



PCRA/ICRA Certificate Program Handbook June 20, 2020

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Green Advantage, Inc.

Green Advantage[®] Certificate Program Handbook

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Introduction

Leaders Urge All Healthcare Construction Personnel to Possess an ANSI-accredited PCRA/ICRA Certificate

The Joint Commission accredits over 20,000 healthcare facilities in the United States. Accreditation by the Joint Commission strengthens community confidence in the quality and safety of healthcare, treatment and services. In the Joint Commission's "Environment of Care News" publication for November and December, 2019, the authors call for all construction personnel participating in pre-construction, maintenance, and construction activities on healthcare facilities to demonstrate their competence by possessing a PCRA/ICRA, ANSI/ASTM-accredited credential. And these leaders made this strong recommendation prior to the Coronavirus Pandemic. Imagine its urgency now!

Green Advantage® is very pleased to offer the only PCRA/ICRA, ANSI/ASTM-accredited credential available.

The Green Advantage Team applauds your desire to demonstrate your knowledge and skills by successfully completing the Pre-Construction Risk Assessment – Infection Control Risk Assessment (PCRA/ICRA) 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/ICRA credentialed personnel in the construction industry. PCRA/ICRA 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.

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

-----*The Green Advantage Team*

1. PCRA/ICRA 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/ICRA 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/ICRA Certificate training and exam are focused meeting the following learning objectives:
 - understanding the need for Pre-Construction and Infection Control Risk Assessments (PCRA/ICRA)
 - 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/ICRA Certificate Program fee, or have the fee paid by a third party.
- Sign a PCRA/ICRA Certificate Program Registration Agreement.
- Attend a 12 hour learning event in order to be eligible to take and pass the exam and be awarded a PCRA/ICRA Certificate Program Certificate. Note, due to the coronavirus pandemic, for the foreseeable future all trainings will be delivered by webinar.
- 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 6/20/22.

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/ICRA Program Certificate. Each certificate is uniquely numbered to correspond with GA records of issuance. Numbers are maintained indefinitely.

2. About Training & Testing Conditions**FEES & CANCELLATIONS****Training & Exam:**

The fee for the PCRA/ICRA Certificate Program, including training, proctored exam, and Training Manual can be found on the Green Advantage website. Bulk fee rates for 100 or greater Certificate Program vouchers are also available.

Only those candidates who complete 12 hours of PCRA/ICRA Certificate Program training authorized by Green Advantage may take the PCRA/ICRA Exam.

Unless otherwise authorized by Green Advantage, candidates have 60 calendar days from the date that they completed the 12 hours of PCRA/ICRA Certificate Program training was completed to take and pass the exam.

Cancellation:

If you must cancel your PCRA/ICRA Certificate Program training, your registration fee may be applied to a future training event that occurs within one year of your original registration.

General:

PCRA/ICRA Certificate Program® fees are non-refundable. Retake exams (in case of failure) require a fee of \$50. Retake exams, unless otherwise authorized by Green Advantage, must be taken within 60 calendar days following the completion of the 12 hours of PCRA/ICRA Certificate Program training. Exam retakes can be arranged by contacting cess@greenadvantage.org.

TRAINER QUALIFICATIONS

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

PROCTORS ADMINISTER CLOSED BOOK WRITTEN EXAMS

PCRA/ICRA Certificate Program Exams are administered by qualified 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 monitors test-taking during the full length of the testing time. Note, due to the coronavirus pandemic, unless special arrangements are made by Green Advantage, all proctored exams are administered online through Candidates' personal computers.

EXAM FORMAT & TESTING TIME

The PCRA/ICRA Certificate Program exam occurs after the 12 hour 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 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/ICRA CERTIFICATE PROGRAM**

Individuals or groups can register or purchase vouchers through the Green Advantage website by clicking 'Register' on the website's home page, or by contacting ces@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/ICRA 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/ICRA Program Exam. Below is a copy of the GA PCRA Program Registration Agreement.

PCRA/ICRA CERTIFICATE PROGRAM REGISTRATION AGREEMENT

Registration Agreement

Pre-construction Risk Assessment/Infection Control Risk Assessment (‘PCRA/ICRA’) Certificate Program

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

I understand that my signature below also signifies my consent and approval to this Agreement’s terms and conditions and that signing this Agreement is a condition of my taking the PCRA/ICRA Certificate Program Exam.

- 1) The PCRA/ICRA Certificate Program involves training and an associated exam (also known as an assessment). Only training endorsed by Green Advantage and passage of the associated exam is eligible for the GA PCRA/ICRA 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.
- 2) I understand that I must attend 12 hours of PCRA/ICRA training authorized by Green Advantage in order to be eligible to take the PCRA/ICRA exam, pass the exam and be awarded a certificate.
- 3) If I pass the exam, Green Advantage will contact me by email periodically concerning information and benefits related to the certificate.
- 4) If I pass the exam, I agree to use my certificate in the manner described in the GA Trademark Usage Guide.
- 5) If I fail the exam, I understand that unless otherwise authorized by Green Advantage, all exams, including retakes, must be taken within 60 calendar days of my completing the associated training program. I can schedule and pay to retake the exam for a fee of \$95 by contacting ces@greenadvantage.org. There is no limit to the number of exam retakes as long as the other conditions described in this agreement are met.
- 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) The Green Advantage PCRA/ICRA 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) The Green Advantage PCRA/ICRA Program Certificate is not to be construed as an endorsement or representation of my ability or capability to perform work on a satisfactory basis. Instead, Green Advantage represents that individuals who hold a certificate have met the requirements for the Green Advantage PCRA/ICRA Certificate Program by successfully passing a qualifying examination that demonstrates knowledge related to Pre-construction Risk Assessment and Infection Control Risk Assessment for healthcare facilities.
- 10) Once I complete the training and pass the exam, my being listed in the Green Advantage online directory of certificate holders should not be construed as a recommendation or endorsement by Green Advantage. Unless I opt-out through my dashboard, I understand and agree that my name, city, state or province, credential and credential expiration date may be listed in the Green Advantage online public directory.
- 11) As long as my PCRA/ICRA Certificate is current, I can place my picture, bio, and images/captions of representative work on construction projects to be displayed publicly in the directory. I agree to only post accurate information and representative images/captions that are acceptable for viewing by children and adults of all ages.
- 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/ICRA 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 provision #8 above, Green Advantage will not release any of my personal identifiable information.
- 14) Green Advantage Exam fees and the training fees of Green Path Technical Institute, or another Green Advantage authorized training organization are non-refundable.
- 15) I agree not to cheat on this exam, to keep exam items confidential, and I agree not to share the contents of this exam with anyone else.
- 16) I understand that cheating or breaches of confidentiality and disclosure of the contents of the PCRA/ICRA exam with anyone else, or misuse of the Green Advantage PCRA/ICRA Program Certificate may result in civil and/or criminal prosecution, at the discretion of Green Advantage.
- 17) I understand that PCRA/ICRA Certificate Program proctors have the right to stop my exam at any time if I exhibit cheating or threatening behavior during the exam. 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.
- 18) If I pass the PCRA/ICRA Certificate Program exam, I will be issued a certificate with a term of validity until June 20, 2022.
- 19) This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland.
- 20) I have read this registration agreement 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 OF TRAINING MATERIALS

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

Training Manual

Each candidate receives a PCRA/ICRA Certificate 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 over a several day period. 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/ICRA Certificate 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. 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 & THE EXAM

Identification

You must present **two forms of identification** (ID) to the written exam trainer/proctor. One must be a valid photo ID, issued by a state or federal agency, such as a valid driver's license, passport, state ID card, or military ID card will be accepted as a valid photo ID for the exam. The second ID does not require a photo, such as a credit or debit card.

Online Testing Room

Unless other arrangements are authorized by Green Advantage, proctored exams will be administered remotely until further notice due to the coronavirus epidemic. Exam administration requires a quiet room with adequate lighting. No other person should be in the exam room except the exam candidate for the entire exam session. Candidates should be prepared to show two forms of identification (see above) prior to commencement of the exam session. To ensure exam integrity, all exam sessions are video taped with voice and facial recognition. A remote proctor will guide and observe the entire exam session. From time to time during the exam session the proctor may require the candidate to move

their computer webcam in order to view the room or under tables or chairs. If sufficient evidence of cheating occurs, the exam session may be prematurely terminated. In this event, the candidate will automatically fail the exam.

Personal Computer

Online, remote exam administration requires candidates to supply and use a good functioning personal computer with an internal webcam built into the monitor or an external webcam that can be attached to the top of the monitor. All personal computers must also have a sufficiently functioning WIFI with high speed internet connectivity.

WHAT NOT TO BRING

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

- Camera, other than an internal or external webcam
- Calculator
- Electronic equipment, other than a laptop or computer
- Written materials
- Weapons
- Materials prohibited by the proctor. These might include food, gum, or other items.

DEAL WITH DISTRACTIONS

GA Exams require your absolute attention. Make arrangements in advance to ensure that you are not disturbed during the exam session.

USE CAREFUL TESTING PRACTICES

Electronic Exam

When you take the PCRA/ICRA 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 submit your exam 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/ICRA Program Exam, you can retake the exam as many times as is necessary to pass, as long as you retake the exam within 60 days of completion of authorized PCRA/ICRA training. To retake the exam, you must pay a \$95 fee or have the fee paid on your behalf. To make arrangements and pay to retake an exam contact ces@greenadvantage.org.

PRINTING YOUR CERTIFICATE

Once you receive notification by email of your earning a PCRA/ICRA Certificate, you can print your Green Advantage Certificate by visiting your dashboard on the Green Advantage website and clicking 'My Credentials'. The 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 if you have questions about your certificate access.

LISTING ON THE GA CREDENTIALLED 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 one 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, please visit your dashboard and indicate this preference.

USING THE PCRA/ICRA CERTIFICATE AND DIGITAL BADGE

Upon completion of all certificate requirements, certificate holders receive a certificate, as well as an invitation to claim a digital badge. A digital badge is a visual indicator of achievement and enables a certificate holder to share this accomplishment through social media, email, websites and digital resumes.

The digital badge may be placed on a resume. It features the badge's issuing organization, the type of certificate earned, its expiration date, and the knowledge and skills it confirms.

Additionally, the certificate holder's name is added to an online directory on the Green Advantage website. The certificate holder, and other interested parties, may access this directory to determine the validity of a certificate.

GA certificate holders are expected to use certificates and badges properly. Green Advantage randomly audits past and present certificate holders for compliance with this policy. Unauthorized use of Green Advantage Corporate logos, marks, or certificates may result in legal consequences.

CHANGING YOUR CONTACT INFORMATION

To update your contact information, visit your dashboard on the Green Advantage website. Please keep your profile current and accurate.

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. Please be specific about the problem. GA reviews the matter internally and responds to communications 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
540-822-9449