

# 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)																		
Day		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Supervisor's Approval	
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