

ISA CERTIFIED TREE WORKER AERIAL LIFT SPECIALIST HANDBOOK/APPLICATION



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I. THE PROGRAM

Certification is a voluntary program providing recognition of one's professional knowledge by one's peers. INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) Certified Tree Worker/ Aerial Lift Specialist recognition is given by ISA to those who (1) meet the eligibility requirements for admission to the examination as set forth in this application, (2) successfully complete the knowledge and skills examination, (3) maintain the necessary number of continuing education units (CEUs) to recertify after three years, and (4) pay the necessary recertification fees every three years.

The objectives of the Certification Program are

- to be an educational program that will improve technical competency of personnel in the tree care industry.
- to create incentives for these individuals to continue their professional development.
- to provide the public and those in government with a means to identify those professionals who have demonstrated, through a professionally developed exam and education program, that they have thorough knowledge and skill in tree care practices.

The benefits of the Certification Program include the following:

- Certification builds an individual's self-image. By studying for and passing the exam, individuals reaffirm to themselves and their peers a thorough knowledge and dedication to arboriculture.
- Certification affords the public and those in government the opportunity to make an informed selection of services based on the knowledge that is represented by the certification designation.
- The process of becoming certified and maintaining the designation provides incentives to the individual to continue his or her ongoing professional development.
- Certification is a tool to help employers both in training their personnel and selecting new employees.

Program Structure

The ISA Certified Tree Worker/ Aerial Lift Specialist Examination is made up of two parts. A fifty (50) question multiple choice knowledge exam, and a skills exam. You must pass both parts to obtain the certification credential. Each part is explained in detail in this booklet. The knowledge exam can also be taken on the same day as the skills exam during designated Tree Worker exams. You will need to specify on your application that you are taking the entire exam or which part of the exam you wish to take.

II. THE CONTENT OF THE CERTIFICATION EXAMINATION

The certification examination is weighted in the following manner:

I. Safety.....	14.0%
II. Removal.....	14.0%
III. Rigging.....	14.0%
IV. Pruning.....	20.0%
V. Cabling.....	6.0%
VI. Tree Sciences.....	8.0%
VII. Tree ID.....	10.0%
VIII. Electrical Hazard Awareness Program.....	14.0%

Recommended Study Materials

The ISA Tree Climber's Guide, published by ISA, is intended to serve as a recommended program of study. Other recommended study materials include Basic Training for Tree Climbers video set, the ArborMaster video sets, ANSI Z133 Safety Standards, the A300 Pruning standard, and the ISA Best Management Practices: Tree Pruning booklet.

The Certified Tree Worker Aerial Lift Skills Test—Application Preparation Video, is available from the ISA. This 20-minute video guides the applicant through the entire skills exam and explains what is expected from the applicant during the skills test.

The publications referred to above can be purchased from the International Society of Arboriculture at 1-888-ISA-TREE or www.isa-arbor.com and also through your local ISA Chapter.

How the Examination Was Developed

The certification examination was developed by a panel of industry experts representing all aspects of arboriculture. Questions were derived from a job analysis survey filled out by arborists from around the United States and Canada. Questions are constantly analyzed by the Certification Test Committee using the latest test statistics, and new questions are always being developed. Questions that do not perform satisfactorily are removed from the question bank. New examinations are created on a regular basis.

The Format of the Examination

The certification examination consists of fifty (50) multiple-choice questions. There are forty-five questions drawn from the question bank, 5 are tree identification samples. Each question has 4 choices listed. The answer to each question is independent from the answer to any other question.

Whenever trees are referred to on the exam, both scientific and common names will be given.

You will have 1½-hours to complete the examination. It is always advisable to first answer the questions that are easy for you, returning to those questions that require additional review. Working in such a manner, you should feel no time pressure since 1½-hours should be more than enough time to complete the examination.

Attainment of Certification

If you achieve the passing score for the knowledge and skills exam you will receive the designation of ISA Certified Tree Worker/ Aerial Lift Specialist and will be sent a certificate, an ID card, an advertising logo sheet, a hard-hat decal, and a patch.

You must achieve an overall score of at least 70% on the knowledge and 80% on the skills exam. When you receive your knowledge results, please remember that the domains are weighted and the average of the eight domains **WILL NOT** be equal to the overall score.

If you do **NOT** achieve an overall passing score, you must retake the entire exam. You will be allowed to retake the exam **one time for free within one year**. If you do not show up for the scheduled retake exam, **you will forfeit your free retake**. After that, each time you retake for up to one year, there will be a charge of \$75 USD. If you do not attain certification within one year from the original test date, you will be required to pay the full amount. An additional \$100 administrative fee applies each time you take a computer based exam.

“Prices subject to change without notice.”

Denial and Revocation of Certification

Certification will be denied or revoked for any of the following reasons:

- falsification of application
- violation of testing procedures
- misrepresentation
- failure to pass the examination

Denials or revocations of certification may be appealed to the Certification Board in writing.

III. APPLYING FOR YOUR EXAMINATION

Examination Eligibility Requirement

The ISA Certification Board requires a candidate to have a minimum of 18 months (1 1/2 years) of experience in arboriculture and at least 6 months of experience in the operation of an aerial lift device within the overall 18 months. The candidate must also show valid proof of training in CPR and First Aid (see application section).

By submitting your application, you authorize ISA certification staff to contact the practical experience reference named on your application to substantiate your eligibility.

The ISA Certification Program does not discriminate in determining eligibility on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Recertification

The ISA Certified Tree Worker/Aerial Lift Specialist credential is valid for three years. In order to maintain the certification at the end of that three-year period, you must have accumulated the necessary fifteen (15) Continuing Education Units (CEUs) and pay the renewal fee. CEUs must relate to the domains on the exam.

Renewal dates always occur on June 30 or December 31, depending on the date you took your exam. You will be notified via mail one month before it is time to renew your certification. If you have an address change, please let us know to insure you receive your notice.

If you do not achieve the necessary number of CEUs and make your recertification payment, you will be required to retake the examination. You will need to pay the full fees required to take the examination.

You are responsible for keeping records of all CEUs sent to ISA. Please know that processing of CEUs takes 4-6 weeks once received in our office.

Test Dates and Application Deadlines

The Tree Worker Knowledge Certification exam may be taken at ISA Chapter meetings and educational seminars or at the same time of the scheduled skills exam. For more information on location and dates of certification exams in your area, contact either your local ISA chapter or the ISA Certification Department. Exam dates also can be found in the ARBORIST NEWS, or by visiting the ISA Web site (<http://www.isa-arbor.com>).

Applications and proper payment must be received in the ISA office no later than **12 (twelve) working days** before a scheduled exam if you are taking the exam through an ISA chapter.

No exceptions.

CHAPTER SPONSORED EXAMS

Special Accommodations for Candidates with Disabilities

All test sites are accessible to all examinees. However, some individuals with disabilities may need special accommodations, such as extra time or assistance with writing or reading.

Oral exams are available by request. If you need such arrangements, please contact ISA before submitting your application. You will be informed how to proceed with your application submission. Arrangements, if approved by the certification staff, will be provided at no additional charge.

FEES

	ISA and Chapter Member	ISA Member Only	Chapter Member Only	Nonmember
Certification Exam Fee	\$115 USD	\$165 USD	\$165 USD	\$165 USD

To be eligible for the discount rate, you **MUST** be a current member of ISA **AND** a current member of an ISA chapter. Please note: ISA certification fees are separate and distinct from ISA and ISA chapter dues.

“Prices subject to change without notice.”

AFTER APPLYING FOR THE EXAMINATION

After your application is received in the ISA office, you will receive a confirmation letter with the date and time of the exam, a tree list for the ID portion of the exam, directions to the exam site, and the name of the appropriate contact person.

If there is a problem with the application and/or fees, ISA certification staff will contact you. If the problem is **NOT** corrected, you will not be allowed to sit for the exam.

Rescheduling Exams

If circumstances change after you have applied for the examination, you must request in writing to have your exam rescheduled. If your request does not reach ISA headquarters before the exam deadline date, you will be considered a no-show. If the scheduled date was to be your free retake, it will be forfeited. Send your written request to the ISA certification staff before the 12-working-day deadline.

Refunds

ISA does not provide refunds for certification exam fees, nor do we permit the transfer of exam fees to other individuals. No Exceptions.

AT THE TESTING SITE

Admission for Testing

To be admitted for testing, you must arrive at the testing site on time and have your identity confirmed by presentation of an ID. The best ID is a government-issued ID such as a driver's license with photo, military photo ID, or a passport.

Testing Site Rules

- You should report to the testing site at least 30 minutes before the exam starting time. The exact reporting time, date, and location of the exam will be enclosed in your confirmation packet. You must be on time; the test administration will begin promptly.
- Dress appropriately. While every attempt is made to provide a comfortable atmosphere, heating or cooling may sometimes not function properly.
- You are permitted to use a calculator during the exam; however, it is not required. Only silent, nonprinting, battery- or solar-powered calculators without alpha characters will be allowed. Sharing of calculators is not permitted. All calculations can be completed without the use of a calculator.
- Books, papers, or other reference material must be placed on the floor or at the back of the room.
- No cell phone/pagers/PDAs allowed in testing room.
- Scratch paper will be provided on the back of the exam evaluation form. **DO NOT WRITE ON THE TEST BOOKLET.**
- No food or beverages may be taken into the testing room.
- No smoking will be allowed in the testing room.
- You may raise your hand if you have a question about the exam and the proctor will try to assist you.
- Visitors are not allowed in the testing room.
- You will be permitted to take restroom breaks on an individual basis.
- If you are caught looking at other individuals' exams or talking during the exam, scores may be invalidated or exam materials confiscated.
- It is of utmost importance that you carefully follow all directions and regulations. Listen carefully to all instructions given by the proctor and follow the directions completely.

Policy on Inappropriate Application and Examination Conduct

The International Society of Arboriculture intends that participation in ISA Certification Programs and examinations be a professionally relevant, informative, and rewarding experience for all candidates. All candidates for ISA certification are expected to conduct themselves in an appropriate and professional manner and to refrain from any objectionable, improper, or unprofessional conduct. To ensure fairness and a sound examination environment, the ISA Certification Board of Directors issues the following policy and rules.

When the ISA Certification Board, the ISA Certification Program, or an ISA-designated representative finds that a candidate has engaged in inappropriate conduct or behavior, ISA reserves the right to take responsive actions, including, but not limited to, the following: (1) reject an application for certification;

(2) prohibit or preclude a person from participating in an examination; (3) prevent or preclude a person from participating during an examination, including the removal of a person from the testing site; (4) invalidate or nullify a person's examination and test results; and, (5) issue and enforce any other lesser response or action determined to be appropriate or necessary.

Inappropriate conduct or behavior includes, but is not limited to, misrepresentation; failure to disclose requested information; cheating; unauthorized possession, use, or distribution of copyrighted or legally protected material; verbal or physical disturbances of the examination or certification process; failure to pay test fees in a timely manner; and any other objectionable, improper, or unprofessional actions by a person participating in the ISA certification process.

By submitting an application for certification, each ISA certification candidate acknowledges that he or she understands and agrees to the terms of this policy.

AFTER THE EXAMINATION

Failure to Sit for Your Examination

If you do not sit for the examination, you will receive your application back with a letter from the Certification Department explaining how to sign up for another exam.

How Your Exam Is Scored

Answer sheets are electronically scanned and scored. The Certification Department understands the importance of your test results and uses many quality-control procedures, both computer and manual, during and after the scoring process to ensure the accuracy of score reports.

Your Score Report

Your individual score report will be mailed approximately four to six weeks after your test date. You must achieve an overall score of at least 70% on the knowledge exam. It will give your overall test score as well as each of the domain scores in percentages. Please remember that because each domain is weighted, the overall score is **NOT** the arithmetic average of the domain scores.

Examination Results

Your scores are strictly confidential. Therefore, results cannot be obtained over the phone, by fax, or via e-mail.

If you have questions concerning your test results, you should direct them in writing to the ISA Certification Program. However, because of the need to maintain test security, test booklets cannot be made available for review of the questions and answers, and the Certification Program does **NOT** provide a list of questions you answered incorrectly or correctly. The only information available regarding your performance on the test is provided on your score report.

Notification of Certification

Upon successful completion of the exam, ISA certification staff will send, along with the score report, a congratulatory letter, recertification information, a press release for your local paper, a certificate, hard-hat decal, advertising logo sheet, patch, and wallet ID card.

Re-Examination

If you do not pass the exam, you will receive your score sheet, a letter explaining the retake process, and a retake application. You may retake one time at no charge. If you fail to show, you will forfeit your free retake. There will then be a \$75 USD fee per retake up to one year. After one year, you will be required to pay the full amount. You **MUST** file the retake form prior to the deadline date, to be scheduled for the next exam.

Certification Renewal

ISA Certified Tree Worker/ Aerial Lift Specialist Certification is valid for three years. To retain certification after each three-year period, Certified Tree Worker/ Aerial Lift Specialists must recertify. The ISA Certification Program offers two methods of recertification. The first method is to retake and re-pass the certification exam. The second option is to accumulate at least 15 continuing education units (CEUs) over the three-year period **and** pay the recertification fee.

You will receive a more detailed explanation of CEUs when you receive your certification packet. You may also call the ISA certification staff if you need further clarification. If you have an address change it is your responsibility to contact ISA so your account will be updated.

You have the option of checking your CEUs on-line via the ISA website. To obtain a username, password and access to your CEU report please email us at cert@isa-arbor.com.

CEUs and proper payment must be received in the ISA office in a timely manner to allow 4-6 weeks for processing and posting to your account.

	ISA and Chapter Member	ISA Member Only	Chapter Member Only	Nonmember
Recertification Fee	\$45 USD	\$60 USD	\$60 USD	\$60 US

SKILLS EXAM INFORMATION

IV. CERTIFIED TREE WORKER AERIAL LIFT SKILLS TEST

INSTRUCTIONS TO OPERATORS

A. Introduction

Purpose of the Test

The purpose of the Aerial Lift skills test is to assess the applicant's ability to demonstrate the fundamental skills necessary to perform as a competent aerial lift operator when working in trees. The primary emphasis throughout this test is safety.

Purpose of this Section

This section is designed to inform the Certified Tree Worker applicant of the requirements to pass the aerial lift skills test. It outlines, in detail, what the candidate needs to know and what skills must be demonstrated during the test.

B. Preparation

What to Wear to the Skills Test

Applicants should dress for working in aerial lifts in trees. This includes wearing work pants and work boots that meet the safety requirements of that jurisdiction. Company uniforms are allowed, but not required. Applicants should also dress appropriately for the weather conditions.

What to Bring to the Skills Test

1. Photo Identification
2. Each aerial lift operator candidate should bring the appropriate personal protection equipment that meets all applicable standards including:
 - Hard hat
 - Safety glasses
 - Work boots
 - Fall arrest belt./harness
 - Energy absorbing lanyard with double locking snaps or lanyard
 - Appropriate work clothing
3. Each Aerial Lift Operator must bring their own Aerial lift that must include the following:
(Aerial Lift can be shared if multiple operators from the same company are testing)
 - Either an Insulated Knuckle Boom or Telescopic Aerial Lift that is in compliance with all applicable standards including but not limited to DOT, OSHA and ANSI or CSA.
 - Current DOT inspection documentation
 - Lift Manual
 - Current Annual Mechanics Inspection
 - 1/2" rigging line- a minimum of 100' (arborist grade)
 - 6-8 foot pole pruner

C. The Skills Test

Understanding the Evaluation Form

The evaluation form that is designed to be as fair and objective as possible. Every attempt has been made to eliminate bias on the part of the evaluators. Every applicant will be judged by at least two trained evaluators. The skills to be demonstrated are outlined in specific task statements. Each task statement includes performance standards that indicate exactly what constitutes successful completion of the task.

Each evaluator judges the candidate's performance of the various tasks to be either satisfactory or unsatisfactory. Candidates begin with 750 points. Points are deducted for each unsatisfactory performance of a task. The point deductions are proportional to the importance of the task. In order to pass the skills test, an applicant must have a minimum of 600 points (80%).

Certain tasks, which have been determined to be critical skills to be competent as an aerial lift operator carry a point value of 151 points. That means that if a candidate fails to satisfactorily complete any of those tasks, he or she will fail the skills test. One example of a critical task is the ability to successfully move with in the tree without inadvertently contacting the tree with the boom.

A sample evaluation form is included in the application along with the Inspection checklist that the candidate will need to demonstrate to the evaluator. The point deductions for each unsatisfactory rating are also included.

General Safety Regulations

Applicants and evaluators are expected to comply with all relevant DOT, OSHA, ANSI and/or CSA (for Canada) safety standards that apply in that jurisdiction. The skills examination is designed to simulate actual working conditions. Equipment used by operators must provide adequate protection for use in working conditions.

All personal protective equipment, fall protection and the aerial lift device shall, at a minimum, satisfy DOT, OSHA and ANSI and/or CSA (for Canada) standards that apply in that jurisdiction. Rope snaps should be of the locking type. Failure to abide by these rules may result in the applicant's failure of the skills examination.

APPLICANTS THAT ARE IMPAIRED BY THE USE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS, OR USE THEM AT THE EXAMINATION SITE WILL BE IMMEDIATELY DISQUALIFIED FROM TAKING THE EXAMINATION.

Pre-ascent Inspections

Each applicant must demonstrate a pre-ascent inspection of his or her equipment. This includes a manual and visual inspection of the personal protection equipment, fall arrest belt/harness, lanyard and the lift that could pose a safety hazard. Defective equipment must not be used. A COMPLETE LIST OF ITEMS TO BE INSPECTED THROUGH VERBAL COMMENTS AND OBSERVATION IS INCLUDED WITH THE APPLICATION. PLEASE SEE BELOW.

- **Automatic failure** results if the candidate does not bring the lift manual, can not perform a pre-trip inspection, or fails to complete a drift test.

(Truck Inspection)

At the pre-trip inspection you will be required to perform a walk-around visual inspection of truck and lift calling out what is being inspected and describing defects that would render truck or aerial lift unusable. These items will include:

- Condition of bucket & liner
- Placement and condition of stickers
- Guard, covets, placards are in place and good condition
- Fluid levels
- When and where to Lubricate
- Leaks, cracks, and welds on the outriggers
- Cracks, cuts, and excessive wear on upper & lower boom fiberglass
- Lift manual is in the truck
- Documentation on DOT inspection

Not inspecting each of the following items will result in failure of the examination.

- Lubrication, breaks, adjustment and broken wires in the drive cables or cracks and welds on the chains.
- Lubrication, breaks, adjustment and broken wires in the bucket leveling cables or cracks and welds on the chains.

- Performance of a drift test
- Bolts, welds, and cracks on pylon mast (pedestal)
- Leaks, breaks and wear in hoses
- Welds and rod-ends of drive cylinders

Knot Tying

Applicants must demonstrate the tying of six additional knots within a 1-minute per knot time limit. Four of these must be tied correctly to proceed to the main skills test. Each knot must be tied correctly on the first attempt in order to receive a satisfactory mark. Candidates must correctly dress and set each knot. When the candidate hands the knot to the evaluator it is considered to be an attempt. The following are the required knots:

1. Bowline
2. Running bowline
3. Cow hitch with a better half or Timber hitch
4. Midline Clove hitch
5. Clove hitch with two half hitches
6. Butterfly

The point deduction for failure to tie each knot successfully is 35 points. Candidates must have one or more points remaining to proceed to the main skills test.

Tree and Site Inspection (to be completed in 15 minutes)

Each applicant must do a pre-ascent inspection of the tree and site. The purpose of this is to check for the location of any electrical conductors, and basal and structural tree hazards or safety risks, such as, but not limited to, signs of decay, broken or dead limbs, or weak branch unions. Operators should also describe to the evaluator the location of any obstructions or targets (Park benches, sidewalks, etc.) on the site near the tree.

Truck Set up

Operator is required to park or direct truck in working position and set up all safety devices.

Truck must be properly parked to reach all work stations without moving truck. Worksite should be properly set with all worksite protection. In lieu of work set-up, operator must describe how to set-up for the site with all worksite protection. Operator must also set emergency kit. **If this task is not completed satisfactorily, in the allotted time of 10 minutes, the operator fails the exam.**

Ascent

Operator demonstrates smooth controlled entry into the tree. The operator must be properly secured by safety lanyard. Time starts when boom leaves cradle and ends when bucket is safely cradled with a time limit of 20 minutes.

Tree Inspection

The operator demonstrates inspection of tree. The operator verbalizes any hazards identified in the tree.

Work Station 1

Operator demonstrates controlled use of lift and approaches designated work station to hand contact bell or flag. If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam.

Work Station 2

Operator is required to throw rope into a branch union 6-8 feet from station marker and retrieve working end. Operator has three attempts to set rope in branch union to demonstrate minimum proficiency and rope control or operator shall be deducted 35 points. If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam.

Work Station 3

Operator must move to the second designated work station where they must contact the flag or bell with a pole saw or pole pruner. The pole saw must be requested, rope lowered and sent up from the ground. The pole must be used with both hands while contacting the target. Applicants must also demonstrate the safe lowering of the pole to the ground. The controlled use of the lift while demonstrating balance and confident posture is required. If this is not demonstrated, 10 points may be deducted. If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam. **Dropping the pole pruner will constitute failure of the exam.**

Descent

The operator demonstrates smooth lowering of the boom into the cradle. Bucket should be firmly cradled. If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam.

D. Notification of Test Results

Applicants will be notified by mail four to six weeks after their results have been returned to the ISA office. Results will not be given over the phone, via email, fax, or on the day of the exam.

E. Sample Rating Form

Included in the application.

COPY OF SKILLS EVALUATION FORM ENCLOSED

Evaluator's Name: _____

Applicant's Name: _____

AERIAL LIFT SKILLS TEST EVALUATION FORM

A. PRE-WORK (STAGING AREA)

TASK	PERFORMANCE CRITERIA		
REQUIRED EQUIPMENT Worker brings required equipment and must meet standard.	Helmet, eye protection, work boots, 6 or 8 ft pole pruner, 1/2" rigging line fall arrest belt/harness, energy absorbing lanyard with double locking snaps, attachment point to bucket or boom, appropriate work clothing, applicable aerial lift documentation. (listed in application) Equipment must satisfy all applicable OSHA, ANSI, or CSA standards. Must have all approved equipment to proceed.	Please Check	Please Circle 151/ Fail Exam
PRE-ASCENT INSPECTION EQUIPMENT Operator demonstrates inspection of equipment Evaluator's comment: "Please demonstrate inspection of equipment."	Walk-around visual inspection of truck and lift calling out what is being inspected and describing defects that would render truck or aerial lift unusable. As listed below.	Please Check	Please Circle
Pre-trip (DOT inspection)	sticker or paper work		10
Lift Manual in truck			10
Bucket and liner	condition		10
Stickers	placement, condition		10
Guards, covers, placards	in place, condition		10
Fluid levels			10
Lubrication	where & when		10
Outriggers	leaks, cracks, welds		10
Upper & Lower Boom Fiberglass	cracks, cuts, accessive wear		10
		Pass	Fail
		Please Check	Please Circle
Drift Test	must be able to perform		151
Drive Cables OR Chains	lubrication, breaks, adjustments, broken wires cracks, welds		151
Pylon Mast (pedestal)	bolts, welds, cracks		151
Hoses	leaks, breaks, wear		151
Drive Cylinders	welds, rod-ends, leaks		151
KNOTS & HITCHES	Each knot must be tied correctly on first attempt for a satisfactory mark. Candidate must correctly dress and set each knot. Attempt = handed to evaluator Time limit on knots = 1 min. per knot	S Check	U Circle
Operator demonstrates tying of the following six knots.			
Bowline			35
Running bowline			35
Cow hitch with a better half OR Timber hitch			35
Midline clove hitch			35
Clove hitch with two half hitches			35
Butterfly			35
		Points Deducted Section A:	

*** NOTE-MISS 4 KNOTS = FAIL**

Explanation of point deduction: _____

TOTAL points deducted this page: _____

Evaluator's Name: _____

Applicant's Name: _____

AERIAL LIFT SKILLS TEST EVALUATION FORM

B. Tree and Site Inspection-Lift Set-up

TASK	PERFORMANCE CRITERIA	S	U
TREE & SITE INSPECTION Operator inspects tree & site. Evaluator's comment: " Please demonstrate inspection of the tree and site. "	Check for location of utilities and wires, in ground targets above ground targets tree structure/stability.	Please Check	Please Circle
			10
			10
			10
Truck Set-up Operator is required to park or direct truck in working position and set-up all safety devices. (Time starts upon exiting truck.) Evaluator's comment: Please set up the truck to be able to complete the assigned task. This is to include cones and signs and emergency kit.	Properly park truck to reach all work stations without moving truck.		
	Start time:		
	Properly set all worksite protection cones.		20
	Properly place chocks.		20
	Place signs. (do not need to be placed at proper distance, but candidate must describe placement)		20
	Extend outriggers. (All wheels must remain on ground)		151/ Fail Exam
	Operator must set out emergency kit:		
	pole pruner		20
clean dry rope		20	
communication device, (radio or cell phone)		20	
first aid kit		20	
Time Limit	Must be completed in 10 minutes		151/ Fail Exam
Points Deducted Section B:			

C. Ascent Into Tree

TASK	PERFORMANCE CRITERIA	S	U
START TIMING		Start time:	
Ascent Operator demonstrates smooth, controlled entry into tree. Evaluator's comment: " Please demonstrate entry into tree. "	Operator must be properly secured by safety lanyard.	Please Check	Please Circle
			151/ Fail Exam
Points Deducted Section C:			
TASK	PERFORMANCE CRITERIA	S	U
TREE INSPECTION Operator demonstrates inspection of tree. Evaluator's comment: " Please demonstrate inspection of tree during ascent. "	Verbally identify potential hazards. (if any)	Please Check	Please Circle
			20
Points Deducted Section C:			

Explanation of Point Deduction: _____

TOTAL points deducted this page: _____

Evaluator's Name: _____

Applicant's Name: _____

AERIAL LIFT SKILLS TEST EVALUATION FORM

D. WORK STATION I

TASK	PERFORMANCE CRITERIA	S	U
First Designated Work Station Operator demonstrates controlled use of lift.	Operator must demonstrate smooth, controlled approach and positioning to ring bell or touch flag with hand.	Please Check	Please Circle
			35
Operator approaches bell or flag. Hand contact of bell or flag.	If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam.		151/ Fail Exam
Points Deducted Section D:			

E. WORK STATION II

Setting Rigging/Safety Line Operator is required to throw rope into a branch union 6-8 feet from station marker and retrieve working end. (without moving bucket)	Operator has 3 tries to set rope in designated branch union.	Please Check	Please Circle
	Working end and running portion of rope controlled in hands.		35
	If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam.		151/ Fail Exam
	Points Deducted Section E:		

F. WORK STATION III

TASK	PERFORMANCE CRITERIA	S	U
Second Designated Work Station Operator demonstrates controlled use of lift.	Operator must demonstrate smooth, controlled approach and positioning to ring bell or touch flag with pole saw/pruner.	Please Check	Please Circle
	Pole saw/pruner cannot be dropped.		35
			151/ Fail Exam
Use of Pole Saw/Pruner Operator demonstrates the use of a pole saw or pruner to contact bell or flag.	Operator must lower rope and retrieve pole saw/pruner.		10
	Operator must untie and use both hands on pole saw/pruner while contacting bell or flag.		15
	Pole saw/pruner safely lowered to ground by use of rope w/approved knot.		15
	If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam.		151/ Fail Exam
Points Deducted Section F:			

Explanation of Point Deduction: _____

TOTAL points deducted this page: _____

Evaluator's Name: _____

Applicant's Name: _____

AERIAL LIFT SKILLS TEST EVALUATION FORM

G. Descent

TASK	PERFORMANCE CRITERIA	S	U
DESCEND TO CRADLE Operator demonstrates smooth operation to cradle boom.	Operator must demonstrate smooth, controlled descent and cradling of bucket.	Please Check	Please Circle 35
	Aerial lift bucket must be firmly in the cradle at the end of the exam.		35
	If operator has uncontrolled contact with a limb >4" or tree or breaks a limb 3" or larger, the operator fails exam.		151/ Fail Exam
Time Limit	Must be completed in 20 minutes Time stops when bucket is safely cradled.		151/ Fail Exam
		Stop time:	
		Points Deducted Section G:	

TOTAL POINTS POSSIBLE = _____ **750** _____
LESS FINAL POINTS DEDUCTED = _____
FINAL SCORE = _____

Explanation of Point Deduction: _____

V. INSTRUCTIONS FOR COMPLETING & SUBMITTING APPLICATION

1. Print your first name, your middle initial, and your last name.
Note: For security reasons please list your name as it appears on your photo ID you will be bringing to the exam site.
2. Print your address. **The address you indicate will be used for all future correspondence by ISA.**
3. Print your phone number, cell/alternate number, fax number, and e-mail address.
4. Write the date of the desired scheduled knowledge exam. **Do not submit application without choosing an exam date. This will be left blank if you are testing via computer based.**
5. Write the location of the scheduled knowledge exam. (Chapter sponsored exams only)
6. Check back for computer based testing options in the near future.
7. Write the date of the scheduled skills exam.
8. Write the location of the scheduled skills exam.
9. Please include Aerial Lift vehicle information.
10. Check the box for the language in which you wish to take the test, English or Spanish.
11. Check the box if you do **NOT** want your listing to appear in Certified Arborists lists.
- 12A. Check yes if you are a member of ISA. It is important to write in your ISA member ID number.
- 12B. Check yes if you are a member of an ISA chapter. Be sure to write in the appropriate chapter.
Note: You may check yes if you enclose an ISA membership application and all of the necessary fees for membership to ISA and the chapter.
13. **If you are requesting special accommodations, be sure to contact the Certification Department prior to submitting your application and before the exam deadline date.**
14. Complete all of the practical experience section, including employment dates. If this section is not completed correctly, your application will not be accepted.
15. Complete all of the aerial lift experience section, including employment dates. If this section is not completed correctly, your application will not be accepted.
16. Please complete the form and attach all necessary proof of training in CPR, first aid, and aerial rescue.
17. Include the appropriate fees with your application. **If you are applying for ISA and chapter membership, you may pay the member rate, but a membership application must accompany the certification application.** You may pay both fees with one check or credit card. The ISA certification fee is separate and distinct from ISA and ISA chapter dues.

Note: MasterCard/VISA/AmEx may be used to pay for membership and/or certification fees.

REQUIRED: Please sign and date the Certification Agreement.

If you have further questions while you are filling out the application, please contact the ISA Certification Department at (217) 355-9411.

If you desire further information on ISA or ISA certification, you may access the ISA website at www.isa-arbor.com

PLEASE ATTACH ALL DOCUMENTATION REQUIRED FOR SUBMITTAL! *Thank You*

Note: By submitting your application by the 12- working day deadline, does not guarantee you will be enrolled. Enrollment is based on experience and availability.

- 10. Language request English Spanish
- 11. Some Certified Tree Worker/ Climber Specialists do not wish their names to be distributed to the public or to other interested parties (vendors, potential employers, etc.). If you do **NOT** wish to have your name included in Certified Arborists lists for distribution, please indicate here.
- 12A. Member of ISA Yes No I.D. # _____
- 12B. Member of ISA Chapter Yes No Chapter _____
- 13. Special accommodations must be approved by certification staff.
- 14. **Arboricultural Experience** (this information is required for application approval)

Current or Most Recent Employer (Company) _____

Your position _____

Contact Person _____ Phone Number _____

His/ Her Title _____

Company Address _____
NUMBER AND STREET

CITY STATE (PROVIDENCE) POSTAL CODE

Date of Employment _____
FROM MONTH YEAR FROM MONTH YEAR TOTAL TIME

Responsibilities of your position (this information is required for application approval)

Previous Employer (Company) _____

Your position _____

Contact Person _____ Phone Number _____

His/ Her Title _____

Company Address _____
NUMBER AND STREET

CITY STATE (PROVIDENCE) POSTAL CODE

Date of Employment _____
FROM MONTH YEAR FROM MONTH YEAR TOTAL TIME

Responsibilities of your position (this information is required for application approval)

15. **Aerial Lift Operation Experience** (this information is required for application approval)

Current or Most Recent Employer (Company) _____

Your position _____

Contact Person _____ Phone Number _____

His/ Her Title _____

Company Address _____
NUMBER AND STREET

CITY STATE (PROVIDENCE) POSTAL CODE

Date of Employment _____
FROM MONTH YEAR FROM MONTH YEAR TOTAL TIME

Responsibilities of your position (this information is required for application approval)

If there is not enough space to list the required 18 month experience with your current and previous employers, please attach an additional sheet.

16. **Verification of CPR and First Aid**

To be eligible to take the ISA Certified Tree Worker/ Aerial Lift Specialist Exam, the candidate must include proof of training in CPR and First Aid.

Proof of training in CPR can be any one of the following:

(Please check the appropriate item and include copy of card, certificate or verification)

_____ A copy of a valid CPR card from the Red Cross or American Heart Association.

_____ A certificate of completion in training of CPR. ISA reserves right to verify source of training.

_____ Other – Please contact the ISA for approval

_____ A written verification from employer – Please complete the information below.

I hereby certify that my employee _____ has completed training in CPR.

by: _____ **Supervisor/Manager/Owner (Please circle) Of:** _____

(Company Name)

Date of completion of training: _____

Proof of training in first aid can be any one of the following:

(Please check the appropriate item)

_____ A copy of a valid first aid card from the Red Cross.

_____ A certificate of completion in first aid training. ISA reserves right to verify source of training.

_____ Other – Please contact the ISA for approval.

_____ A written verification from employer – Please complete the information below.

I hereby certify that my employee _____ has completed training in first aid.

by: _____ Supervisor/Manager/Owner (Please circle) Of: _____

(Company Name)

Date of completion of training: _____

Please attach necessary documentation and proof.

17. **Fees**

\$115.00 USD – ISA and chapter member (Must be BOTH a member of ISA and a chapter)

\$165.00 USD– ISA member only, chapter member only, or nonmember

\$100.00 USD– Administrative fee for Computer Based testing (Required for computer based testing only)

\$ _____ Total amount (fees) being paid

“Prices subject to change without notice.”

Make check payable in U.S. funds to the INTERNATIONAL SOCIETY OF ARBORICULTURE

If paying by VISA MasterCard AmEx

Name of Card Holder _____

Billing Address of Card Holder

NUMBER AND STREET

CITY

STATE (PROVIDENCE)

POSTAL CODE

Phone Number _____

Card Number _____ Exp. Date _____

Only applications with Visa/ Mastercard/ AmEx may be faxed.

My employer is paying for my certification exam fees Yes No

If yes, my employer has reviewed my application and verifies all information given is correct.

Employer Signature (if applicable) _____

I have completed both sides of the application:

Signature _____ Date _____

PLEASE SIGN AND DATE YOUR APPLICATION AGREEMENT AT THE END
AND ATTACH ALL DOCUMENTATION!
REQUIRED FOR SUBMITTAL!

Thank You



MEMBERSHIP APPLICATION

The ISA membership mailing list will be made available to chapter and professional affiliations. Other "green" nonprofits and educational institutions may also request access to this list for a fee. May we include your name on this list? Yes No **G**

Dues are for calendar year (January 1 through December 31) and not pro-rated for any portion thereof. Memberships are non-transferable and non-refundable.

Name (please print) _____ Title _____

Company _____

Street Address _____ Home Business

City _____ State/Province _____

Country _____ Postal/Zip Code _____

Daytime Phone _____ Fax _____

E-mail _____

Who is your employer:

Name _____ City _____ State/Province _____

Street _____

Please check this box if you want a printed version of the Membership Directory.

Are you a(n) ...? (Check one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Horticulturist | <input type="checkbox"/> Professor/Teacher/Advisor |
| <input type="checkbox"/> Crew Leader | <input type="checkbox"/> Inspector | <input type="checkbox"/> Researcher/Scientist |
| <input type="checkbox"/> Designer/Planner | <input type="checkbox"/> Landscape/Architect | <input type="checkbox"/> Superintendent |
| <input type="checkbox"/> Director/Vice President | <input type="checkbox"/> Marketing/Sales Representative | <input type="checkbox"/> Supervisor of 1 crew |
| <input type="checkbox"/> Extension Agent | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Supervisor of multiple crews |
| <input type="checkbox"/> Foreman | <input type="checkbox"/> Owner/President | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> Groundworker | <input type="checkbox"/> Professional/Licensed Arborist | <input type="checkbox"/> Tree Worker/Climber |

Signature _____

MEMBER CLASSIFICATION (Check one):

PROFESSIONAL:

Individuals\$125 _____

To receive print subscriptions of **ARBORIST NEWS** and **ARBORICULTURE & URBAN FORESTRY** add\$25 _____

SENIOR:

Retired and 10 years of ISA membership...\$45 _____

Student membership is available. Contact ISA at membership@isa-arbor.com or (888) 472-8733.

OPTIONAL DUES

CHAPTER DUES

(optional; see below)..... _____

PROFESSIONAL AFFILIATION

(optional; see below)..... _____

TOTAL ENCLOSED in US Dollars

ISA will forward Chapter and Professional Affiliation dues to the appropriate institutions.

Save \$\$\$—apply on-line!

For Credit Card Payment: Complete information below and fax form to **(217) 239-5721**: Name on Card _____

Visa Mastercard AMEX Card Number _____ Exp. Date _____

CC Billing Address: Street _____ City _____ State/Province _____ Postal/Zip Code _____

For Checks: Send completed form with your check (U.S. funds drawn on U.S. bank) to: **ISA, PO Box 3129, Champaign, IL 61826-3129.**

REGIONAL CHAPTERS (Check all that apply. Enter total on "CHAPTER DUES" line above.) PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Austria.....\$45 | <input type="checkbox"/> Kentucky\$35 | <input type="checkbox"/> Ohio\$40 | <input type="checkbox"/> Sweden\$78 |
| <input type="checkbox"/> Atlantic.....\$45
<i>(NB, NF, NS, PE-Canada)</i> | <input type="checkbox"/> Michigan\$75 | <input type="checkbox"/> Ontario\$110 | <input type="checkbox"/> Texas*.....\$40 |
| <input type="checkbox"/> Australia.....\$95 | <input type="checkbox"/> Mid-Atlantic+\$50
<i>(DC, MD, VA, WV)</i> | <input type="checkbox"/> Pacific Northwest+\$50
<i>(AK, BC, ID, OR, WA)</i> | <input type="checkbox"/> United Kingdom\$139 |
| <input type="checkbox"/> Brazil.....\$32 | <input type="checkbox"/> Midwestern\$30
<i>(IA, KS, MO, NE, ND, OK, SD)</i> | <input type="checkbox"/> Pennsylvania-Delaware ...\$45 | <input type="checkbox"/> Utah\$40 |
| <input type="checkbox"/> Czech Republic.....\$33 | <input type="checkbox"/> Minnesota\$40 | <input type="checkbox"/> Prairie\$75
<i>(AB, MB, SK-Canada)</i> | <input type="checkbox"/> Western+\$40
<i>(AZ, CA, HI, NV)</i> |
| <input type="checkbox"/> Denmark\$81 | <input type="checkbox"/> New England\$35
<i>(CT, ME, MA, NH, RI, VT)</i> | <input type="checkbox"/> Quebec\$120 | <input type="checkbox"/> Wisconsin\$40 |
| <input type="checkbox"/> Dutch\$50 | <input type="checkbox"/> New Jersey.....\$35 | <input type="checkbox"/> Rocky Mountain\$52
<i>(CO, MT, NM, WY)</i> | +Add \$10 for Chapter-only memberships. |
| <input type="checkbox"/> Florida\$30 | <input type="checkbox"/> New York.....\$65 | <input type="checkbox"/> Southern\$30
<i>(AL, AR, GA, LA, MS, NC, PR, SC, TN, VI)</i> | Non-US Chapter dues are quoted in approximate US Dollars. |
| <input type="checkbox"/> Germany\$85 | <input type="checkbox"/> New Zealand.....\$110 | <input type="checkbox"/> Spain.....\$85 | |
| <input type="checkbox"/> Illinois\$45 | <input type="checkbox"/> Norway.....\$69 | | |
| <input type="checkbox"/> Indiana\$40 | | | |
| <input type="checkbox"/> Italy\$97 | | | |

PROFESSIONAL AFFILIATIONS (Check all that apply. Enter total on "PROFESSIONAL AFFILIATION" line above.)

- Utility Arborist Association \$25 Society of Commercial Arboriculture \$35 Arboricultural Research and Education Academy \$25
- Society of Municipal Arborists (Check all that apply from below.)
- Professional \$75 Corporate \$140 (Additional Corp \$25 ea.) Library \$60 Senior \$40 Student \$40

Fax completed form to **217-239-5721**. FOR MORE INFORMATION www.isa-arbor.com or **217-355-9411**

CERTIFICATION AGREEMENT

For and in consideration of \$115 for ISA/Chapter member (non-member fee \$165) and the mutual covenants contained herein, the International Society of Arboriculture (ISA) agrees that the undersigned applicant, upon receiving written notice of successful completion of the ISA Certified Tree Worker/Aerial Lift Specialist examination, shall become certified under the ISA Professional Tree Worker/Climber Specialist Program as described in the ISA Professional Tree Worker/Aerial Lift Specialist Handbook attached hereto and made a part hereof, and applicant agrees that he/she has reviewed and understands the provisions of the Program, and further agrees to adhere to all the terms and provisions of this agreement and the Program procedures.

The applicant and ISA further agree that Certification under this Program is for an initial term of three years and may be renewed for additional terms upon: (1) accumulation of required Continuing Educational Credits, (2) payment of applicable recertification fees, as provided in the Program, and (3) execution of such recertification agreements and the fulfillment of such other requirements as may from time to time be required by the ISA under the Program.

Applicant understands that the ISA Tree Worker/Aerial Lift Specialist Program is totally separate from ISA membership and all other ISA programs, and that certification under this Program does not create in the certified party any ISA membership rights nor any rights in any other ISA program including but not limited to, the rights to use any other ISA mark. The applicant also agrees that he/she will immediately cease any use of ISA Tree Worker mark or other reference to the ISA Tree Worker/Aerial Lift Specialist Program upon notice from ISA that his/her rights have been revoked or suspended.

Applicant understands and agrees that the Certification will be personal to the Applicant and may not be transferred or assigned to any other individual or entity. Applicant agrees that use of the Certification and related mark by an employer must be in accordance with ISA Certification procedures and guidelines.

Applicant agrees to indemnify and hold harmless ISA, its Directors, Officers, Staff, Certification Program Board of Directors, agents and employers from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of applicant's participation in the ISA Tree Worker/Climber Specialist Program and use of the ISA Tree Worker emblem or other reference to the ISA Tree Worker/Climber Specialist Program.

Applicant's Signature _____ Date _____

Printed Name _____

International Society of Arboriculture
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fax (217) 355-9516
cert@isa-arbor.com
www.isa-arbor.com