



Business Management Guide
Required Training for Credentialing Employees
(Excerpted from TCIA Accreditation Guidebook)

For more information on TCIA's Accreditation program,
please call Bob Rouse @ 1-800-733-2622.



Tree Care Apprentice

The tree care apprentice program is a basic level of training for new employees. Accredited companies should credential new employees as Tree Care Apprentices within the first week of employment. Here is an employee file form to help you track training: [TreeCareApprenticeEmployeeTrainingChecklist.pdf](#)
Tree Care Apprentice training needs to cover:

1. The job tasks of an apprentice and the physical demands of the work
2. Importance of safety, maintaining a professional image, and avoiding substance abuse
3. Introduction to ANSI Z133.1 safety standards
4. PPE
5. How to stretch and lift properly to avoid back injury
6. Basic recognition of common job hazards (potential slips, trips and falls, strains and sprains, struck-bys, chain saw cuts, road hazards, etc.)
7. Introduction to tree hazards (dead branches, decay, root rot, etc.)

Accreditation verification

Mail-in audit: Sample employee personnel files need to contain documented proof of training.

On-site visit: The auditor will determine if employee's work level meets his or her industry training credential.

D. Ongoing formal training program

Ground Operations Specialist (or [equivalent training](#))

The Ground Operations Specialist program provides a basic level of safety training to ground workers. Accredited companies should credential all ground worker employees as Ground Operations Specialists within the first six months of employment. Here is an employee file form to help you track training: [GroundOpsSpecialistEmployeeTrainingChecklist.pdf](#) Ground Operations Specialists need to be trained in the following topics:

1. Defensive driving
2. Parking and backing vehicles
3. Driving in poor weather, emergency parking
4. Job site hazard inspection
5. Traffic control
6. Work planning
7. Job briefings
8. Emergency preparation, prevention and response
9. Preparing equipment for the day
10. Assisting and working with climbers
11. Line handling (working with ropes)
12. Basic knots
13. Storing chain saws, gas and oil
14. Walking with chain saws
15. Chain saw PPE
16. Starting chain saws
17. Cutting spring poles
18. Proper bucking techniques
19. Proper tree-felling techniques (notch, backcut, hinge)
20. Avoiding struck-by injuries
21. Work-zone, landing-zone, drop zone guidelines
22. Setting up and positioning a chipper
23. Dragging and stacking brush
24. Feeding the chipper



25. Proper chipper operation

26. Chipper maintenance precautions

Tree Climber Specialist (or [equivalent training](#))

The Tree Climber Specialists program provides a basic level of safety training to tree climbers. Accredited companies should credential all tree climber employees as Tree Climber Specialists within the first six months of employment as a tree climber. Here is an employee file form to help you track training:

[TreeClimberSpecialistEmployeeTrainingChecklist.pdf](#) Tree Climber Specialists need to be trained in the following topics

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. PPE for climbers 2. Identification and use of climbing equipment 3. Pre-climb inspection 4. Gear inspection 5. Climbing knots 6. Climbing work plan 7. Installing ropes 8. Methods for ascending the tree 9. Isolating a throwline 10. Identification and use of climbing spurs 11. Fitting climbing spurs 12. Proper lanyard and climbing rope use with climbing spurs 13. Tying-in 14. Safe climbing techniques 15. Installation and use of a false crotch 16. Limb-walking | <ol style="list-style-type: none"> 17. Techniques for double-crotching, recrotching and redirecting 18. Work positioning 19. Working on spars 20. Descending 21. Identification and use of rigging equipment 22. Rigging forces 23. Methods for calculating wood strength 24. Hazard assessment for rigging 25. Rigging knots 26. Techniques for lowering with control lines only (natural crotch, belay, etc.) 27. Techniques for lowering with lowering devices (block and tackle, rope brake, ratcheting devices, etc.) 28. Identifying electrical hazard |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Aerial Lift Specialist (or [equivalent training](#))

The Aerial Lift Specialist program provides a basic level of safety training for aerial lift operators. Accredited companies should credential all aerial lift operators within the first six months of employment as an operator. Here is an employee file form to help you track training:

[AerialLiftSpecialistEmployeeTrainingChecklist.pdf](#) Aerial Lift Specialists need to be trained in the following topics:

1. Vehicle inspection
2. Positioning the vehicle and operating outriggers
3. Pre-work operational check
4. Operating the bucket
5. Using lower controls
6. Electrical hazards identification
7. Mechanical lowering of bucket
8. Aerial lift maintenance

Tree Care Specialist (or [equivalent training](#))

The Tree Care Specialist program provides a basic level of technical training for sales staff, technical services employees (PHC technicians, etc.), or managers. Accredited companies should credential all sales and technical service employees as Tree Care Specialists within the first six months of employment in sales, technical services or management. Here is an employee file form to help you track training: [TreeCareSpecialistEmployeeTrainingChecklist.pdf](#) Tree Care Specialists need to be trained in the following topics:

1. Working safely in tree care
1. Tree biology
2. Soils
3. Compartmentalization of decay in trees (CODIT)
4. Basics of pruning
5. Identification and selection of trees
6. Pruning standards
7. Transplanting trees
8. Diagnosing tree problems
9. Abiotic injury
10. Construction injury
11. Insect and other animal pests
12. Diseases
13. Pesticide application guidelines
14. Tree fertilization and irrigation
15. Tree support and lightning protection

Crew Leader (or [equivalent training](#))

The Crew Leader provides a basic level of management training for crew leaders. Accredited companies should credential all crew leaders within the first six months of employment as a manager. Here is an employee file form to help you track training: [CrewLeaderEmployeeTrainingChecklist.pdf](#) Crew Leaders need to be trained in the following topics:

1. Personal and crew safety
2. Client and public safety
3. Production
4. Quality and professionalism
5. Leadership skills
6. Communication skills
7. Developing crew skills and knowledge
8. Performance and feedback