



PERSONAL RECORD BOOK

Utility Arborist



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: UTILITY ARBORIST

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.

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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/Journeyman 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyman 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/utility-arborist>

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/utility-arborist>

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE A: REGULATIONS AND OTHER OCCUPATIONAL SKILLS

- IDENTIFY REGULATIONS FOR ALL RELEVANT LEGISLATION THAT IMPACTS ONSITE ACTIVITIES
- IDENTIFY THE SIGNS, SYMPTOMS, AND CAUSES OF MSI AND RSI

LINE B: POWERED EQUIPMENT

- IDENTIFY MAINTENANCE REQUIREMENTS FOR AERIAL LIFTS WITH A DUMP BOX
- IDENTIFY MAINTENANCE REQUIREMENTS FOR HYDRAULICS
- IDENTIFY MAINTENANCE REQUIREMENTS FOR CHIPPERS
- DESCRIBE THE CRITICAL COMPONENTS OF AN AERIAL LIFT TRUCK
- DISCUSS PROPER MAINTENANCE OF DUMP BOX
- DESCRIBE SAFE AERIAL LIFT OPERATIONS
- DESCRIBE SETUP NEAR LIVE LINES

LINE D: TREE WORK AND MANAGEMENT

- IDENTIFY BASIC COMMON TREES AND THEIR CHARACTERISTICS
- DESCRIBE BASIC TREE BIOLOGY AND HOW IT RELATES TO SOUND ARBORICULTURE PRACTICES AND MAKING INFORMED DECISIONS
- DESCRIBE SAFELY USING PRUNING TOOLS TO CARRY OUT PRUNING CUTS AND CANOPY RAISE TREES

LINE E: FALLING AND BUCKING

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

- DESCRIBE PROPER LIMBING PROCEDURES, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION

LINE F: RIGGING

- DESCRIBE RIGGING CONCEPTS TO CONTROL TREE PARTS WHEN PRUNING OR DOING TREE REMOVAL

LINE H: EMERGENCY RESPONSE

- DESCRIBE THE REQUIREMENTS FOR LEVEL 1 FIRST AID CERTIFICATION FOR WORKERS
- DESCRIBE BASIC FIRE PREVENTION AND/OR SUPPRESSION ON A WORKSITE TO A LIMITED RANGE OF FIRES

LINE I: JOB PLANNING AND RISK ASSESSMENT

- DESCRIBE AND IDENTIFY ALL THE FACTORS AND ASSOCIATED RISKS INFLUENCING THE SAFE EXECUTION OF THE JOB
- DESCRIBE DEVELOPING A SAFE JOB PLAN
- DESCRIBE SELECTING THE APPROPRIATE RESOURCES TO UNDERTAKE A TREE CARE ASSESSMENT BASED ON THE JOB ESTIMATE
- DESCRIBE ENSURING THAT ALL ACTIVITIES ON THE JOBSITE COMPLY WITH ALL STANDARDS AND REGULATIONS

LINE J: POWERLINE AWARENESS

- DESCRIBE BASIC PRINCIPLES OF ELECTRICITY AND TERMS
- DESCRIBE BASIC POWERLINE SYSTEMS
- IDENTIFY UTILITY OVERHEAD STRUCTURES AND COMPONENTS
- IDENTIFY SOURCES OF ELECTRICAL HAZARDS
- DESCRIBE METHODS OF ELECTRICAL ABATEMENT
- DESCRIBE THE REQUIREMENTS FOR LIMITS OF APPROACH

PRACTICAL

LINE A: REGULATIONS AND OTHER OCCUPATIONAL SKILLS

- APPLY REGULATIONS FOR ALL RELEVANT LEGISLATION THAT IMPACTS ONSITE ACTIVITIES**
- TAKE THE APPROPRIATE PRECAUTIONS TO PREVENT MSI AND RSI INJURIES FROM OCCURRING WHILE ON THE JOB**
- PARTICIPATE IN IDENTIFYING HAZARDS TO ESTABLISH A SAFE WORK PLAN**
- CONDUCT BOTH PRE- AND POST-JOB INSPECTIONS**

LINE B: POWERED EQUIPMENT

- DEMONSTRATE MAINTENANCE REQUIREMENTS FOR AERIAL LIFTS WITH A DUMP BOX**
- DEMONSTRATE MAINTENANCE REQUIREMENTS FOR HYDRAULICS**
- DEMONSTRATE MAINTENANCE REQUIREMENTS FOR CHIPPERS**
- DEMONSTRATE SAFE DUMP BOX AND HYDRAULIC OPERATIONS**
- DEMONSTRATE SETUP NEAR LIVE LINES**
- USE A CHIPPER IN A SAFE AND EFFICIENT MANNER**

LINE C: HAND TOOLS AND SMALL POWER TOOLS

- USE AND MAINTAIN A WIDE VARIETY OF HAND TOOLS (REFER TO PG 103 IN PROGRAM OUTLINE FOR A COMPLETE LIST OF HAND TOOLS)**
- USE HAND TOOLS ON THE GROUND AND ON LADDERS**
- SAFELY USE AND MAINTAIN A WIDE VARIETY OF POWER TOOLS – INCLUDING INSULATED POWER TOOLS (REFER TO PG 103 IN PROGRAM OUTLINE FOR A COMPLETE LIST OF POWER TOOLS)**
- USE POWER TOOLS AND INSULATED POWER TOOLS ON THE GROUND AND ON LADDERS**
- USE LADDERS TO ACCOMPLISH A WIDE VARIETY OF TASKS IN A SAFE AND EFFECTIVE MANNER**

LINE E: FALLING AND BUCKING

- DEMONSTRATE SAFE CHAINSAW 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**
- DEVELOP AND VERBALLY COMMUNICATE THE SAFE WORK PLAN, ACCORDING TO INDUSTRY SAFE WORK PRACTICES AND THE AUTHORITIES HAVING JURISDICTION**
- DEMONSTRATE FALLING A TREE IN A FOREST SETTING, ACCORDING TO INDUSTRY SAFE WORK PRACTICES AND THE AUTHORITIES HAVING JURISDICTION**

LINE F: RIGGING

- DEMONSTRATE THE SELECTION AND USE OF ROPES IN RIGGING TO CONTROL TREE PARTS FOR PRUNING OR TREE REMOVAL**
- USE A VARIETY OF KNOTS, HITCHES, AND SLINGS TO ATTACH ROPES TO TREE PARTS AND OTHER ROPES**
- USE VARIOUS TYPES OF HARDWARE TO ASSIST IN RIGGING SYSTEMS**

LINE G: CLIMBING

- DEMONSTRATE THE ABILITY TO SELECT, INSPECT, AND MAINTAIN CLIMBING ROPES AND CLIMBING EQUIPMENT FOR SAFETY**
- DETERMINE AND COMMUNICATE THE CONDITIONS NECESSARY TO CLIMB SAFELY**
- SELECT AND USE THE APPROPRIATE CLIMBING TECHNIQUES FOR THE JOB**
- DEMONSTRATE SAFE CLIMBING TECHNIQUES INCLUDING BODY THRUST AND FOOT LOCKING**
- INSPECT THE JOBSITE AND EQUIPMENT TO ENSURE ITS SAFETY FOR RE-USE**

LINE H: EMERGENCY RESPONSE

- DEMONSTRATE THE ABILITY TO IMPLEMENT THE APPROPRIATE RESPONSE AND REPORTING PROCEDURES AS REQUIRED BY GOVERNMENT REGULATIONS**
- DEMONSTRATE THE ABILITY TO ASSIST, FROM A GROUND POSITION, WITH EMERGENCY EVACUATION PROCEDURES IN A SAFE AND EFFECTIVE MANNER**
- PERFORM AN AERIAL POSITION EMERGENCY RESCUE IN A SAFE AND EFFECTIVE MANNER**

LINE I: JOB PLANNING AND RISK ASSESSMENT

- COMMUNICATE A SAFE JOB PLAN TO WORKERS AND SUB-CONTRACTORS**

LINE J: POWERLINE AWARENESS

- APPLY OH&S REGULATION PART 19 AS IT APPLIES TO UTILITY ARBORISTS**

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

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

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE A: REGULATIONS AND OTHER OCCUPATIONAL SKILLS

- DESCRIBE WORKPLACE LEADERSHIP AND COMMUNICATION TO ENSURE SITE SAFETY AND EFFICIENT WORK PRACTICES

LINE D: TREE WORK AND MANAGEMENT

- IDENTIFY COMMON STEM, ROOT AND CROWN, AND PESTS/DISEASES IN BRITISH COLUMBIA

LINE I: JOB PLANNING AND RISK ASSESSMENT

- IDENTIFY AND EXPLAIN ALL THE FACTORS AND ASSOCIATED RISKS INFLUENCING THE SAFE EXECUTION OF THE JOB

LINE J: POWERLINE AWARENESS

- DESCRIBE THE METHODOLOGY OF OBTAINING APPROPRIATE SYSTEM PROTECTION

PRACTICAL

LINE A: REGULATIONS AND OTHER OCCUPATIONAL SKILLS

- APPLY LEGISLATION AND REGULATIONS TO DECISION MAKING ON THE JOBSITE

LINE D: TREE WORK AND MANAGEMENT

- SAFELY PRUNE A VARIETY OF TREES USING APPROPRIATE TECHNIQUES AND TOOLS
- DIAGNOSE COMMON STEM, ROOT AND CROWN, AND PESTS/DISEASES IN BRITISH COLUMBIA
- ASSESS TREES COMMON ABIOTIC TREE DISORDERS, INCLUDING ASSESSMENTS OF SOILS AND TREE STRUCTURAL CONDITIONS

LINE F: RIGGING

- USE A VARIETY OF KNOTS, HITCHES, AND SLINGS TO ATTACH ROPES TO TREE PARTS AND OTHER ROPES
- USE VARIOUS TYPES OF HARDWARE TO ASSIST IN RIGGING SYSTEMS
- USE RIGGING TECHNIQUES TO REMOVE LARGE TREES, OR PORTIONS OF TREES, IN CONFINED LOCATIONS OR WHEN SURROUNDED BY OBSTACLES, WITH A LOW IMPACT FOCUS
- SAFELY USE VARIOUS CUTTING TECHNIQUES IN AERIAL SITUATIONS TO REMOVE TREE PARTS

LINE G: CLIMBING

- SELECT AND USE THE APPROPRIATE CLIMBING TECHNIQUES FOR THE JOB
- DEMONSTRATE SAFE CLIMBING TECHNIQUES INCLUDING BODY THRUST AND FOOT LOCKING

LINE H: EMERGENCY RESPONSE

- PERFORM AERIAL POSITION EMERGENCY RESCUE IN A SAFE AND EFFECTIVE MANNER**

LINE I: JOB PLANNING AND RISK ASSESSMENT

- DEVELOP A SAFE JOB PLAN AND COMMUNICATE IT TO WORKERS AND SUB-CONTRACTORS**
- SELECT THE APPROPRIATE RESOURCES TO UNDERTAKE A TREE CARE ASSESSMENT BASED ON THE JOB ESTIMATE**
- ENSURE THAT ALL ACTIVITIES ON THE JOBSITE COMPLY WITH ALL STANDARDS AND REGULATIONS**

Supervisor Signature

NOTES FROM LEVEL 2

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MISSING COMPETENCIES?

To develop the best journeyperson 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:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

UTILITY ARBORIST

- Level 1 - Technical Training
- Level 2 - Technical Training

- 2,378 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.

**A minimum of 1,200 WBT hours must be in proximity to energized power lines; proximity is defined as a distance of three metres or less from a primary conductor with a voltage of 750 volts or greater*

***Employer must complete and submit Proximity Verification Form (form available on ITA website) with RFC*

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 778-328-8700 or toll free (within BC) at 1-800-660-6011