



# PERSONAL RECORD BOOK

**Arborist Technician**

ita

This is your Record Book!

## **DO NOT SUBMIT TO THE ITA**

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

*Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.*

# APPRENTICE IDENTIFICATION

**Trade: ARBORIST TECHNICIAN**

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

## Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

# CONTENTS

<b>APPRENTICE IDENTIFICATION .....</b>	<b>2</b>
<b>CONTENTS.....</b>	<b>3</b>
<b>EMPLOYER INFORMATION.....</b>	<b>4</b>
<b>WORKPLACE HOURS.....</b>	<b>6</b>
DATE (TO-FROM).....	7
EMPLOYER .....	7
HOURS .....	7
TOTAL HOURS.....	7
<b>RECORD OF COMPETENCIES .....</b>	<b>8</b>
<b>LEVEL 1.....</b>	<b>9</b>
<b>MISSING COMPETENCIES? .....</b>	<b>15</b>
<b>TECHNICAL TRAINING .....</b>	<b>16</b>
<b>COMPLETION REQUIREMENTS .....</b>	<b>17</b>
<b>CERTIFICATIONS .....</b>	<b>18</b>

# EMPLOYER INFORMATION

## Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

**\*TWID # – Trade Worker Identification Number**

*If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).*

If your job ends or you change employers...

### **Before leaving your place of employment:**

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

**You must be registered with your new employer before submitting any work-based training hours to the ITA.**

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

# WORKPLACE HOURS

## Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

### Workplace Hours

**Workplace hours** must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.



# RECORD OF COMPETENCIES

## Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
  - Record the date that the competency was achieved
  - Sign off on the competency
  - Enter his/her Trades Worker Identification Number (TWID #)

### What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

### Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/arborist-technician>

### Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

# LEVEL 1

## **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/arborist-technician>

Read the competency tables

For detailed information about a competency, go to the Program Outline

## **THEORY**

### **LINE A: REGULATIONS AND OTHER OCCUPATIONAL SKILLS**

- ☐ IDENTIFY REGULATIONS FOR ALL RELEVANT LEGISLATION THAT IMPACTS THEIR ONSITE ACTIVITIES, ACCORDING TO THE AUTHORITIES HAVING JURISDICTION
- ☐ IDENTIFY THE SIGNS, SYMPTOMS AND CAUSES OF MSI AND RSI
- ☐ DESCRIBE ELECTRICAL SYSTEMS AND HAZARDS

### **LINE D: TREE WORK AND MANAGEMENT**

- ☐ DEMONSTRATE THE ABILITY TO IDENTIFY 30 OF THE COMMON TREE SPECIES IN BRITISH COLUMBIA
- ☐ GIVEN THE NECESSARY MATERIALS, THE APPRENTICE WILL DEMONSTRATE THE ABILITY TO IDENTIFY 20 OF THE COMMON SHRUB SPECIES IN BRITISH COLUMBIA
- ☐ DESCRIBE BASIC BIOLOGY AND HOW IT RELATES TO SOUND ARBORICULTURE PRACTICES, ACCORDING TO INDUSTRY STANDARDS

### **LINE E: FALLING AND BUCKING**

- ☐ DESCRIBE THE PROCESS OF FALLING, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION
- ☐ GIVEN THE NECESSARY MATERIALS, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION, IDENTIFY AND EXPLAIN SOLUTIONS TO ELIMINATE OR MINIMIZE THE FALLING HAZARDS AND REFERENCE THE APPLICABLE OHS REGULATIONS

- ☐ **RECOGNIZE AND DESCRIBE HAZARDOUS WEATHER CONDITIONS, ACCORDING TO INDUSTRY STANDARDS AND AUTHORITIES HAVING JURISDICTION**
- ☐ **IDENTIFY THE HAZARDS OF UNACCEPTABLE DANGEROUS FALLING PRACTICES AND REFERENCE THE APPLICABLE OHS REGULATIONS**
- ☐ **IDENTIFY THE HAZARDS RELATED TO VARIOUS SPECIAL FALLING TECHNIQUES**
- ☐ **DESCRIBE HOW TO SAFELY PERFORM EACH SPECIAL FALLING TECHNIQUE AND REFERENCE THE APPLICABLE OHS REGULATION**
- ☐ **EXPLAIN HOW TERRAIN AND GROUND DEBRIS WILL AFFECT THE LIMBING AND BUCKING PROCESS**
- ☐ **IDENTIFY THE HAZARDS AND SAFE WORK PRACTICES RELATING TO DIFFERENT WEATHER CONDITIONS**
- ☐ **IDENTIFY LIMBING HAZARDS SUCH AS LOADED LIMBS, GROUND DEBRIS, KICKBACKS AND TRIPPING HAZARDS**
- ☐ **IDENTIFY BUCKING HAZARDS SUCH AS KICK BACKS, PIVOT POINTS, SLIDE, ROLL AND CHAIN REACTION, BLOW DOWN/THROW DOWN AND BIND**
- ☐ **DESCRIBE PROPER BUCKING PROCEDURES**
- ☐ **DESCRIBE PROPER LIMBING PROCEDURES**

## **LINE F: RIGGING**

- ☐ **DESCRIBE RIGGING CONCEPTS**

## **LINE H: EMERGENCY RESPONSE**

- ☐ **DESCRIBE THE REQUIREMENTS FOR LEVEL 1 FIRST AID CERTIFICATION, ACCORDING TO THE AUTHORITIES HAVING JURISDICTION**
- ☐ **DESCRIBE BASIC FIRE PREVENTION AND/OR SUPPRESSION ON A WORKSITE TO A LIMITED RANGE OF FIRES, ACCORDING TO INDUSTRY STANDARDS**

# **PRACTICAL**

## **LINE A: REGULATIONS AND OTHER OCCUPATIONAL SKILLS**

- ☐ **APPLY REGULATIONS FOR ALL RELEVANT LEGISLATION THAT IMPACTS THEIR ONSITE ACTIVITIES, ACCORDING TO THE AUTHORITIES HAVING JURISDICTION**
- ☐ **TAKE THE APPROPRIATE PRECAUTIONS TO PREVENT MSI AND RSI FROM OCCURING WHILE ON THE JOB**
- ☐ **AVOID ELECTRICAL HAZARDS TO PROTECT YOURSELF AND OTHERS, AS PER INDUSTRY STANDARDS AND AUTHORITIES HAVING JURISDICTION**
- ☐ **PARTICIPATE IN IDENTIFYING HAZARDS, ESTABLISHING A SAFE WORK PLAN AND CONDUCTING BOTH PRE- AND POST-JOB INSPECTIONS, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

## **LINE B: POWER EQUIPMENT**

- ☐ **USE A CHIPPER IN A SAFE AND EFFICIENT MANNER, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **SAFELY CARRY OUT GROUND OPERATIONS WITH AN AERIAL LIFT TRUCK TO ACCESS TREES TO PERFORM A VARIETY OF TREE CARE ACTIVITIES, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **SAFELY USE AND OPERATE DUMP TRUCKS TO TRANSPORT TOOLS, DEBRIS, AND PERSONNEL, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **SAFELY OPERATE THE VEHICLE PULLING A TRAILER OR CHIPPER BEHIND THE DUMP TRUCK, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **SAFELY USE STUMP GRINDERS TO MECHANICALLY REMOVE STUMPS, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

## **LINE C: HAND TOOLS AND SMALL POWER TOOLS**

- ☐ **USE AND MAINTAIN A WIDE VARIETY OF HAND TOOLS IN THEIR DAILY JOB TASKS IN BOTH GROUND AND ON LADDERS UP TO 3 METERS OFF THE GROUND, ACCORDING TO INDUSTRY STANDARDS. TOOLS WILL INCLUDE PRUNING SHEARS, HAND SAWS, SHOVELS, AXES, ETC (SEE PG 87 OF PROGRAM OUTLINE FOR THE COMPLETE LIST OF HAND TOOLS)**
- ☐ **SAFELY USE AND MAINTAIN A WIDE VARIETY OF SMALL POWER TOOLS IN THEIR DAILY ON THE GROUND JOB TASKS AND ON LADDERS UP TO 3 METERS OFF THE GROUND, ACCORDING TO INDUSTRY STANDARDS. (SEE PG 87 OF THE PROGRAM OUTLINE FOR THE COMPLETE LIST OF POWER TOOLS)**
- ☐ **USE LADDERS TO ACCOMPLISH A WIDE VARIETY OF WORK TASKS IN A SAFE AND EFFECTIVE MANNER, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

## **LINE D: TREE WORK AND MANAGEMENT**

- ☐ **USE PRUNING TOOLS, CARRY OUT PRUNING CUTS, AND CANOPY RAISE TREES, AS PER INDUSTRY STANDARDS (TASKS WILL ONLY BE CARRIED OUT FROM THE GROUND OR FROM LADDERS UP TO 3 M IN HEIGHT)**
- ☐ **DEMONSTRATE THE ABILITY TO PRUNE A WIDE VARIETY OF SHRUBS USING APPROPRIATE TECHNIQUES AND TOOLS, ACCORDING TO INDUSTRY STANDARDS (TASKS WILL ONLY BE CARRIED OUT FROM THE GROUND OR FROM LADDERS UP TO 3 M IN HEIGHT)**
- ☐ **DEMONSTRATE THE ABILITY TO PLANT, STAKE AND GUY TREES TO THE BC LANDSCAPE STANDARD**

## **LINE E: FALLING AND BUCKING**

- ☐ **DEMONSTRATE SAFE CHAIN SAW USE AND MAINTENANCE, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **DEMONSTRATE THE PROCESS OF FALLING, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

- ☐ DEMONSTRATE FALLING A TREE IN A FOREST SETTING, INCLUDING THE DEVELOPMENT AND VERBAL COMMUNICATION OF THEIR SAFE WORK PLAN, ACCORDING TO INDUSTRY SAFE WORK PRACTICES AND AUTHORITIES HAVING JURISDICTION

#### LINE F: RIGGING

- ☐ DEMONSTRATE THE SELECTION AND USE OF A VARIETY OF ROPES IN RIGGING TO CONTROL TREE PARTS WHEN PRUNING OR TREE REMOVAL, ACCORDING TO INDUSTRY STANDARDS
- ☐ USE A VARIETY OF KNOTS, HITCHES AND SLINGS TO ATTACH HARDWARE AND ROPES TO TREE PARTS AND OTHER ROPES, ACCORDING TO INDUSTRY STANDARDS
- ☐ SAFELY USE VARIOUS TYPES OF HARDWARE TO ASSIST IN RIGGING SYSTEMS, ACCORDING TO INDUSTRY STANDARDS AND AUTHORITIES HAVING JURISDICTION
- ☐ SAFELY USE A VARIETY OF FRICTION CONTROL DEVICES TO CONTROL LOADS WHILE LIFTING AND LOWERING TREE PARTS, ACCORDING TO INDUSTRY STANDARDS

#### LINE G: CLIMBING

- ☐ DEMONSTRATE ABILITY TO SELECT, INSPECT AND MAINTAIN CLIMBING ROPES AND CLIMBING EQUIPMENT FOR SAFETY, ACCORDING TO INDUSTRY STANDARDS

#### LINE H: EMERGENCY RESPONSE

- ☐ DEMONSTRATE THE ABILITY TO ASSIST, FROM A GROUND POSITION, WITH EMERGENCY EVACUATION PROCEDURES IN A SAFE AND EFFECTIVE MANNER, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION
- ☐ DEMONSTRATE THE ABILITY TO IMPLEMENT THE APPROPRIATE SPILL RESPONSE AND REPORTING PROCEDURES AS REQUIRED BY GOVERNMENT REGULATIONS

Supervisor Signature

---

## NOTES FROM LEVEL 1

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

## MISSING COMPETENCIES?

**To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.**

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

# TECHNICAL TRAINING

## Instructions

Keep a record of each level of technical training completed.

### Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## ARBORIST TECHNICIAN

- ☐ Level 1 - Technical Training
- ☐ 1,600 Work-Based Training Hours
- ☐ ITA Certificate of Qualification examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

# CERTIFICATIONS

## Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

***If you have any questions, please contact ITA Customer Service at [customerservice@itabc.ca](mailto:customerservice@itabc.ca) 778-328-8700 or toll free (within BC) at 1-800-660-6011***