

Skilled Trades Ontario

Métiers spécialisés Ontario

Apprenticeship
Training Standard
Logbook

Horticultural Technician

441C

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 **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 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.

Skilled Trades Ontario

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Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

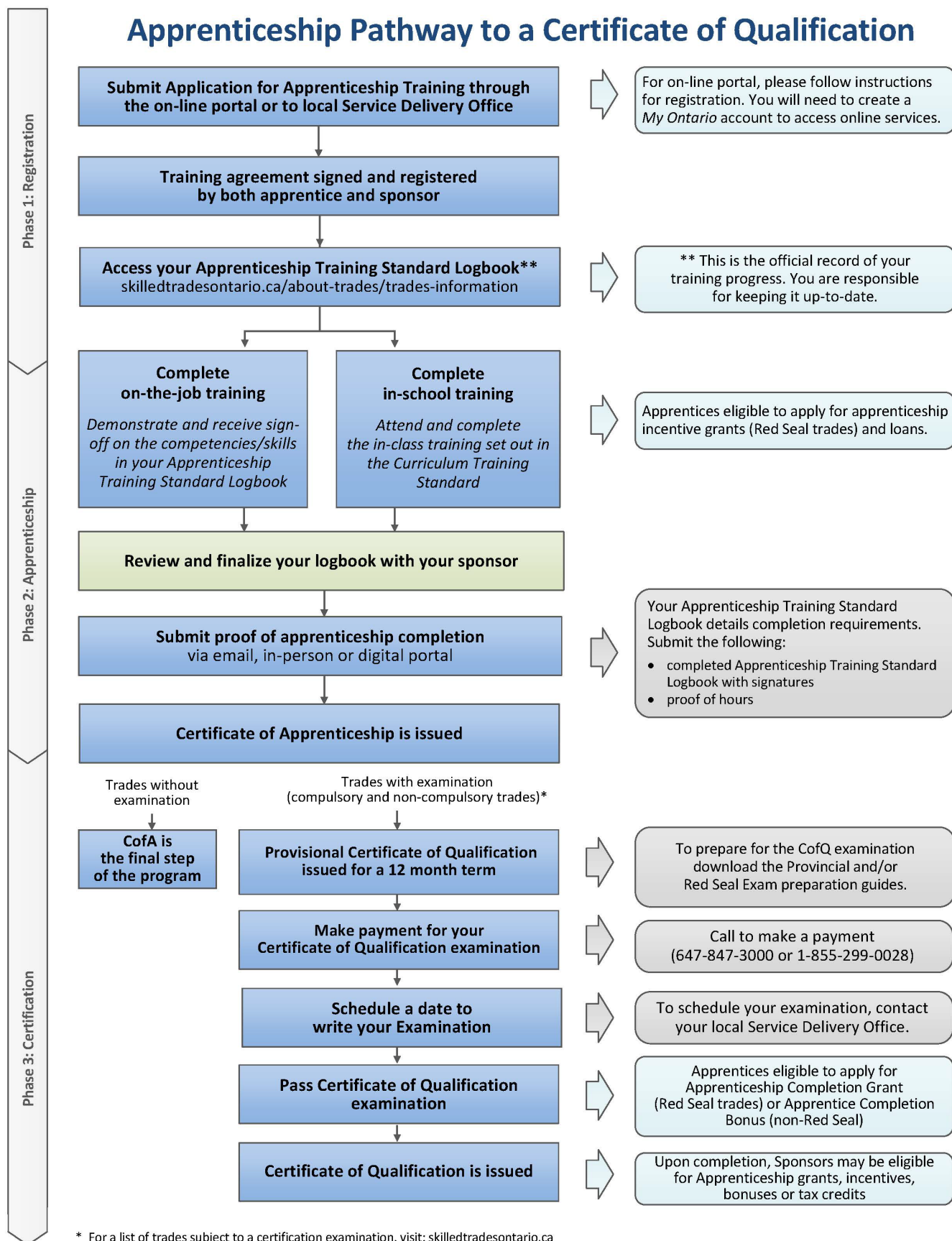
Training Agreement # (for Compulsory and Non-Compulsory trades):

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 Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Apprenticeship Pathway to a Certificate of Qualification



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

Draft version: 2022-03-16

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

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Revised 2021 (V300)

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 Resource	Link
Red Seal Program	red-seal.ca
Essential Skill Self-Assessment	https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools/self-assessment-trades.html
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-Ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	ontario.ca/page/ministry-labour-training-skills-development
Ministry of the Environment, Conservation and Parks	https://www.ontario.ca/page/ministry-environment-conservation-parks
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/
Technical Safety Standards Association	https://www.tssa.org/en/index.aspx
Ontario Regional Common Ground Alliance	https://orcga.com/
The Canadian Nursery Landscape Association (CNLA)- Canadian Landscape Standard (CLS)	https://www.csla-aapc.ca/standard
Landscape Ontario	https://landscapeontario.com/
Transportation of Dangerous Goods (TDG)	https://tc.canada.ca/en/dangerous-goods/tdg-regulations

**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 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 trade Horticultural Technician (441C) 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.

The structure of the Horticultural Technician (441C) Logbook has been significantly revised as a part of the process to harmonize with the Landscape Horticulturist, Red Seal Occupational Standard (RSOS). It includes 4 sections, Trade Foundational Skills, Apply Horticultural Principles, Perform Landscape Construction and Perform Landscape Maintenance.

The Horticultural Technician trade promotes and practices sustainable landscape horticulture. With an increased global awareness of the environment, climate change, and health and wellness, the public is seeking the leadership and expertise of the trade to conserve, protect, and enhance ecosystems and living spaces. As such, the principles and practices of landscape, horticulture and environmental stewardship are the foundation of this document and are imbedded in the competencies required by an apprentice to complete the program. Sound environmental practices such as water optimization, conservation and protection, the use of native and natural materials, green infrastructure and using tools and equipment that produce fewer emissions and reduce noise and vibration are all part of this emphasis.

All practices 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 Horticultural Technician (441C) 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:

- *Occupational Health and Safety Legislation and Regulations;*
- *Other applicable legislation, regulation, codes and standards;*
- *Industry best practices;*
- *Landscape Standard (CLS)*
- *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: www.skilledtradesontario.ca

Roles and Responsibilities

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

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/;
- 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 Forward: *“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 behaviors 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 work 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 Horticultural Technician is set out in section 70 of Ontario Regulation 875/21 under BOSTA and reads as follows:

The scope of practice for the trade of Horticultural Technician includes the following:

1. Identifying plants, pests and materials.
 2. Controlling plant pests and disorders.
 3. Managing gardens and grounds.
 4. Propagating, cultivating, fertilizing, installing, maintaining, transplanting and irrigating plants and turf grass.
 5. Pruning plants.
 6. Using and operating tools and equipment used in horticulture.
 7. Interpreting and implementing landscape drawings.
 8. Installing natural stone, precast stone, concrete and wood for landscaping.
- O. Reg. 875/21, s. 70.

While the Logbook draws on the scope of practice regulation (Section 70 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 5,400 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

Journeyperson to Apprentice Ratio

Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyperson ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeypersons employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyman**; Further information can be found in the Apprenticeship section of the Government of Ontario website at

[ontario.ca/page/hire-apprentice](https://www.ontario.ca/page/hire-apprentice)

Industry Recommended Ratios:

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

Program Requirements

Wage Rates: There are no wage rates in regulation for this trade.

Compulsory and Non-compulsory Classification

Regulations *Building Opportunities in the Skilled Trades Act, 2021* and the classification of each trade as either “compulsory” or non-compulsory.” The trade of Horticultural Technician is non-compulsory.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Logbook- approximately 85% (85/100) of the competencies. Refer to the Completion Requirements Chart on page 17 for details.
- 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 the Horticultural Technician 441C 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 Required Certifications

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.

Horticulture Technicians may choose to obtain the following certifications or training depending on legislative, regulatory or other requirements:

- Water Smart Irrigation Professional
- Fusion Landscape Professional
- Low Impact Development training
- Landscape Horticulturist Certification Program
 - Manager
 - Designer
 - Technician

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 expectation 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

Horticultural Technician - Completion Requirements Chart

In order to support foundational competency development and acquisition, industry experts consulted by Skilled Trades Ontario have established the following minimum Logbook sign-off requirements for all apprentices for the purpose of apprenticeship program completion:

Skill Set Number	Title of Skill Set	Total Number of Skills in Skill Set	Minimum Sign-off Requirements
9290	Perform Safety-Related Functions	9	All
9291	Use Tools, Equipment and Vehicles	6	All
9292	Organize Work	10	All
9293	Participate in Marketing and Sales	3	2/3
9294	Communication and Mentoring Technique	5	All
9295	Manage Plant Health and Growing Conditions	9	7 mandatory skills
9296	Manage Pests, Diseases and Invasive Species	6	All
9297	Apply Environmental Practices	8	7/8
9298	Perform Pre-Construction Activities	5	All
9299	Install Hardscapes	7	All
9300	Install Irrigation Systems and Water Features	4	1 mandatory skill 1/4
9301	Install Softscapes	6	All
9302	Install Green Infrastructure Systems	5	2/5
9303	Maintain Hardscapes	9	5/9
9304	Maintain Softscapes	4	All
9305	Maintain Green Infrastructure	4	3/4

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

9290 Perform Safety-Related Functions

Skill Set Descriptor: All safety-related functions are performed complying with legislation requirements and focus on implementing measures that prevent injury and illness including using personal protective equipment (PPE), maintaining safe work environment, completing site hazard assessments, handling, hazardous job materials, controlling pedestrian and vehicular traffic, lifting and carrying tools, equipment and materials safely using proper techniques to mount and dismount equipment, working safely around operating equipment and responding to job-site emergencies.

Skills

9290.01 Comply with federal and provincial legislation and regulations and municipal by-laws with application to workplace practices for the Horticultural Technician trade such as Occupational Health and Safety Act, Highway Traffic Act, Environmental Protection Act, Workplace Hazardous Materials Information System, Construction Safety Act by:

- identifying the applicable legislation, act and or code;
- interpreting and applying the requirements to working safely in all working conditions;
- identifying the components of Workplace Hazardous Materials Information System (WHMIS)/Global Harmonization System (GHS);
- reading and interpreting labels and Safety Data Sheets (SDS); and
- confirming receipt of training in WHMIS/GHS regulations and practices

according to manufacturer's specifications, company policies, jurisdictional legislation and regulations.

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

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

9290.02 Use personal protective equipment (PPE) such as ear, eye, hand, foot and head protection, high-visibility clothing and breathing protection (mask) by:

- determining the types of PPE and safety equipment required for specific tasks;
- identifying any workplace hazards (personal, environmental) that require the use of PPE and safety equipment;
- inspecting for any damages, deficiencies;
- adjusting for fit as required;
- identifying defective safety equipment;
- replacing defective safety equipment;
- tagging defective PPE and safety equipment and removing from use;
- reporting all damaged or expired PPE and safety equipment to supervisor; and
- storing PPE and safety equipment as required

according to manufacturers specifications and the Occupational Health and Safety Act (OHSA).

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

9290.03 Maintain a safe work environment to support efficient job performance by:

- keeping clear and tidy work area;
- selecting a stable ground position;
- responding to weather changes;
- complying with lock-out / tag-out procedures and
- locating all utilities above and below ground by contacting required agencies prior to commencing work

according to industry best practices and jurisdictional legislation and regulations.

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

9290.04 **Handle hazardous job materials**, including motor fuel, lubricants and cleaning solvents to provide a safe environment and working conditions for self and others by:

- reading and following labels and SDS sheets;
- using PPE as relevant to the task;
- using all materials solely for their intended purpose;
- identifying hazardous waste;
- using specified handling and storage equipment;
- labelling materials and containers;
- preventing unauthorized release of hazardous waste to the environment;
- storing hazardous waste into a designated-labeled container;
- sealing container;
- cleaning up spills immediately;
- disposing of the hazardous waste when the container based on required timelines

according to manufacturer's specifications, company policies, jurisdictional legislation and regulations.

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

9290.05 **Control pedestrian and vehicular traffic** on the job site to maintain safe working conditions for self and others by:

- establishing traffic plan;
- placing safety barriers in work areas such as flagging, pylons, barricades, signage; and
- performing traffic management

according to industry safety practices and jurisdictional legislation and regulations.

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

9290.06 **Use safe lifting and handling techniques** to carry tools, equipment and materials to protect self and others from injury by:

- removing hazards from the worksite;
- lifting and carrying using methods to prevent injury (feet apart, bend knees, holding object close to body, pivot feet, push rather than pull)
- share load with partner; and
- transporting heavy loads using mechanical devices such as wheelbarrows/lifts/cranes

according to industry safety practices and jurisdictional legislation and regulations.

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

9290.07 **Mount and dismount equipment safely** in order to prevent personal injury by:

- using three points of contact, 2 hands 1 foot, 2 feet 1 hand

according to manufacturer's specifications and safe work practices.

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

9290.08 **Work safely around operating equipment** to support safe working conditions for self and others by:

- obeying warning signals and alarms;
- remaining visible;
- giving and responding to standard hand signals; and
- maintaining a safe distance from equipment

according to industry safety practices and jurisdictional legislation and regulations.

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

9290.09 **Respond to job-site emergencies** to minimize injuries to self and others and restore safe working conditions by:

- assessing the situation;
- stabilizing and preparing the victim;
- identifying the location of first aid supplies and equipment;
- applying first aid (a-airway-breathing control, c- circulation;
- calling 911 if required;
- cooperating with emergency responders;
- reporting incident to supervisor; and
- documenting as required

according to company policy and procedures, industry safety practices and jurisdictional legislation and regulations.

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

9291 Use Tools, Equipment and Vehicles

Skill Set Descriptor: Horticultural Technicians use a variety of tools, equipment, vehicles and attachments. They are also required to maintain the tools and equipment to increase longevity and to so that work is performed in a safe and productive manner.

Skills**9291.01 Use hand tools and equipment by:**

- selecting type based on job requirements and
- operating

according to manufacturers' specifications.

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

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

9291.02 Use power tools and equipment including electric and gas powered (two-cycle engine, four-cycle engine) by:

- selecting type based on job requirements and
- operating

according to manufacturer's specifications.

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

9291.03 Use measuring equipment such as pH meters, builders' levels, laser levels, electrical conductivity (EC) meters, Global Positioning System (GPS), tape measure, calibrated cylinders, calipers by:

- selecting type based on job requirement;
- using applicable PPE for the task;
- inspecting tools and equipment for defects;
- locking out and tagging out defective equipment;
- operating; and
- handling and storing to maintain optimal operation

according to manufacturer's guidelines and specifications.

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

9291.04 Maintain tools and equipment to support safe and efficient operation, control spread of disease, infestations and minimize damage to the environment by:

- removing debris and contaminants from tools and equipment after each use;
- cleaning;
- lubricating;
- sharpening;
- servicing;
- sanitizing; and
- disposing of or managing waste in an environmental responsible way

according to manufacturer specifications, industry and jurisdictional legislation and regulations.

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

9291.05 Use vehicles, motorized equipment, trailers and attachments by:

- selecting type based on job requirements; and
- operating and transporting

according to manufacturers' specifications, company policy and jurisdictional legislation and regulations.

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

9291.06 Maintain vehicles, motorized equipment, trailers and attachments by:

- inspecting for damage and wear;
- documenting findings;
- cleaning;
- maintaining sanitation;
- checking fluid levels;
- detecting leaks; and
- completing reports as required

according to company policy, manufacturer's specifications and jurisdictional legislation and regulations.

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

9292 Organize Work

Skill Set Descriptor: Work is organized to increase productivity, solve problems and effectively plan, by performing site assessments, using documentation and reference materials, participating in job planning activities, maintaining records and ordering, organizing and transporting, materials plants and equipment.

Skills**9292.01 Perform site assessments by:**

- visually inspecting;
- measuring and taking inventory of existing site conditions;
- considering need for low impact development (LID) elements, septic system location, wells and proposed drainage patterns, plant health, protection and security requirements, soil conditions and storage; and
- identifying access points and traffic patterns

according to industry standards and jurisdictional legislation and regulations.

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

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9292.02 **Use documentation** to plan, reference and determine scope of job and equipment requirements by:

- acquiring and interpreting documentation;
- referring to WHMIS and other resources, including work orders, plans, and specifications, drawings, guidelines, codes and standards, tenders and contracts; and
- assessing growing media and water test results, site locates and product instructions

according to company policies and procedures and jurisdictional legislation and regulations.

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

9292.03 **Maintain records** such as those used for safety, work records, equipment sign-out, training sign-off sheets, Integrated Pest Management (IPM), plant health monitoring and production and shipping and receiving information by:

- identifying records that need to be documented;
- following established procedures;
- documenting/recording, updating or revising information as required;
- matching records to schedules;
- organizing records (folders or electronic);
- protecting records; and
- maintaining confidentiality

according to company policies and procedures and jurisdictional legislation and regulations.

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

9292.04 Participate in job planning activities by

- identifying labour expertise and allocation of production hours, materials, tools and equipment;
- scheduling sub-contractors;
- reviewing previous records;
- planning site-specific staging;
- establishing site access points and traffic patterns; and
- organizing project and daily work flow in a manner that minimizes negative impact on environment

according to job requirements and company policies and procedures.

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

9292.05 Order materials by:

- determining requirements such as type of materials, quantity, size, quality;
- ordering plant material using botanical nomenclature;
- recording order number, tracking number and name of supplier representative; and
- determining and recording material information to verify documents are in place

according to job requirements and company policies and procedures.

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

9292.06 Monitor inventory by:

- identifying;
- counting and sorting inventory;
- determining restock orders; and
- maintaining inventory records

according to company policies and procedures.

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

9292.07 Organize materials, plants and equipment by:

- inspecting and verifying for accuracy, quality, quantity and damage based on purchase order prior to unloading;
- receiving, unloading, recording, storing, placing and protecting;
- allocating storage area for hazardous materials;
- quarantining or rejecting substandard materials and equipment; and
- performing final check of materials and equipment on site

according to job requirements, company policies and procedures and jurisdictional legislation and regulations.

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

9292.08 **Solve problems** to support safe and efficient job performance by:

- identifying the issues;
- gathering related data;
- generating alternative solutions; and
- selecting and implementing the best alternative

according to industry best practices.

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

9292.09 **Transport materials** by:

- identifying types of transportation;
- protecting plant material;
- securing materials;
- loading, transporting and unloading materials; and
- performing and documenting circle check of loaded vehicle and towed equipment

according to job, company policies and procedures and jurisdictional legislation and regulations.

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

9292.10 Transport tools and equipment by:

- selecting vehicle/trailer type;
- performing and documenting circle check of unloaded vehicle/trailer;
- placing and securing wheel chocks prior to loading;
- placing traffic cones according to traffic plan during loading and unloading;
- loading and unloading tools and equipment in sequence;
- securing materials, with load bearing and securement tie downs and covers to prevent spillage and damage;
- distributing load as required based on weight restrictions to allow for safe transport;
- performing and documenting circle check of loaded vehicle/trailer;
- removing and securing wheel chocks prior to departure;
- attaching signage to vehicle/trailer for oversized loads;
- determining best route; and
- following road closure procedures if required

according to job company policies and procedures and jurisdictional legislation and regulations.

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

9293 Participate in Marketing and Sales

Skill Set Descriptor: Participate in marketing and sales by selling products and services, establishing and maintaining customer relations, assisting in the estimation, tendering and contracting processes to meet client expectations.

Skills**9293.01 Sell products and services by:**

- advising and educating clients on plants, products and services;
- upselling, merchandising products and services; and
- maintaining professional image and appearance

according to company policies and procedures.

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

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

9293.02 Maintain customer relations by:

- practicing customer service in addressing clients' concerns;
- maintaining customer record information; and
- providing follow-up services

according to company policies and procedures and jurisdictional legislation and regulations.

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

9293.03 Prepare estimates to complete project by:

- interpreting site information;
- identifying requirements such as the costing of material, labour and equipment
- coordinating logistics and with other contractors, suppliers and employees to establish direct costs;
- documenting; and
- calculating to assist with estimation preparation

according to company practices.

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

9294 Communication and Mentoring Techniques

Skill Set Descriptor: Effective communication skills are required in this trade for writing job documents and communicating in verbal and written modes with colleagues and customers. With experience, Horticultural Technicians may be expected to pass along workplace skills through coaching and mentoring apprentices or colleagues.

Skills**9294.01 Write job documents by:**

- Identifying report requirements / parameters;
- drafting content for intended audience and purpose; and
- preparing in a clear, concise and comprehensive manner

according to company practices and industry standards.

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

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

9294.02 Practice communication methods to support comprehension when interacting with individuals or groups (safety or information meetings) in all work settings by:

- using techniques such as active listening, questioning, paraphrasing; and
- receiving and responding to feedback

according to best practices.

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

9294.03 Coach and mentor apprentices or colleagues to support their learning by:

- identifying and communicating learning objective(s);
- relating lesson to other lessons and the job;
- demonstrating performance of a skill;
- setting up conditions to enable the mentee to practice the skill;
- assessing apprentice or colleague's ability to perform tasks with increasing independence;
- providing feedback; and
- assisting apprentices/colleague in pursuing technical training opportunities

according to best practices.

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

9294.04 **Demonstrate leadership** to support a culture that enables safe and efficient job performance by:

- coordinating work with others;
- recognizing diversity and individual differences;
- accepting responsibility for own behaviour;
- planning and making decisions;
- participating in meetings; and
- making recommendations for improvements; and developing strategies

according to industry best practices.

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

9294.05 **Participate in continuous learning** to stay current with trade trends and accomplish personal and job-related goals by:

- employing various learning strategies such as participating in seminars and skill competitions; and
- accessing and reading information from professional associations, trade journals and manuals

according to industry best practices.

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

9295 Manage Plant Health and Growing Conditions*Apply Horticultural Practices*

Skill Set Descriptor: Plant health and growing conditions are managed to sustain and promote plant life and the growing environment by applying horticultural practices for plant identification, assessment of health and location, taking corrective actions, pruning, propagating, and conditioning plants for “growing on”.

Skills**9295.01 Identify plants and plant requirements by:**

- examining plant characteristics through visual, touch and other senses, describing plant characteristics; and
- determining classification and growing requirements using reference material

according to the Canadian Landscape Standard (CLS).

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

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

9295.02 Assess the health and vigor of plants by:

- observing plant characteristics, requirements and environmental conditions;
- identifying signs and symptoms of plant stress;
- examining foliar samples to identify nutrient deficiencies;
- collecting, testing and analyzing growing media and water samples manually or by lab analysis; and
- interpreting test results

according to industry standards.

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

9295.03 Assess plant location for suitability by:

- identifying plant growth habits, cultural and environmental requirements of plants such as light, moisture, soil type, hardiness, nutrients and tolerance (salt, wind, drought);
- identifying plant function and specific use such as residential applications, commercial applications and reclamation/restoration; and
- assessing and matching environmental factors of location with plant requirements

according to the CLS.

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

9295.04 Implement corrective measures to meet plant requirements by:

- developing a plan; and
- adjusting plant selection, placement or amending growing conditions based on identified requirements

according to the CLS.

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

9295.05 Establish pruning objectives by:

- identifying plant species to determine timing of pruning;
- considering plant health, plant appearance, structure, plant growth, unwanted growth and prevention of winter damage;
- determining requirements such as thinning out, reduction and rejuvenation pruning; and
- preparing a pruning plan

according to industry best practices and the CLS.

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

9295.06 Prune plant material by:

- using pruning method based on plant morphology, anatomy, physiology, growth habit, maturity, time of year and type of plant material;
- selecting tools and equipment (including hedge trimmers, shears, saws, secateurs, pruners, loppers) as required for task;
- performing pruning technique such as pinching, coppicing, pollarding or what is required to meet pruning objectives; and
- updating prune plan

according to industry best practices and the CLS.

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

9295.07 Propagate Plants to maximize reproduction success, initiate root and shoot growth by:

- collecting and preparing propagation materials, including treating cuttings with root-promoting hormone and anti-fungal material;
- preparing scion wood and understock, and pre-treating/preparing seed as required;
- placing propagule into required environment; and
- determining technique based on plant type and condition source, purpose and season

according to the CLS and jurisdictional legislation and regulations.

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

9295.08 Maintain propagation environment to support root and shoot growth by:

- irrigating;
- Fertilizing;
- amending; and
- monitoring/controlling pests

according to the CLS and jurisdictional legislation and regulations.

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

9295.09 **Condition plants for growing-on** to support optimum growing conditions by:

- hardening-off;
- pruning;
- fertilizing; and
- installing plant into growing medium, at the required depth and/or spacing

according to the CLS.

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

9296 **Manage Pests, Diseases and Invasive Species** (Applying Horticultural Practices)

Skill Set Descriptor: Pests, diseases and invasive species are managed to sustain and promote plant life and the growing environment by applying horticultural practices such as identifying pests, diseases, invasive species and beneficial insects, determining course of action, implementing prevention strategies, selecting and applying controls and monitoring and documenting results.

Skills

9296.01 **Identify pests, beneficial insects, diseases and invasive species** by:

- inspecting plants visually; and
- consulting industry and jurisdictional resources

according to industry best practices and jurisdictional legislation and regulations.

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

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9296.02 Determine course of action for managing pests, diseases and invasive species by:

- monitoring pest and invasive species populations, spread of disease and damage characteristics;
- monitoring biological control populations; and
- establishing injury and action thresholds

according to industry best practices and jurisdictional legislation and regulations.

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

9296.03 Implement prevention strategies to manage the health of plants (reduce the economic and aesthetic damage caused by plant disease and pests) by:

- using techniques such as physical observation and rotating plant material;
- selecting pest-resistant and-disease resistant varieties;
- using cultural methods; and
- supporting and encouraging native ecosystems

according to industry best practices and jurisdictional legislation and regulations.

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

9296.04 Apply treatment by:

- selecting method such as cultural, mechanical, biological and/or chemical as required;
- preparing treatment; and
- documenting the use of pest control products and methods

according to IPM protocols and jurisdictional legislation and regulations.

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

9296.05 Monitor and document results of treatment to evaluate efficacy according to industry best practices and jurisdictional legislation and regulations.

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

9296.06 Dispose of pest-infected and disease-ridden plant material and invasive species to prevent the spread of infestation by:

- identifying quarantine protocols;
- isolating contaminated plant parts; and
- using methods such as burning with permit, disposal at a landfill site, or chipping depending on the type/virulence of infestation

according to industry best practices and jurisdictional legislation and regulations.

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

9297 Apply Environmental Practices

Skill Set Descriptor: Applying environmental (horticultural and landscaping) practices includes environmental stewardship, comprising soil, water and biodiversity protection and enhancement. This is performed by identifying and applying environmental best practices to develop, conserve, preserve and reclaim natural habitats and ecosystems sustaining a healthy environment.

Skills

9297.01 Use sustainable horticultural and landscaping materials and elements that minimize negative impact on the environment and ecosystem by:

- selecting locally sourced and natural materials; materials that are recycled and recyclable and/or
- selecting materials such as permeable pavers; infiltration chambers; and
- using elements such as bioswales, rain gardens

according to job requirements, industry best practices and jurisdictional legislation and regulations.

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

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

9297.02 Use tools and equipment that minimize negative impact on environment and ecosystems by:

- selecting products that are well maintained, energy efficient; reduce water consumption; increase waste recycling rate; improve air and water-quality systems; and
- minimize the discharge of pollutants such as emissions and noise;
- operating tools and equipment; and
- reducing idling times of vehicles and equipment

according to per manufacturers' specifications, job requirements, industry best practices and jurisdictional legislation and regulations.

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

9297.03 Use practices to integrate on-site elements by:

- using natural materials found on site
- selecting native plants, natural materials, locally sourced materials;
- preserving wildlife habitat structures; and
- preserving natural stormwater management

according to job requirements, industry best practices and jurisdictional legislation and regulations.

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

Practice Biodiversity Enhancement

9297.04 **Use bio-diverse enhancement strategies** to create habitats that support a diverse range of species by:

- selecting plants that attract and support pollinators and wildlife;
- selecting natives, edibles and shade trees to support food source and protection;
- creating or maintaining wetlands;
- using maintenance practices such as cleaning up in the spring to preserve habitat;
- attending to plants outside of mating season so as not to interrupt the lifecycle; and
- installing and maintaining habitat and eco system structures

according to job requirements, industry best practices and jurisdictional legislation and regulations.

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

Practice Soil and Water Stewardship

9297.05 **Identify soil quality and condition** to determine soil type, pH, compaction, nutrient, organic and moisture levels by:

- collecting samples;
- sending to approved laboratory for testing; and
- interpreting test results

according to industry standards.

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

9297.06 **Implement a soil stewardship plan** that minimizes environmental impact by:

- preparing the soil as required and
- applying amendments or nutrients as required;

according to industry best practices and jurisdictional legislation and regulations.

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

9297.07 **Identify water quality** to determine pH, nutrient levels and contaminants by:

- sending to approved laboratory for testing and
- interpreting results

according to industry standards and jurisdictional legislation and regulations.

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

9298 Perform Pre-Construction Activities

Skill Set Descriptor: Pre-construction activities are performed in the planning of construction and includes participating in basic landscape design, interpreting landscape drawings, preparing construction site, grading and drainage prior to installation according to landscape drawings and specifications, the CLS, building codes and jurisdictional legislation and regulations.

Skills**9298.01 Participate in elementary landscape design activities by:**

- consulting with stakeholder;
- measuring and taking inventory of the existing site conditions to provide information for the preparation of the design; and
- creating basic landscape sketches with consideration to texture, colour, form line and scale

according to landscape design principles.

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

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

9298.02 Interpret landscape drawings to guide site layout and job planning activities by:

- identifying stakeholders, scale, symbols, property lines, infrastructure and utilities, grades and elevations, hardscape and softscape elements; and
- identifying and communicating discrepancies between plans and site conditions

according to industry practices, project plan and specifications.

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

9298.03 Prepare construction site by:

- removing hazards, debris and other unwanted materials;
- preserving and protecting existing hardscape and softscape elements and soil;
- identifying markings of underground and overhead privately-owned and public utility hazards and interpreting and extracting locate information;
- cordoning off areas and defining site access and traffic flow;
- installing environmental mitigation mechanisms;
- excavating and placing service conduits to support activities;
- stripping and stockpiling topsoil;
- verifying accuracy of site preparation

according to drawings and specifications, the CLS and jurisdictional legislation and regulations.

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

9298.04 Perform grading by:

- stripping and stockpiling topsoil;
- cutting and filling material to establish rough grade;
- preparing site for positive drainage; and
- verifying that site is prepared

according to drawings and specifications, the CLS and jurisdictional legislation and regulations.

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

9298.05 Install drainage systems by:

- identifying drainage system requirements, elevation and slope;
- excavating subsoil to grade and depth;
- storing or removing excavated materials;
- laying out, assembling and placing drainage components;
- testing system;
- backfilling drainage system to finished grade; and
- verifying installation

according to drawings and specifications, the CLS and jurisdictional legislation and regulations.

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

9299 Install Hardscapes

Skill Set Descriptor: Hardscape features such as fences, decks, pergolas, gazebos, walkways, patios, driveways, retaining walls, are installed according to drawings, specifications, CLS, building codes and jurisdictional legislation and regulations.

Skills**9299.01 Install landscape structures by:**

- laying out, marking and excavating construction area;
- preparing foundation;
- constructing landscape structures;
- verifying installation;
- cleaning structures;
- restoring construction access;
- disposing or recycling excess materials;
- applying preservatives, stains and sealants; and
- verifying installation

according to drawings and specifications, the CLS, building codes and jurisdictional legislation and regulations.

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

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9299.02 Install base materials by:

- laying out and marking construction area;
- excavating area and compacting sub-grade;
- storing or removing excavated materials;
- placing geotextiles;
- adding aggregate base and compacting in lifts;
- establishing or maintaining grade; and
- verifying installation

according to drawings and specifications, manufacturer's specifications, the CLS, building codes and jurisdictional legislation and regulations.

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

9299.03 Install surface materials by:

- securing edge restraints for finished material;
- selecting surface materials;
- placing bedding materials;
- screeding bedding materials;
- measuring, cutting, and fitting surface materials; and
- verifying installation

according to drawings and specifications, manufacturer's specifications, the CLS, building codes and jurisdictional legislation and regulations.

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

9299.04 Finish surface materials by:

- cleaning surfaces;
- applying joint materials;
- compacting surfaces;
- verifying installation;
- cleaning and sealing surface materials;
- restoring construction access; and
- disposing or recycling of excess materials

according to drawings and specifications, manufacturer's specifications, the CLS, building codes and jurisdictional legislation and regulations.

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

9299.05 Install base for steps and retaining walls by:

- laying out and marking construction area;
- excavating area and compact sub-grade;
- storing or removing excavated materials;
- placing geotextile materials;
- installing aggregate base and compact in lifts;
- installing concrete foundation for mortared natural stone wall; and
- verifying installation

according to drawings and specifications, the CLS, manufacturers' specifications, building codes and jurisdictional legislation and regulations.

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

9299.06 Assemble steps and retaining wall components by:

- placing and screeding bedding materials;
- building walls and steps;
- placing drainage systems and backfilling;
- installing adhesives or mortars; and
- verifying installation

according to drawings and specifications, the CLS, manufacturer's specifications, building codes and jurisdictional legislation and regulations.

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

9299.07 Complete installation of steps and retaining walls by:

- cleaning surfaces;
- sealing steps and retaining walls;
- repairing and cleaning construction access; and
- disposing or recycling of excess materials and verifying installation

according to drawings and specifications, the CLS, manufacturer's specifications, building codes and jurisdictional legislation and regulations.

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

9300 Install Irrigation Systems and Water Features

Skill Set Descriptor: Landscape features and enhancements such as lighting and irrigation systems are installed according to drawings, specifications, CLS, building codes and jurisdictional legislation and regulations to support the integrity of the installation.

Skills**9300.01 Install irrigation systems by:**

- marking out/flagging proposed irrigation plan;
- excavating or trenching area;
- installing conduit and pipe;
- storing or removing excavated materials;
- laying out and assembling irrigation components;
- backfilling trenches with materials to secure pipe while leaving components visible;
- setting head heights and nozzles;
- installing and programming control system;
- verifying installation and operation;
- completing backfill to finished grade;
- cleaning and restoring area; and
- disposing of or recycling excess materials

according to manufacturer's specifications, the CLS, building codes and jurisdictional legislation and regulations.

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

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9300.02 Install water feature infrastructure by:

- laying out and marking construction area;
- excavating and storing or removing excavated materials;
- placing sand and geotextile materials;
- installing liners and aggregates;
- completing assembly of water supply components and filtration systems;
- applying adhesives, foams and mortar;
- adding water, operating water systems and checking for leaks;
- repairing leaks;
- verifying and adjusting water flow; and
- draining water and cleaning all components

according to drawings and specifications, the CLS, manufacturer's specifications, building codes and jurisdictional legislation and regulations.

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

9300.03 Install live and decorative components in water features by:

- refilling water features and adding ecosystem enhancement products;
- placing aquatic plants and fish; and
- verifying installation

according to manufacturer's specifications, the CLS and jurisdictional legislation and regulations.

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

9300.04 Install low voltage landscape lighting by:

- marking out/flagging according to lighting plan;
- performing voltage drop calculations;
- digging or tunneling trenches to depth;
- storing or removing excavated materials;
- laying out and assembling lighting components;
- connecting lighting fixtures;
- testing operation of the lighting system and checking voltage;
- positioning and securing lighting components into final location;
- programming lighting controller;
- backfilling trenches with material to finished grade;
- cleaning and restoring construction access; and
- disposing or recycling of excess materials

according to manufacturer's specifications, the CLS, building codes and jurisdictional legislation and regulations.

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

9301 Install Softscapes

Skill Set Descriptor: Softscape features such as growing media, exterior and interior plants and seed or sod are installed according to project plans, drawing and specifications, the Canadian Landscape Standard (CLS) and jurisdictional legislation and regulations.

Skills**9301.01 Install growing media by:**

- selecting media type;
- verifying function of drainage systems;
- scarifying subsoil;
- adding growing media in lifts, irrigating and compacting;
- incorporating amendments; and
- grading and verifying growing media

according to project requirements, plans and specifications, the CLS and jurisdictional legislation and regulations.

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

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9301.02 Install exterior landscape plants by:

- selecting plant material perennials, shrubs, trees based on project requirements;
- verifying moisture content of growing media and plant material;
- preparing plant material;
- laying out plant material;
- planting;
- maintaining plant health during installation;
- staking or guying if required;
- pruning; and
- disposing of or recycling excess materials

according to project requirements, jurisdictional legislation and regulations and the CLS.

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

9301.03 Transplant plants by:

- verifying viability of plant material for transplanting;
- digging plant material;
- verifying moisture content of growing media for new planting location;
- installing plant material;
- pruning;
- applying amendments and nutrients if required;
- irrigating; and
- preparing excess plant material for disposal or recycling

according to the CLS and jurisdictional legislation and regulations.

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

9301.04 Install mulch by:

- identifying mulch materials (organic or nonorganic);
- verifying that area to be mulched is prepared;
- installing landscape fabric for non-organic mulches;
- applying mulch; and
- verifying mulch installation

according to project specifications, the CLS and jurisdictional legislation and regulations.

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

9301.05 Install sod by:

- confirming that selected sod and area are prepared;
- applying amendments;
- laying and securing sod using landscape rollers and verify roots are in direct contact with growing media;
- verifying the installation meets drawings and specifications;
- irrigating the area;
- monitoring sod installation regularly;
- disposing or recycling excess materials; and
- maintaining installation/irrigation records

according to project specification, the CLS and jurisdictional legislation and regulations.

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

9301.06 Install turfgrass seed by

- assessing turfgrass site to determine drainage characteristics, condition, location, use and exposure;
- sampling/testing growing medium to determine percentage of sand, silt and clay, organic matter content, nutrient content;
- determining turf species for the site and purpose;
- laying out site and setting grades using measuring devices;
- roughing grade site;
- amending growing medium;
- fine-grading site;
- applying seed mix and mulch;
- rolling seed manually or mechanically to maximize soil contact;
- irrigating the area;
- protecting seeded areas;
- monitoring regularly; and
- maintaining installation/irrigation records

according to project specifications, the CLS and jurisdictional legislation and regulations.

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

9301.07 Install interior landscape plants by:

- preparing plant material;
- monitoring plant health;
- protecting interior furnishings and surfaces;
- laying out plant material and planting interior plants;
- irrigating plant material;
- disposing or recycling of excess materials; and
- verifying the plant installation

according to drawings and specifications and the CLS.

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

9302 Install Green Infrastructure Systems

Skill Set Descriptor: Green infrastructure systems such as living walls, green roofs, rain gardens, stormwater management, green parking, permeable pavement, bioswales and urban forests are installed according to project plans, drawings and specifications, the CLS and jurisdictional legislation and regulations.

Skills**9302.01 Select green infrastructure technologies, methods and products by:**

- inspecting site-specific environmental conditions such as topography, water flow, drainage patterns, humidity, air flow, existing vegetation, growing media, precipitation rates, existing waterways to determine needs;
- considering client requirements, project plans, drawings and specifications, product availability; budget, equipment access, community plans and, jurisdictional regulations; and
- identifying green infrastructure technologies suitable to the project

according to the manufacturer's specifications, the CLS, and jurisdictional legislation and regulations.

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

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9302.02 **Install green roofs, walls and components** including hardware, irrigation, fertigation and lighting systems by:

- establishing and preparing safe work area;
- setting foundation;
- installing hardware and system components such as membranes, root barriers, drainage, irrigation, pumps, water retention mats; and
- placing growing media and plants

according to project plans, drawings and specifications, manufacturers' specification and CLS and jurisdictional legislation and regulations.

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

9302.03 **Install stormwater management systems** such as bioswales, bioretention ponds, engineered wetlands, rain gardens, permeable pavement by:

- preparing work area;
- installing rainwater, stormwater harvesting and retention components such as cisterns, pumps, hoses, valves, pipes, aggregates, rain barrels, tanks, irrigation systems; and
- adding growing media and plant material

according to drawings and specifications, manufacturers' specifications, the CLS and jurisdictional legislation and regulations.

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

9302.04 Install erosion control by:

- acquiring specified erosion control material such as roll-type materials (tarps, mats, blankets), aggregates, plant material, silt fences, boulders, wattles based on job requirements;
- placing and securing;
- verifying installation materials; and
- disposing of or recycling excess

according to drawings/specifications, the CLS and jurisdictional legislation and regulations.

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

9302.05 Install biodiverse plantings and natural areas by:

- preparing planting area;
- laying out plant material; and
- installing plant material and organic mulch

according to drawings and specifications, the CLS and jurisdictional legislation and regulations.

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

Perform Landscape Maintenance

9303 Maintain Hardscapes

Skill Set Descriptor: Hardscapes such as drainage systems, landscape structures and features, surface materials, steps and retaining walls and irrigation systems are maintained and minor repairs are performed. Drainage systems and maintenance include: sub-surface drainage, surface drainage for safety and preservation and seasonal procedures.

Skills

9303.01 Maintain drainage systems by:

- checking drains, catch basins and retention ponds;
- inspecting, cleaning and replacing screens;
- removing debris from drainage system;
- maintaining grades;
- flushing drainage systems with water; and
- securing drain covers and winterizing drainage systems

according to the CLS and jurisdictional legislation and regulations.

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

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9303.02 Maintain landscape structures and features such as gazebos, pergolas, arbors, fences, decks, drystone (natural stone), modular precast and concrete landscape pavers by:

- inspecting structures for hazards, damage and defects (compromised hardware, rotting wood, heaving);
- cleaning; and
- making minor repairs

according to the CLS and jurisdictional legislation and regulations.

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

9303.03 Maintain surface materials to remove or remediate undesirable conditions by:

- removing debris, efflorescence and undesirable growth;
- topping up jointing sand on interlock surfaces;
- applying preservatives, stains and sealants on hard surfaces;
- visually inspecting structural integrity of hard surfaces; and
- cleaning walkways, patios, artificial turf, driveways and parking lots

according to the CLS and jurisdictional legislation and regulations.

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

9303.04 Maintain steps and retaining walls by:

- inspecting steps and walls;
- identifying hazards on structures;
- cleaning steps and walls to remove or remediate undesirable conditions such as algae, efflorescence, weeds, debris;
- topping up jointing sand on interlock surfaces; and
- applying sealants or stains to prevent deterioration in structures

according to the CLS and jurisdictional legislation and regulations.

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

9303.05 Maintain irrigation systems including seasonal operational procedures by:

- starting up system;
- checking functioning of zone valves, adjusting irrigation controllers;
- verifying system is operating as required;
- inspecting, troubleshooting and adjusting/repairing system components including: screens, heads, pipes, wires, filters, and valves;
- cleaning and clearing sensors; and
- winterizing system

according to manufacturer's specification and jurisdictional legislation and regulations.

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

9303.06 Maintain water features by:

- inspecting water features;
- priming systems and testing pumps;
- setting and resetting timers;
- draining and refilling features for seasonal maintenance;
- cleaning components and running systems to ensure functioning;
- inspecting water for conditions and mitigating;
- testing water and ground fault circuit interrupter (GFCI);
- cleaning water features and amending water; and
- removing and protecting plants and fish during winter or when cleaning the features and winterizing water features

according to manufacturer's specifications and the CLS.

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

9303.07 Maintain landscape lighting by:

- turning on systems;
- visually checking lighting components;
- repairing and replacing low voltage cable;
- checking and adjusting lighting coverage and positioning;
- cleaning and clearing lighting components;
- checking light timing; and
- adjusting program and voltage levels

according to manufacturer's specifications, the CLS and jurisdictional legislation and regulations.

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

9303.08 Perform snow and ice control by:

- selecting and using tools and equipment;
- determining snow storage locations and removal requirements;
- clearing snow;
- applying ice control products;
- installing snow fence and wind breaks; and
- monitoring weather conditions for precipitation and wind

according to industry standards and jurisdictional legislation and regulations.

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

9303.09 Repair hardscapes by:

- performing minor repairs to drainage systems;
- applying preservatives, stains and sealants on hard surfaces;
- repairing damage to aggregate-based hard surfaces;
- inspecting structural integrity of hard surfaces, sealing steps and retaining walls;
- applying adhesive;
- performing lift and re-lay of hard surface materials; and
- performing minor repairs to hardscape

according to the CLS and jurisdictional legislation and regulations.

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

9304 Maintain Softscapes

Skill Set Descriptor: Softscape is maintained, including interior and exterior plant material, and turfgrass to sustain plant health, retain the integrity of the design and provide a functioning and aesthetically pleasing environment according to the CLS and jurisdictional legislation and regulations.

Skills**9304.01 Maintain exterior softscapes by:**

- performing visual inspection of soil and plant materials;
- irrigating and fertilizing plant materials;
- cultivating and applying amendments;
- performing seasonal planting and removal of plants;
- applying or installing seasonal protection;
- performing hardening-off practices;
- protecting plants from snow and ice damage;
- removing weeds, mulching beds and containers, edging beds;
- inspecting and maintain edge;
- performing site cleanup; and
- removing staking and guying materials

according to the CLS and jurisdictional legislation and regulations.

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

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9304.02 Maintain interior softscapes by:

- performing visual inspection;
- testing and amending irrigation water;
- irrigating and fertilizing plants;
- cultivating and amending growing media;
- cleaning foliage and containers;
- replacing damaged or broken containers, performing seasonal plant replacement;
- protecting furnishings and surfaces;
- rooting and pruning interior plants;
- pot-on, pot-up and divide interior plants using IPM practices; and
- moving and rotating plants

according to the CLS and jurisdictional legislation and regulations.

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

9304.03 Maintain turfgrass by:

- monitoring;
- irrigating;
- mowing and trimming;
- aerating turfgrass;
- adjusting pH and fertility using IPM practices;
- over-seeding;
- topdressing and dethatching turfgrass; and
- repairing;

according to the CLS and jurisdictional legislation and regulations.

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

9304.04 Repair softscapes by:

- performing damaged plant material management;
- replacing dead, damaged or diseased interior and exterior plants;
- repairing natural and manufactured edges;
- repairing and adjusting staking and guying materials;
- repair grading and drainage, remediating non-viable growing media; and
- repairing inorganic mulch

according to horticultural principles and the CLS.

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

9305 Maintain Green Infrastructure

Skill Set Descriptor: Green infrastructure such as green roofs, walls and stormwater management systems, erosion controls and biodiverse plantings and natural areas are maintained to prolong the integrity of the systems.

Skills**9305.01 Maintain green roofs and walls and components by:**

- inspecting non-horticultural element;
- making minor repairs;
- removing debris;
- monitoring sediment;
- controlling weeds using IPM practices;
- applying fertilizer;
- irrigating;
- monitoring green roof for plant coverage; and
- inspecting wall for leaks

according to manufacturer's specifications, the CLS and jurisdictional legislation and regulations.

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

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9305.02 Maintain stormwater management systems by:

- inspecting components of rainwater and stormwater management systems;
- removing debris and sedimentation, controlling weeds, monitoring plants;
- testing water;
- monitoring for signs of erosion;
- maintaining plants for system function;
- applying mulch;
- monitoring for standing water; and
- inspecting and maintaining pumps

according to manufacturers' specifications, the CLS and jurisdictional legislation and regulations.

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

9305.03 Maintain erosion control by:

- inspecting and repairing control materials such as roll-type (tarps, blankets, mats), aggregates, plant material, silt fences and wattles; and
- removing unwanted vegetation

according to manufacturer's specification, the CLS and jurisdictional legislation and regulations.

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

9305.04 Maintain biodiverse plantings and natural areas by:

- inspecting area for safe public access;
- monitoring and removing invasive and unwanted species;
- monitoring plant health;
- maintaining pathways;
- removing debris if required;
- planting vegetation;
- monitoring for site disturbances (including erosion, vandalism, illegal camping);
and
- protecting vegetation from excessive damage

according to the CLS and jurisdictional legislation and regulations.

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

List of Acronyms	
ANSI	American National Standards Institute
ATV	all-terrain vehicles
CLS	Canadian Landscape Standard
CSA	Canadian Standards Association
EC	electrical conductivity
GFCI	ground fault circuit interrupter
GPS	global positioning systems
HVAC	heating, ventilation and air conditioning
ICPI	Interlocking Concrete Pavement Institute
IPM	integrated pest management
LID	low impact development
OEM	operator equipment manual
OH&S	Occupational Health and Safety
PMRA	Pest Management Regulatory Agency
PPE	personal protective equipment
ROP	rollover protection devices
TDG	Transportation of Dangerous Goods
UV	ultraviolet
WHMIS	Workplace Hazardous Material Information System

Range of Variables and Trade Definitions

Attachments and trailers such as: drop spreaders, sprayers, buckets, mowers, aerators, cultivators, hydro seeders, flatbed trailers, dump trailers

Basic plant science includes: botany, physiology

Bio-diverse enhancement strategies include: selecting plants that attract pollinators and wildlife; ensuring inter-relationships in nature; creating or maintaining wetlands; changing maintenance practices to preserve habitat by cleaning up in the spring; creating habitat and structures; encouraging moss growth

Cultural requirements of plants include: light, moisture, soil type, hardiness, nutrients, tolerance (salt, wind, drought)

Canadian Landscape Standard (CLS) is the national guideline to set the standard of landscape work in every province across the country and is the authoritative resource for landscape construction projects across Canada [.csla-aapc.ca/standard](https://www.csla-aapc.ca/standard)

Considerations and procedures for determining water quality and availability include: sample preparation, water testing, water pressure, flow rate, results interpretation

Container plant (Container gardening or pot gardening) is the practice of growing plants, including edible plants, exclusively in containers instead of planting them in the ground. It may take the form of a pot, box, tub, pot, basket, tin, barrel or hanging basket

Equipment defects include: compromised lights, chains, plates, brakes, safety guards, tires, belts, hoses (pneumatic/hydraulic), metal fatigue

Equipment fluid includes: oil, coolant, hydraulic, fuel types

Equipment components include: spark plugs, belts, hoses, pull cords, bushings, blades, tines

Emergency response teams include: ambulance, spill response, fire, utilities, poison control

Environmental conditions include: light, wind, heating, ventilation and air conditioning (HVAC) systems, moisture, reflective heat load

Environmental mitigation mechanisms include: filters, silt fencing, storm sewer guards

Environmental impact on soils includes: compaction, depletion of organic matter, destruction of soil structure, damage to soil microbiome, hardpan, erosion, introduction of invasive species, diseases and pests, damage to root systems

Erosion control methods include: cover cropping, silt fencing, mulching, groundcovers, bales, erosion control mats, and gabion baskets

Factors for selecting and applying pest and disease management measures include: site analysis, pest/disease populations, injury levels, action thresholds, monitoring techniques

Factors affecting the selection of green infrastructure include: budget, community plan, jurisdictional legislation and regulations , and equipment access

Fertilizer and amendments include: foliar feed, injection, liquid and granular applications

Growing conditions include: microclimate, topography, natural habitat, pH. level, soil type and depth, growing environment, water availability, available space, humidity, shelter, light, plant hardiness zone **corrective measures** include: fertilization, liming, adding organics, neutralizing water, correcting drainage

Growing media includes: native soil, soilless medium, manufactured soil, compost

Hand tools that require lubrication include: secateurs, shears, and loppers

Hand tools that require sharpening include: secateurs, shears, shovels, loppers and edgers

Hand tools whose components require replacement include: secateurs, loppers, shovels, rakes, axes

Hazards include: high voltage, motorized equipment, working at heights, environmental, ergonomic, underground services (electricity, natural gas, communication cabling)

International Code of Nomenclature for algae, fungi, and plants includes: family, genus, species, variety/cultivar

Integrated Pest Management (IPM) is a broad-based approach that integrates practices for economic control of [pests](#). IPM aims to suppress pest populations below the economic injury level (EIL) through prevention, monitoring, and control and to eliminate or drastically reduce the use of pesticides, and to minimize the toxicity of and exposure to any products which are used. IPM does this by utilizing a variety of methods and techniques. The approach emphasizes the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms.

Jurisdictional workplace safety and health regulations include: Workplace Hazardous Material Information System (WHMIS), Transportation of Dangerous Goods (TDG), Pest Management Regulatory Agency (PMRA), federal, provincial/territorial, municipal, Occupational Health and Safety (OH&S)

Landscape structures refers to vertical structures such as gazebos, pergolas, arbors, fences, decks, made of wood and manufactured wood products and alternatives, re-cycled materials, fabricated metal, drystone, (natural stone), modular precast and concrete landscape pavers.

Low impact development (LID) practices include: rain barrels, infiltration trenches, bioswales, bioretention cells, rain gardens, green roofing, smart irrigation, xeriscaping, permeable surfacing, water harvesting systems, downspout disconnect, stormwater ponds

Motorized equipment such as: turfgrass maintenance machines, skid steers, excavators, all-terrain vehicles (ATV), tractors, hydro seeders

Measuring equipment includes: pH meters, builders' levels, laser levels, electrical conductivity (EC) meters, Global Positioning System (GPS), tape measure, calibrated cylinders, and calipers

Methods of propagation include, cuttings, grafting, budding, layering, division, separation, micro propagation / tissue culture, seeding, bulbs/ corms/ rhizomes

Plant characteristics include: form, foliage and foliage pattern, stems and bark, bud, fruit, flower, size, colour

Pests can include insects, weeds, diseases, and vertebrates such as rodents, fish, birds and snakes

Physical soil characteristics include: soil formation, drainage, aeration/porosity, water retention, compaction, soil texture/structure

Plant morphology includes: leaves/needles, flowers/fruits/seeds, buds, bark, growth habits

Plant stress includes: biotic and abiotic factors

Propagule is any material that functions in propagating an organism to the next stage in its life cycle, such as by dispersal. The propagule is usually distinct in form from the parent organism. Propagules are produced by plants (in the form of seeds or spores), fungi (in the form of spores), and bacteria (for example, endospores or microbial cysts).

Procedures used to prepare planting site include: excavation, determining planting pit dimensions, amending soil, site drainage.

Procedures used to install trees include: placement, loosening of root containment, root placement, backfilling, mulching, machine-planting, stabilizing, fertilizing, protecting tree.

Procedures used for post-planting care of trees include: irrigation, pruning, fertilizing, protecting, stabilizing, mulching

Procedures used to prepare planting beds include: bed cultivation, incorporating soil amendment, removal of weeds/debris, bed edging, grading, drainage

Procedures used to install herbaceous and woody plant material includes: bed layout, plant placement, loosening of root containment, root placement, backfilling, irrigation, fertilizing, mulching

Pruning types include: shearing, heading, thinning, cleaning, canopy raising, crown balancing, reducing, restoring

Pruning methods include: 3-cut method, flush cut, heading, reduction, removal

Personal Protection Equipment (PPE) includes: ear, eye, hand, foot and head protection, high-visibility clothing, breathing protection (mask)

Properties include: texture, drainage capacity, pH., nutrients, organic matter, pore space, bulk density, electrical conductivity (EC), and contaminants.

Overhead hazards include: power lines, tree branches, equipment, construction materials

Safety barriers include: flagging, pylons, barricades, and signage

Safety equipment includes: ventilation fans, spill kits, fire extinguishers, barriers, signage and first-aid kit

Safety features include: lock-out devices, chutes, guards, rollover protection devices (ROP), operator presence switches

Safety procedures include: use of fall arrest, establishing fuelling zones, trenching and shoring, confined space procedures, traffic management

Safety symbols include: workplace and job-site safety signage, truck signage, product labels

Site information/document include: drawings, specifications, tendering documents, client instructions, digital mapping

Site-specific environmental conditions include: topography, water flow, drainage patterns, humidity, air flow, existing vegetation, growing media, precipitation rates, and existing waterways

Soil amendments include: organic, inorganic

Soil characteristics that impact soil chemical and biological properties include: nutrient availability, chemical composition (soil acidity/alkalinity, soil salinity, cation exchange capacity), organic matter, biological activity, texture

Signs and symptoms of plant diseases, deficiencies and environmental impacts include: discolouration, wilting, defoliation, foliar burn, mould

Warning signals include: back-up signals, back-up alarms, warning lights

Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are hazard classification, cautionary labelling of containers, the provision of (material) safety data sheets (MSDSs) and worker education and training programs. WHMIS procedures include: disposal, labelling, use of PPE

Water conditions includes determining: clarity, algae, debris, water levels

Water testing includes determining pH levels, nitrogen, bacteria, oxygen

PPE and Safety Equipment

chaps/ballistic pants	first aid kits	safety vests
chemical suit	flares	scabbard/protective sheath
ear protection	gloves	skin protection
eye protection (various types)	hard hat	spill kit
eye wash kit	hearing protection	sun hat
face shields	high visibility clothing	sunblock
fall protection equipment	respiratory protections	traffic cones
fire extinguisher	safety boots or shoes	ventilation fans

<p>Eye protection- CSA and/or ANSI approved:</p> <ul style="list-style-type: none"> Goggles Prescription safety glasses Non-prescription safety glasses 	<p>Head protection CSA and/or ANSI approved:</p> <ul style="list-style-type: none"> Hard hats Class E type Face protection CSA and/or ANSI approved Face shield 	<p>Hearing protection CSA and/or ANSI approved:</p> <ul style="list-style-type: none"> Ear muffs Ear plugs Disposable foam plugs
<p>Hand protection CSA and/or ANSI approved</p> <ul style="list-style-type: none"> Work gloves Chainsaw gloves 	<p>Foot protection CSA and/or ANSI approved:</p> <ul style="list-style-type: none"> Electrical resistive 	<p>Leg protection CSA and/or ANSI approved:</p> <ul style="list-style-type: none"> Chainsaw pants Chaps
<p>Fall Arrest</p> <ul style="list-style-type: none"> Carabiner Safety snap, Shock absorbing lanyard 		

<p>Environmental Hazards</p> <ul style="list-style-type: none"> Restricted visibility, i.e. glare, fog, darkness Wet/ice/snow conditions Wind Thunder & lightning Temperature extremes/seasonal fluctuations Residue of storm damage 	<p>Poisonous plants</p> <ul style="list-style-type: none"> Poison Ivy Poison Parsnip Poison Sumac Giant Hogweed Monkshood
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Definitions

Apprentices

- 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 or wage rates 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.

Journey person

Journey person means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journey person 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, skill 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 and/or wage rates 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.

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

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

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 Ministry of Labour, Immigration, Training and Skills Development Apprenticeship 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		
Registered 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 [Skilled Trades Ontario](#) and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Registered 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 [Skilled Trades Ontario](#) and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Registered 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 [Skilled Trades Ontario](#) and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Registered 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 [Skilled Trades Ontario](#) 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 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, Ministry 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 certificates 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 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>for 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
9290	Perform Safety-Related Functions	
9291	Use Tools, Equipment and Vehicles	
9292	Organize Work	
9293	Participate in Marketing and Sales	
9294	Communication and Mentoring Techniques	
9295	Manage Plant Health and Growing Conditions	
9296	Manage Pests, Diseases and Invasive Species	
9297	Apply Environmental Practices	
9298	Perform Pre-Construction Activities	
9299	Install Hardscapes	
9300	Install Irrigation Systems and Water Features	
9301	Install Softscapes	
9302	Install Green Infrastructure Systems	
9303	Maintain Hardscapes	
9304	Maintain Softscapes	
9305	Maintain Green Infrastructure	

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 ()

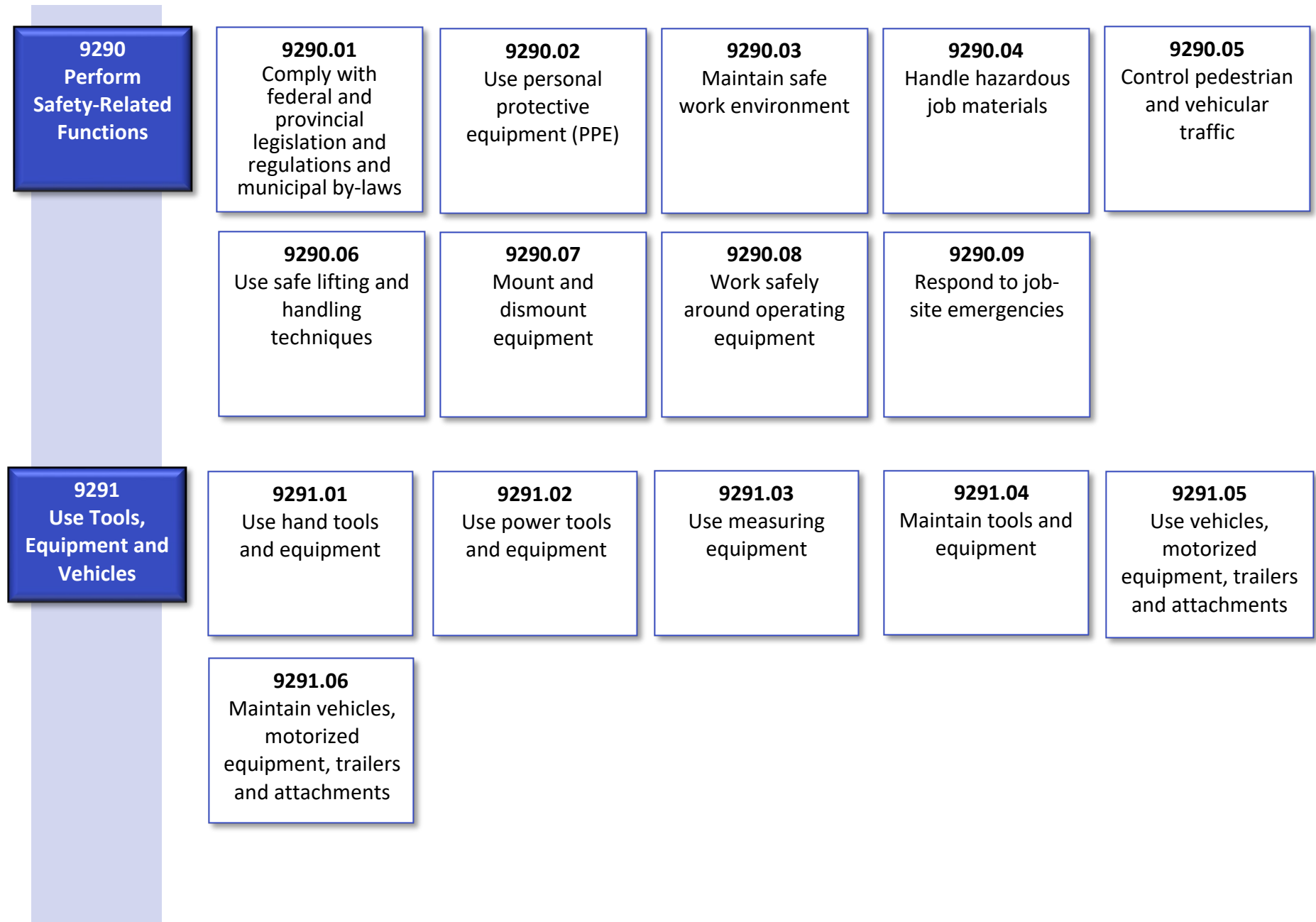
Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____ Date _____

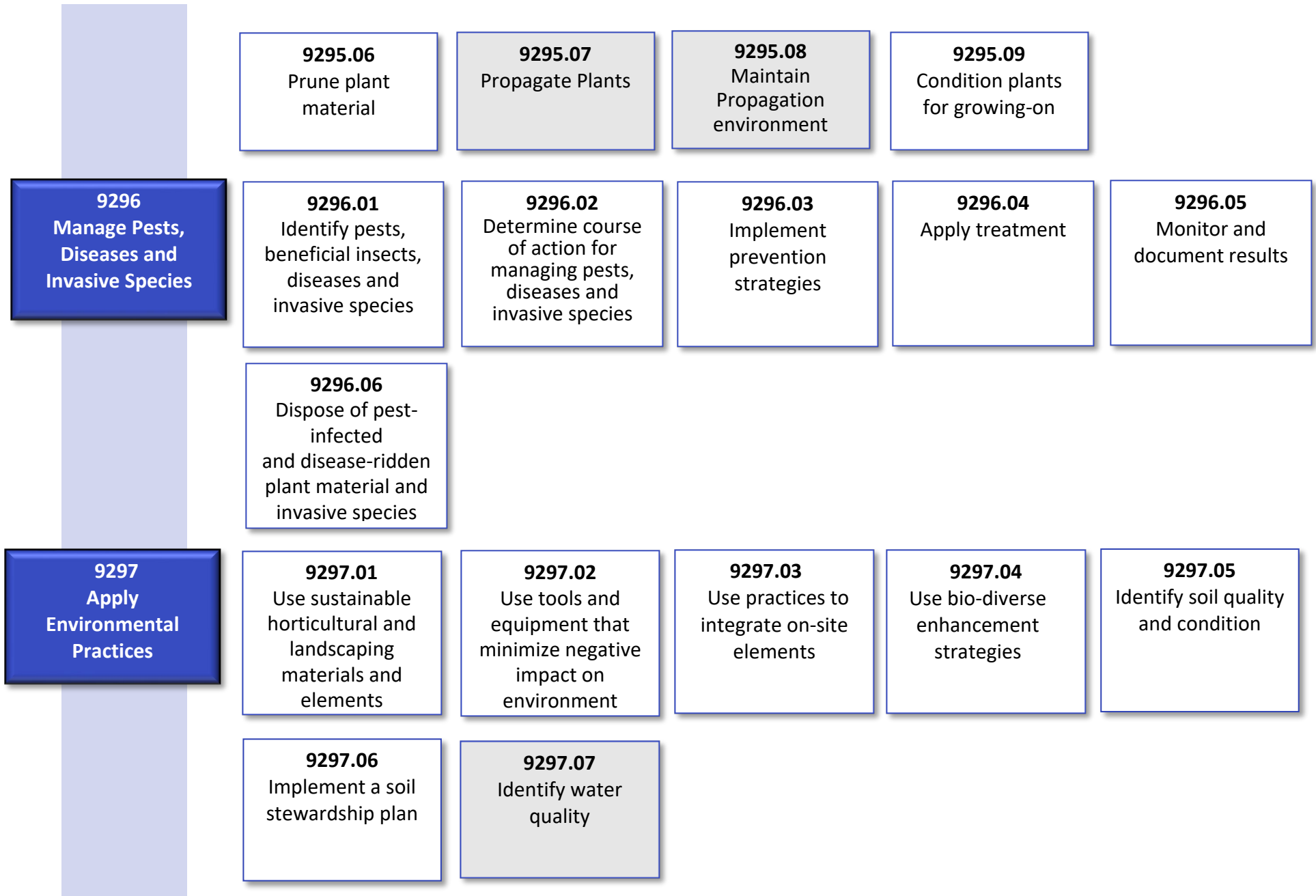
Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, POT 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8



9292 Organize Work	9292.01 Perform site assessments	9292.02 Use documentation	9292.03 Maintain records	9292.04 Participate in job planning activities	9292.05 Order materials
	9292.06 Monitor inventory	9292.07 Organize materials, plants and equipment	9292.08 Solve problems	9292.09 Transport materials	9292.10 Transport tools and equipment
9293 Participate in Marketing and Sales	9293.01 Sell products and services	9293.02 Maintain customer relations	9293.03 Prepare estimates		
9294 Communication and Mentoring Techniques	9294.01 Write job documents	9294.02 Practice communication methods	9294.03 Coach and mentor apprentice or colleague	9294.04 Demonstrate leadership	9294.05 Participate in continuous learning
9295 Manage Plant Health and Growing Conditions	9295.01 Identify plants and plant requirements	9295.02 Assess the health and vigor of plants	9295.03 Assess plant location for suitability	9295.04 Implement corrective measures to meet plant requirements	9295.05 Establish pruning objectives



9298 Perform Pre-Construction Activities	9298.01 Participate in basic landscape design activities	9298.02 Interpret landscape drawings	9298.03 Prepare construction site	9298.04 Perform grading	9298.05 Install drainage systems
	9299.01 Install landscape structures	9299.02 Install base materials	9299.03 Install surface materials	9299.04 Finish surface materials	9299.05 Install base for steps and retaining walls
	9299.06 Assemble steps and retaining wall components	9299.07 Complete installation of steps and retaining walls			
	9300.01 Install Irrigation Systems	9300.02 Install water feature infrastructure	9300.03 Install live and decorative components in water features	9300.04 Install low voltage landscape lighting	
	9301.01 Install growing media	9301.02 Install exterior landscape plants	9301.03 Transplant plants	9301.04 Install mulch	9301.05 Install Sod
	9301.06 Install turfgrass seed	9301.07 Install interior landscape plants			

9302 Install Green Infrastructure Systems	9302.01 Select green infrastructure technologies, methods and products	9302.02 Install green roofs, walls and components	9302.03 Install stormwater management systems	9302.04 Install erosion control	9302.05 Install biodiverse plantings and natural areas
	9303.01 Maintain drainage systems	9303.02 Maintain landscape structures and features	9303.03 Maintain surface materials	9303.04 Maintain steps and retaining walls	9303.05 Maintain irrigation systems
	9303.06 Maintain water features	9303.07 Maintain landscape lighting	9303.08 Perform snow and ice control	9303.09 Repair hardscapes	
	9304.01 Maintain exterior softscape	9304.02 Maintain interior softscape	9304.03 Maintain turfgrass	9304.04 Repairs softscape	
	9305.01 Maintain green roofs and walls and components	9305.02 Maintain stormwater management systems	9305.03 Maintain erosion control	9305.04 Maintain biodiverse plantings and natural areas	

[illegible]

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 Program

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 Apprenticeship 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

Skilled Trades Ontario Métiers spécialisés Ontario

SkilledTradesOntario.ca



(Landscape Horticulturalist)

