

Please print clearly and return to the address noted above

Application Package Instructions

TRADE: LANDSCAPE HORTICULTURIST (0066)

APPLICATION PACKAGE INFORMATION:

Please review the contents of this package prior to completing.

This package contains all of the information and forms you need to apply to challenge the Examination for the trade of **LANDSCAPE HORTICULTURIST**. The purpose of this package is to assist you in collecting the information necessary for us to complete the assessment of your application. The ITA will assess your work experience and determine whether you qualify to challenge the examination based on the information you supply.

The ITA will process your assessment within *10 days of receipt of your complete information* and will notify you in writing the results of your assessment. Applications will be returned if information is missing. We can not process incomplete applications.

Forms:

1. **Application to Challenge Examination** (page 2 of this package). To be completed by applicant.
2. **Applicant Work Experience Information** (page 3 of this package). To be completed and signed by applicant.
3. **Employer Declaration** (pages 4, 5 & 6 of this package). *Note:* An Employer Declaration form must be completed and signed by any current or previous employers where you have acquired work experience you want assessed as part of your application (see page 3 section B).
4. **Document Checklist** (page 7 of this package) to be completed by applicant.
5. **Statutory Declaration** (pages 9, 10 & 11 of this package) to be completed by applicant *if required*. See page 8 for additional information on Statutory Declarations.

All Documents must be submitted in English. Translations of documents in languages other than English must be done by a Certified Translator

- You are responsible for the cost of translation services.
- For a list of certified translators, contact the Society of Translators and Interpreters of British Columbia, or visit their web site at <http://www.stibc.org/directory.php>.

If you have any questions regarding the completion of this Challenge Assessment application, contact **ITA Customer Service** (see above for contact information) or send an email to:
customerservice@itabc.ca

NOTE: Holders of a Certified Landscape Technician (CLT) in Ornamental Maintenance plus one other module within the CLT program are eligible to receive credit for 1,000 Work-based Training Hours towards the total required hours to challenge. To qualify, attach a copy of your CLT certificate in Ornamental Maintenance to your challenge application.

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A. Applicant's Information

Registration Number (TWID):					
Legal Last Name:		Legal First Name:		Legal Middle Name (s):	
Date of Birth (YYYY/MM/DD):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Suite Number:	Mailing Address:				
City:		Province: B.C.	Postal Code:		Email:
Daytime Telephone Number: ()		Home Telephone Number: ()		Fax Number: ()	

B. Examination Details

Is this examination a re-write? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date of last exam: _____	Please indicate the earliest date you are available to write this examination (YYYY/MM/DD): _____
Please indicate your preferred location for examination: <input type="checkbox"/> ITA Customer Service <input type="checkbox"/> Vernon <input type="checkbox"/> Victoria <input type="checkbox"/> Maple Ridge <input type="checkbox"/> Chilliwack <input type="checkbox"/> Prince George <input type="checkbox"/> Other (please indicate) _____	

C. Fees

All Certificate of Qualification or Inter-Provincial (IP) examination challenge applicants must pay a \$120.00 assessment fee to verify previous work experience (time in the trade). There is no additional fee to write the Certificate of Qualification or IP exam. If a re-write is required, there is no fee for the first one, but a \$100.00 fee for all subsequent re-writes.

If you are applying to challenge this certification, you will have 12 months from the date of your ITA approval letter to write and pass the challenge exam. If you have not passed the challenge exam after 12 months, you must reapply.

Payment of Assessment Fee made by:	<input type="checkbox"/> Credit card (receipt attached) or write confirmation number here: _____ <small>Credit card payment can be made online via the Forms & Fees page on the ITA Website. If unable to pay online, phone ITA Customer Service.</small> <input type="checkbox"/> Cheque or money order (attached) <input type="checkbox"/> Cash or debit (paid in person at ITA)
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For Office Use Only

Date Screened:	Missing Information	Results
Application Status <input type="checkbox"/> Application Complete – Assigned to Assessor <input type="checkbox"/> Application Incomplete – Returned to Applicant		Hours: Required: 9,720 Reported: Scope: Required: 18 out of 25 tasks Reported:

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Applicant Work Experience Information

TRADE: LANDSCAPE HORTICULTURIST (0066)

A: Applicant Information

Legal Last Name:	Legal First Name:	Legal Middle Name(s):
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To qualify to challenge an examination as a **Landscape Horticulturist**, you must provide proof of having worked a minimum of 9,720 performing the tasks listed on the *Employer Declaration* (page 5 & 6). In general your combined work experience should cover at least 70% of the tasks (18 out of 25 tasks) listed in Part 2 of the Employers Declaration (pages 5 & 6).

B: Employment Summary Information

Name of Organization/Employer(s) *	Dates of Employment	Total # of Hours of Experience
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	

***Note:** An *Employer Declaration* form (pages 4, 5 & 6) must be completed by each of the Employers listed above. See *Employer Declaration* "Instructions to Employers" for additional information.

C: Signature

Privacy Statement

The Industry Training Authority is committed to protecting the privacy of any personal information you may provide when filing an application form with us. The Industry Training Authority will not use or share any personal information provided by the applicants except with the consent of the individual to whom the information relates or as otherwise authorized by the Freedom of Information and Protection of Privacy Act.

Certification and authorization for collection, use and disclosure of personal information

"I certify that the information that I, as an individual applying to either challenge this certification, or be granted Supervision and Sign-off Authority for apprentices in this trade, have provided is accurate and I understand and agree that ITA reserves the right to verify the accuracy of such information. I agree to allow ITA, in accordance with the BC Freedom of Information and Protection of Privacy Act, to use and provide to others the personal information I have provided on this form, as well as any other information necessary, for the purpose of administering the apprenticeship training program I'm seeking to challenge or receive Supervision and Sign-off Authority for, including the application process, program delivery, evaluation and certification. I authorize ITA to provide my personal information for the previously stated purpose to apprenticeship officials in other jurisdictions, my present and future sponsors, educational institutions, private trainers and to other agencies, regulatory authorities and ministries of municipal, provincial and federal governments where the information is necessary for them to fulfill their legal responsibilities and/or manage apprenticeship-related programs. I also authorize ITA to make the status of my certification and apprenticeship publicly available."

Applicant Name (Please Print):	Applicant Signature:	Date: (YYYY/MM/DD)
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Employer Declaration – Part 2

By checking “yes” or “no”, indicate in the “Employer’s Response” column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i>	Employer’s Response
Safety <i>Includes:</i> Demonstrated knowledge of safety equipment, their applications, maintenance and procedures for use; demonstrated knowledge of safe work practices; demonstrated knowledge of regulatory requirements pertaining to safety.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Hand and power tools <i>Includes:</i> Demonstrated knowledge of hand, power and measuring tools and equipment, their applications, maintenance, and procedures for use.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Vehicles, equipment and machinery <i>Includes:</i> Demonstrated knowledge of vehicles/trailers, equipment and machinery, and their applications, operation and procedures for use.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant science <i>Includes:</i> Demonstrated knowledge of plant growth and development; demonstrated knowledge of plant nutrient requirements.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant identification <i>Includes:</i> Demonstrated knowledge of the International Code of Botanical Nomenclature used for plant identification; demonstrated knowledge of additional plants, their characteristics and cultural requirements.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Soil management <i>Includes:</i> Demonstrated knowledge of soil types and soil amendments.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fertilizers <i>Includes:</i> Demonstrated knowledge of the codes and regulations pertaining to fertilizers; demonstrated knowledge of the characteristics of fertilizers; demonstrated knowledge of the procedures and equipment used for the application, handling, transport, storage and disposal of fertilizers.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Communication <i>Includes:</i> Demonstrated knowledge of effective communication practices; demonstrated knowledge of communication equipment and their applications.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Site layout and surveying <i>Includes:</i> Demonstrated knowledge of the procedures used to perform site layout and surveying.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Pest and disease management <i>Includes:</i> Demonstrated knowledge of codes and regulations pertaining to pest and disease management; demonstrated knowledge of types of pests and diseases and the procedures used to manage them; demonstrated knowledge of the procedures used to handle, transport, apply, store and dispose of pest and disease management products and tools; demonstrated knowledge of pest control products, formulations and application equipment.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Trade related documents <i>Includes:</i> Demonstrated knowledge of trade related documents and their use; demonstrated knowledge of the procedures used to prepare documentation.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plan reading <i>Includes:</i> Demonstrated knowledge of landscape plans and associated documentation.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Job planning <i>Includes:</i> Demonstrated knowledge of trade related documentation; demonstrated knowledge of the procedures used to plan job tasks.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Site protection, grading and drainage <i>Includes:</i> Demonstrated knowledge of the procedures used to protect features on the site; demonstrated knowledge of the procedures used to perform grading and install drainage systems; demonstrate knowledge of the installation of erosion control materials.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant inventory management <i>Includes:</i> Demonstrated knowledge of the procedures for ordering, receiving, storing and transporting of plant materials.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

APPLICATION TO CHALLENGE INTER-PROVINCIAL EXAMINATION LANDSCAPE HORTICULTURIST (0066)

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Plant installation <i>Includes:</i> Demonstrated knowledge of the procedures used to install herbaceous and woody plant materials.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Turf establishment <i>Includes:</i> Demonstrated knowledge of turf establishment methods and their associated procedures.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Landscape pavers <i>Includes:</i> Demonstrated knowledge of the procedures used to install natural stone paver and modular precast concrete landscape pavers and slabs.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Sales and customer relations <i>Includes:</i> Demonstrated knowledge of customer relations; demonstrated knowledge of sales techniques; demonstrated knowledge of products and services.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant care and maintenance <i>Includes:</i> Demonstrated knowledge of the procedures used to care and maintain herbaceous and woody plant materials; demonstrated knowledge of procedures used to care and maintain interior plants.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Pruning <i>Includes:</i> Demonstrated knowledge of the procedures used to inspect, maintain, store and transport pruning tools and equipment; demonstrated knowledge of the procedures for pruning; demonstrated knowledge of the procedures for the disposal of diseased and infested plant parts.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Turf maintenance <i>Includes:</i> Demonstrated knowledge of turf equipment and its care and maintenance; demonstrated knowledge of maintenance practices and procedures.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Irrigation <i>Includes:</i> Demonstrated knowledge of irrigation equipment and systems, their applications and operation; demonstrated knowledge of the procedures used to install, maintain, troubleshoot and repair irrigation equipment and systems.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Landscape walls <i>Includes:</i> Demonstrated knowledge of the procedures used to install natural stone and modular precast concrete wall units; demonstrate knowledge of the procedures used to maintain natural stone and modular precast concrete wall units.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Concrete construction <i>Includes:</i> Demonstrated knowledge of the procedures used to install poured concrete features; demonstrated knowledge of the procedures used to maintain poured concrete features.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Certification:

I certify that the information I (as employer) have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*.)

Applicant's Name (Please Print):	Employer Signature:	Date: (YYYY/MM/DD)
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DOCUMENTATION CHECKLIST

To avoid delays in processing, please use the following checklist to ensure the required documentation is attached to your application and all forms are complete. **We can not process incomplete applications.**

ALL APPLICABLE BOXES MUST BE CHECKED OFF:

- All documents, including letters and certificates, are originals or *certified true copies* of originals, in the English language.
- Any translations have been performed by Certified Translators.
- The Applicant has completed in full the **Application to Challenge** (Page 2 of this package)
- The Applicant has completed in full and signed, the **Applicant Work Experience Information** (Page 3 of this package)
- Each Employer has completed in full and signed, the **Employer Declaration** (Page 4, 5 & 6 of this package).
- The information contained on each **Employer Declaration** form matches the information declared on the **Applicant Work Experience Information** form.
- A Statutory Declaration is enclosed in situations when an Employer Declaration is not available. See *Statutory Declaration information on page 8 of this package.*
- A cheque in the amount of \$120.00 has been enclosed for your Challenge Work-Experience Assessment.

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Statutory Declarations

A Statutory Declaration form may be used to document time worked in a trade when applying to challenge an examination **only due to the following circumstances:**

1. The firm is no longer in business and the principals cannot be located.
2. The owner/manager is deceased and complete employment records are not available.
3. The firm is located overseas and extreme difficulties are encountered in trying to get the documentation.
4. The applicant has been self-employed as an owner/operator of a business.
5. A firm refuses to issue a letter to document time worked in a trade.

A Statutory Declaration, using the form that is provided on pages 9 and 10 of this package, must be completed **for each place of employment** for which you are unable to provide an Employer Declaration.

Important: The Statutory Declaration form is comprised of **Part 1 (page 9) and Part 2 (pages 10 & 11)**. It must be completed for each place of employment you cannot obtain documentation for, and must be sworn before a Lawyer, Notary Public, or Commissioner of Oaths for the Province of British Columbia. Please make additional copies of the Statutory Declaration form as needed.

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Statutory Declaration – Part 2

By checking “yes” or “no”, indicate in the “Employer’s Response” column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i>	Employer’s Response
Safety <i>Includes:</i> Demonstrated knowledge of safety equipment, their applications, maintenance and procedures for use; demonstrated knowledge of safe work practices; demonstrated knowledge of regulatory requirements pertaining to safety.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Hand and power tools <i>Includes:</i> Demonstrated knowledge of hand, power and measuring tools and equipment, their applications, maintenance, and procedures for use.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Vehicles, equipment and machinery <i>Includes:</i> Demonstrated knowledge of vehicles/trailers, equipment and machinery, and their applications, operation and procedures for use.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant science <i>Includes:</i> Demonstrated knowledge of plant growth and development; demonstrated knowledge of plant nutrient requirements.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant identification <i>Includes:</i> Demonstrated knowledge of the International Code of Botanical Nomenclature used for plant identification; demonstrated knowledge of additional plants, their characteristics and cultural requirements.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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Communication <i>Includes:</i> Demonstrated knowledge of effective communication practices; demonstrated knowledge of communication equipment and their applications.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Site layout and surveying <i>Includes:</i> Demonstrated knowledge of the procedures used to perform site layout and surveying.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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Trade related documents <i>Includes:</i> Demonstrated knowledge of trade related documents and their use; demonstrated knowledge of the procedures used to prepare documentation.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plan reading <i>Includes:</i> Demonstrated knowledge of landscape plans and associated documentation.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Job planning <i>Includes:</i> Demonstrated knowledge of trade related documentation; demonstrated knowledge of the procedures used to plan job tasks.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Site protection, grading and drainage <i>Includes:</i> Demonstrated knowledge of the procedures used to protect features on the site; demonstrated knowledge of the procedures used to perform grading and install drainage systems; demonstrate knowledge of the installation of erosion control materials.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant inventory management <i>Includes:</i> Demonstrated knowledge of the procedures for ordering, receiving, storing and transporting of plant materials.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Turf establishment <i>Includes:</i> Demonstrated knowledge of turf establishment methods and their associated procedures.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Landscape pavers <i>Includes:</i> Demonstrated knowledge of the procedures used to install natural stone paver and modular precast concrete landscape pavers and slabs.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Sales and customer relations <i>Includes:</i> Demonstrated knowledge of customer relations; demonstrated knowledge of sales techniques; demonstrated knowledge of products and services.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plant care and maintenance <i>Includes:</i> Demonstrated knowledge of the procedures used to care and maintain herbaceous and woody plant materials; demonstrated knowledge of procedures used to care and maintain interior plants.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Pruning <i>Includes:</i> Demonstrated knowledge of the procedures used to inspect, maintain, store and transport pruning tools and equipment; demonstrated knowledge of the procedures for pruning; demonstrated knowledge of the procedures for the disposal of diseased and infested plant parts.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Turf maintenance <i>Includes:</i> Demonstrated knowledge of turf equipment and its care and maintenance; demonstrated knowledge of maintenance practices and procedures.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Irrigation <i>Includes:</i> Demonstrated knowledge of irrigation equipment and systems, their applications and operation; demonstrated knowledge of the procedures used to install, maintain, troubleshoot and repair irrigation equipment and systems.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Landscape walls <i>Includes:</i> Demonstrated knowledge of the procedures used to install natural stone and modular precast concrete wall units; demonstrate knowledge of the procedures used to maintain natural stone and modular precast concrete wall units.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Concrete construction <i>Includes:</i> Demonstrated knowledge of the procedures used to install poured concrete features; demonstrated knowledge of the procedures used to maintain poured concrete features.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

I solemnly declare that the information provided in this Declaration, to the best of my knowledge, is true.

Applicant's Name (Please Print):	Applicant's Signature:	Date: (YYYY/MM/DD)
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This section to be completed by:

Declaration of Official

Last Name:		First Name:	
Occupation: : <input type="checkbox"/> Commissioner of Oaths <input type="checkbox"/> Notary Public <input type="checkbox"/> Lawyer			
Address:			
Telephone Number:		Declared before me on Date: (YYYY/MM/DD)	
Signed at: (City, Province)		Signature of Official:	

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EXAMINATION INFORMATION

The following information is offered as a guide to make you aware of the topics that will be covered in the theoretical examination.

Section	Title	Exam Weightings
1	Occupation Skills	29%
2	Landscape Construction	39%
3	Landscape Maintenance	32%

- This is a multiple choice examination.
- Maximum time allowed for this examination is 3 hours.
- Passing Standard is 70%.
- This information is subject to change without notice; consult the relevant program profile on the ITA website at www.itabc.ca.