



# PCRA Certificate Program Handbook July 1, 2018

# Green Advantage® Certificate Program Handbook

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## Introduction

Welcome! The Green Advantage® Team is glad that you want to demonstrate your knowledge and skills by successfully completing the Pre-Construction Risk Assessment (PCRA) Certificate Program. Working toward the high quality represented by this certificate is important for your health and safety, your career, your company, and your customers.

As you know, demand for healthcare facility construction continues to rise. Hospitals and other healthcare facility owners want to comply with federal, state, and local requirements related to new construction, renovation construction, and deconstruction/demolition of healthcare facilities. In short, owners seek construction personnel who can deliver construction processes that protect the health and safety of patients, staff, and workers. Green Advantage (GA), a non-profit organization, and Green Path Technical Institute, a training organization, have partnered to help meet this demand by providing PCRA certified personnel in the construction industry. PCRA Certificate holders have successfully demonstrated their foundational knowledge in PCRA related construction principles.

We wish to hear from you. If you have feedback about the clarity, or thoroughness of this Certificate Program Handbook, or any aspect of the certificate program training and assessment, please contact us at [info@greenadvantage.org](mailto:info@greenadvantage.org).

We are delighted that you want to become Green Advantage Certified. We wish you success, and look forward to your joining the Green Advantage community.

-----*The Green Advantage® Team*

## 1. PCRA Certificate Program Basics

### PURPOSE, SCOPE & INTENDED LEARNING OUTCOMES

#### **Purpose & Scope**

The purpose of the Certificate Program is to prepare construction personnel across trades and regardless of whether serving in a supervisory or non-supervisory capacity foundational principles that promote understanding about and successful delivery of PCRA related activity. Subject Matter Expert (SME) participation helps ensure the relevance, integrity, impartiality, and fairness of the Certificate Program.

#### **Targeted Learning Outcomes of Training & Exam:**

- The PCRA Certificate training and exam are focused meeting the following learning objectives:
  - understanding the need for Pre-Construction Risk Assessment (PCRA)
  - key concepts related to infection control during construction
  - pathogen transmission factors related to construction processes
  - unique construction challenges represented by the hospital environment
  - regulatory context for healthcare facility construction
  - application of PCRA to healthcare facility construction activity
  - details of the PCRA process
  - construction impacts on building systems
  - PCRA procedures
  - Interim Life Safety Measures
  - approaches and best practices to ensure health & safety during healthcare facility construction

**Ideal for:**

- Healthcare facility construction workforce across trades
- Final year construction apprentices and journeymen

**To earn a Green Advantage PCRA Certificate Program (CP) certificate, a candidate must:**

- Be at least 18 years of age.
- Pay the PCRA Certificate Program fee, or have the fee paid by a third party.
- Sign a PCRA Certificate Program Registration Agreement for training and accompanying exam.
- Attend at least  $\frac{3}{4}$  (12 hours) of a 16 hour learning event in order to be eligible to take the exam and be awarded a PCRA CP Certificate.
- Pass the exam conducted at the conclusion of the training experience with a minimum score of 75%.

**Certificate Term of Validity:**

- Certificates remain valid until 1/1/22.

## LEGAL COMPLIANCE

**Non-Discrimination:**

Green Advantage (GA) does not exclude any person from taking a certificate program training and exam on the grounds of race, color, national origin, gender, or sexual orientation.

**Exclusive Right of issuance:**

Green Advantage, Inc. maintains the exclusive right to issue Green Advantage PCRA Program Certificate. Each certificate is uniquely numbered to correspond with GA records of issuance. Numbers are maintained indefinitely.

**2. About Training & Testing Conditions**

## FEES &amp; CANCELLATIONS

**Training & Exam:**

The fee for the PCRA Certificate Program, including training, written exam, and Training Manual is \$590.

**Cancellation:**

If you must cancel your PCRA Certificate Program training, your registration fee may be applied to a future training event that occurs within one year of your original registration, minus a \$75 cancellation fee.

**General:**

PCRA Certificate Program® fees are non-refundable. Retake exams (in case of failure) require retraining and fees that correspond with initial training & exam fees. Green Advantage reserves the right to modify its fees.

## TRAINER QUALIFICATIONS

PCRA Certificate Program training is provided by highly experienced instructors approved by Green Advantage.

## TRAINER/PROCTORS ADMINISTER CLOSED BOOK WRITTEN EXAMS

PCRA Certificate Program® Exams are administered by qualified trainer/proctors. The proctor ensures that admission to the testing area is limited to examinees. The proctor also ensures that test taker's personal items, including cell

phones, wallets, purses, etc., are not accessible during the exam. The proctor remains in the room, monitoring test-taking during the full length of the testing time.

#### EXAM FORMAT & TESTING TIME

The PCRA Certificate Program paper/pencil exam is conducted at the conclusion of the training experience. The exam consists of 25 multiple-choice questions that relate to the learning objectives. You will have 50 minutes to complete the exam.

#### TESTING ACCOMMODATION FOR AN INDIVIDUAL WITH DISABILITY

Any Exam Candidate who requires testing accommodation(s) should contact [info@greenadvantage.org](mailto:info@greenadvantage.org) before registering for the exam. If your disability is documented by a licensed psychologist or physician, Green Advantage will work with you to identify how to accommodate your needs appropriately while maintaining the overall fairness of exam testing conditions. Green Advantage reserves the right to request documentation of your disability from your psychologist or physician.

### 3. Exam Registration, Scheduling, & Rescheduling

#### REGISTERING FOR PCRA CERTIFICATE PROGRAM

Sometimes an employer, training organization, or other host arranges for a group exam. If you are part of such a group, your host will register you or provide instructions to you for registering. Follow those instructions to register. If you have questions about this process, ask your exam host, or contact [info@greenadvantage.org](mailto:info@greenadvantage.org).

Candidates may also register for open-to-the-public program offerings through the Green Advantage website, [www.greenadvantage.org](http://www.greenadvantage.org).

#### REGISTRATION EXPIRATION

All GA registrations expire after one year. If you do not take the Certificate Program training and exam within one year of registering, you forfeit your program fee. GA PCRA Certificate Program® fees are non-refundable. To sit for the training and exam after one year has lapsed following registration, you will need to re-register and repay.

### 4. Registration Agreement

All exam candidates are required to read and sign a GA Exam® Registration Agreement before he/she may take a PCRA Program Exam. Below is a copy of the GA PCRA Program Registration Agreement.

#### PCRA CERTIFICATE PROGRAM REGISTRATION AGREEMENT

##### **Registration Agreement PCRA Certificate Program** **Green Advantage® Exam Registration Agreement for Certificate Program**

*This Registration Agreement is made between Green Advantage, Inc. and the Candidate for a certificate, whose name and signature appear below. It is written to clarify the terms and conditions related to a Green Advantage (GA) Certificate Program.*

I understand that my signature below also signifies my consent and approval to these terms and conditions and that signing this Agreement is a condition of my taking the GA Exam®:

- 1) If I pass the exam, Green Advantage® will contact me by email periodically concerning information and benefits related to the certificate.
- 2) If I fail the exam, I understand that I may retake the exam by registering and paying to retake the exam only in conjunction with the associated training program. I can reregister via the Green Advantage website, [www.greenadvantage.org](http://www.greenadvantage.org), and that there is no limit to the number of times I can retake the certificate program training and associated exam.
- 3) If I pass the certificate program, I agree to use my certificate in the manner described in the GA Trademark Usage Guide.
- 4) The PCRA Certificate Program involves training and an associated assessment. Only training endorsed by Green Advantage and passage of the associated assessment is eligible for the GA PCRA Program Certificate. Green Advantage will not be responsible or liable for any loss or damage of any sort incurred as the result of any dealings with organizations or persons providing training or materials related to training in preparation for the exam.
- 5) I understand that I must attend at least  $\frac{3}{4}$  of the PCRA training event (12 of 16 hrs) in order to be eligible to take the PCRA exam, and be awarded a certificate.
- 6) Green Advantage® exams, website, and other materials, protocols, and processes are continually being improved and are subject to change from time to time. My input is encouraged and welcomed.
- 7) Green Advantage® PCRA Certificate Program exam is generally based upon U.S. standards and might not be applicable to other countries.
- 8) The results of my exam will be released only to me, unless Green Advantage receives a written statement signed by me authorizing this release to another party or unless my exam fee was paid by a third party. I understand and agree to the following: in the event that my employer, union, or a third party, such as a governmental agency, has paid for my exam, my results in pass-fail terms may be released to that entity. Green Advantage may also disclose my account information if compelled by a governmental authority or required under applicable law or if required by an accrediting body. I understand that if Green Advantage is required by law to release account information, I will, unless prohibited by law, be notified by Green Advantage as to what information is provided.
- 9) Green Advantage PCRA Program Certificate is not to be construed as an endorsement or representation of the ability or capability of any certificants to perform work on a satisfactory basis. Instead, Green Advantage represents that individuals who hold a certificate have met the requirements for Green Advantage PCRA Certificate Program by successfully passing a qualifying examination that demonstrates knowledge related to Pre-construction Risk Assessment for healthcare facilities.
- 10) My being listed in the Green Advantage online directory of certificate holder should not be construed as a recommendation or endorsement by Green Advantage.
- 11) If I pass the Green Advantage Exam and do not wish to have my name or contact information displayed in the Green Advantage Online Directory, I may request in writing to Green Advantage that my contact information not be displayed in the Directory.
- 12) I agree to indemnify, defend, and hold harmless Green Advantage, its affiliates, advisory board, certification boards, officers, suppliers, co-branders or other partners, agents and employees, from any claim or demand, including reasonable attorneys' fees, due to or arising out of my taking a Green Advantage Exam or holding a PCRA Program Certificate.

- 13) To help improve its services to me, Green Advantage may, from time-to-time, make collective customer information available to selected third-parties, but only in the aggregate. Other than as described in the #8 above, Green Advantage will not release any of my personal identifiable information.
- 14) Green Advantage Exam fees and the fees of Green Path Technical Institute are non-refundable.
- 15) This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland.
- 16) I agree not to cheat on this exam, to keep this exam confidential, and I agree not to share the contents of this exam with anyone else.
- 17) I understand that cheating or breaches of confidentiality and disclosure of the contents of this exam with anyone else, or misuse of the Green Advantage PCRA Program Certificate may result in withdrawal of my certificate, as well as civil and/or criminal prosecution at the discretion of Green Advantage. In the case of suspension or withdrawal of my certification, I agree to return any printed certificate to Green Advantage.
- 18) I understand that no weapons are allowed to be taken into any room where GA exams are being administered. Further, I understand that PCRA Program Trainers/Proctors have the right to stop my training or exam at any time if I exhibit threatening behavior toward any person during the learning event or associated assessment. If such a situation were to occur, I understand that I would forfeit all fees paid toward my exam, and I would automatically fail the exam.
- 19) If I pass the PCRA Certificate Program exam, I will be issued a certificate with a 2018-2021 term of validity.
- 20) I have read this registration agreement, had an opportunity to ask any questions, and understand and agree to all of its terms.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Email \_\_\_\_\_

Phone (personal) \_\_\_\_\_ Phone (work) \_\_\_\_\_

## 5. Tips for Preparing to Take an Exam

### USE TRAINING MATERIALS

Your trainer will offer the following to prepare for the PCRA Program exam:

#### Training Manual

Each candidate receives a PCRA Program Training Manual at the start of training. Exam questions are drawn from this Training Manual and ancillary training materials. Use the technique of *read, recite, and review* to study the Training Manual.

### CREATE A STUDY GROUP

The training experience is typically offered in two days or four evening sessions. Some candidates form study groups with other candidates in order to study between training days. This approach can be a highly effective way to prepare for a PCRA Program Exam®.

### STAGGER YOUR STUDY SCHEDULE

Stagger your study time to review what you have learned, identify gaps, and revisit materials.

**MAINTAIN YOUR FOCUS DURING TRAINING**

While taking training, do not multi-task. Instead, focus entirely on the training material and presentation. Be an active participant; ask questions and engage actively in the experience.

**6. Tips for Exam Day****BE PHYSICALLY READY**

Get plenty of sleep the night before exam day at the conclusion of the training experience. Many studies have demonstrated the link between sleep and test performance. In addition to a good night's sleep, know that some people do not test as well on an empty stomach. Avoid alcohol and any other substance that might compromise your clear mind.

**WHAT TO BRING INTO THE TRAINING & EXAM****Identification**

You must present **two forms of identification** (ID) to the written exam Trainer/Proctor. One must be a valid photo ID - only a valid driver's license, passport, state ID card, student ID card, or military ID card will be accepted as a valid photo ID for the written exam. The second ID does not require a photo, such as a credit card.

**WHAT NOT TO BRING**

These materials are **NOT** allowed in the exam room.

- Mobile phone
- PDA
- Camera
- Calculator
- Laptop computer or other electronic equipment
- Weapons
- Materials prohibited by the testing center. These might include food, gum, or other items.

**DEAL WITH DISTRACTIONS**

GA Exams require your absolute attention. If another test-taker bothers or distracts you during the written exam, inform the Proctor.

**USE CAREFUL TESTING PRACTICES****Written Exam**

When you take the PCRA Certificate Program exam, you will have an average of 2 minutes for each answer. While you need to keep an eye on the clock, you should not feel overly rushed.

Read each question fully before you decide which answer is correct. When a question prompts you to identify an answer, remember that there might be more than one option that seems correct. Your task is to identify which option is **most correct** and **most complete**.

**Do not mark more than one answer. Marking more than one answer** will result in a wrong answer for that question.

When presented with a multiple-choice question, eliminate obvious wrong answers first. Next, consider the remaining options. A question with no answer is counted the same as one with an incorrect answer. Therefore, if you are unsure of the answer, take your best guess.

If you think that you are spending too much time on one question, you may want to skip it and come back to it later. Always make sure you are filling in the right space for the question you are answering. If there is time remaining after you have finished, you can return to any questions you skipped and try them again. If you have answered every question and time remains, do not turn in your test right away. Take this opportunity to check your work at least once.

## 7. After the Exam

### RESULTS & CONFIDENTIALITY

An exam score will be released only to the test taker, unless Green Advantage receives a written, signed statement authorizing the release to another party, or unless the exam fee was paid by a third party. In the event that an employer, union, or another third party, such as a governmental agency, has paid for your exam, the results in pass-fail terms may be released to that entity. Green Advantage may also disclose an examinee's account information if compelled by a governmental authority or required under applicable law or if required by an accrediting body. If Green Advantage is required by law to release account information, unless prohibited by law, Green Advantage will notify the examinee as to what information is released.

### RETESTING UPON EXAM FAILURE

If you fail the PCRA Program Exam, you can retake the training and exam as many times as is necessary to pass. To retake the training and exam you must reregister and pay the program fee or have the fee paid on your behalf. Any questions about retesting can be addressed to [info@greenadvantage.org](mailto:info@greenadvantage.org).

### PRINTING YOUR CERTIFICATE

You can print your Green Advantage Certificate by entering your last name along with the number that you received in the results email from Green Advantage stating that you passed the exam. An attractive certificate displays your name, the certificate issuance date, expiration date, and your unique certificate number. You can print your certificate on cardstock or high quality paper for framing. Email [info@greenadvantage.org](mailto:info@greenadvantage.org) if you have questions about your certificate access.

### LISTING ON THE GA CERTIFIED PERSONNEL DIRECTORY

The Online Directory displays selected information of those who have gained a certificate. Directory listings include name, certificate expiration date, and business contact information. Within 1 week of passing the exam, your contact information can be viewed in the Online Directory. If you prefer not to have your name and contact information displayed in the Online Directory, you can indicate this on the cover page of the exam or send this preference in an email to [directory@greenadvantage.org](mailto:directory@greenadvantage.org). Likewise, any updates or corrections may be sent to [directory@greenadvantage.org](mailto:directory@greenadvantage.org). Green Advantage never sells candidate or certificate-holder information.

## USING THE GA LOGO & TRADEMARK

Green Advantage® trademarks, service marks, trade names, and trade dress are valuable assets protected under Copyright and Intellectual Property Law. GA certificate holders are expected to use them properly. Proper use and display of all Green Advantage marks is explained in the [GA Trademark Usage Guide](#) available on the Green Advantage website. Individuals and organizations wishing to use trademark protected and/or copyrighted material should refer to this helpful guide. Green Advantage reserves the right to modify posted documents as well as original works.

Green Advantage randomly audits past and present certificate holders for compliance with Green Advantage Trademark policy. Unauthorized use of Green Advantage Corporate logos or marks may result in loss of certificate, as well as other legal consequences.

## CHANGING YOUR CONTACT INFORMATION

To update your contact information, send your request to [info@greenadvantage.org](mailto:info@greenadvantage.org).

You may update any of the following information:

- Name (first and last)
- Company Name
- Company Street Address
- City, State, Zip
- Work Phone
- Cell Phone
- Work Email (to be used for Green Advantage official correspondence)
- Work Website
- Non-English languages spoken

## FILING COMPLAINTS, GRIEVANCES, & APPEALS

Green Advantage strives to maintain the integrity of its certificates by assuring fair conditions and providing a timely response to complaints and grievances. If you have a complaint or grievance, you may submit it in writing to Green Advantage at the address below, or email us at [info@greenadvantage.org](mailto:info@greenadvantage.org). Please be specific about the problem. GA reviews the matter internally and responds to your communication within two weeks by letter or email.

Mail to: Green Advantage, Inc.

P.O. Box 3170

Frederick, MD 21705-3170

## 8. Green Advantage Contact Information

Green Advantage, Inc.

P.O. Box 3170

Frederick, MD 21705-3170

General Questions

[info@greenadvantage.org](mailto:info@greenadvantage.org)

540-822-9449