automatically by GINA. Terminations are automatically created in three scenarios:

1. Trainees who do not attend 2 scheduled tests within the program.
2. Trainees who have not tested in the first year of their registration, based on their registration date.
3. Trainees who have not completed their program in 3 years, based on their registration date.

The registration status changes to Terminated when the termination request is approved. Terminations may be entitled to a refund and if a refund is requested it is processed by the Green Certificate program administrator.

Any termination can be waived by the regional coordinator; in which case the registration remains active. When the *Waive Until Date* is reached the registration is reviewed again, by GINA, and a new termination request may be automatically created.

MAINTAIN TERMINATIONS

Terminations are viewed using the *Maintain Terminations* activity.

> **IMPORTANT** ⚠️ School coordinators can see terminations for registrations at your school. Division coordinators can see terminations for registrations at schools in their division.

1. Click *Maintain Terminations*.

2. The *Search Termination* form is displayed. There are no default search criteria. Enter criteria and click *Search*. The example below shows terminations with a status of Terminated.

3. Select the appropriate row and it is highlighted in yellow. Click *Update Termination Request* to display the termination.

Select a Termination Request to Update

-- Select Region -- ▼	-- Select School -- ▼	-- Select Specialty -- ▼
First Name	Last Name	-- Select Town/City -- ▼
Terminated ▼	-- Select Refund Status -- ▼	🔍

II	Termination Reason	Termination Status	Refund Request	Refund Status	School	Specialty	Registration Status	Full Name	Town/City	Registration Date
43	Trainee violated behavio	Terminated	Yes	Pending	St Paul Regiona	Beekeeping	Terminated	Eric VA .	St. Paul	2015-05-13

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☑ Update Termination Request

4. The *Update Termination Request* form is displayed. All information is displayed as read only. You cannot change any information. The form includes information about the registration.

Update Termination Request

Registration Information

Registration ID	Status		Registration Date
34	Terminated		2015-05-13

First Name	Last Name	Town/City	Email Address
Eric	Pasay	Town/City	ericpasay@ard.com

Specialty	Level	Target Start Term	Target Start Year
Beekeeping	Beekeeping Technician	2015	Summer

School

St Paul Regional High School

5. The form also includes information about the termination request.

Termination Request

Termination Type

Termination ▼

Termination Status

Terminated ▼

Request Date

2015-05-13

Termination Reason *

Trainee violated behaviour / conduct standards ▼

Termination Comments

Termination Comments

Waive Reason

-- Select Waive Reason -- ▼

Waive Until Date

Waive Until Date

Process Termination Request

☐ Invoice Division?

Invoice Contact

Entity to Invoice

St Paul Regional High School

Town/City

St. Paul

Contact Email Address

Contact Email Address

Contact First Name

Nick

Contact Last Name

Charles

Contact City/Town

St. Paul

Test Results

Test Site	Test Date	Unit	No Show?	Incomplete?	Average

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☑ Refund Request

Refund requests will be approved or denied based on Refund Policy ⓘ

6. If a refund was requested by the Regional Coordinator, then information about the refund request is displayed.