

## ARB Exam and Certification Information

- All participants will be required to sign in twice daily (morning and afternoon) at every course to verify attendance. Attendance for each day of the course is required. Anyone who is not able to attend will not be allowed to write the online exam, and will be required to re-take the course.
- In order to receive ARB Certification:
  - Attendance at the full course is required
  - Activities/exercises must be completed and submitted during the course, and
  - A passing grade must be achieved on the online exam (70%).
- Exams are open book and are completed online, within 7 days of the course date. Participants will be provided with their grade immediately upon submission of the online exam. Further information will be provided to the participant once registration is confirmed.
- Online exams must be completed in the allotted time (within 7 days after the course date). If your exam is incomplete, the course is considered incomplete.
- If a participant's grade is less than 70%, he/she may re-write the exam. If the grade is still less than 70% on the re-write, he/she will be required to take the course again.
- Participants will only be allowed one re-take, per course, per year. This option is dependent on another course running in the same ARB training year, in addition to space being available in that course.
- A *Certificate of Qualification* will be available to each successful participant.
- In order to recertify, either a *Member Refresher* or *Clerk Refresher* course must be successfully completed.
- Recertification must be completed every 3 years for ARB Board Members and ARB Clerks.

If you have any further questions about a course, exam or certification/recertification, please contact the Municipal Government Board at 780-427-4864 or [ma.arbadmin@gov.ab.ca](mailto:ma.arbadmin@gov.ab.ca).