



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Arborist**

444A

2007

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of Skills development in a particular trade.

## Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the Skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required Skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a My Ontario account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook\*\*  
skilledtradesontario.ca/about-trades/trades-information

\*\* This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

Complete in-school training

*Attend and complete the in-class training set out in the Curriculum Training Standard*

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Trades without examination

CofA is the final step of the program

Trades with examination (compulsory and non-compulsory trades)\*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment (647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

## Table of Contents

Foreword: Purpose, Terms and Conditions of the registered Training Agreement.....	1
Trade Specific Resources and Links .....	2
Methodology-Standard Development.....	2
Introduction to the Logbook.....	3
Roles and Responsibilities .....	4
Roles and Responsibilities of Sponsors and Trainers.....	6
Health and Safety.....	7
Apprenticeship Program Summary/Guidelines.....	10
Scope of Practice.....	10
Program Guidelines.....	10
Program Requirements .....	11
Compulsory and Non-compulsory Classification .....	11
Eligibility for Apprenticeship Program Completion.....	11
Training the Apprentice - Tips for Apprentices, Sponsors and Trainers .....	13
Notice of Collection of Personal Information .....	15
<b>Skill Sets</b>	
7175 Protect Self and Others .....	17
7176 Work in a Safe Environment.....	22
7177 Plan Job .....	27
7178 Remove Woody Plants.....	30
7179 Climb Trees and Work at Heights.....	35
7180 Prune Woody Plants.....	44
7181 Manage Wounds and Defects of Woody Plants .....	47
7182 Manage Pests, Diseases and/or Disorders .....	52
7183 Transplant Woody Plants .....	59
7184 Maintain and Operate Chainsaw .....	63
7185 Maintain and Operate Chipper .....	68
7186 Hoist and Rig Trees.....	72
Sponsor Record #1 .....	84
Change of Sponsor Record #2.....	85
Change of Sponsor Record #3.....	86
Change of Sponsor Record #4.....	87

Appendix A — Instructions for Apprenticeship Program Completion ..... 88  
Appendix B — Apprentice Completion Form..... 89  
Appendix C — Skill Set Completion for Sponsors ..... 90  
Appendix D — Local Service Delivery Offices in Ontario ..... 91  
Competency Analysis Profile (CAP) Chart ..... i

**Please Note:** This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO’s website: [skilledtradesontario.ca](http://skilledtradesontario.ca) for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](http://Skilled Trades Ontario.ca).

© 2022, Skilled Trades Ontario. All rights reserved. No part of this publication may be reproduced in any form whatsoever without the prior permission from Skilled Trades Ontario.

## **Foreword: Purpose, Terms and Conditions of the registered Training Agreement**

### **Purpose:**

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

### **The Apprentice agrees:**

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

### **The Sponsor agrees:**

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

## Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	<a href="http://red-seal.ca">red-seal.ca</a>
Apprenticeship in Ontario	<a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>
Employment Ontario	<a href="http://employmentontario.ca">employmentontario.ca</a>
Service Canada	<a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	<a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a>
Ministry of Labour, Immigration, Training and Skills Development	<a href="http://ontario.ca">Ministry of Labour, Immigration, Training and Skills Development   ontario.ca</a>
Exam Preparation Guide	<a href="http://ontario.ca">Exam Resources – Skilled Trades Ontario</a>
Skills Zone (Ontario Skills Passport)	<a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>

*\*Please note, all website addresses are current at time of printing*

## Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector and provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.



## Introduction to the Logbook

This “on-the job” Logbook is the training standard for **Arborist 444A** and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the Skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into Skills. These skill sets and Skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these Skills is tracked in the Logbook. Once achieved, this Skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these Skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for the trade of **Arborist 444A** are to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed. These include the following:

### Standard of Performance

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- *Occupational Health and Safety Legislation and Regulations;*
- *Other applicable legislation, regulation, codes and standards;*
- *Industry best practices;*
- *Company policies and procedures.*

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](http://skilledtradesontario.ca)

## Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

**Skilled Trades Ontario (STO)** is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades [skilledtradesontario.ca/public-register/](https://skilledtradesontario.ca/public-register/);
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

**Ministry of Labour, Immigration, Training and Skills Development (MLITSD)** is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

***For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.***

## Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
  - Your Sponsor’s address;
  - Your name and address; and/or,
  - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing Skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory Skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

## Roles and Responsibilities of Sponsors and Trainers

**Sponsors** are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

## Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident, injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

### **The Internal Responsibility System:**

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

## **Roles and Responsibilities under the Occupational Health and Safety Act**

### **Employer's Responsibilities include but are not limited to the following:**

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

### **Trainer/Supervisor Responsibilities include but are not limited to the following:**

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

### **Worker/Apprentice Responsibilities include but are not limited to the following:**

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

## **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

## **Ministry of Labour, Immigration, Training and Skills Development**

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

## Apprenticeship Program Summary/Guidelines

### Scope of Practice

The Scope of Practice for the trade of Arborist is set out in section 10 of Ontario Regulation 875/21 under BOSTA and reads as follows:

1. Planting, pruning, maintaining and removing woody plants.
2. Climbing trees and working at heights.
3. Managing wounds and defects of woody plants.
4. Managing disease, pests and disorders.
5. Maintaining and operating chain saws and chippers.
6. Hoisting and rigging trees

\*While the Logbook draws on the scope of practice regulation (Section 10 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

### Program Guidelines

#### On-the-Job Training Duration

Industry has identified 5400 hours as the benchmark necessary for any Apprentice to become competent in the Skills required. There may be circumstances in which the duration varies from this guideline.

#### In-Class Training Duration

Industry has identified 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### Total Training Hours

6120 hours

#### Journeyman to Apprentice Ratio

##### Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.



## Program Requirements

### Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” The trade of Arborist is non-compulsory.

### Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) Skills as identified in the Logbook.
- Complete the in-school training as outlined in the Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

### Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other Skills and important for effective social interaction. Everyone benefits from having these Skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

## **Standard of Performance**

In general, the standard of performance for the trade of Arborist are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

## **Other Suggested or Required Certification(s) and Training**

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

---

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the Skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual Skills.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### Tips for Sponsors

- Select Trainers with good communication Skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate Skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the Skills.
- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

## Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084



**7175 Protect Self and Others**

**General Performance Objective**

**Protect self and others by:** complying with federal, provincial and municipal legislation and regulations; selecting, adjusting, maintaining and wearing appropriate eye, head, hearing, hand, foot protection, chainsaw safety pants or chaps and work positioning system; mounting and dismounting equipment; selecting, inspecting and using hand tools and tree maintenance equipment; handling and carrying tree maintenance equipment in a safe manner; and identifying hazards.

**Skills**

**7175.01 Comply with federal, provincial and municipal legislation and regulations**, including all worksite specific requirements during all job operations, to ensure safety of self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7175.01 Comply with federal, provincial and municipal legislation and regulations**, including. all worksite specific requirements during all job operations, to ensure safety of self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.02**     **Select, adjust, maintain and wear appropriate eye protection**, ensuring correct fit and optimum protection during all job operations, to protect self from eye injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.03**     **Select, adjust, maintain and wear appropriate face protection**, ensuring correct fit and optimum protection during all job operations, to protect self from facial injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.04**     **Select, adjust, maintain and wear appropriate head protection**, ensuring correct fit and optimum protection during all job operations, to protect self from head injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**7175.05**     **Select, adjust, maintain and wear appropriate hearing protection,** ensuring correct fit and optimum noise protection during job operations where daily noise exposure exceeds regulated limits, to protect against hearing loss.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.06**     **Select, maintain and wear appropriate hand protection,** ensuring correct fit and optimum protection during all job operations, to protect self from hand injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.07**     **Select, adjust, maintain and wear appropriate foot protection,** ensuring correct fit and optimum protection during all job operations, to protect self from foot injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.08**     **Select, adjust, maintain and wear appropriate chainsaw safety pants or chaps**, according to the circumstance, ensuring correct fit and optimum protection, during all chainsaw operations, to protect self from leg injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.09**     **Select, adjust, maintain and wear work positioning system**, appropriate to the circumstance, ensuring correct fit, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.10**     **Mount and dismount equipment**, using 3-point contact method, to prevent personal injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.11**     **Select, inspect and use hand tools and tree maintenance equipment** in a safe manner during all job operations, according to owners/operators manuals, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.12**     **Handle and carry tree maintenance equipment in a safe manner during all job** operations, according to owner's/operator's manuals, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7175.13**     **Identify hazards, keeping safe distances between self,** others and equipment during all worksite operations, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7176 Work in a Safe Environment**

**General Performance Objective**

**Work in a safe environment by:** identifying climatic extremes of wind, temperature and precipitation; identifying potential hazards in trees; identifying unstable ground conditions; identifying overhead utility apparatus; identifying underground utility apparatus, identifying electrical hazards; establishing barriers to all overhead energized electrical apparatus in proximity to woody plants; establishing barriers to all underground utility apparatus; identifying handling, storage and material disposal hazards; following required fire procedures; communicating on the worksite; identifying potential public hazards; and monitoring worksite conditions.

**Skills**

**7176.01 Identify climatic extremes of wind, lightning, temperature and precipitation,** as they affect the worksite, work procedures and equipment, to ensure personal safety and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7176.02 Identify potential hazards in trees, including hangers, deadwood, insects, animals** and structural deficiencies, by visual inspection, to establish worksite safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.03 Identify potential hazards in adjacent trees, including hangers, deadwood, foreign bodies and structural deficiencies, by visual inspection, to establish worksite safety.**

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.04 Identify unstable ground conditions, including uneven grades, ice and holes, by visual inspection, to ensure personal safety and efficient job performance.**

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.05 Identify overhead utility apparatus through site inspections including transmission, sub transmission and distribution voltage electrical conductors, circuit configurations including meters, switches, reclosures, capacitors, insulators, transformers, lightning arresters, guy wires, communications and television conductors, to ensure personal, public and site safety.**

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.06 Identify underground utility apparatus through site inspections** including, underground conductors, electrical hardware, anchors, grounds, communications conductors, and natural gas or water lines, to ensure personal, public and site safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.07 Identify electrical hazards**, including touch potential, step potential, induction potential, and second point of contact, back feed, using Ohm's Law of flow, resistance, voltage and related electrical system theory, to ensure a safe work area.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.08 Establish barriers to all overhead energized electrical apparatus in proximity** to woody plants, including contacting the Controlling Authority, application of limits of approach for unauthorized workers, requesting isolation and de-energization from Controlling Authority, in accordance with the Electrical Safety Rule Book, to ensure personal, public and site safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.09**     **Establish barriers to all underground utilities**, including obtaining locates prior to commencing work, in accordance with the Ontario Regional Common Ground Alliance Best Practices, to ensure personal, public and site safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.10**     **Identify handling, storage and material disposal hazards**, including motor fuel, lubricants and cleaning solvents, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.11**     **Follow required fire procedures**, by identifying potential fire hazards and complying with related regulations, to protect self and others from fire injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.12 Communicate on the worksite, by oral and written means, hand signals** and electronic means, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.13 Identify potential public hazards**, including pedestrian and vehicular traffic, to create a safe and secure worksite and to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7176.14 Monitor worksite conditions**, by identifying changes in climatic conditions, hazards and personnel activities, to maintain a safe work worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---



**7177 Plan Job**

**General Performance Objective**

**Plan job by:** interpreting all job documents; controlling work site vehicular and pedestrian traffic; identifying woody plants; identifying hazardous plant material; controlling worksite hazards; selecting tools, equipment, supplies and personnel; planning work sequence and method; communicating job plan and changes; identifying required emergency equipment and procedures.

**Skills**

**7177.01 Interpret all job documents**, including work orders, and plans and specifications, to determine the scope of work and required equipment, to ensure safe worksite and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7177.02 Control work site vehicular and pedestrian traffic**, by using appropriate devices including pylons, caution tape and signage, to maintain safe job conditions for self and others.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7177.03 Identify woody plants**, according to species and locations as specified in job requirements, to meet job objectives.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7177.04 Identify hazardous plant material**, according to species including poison ivy, poison oak and London plane tree, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7177.05 Control worksite hazards**, including hangers and flying or falling debris by using appropriate barriers, to maintain a safe work environment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7177.06**     **Select tools, equipment, supplies and personnel**, according to the work to be performed, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7177.07**     **Plan work sequence and method**, by assessing identified hazards and barriers, site conditions and job requirements, to ensure safe job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7177.08**     **Communicate job plan and changes**, by written and verbal means to all personnel, to ensure safe job conditions and efficient performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7177.09 Identify required emergency equipment and procedures**, to respond to emergencies, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7178 Remove Woody Plants**

**General Performance Objective**

**Remove woody plants by:** identifying woody plants to be removed; identifying structural hazards; selecting removal methods; selecting and inspecting required tools and equipment; preparing felling area; inspecting and setting up tools and equipment; felling woody plants; performing sectional removal of woody plant; identifying hazards associated with trees under tension or compression; bucking and limbing felled woody plants; cleaning up debris; and maintaining and storing tools and equipment.

---

**Skills**

**7178.01 Identify woody plants to be removed**, by confirming plant species and site location, to comply with job work orders and specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7178.02 Identify structural hazards**, by inspecting woody plants for root, stem and crown defects, to determine safe and efficient removal methods.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.03 Select removal method**, according to plant type, site conditions, job requirements and potential hazards, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.04 Select and inspect required tools and equipment**, according to job site conditions and removal methods, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.05 Prepare felling area**, by securing worksite, eliminating or controlling hazards and establishing an escape route, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.06 Inspect and set up required tools and equipment**, according to applicable legislation, manufacturer's specifications and selected removal method(s), to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.07 Fell woody plants**, according to selected methods, tools and equipment including chainsaws, and by maintaining escape routes, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.08 Perform sectional removals of woody plant**, according to predetermined methods, using selected tools and equipment including chainsaws, climbing and rigging techniques, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.09 Identify hazards associated with trees under tension or compression**, including spring poles and uprooted trees, to ensure a safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.10 Buck and limb felled woody plants**, according to selected methods, tools and equipment including chainsaws and wedges, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.11**     **Clean up debris**, during and after removal operations, to ensure safe worksite and meet job requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7178.12**     **Maintain and store tools and equipment**, including chainsaws and rigging equipment, according to applicable legislation and manufacturers' specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---



**7179           Climb Trees and Work at Heights**

**General Performance Objective**

**Climb trees and work at heights by:** selecting, inspecting and maintaining conventional fall protection systems; selecting, inspecting and maintaining split tail fall protection systems; wearing and adjusting conventional fall protection systems; wearing and adjusting split tail fall protection systems; tying, dressing and setting friction knots; tying, dressing and setting termination knots; inspecting tree; selecting and assessing interim anchor points; selecting and assessing final anchor points; placing climbing rope into interim anchor location; ascending trees without spurs; ascending trees with spurs; repositioning climbing line; securing self at various work location; selecting, inspecting and maintaining tree rigging equipment; raising, lowering and securing tools and equipment; operating tree pruning tools aloft; controlling movement of cut limbs and trunk sections with or without rigging equipment, inspecting trees; descending trees with or without spurs; responding to emergency situations; and performing an aerial rescue.

**Skills**

**7179.01       Select, inspect, and maintain conventional fall protection systems,** including arborist saddle, spurs, ropes, work positioning lanyards, mechanical fall arrestors and connecting devices according to Canadian Standards Association (CSA), American National Standards Institute (ANSI), manufacturer specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7179.02**     **Select, inspect and maintain split tail fall protection systems**, including arborist saddle, spurs, ropes, work positioning lanyards, mechanical fall arrestors and connecting devices, according to Canadian Standards Association (CSA), American National Standards Institute (ANSI), manufacturer specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.03**     **Wear and adjust conventional fall protection systems**, including arborist saddle, spurs, ropes, work positioning lanyards and connecting devices, according to manufacturer specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.04**     **Wear and adjust split tail fall protection systems**, including arborist saddle, spurs, ropes, work positioning lanyards and connecting devices, according to manufacturer specifications and climbing circumstances, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.05 Tie, dress and set friction knots**, including Taut line Hitch, Blake’s Hitch, Swabbish Hitch, Gripping Hitch, Klemheist and Prussic (6 coil), prior to ascending and according to climbing situations, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.06 Tie, dress and set termination knots**, including Anchor Hitch, Beckett Bend, Cow Hitch on an Eye Splice, Triple Fisherman, and Figure 8 on a bite, prior to ascending and according to climbing situations, to protect self from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.07 Inspect tree**, including, root zone, trunk and crown, prior to climbing, for structural defects, rots, decay, fruiting bodies, grade changes, conks, deadwood, dieback, abnormal growth, missing sections of tree, electrical conductors, to determine whether the structure of the tree can withstand the weight of the arborist and all potential loads that could be applied to it during working aloft, to ensure a safe and efficient access within the tree.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.08**     **Select and assess interim anchor points**, to determine tree ascent route and suitability as an anchor, by assessing characteristics including, type of load to be applied, loading from stem of tree, other loads on the limb (foliage, snow, torque etc.), tree species, cross sectional area of tree limb, condition of wood, angle of branch attachment, size of branch relative to stem, characteristic of branch union, season and temperature, location of limb, to ensure safe and efficient access to anchor locations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.09**     **Select and assess final anchor points**, to determine tree ascent route and suitability as an anchor location, by identifying characteristics including, type of load to be applied, loading from stem of tree, other loads on the limb (foliage, snow, torque etc.), tree species, cross sectional area of tree limb, condition of wood, angle of branch attachment, size of branch relative to stem, characteristic of branch union, season and temperature, location for work within the tree, to ensure safe and efficient access to final anchor location.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.10**     **Place climbing rope into interim anchor location**, using various methods including rope poking tool, pole pruner and throw line, to ensure a safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.11 Ascend trees without spurs, according fall protection systems and circumstance**, using required equipment including arborist saddle, ropes, work positioning lanyards, connecting devices, friction hitches, mechanical fall arrestors and termination knots, to ensure safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.12 Ascend trees with spurs, according to fall protection systems and circumstance**, using required equipment including arborist saddle, spurs, ropes, work positioning lanyards, connecting devices, friction hitches, mechanical fall arrestors, and termination knots, to ensure safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.13 Reposition climbing line**, utilizing fall protection systems including double crutching technique and work positioning lanyard, to ensure safe and efficient ascent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.14      Secure self at work location**, utilizing a secondary fall protection system including work positioning lanyard, double crutching technique, to ensure safe work positioning.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.15      Select, inspect, and maintain tree rigging equipment**, including rigging blocks, ropes, friction devices, handsaws, pole saws and chainsaws, according to manufacturers' specifications, to ensure a safe and efficient worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.16      Raise, lower and secure tools, and equipment**, by using ropes, work positioning lanyards and/or connecting devices, to ensure safe work environment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.17 Operate tree pruning tools aloft**, including chainsaws, pole prune, hand saw and rigging equipment, according to methods selected, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.18 Control movement of cut limbs and trunk sections**, using rigging systems including ropes, pulleys, and slings, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.19 Control movement of cut limbs and trunk sections**, without rigging systems, using manual manipulation and free falling, to ensure safe and efficient job operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.20**     **Inspect tree**, visually prior to final descent from tree, to ensure no visible hazards including hanger remains, in order to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.21**     **Descend tree with spurs**, by using equipment required in the circumstance, including arborist saddle, spurs, ropes, work positioning lanyards, connecting devices, friction hitches, termination knots and fall protection systems, to ensure safe and efficient descent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.22**     **Descend tree without spurs**, by using equipment required in the circumstance, including arborist saddle, ropes, work positioning lanyards, connecting devices, friction hitches, termination knots and fall protection system, to ensure safe and efficient descent.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**7179.23 Respond to emergency situation**, by assessing, evaluating and acting according to the needs of the injured or disabled worker, to provide an effective response.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7179.24 Perform aerial rescue**, using appropriate methods, to enable rescue of injured or disabled worker.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7180 Prune Woody Plants**

**General Performance Objective**

**Prune woody plants by:** identifying woody plants to be pruned; selecting pruning methods; selecting tools and equipment; inspecting tools and equipment; removing unwanted limbs and branches; inspecting woody plants; cleaning up debris; and maintaining and storing tools and equipment.

**Skills**

**7180.01 Identify woody plants to be pruned,** by confirming plant species and worksite location, to comply with job work orders and specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7180.02 Select pruning methods including crown thinning and dead wooding,** according to desired results, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7180.03**     **Select tools and equipment**, according to job conditions and selected pruning method, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7180.04**     **Inspect tools and equipment**, according to manufacturer specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7180.05**     **Remove unwanted limbs and branches**, by performing cuts with a chainsaw or other tools, according to selected pruning methods, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7180.06**     **Inspect woody plant**, on completion of work, to ensure no visible hazard remains and desired results achieved.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7180.07**     **Clean up debris**, during and after pruning operations, to ensure safe worksite and meet job requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7180.08**     **Maintain and store tools and equipment**, according to applicable legislation and manufacturer's specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7181 Manage Wounds and Defects of Woody Plants**

**General Performance Objective**

**Manage wounds and defects of woody plants by:** identifying subject woody plants; identifying wounds and defects; selecting method of treatment; selecting tools, equipment and materials; inspecting tools, equipment and materials; installing flexible bracing systems; installing rigid bracing systems; performing bark tracing; treating cavities in woody plants; installing drains in woody plants; treating damaged or girdling roots on woody plants; and maintaining and storing tools and equipment.

**Skills**

**7181.01 Identify subject woody plants,** by confirming plant species and site location, to comply with job work orders and specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7181.02 Identify wounds and defects,** by inspecting woody plants, to determine methods of treatment.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.03**     **Select treatment method**, according to type and severity of wound/defect, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.04**     **Select tools, equipment, and materials**, according to job conditions and selected management method, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.05**     **Inspect tools, equipment, and materials**, according to manufacturer specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.06**     **Install flexible bracing systems**, including direct, triangular, box and hub and spoke, using selected tools, equipment and materials including drill, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.07**     **Install rigid bracing systems**, including single, parallel, alternating and crossing, using selected tools, equipment, and materials, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.08**     **Perform bark tracing**, using selected tools including knives, chisels, and mallets, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.09**     **Treat cavities in woody plants**, according to importance of the tree, species, age and condition, size, and location of the cavity, using selected tools, equipment and materials, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.10**     **Install drains in woody plants**, using tools and selected equipment, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7181.11**     **Treat damaged or girdling roots on woody plants**, using tools including shovels, loppers, and chisels, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**7181.12**     **Maintain and store tools and equipment**, by cleaning and servicing, according to manufacturer's specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7182 Manage Pests, Diseases and/or Disorders**

**General Performance Objective**

**Manage pests, diseases and disorders by:** determining normal growth characteristics, normal appearance and common problems of subject woody plants; identifying potential sources of stress; identifying symptoms of abnormal growth; collecting, analyzing and interpreting soil and plant tissue samples; diagnosing woody plant problems; selecting tools, equipment and materials; inspecting tools, equipment and materials; selecting fertilizer and soil amendments; selecting fertilizer application and soil amendments application methods; applying fertilizer and soil amendments; aerating soil; irrigating soil; applying biological control methods; applying mulches; performing selective pruning/removal; evaluating effectiveness of treatments; and maintaining and storing tools and equipment.

**Skills**

**7182.01 Determine normal growth characteristics,** normal appearance, and common problems of subject woody plants, by species/variety identification, to diagnose pest/disease problems and disorders.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7182.02 Identify potential sources of stress**, including soil compaction, desiccation, construction damage, through assessment of site and the woody plant, to determine factors that limit plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.03 Identify symptoms of abnormal growth**, including witch’s broom and epitomic growth, by systematically inspecting woody plants, to determine factors that limit plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.04 Collect, analyze, and interpret soil and plant tissue** samples, using scientific methodology, to identify problems that limit plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.05 Diagnose woody plant problems**, such as non-infectious disorders, insects and infectious diseases, according to determined factors and information, to provide best-integrated management options.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.06 Select tools**, equipment, and materials, according to job conditions and diagnosed problems, to perform safe and effective treatments.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.07 Inspect tools**, equipment, and materials, according to manufacturer's specifications, to achieve safe and efficient application of treatments/controls.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.08**     **Select fertilizer and soil amendments**, according to soil and plant tissue analysis, to improve or maintain woody plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.09**     **Select fertilizer application and soil amendments application methods**, including foliar, soil injection, trunk injection, and auger and fill, according to soil and plant tissue analysis, to improve or maintain woody plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.10**     **Apply fertilizers and soil amendments**, according to manufacturer's recommended rates, soil and plant tissue analysis, to improve or maintain woody plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.11     **Aerate soil****, using selected tools and equipment including mechanical aerator, auger, or soil injection, to increase pore spaces in soil.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.12     **Irrigate soil****, using selected tools and equipment, to improve or maintain woody plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.13     **Apply biological control methods****, by introducing and/or conserving natural predators, parasitoids, and pathogens, to achieve desired results.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.14 Apply mulches**, using tools and selected materials, to improve or maintain woody plant health.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.15 Perform selective pruning /removal**, using tools and equipment including chainsaws, to reduce insect-infected and/or disease-infected material in woody plants.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.16 Evaluate effectiveness of treatments**, by monitoring and recording plant and site conditions including plant vigor, pest population and symptoms of disease, to determine effectiveness of treatments.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7182.17**     **Maintain and store tools and equipment**, by cleaning and servicing according to manufacturer's specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---



**7183 Transplant Woody Plants**

**General Performance Objective**

**Transplant woody plants by:** inspecting nursery stock; selecting tools, equipment and materials; inspecting tools and equipment; digging woody plants; handling, loading and protecting nursery stock for transport and interim storage; preparing planting sites; installing woody plant material; installing anchor systems; applying mulches over root zones; performing follow-up maintenance; and maintaining and storing tools and equipment.

**Skills**

**7183.01 Inspect nursery stock**, according to job specifications, to confirm stock acceptability.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7183.02 Select tools**, equipment, and materials, according to job/site conditions and size of trees, to maximize transplanting success.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.03**     **Inspect tools and equipment**, according to manufacturer’s specifications, to ensure safe and efficient transplanting.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.04**     **Dig woody plants**, by bare root, balled and bur lapped or tree-spaded methods, manually or mechanically, according to specifications, to maximize transplanting success.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.05**     **Handle, load and protect nursery stock for transport and interim storage**, using selected equipment and materials, to minimize desiccation and damage.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.06 Prepare planting site**, according to plans, locates specifications and site requirements, to maximize transplanting success.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.07 Install woody plant material**, according to plans and specifications, to maximize transplanting success.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.08 Install anchor systems**, to support and stabilize woody plants as required, to maximize plant survival.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.09     Apply mulch over root zone**, according to plans and job specifications, to maximize transplanting success.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.10     Perform follow-up maintenance**, according to cultural requirements and current plant condition, to promote woody plant vitality.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7183.11     Maintain and store tools and equipment**, by cleaning and servicing, according to manufacturer’s specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7184 Maintain and Operate Chainsaw**

**General Performance Objective**

**Maintain and operate chainsaws by:** selecting, adjusting, maintaining and wearing approved chainsaw safety pants or chaps; handling and carrying chainsaws in a safe manner; cleaning and lubricating chainsaws; servicing bars; performing routine repair/maintenance of chainsaws; sharpening chains; refilling fuel and chain lubricant reservoirs; adjusting chain tension; starting/stopping chainsaws; setting engine idle speeds; checking chain brake function; testing chainsaw operation; and bucking and lambing felled trees.

**Skills**

**7184.01 Select, adjust, maintain, and wear appropriate chainsaw safety pants or chaps,** ensuring correct fit and optimum protection during all chainsaw operations, to protect self from leg injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7184.02 Handle and carry chainsaw in a safe manner,** according to owner's/operator's manuals, to protect self and others from injury.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.03**     **Clean and lubricate chainsaws**, by using required tools and materials, according to manufacturer’s specifications, to ensure efficient performance and safe running conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.04**     **Service bars**, according to manufacturer’s specifications, to ensure efficient performance and safe running conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.05**     **Perform routine repair and maintenance of chainsaws**, according to manufacturer’s specifications, to ensure efficient performance and safe running conditions.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.06      Sharpen chains**, according to manufacturer’s specifications, to maximize cutting efficiency.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.07      Refill fuel and chain lubricant reservoirs**, using required products/mixes, according to manufacturer’s specifications, to ensure safe and efficient performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.08      Adjust chain tension**, according to manufacturer’s specifications, to reduce wear, maximize cutting efficiency and ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.09 Start and stop chainsaws**, according to manufacturer’s specifications and required safety procedures, to ensure safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.10 Set engine idle speed**, by using adjusting tools, to ensure chain is stationary while idling.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.11 Check chain brake function**, at operational speed and by applying brake, to ensure that the chain stops, as required.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**7184.12 Test chainsaw operation**, by performing a cut in wood, to confirm readiness.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7184.13 Buck and limb felled trees**, according to manufacturer's specifications, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7185 Maintain and Operate Chipper**

**General Performance Objective**

**Maintain and operate chipper by:** securing chipper for transportation; conducting pre-operational checks; setting up and starting up chipper; conducting operational checks; feeding chipper; shutting down chipper; performing emergency shut downs; storing chipper; and performing preventive maintenance.

**Skills**

**7185.01 Secure chipper** for transportation, by connecting safety chains and/or tie-downs and signal lights as required, to ensure safe transportation and meet legislated requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7185.02 Conduct pre-operational checks**, according to manufacturer's instructions and legislated requirements, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7185.03**     **Set up and start up chipper**, according to manufacturer’s instructions, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7185.04**     **Conduct operational checks**, by inspecting all safety and operational components, verifying that they are in place and operational, to ensure safe and efficient operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7185.05**     **Feed chipper**, according to manufacturer’s operating procedures, to ensure safe and efficient operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7185.06 Shut down chipper**, according to manufacturer’s operating procedures, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7185.07 Perform emergency shutdown**, according to manufacturer’s operating procedures, to achieve a quick shut down.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7185.08 Store chipper**, according to manufacturer’s short or long term storing procedures, to ensure public and personnel safety.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7185.09**    **Perform preventative maintenance**, according to manufacturer's procedures, to ensure worker safety, extend machine life and optimize machine performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

---

**7186 Hoist and Rig Trees**

**General Performance Objective**

**Hoist and rig trees by:** interpreting worksite documentation; inspecting access to worksite; calculating weight and determining balance point; establishing job plan; communicating job plan to personnel; establishing barriers; selecting and inspecting rigging equipment; maintaining communications with crane operator; determining choker locations; ascending tree by climbing or using an aerial device; assessing choker location(s) for defects; connecting slings and hardware to attachment point and hook of crane; signaling crane operator to pre-tension hoist line; inspecting rigging system prior to lifting; positioning self to the planned cutting location; removing obstructing branches; communicating with crane operator; performing cutting sequence; signaling crane operator; positioning and securing load; and maintaining and storing rigging equipment

**Skills**

**7186.01 Interpret worksite documentation**, including work site specification, crane, and load weights, working radius, and hook height in collaboration with crane operator, so that lifts are planned to ensure safe and efficient rigging operations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor**

**7186.02** **Inspect work site access**, ensuring area is compacted, graded, and free of hazards including electrical power lines, overhead and underground hazards, and checking for adequate distance from embankments and structures, in collaboration with crane operator, so that the crane can be set up safely and efficiently.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.03** **Calculate weight and determine balance point**, by using load charts, green log weight tables, measuring devices, lean of stem or branch, in collaboration with crane operator, so that lifts can be performed in a safe and efficient manner.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.04** **Establish job plan**, including identifying and controlling electrical hazards, landing zone location, work sequence, load path, tag lines required and job duties to create a safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.05**     **Communicate job plan to all personnel**, both verbally and in written form to establish work sequence and methods, to ensure safe and efficient job performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.06**     **Establish barriers**, using barricades, barrier tape and cones, to control hazards identified in the job plan including traffic and pedestrians, and to create a safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.07**     **Select and inspect rigging equipment**, including nylon slings, wire slings, shackles, clevis' and hardware, in accordance with rigging manuals, regulations and company policy, in collaboration with crane operator, so that rigging operations can be performed in a safe and efficient manner.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature



**7186.08** **Maintain communications with crane operator**, using oral methods, two-way radios, hand signals, or a designated signal person during job operation, to ensure safe and efficient performance.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.09** **Determine choker locations**, considering factors which include weight distribution, lean, stem integrity, bark condition, branch locations and path of the lift, to ensure a safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.10** **Ascend tree**, by using climbing techniques with an open system, closed system, or an aerial device to position self to rigging location(s), in order to access choker location.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.11 Assess choker location(s) for defects**, prior to connecting slings and hardware to attachment point and hook of crane, including splits, cavities, and weak branch unions and, to ensure a safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.12 Connect slings and hardware to attachment point and hook of crane**, by choking slings and securing mechanical connectors to tree section(s), according to job plan, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.13 Signal crane operator**, to pre-tension hoist line and for crane operator to increase the load on the crane to the estimated weight of the tree section, according to the job plan, to ensure safe and efficient operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.14**     **Inspect rigging system**, prior to lifting, ensuring that connectors are closed, slings are not twisted, and safety devices are secured, to ensure a safe and efficient lift.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.15**     **Position self to the planned cutting location**, using climbing techniques with an open system, closed system, or aerial device, to begin cutting sequence.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.16**     **Remove obstructing branches**, using required tools including chainsaw, handsaw, and pruner, to prevent interference with the climber as the section is lifted, to ensure a safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.17**     **Communicate with crane operator**, before beginning the cut, using verbal or hand signals, to ensure a safe worksite.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.18**     **Perform cutting sequence**, by using required cutting techniques including notch and back cut, horizontal cuts, or diagonal cuts, to effect transfer of load from the tree to the crane in a gradual and controlled manner.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.19**     **Signal crane operator**, to move material to the designated landing zone, using verbal and hand signals, according to the job plan and to ensure a safe operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.20**     **Position and secure load**, before removing slings, so that personnel are not at risk from the load shifting or falling.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

**7186.21**     **Maintain and store rigging equipment**, as directed by crane operator, including lubricating wire rope and chain, cleaning slings and hardware, and storing equipment in dry areas away from heat and corrosive chemicals, according to manufacturer's requirements and rigging manuals.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

## Definitions

### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

### Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

### Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

### Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the Skills/skill sets that must be demonstrated during an apprenticeship program.

### Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

### Mandatory Skill

Status assigned to unshaded individual Skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

### Optional Skill

Status assigned to shaded individual Skills, Skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

### **Provisional Certificates of Qualification**

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

### **Ratios**

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

### **Sign-off**

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

### **Skill**

Individual competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual Skills found in the Logbook.

### **Skill Set Completion for Sponsors**

Listing for all skill sets and includes space for sign-off by Sponsor of record.

### **Sponsor**

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

### **Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

### **Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

## Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination.

To access the Red Seal preparation guide please visit: [red-seal.ca](http://red-seal.ca)

## Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

### Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

### Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

### Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>



## **Instructions for Recording a Change in Sponsor**

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

**You must fill out a Change of Sponsor Record each time you change your sponsor.**

**Sponsor Record #1**

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

## Change of Sponsor Record #2

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #3**

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

### Change of Sponsor Record #4

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

## Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

## Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority <i>(print name)</i>	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement <i>(hours-based trades only)</i>	
Hours completed? <i>(documentation attached)</i>	Yes ( )    No ( )    Not applicable ( )
Classroom training completed or exempt?	Yes ( )    No ( )    Not applicable ( )

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X \_\_\_\_\_  
Apprentice's Signature                      Date

X \_\_\_\_\_  
Signature of Sponsor's Signing Authority                      Date

## Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
7175	Protect Self and Others	
7176	Work In a Safe Environment	
7177	Plan Job	
7178	Remove Woody Plants	
7179	Climb Trees and Work at Heights	
7180	Prune Woody Plants	
7181	Manage Wounds and Defects Of Woody Plants	
7182	Manage Pests, Diseases And/or Disorders	
7183	Transplant Woody Plants	
7184	Maintain and Operate Chainsaw	
7185	Maintain and Operate Chipper	
7186	Hoist and Rig Trees	

**Ministry of Labour, Immigration, Training and Skills Development use only:**

Sponsor verified as most recent sponsor of record:                      Yes ( )                      No ( )

Documentation to support completion of hours attached:                      Yes ( )                      No ( )

Completion of classroom training verified:                      Yes ( )                      No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



## Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

Location	Contact	Location	Contact
<b>Barrie</b> 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	<b>Marathon</b> 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
<b>Belleville</b> 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	<b>Markham</b> 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
<b>Brantford</b> 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	<b>North Bay</b> 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
<b>Chatham</b> 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	<b>Ottawa</b> 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
<b>Cornwall</b> 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	<b>Owen Sound</b> 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
<b>Dryden</b> 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	<b>Peel</b> 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
<b>Durham</b> 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	<b>Pembroke</b> 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
<b>Elliot Lake</b> 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	<b>Peterborough</b> 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
<b>Fort Frances</b> 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	<b>Sarnia</b> 519-542-7705 1-800-363-8453	162 Lochiel Street, Suite 101, Sarnia, ON N7T 7W5
<b>Geraldton</b> 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	<b>Sault Ste. Marie</b> 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
<b>Halton</b> 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	<b>St Catharines</b> 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
<b>Hamilton</b> 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	<b>Sudbury</b> 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
<b>Kapuskasing</b> 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	<b>Thunder Bay</b> 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
<b>Kenora</b> 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	<b>Timmins</b> 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
<b>Kingston</b> 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	<b>Toronto Centre</b> 416-927-7366 1-800-387-5656	2 St Clair West, 11 <sup>th</sup> floor Toronto, ON M4A 1L5
<b>Kitchener</b> 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	<b>Toronto South</b> 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
<b>London</b> 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	<b>Windsor</b> 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

**Competency Analysis Profile (CAP) Chart**

<p><b>7175</b> Protect Self and Others</p>	<p><b>7175.01</b> Comply with federal, provincial and municipal legislation and regulations</p>	<p><b>7175.02</b> Select, adjust, maintain and wear appropriate eye protection</p>	<p><b>7175.03</b> Select, adjust, maintain and wear appropriate face protection</p>	<p><b>7175.04</b> Select, adjust, maintain and wear appropriate head protection</p>	<p><b>7175.05</b> Select, adjust, maintain and wear appropriate hearing protection</p>
	<p><b>7175.06</b> Select, maintain and wear appropriate hand protection</p>	<p><b>7175.07</b> Select, adjust, maintain and wear appropriate foot protection</p>	<p><b>7175.08</b> Select, adjust, maintain and wear appropriate chainsaw safety pants or chaps</p>	<p><b>7175.09</b> Select, adjust, maintain and wear work positioning system</p>	<p><b>7175.10</b> Mount and dismount equipment</p>
	<p><b>7175.11</b> Select, inspect and use hand tools and tree maintenance equipment</p>	<p><b>7175.12</b> Handle and carry tree maintenance equipment</p>	<p><b>7175.13</b> Identify hazards</p>		
	<p><b>7176.01</b> Identify climatic extremes of wind, lightening, temperature and precipitation</p>	<p><b>7176.02</b> Identify potential hazards in trees</p>	<p><b>7176.03</b> Identify potential hazards in adjacent trees</p>	<p><b>7176.04</b> Identify unstable ground conditions</p>	<p><b>7176.05</b> Identify overhead utility apparatus</p>
	<p><b>7176.06</b> Identify underground utility apparatus</p>	<p><b>7176.07</b> Identify electrical hazards</p>	<p><b>7176.08</b> Establish barriers to all overhead energized electrical apparatus in proximity to woody plants</p>	<p><b>7176.09</b> Establish barriers to all underground utilities</p>	<p><b>7176.10</b> Identify handling, storage and material disposal hazards</p>

**Competency Analysis Profile: Arborist 444A***(all unshaded skill sets must be completed)*

<p align="center"><b>7176</b> Work in a Safe Environment Con'd</p>	<p align="center"><b>7176.11</b> Follow required fire procedures</p>	<p align="center"><b>7176.12</b> Communicate on the worksite</p>	<p align="center"><b>7176.13</b> Identify potential public hazards</p>	<p align="center"><b>7176.14</b> Monitor worksite conditions</p>	
<p align="center"><b>7177</b> Plan Job</p>	<p align="center"><b>7177.01</b> Interpret all job documents</p>	<p align="center"><b>7177.02</b> Control work site vehicular and pedestrian traffic</p>	<p align="center"><b>7177.03</b> Identify woody plants</p>	<p align="center"><b>7177.04</b> Identify hazardous plant material</p>	<p align="center"><b>7177.05</b> Control worksite hazards</p>
	<p align="center"><b>7177.06</b> Select tools, equipment, supplies and personnel</p>	<p align="center"><b>7177.07</b> Plan work sequence and method</p>	<p align="center"><b>7177.08</b> Communicate job plan and changes</p>	<p align="center"><b>7177.09</b> Identify required emergency equipment and procedures</p>	
<p align="center"><b>7178</b> Remove Woody Plants</p>	<p align="center"><b>7178.01</b> Identify woody plants to be removed</p>	<p align="center"><b>7178.02</b> Identify structural hazards</p>	<p align="center"><b>7178.03</b> Select removal method</p>	<p align="center"><b>7178.04</b> Select and inspect required tools and equipment</p>	<p align="center"><b>7178.05</b> Prepare felling area</p>
	<p align="center"><b>7178.06</b> Inspect and set up required tools and equipment</p>	<p align="center"><b>7178.07</b> Fell woody plants</p>	<p align="center"><b>7178.08</b> Perform sectional removals of woody plant</p>	<p align="center"><b>7178.09</b> Identify hazards associated with trees under tension or compression</p>	<p align="center"><b>7178.10</b> Buck and limb felled woody plants</p>
	<p align="center"><b>7178.11</b> Clean up debris</p>	<p align="center"><b>7178.12</b> Maintain and store tools and equipment</p>			

Competency Analysis Profile: Arborist 444A(all unshaded skill sets must be completed)

**7179  
Climbing Trees  
and Work at  
Heights**

**7179.01**  
Select, inspect and maintain conventional fall protection systems

**7179.02**  
Select, inspect and maintain split tail fall protection

**7179.03**  
Wear and adjust conventional fall protection systems

**7179.04**  
Wear and adjust split tail fall protection systems

**7179.05**  
Tie, dress and set friction knots

**7179.06**  
Tie, dress and set termination knots

**7179.07**  
Inspect tree

**7179.08**  
Select and assess interim anchor points

**7179.09**  
Select and assess final anchor points

**7179.10**  
Place climbing rope into interim anchor location

**7179.11**  
Ascend trees without spurs

**7179.12**  
Ascend trees with spurs

**7179.13**  
Reposition climbing line

**7179.14**  
Secure self at work location

**7179.15**  
Select, inspect and maintain tree rigging equipment

**7179.16**  
Raise, lower and secure tools and equipment

**7179.17**  
Operate tree pruning tools aloft

**7179.18**  
Control movement of cut limbs and trunk sections

**7179.19**  
Control movement of cut limbs and trunk sections

**7179.20**  
Inspect tree

**7179.21**  
Descend tree with spurs

**7179.22**  
Descend tree without spurs

**7179.23**  
Respond to emergency situation

**7179.24**  
Perform aerial rescue

Competency Analysis Profile: Arborist 444A(all unshaded skill sets must be completed)



Competency Analysis Profile: Arborist 444A(all unshaded skill sets must be completed)

**7182  
Manage Pests,  
Diseases and/or  
Disorders**

**7182.01**  
Determine normal growth characteristics, normal appearance and common problems of subject woody plants

**7182.02**  
Identify potential sources of stress

**7182.03**  
Identify symptoms of abnormal growth

**7182.04**  
Collect, analyse and interpret soil and plant tissue samples

**7182.05**  
Diagnose woody plant problems

**7182.06**  
Select tools, equipment and materials

**7182.07**  
Inspect tools, equipment and materials

**7182.08**  
Select fertilizer and soil amendments

**7182.09**  
Select fertilizer application and soil amendments application methods

**7182.10**  
Apply fertilizers and soil amendments

**7182.11**  
Aerate soil

**7182.12**  
Irrigate soil

**7182.13**  
Apply biological control methods

**7182.14**  
Apply mulches

**7182.15**  
Perform selective pruning /removal

**7182.16**  
Evaluate effectiveness of treatments

**7182.17**  
Maintain and store tools and equipment

**Competency Analysis Profile: Arborist 444A***(all unshaded skill sets must be completed)*

**7183  
Transplant  
Woody Plants**

**7183.01**  
Inspect  
nursery stock

**7183.02**  
Select tools,  
equipment and  
materials

**7183.03**  
Inspect tools and  
equipment

**7183.04**  
Dig woody  
plants

**7183.05**  
Handle, load and  
protect nursery  
stock for transport  
and interim storage

**7183.06**  
Prepare  
planting site

**7183.07**  
Install woody  
plant material

**7183.08**  
Install anchor  
systems

**7183.09**  
Apply mulch  
over root zone

**7183.10**  
Perform follow-  
up maintenance

**7183.11**  
Maintain and  
store tools and  
equipment

**7184  
Maintain and  
Operate  
Chainsaw**

**7184.01**  
Select, adjust,  
maintain and wear  
appropriate  
chainsaw safety  
pants or chaps

**7184.02**  
Handle and  
carry chainsaw  
in a safe  
manner

**7184.03**  
Clean and  
lubricate  
chainsaws

**7184.04**  
Service bars

**7184.05**  
Perform routine  
repair and  
maintenance of  
chainsaws

**7184.06**  
Sharpen chains

**7184.07**  
Refill fuel and chain  
lubricant reservoirs

**7184.08**  
Adjust chain  
tension

**7184.09**  
Start and stop  
chainsaws

**7184.10**  
Set engine idle  
speed

**7184.11**  
Check chain  
brake function

**7184.12**  
Test chainsaw  
operation

**7184.13**  
Buck and limb  
felled trees

Competency Analysis Profile: Arborist 444A(all unshaded skill sets must be completed)

**7185  
Maintain and  
Operate Chipper**

**7185.01**  
Secure chipper  
for  
transportation

**7185.02**  
Conduct pre-  
operational  
checks

**7185.03**  
Set up and start  
up chipper

**7185.04**  
Conduct  
operational  
checks

**7185.05**  
Feed chipper

**7185.06**  
Shut down chipper

**7185.07**  
Perform  
emergency shut  
down

**7185.08**  
Store chipper

**7185.09**  
Perform  
preventative  
maintenance

**7186  
Hoist and Rig  
Trees**

**7186.01**  
Interpret worksite  
documentation

**7186.02**  
Inspect work site  
access

**7186.03**  
Calculate weight  
and determine  
balance point

**7186.04**  
Establish job plan

**7186.05**  
Communicate job  
plan to all  
personnel

**7186.06**  
Establish barriers

**7186.07**  
Select and inspect  
rigging equipment

**7186.08**  
Maintain  
communications  
with crane  
operator

**7186.09**  
Determine choker  
locations

**7186.10**  
Ascend tree



**7186  
Hoist and Rig  
Trees  
Continued**

**7186.11**  
Assess choker  
location(s) for  
defects

**7186.12**  
Connect slings and  
hardware to  
attachment point  
and hook of crane

**7186.13**  
Signal crane  
operator

**7186.14**  
Inspect rigging  
system

**7186.15**  
Position self to the  
planned cutting  
location

**7186.16**  
Remove  
obstructing  
branches

**7186.17**  
Communicate  
with crane  
operator

**7186.18**  
Perform cutting  
sequence

**7186.19**  
Signal crane  
operator

**7186.20**  
Position and  
secure load

**7186.21**  
Maintain and  
store rigging  
equipment

# Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required Skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



[SkilledTradesOntario.ca](https://www.SkilledTradesOntario.ca)