

Utility Arborist Apprenticeship

Utility Arborist Apprenticeship Overview

- Technical Training
 1. Block release
 - 6 weeks for Level 1
 - 2 weeks for Level 2
- 2,378 Hours of work experience (including 1,200 in proximity)
- Tax Credits for Apprentices – minimum of \$2000
- Tax Credits for Sponsors – up to \$4000
- Certificate of Qualification as a Utility Arborist

A Certified Utility Arborist is a formal apprenticeship and upon completion provides the individual with a Certificate of Qualifications and a Certificate of Apprenticeship as provided by the Industry Training Authority [ITA]. The program is structured to provide both in-school and work-based training with two correspondence courses also being required.

A Certified Utility Arborist is a person who undertakes any work required to prune or clear vegetation in proximity [defined as a distance of three meters or less from a primary conductor with a voltage of 750 volts or higher] to energized electrical equipment, structures and conductors; or, who in the course of utility line clearing operations, prunes, falls, or removes trees which, could come into contact with energized power lines.

What is apprenticeship?

- The Certified Utility Arborist Apprenticeship process can take up to 2 years to complete
- Requires In-school technical training - Level 1 (6 weeks) and Level 2 (2 weeks) and two correspondence courses.
 - During and at the conclusion of each Level an apprentice will be required to challenge both written and competency based outcomes. (Year One: Level Exam; Year Two: Certificate of Qualification Exam).
- Requires 2,378 workplace hours with confirmation of hours by your employer
 - With 1,200 hours must be in proximity to energized power lines (Proximity is defined as a distance of three meters or less from a primary conductor with a voltage of 750 volts or greater)
- Upon completion of all schooling and hours, you are awarded a Certificate of Qualification and a certificate of Apprenticeship as a Utility Arborist.

Steps to become a Utility Arborist Apprentice

- You must have a Sponsor who is either a Certified Tradesperson or has Sign-Off Authority and has registered with the ITA.
 - [HEBC can be your sponsor](#) for the school duration if required. If you need HEBC to act as your sponsor, contact HortEducationBC at 604-430-0422.
 - For information on becoming a Sponsor, visit the 'Employer Info' tab on the HEBC website (<https://horteducation.ca/employer-info/>).
- Register for your Direct Access account with the ITA
 - Go to the ITA Direct Access webpage; <https://www.itadirectaccess.ca/Login.aspx>. Follow the instructions videos on 'creating your account' and 'registering with a sponsor'; <http://www.itabc.ca/registration-checklist/how-guides>.
- Complete the Apprenticeship and Sponsor Registration using direct access, by registering with your sponsor using their "Sponsor ID".
- Register with Electrical Industry Training Institute (EITI) for in-school training (http://www.eitiglobal.com/Certified_Utility_Arborist.html)
- Track your hours along with your employer by filling out the "Work-Based Training Report" using ITA Direct Access or complete by form and submit to the ITA (<http://www.itabc.ca/apply-apprenticeship/forms>)
- Complete your log book and "Work-Based Training Proximity Verification Declaration Report" (<http://www.itabc.ca/apply-apprenticeship/forms>)
- Read the [Apprentice/Trainee Guide provided by ITA](#)
- Remember that you may be eligible for tax credits starting at \$1000 per completed level.
- After completing Level 2 your 'Recommend for Certification' form must be signed by your sponsor. This form is provided by ITA upon completion of all training and work based hours.

Utility Arborist Apprentice Tax Credits

Tax Credit	Completion Requirements	Regular	*Enhanced
Basic Tax Credit	Level 1	\$1000	\$1500
Basic Tax Credit	CofQ as Utility Arborist (Level 2, 2378 hours logged & RFC signed)	\$1000	\$1500

*[Enhanced credits](#) for First Nations individuals and persons with disabilities

Basic Training Tax Credit for Apprentice

- Apply in the tax year, once you have met requirements
- ITA transcript is used as proof of meeting requirements
- Complete the British Columbia Training Tax Credit (T1014) form and submit it with your T1 Income Tax Return
- Must be claimed no later than 36 months after the end of the tax year
- For more information: <https://www2.gov.bc.ca/gov/content/taxes/income-taxes/corporate/credits/training/apprentice>

Utility Arborist Sponsor Tax Credit

Tax Credit	Completion Requirements	Amount
Basic Training Tax Credit	First 24 months	20% of eligible salary and wages up to \$4000

***[Enhanced credits](#) are available for employing First Nations individuals and persons with disabilities as apprentices

Documentation

- ITA transcript of your apprentice will provide proof of completion requirements

Basic Training Tax Credit for Employer/Sponsor

- Based on a 24-month period, starting when an apprentice enters into the Industry Training Agreement with ITA
- You can claim more than one credit in a year for an employee, as long as the employee meets the requirements.
- The training tax credit is refundable, but must first be applied against total income tax payable.
- Must be claimed no later than 36 months after the end of the tax year for which the eligible salaries and wages are paid.

For more information on the British Columbia the Basic Tax Credit for apprentices, visit:

<https://www2.gov.bc.ca/gov/content/taxes/income-taxes/corporate/credits/training/employer>