

## **Assessment Review Board Training Administrative Policies**

***The following administrative policies apply to all Assessment Review Board (ARB) training participants and all courses that comprise the ARB training program.***

### **Registration**

- Participants must:
  1. Register for the course at least 10 business days prior to the beginning of the ARB training session they wish to attend,
  2. Be sponsored by the municipality for which they will be acting as ARB clerk or ARB member, and provide written consent from the municipality. The consent form must be completed and submitted at least 10 business days before the course begins or they will not be allowed to attend the course, and
  3. Confirm their registration electronically in order to be officially registered and eligible to participate in the ARB training session.
  
- Fully booked sessions may have space that becomes available. These spaces will be offered to registrants on the waiting list no less than three days prior to the beginning of the session.
  
- The municipality may, within 24 hours of the start of a course, replace a registered participant with another. In this case, the municipality must provide the name, contact information of the new registrant, and written consent to attend within the 24 hours.

### **Attendance:**

- Those attending only one day of a two-day course will not be allowed to write the exam and will be required to re-register for the course.
  
- All participants will be required to sign in twice daily (morning and afternoon).
  
- The cancellation policy requires seven business days notice prior to the start of the course. Participants that do not give prior cancellation notice and subsequently re-register in a later training session that has reached full capacity will be placed at the bottom of the waiting list for that session.

### **Exams:**

- All participants must write the exam.
  
- Exams are open book and individually written with no group discussion.

- Participants will be provided with their marks within 30 days.
- The pass mark for all exams is 65%.
- If a participant scores between 60-64%, they may either:
  1. Re-write the exam without taking the course again. If they score less than 65% on the re-write, they will not be allowed to take the course again until next year, or
  2. Not re-write the exam but take the course again. Participants will only be allowed one re-take per year, and is dependent on space being available in that course.
- Those failing an exam with a score of 59% or less may be allowed to take the course again. Participants will only be allowed one re-take per year, and is dependent on space being available in that course.
- In order to maintain the integrity of the exam, participants will not be allowed to see their exams after they've written the exam; however, representatives from the ministry may provide information regarding areas for improvement.

**Equivalencies:**

- All equivalencies shall be determined in accordance with the legislation. No exceptions (see Ministerial Order No. L:050/10).
- Equivalencies do not apply to the clerk or board member refresher training.

**Certificates of Qualification:**

- The name on the certificate will be the name given on the registration form.

**Number of trained members per municipality:**

- Alberta Municipal Affairs reserves the right to limit the number of members who will be trained to sit as an ARB clerk or an ARB member. The limits will be determined by the following:
  1. Number of complaints (past three year average).
  2. Type of board (joint or individual).
  3. Number of previously trained members including previous councilors who are not currently on council (see note below).
  4. Other extraordinary circumstances as determined by Municipal Affairs.

***Not being re-elected does not preclude a former councilor who has been trained as a board member from continuing to sit in that capacity.***

If you have any further questions regarding the assessment complaints training program, please contact the Assessment Services Branch of Municipal Affairs at 780-422-1377, toll-free in Alberta by dialing 310-0000 first.