

**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

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

Employer Information & Verification

Note to Employer

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Landscape Horticulturist Trade**.

Verified By: _____	CRA Business #:	_____
Company Name	9 digits	

Address: _____	P. O. Box/Street	City/Town	Province	Postal Code
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Telephone: (____) _____	Email Address: _____
Employer or Representative	

Employer or Representative Signature

Employer or Representative (Print)

Date of applicant's employment from: _____	/	/	to: _____	/	/
Month	Day	Year	Month	Day	Year

Total hours of employment the applicant worked in the **Landscape Horticulturist Trade**: _____ Hours

* CRA - Canada Revenue Agency

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The signature of the Journeyperson 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 signature of the Journeyperson 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
USES AND MAINTAINS TOOLS AND EQUIPMENT		
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		
ORGANIZES WORK		
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		
PARTICIPATES IN MARKETING AND SALES		
Controls inventory		
Demonstrates knowledge of company products and services		
Maintains good customer relations		
ANALYSES AND MAINTAINS PLANT HEALTH		
Identifies plants		
Manages plant health		
Identifies and manages pests and diseases		
Implements IPM protocols		
Selects plants for specific applications		
PERFORMS PRE-CONSTRUCTION ACTIVITIES		
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		
INSTALLS SOFTSCAPE		
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		
INSTALLS HARDSCAPE		
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		
MAINTAINS SOFTSCAPE		
Maintains growing media		
Maintains grass/turf		
Maintains exterior softscape		
MAINTAINS HARDSCAPE		
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.

Journeyperson Supervisor Verification

Name: _____
Surname _____ First _____ Initial _____

Address: _____ / _____ / _____ / _____
P. O. Box/Street _____ City/Town _____ Province _____ Postal Code _____

Telephone: (____) _____ Cell phone: (____) _____

Email address: _____

Certificate Number: _____ and/or I.P. Number: _____

Name (signature): _____

Journeyperson Supervisor Verification

Name: _____
Surname _____ First _____ Initial _____

Address: _____ / _____ / _____ / _____
P. O. Box/Street _____ City/Town _____ Province _____ Postal Code _____

Telephone: (____) _____ Cell phone: (____) _____

Email address: _____

Certificate Number: _____ and/or I.P. Number: _____

Name (signature): _____

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

Avalon	Clarenville	Central	Western	Labrador
Apprenticeship and Trades Certification Division 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	Apprenticeship and Trades Certification Division Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 1-3 Union Street Aylward Building, 2 nd Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 163 Hamilton River Road Bursey Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free: 1-877-771-3737

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purpose of verifying work experience for apprenticeship credit. If you have any questions about the collection, use and disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email app@gov.nl.ca.