

## GREEN CERTIFICATE PROGRAM POLICIES AND PROCEDURES

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**Additional information regarding the Green Certificate Program can be found online at**  
<https://www.alberta.ca/green-certificate-program.aspx>

<b>1.01 – Green Certificate Program Administration</b>	<b>Refer to Policy #</b>
<p>The <a href="#">Green Certificate Program</a> is an apprentice-style training program within the agriculture industry in Alberta, offered to high school students. Its resources and operations are reviewed regularly to ensure that the program remains relevant.</p>	<b>2.01, 3.01, 5.02, 7.01</b>
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- There are eleven recognized specializations in the Green Certificate Program – Level 1 (Technician).
  - Beekeeping
  - Cow/Calf
  - Dairy
  - Equine
  - Feedlot
  - Field Crop
  - Irrigated Crop
  - Sheep
  - Swine
  - Greenhouse
  - Poultry
  
- The Green Certificate Program will be available to all high school students in Alberta who meet the Registration and Trainee Requirements as outlined in policies [2.01 – GC Registration](#) and [3.01 – Trainee Requirement](#).
  
- Registration can take place at any time throughout the year.
  
- Individuals cannot be registered as both a Trainer and Trainee, in the same specialty, at the same time.
  
- Individuals involved in the Green Certificate Program will speak and act with respect and dignity, maintain a positive image and promote the Program.
  
- Individuals involved in the Green Certificate Program shall refrain from making unauthorized representation to outside bodies in the name of the Green Certificate Program. Any such situation that occurs will be forwarded onto the Provincial Coordinator.

- Industry will be asked for input into existing curriculum on a regular basis. Any industry wishing to see new curriculum developed for the Green Certificate Program is encouraged to put together a proposal for consideration by the Provincial Green Certificate Coordinator. Industry may also be approached by the Green Certificate Program with interest in developing new curriculum as outlined in policy [7.01 – GC Resource Creation and Review](#).

## **Trainees**

For more detail refer to policy [3.01 – GC Trainee Requirements](#)

- Must be a minimum of 15 and entering a minimum of Grade 10.
- Is expected to actively participate in the program.
- Will be encouraged to:
  - Take advantage of the knowledge of the Trainers
  - Put their new knowledge into practice
  - Train and test regularly
- The Trainees are responsible for finding a Trainer who is:
  - Knowledgeable in the chosen specialty
  - Minimum of 18 years of age
- Will be classified as a:
  - Credit Trainee – registered through their high school and eligible to receive Alberta Basic Education diploma credits for completing the program.
- Will respect the decisions of the Trainers, The Regional Testers, and Coordinators. If a Trainee disagrees with a decision and wishes to appeal it, the Trainee will follow the procedures outlined in policy [5.02 – GC Complaints and Grievances](#).

## **Trainers**

- Have the primary responsibility to work with Trainees through the year and to teach technical knowledge and skills as outlined in the Green Certificate manual.
- Should be actively involved in an agriculture operation relevant to the specialty being studied by the Trainee. Trainers must be listed on the Trainee's registration form and can be the Trainee's parent(s).
- Must be a minimum of 18 years of age.
- Will not be paid to act as a Green Certificate Program Trainer.
- Will respect the decisions of The Regional Testers and Regional Coordinators. If a Trainer disagrees with a decision and wishes to appeal it, the Trainer will follow the procedures outlined in policy [5.02 – GC Complaints and Grievances](#).
- Additional Trainers are encouraged where needed.

## **The Regional Tester will:**

- Must be at least eighteen (18) years of age.
- Are regarded for their industry knowledge related to a specific program area.
- Will ensure that outside interests do not jeopardize their judgment or competence.
- Will respect the decisions of Regional Coordinators. If a Tester disagrees with a decision and wishes to appeal it, the Tester will follow the procedures outlined in policy [5.02 – GC Complaints and Grievances](#).
- Assess the skill level of the trainee and assign a percentage grade
- Attend tester professional development workshops
- Report any problems encountered during a testing event to the Regional Coordinator
- Stay current on technological advances within the industry
- Assist Alberta Agriculture and Irrigation (AGI) in curriculum development and revisions

## **Regional Coordinators**

### **The Green Certificate Regional Coordinator will:**

- Operate with accordance of the regional delivery contract.
- Understand the [Green Certificate Program](#).
- Ensure that the Program is administered fairly within their region.
- Will ensure that outside interests do not jeopardize their judgment or competence.
- Will work for the creation and maintenance of curriculum, policies, and procedures that will continue to enhance the Green Certificate program.
- Represent the views of their school, school division, or region.
- Respect the confidential nature of information to which he/she may have access regarding a specific individual involved in the Green Certificate Program. Public discussion of confidential information will not be tolerated.
- Promote the program to schools in the region
- Recruit new participants such as trainers, trainees and testers
- Conduct induction sessions
- Provide Green Certificate Agricultural Training Program manuals and administrative documents
- Set up and coordinate off-site Regional Certification Testing Events and training workshops
- Communicate with AGI on trainees' status
- Provide training advice or suggest alternatives to teach certain skills

## School Coordinators

- Understand their schools and [Alberta Education's Off-Campus Education Policies](#) (including AGR3000 prerequisite and off-campus work site visitations) and Alberta Education's outline of the Green Certificate Program Curriculum ([available on-line](#))
- Attend induction sessions with trainees and their trainers
- Actively communicate with their Regional Coordinator.
- Understand the policies, and procedures of the Green Certificate program.
- Represent the views of their school, school division, or region.
- Respect the confidential nature of information to which they may have access regarding a specific individual involved in the Green Certificate Program. Public discussion of confidential information will not be tolerated.
- Register students, maintain trainees' records and ensure school contact information is current in Green Certificate Information Network Application (GINA).
- In GINA, School Coordinators will be able to:
  - register their students,
  - update and maintain all Green Certificate student records associated with their school.
  - access to student's registration information, testing schedule and their test results
  - receive Green Certificate communication from GINA with respect to your Green Certificate student's progress, and
  - receive notifications of actions required to ensure student's success in the program.
- Regularly supervise and monitor the trainee's training progress and maintain contact with the trainee and trainer
- Apply for the trainee's high school credits based on Green Certificate skills achieved, via the school's mark submission system and applies these results to the Alberta Education's PASI (Provincial Approach to Student Information) process for inclusion onto the student's transcripts.

1.02 - Green Certificate Program Fees and Invoices	Refer to Policy #
Schools registering students in Green Certificate that <b>have</b> an Alberta student number will <b>not</b> be charged a program fee by Alberta Agriculture and Irrigation effective September 1, 2017.	
Schools registering students in Green Certificate <b>without</b> an Alberta student number will be charged a program fee by Alberta Agriculture and Irrigation.	<b>Approved</b>
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**Fees charged to students *WITHOUT* an Alberta student number:**

- All Green Certificate fees will be reviewed every three (3) years.
- Fees will be charged on a per test per specialty basis to a maximum of 3 completed tests.
  - Test fees are \$320 + GST. (Effective April 2018)
- All fees are payable to “Government of Alberta”.
- All program fee increases will be communicated by Agriculture and Irrigation (AIG).
- Test fee invoices will be sent to the school/school jurisdiction which is indicated on the approved registration in GINA.

**Invoicing**

- The Provincial Administrator will run a test report twice per year through GINA and create an invoice for all tests completed by students without an Alberta Student Number. Once approved the invoice will be sent to Service Alberta who will issue the invoice on behalf of the Government of Alberta.

<b>1.03 – Green Certificate Protection of Privacy</b>	<b>Refer to Policy #</b>
The Freedom of Information and Protection of Privacy Act (FOIP) requires the Green Certificate Program to protect the personal information it collects. Regional Coordinators are bound by the Personal Information Protection Act (PIPA).	
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- The Freedom of Information and Protection of Privacy Act and the Personal Information Protection Act prohibits the release of a Trainee, Trainer, or Tester’s personal information, except in very specific, pre-approved situations.
- “Personal information” is recorded information about an identifiable individual. It can include:
  - The individual’s name, address (home or work) and phone numbers (home or work).
  - The individual’s race, national or ethnic origin, colour or religious or political beliefs or associations.
  - The individual’s age, sex, marital status, or family status.
  - An identifying number, symbol or other particular assigned to the individual.
  - The individual’s fingerprints, blood type or the individual’s health information.
  - Educational, financial, employment or criminal history.
  - Other people’s opinions about the individual.
  - The individual’s personal views or opinions, except if they are about someone else.
  - A photograph or digital image or file.
- Personal information may only be released if the individual adult or parent(s)/guardian(s) of the individual under the age of eighteen (18) years, is aware of, and approves the release.
- Written notification of the possible release to a named person or organization, and the purpose that the information will be used, should be provided when the information is collected. The permission to release the information must be signed by the individual adult or the parent(s)/guardian(s) of an individual under the age of eighteen (18) years
- Trainee, Trainer, and Tester contact information is for School Coordinator, Regional Coordinator, and Provincial Green Certificate staff use ONLY. Copies of lists are not to be given to other government, public or private sector individuals or groups.



- If information from non-Green Certificate sources is deemed to be in keeping with Green Certificate goals and objectives, the Green Certificate Coordinators or Provincial Office will notify or distribute the information to the appropriate individuals.
- If at any time the Green Certificate Program deems it necessary to release information for a purpose which was not agreed upon at the time of collection for a new use, it must acquire written consent by the individual adult or the parent(s)/guardian(s) of an individual under the age of eighteen (18) years.

1.04 - Green Certificate Revising and Reviewing	Refer to Policy #
<p>Green Certificate Program is responsible for setting the policies that govern the operation of the Program in Alberta. It is the Program's responsibility to ensure that the policies adopted are current and meet the needs of those involved in the Program. The Program is also responsible to ensure that the policies are in the best interest of the Green Certificate Program as a whole.</p> <p>It is the responsibility of the Provincial Green Certificate Coordinator to consult with the Regional Coordinators and other Alberta Agriculture and Irrigation (AGI) staff.</p> <p>Individuals involved in the Green Certificate Program can communicate their wishes through the Regional Coordinators.</p>	
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### Reviewing Policies

When any policy is adopted, a review date will be established. If possible, approximately half of the policies will be reviewed each year.

### Revising Policies

To ensure that the policies adopted by the Green Certificate Program meet the needs of the individuals involved in the Program, as well as the Alberta Agriculture and Irrigation (AGI); all recommendations for changes must go through the process outlined below to be considered.

#### The steps to recommend changes are:

- A proposed policy change can be communicated to any Coordinator, Regional or Provincial, by any individual involved in the Green Certificate Program.
- The Provincial Coordinator will maintain a file of proposed changes to be brought forward for approval at the Regional Coordinators bi-annual meeting\*.
  - The Provincial and Regional Coordinators will consider all suggestions, seeking advice from appropriate AGI staff when necessary.
  - Any changes approved by the Regional and Provincial Coordinator group will be forwarded for approval at the appropriate level of AGI.
- AGI will review the changes and either approve or reject the policy change.

- The Provincial Coordinator will ensure that the Regional Coordinators receive information on the approved changes, as well as any information about why changes were not approved.
  - A decision on any proposed amendment received by May 1 can be expected by the end of August. Implementation of changes will take place September 1 of each year. A change made outside of the review year, will not change the review date.

\*Note: The Regional Coordinators bi-annual meetings will take place in the fall and in the spring of each year.

### **Adding a Policy**

To ensure that the policies adopted by the Green Certificate Program meet the needs of the individuals involved in the Program, as well as Alberta Agriculture and Irrigation (AGI); all recommendations for adding a policy must go through the process outlined below to be considered.

### **The steps to recommend an additional policy are:**

- The proposed policy, along with the justification for it, can be communicated to any Coordinator, Regional or Provincial, by any individual involved in the Green Certificate Program.
  - The Provincial Coordinator will review any requests for additional policies as they are received.
  - The Regional Coordinators, and appropriate AGI staff, will be asked for input.
  - A draft version of the policy will be circulated to the Regional Coordinators in advance of the Regional Coordinators bi-annual meeting.
  - The Regional and Provincial Coordinators will finalize the policy for implementation, or recommend waiting for further input, at the Regional Coordinators bi-annual meeting \*.
  - The final policy draft will be forwarded for approval at the appropriate level of AGI.
- AGI will review the policy and either approve or reject it.
- The Provincial Coordinator will ensure that the Regional Coordinators receive information on the approved changes, as well as any information about why changes were not approved.
  - A decision on any proposed additional policy received by May 1 will be drafted for approval by August 1. Whenever possible a final decision on the policy will be made by the end of August with implementation of the policy to take place September 1. If a proposed policy will result in a major change to a specialty, or the direction of the Green Certificate Program, a policy may take longer than this to receive final approval. All new policies will be assigned a review date when approved.

\* Note: The Regional Coordinators bi-annual meetings will take place in the fall and in the spring of each year.

<b>2.01 - Green Certificate Registration</b>	<b>Refer to Policy #</b>
<p>Trainees registering in the Green Certificate Program require a complete and signed registration form. Electronic copy of the signed registration form (trainee/trainer/school coordinator and parent) will be attached to the student registration in GINA by school coordinator.</p> <p>Each trainee will commit to completing their training as per policy <a href="#">3.02 GC Training Duration</a>.</p>	<b>1.03, 3.02, 4.03</b>
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**Terms of Reference**

A Green Certificate Trainee is expected to actively participate in the program.

*[Alberta Education](#) requires the prerequisite course of AGR3000.*

- A Trainee must be a minimum of 15 and entering a minimum of Grade 10, without exception.
- A Trainee must be an active student registered with [Alberta Education](#).
- All information collected in the registration process is maintained and managed under FOIP legislation as outlined in policy [1.03 – GC Protection of Privacy](#).
- A Trainee is not officially recognized until their registration form is complete and approved by the Regional Coordinator and an induction has taken place, where a training manual will be issued.
- Providing that no testing has been completed and the primary trainer remains the same, the trainee may change their specialty by communicating the change to the School Coordinator, who will then communicate this to the Regional Coordinator. Upon notification of a change, the Regional Coordinator will then update in GINA, within a week.
- Students who wish to change their specialty, and who have already completed at least one test, will be required to complete a new registration form as outlined in policy [4.03 – GC Transfer](#)

2.02 - Green Certificate Induction	Refer to Policy #
All new Trainees entering the Green Certificate Program are required to complete an induction session.	
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- An induction session will be provided at no cost.
- Induction sessions will be led by the Regional Coordinator or designate.
- Induction sessions will be done face-to-face whenever possible. Regional Coordinators may make alternate arrangements at their discretion. (Refer to Regional Coordinators Manual)
- Inductions sessions are most effective if the Trainee, Trainer, parent, and School Coordinator are all in attendance.

2.03 - Green Certificate Re-Enrollment	Refer to Policy #
Trainees who have previously withdrawn or terminated from the Green Certificate Program will need to seek written approval from the Regional Coordinator to re-enroll.	4.01, 4.02
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### Withdrawal

A trainee or School Coordinator 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 reenroll provided:
  - The withdrawal was submitted in GINA as outlined in policy [4.01 – GC Withdrawal](#).
  - The Trainee seeks approval from the Regional Coordinator.
  - Regional Coordinator approves or declines reenroll.
  
- A new registration form is required.
  
- An induction session is required if one has not already been completed.
  
- Trainees who re-enroll 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 a new training manual. The original manual will be returned to the school coordinator who then returns it to the Regional Coordinator.

## 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 as outlined in policy [4.02 – GC Termination](#) will not be allowed to reenroll in the Program for a minimum of one year.
- Re-enrollment 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-enroll 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 a new training manual. The original manual will be returned to the School Coordinator who then returns it to the Regional Coordinator.



3.01 - Green Certificate Trainee Requirements	Refer to Policy #
All Trainees entering the Green Certificate Program must abide by the requirement referenced.	2.01, 2.02, 3.02, 3.04, 4.02
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### Green Certificate Trainee Requirements

- For a Green Certificate Trainee to complete level one (1), the Trainee must:
  - Be a minimum of 15 years of age and entering a minimum of grade 10.
  - Be an active student registered with [Alberta Education](#).
  - Register as a Trainee as outlined in policy [2.01 - Registration](#).
  - Complete an induction session as outlined in policy [2.02 – Induction](#).
  - Complete all pre-requisites required by [Alberta Education](#) (i.e. AGR3000)
  - Complete testing on the three separate training periods as outlined in policy [3.04 – Testing](#).
  - Complete testing within the allowed training duration as outlined in policy [3.02 – Training Duration](#).
  
- If a Trainee does not meet the minimum requirements as outlined, they will be removed from the Green Certificate Program. Students will not be eligible for re-enrollment for 12 months from the date of removal or at the discretion of the Regional Coordinator as outlined in policy [4.02 – Termination](#).

3.02 - Green Certificate Training Duration	Refer to Policy #
Trainees should be able to complete their training and testing in any one specialty within three years of registration, including summer and holidays.	4.02
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- All Trainees will be granted up to three years, from the date of Regional Coordinator approval, to complete their Green Certificate training and testing.
- Any trainee that does not complete their Training and Testing within the specified period may be terminated from the Green Certificate Program as outlined in policy [4.02 – Termination](#).

**Extensions**

- Trainees can get an extension. Those requiring an extension in their training should give notice through direct communication with their Regional Coordinator, including justification of their request.
- Approval of the extension shall be subject to a review of the Trainee’s record, to be completed by the Regional Coordinator. Approvals are granted at the discretion of the Regional Coordinator.
- Unless an extension is approved, the Trainee will be terminated from the program at the end of the allotted training duration as outlined in policy [4.02 – Termination](#).

3.03 - Green Certificate Regional Training Event	Refer to Policy #
Training Event Participants are eligible to attend relevant off-farm training when offered.	
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Notification of off-farm training events, organized by the Regional Coordinator, must be sent to the Provincial Coordinator a minimum of 30 days prior to the event taking place and approval is granted at the discretion of the Provincial Coordinator.

- Training Event Participant may be requested to pay additional registration fees, in order to attend the off-farm training event.
- Travel expenses for the Training Event Participant in attendance will not be covered by the allocation.

<b>3.04 - Green Certificate Testing</b>	<b>Refer to Policy #</b>
In order to earn a Green Certificate, all Trainees must successfully complete three tests, covering the three training periods, within the allotted training duration.	<b>3.06, 4.02</b>
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- Trainees are required to participate in at least one testing event within 12 months of the Regional Coordinator registration approval date. If the Trainee fails to do so they may be terminated from the program as outlined in policy [4.02 – Termination](#).
- A Regional Certification testing events occur a minimum of three (3) times per year in each region. Trainees may attend a test date and location outside of their region, with notification given to both Regional Coordinators.
- Testing is coordinated by the five (5) Green Certificate Regional Coordinators
- Trainees must present their training manual at testing, with all skills from the training period initialed by their Trainer(s), **on the Record of Competence**. Failure to do so may result in the trainee being unable to test, at the discretion of the Regional Coordinator.
- The Trainee will be tested on five (5) skills selected from the chosen training period (X, Y or Z):
  - One (1) skill may be chosen by the Trainee,
  - One (1) will be a random draw,
  - The three (3) remaining skills will be chosen by the Tester.
  - Changes to skill selection process can be made at the discretion of the Regional Coordinator.
- The Tester will evaluate the Trainee knowledge and ability to perform all the key points of competent performance under each of the five (5) selected skills.
- Trainees and The Regional Testers are encouraged to use the testing rubric as a tool. (Appendix G - Green Certificate Test Rubric)
- The Trainee is required to be tested on three (3) separate training periods (X, Y, and Z). The Trainee will be issued their Green Certificate when they have successfully completed a test (grade 65% or higher) in each training period.
- Testing of two (2) or more training periods can **only** be completed in one day with special permission of the Regional Coordinator.

- Successful Trainees will receive a copy of their certification test report. The reports must be submitted to the School Coordinator to assist in determining course marks. Trainees may be directed by the Regional Coordinator to submit the reports, or the Regional Coordinator may submit them directly.
- Post testing, submission of [Alberta Education](#) course credits is the School Coordinators responsibility.
- Entering test results into GINA is the responsibility of the Regional Coordinator within one month of the testing day.
- Retesting within two weeks of an unsuccessful test, is at the discretion of the Regional Coordinator as outlined in policy [3.06 – GC Re-testing](#).
- The Trainee’s Certificate of Completion will be issued upon successful completion of testing.
- A lost certificate can be re-issued upon request to the Provincial Administrator.

<b>3.05 - Green Certificate Failure to Test</b>	<b>Refer to Policy #</b>
Trainees are expected to attend their scheduled test dates.	<b>3.02, 3.04, 4.02</b>
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**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 once within 12 calendar months of their approved registration date outlined in policy [3.04 – GC 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 as outlined in policy [3.02 – GC Training Duration](#).
- The Trainee will be notified by the Regional Coordinator warning them they are pending removal. They will receive an email notification 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 as outlined in policy [4.02 – GC Termination](#).

**No show**

- A “No-Show” occurs when a Trainee has registered in a Testing Session as confirmed by the regional coordinator and fails to attend or 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\***

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 as outlined in policy [4.02 – GC Termination](#).

- Trainees who fail to attend a second scheduled test date, without appropriate contact with their Regional Coordinator, will be terminated from the program immediately. They will be informed via a telephone call, written letter or email from the Regional Coordinator. School Coordinator will be copied on all communication as outlined in policy [4.02 – GC Termination](#).
- If a Trainee is terminated because of non-attendance at scheduled testing, they will not be eligible to re-enroll for a minimum of 12 months as outlined in policy [4.02 – GC Termination](#).

<b>3.06 - Green Certificate Re-Testing</b>	<b>Refer to Policy #</b>
To complete Green Certificate Program, all Trainees must successfully complete three tests, covering the three training periods, within the allotted training duration. Trainees are permitted to re-test following an unsuccessful testing day.	
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- If a Trainee does not successfully complete all five (5) of the skills at testing, they must return to the training site for more training and the test would be considered an incomplete.
- Trainees are invited to sign up for the next available testing session, at least two (2) weeks from their original testing date. Retesting within two weeks of an unsuccessful test, is at the discretion of the Regional Coordinator.
- No academic penalty will be assessed for incomplete tests.
- All tests require five (5) skills to be tested. Any skill marked incomplete, will be included in a re-test.
  - The Tester will select up to three (3) of the five (5) skills.
  - The Trainee will select one (1) skill if they have three (3) or less incomplete skills to be tested. (i.e., A test may be made up of two (2) incomplete skills, two (2) Tester selected skills, and one (1) Trainee selected skill.)
- Regional Coordinators will verify incomplete skills to be re-tested prior to the re-testing.
- Trainees may schedule a re-test for a date and location outside of their region, with approval of both their Regional Coordinator and the Regional Coordinator where testing will be taking place.
- If a trainee wishes to re-test for the sole purpose of improving their mark, they must make arrangements with their Regional Coordinator, and will only be able to re-test at a scheduled testing date.



4.01 - Green Certificate Withdrawals	Refer to Policy #
Occasionally circumstances will dictate that a Trainee must withdraw from the Program. The withdrawal will not affect their eligibility to reapply later.	
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**Withdrawal**

A trainee or School Coordinator initiates the process in which the trainee voluntarily withdraws from the program.

- A Trainee who wishes to withdraw from the Green Certificate Program may do so at any time.
- Notification must be made via GINA by the School Coordinator or Regional Coordinator.
- Trainees who have withdrawn from the Green Certificate Program will not be allowed to re-register in the Program for a minimum of 12 months.

4.02 - Green Certificate Termination	Refer to Policy #
Failure to complete training and testing requirements within the allotted duration may result in termination.	3.05
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**Reasons for Termination**

- Students who fail to test as outlined in policy [3.05 – GC Failure to Test](#) may be eligible for termination
- Students who are no longer active with [Alberta Education](#) will be terminated

**Procedure for Termination**

- The Trainee and School Coordinator will be notified by email, as indicated on their registration form.
- The Trainee will have three (3) weeks from date of notification to appeal their removal to the Regional Coordinator through direct communication. The Regional Coordinator will issue a decision within 15 working days upon receiving the appeal request.
- The Regional Coordinator will adjust records accordingly within three (3) weeks.

4.03 - Green Certificate Transfers	Refer to Policy #
When a Trainee transfers schools, the transfer will not affect their eligibility to continue in, or complete, the Program.	2.01
	Approved
	January 2023
	Review Date
	January 2025

**School Transfers**

- The Regional Coordinator will be informed of the Trainee transfer.
- The Regional Coordinators will confirm with the old and new school that student records in GINA are correct.
  - All new schools need to follow the [Alberta Education](#) Off-Campus Education Policy.

**Trainer Transfers**

- As outlined in policy [2.01 – GC Registration](#)

5.01 - Green Certificate Critical Response	Refer to Policy #
The Provincial Coordinator, or designate, will respond to all critical incidents.	
	<b>Approved</b>
	January 2023
	<b>Review Date</b>
	January 2025

- In the event of an incident the School Coordinator and the Regional Coordinator must be informed.
- Any incident response must follow [Alberta Education](#) Off-Campus Education Policy.
- All inquiries about the incident will be directed to the Provincial Coordinator, or designate, without comment.
- The Provincial Coordinator, or designate, will work with the Ministry's Communications Department to prepare messages.

<b>5.02 - Green Certificate Complaints and Grievances</b>	<b>Refer to Policy #</b>
The Green Certificate Program will deal with complaints and grievances in a timely, consistent, and equitable manner throughout the province.	
	<b>Approved</b>
	January 2023
	<b>Review Date</b>
	January 2025

Issues should be raised within 30 days of the incident. Often issues can be addressed, with a win-win resolution, before an official complaint is necessary.

**Complaints:**

- A Trainee, School Coordinator, Trainer, or Tester will discuss a complaint with the Regional Coordinator.
- The Regional Coordinator may request the complaint be made in writing.
- The Regional Coordinator will review the complaint and seek input from all involved parties before issuing a written decision to the complainant. The written decision will be date stamped and provided within 15 working days.

**Appeals:**

- A decision of the Regional Coordinator can be appealed, in writing, to the Provincial Coordinator. The appeal must be requested within 15 working days of receipt of the decision by the Regional Coordinator.
- The decision will be reviewed by the Provincial Coordinator and a written response will be date stamped and provided within 15 working days.
- All decisions of the Provincial Coordinator are final.

5.03 - Green Certificate Communication	Refer to Policy #
The Provincial Coordinator will initiate any province wide communication or promotional campaigns.	5.01
	Approved
	April 2022
	Review Date
	April 2024

- All general inquiries will be responded to on an 'as soon as possible' basis by the Provincial and Regional Coordinators.
- All incident related inquiries, particularly those by media, will be directed to the Provincial Coordinator, or designate, as outlined in policy [5.01 – GC Critical Response](#).
- If a Regional Coordinator will be unavailable for more than 10 working days, emails and phone calls will indicate an alternative contact or be routed to another Regional Coordinator.
- All promotional material will be reviewed on an annual or as needed basis.

6.01 - Green Certificate and 4-H	Refer to Policy #
The Green Certificate Training Program and the 4-H Program are complimentary programs. Green Certificate programs are recognized as 4-H project options, with their own project codes.	3.01
	Approved
	April 2022
	Review Date
	April 2024

- A 4-H member who wishes to use Green Certificate training as a 4-H project must:
  - As with all projects, have approval of the club leadership,
  - Meet all basic 4-H member requirements
    - Record books
    - 70% attendance at club activities
    - A communication activity
    - Participation in achievement day
    - A community service activity

**And**

  - Meet the requirements of the Green Certificate Program as per policy [3.01 – GC Requirements](#) signed off by the School Green Certificate Coordinator or Regional Green Certificate Coordinator
    - Be in a minimum of Grade 10
    - Register as a trainee
    - At least 15 years of age
    - Complete an induction session
    - Complete the Record of Competence
    - Complete testing as required
  
- Participation in achievement day shall include:
  - A display on the member’s Green Certificate Unit or
  - A presentation on the member’s Green Certificate Unit
  
- Records must be kept for any 4-H project. Green Certificate projects should use the Generic Record Book (Creative Options Record Book) in combination with a log, which includes a summary of each training period (X, Y, Z). **The Green Certificate Training Manual is not sufficient.**
  
- An induction session, on-farm training, testing, and farm safety ([AGR3000](#)) are requirements of Green Certificate and cannot be claimed elsewhere on the diary. This is similar to a weigh-in for the market beef project.
  
- Green Certificate trainers, working with a 4-H member wishing to claim Green Certificate as a project, should either be registered as a 4-H leader or be in regular contact with the registered 4-H leader to ensure training is being completed.

<b>7.01 - Green Certificate Resource Creation and Review</b>	<b>Refer to Policy #</b>
Creating and maintaining resources is the responsibility of the Provincial Green Certificate Office.	
	<b>Approved</b>
	April 2022
	<b>Review Date</b>
	April 2024

- Promotional items should be created and/or approved by the Provincial Coordinator. Regional Coordinators are encouraged to send ideas/requests to the Provincial Coordinator for consideration. Costs associated with promotional items are the responsibility of the Regional Delivery Colleges.
- Alberta Agriculture and Irrigation Green Certificate Provincial [website pages](#) will be created and updated by the Provincial Coordinator or designate.
- Alberta Agriculture and Irrigation Green Certificate Provincial key messaging will be created and updated by the Provincial Coordinator or designate.
- Government of Alberta website pages will be reviewed by the Provincial Coordinator for accuracy when their renewal date approaches.



## **Latest Policy Approval Dates**

### **Administration**

1.01	Green Certificate Program Policies	Jan 2023
1.02	Green Certificate Program Fees and Invoices	Apr 2022
1.03	Green Certificate Protection of Privacy	Jan 2023
1.04	Green Certificate Revising and Reviewing Policies	Jan 2023

### **Registration**

2.01	Green Certificate Registration	Jan 2023
2.02	Green Certificate Induction	Jan 2023
2.03	Green Certificate Re-Enrollment	Jan 2023

### **Training and Testing**

3.01	Green Certificate Trainee Requirements	Jan 2023
3.02	Green Certificate Training Duration	Jan 2023
3.03	Green Certificate Regional Training Event	Jan 2023
3.04	Green Certificate Testing	Jan 2023
3.05	Green Certificate Failure to Test	Apr 2022
3.06	Green Certificate Re-Testing	Jan 2023

### **Withdrawals and Terminations**

4.01	Green Certificate Withdrawals	Apr 2022
4.02	Green Certificate Terminations	Jan 2023
4.03	Green Certificate Transfers	Jan 2023

### **Crisis Management**

5.01	Green Certificate Critical Response	Jan 2023
5.02	Green Certificate Complaints and Grievances	Jan 2023
5.03	Green Certificate Communication	Apr 2022

### **Partners**

6.01	Green Certificate and 4-H	Apr 2022
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### **Resources**

7.01	Green Certificate Resource Creation and Reviews	Apr 2022
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