

Green Certificate Training Process

Orientation & Registration

- Student expresses interest in the program and contact is made to their school coordinator.
- School coordinator contacts the Regional Coordinator and arranges for an induction session for interested Green Certificate trainees, primary trainers and/or their parents, in their local area.
- Regional Coordinator leads the induction session, where all participants attend; receive information, Green Certificate training manual and complete their registration process.

Training & Test Preparation

- Trainer and trainee review seasonal differentiation between the training periods (i.e. X, Y or Z). Refer to: "Explanation of the X, Y, and Z Training Periods" in the Green Certificate training manual introduction section.
- Depend on the time of year, the appropriate training period is selected.
- Trainer and trainee create the learning plan to achieve competency in all tasks for the training period selected. Refer to the "5 steps in the Green Certificate Process" in the Green Certificate training manual introduction section.
- Trainee masters all key points of competent performance in a task, all tasks in a skill and all skills in training period under the guidance of their trainer(s).
- Trainer(s) initial in the Green Certificate training manual and on the Record of Competence sheet, as mastery is achieved in each key point of competent performance, followed by each task and skill. Refer to "Record of Competence sheet" in the Green Certificate training manual.
- Trainee contacts School Coordinator informing them of their readiness to attend the Regional Certification Testing Event and any other additional special testing requirements.
- School Coordinator communicates this information to the Regional Coordinators who schedules the trainee into a Regional Certification Testing Event. The test scheduled is communicated back to the trainee by the School Coordinator.

Regional Certificate Testing

- Trainee attends Regional Certification Testing Event bringing with them their Green Certificate training manual and their Trainer's "signed off" Record of Competence sheet.
- Trainee is matched with a Certification Tester. Tester evaluates the trainee's ability and competence on 5 skills, randomly chosen, from their selected training period of study.
- If trainee's ability and competence is evaluated **below 65%** in one or more tested skills:
 - tester will provide feedback (task(s) requiring additional skill development) to the trainee and the trainer via the test report.
 - trainee returns to training process and enhance their skill development to apply for a retest on that training period.
- If the trainee's ability and competence is evaluated **above 65%** in all five tested skills:
 - tester will provide feedback via test report and the trainee is given a grade based on their performance.
 - School Coordinator uses this information to apply for the training period's credits and submits the mark to Alberta Education.
- The test report is validated and signed by the trainee, tester and Regional Coordinator.
- Trainee, trainer, School Coordinator are given the results of the Certification Testing Event.
- Trainee returns to the **Green Certificate training process** to enhance their skill development or move on to their remaining training period(s).

Certification

- When the trainee has successfully completed all three training periods and Regional Certification Tests, the regional coordinator will detach the trainee's signed Record of Competence and submit it to Alberta Agriculture and Forestry to verify their certification.
- Alberta Agriculture and Forestry issues the Green Certificate to the trainee.
- Alberta Agriculture and Forestry sends the trainee's Green Certificate portfolio (*Record of Competence and Green Certificate*) to their school for presentation to the student.