

**Record of Work Experiences**  
**Trade Qualifier or Pre-Apprenticeship Credits**

**LANDSCAPE HORTICULTURIST**

**Note to Apprenticeship Applicants**

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

**Applicant Information**

<b>Name:</b> _____			
Surname	First	Initial	
<b>Address:</b> _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____	<b>Cell:</b> (____) _____	<b>Email address:</b> _____	

**Employer Information & Verification**

<b>Note to Employer</b>			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <b>Landscape Horticulturist Trade</b> .			
<b>Verified By:</b> _____	<b>CRA Business #:</b> _____		
Company Name	9 digits		
<b>Address:</b> _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____	<b>Email Address:</b> _____		
	Employer or Representative		
_____ Employer or Representative Signature	_____ Employer or Representative (Print)		
<b>Date of applicant's employment from:</b> ____/____/____	<b>to:</b> ____/____/____		
Month Day Year	Month Day Year		
Total hours of employment the applicant worked in the <b>Landscape Horticulturist Trade:</b> _____ Hours			
* CRA - Canada Revenue Agency			

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The <b>signature of the Journeyperson</b> following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
Pre- Apprenticeship Credits <input type="checkbox"/>	The <b>signature of the Journeyperson</b> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this trade.

- The Advisory Committee in the **Landscape Horticulturist Trade** has identified the work experiences or skills listed below as those required for the trade.
- Journeypersons must be certified in the trade stated by this document. A Journeyperson in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>USES AND MAINTAINS TOOLS AND EQUIPMENT</b>		
Uses and maintains hand tools		
Uses and maintains power tools		
Uses and maintains measuring equipment		
Uses and maintains vehicles and motorized equipment		
Uses and maintains equipment attachments		
Uses and maintains personal protective equipment		
Safely transports equipment		
<b>ORGANIZES WORK</b>		
Performs site assessments		
Uses documentation and reference material		
Maintains records		
Complies with policies and regulations		
Plans daily tasks efficiently		
Communicates well with others		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Orders plant materials		
Safely transports materials		
Organizes plants, materials and equipment		
Maintains safe work environment		
Complies with employer's policy on developing a safety culture		
Mentors other employees		
<b>PARTICIPATES IN MARKETING AND SALES</b>		
Controls inventory		
Demonstrates knowledge of company products and services		
Maintains good customer relations		
<b>ANALYSES AND MAINTAINS PLANT HEALTH</b>		
Identifies plants		
Manages plant health		
Identifies and manages pests and diseases		
Implements IPM protocols		
Selects plants for specific applications		
<b>PERFORMS PRE-CONSTRUCTION ACTIVITIES</b>		
Demonstrates an understanding of basic landscape design activities		
Interprets landscape plans		
Participates in job planning activities		
Prepares site including excavating, grading and drainage		
Practices environmental stewardship		
<b>INSTALLS SOFTSCAPE</b>		
Installs erosion control materials		
Installs growing media and incorporates soil amendments		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Installs exterior landscape plants		
Installs turf from seed		
Installs sod		
Installs mulch		
<b>INSTALLS HARDSCAPE</b>		
Installs drainage systems		
Installs landscape structures		
Installs walkway, patio, driveway and parking lot materials		
Installs steps and retaining walls		
Installs irrigation systems		
Installs water features		
Installs low voltage landscape lighting		
<b>MAINTAINS SOFTSCAPE</b>		
Maintains growing media		
Maintains grass/turf		
Maintains exterior softscape		
<b>MAINTAINS HARDSCAPE</b>		
Maintains drainage systems		
Maintains irrigation systems		
Maintains walkways, patios, driveways and parking lots		
Maintains landscape lighting		
Maintains water features		
Maintains steps and retaining walls		
Maintains landscape structures		

## Note to Journeypersons

- Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.
- The Apprenticeship and Trades Certification Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

<b>Journeyperson Supervisor Verification</b>			
<b>Name:</b> _____			
Surname	First	Initial	
<b>Address:</b> _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____		<b>Cell phone:</b> (____) _____	
<b>Email address:</b> _____			
<b>Certificate Number:</b> _____ <b>and/or I.P. Number:</b> _____			
<b>Name (signature):</b> _____			

<b>Journeyperson Supervisor Verification</b>			
<b>Name:</b> _____			
Surname	First	Initial	
<b>Address:</b> _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____		<b>Cell phone:</b> (____) _____	
<b>Email address:</b> _____			
<b>Certificate Number:</b> _____ <b>and/or I.P. Number:</b> _____			
<b>Name (signature):</b> _____			

**For Office Use Only**

Credit: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

month / day / year

**Note To Trade Qualifier Applicants**

If employer verification is not possible, please contact the nearest Apprenticeship and Trades Certification Office to discuss available options.

**Contact Information**

<b>Avalon</b>	<b>Clareville</b>	<b>Central</b>	<b>Western</b>	<b>Labrador</b>
Department of Immigration, Population Growth and Skills Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 45 Tilley's Road Clareville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 42 Harding Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 1-3 Union Street Aylward Building, 2 <sup>nd</sup> Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 163 Hamilton River Road Burse Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL AOP 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free 1-877-771-3737

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