

# LANDSCAPE MANAGEMENT **APPRENTICESHIP** PROGRAM HANDBOOK

A Guide to Developing Skilled  
Workers and Administering the  
Industry's Department of Labor  
Approved Training Program



NATIONAL  
ASSOCIATION OF  
**LANDSCAPE  
PROFESSIONALS**

[landscapeapprenticeship.org](http://landscapeapprenticeship.org)







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# EXPLORE APPRENTICESHIP AS A STRATEGY TO MEET YOUR NEEDS FOR SKILLED WORKERS

**T**he Landscape Management Technician Apprenticeship Program, registered by the Department of Labor and administered by the National Association of Landscape Professionals, is an association sponsored/employer driven model that combines on-the-job training with related classroom or online instruction that increases an employee's skill level and wages. Apprenticeship programs are a proven solution for businesses to recruit, train, and retain skilled workers across a wide range of industries.

This program is an “earn and learn” model that allows an apprentice to earn wages through on-the-job training as well as earn pay increases as he or she reaches benchmarks within the program.

## **Benefits for Business**

- Advantage in Attracting and Retaining Employees
- Highly Skilled Employees
- Reduced Turnover
- Higher Productivity

## **Benefits for Workers**

- Increased Skills
- Higher Wages
- National Credential
- Career Advancement

## Wondering if the apprenticeship program is for you?

If you are a growing business that needs help in building a skilled workforce, then this may be one method that you can use to train current employees and attract new ones. If you have trouble finding employees, have high turnover, or are having difficulty in training your staff with relevant skills, then most likely an apprenticeship program is for you.

This apprenticeship program focuses on the skills needed by a landscape technician in maintenance, installation, and irrigation. This program places a heavy emphasis on landscape management or maintenance. The program requires 2,000 hours of on-

the-job training, which are divided into 17 job tasks with required training hours in each category. NALP offers recommended resources for training in these areas but the sponsoring company is responsible for the training curriculum. The apprentice must reach an acceptable competency level in each of the outlined tasks. The program also requires 144 hours of classroom or online instruction. NALP has developed the Landscape Management Apprenticeship Program materials into online courses to meet the education component. This ensures that every apprentice, in businesses across the country, receives access to the same educational training.



# Partners in the Apprenticeship Process

## **BUSINESS PARTNER**

- Hires new employees or selects current employees to be apprentices
- Provides on-the-job training component
- Identifies an experienced mentor to work with each apprentice
- Pays progressively higher wages as skills increase
- Provides necessary participant information to NALP
- Provides related in-house training as needed
- Enrolls participants and invests in required classroom or online training
- Tracks hours and competencies
- Promotes the program in the local community (to schools, etc.)

## **NALP**

- Sponsors the Landscape Management Apprenticeship Program
- Administers the program and files all necessary paperwork with the US DOL Office of Apprenticeship
- Works with businesses to set up their programs
- Works with business partners to monitor and track progress of apprentice candidates
- Markets the program to companies, school systems, and the public
- Provides the related instruction through online courses
- Works with state associations and companies interested in creating and administering industry apprenticeship programs



## **DEPARTMENT OF LABOR/OFFICE OF APPRENTICESHIP**

- Provides necessary enrollment forms
- Helps program sponsor and participating businesses
- Tracks program completion
- Issues certifications



Throughout this handbook you will find information on the program model that has been approved by the Department of Labor as a nationally registered apprenticeship program.



Let's work together to attract a better educated, progressive workforce through the nationally registered Landscape Management Apprenticeship Program.



- **Business Involvement:** Employers are the foundation of the Landscape Management Apprenticeship Program
- **Structured On-The-Job Training:** Apprentices in the Landscape Management Apprenticeship Program are required to complete a total of 2,000 hours in seventeen different task areas
- **Related Instruction:** The Landscape Management Apprenticeship Program requires the completion of three online courses, totaling 144 hours of practical instruction
- **Rewards for Skill Gains:** Apprentices receive increases in wages as they gain higher level skills
- **National Occupational Credential:** Completion of the program results in a nationally recognized credential — a guarantee to employers that trained individual are qualified for the job.

## PROGRAM PURPOSE

The Landscape Management Apprenticeship Program connects motivated workers with experts in the landscape industry, provides comprehensive training to advance skills and qualifications on a national level, and builds a trusted workforce of landscape professionals.

## WHAT IS AN APPRENTICESHIP?

Apprenticeship is a nationally recognized training and education program, in which an individual completes a combination of on-the-job training, classroom instruction, and professional development to earn a Certificate of Completion in Apprenticeship, awarded

by the U.S. Department of Labor. The certificate is commonly referred to as a journeyworker credential. The apprentice is extended the privilege of earning income as a full-time employee while he or she learns a skilled craft. The apprentice works with a mentor for 2,000 hours or more where knowledge is acquired by the apprentice. Apprenticeships are a partnership between the employer who offers on-the-job training, the apprentice who works for the employer, and NALP. Apprenticeship programs have been used by many industries for attracting and training employees for decades. There has been a resurgence in the importance of apprenticeship programs.



**The apprentice works with a mentor for 2,000 hours or more where knowledge is acquired by the apprentice.**

# HOW CAN MY BUSINESS PARTICIPATE IN THE APPRENTICESHIP PROGRAM?

## **STEP 1. RECRUIT CANDIDATES**

Each participating company will recruit candidates to participate in the Landscape Management Apprenticeship Program. Candidates may be new hires or current employees. Candidates must be at least 16 years of age and have a high school diploma or equivalent. Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be required to pass a physical agility test, fitness test, or screen for the current illegal use of drugs on acceptance into the program and prior to being employed.

Applicants must provide all required documentation along with their application.

## **STEP 2. ACCEPT CANDIDATES**

Companies will screen applicants to make sure they meet the program and company requirements. The process for acceptance may vary from company to company but your company must have a written process in place and you must follow guidelines not to discriminate in the process.

## **STEP 3. REGISTER YOUR COMPANY AND PROGRAM CANDIDATES WITH NALP**

Complete the company application and pay the one-time company enrollment fee. Once your company is enrolled in the program, all candidates will complete an NALP application form, a DOL enrollment form, provide necessary documentation to be considered for participation, and pay the candidate enrollment fee. (In most instances, employers will pay this fee for their apprentice candidates.) Once applicants have been selected and paperwork filed with NALP, you may begin your on-the-job-training program.

## **STEP 4. BEGIN YOUR ON-THE-JOB TRAINING PROGRAM**

Use the task hours as your guide, keeping in mind that the apprentice must complete the required hours as a minimum and also must show competence in each area. If an employee has received industry training prior to employment with you, you may submit an affidavit validating they have demonstrated specific knowledge and skills required of the program to request an exemption from certain training requirements. It is expected that those new to the industry should complete the on-the-job training requirements in 12 months, or for some, 18-24.

## **STEP 5. ENSURE APPRENTICES COMPLETE REQUIRED CLASSROOM OR ONLINE TRAINING**

Part of the apprenticeship program involves completion of classroom or online training for landscape technicians. Three courses covering the technician skills in landscape maintenance, installation, and irrigation are required and may be taken through NALP. Apprentices may also petition NALP to have outside coursework considered to meet this requirement.

Apprentices do not have to wait to begin the coursework until after their 2,000 hours of on-the-job training has been completed; this study can begin at any time. To register for the 144 hours of skills training, visit [landscapeapprenticeship.org](http://landscapeapprenticeship.org). To petition for other coursework to be considered for credit, contact NALP at [info@landscapeapprenticeship.org](mailto:info@landscapeapprenticeship.org).

## **STEP 6. ASSESS AND CONTINUOUSLY IMPROVE**

Your company should have evaluation points for the apprentice at 30, 60, and 90 days, as well as at six months, nine months, and at the one-year mark. Hopefully at this point he or she will have fully completed or be close to completing the requirements of the apprenticeship program. If not, a plan should be created that will ensure the successful completion of the program by the apprentice within 24 months of the date it was started. Apprentices must earn compensation increases as their competencies increase. It is required they receive at least one such increase within six months of beginning the program.





### **STEP 7. TRACK PROGRESS**

Your company must track the individual progress of each participant in order to document that he or she has met the program requirements for each job task. NALP provides a task analysis log to help with this task and eventually the process will be automated for the ease of program participants.

### **STEP 8. CONTINUOUSLY MARKET THE PROGRAM**

It is important to regularly market the availability of the apprenticeship program to support a growing workforce need. Local marketing may be through online job boards, Facebook or other social media platforms, state and local associations, and more. Consult NALP's tips for marketing the program in the back of this book. NALP will market the Landscape Management Apprenticeship Program to the public, including students, veterans, career-changers, and others.

### **STEP 9. SHARE YOUR SUCCESSES**

Have graduation ceremonies, create news releases, and boast about your apprentices as they complete the program. Small successes help breed bigger success. Those who complete the program will be provided with a certificate from the United States Department of Labor, Office of Apprenticeships.

### **STEP 10. CONSIDER TURNING APPRENTICES INTO CERTIFIED TECHNICIANS**

Those who successfully complete the apprenticeship program should consider sitting for the Landscape Management Industry Certified Technician Exterior Program as further documentation of their training.

Visit [landscapeprofessionals.org](http://landscapeprofessionals.org) for information.

# APPRENTICESHIP REQUIREMENTS AND PROGRAM COMPONENTS

## RESPONSIBILITIES OF APPRENTICES

### Apprentice candidates shall:

1. Perform in a credible, ethical, and moral manner, realizing that considerable time, resources, and effort will be spent in affording this opportunity to learn a skilled occupation.
2. Perform diligently and faithfully in the apprenticeship in which the apprentice is registered, and in accordance with the provisions of [NALP's registered Standards of Apprenticeship](#).
3. Complete on-the-job training as described in the work process schedule or task listing, under the supervision of a qualified journeyworker or mentor.
4. Provide documentation of on-the-job training through the landscape apprenticeship portal in partnership with the assigned mentor.
5. Complete related instruction coursework as described by the Landscape

Management Apprenticeship Program. Apprentices are expected to complete courses as they are made available.

Instructors will require active participation and regular attendance to successfully complete coursework.

6. Provide documentation of related instruction in the form of a certificate, official transcript, or other evidence.
7. Communicate changes in the status of employment, lay-off, or the ability to complete related instruction to NALP.



## APPLYING FOR APPRENTICESHIP

To enter an apprenticeship, individuals must apply for a Landscape Management Apprenticeship position with a participating employer. Individuals may apply for the apprenticeship without employment, but will not enter into an apprenticeship agreement until employment has been secured and the employer has registered the apprentice with NALP. NALP will assist applicants not yet working in the industry by providing access to a list of participating employers and application procedures.

The application process begins by applying for the Landscape Management Apprenticeship Program.

1. Individuals can apply online by visiting [landscapeapprenticeship.org](http://landscapeapprenticeship.org). Applicants must be 16 years of age or older. A resume is required at time of application.
2. NALP requires proof of high school graduation

or equivalent to approve applications. Applicants should submit their official high school transcripts, GED, or HSED certificate to NALP.

3. During the application process, applicants must indicate whether they are a current employee seeking apprenticeship with their current employer.
4. Applicants will receive communications from NALP acknowledging receipt of their application and instructions on the next steps.

## PROGRAM TERMS AND INFORMATION

There is a lot to learn about being an apprenticeship candidate. Here are some terms to know and information on topics that often cause questions.

### Journeyworker/Mentors

“Journeyworkers” or “mentors” are crucial to the apprenticeship program, as 90% of training occurs on-the-job. The apprentice is assigned a

## To become an eligible apprentice, applicants must:

1. Be at least 16 years of age
2. Provide proof of completion of high school, GED or equivalent, or enrollment in high school\*
3. Be eligible to work in the U.S.
4. Be able to pass substance abuse screening if required by the employer
5. Be physically able to perform duties of a landscape professional

Additionally, apprentice applicants must have reliable transportation to and from home, and work. A driver's license is not required at the time of application, but the applicant must have the ability to get a driver's license. Some employers may require a valid driver's license at the time of placement as an apprentice.

**Substance Abuse Test** - Apprentices are subject to the substance abuse policies of their employer. Most employers screen applicants during the interview process and administer random substance abuse testing.

The requirements for the Landscape Management Apprenticeship Program are described in the Apprenticeship Standards. The apprenticeship requires documentation of 2,000 hours of on-the-job training with a participating employer, under the supervision of a mentor or journeyworker, with an additional 144 hours of related instruction. For a full description of work processes and related instruction, please refer to competency list beginning on page 18.

*\*not eligible to complete program until proof of graduation*



journeyworker or mentor by the employer at the start of the program. All recorded training and formal classroom instruction requires journeyworker approval.

The apprentice should notify NALP immediately if their assigned journeyworker changes.

### **Related Instruction**

The Landscape Management Apprenticeship program requires completion of 144 hours of related instruction. The courses are Landscape Installation Technician, Landscape Maintenance Technician, and Irrigation Technician. This instruction is accomplished by classroom instruction or through online courses provided by NALP. If an apprentice candidate wishes to fulfill the related instruction other than through the NALP online courses, a petition must be filed with information on the alternative coursework and NALP will determine if the programming fulfills training requirements.

### **Reporting On-the-job Learning of Work Processes**

When the Landscape Management Apprenticeship Program is first launched, NALP will provide a form

for tracking all required on-the-job training hours. That form will be submitted to NALP bi-weekly. Eventually, the program will be digitalized and at that time, apprentices will be required to regularly update the portal with their training hours and competency. NALP recommends updating the portal bi-weekly at a minimum. Each time-entry requires journeyworker approval. The journeyworker should review and sign-off on the apprentice's hours on a regular basis.

### **Probationary Period**

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 500 hours. Prior to the end of the probationary period, the apprentice's progression made in on-the-job learning and related instruction will be reviewed. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

### **Credit for Prior Learning**

Apprentices may be granted credit for prior relevant course experience or college experience,



including work or instruction during a previous apprenticeship program. The apprentice must present documentation of experience and training to NALP prior to the end of the probationary period. Credit will only be given for work time relating directly to the trade or school time relating directly to the trade related instruction. Either party (apprentice or employer) may forward a request for credit to NALP.

### **College Credit for Apprenticeship Work**

Apprentices may be able to earn college credit for work done through the Landscape Management Apprenticeship Program. Additional information will be available on this shortly after the program launches.

### **Work Hours**

Apprentices will generally work the same hours as fully proficient workers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

### **Wage Progression**

Apprentices must be paid a progressively increasing schedule of wages and fringe benefits during their

apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction.

Before an apprentice is advanced to the next segment of training or to fully proficient or technician status, the mentor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in on-the-job training and in related instruction courses. In determining whether satisfactory progress has been made, the mentor will be guided by the work experience and related instruction records and reports.

### **Safety and Health Training**

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

### **Transfer Policy**

NALP will assist apprentices transferring between employers by reviewing documentation of work experience and related instruction and deciding regarding credit transfer for instruction and prior experience.

In instances where the employer terminates the apprentice's employment, the apprentice must notify NALP immediately. The reasons for termination are not recorded by NALP. NALP will work with the apprentice and refer them to other registered employers within their area.

### **Cancellation**

Cancellation of program participation can occur at any point during the probationary period.

### **Reinstatement**

This occurs when an apprentice who was previously suspended or canceled wishes to continue their

apprenticeship, regains access to employment, or regains access to related instruction courses.

### **Candidacy Suspension**

Suspension of apprenticeship is offered as a temporary solution when either of the following occur:

1. The apprentice experiences a lay-off or loss of employment
2. The apprentice lacks access to related instruction courses

The apprentice may immediately continue the program once they regain access to employment or related instruction courses.

### **Completion**

Completion of the program occurs when the apprentice has:

1. Completed all his or her work hours
2. Completed the competency check list



3. Completed and provided official transcripts for all related instruction courses

The program should be completed in 12 months, but may take up to 18-24 for some.

### **Extension**

An extension occurs when an apprentice, who wishes to complete his or her apprenticeship, requires additional hours to finish their work competencies or related instruction courses.

Examples of situations that call for an extension may include:

1. The apprentice is not making satisfactory progress toward demonstrating competency and needs additional training time.
2. The apprentice fails a related instruction course.

If an apprentice does not complete the required course in two years' time, NALP reserves the right to charge a carry-over administrative fee.

### **Exit Interview of Landscape Management Technician Apprentice**

Upon completion of all required on-the-job training and related instruction, NALP will review the apprentice's qualifications for completion. At the exit interview, NALP will complete the following:

- Verify the credential to ensure currency and review the registration date.
- Verify 2,000 hours of on-the-job training have been completed with journeyworker approval.
- Verify 144 hours of related instruction have occurred and satisfactory completed.
- Students are required to verify that they have at least a grade of C or higher in each course to be able to count that course towards their required apprenticeship related instruction. For NALP's online training program, candidates must earn an 80% or higher to pass.

If the apprentice successfully meets the above criteria, NALP makes a formal recommendation of completion to the U.S. Department of Labor.



# LANDSCAPE MANAGEMENT APPRENTICESHIP PROGRAM COMPETENCIES FOR ON-THE-JOB TRAINING

There is a lot of know-how required to be a successful landscape professional and that learning often starts with apprenticeship. In order to complete the required on-the-job training, the candidate must complete the required number of hours in each of the seventeen task areas described below. Further elaboration of the recommended teachings for each of these subject areas can be found on page 20-27.

Work Processes	Hours
1. Organize equipment, tools and materials for maintenance/management projects, load truck safely	125
2. Maintain (sharpen and minor adjustments) tools, equipment; check and advise vehicle maintenance	150
3. Mow, edge, and trim turf areas and use backpack blower; use tools and equipment safely	350
4. Weed, rake and cultivate shrub, groundcover and turf areas using tools and equipment safely	100
5. Plant, cultivate, maintain flowerbeds and potted plants according to correct and safe procedures	100
6. Prune shrubs and trees (from ground position) using tool and equipment safely	200
7. Install trees and shrubs; adjust stakes and guy wire; and adjust hose ties to prevent girdling	50
8. Apply fertilizers as directed	50
9. Apply specific herbicides, insecticides, and fungicides as directed using tools and equipment safely	100
10. Read, analyze, and measure job sites or blueprints and make necessary mathematical calculations	100
11. Renovate, seed, and sod lawns using tools and equipment safely	100
12. Aerate, vertical mow, and top dress existing turf areas using tools and equipment safely	100
13. Water, prune, fertilize, mulch, perform leaf removal, and otherwise maintain existing landscapes according to specifications	125
14. Program automatic and manual watering schedules as specified	50
15. Make minor adjustments and repairs to irrigation and/or low voltage lighting systems	200
16. Clean paving and hardscaping with hand and power tools and equipment in a safe manner (install or maintain)	50
17. Identify correctly the plants and flowers used on projects under maintenance and care	50
<b>TOTAL HOURS</b>	<b>2,000</b>

# LANDSCAPE MANAGEMENT APPRENTICESHIP PROGRAM

## TASK ANALYSIS GUIDE AND RECOMMENDED RESOURCES

The Landscape Management Apprenticeship Program uses a hybrid model that combines competency-based training along with classroom/online course work. This guide was developed to help the employer record the apprentice's progress in meeting the on-the-job competency requirements. Its use and preservation are the responsibilities of the company sponsor and the apprentice.

The employer must train the apprentice in all competencies by training the apprentice in as many tasks and steps as are available to the employer. The employer may add tasks and steps not included in the book or substitute comparable tasks. The apprentice must satisfy all competency requirements.



### SAVE TIME, SAVE MONEY

Purchase the recommended training materials through our online bookstore. Visit [landscapeapprenticeship.org](https://landscapeapprenticeship.org) for details.



Use this guide along with the DOL apprenticeship agreement and in accordance with all applicable federal, state, local, and employer safety and health standards. All work shall be performed in a professional manner and in accordance with any applicable building codes and professional industry standards.

Each competency is broken down into several possible tasks or steps. The supervisor can use the sub-task listing to help guide in judging the apprentice's training.

### **1. ORGANIZE EQUIPMENT, TOOLS, AND MATERIALS FOR MAINTENANCE/ MANAGEMENT PROJECTS; LOAD TRUCK SAFELY (125 HOURS)**

- a. Selects appropriate tools and equipment for the job
- b. Inspects the tools, equipment, or vehicle for defects or problems
- c. Loads equipment on truck properly
- d. Safely secures equipment in its proper place
- e. Secures any landscape supplies in their proper place
- f. Loads and secures fuel, oil, etc. in their proper place
- g. Secures truck/trailer doors/gates properly
- h. Checks truck for visible safety inspection, tires, lights, mirrors, etc.
- i. Other

#### **Recommended Training Resources**

- *Company Truck Inspection Forms*

- *NALP Safety Tailgate Training Manual*
  - *Safely Transporting Equipment and Materials on Trucks and Trailers (Section 3)*
  - *Avoiding Traffic Accidents (Section 19)*

### **2. MAINTAIN (SHARPEN AND MINOR ADJUSTMENTS) TOOLS AND EQUIPMENT, CHECK AND ADVISE VEHICLE MAINTENANCE (150 HOURS)**

- a. Removes mower blades, sharpens and reinstalls as necessary
- b. Changes equipment lines as necessary
- c. Changes edger blades as necessary
- d. Checks oil, fuel, lubrication points, belts etc. on equipment
- e. Inspects vehicle and equipment tires for wear and air pressure
- f. Checks vehicle fluids such as oil, wiper fluid, etc.
- g. Completes DOT Vehicle Safety Checklist
- h. Other

#### **Recommended Training Resources:**

- *Operators Manual for all Equipment*
- *Operators Manual for Truck and/or Trailer*
- *NALP Landscape Training Manual for Installation Technicians*
- *NALP Landscape Training Manual for Maintenance Technicians*
- *NALP Safety Tailgate Training Manual*
  - *Using Handheld Tools (Section 1)*
  - *Equipment Lockout Tagout (Section 10)*





### **3. MOW, EDGE, TRIM TURF AREAS AND USE BACKPACK BLOWER, USING TOOLS AND EQUIPMENT SAFELY (350 HOURS)**

- a. Uses proper PPE when operating equipment always
- b. Operates mowers safely and efficiently (push/walk behind)
- c. Operates mowers safely and efficiently (riding)
- d. Operates trimmers safely and efficiently
- e. Operates edgers safely and efficiently
- f. Operates backpack blowers safely and efficiently
- g. Uses hand tools such as rakes, shovels, etc. correctly
- h. Maintains equipment in a safe operational manner
- i. Tags/locks out equipment as necessary
- j. Checks fuel, oil, belts etc. before operating any equipment
- k. Follows manufacturers' recommendations for maintenance and safe operation
- l. Loads equipment on truck and secures when operations are completed
- m. Other

#### **Recommended Training Resources:**

- *Operators Manuals For All Equipment*
- *NALP Landscape Training Manual for Maintenance Technicians*
- *NALP Safety Tailgate Training Manual*
  - *Operating Leaf Blowers (Section 11)*
  - *Personal Protective Equipment (Section 16)*
  - *Preventing Lifting Injuries (Section 18)*
  - *Avoiding Mower-Related Injuries (Section 6)*
  - *Protecting Eyes from Injuries (Section 30)*
  - *Hearing Protection (Section 32)*
  - *Preventing Cuts and Lacerations (Section 33)*
- *NALP Technical Tips*
  - *Mowing*
  - *Nutrition and Fertilizer*
  - *Bermuda Turf*
  - *Centipede*
  - *St. Augustine*
  - *Zoysia*
  - *Turfgrass Chart Southern*
- *NALP Backpack Blower Pledge*
- *Turfgrass Problems: Picture Clues & Management Options*



#### **4. WEED, RAKE AND CULTIVATE SHRUB, GROUNDCOVER AND TURF AREAS USING TOOLS AND EQUIPMENT SAFELY (100 HOURS)**

- a. Removes weeds by hand from landscape or flower beds as needed
- b. Rakes and removes debris from planting areas as needed
- c. Repairs damage to landscape beds, installs or refurbishes mulch areas
- d. Operates small tillers to cultivate as necessary
- e. Other

##### **Recommended Training Resources:**

- *NALP Landscape Training Manual for Maintenance Technicians*
- *NALP Technical Tips*
  - *Site and Soil Conditions*
  - *Mulches*
  - *Weeds*

#### **5. PLANT, CULTIVATE, AND MAINTAIN FLOWER BEDS AND POTTED PLANTS ACCORDING TO CORRECT AND SAFE PROCEDURES (100 HOURS)**

- a. Removes old flowers from beds or pots and disposes of properly
- b. Locates and marks sprinkler heads before operating equipment
- c. Inspects equipment before operation
- d. Rototills flower beds to the proper depth
- e. Adds soil amendments to beds as specified or as needed
- f. Lays out plants and installs according to plan
- g. Waters and mulches new plantings
- h. Installs new plants in pots according to design, adding soil if necessary
- i. Cleans up patios, driveways, sidewalks, or other areas of and debris from the planting process
- j. Other

##### **Recommended Training Resources:**

- *NALP Landscape Training Manual for Installation Technicians*
- *NALP Technical Tips*
  - *Annuals*
  - *Perennials*

## 6. PRUNE SHRUBS AND TREES FROM GROUND POSITION USING TOOLS AND EQUIPMENT SAFELY (200 HOURS)

- a. Selects proper pruning equipment for the task
- b. Prunes hedges properly
- c. Thins shrubs properly
- d. Completes rejuvenation pruning properly
- e. Cleans up all pruning debris and disposes of properly
- f. Operates gas/battery-powered pruning equipment properly and safely
- g. Demonstrates the proper use of hand pruners
- h. Demonstrates the proper use of loppers
- i. Demonstrates the proper use of a pruning saw
- j. Uses three cut pruning methods as appropriate
- k. Other

### **Recommended Training Resources:**

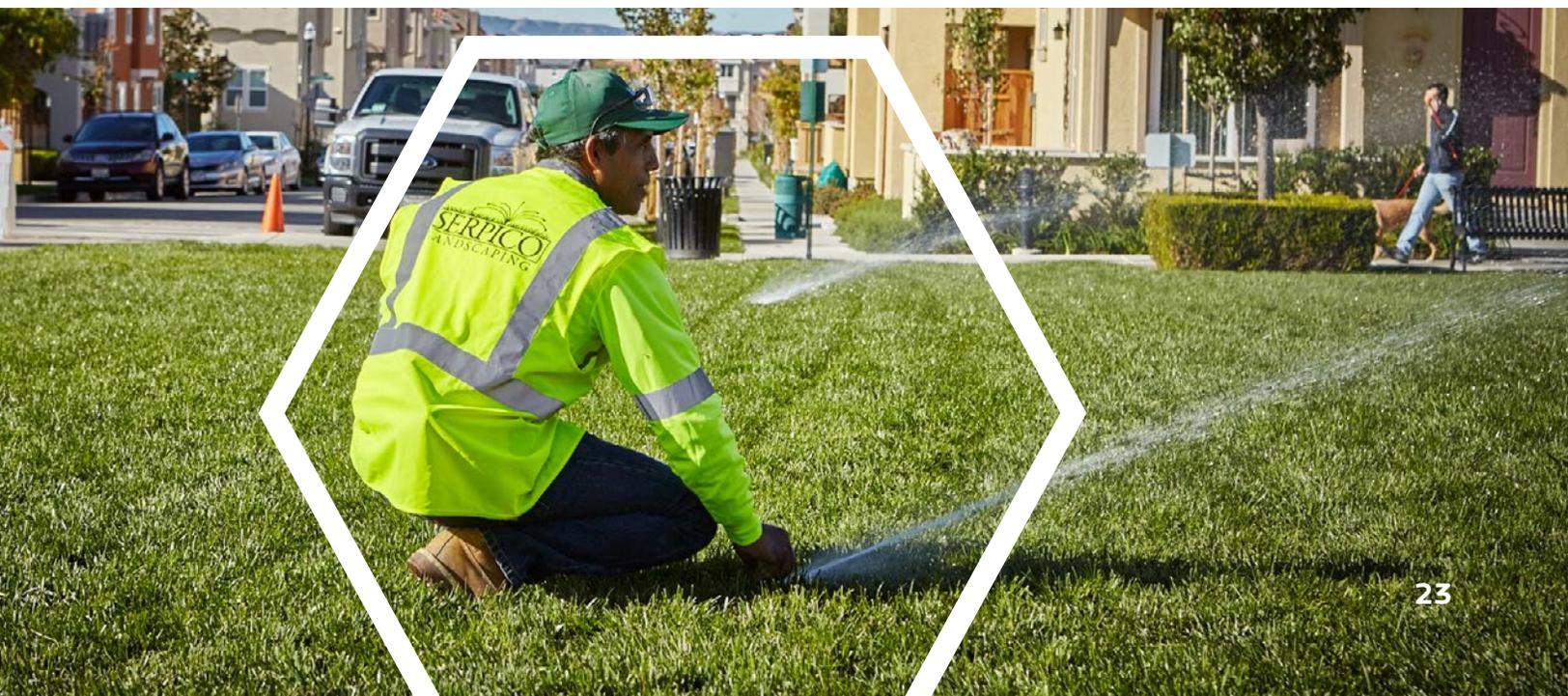
- NALP Landscape Training Manual for Maintenance Technicians
  - Equipment/Operators Manuals for Powered Tools
- NALP Safety Tailgate Training Manual
  - Safely Pruning/Removing Trees (Section 40)
- NALP Technical Tips
  - Pruning
  - Pruning Deciduous Shrubs
  - Plant Growth and Development
- Principles of Landscape Tree and Shrub Maintenance

## 7. INSTALL TREES AND SHRUBS AND ADJUST STAKES, GUY WIRE, AND HOSE TIES TO PREVENT GIRDLING (STAKE KIT) (50 HOURS)

- a. Follows plan layout and specifications
- b. Digs holes properly that are the appropriate size for tree or shrub
- c. Installs plants correctly
- d. Adds mulch
- e. Waters in-plant material correctly
- f. Follows staking specifications
- g. Installs tree stakes at the appropriate points in the ground
- h. Installs guide wires from stakes to the tree
- i. Uses hoses or tree protection
- j. Tightens tree wire appropriately, using turnbuckles if supplied
- k. Secures tree in place
- l. Other

### **Recommended Training Resources:**

- NALP Landscape Training Manual for Installation Technicians
- NALP Technical Tips
  - Landscape Installation
  - Trees
  - Shrubs
  - Groundcovers and Vines
  - Mulches
  - Site and Soil Conditions



## 8. APPLY FERTILIZERS AS NEEDED (50 HOURS)

- a. Selects the correct fertilizer appropriate to the task
- b. Applies fertilizers to tree and shrubs correctly
- c. Applies fertilizers to seasonal color as required
- d. Uses a fertilizer spreader to apply fertilizer to turf areas
- e. Cleans up any spills or debris after operations
- f. Cleans fertilizer spreader according to directions
- g. Other

### Recommended Training Resources:

- Fertilizer Labels
- Equipment Manuals
- NALP Landscape Training Manual for Maintenance Technicians
- NALP Technical Tips
  - Nutrition and Fertilizer
  - Plant Growth and Development
- NALP Safety Tailgate Training Manual
  - Protecting Eyes from Injury (Section 30)
  - Working with Chemicals (Section 22)
  - Hazard Communication (Section 47)
  - Personal Protective Equipment (Section 16)

## 9. APPLY SPECIFIC HERBICIDES, INSECTICIDES, AND FUNGICIDES AS DIRECTED, USING TOOLS AND EQUIPMENT SAFELY (100 HOURS)

- a. Wears appropriate PPE always
- b. Selects appropriate chemical product for the task
- c. Reads product labels before mixing and using
- d. Mixes products correctly and safely
- e. Applies products using the appropriate equipment and according to safe guidelines
- f. Cleans equipment after use
- g. Installs pesticide application signage as necessary
- h. Other

### Recommended Training Resources:

- NALP Landscape Training Manual for Maintenance Technicians
- NALP Safety Tailgate Training Manual
  - Protecting Eyes from Injury (Section 30)
  - Working with Chemicals (Section 22)
  - Hazard Communication (Section 47)
  - Personal Protective Equipment (Section 16)
  - Respiratory Protection (Section 17)





- *Application Equipment Operators Manuals*
- *Chemical Product Labels*
- *Product Safety Data Sheets*
- *NALP Technical Tips*
  - *Integrated Pest Management*
  - *Pesticide Labels*
  - *Insects of Ornamentals*
  - *Turf Insects*
  - *Weeds*

#### **10. READ, ANALYZE, AND MEASURE JOB SITES OR BLUEPRINTS AND MAKE NECESSARY MATHEMATICAL CALCULATIONS (100 HOURS)**

- a. Determines scale measurements for plans and selects correct measuring tools
- b. Measures job site as required for maintenance or installation needs
- c. Calculates square footage, linear footage, or other required calculations
- d. Counts accurately the numbers of plants, sod etc. on a landscape plan
- e. Uses a landscape scale/ruler correctly
- f. Uses a tape measure correctly
- g. Other

##### **Recommended Training Resources:**

- *NALP Landscape Training Manual for Installation Technicians*
- *NALP Landscape Training Manual for Maintenance Technicians*
- *NALP Landscape Training Manual for Irrigation Technicians*

#### **11. RENOVATE, SEED, AND SOD LAWNS USING TOOLS AND EQUIPMENT SAFELY (100 HOURS)**

- a. Inspects equipment and checks oil, gas, belts, etc. before operation
- b. Operates equipment such as aerators or rototillers correctly and safely
- c. Aerates area to open soil for seed, fertilizer, and water penetration
- d. Rototills area to correct depth
- e. Provides final grade by raking and debris removal before seed or sod installation
- f. Installs grass seed at the appropriate seeding rates
- g. Provides mulch cover and rakes in seed according to recommendations
- h. Installs sod correctly
- i. Rolls newly planted areas as necessary
- j. Waters-in planted lawn areas
- k. Other

##### **Recommended Training Resources:**

- *NALP Landscape Training Manual for Installation Technicians*
- *NALP Landscape Training Manual for Maintenance Technicians*
- *NALP Technical Tips*
  - *Installation Procedures for Turf*
  - *Aerating Turf*
  - *Lawn Renovation*
  - *Installation Turf*
  - *Bermuda Turf*
  - *Centipede*
  - *St. Augustine*
  - *Zoysia*
  - *Southern Turf Chart*



**12. AERATE, VERTICAL MOW, AND TOP DRESS EXISTING TURF AREAS USING TOOLS AND EQUIPMENT SAFELY (100 HOURS)**

- a. Inspects equipment before operation, checking oil, gas, belts, etc.
- b. Operates equipment safely and correctly
- c. Aerates turf areas correctly
- d. Vertical mows or dethatches turf areas correctly
- e. Top dress turf areas as needed
- f. Rakes or smooths top dressed areas correctly
- g. Other

**Recommended Training Resources:**

- *NALP Landscape Training Manual for Maintenance Technicians*
- *Equipment/Operators Manuals*
- *NALP Safety Tailgate Training Manual*
- *NALP Technical Tips*
  - *Aerating Turf*
  - *Bermuda Turf*
  - *Centipede*
  - *Lawn Renovation*
  - *St. Augustine*
  - *Zoysia*
  - *Turfgrass Southern Chart*

**13. WATER, PRUNE, FERTILIZE, MULCH, PERFORM LEAF REMOVAL, AND OTHERWISE MAINTAIN EXISTING LANDSCAPES ACCORDING TO SPECIFICATIONS (125 HOURS)**

- a. Waters landscape plantings as necessary
- b. Identifies plants needing pruning and prune as necessary
- c. Fertilizes plants as needed and according to contract specifications
- d. Applies mulches
- e. Removes leaves or other debris from jobs
- f. Completes fall leaf removal
- g. Keeps job site in a clean and neat order
- h. Understands the job site requirements and specifications
- i. Other

**Recommended Training Resources:**

- *NALP Landscape Training Manual for Maintenance Technicians*
- *NALP Technical Tips*
  - *Pruning*
  - *Pruning Deciduous Shrubs*
  - *Trees*
  - *Shrubs*
  - *Groundcovers and Vines*
  - *Insects of Ornamentals*

#### **14. PROGRAM AUTOMATIC AND MANUAL WATER SCHEDULES AS SPECIFIED (50 HOURS)**

- a. Programs days/dates for automatic sprinkler systems
- b. Programs run times for automatic systems
- c. Sets system to run
- d. Turns on/off manual system
- e. Other

##### **Recommended Training Resources:**

- *NALP Landscape Training Manual for Irrigation Technicians*
- *NALP Safety Tailgate Training Manual - Electrical Safety (Section 42)*

#### **15. MAKE MINOR ADJUSTMENTS AND REPAIRS TO IRRIGATION AND/OR LOW VOLTAGE LIGHTING SYSTEMS (200 HOURS)**

- a. Repairs broken irrigation lines
- b. Repairs/sets/adjusts irrigation heads
- c. Adjusts low voltage lights
- d. Repairs valves or other irrigation parts
- e. Sets timers/clocks for low voltage systems
- f. Prepares systems for winter
- g. Other

##### **Recommended Training Resources:**

- *NALP Landscape Training Manual for Irrigation Technicians*
- *NALP Safety Tailgate Training Manual - Pre-Excavation Safety (Section 44)*  
*- Electrical Safety (Section 42)*
- *NALP Irrigation Webinars*

#### **16. INSTALL/MAINTAIN OR CLEAN PAVING AND HARDSCAPING WITH HAND AND POWER TOOLS AND EQUIPMENT IN A SAFE MANNER (50 HOURS)**

- a. Installs paver systems
- b. Cuts pavers correctly
- c. Removes dirt and debris from concrete walks and drives
- d. Cleans stone walls
- e. Uses backpack blower correctly

- f. Uses pressure washer correctly
- g. Repairs paver systems
- h. Other

##### **Recommended Training Resources:**

- *Operators Manuals on Equipment/Tools*
- *Product Technical Guides*
- *NALP Safety Tailgate Training Manual - Using Handheld Tools (Section 1)*  
*- Operating Masonry Saws and Other Stone-Cutting Equipment (Section 14)*  
*- Respiratory Protections (Section 17)*  
*- Protection from Crystalline Silica Dusts (Section 34)*
- *NALP Landscape Training Manual for Installation Technicians*

#### **17. IDENTIFY CORRECTLY THE PLANTS AND FLOWERS USED ON PROJECTS UNDER MAINTENANCE AND CARE (50 HOURS)**

- a. Correctly identifies trees in the landscape
- b. Correctly identifies shrubs in the landscape
- c. Correctly identifies groundcovers and vines in the landscape
- d. Correctly identifies seasonal color in the landscape
- e. Other

##### **Recommended Training Resources:**

- *NALP Landscape Training Manual for Installation Technicians*
- *NALP Landscape Training Manual for Maintenance Technicians*
- *NALP Technical Tips*
  - *Trees*
  - *Shrubs*
  - *Groundcovers and Vines*

# LANDSCAPE MAINTENANCE APPRENTICESHIP PROGRAM

# RELATED INSTRUCTION

Landscape Maintenance Apprenticeship Program Related Instruction	Hours
First Aid and Safety	8
Landscape Plan Reading and Calculations	12
Landscape Management Turf Installation and Maintenance Pest Management Plants and Planting Tree and Shrub Maintenance Turf Equipment Safety and Operation Landscape Equipment Safety and Maintenance	64
Irrigation Systems Components and Maintenance Irrigation Plan Reading Irrigation Concepts Wiring and Electrical Troubleshooting Water Management and Auditing	30
Construction and Hardscaping Survey, Grading and Drainage Hardscapes Specialty Features Edger Installation	30
<b>TOTAL HOURS</b>	<b>144</b>

This training is available through NALP's online curriculum or an apprentice may petition to have other coursework accepted.

# LANDSCAPE MAINTENANCE APPRENTICESHIP PROGRAM

# RECRUITING TOOLKIT

## **HOW DO I RECRUIT EMPLOYEES AND MORE SPECIFICALLY APPRENTICES?**

Companies that participate in the Landscape Management Apprenticeship Program can demonstrate to prospective employees how they will invest in their future by providing formalized, on-the-job training. Apprenticeships can offer a competitive, life-changing professional development experiences not available from all employers or in all industries. Here are resources and tips to help you communicate about your investment in the program.

- **Explore the Department of Labor's resources for companies that offer apprenticeship programs**

The Department of Labor's Office of Apprenticeship has tremendous resources, both for companies considering and ready to launch apprenticeship programs. You can find [general information here](#) and a [helpful toolkit here](#).

- **Make sure you and your key staff understand the NALP apprenticeship program and the benefits it provides for the profession**

To sell a product effectively, you need to know the product. Make sure you and your key staff members understand how the program works, how long it may take to complete, and how completing the program affects an employee's ability to move up in your organization. Having job descriptions, organizational charts, or career pathway information can be helpful.

- **Involve your HR department**

Your HR department is a great place to start: they are recruiting for your organization anyway, and they should be leading the pack on recruiting apprentices. Develop handouts to provide to potential apprentices so they can learn more and review again later.

- **Be prepared to talk compensation**

Interested parties may want to know how their compensation will grow as their mastery of tasks and responsibilities increases through the apprenticeship program. Have a scale to show them.

- **Connect with your local workforce development board**

Workforce development boards are a network of federal, state, and local offices that support economic expansion and develop the talent of the nation's workforce. State and local WDBs serve as connectors between the U.S. Department of Labor and more than 2,500 local American Job Centers that deliver services to workers and employers. Your local WDB is your link to the public workforce system, sometimes even supporting tax credits for businesses. [Find your local WDB here](#).

- **Encourage area colleagues and your state or local industry associations to be involved**

By involving regional peers and your local or state landscape organizations, you can make a concerted effort in improving the profession and

attracting apprentices. The more members involved, the more we attract new faces to our profession by “competing” against other industries that have an established presence with apprenticeships.

- **Attend local community job fairs sponsored by Chambers of Commerce or other groups**

There are always job fairs or career fairs going on in the community. Many are sponsored by Chambers of Commerce or other business organizations. Additionally, many non-profits, such as Goodwill, provide career fairs and career centers. Make sure you work with them to promote the program, as some non-profits that are career focused may help you recruit apprentices.

- **Be in constant contact with your local high school agriculture and horticulture programs**

Local school programs are a great place to start. Not everyone goes to college and the apprenticeship program is basically an educational program with on the job training that is developing a career path for the participants. Your local high school agriculture, horticulture, or STEM programs should be your best friend. Let student advisors know about the Landscape Management Apprenticeship Program. Work with other area contractors to encourage schools to provide exposure about the industry to students, using apprenticeship opportunities as a hook.

- **Be in constant contact with local FFA, 4-H, or Scouting programs**

Youth organizations are a great place to recruit. FFA chapters, 4-H groups, Scouting programs, and others always need guest speakers for their meetings. You or your staff should be attending such meetings every month. Starting as young as Middle School is okay, or even younger with Scouting groups.

- **Participate in career day events at local middle schools and high schools**

All schools and school systems have career day events. Get yourself in front of all the students at once. Have exciting things so they can get involved at your booth and become interested – Have an active display, not a passive display. Use [NALP's Landscape Career Day materials](#).

- **Take part in college fairs**

High schools often host college fairs, where colleges have booths recruiting students to their campuses. You will often see the military at these fairs as well offering an alternative to college. Consider a booth there as well as an additional alternative to college, one that also provides a paid job and educational training.

- **Educate local middle school and high school counselors about the apprenticeship model**

School counselors often have a great influence over the choices and career paths chosen by our youth. Educating them on the profession and the apprenticeship program is essential as a method to get the word out. Have an event at your office/shop and invite them out or arrange to speak to them at a teacher work day event. If you are working with younger age groups, such as elementary or middle

The screenshot shows the website for Landscape Industry Careers. The header includes the logo and navigation links like 'About NALP', 'Events', 'News', 'Blog', 'Contact', and social media icons. The main heading is 'WHAT IS LANDSCAPE CAREER DAY?'. Below this, there is a paragraph about the initiative's goal to inspire the next generation. A central graphic features the text 'LANDSCAPE CAREER DAY GROW YOUR FUTURE' with icons of various plants and a person. To the right, there are three smaller promotional cards: 'SWIPE YOUR WAY TO A PERFECT CAREER MATCH', 'What Do Landscape Professionals Do?', and 'CONFESSIONS OF A LANDSCAPE PROFESSIONAL'. At the bottom, there is an 'EXPLORE MORE' section with three more cards: 'TAKE THE QUIZ, IDENTIFY YOUR IDEAL INDUSTRY CAREER', 'WHAT DO LANDSCAPE PROFESSIONALS DO?', and 'UNCOVER THE FACTS 6 THINGS YOU HAVE WRONG ABOUT CAREERS IN THE LANDSCAPE INDUSTRY'. The footer contains social media icons and the copyright notice '©2019 National Association of Landscape Professionals, Inc.'.



## WHAT'S NEXT AFTER HIGH SCHOOL?

Our advice? Do something you love! If you want a career that will allow you to do meaningful work, connect with people, help the environment, advance professionally and maximize your earning potential, discover a future as a landscape professional.

### THE LANDSCAPE PROFESSION: SEPARATING FACTS FROM FICTION

- FICTION:** Companies aren't interested in hiring millennials.  
**FACT:** The landscape industry sure is! We hire 300,000 people each year looking to grow in rewarding careers that help communities and the environment.
- FICTION:** Landscape professionals make lousy pay.  
**FACT:** Landscape skills pay off and there are tons of people who dig the profession. The starting salary for many positions exceeds \$50,000 per year.
- FICTION:** The landscape industry is for people who don't go to college.  
**FACT:** Whether you're starting your career after high school or planning on earning a college degree, if you're driven, opportunities for success are endless!
- FICTION:** There isn't opportunity for growth.  
**FACT:** The industry is booming! It's a \$7.8 billion industry that employs one million professionals and continues to offer advancement opportunities.
- FICTION:** Experience is required to be successful.  
**FACT:** No experience? No problem. Most companies hire entry-level employees and offer training to rise through the ranks.
- FICTION:** There are no perks in the landscape industry.  
**FACT:** Landscape professionals do not have to sit behind desks all day and are able to enjoy the outdoors while helping shape their communities and the environment in major ways. Jobs within the industry also offer competitive wages, benefits and healthcare.
- FICTION:** The industry only offers jobs for those who like being outside.  
**FACT:** Whether you like to hit the books or work with your hands outside, there are tons of career paths to suit all sorts of skill sets. Want to put your creativity to use? Check out landscape design. Good with numbers? A position in accounting is calling your name!

#### HERE IS A SAMPLING OF SOME LANDSCAPE INDUSTRY CAREERS:

- Accounting Specialist
- Agonomist
- Arborist
- Business Developer
- Business Executive
- Greenhouse Professional
- Industry Supplier
- Intiorscapers
- Irrigation Specialist
- Landscape Account Manager
- Landscape Architect
- Landscape Designer
- Landscape Estimator
- Landscape Supervisor
- Lawn Care Specialist
- Nursery Professional
- Owner and CEO
- Project Manager
- Scientist



Discover the Industry | Career Day | Education | Parents | Resources | Job Board

## THAT WAY THIS WAY

EXPLORE CAREER PATHS: Not sure where you'd fit in within the lawn and landscape industry? Take a quiz to see which career path is right for you.

Each year the landscape industry hires 300,000 men and women for careers that positively impact families, their communities, and the environment. Be one of them.

### A Career in Landscaping Could be for You

Those who love the outdoors, have a passion for the environment, and yearn for fulfilling, difference-making vocations should use this site to explore the myriad of landscape jobs that can make a difference in their lives – and the lives of those around them.

Whoa! THAT'S the starting salary for a landscape professional?

COMPENSATION INFORMATION

Wondering if a career in landscaping could be right for you? Learn more about all the opportunities that exist in the industry.

Landscape Industry Careers is powered by the National Association of Landscape Professionals, an organization representing nearly one million professionals who create and enhance the outdoor spaces where we live, work, and play.

SWIPE YOUR WAY TO A PERFECT CAREER? READY TO FALL IN LOVE WITH YOUR CAREER?

TAKE A VIRTUAL FIELD TRIP TO FIND YOUR BEST CAREER MATCH

COLLEGE OR ON-THE-JOB TRAINING? YOU DECIDE!

school, consider providing a fun activity sheet that they can share with their parents and friends. See examples in [NALP's Landscape Career Day materials](#).

### • Educate school system vocational-technical directors about the apprenticeship model

Every organization has leaders, and leaders set the tone for the organization. School systems have directors of Career and Technical Education. They need to be aware of the apprenticeship program and the benefits that it can afford their graduates.

### • Recruit from athletic programs

Students participating in athletic programs are already used to being outdoors and are accustomed to sweating and hard work. Attend and be involved with sports booster clubs, place signage at athletic fields, and speak to athletic associations.

### • Make sure your local technical or community college is aware of the apprenticeship model

You should be recruiting at the local college for their graduates, so don't forget to inform them of the apprenticeship

program. There is a large pool of students who leave college, often for financial reasons, who have already shown an interest in the field. They are definite candidates for the apprenticeship program and may have already met many of the study module requirements.

### • Host a community service event

Host a community landscape project and invite everyone to help. Suppliers, vendors, community groups etc. Have signs or banners at the event advertising the apprenticeship program and make sure you invite the local media.

### • Use social media

Use social media to get the word out about opportunities in your apprenticeship program. Young people are glued to their social media apps, so don't miss out on the opportunity that exists on Facebook, Twitter, Instagram, and more. Make sure you use photos in your posts, as they attract more attention. Include links to your company website or NALP's [NALP's career website, LandscapeIndustryCareers.org](#).

- **Always invite others to visit your company**

Never pass up an opportunity to show off. No one tells your story better than you do.

- **Have a Landscape Career Day event and market the apprenticeship model**

NALP has developed Landscape Career Day. Host an event and include information on your apprenticeship program as part of the activities. NALP has even developed a [Host Tool Kit](#) to assist you in planning the event!

- **It's an investment**

Remember that growing your staff and the landscape profession is an investment. It will take both time and money. Use some of your recruiting budget or your marketing budget to help. Your employees are your biggest investment.

Keep in mind, participating and developing as many of these recruiting activities is essential to your success. Information on the apprenticeship program should be a constant in your recruiting. The continued success of our profession depends on all of us promoting the benefits of landscaping and the landscape profession.

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## LANDSCAPE MANAGEMENT APPRENTICESHIP PROGRAM RECRUITMENT CHECKLIST

- Decide on which promotional activities are best for your organization**

Not all the suggested activities may fit your needs and or capabilities. Decide which ones are best, make a list and begin. Just like marketing your company, multiple activities will better inform the community and possible participants about the program.

- Identify and develop collateral materials to promote the program**

NALP has developed a [host of materials](#) to help you promote the apprenticeship program. Check out what's available and then determine what supplemental materials you may wish to create.

- Decide who is leading each activity**

Every successful event or activity has a leader in charge. Ask for volunteers and get the ball rolling.

- Provide the resources for success, materials, dollars, people, etc.**

Make sure your company provides the necessary resources for success. Collateral materials, dollars, giveaways, time off from other duties to develop and do the activity.

- Identify potential partners that may assist you in promoting the profession such as other companies, vendors and professional organizations**

Others may be willing to help as well. Local vendors and suppliers may assist you with your activities. The success and growth of your company and the profession is also critical to their success.

- Schedule promotional activities**

Develop a calendar of activities, schedule out as far in advance as possible so you can promote heavily.

- Make it an ongoing process**

Once you have recruited your first apprentices, you need to keep recruiting more. Just like making your first sale, you need more to sustain.

## APPLICATION FOR COMPANY ENROLLMENT

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Program Contact Person \_\_\_\_\_

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

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

Company Web Page Address \_\_\_\_\_

Company Owner/CEO Name \_\_\_\_\_

Month and Year of Company's Founding \_\_\_\_\_

(DOL requires companies offering apprenticeships to have been in business six months.)

Anticipated Number of Apprentices per year \_\_\_\_\_

We, \_\_\_\_\_ agree to abide by all the procedures and requirements as outlined in the Apprenticeship Guide and provided forth by the nationally registered Landscape Management Technician Apprenticeship Program. We agree to carry out the intent and purpose of said standards of the program and to abide by the rules and decisions of the program sponsor. We have received a copy of the standards and do hereby request authorization to train apprentices under these standards. The on-the-job apprentice is hereby guaranteed assignment to a skilled and competent mentor or "journeyworker" and is guaranteed that the tasks assigned to the apprentice will be rotated to ensure required training in all phases of work. Further, we agree that as our apprentices progress through their on-the-job training and classroom-style instruction, their compensation will increase.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PAYMENT

There is a one-time company enrollment fee of \$500 for corporate participation in the Landscape Management Apprenticeship Program for NALP member companies and \$750 for non-members of NALP.

- Please find payment included by check.
- Please charge  \$500 (NALP member rate) or  \$750 (NALP non-member rate) to Credit Card:  VISA  MASTERCARD  AMEX  DISCOVER

Name on Card \_\_\_\_\_ Amount to be Charged \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CSC (3 or 4 digit code) \_\_\_\_\_

### Please submit the completed application to:

Landscape Management Apprenticeship Program  
National Association of Landscape Professionals  
12500 Fair Lakes Circle, Suite 200  
Fairfax, VA 22033  
Email: [info@landscapeapprenticeship.org](mailto:info@landscapeapprenticeship.org)

### Questions?

E: [info@landscapeapprenticeship.org](mailto:info@landscapeapprenticeship.org)  
P: 800-395-2522

## INDIVIDUAL ENROLLMENT FORM

Congratulations on being selected to participate in the Landscape Management Apprenticeship Program to advance your career as a landscape professional. We look forward to seeing your progression through the program.

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### EMPLOYER INFORMATION

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Program Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**PREFERRED METHOD OF CONTACT**  Home  Work

### REQUIRED DOCUMENTATION *(Documentation may be submitted online by requesting a secured link from NALP)*

When returning this registration form, please provide:

- Apprentice's Resume
- DOL Apprentice Agreement
- Proof of completion of high school, GED or equivalent, or enrollment in high school\* (e.g. – copy of official transcript)  
*(\*not eligible to complete program until proof of graduation)*
- Copy of drivers license, government issued ID card, or birth certificate (must be at least 16 years of age)
- Proof of eligibility to work in U.S. if not U.S. citizen
- Name of employer provided mentor and contact information:

My mentor for the apprenticeship program will be: \_\_\_\_\_

His/her email address is: \_\_\_\_\_

His/her phone number is: \_\_\_\_\_

### PAYMENT

There is a fee of \$100 for employees of NALP member companies to enroll in the Landscape Management Apprenticeship Program and a fee of \$200 for employees of non-member companies. If the apprenticeship candidate does not complete the program in 24 months, NALP reserves the right to charge a \$50 per year hold-over fee.

- Please find payment included by check.
- Please charge  \$100 (NALP member rate) or  \$200 (NALP non-member rate) to Credit Card:  VISA  MASTERCARD  AMEX  DISCOVER

Name on Card \_\_\_\_\_ Amount to be Charged \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CSC (3 or 4 digit code) \_\_\_\_\_

### Please submit the completed application to:

Landscape Management Apprenticeship Program  
National Association of Landscape Professionals  
12500 Fair Lakes Circle, Suite 200  
Fairfax, VA 22033  
Email: [info@landscapeapprenticeship.org](mailto:info@landscapeapprenticeship.org)

### Questions?

E: [info@landscapeapprenticeship.org](mailto:info@landscapeapprenticeship.org)  
P: 800-395-2522

# LANDSCAPE MANAGEMENT APPRENTICESHIP HOURS/TASKS TRACKING FORM



NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS

## On-the-Job Training Competencies

Consult the Landscape Management Apprenticeship Training manual and reference materials for additional information on curriculum and required training hours within each competency area.

1. Organize equipment, tools and materials for management, projects, load truck safely
2. Maintain tools, equipment; check and advise vehicle maintenance
3. Mow, edge, and trim turf areas and use backpack blower
4. Weed, rake and cultivate shrub, groundcover and turf areas
5. Plant, cultivate, maintain flowerbeds and potted plants
6. Prune shrubs and trees (from ground position)
7. Install trees and shrubs, etc.
8. Apply fertilizers as directed
9. Apply specific herbicides, insecticides, and fungicides as directed
10. Read, analyze, and measure job sites or blueprints and make necessary math calculations
11. Renovate, seed, and sod lawns
12. Aerate, vertical mow, and top dress existing turf areas
13. Water, prune, fertilize, mulch, perform leaf removal, and otherwise maintain existing landscapes according to specifications
14. Program automatic and manual watering schedules as specified
15. Make minor adjustments and repairs to irrigation and/or low voltage lighting systems
16. Clean paving and hardscaping with hand and power tools and equipment
17. Identify correctly the plants used on projects under maintenance and care

## Related Instruction Record

Each apprentice is required to complete the three NALP Online Technician Training courses in Landscape Maintenance, Installation and Irrigation. This requirement is to be properly documented and is the responsibility of the apprentice. The Landscape Management Apprenticeship Program handbook states that apprentices must receive a grade of C or higher 80%+ on NALP's online curriculum.

### Courses:

1. **Landscape Maintenance Online Course**  
Date Completed: \_\_\_\_\_ Grade Received \_\_\_\_\_
2. **Landscape Installation Online Course**  
Date Completed: \_\_\_\_\_ Grade Received \_\_\_\_\_
3. **Irrigation Online Course**  
Date Completed: \_\_\_\_\_ Grade Received \_\_\_\_\_
4. **Other Certifications or Coursework**  
Date Completed: \_\_\_\_\_ Grade Received \_\_\_\_\_

Note: Apprentices must provide documentation of all course completion such as transcripts, certificates, etc.  
Contact us: [info@landscapeapprenticeship.org](mailto:info@landscapeapprenticeship.org)

Name \_\_\_\_\_

Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_

Form to be submitted to NALP Bi-Weekly

		Hours Worked on Each Competency Area (see Competency Areas to the left)																	Supervisor's Approval		
Day		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17			
1																					
2																					
3																					
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30																					
31																					
TOTAL HOURS																					



**APPRENTICE REGISTRATION – SECTION II**

OMB No. 1205-0223 Expires: 3/31/2023

**Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)**

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.**

1. Name (Last, First, Middle) and Address      *Social Security Number  (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse)  4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran  6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee			
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship			
8. Signature of Apprentice      Date		9. Signature of Parent/Guardian (if minor)      Date	

**PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.**

1. Sponsor Program No.      2018-ZA-71330  Sponsor Name and Address (No. Street, City, County, State, Zip Code)  <b>NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS 12500 FAIR LAKES CIRCLE, SUITE 200 FAIRFAX VA 220333</b>	2a Occupation (The work processes listed in the standards are part of this agreement).  <b>LANDSCAPE MANAGEMENT TECHNICIAN</b>	2b Occupation Code: <b>0574</b>  2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Occupation Training Approach (Mark one)  3a. <input checked="" type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid	4. Term (Hrs., Mos., Yrs.)  <b>12 Mos</b>
	6. Credit for Previous Experience (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs., Mos., Yrs.)  <b>500</b>
	7. Term Remaining (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year)  <b>144</b>	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	9c. Related Training Instruction Source <b>NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS</b>
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10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ \_\_\_\_\_      10b. Apprentice's Entry Hourly Wage \$ \_\_\_\_\_      10c. Journeyworker's Hourly Wage \$ \_\_\_\_\_

Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

11. Signature of Sponsor's Representative(s)      Date Signed	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) Margo Rash 12500 Fair Lakes Circle, Suite 200; Fairfax, VA 22033 P 703 736 9666 <a href="mailto:margo@landscapeprofessionals.org">margo@landscapeprofessionals.org</a>
12. Signature of Sponsor's Representative(s)      Date Signed	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
------------------------------------	------------------------------------	--------------------

4. Apprentice Identification Number (Definition on reverse):

## Program Definitions and/or Instructions:

### Part A

#### Item 4.a. Definition - Ethnic Group:

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

#### Item 4.b. Definitions - Race:

**American Indian and Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

**Black or African American.** A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

**Native Hawaiian and Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

#### Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

**Pre-Apprenticeship.** A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

**Technical Training School.** Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**Military Veterans.** Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**Job Corps.** Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**YouthBuild.** Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**HUD/STEP-UP.** Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

**Career Center Referral.** Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

### Part B

**Item 2.b.1. Interim Credentials.** Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

**Item 3. Occupation Training Approach.** The program sponsor decides which of the three training methods to use in the program as follows:

3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).

3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or

3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

**Item 4. Term (Hrs., Mos., Yrs.).** Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

**Item 5. Probationary Period (Hrs. Mos., Yrs.)** Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

**Item 7. Term Remaining (Hrs., Mos., Yrs.).** Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

#### Item 10. Wage Instructions:

10a. Prior hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

- Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.
- 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
- 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.					
%	55	60	65	70	80	90

**Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.							
	50	55	60	65	70	75	80	90

**Item 13.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

**Part C.**

**Item 4. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR Part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR Part 29. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0023)

## CUSTOMIZABLE PRESS RELEASE FOR COMPANIES OFFERING THE LANDSCAPE MANAGEMENT APPRENTICESHIP PROGRAM

### **Company** Offers New DOL Registered Apprenticeship Program

The **Add City Name Here**-based business is actively seeking new employees who will be paid to receive college-level education through on-the-job training

**City, State (Month XX, XXXX)** – **Company** announced today it is hiring apprentices for the new national Landscape Management Apprenticeship Program, a U.S. Department of Labor registered program, administered by the National Association of Landscape Professionals, to learn the skills and competencies required to be a landscape management professional. Employees will be paid from the first day of employment and will receive over 2,000 hours of on-the-job training and additional professional development offerings, providing the equivalent of a college-level education at no charge.

Those who successfully complete the program will be among the first in the nation to earn the new Landscape Management Apprentice Technician designation, demonstrating mastery of the landscape trade. **Company** will provide each apprentice with thorough training, a professional mentor and progressively higher wages as skills and competencies increase. Candidates must be at least 16 years of age, have earned a high school diploma or a GED equivalent, and enjoy the outdoors and working in a team environment.

“We are proud to be one of the first employers in the area to offer the Landscape Management Apprenticeship Program, showcasing our desire to attract, train and retain top-tier talent and offer men and women the opportunity to begin their path in the landscape profession and excel in this exciting and growing industry,” noted **name of company spokesperson, spokesperson’s position, of Company**. “This is an incredible opportunity for high school students seeking lucrative careers but don’t have the means or desire to attend college, and adults of all ages who are interested in pursuing a new career in the landscape industry. In all instances, the program offers a platform for learning the ins and outs of this profession, establishing a strong foundation for professional growth.”

The apprenticeship program covers mastery of landscape maintenance, installation, and irrigation.

The professional landscape industry, a \$93 billion market, continues to experience steady growth; in fact, the U.S. Bureau of Labor Statistics projects the industry to grow 11 percent between 2016 to 2026, faster than the average for all occupations, offering abundant and ample career opportunities and advancement.

Those interested in learning more about the program should visit: **insert company website or contact insert company phone number**. Information on the national program is available at <https://www.landscapeindustry careers.org/job-board/apprenticeship-program/>.

**Insert company boiler plate here.**

# JUMPSTART YOUR CAREER

IN AN INDUSTRY THAT VALUES  
A DETERMINED WORK ETHIC,  
RESOURCEFULNESS,  
AND PROBLEM-SOLVING  
SKILLS



NATIONAL  
ASSOCIATION OF  
LANDSCAPE  
PROFESSIONALS

A Department of Labor  
Registered Program

## BECOME A LANDSCAPE MANAGEMENT APPRENTICE

### What Are the Benefits of Becoming a Landscape Management Apprentice?

1. **Hands-on career training** provided by an experienced mentor with additional classroom and “on-line” training offered at no charge.
2. **An education and the potential to earn college credit** paid for by your employer.
3. **An opening to a successful long-term career** with a competitive salary, and little or no educational debt.
4. **A paycheck from day one**, guaranteed to increase as you master new skills.
5. **A certification you can take anywhere** in the United States, opening doors for re-location.

### What Do Landscape Management Apprentices Do?

**They create and maintain the beautiful outdoor spaces where people live, work, and play!** More specifically they study to be landscape professionals trained in a variety of skills including those to:

- Create and maintain healthy lawns that support the environment
- Plant, cultivate, and maintain flowers, shrubs, and trees
- Read blueprints and measure and analyze job sites
- Manage irrigation systems and low voltage lighting systems
- Care for paving and hardscaping

### What Does it take to Become a Landscape Management Apprentice?

**Not everyone has what it takes to become a landscape management apprentice.** These apprenticeships are reserved for those who enjoy the outdoors and like working with their hands. They are for those who relish working as part of a team and take pride in seeing a project completed... those who aren't afraid of hard work or rolling up their sleeves to get a job done. They are for men and women who don't want to stay in the same job





for the rest of their working lives – but rather, those who want to learn a craft that leads to management and possibly executive leadership.

In addition, to participate in the apprenticeship program, you...

- Must be at least 16 years of age
- Have a high school diploma or equivalent or working to complete high school
- Have reliable transportation
- Be physically able to perform the work

Some companies may have additional requirements such as alcohol or drug testing or

being required to obtain a commercial driver's license and pass a DOT physical.

### **What's the Career Outlook for Landscape Management Apprentices?**

**Excellent!** The landscape industry is growing; in fact, there are 300,000 job vacancies annually. The Bureau of Labor Statistics predicts the industry will grow faster than the average of all occupations through 2026. The industry offers job stability, career advancement, and competitive pay. And of course, apprentices receive paid on-the-job training.

### **How Do I Get Started?**

If you are ready to start your future as a landscape management apprentice, find a sponsoring company in your area.

Check out:

- [landscapeapprenticeship.org](http://landscapeapprenticeship.org)

Or talk with landscape professionals in your area.



# ARRANQUE SU CARRERA

EN UNA INDUSTRIA QUE VALORA UNA  
ETICA LABORAL INQUEBRANTABLE,  
RECURSOS Y APTITUDES PARA LA  
SOLUCIÓN DE PROBLEMAS.



NATIONAL  
ASSOCIATION OF  
LANDSCAPE  
PROFESSIONALS

Un Programa Registrado en el  
Departamento del Trabajo

## CONVIÉRTASE EN UN APRENDIZ DE GESTIÓN EN PAISAJISMO

### ¿Cuáles son los beneficios de convertirse en un aprendiz de gestión en paisajismo?

1. **Formación profesional práctica en una carrera** orientada por un mentor experto, aunada a una capacitación adicional presencial y “en-línea” ofrecida al aprendiz sin costo alguno.
2. **Una educación con la potencialidad de ganar créditos de educación superior pagados por su empleador.**
3. **Una vía de acceso a una carrera exitosa de largo plazo** con un salario competitivo, y poca o ninguna deuda por estudios.
4. **Un pago salarial desde el primer día**, con garantía de aumento a medida que domina nuevas aptitudes.
5. **Una certificación que puede presentar en todo Estados Unidos**, abriéndole las puertas para una reubicación.

### ¿Qué hace un aprendiz de gestión en paisajismo?

**¡Los aprendices crean y mantienen hermosos espacios al aire libre donde la gente vive, trabaja y juega!** De una manera más específica, ellos estudian para convertirse en profesionales del paisajismo capacitados en una variedad de aptitudes incluyendo aquellas para:

- Crear y mantener céspedes saludables que mantienen el medio ambiente
- Plantar, cultivar y mantener flores, arbustos y árboles
- Leer planos, medir y analizar sitios de obras
- Manejar sistemas de riego y de iluminación de bajo voltaje
- Cuidado de áreas adoquinadas y de paisajismo rocoso

### ¿Qué hace falta para convertirse en un aprendiz de gestión en paisajismo?

**No todo el mundo tiene lo que hace falta para convertirse en un aprendiz de gestión en paisajismo.** Estas oportunidades de formación están reservadas para aquellos que disfrutan estar al aire libre y les gusta trabajar con sus manos; son para aquellos que aprecian trabajar





como parte de un equipo y se enorgullecen al ver un proyecto terminado... aquellos que no le tienen miedo al trabajo fuerte o a arremangarse las mangas para terminar el trabajo. Estas oportunidades son para aquellos hombres y mujeres que no quieren quedarse en el mismo trabajo por el resto de sus vidas laborales – sino para aquellos que quieren aprender un oficio que les lleve a un cargo gerencial y posiblemente al liderazgo ejecutivo.

Además de participar en el programa de formación, usted ...

- Debe tener al menos 16 años de edad
- Tener el diploma de educación secundaria o su equivalente o estar estudiando para completarla.
- Tener un medio de transporte confiable
- Estar físicamente apto para hacer el trabajo

Algunas compañías pueden exigir requisitos adicionales como pruebas de laboratorio para descartar la presencia de alcohol o drogas en el

organismo o que sean necesarias para obtener una licencia de conducir comercial y pasar el examen físico del DOT.

### **¿Cuál es la proyección profesional a futuro para los Aprendices en Gestión de Paisajismo?**

**¡Excelente!** La industria del paisajismo está creciendo; de hecho, anualmente, hay 300.000 puestos de trabajo disponibles. La Oficina de Estadísticas Laborales pronostica que la industria crecerá más rápido que el promedio de todas las ocupaciones hasta el año 2026. La industria ofrece estabilidad laboral, avance profesional y una paga competitiva. Y por supuesto, los aprendices reciben pago durante la capacitación práctica.

### **¿Como empiezo?**

Si está listo para comenzar su futuro como aprendiz en gestión en paisajismo, encuentre una compañía patrocinante en su área.

Chequee:

- [landscapeapprenticeship.org](http://landscapeapprenticeship.org)

O hable con un profesional del paisajismo en su área.

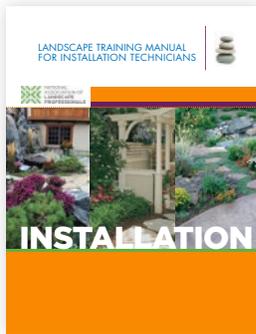


National Association of Landscape Professionals  
[landscapeapprenticeship.org](http://landscapeapprenticeship.org)

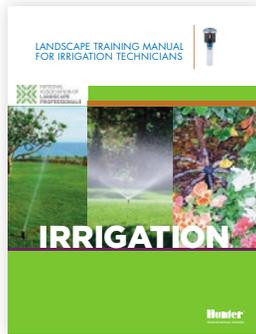


NATIONAL  
ASSOCIATION OF  
LANDSCAPE  
PROFESSIONALS

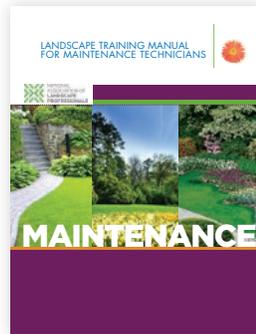
# LANDSCAPE MAINTENANCE APPRENTICESHIP PROGRAM RECOMMENDED INSTRUCTIONAL MATERIALS



Training Manual for  
Installation Technicians  
\$70 members  
\$105 nonmembers

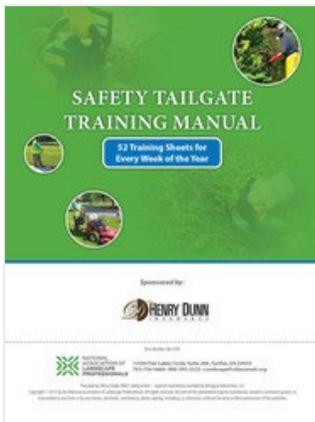


Training Manual for  
Irrigation Technicians  
\$70 members  
\$105 nonmembers

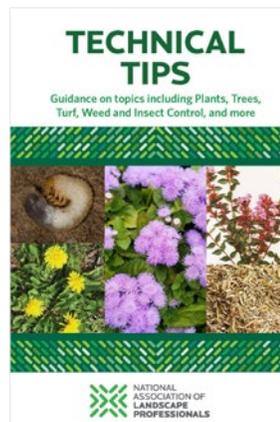


Training Manual for  
Maintenance Technicians  
\$70 members  
\$105 nonmembers

**SAVE!**  
Purchase these three  
Technician Training  
Manuals as a set  
(English or Spanish)  
\$185 members  
\$277.50 nonmembers



Safety Tailgate Training Manual  
\$75 members  
\$250 nonmembers



Technical Tips  
\$75 members  
\$100 nonmembers



**SAVE TIME,  
SAVE MONEY**  
Interested in purchasing all of  
these materials?  
Purchase the Apprenticeship  
Program Bundle.  
\$305 members  
\$405 nonmembers

Find all recommended study materials available for purchase at  
[landscapeapprenticeship.org](http://landscapeapprenticeship.org) or [landscapeprofessionals.org/store](http://landscapeprofessionals.org/store)



12500 Fair Lakes Circle, Suite 200  
Fairfax, VA 22033  
[landscapeapprenticeship.org](http://landscapeapprenticeship.org)