

UAA Professional Certification

Application
Handbook



MISSION & OVERVIEW

Mission

“Our mission is to serve the utility vegetation management industry by providing an elite professional development program, offering current and future industry leaders with opportunities for professional certification through higher education and advanced training.”

Overview

The Utility Vegetation Management Professional Development Program (UVM PDP) was initiated in 2014 by the Utility Vegetation Management Association (UVMA), an organization sponsored by the utility companies within Western Canada.

The vision for the program was to develop an industry driven training program at the college level for middle managers and leaders within utility vegetation management. Successful completion of the program would lead to an industry recognized professional credential.

The UVMA partnered with the Southern Alberta Institute of Technology (SAIT) in Calgary, Alberta Canada between 2015 and 2019 to deliver the pilot courses.

The UVMA and the Utility Arborist Association (UAA) joined forces to enhance the vision of the program and as a result the Utility Vegetation Management Professional Development Program Board of Governors was formed to provide for the operations and the oversight for the overall program.

The joint UVM PDP Board of Governors have partnered with the University of Wisconsin - Stevens Point College of Natural Resources, Forestry Education and Development Initiative to deliver the online training, launching April 2020.

Through the UVM PDP Board of Governors operations and oversight, the UAA will be the issuing and governing body for the newly developed Professional Credential.

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ELIGIBILITY

To qualify for the UAA's Certified Utility Vegetation Management Professional credential, an individual must fulfill the following requirements:

1. Demonstration of Competency

Demonstration of Competency for the UVM PDP Professional Credential is achieved through the successful completion of the final project-based course within the UVM Certificate Program offered online by the University of Wisconsin – Stevens Point. The project-based course requires individuals to develop, recommend and present a UVM program plan.

Certification holders will successfully demonstrate the knowledge, skills, and competence in developing sustainable utility vegetation management program plans by:

- Demonstrating a systems approach to UVM program planning.
- Demonstrating the use of program and project management processes, tools, and techniques.
- Demonstrating the integration of safety, integrated vegetation management (IVM), environmental stewardship and best practices.

2. Work-related Experience

Those seeking certification must have two (2) years of recent on-the-job experience related to the utility vegetation management industry. The two (2) years of experience must be two consecutive years and must have been within the past five (5) years. A complete resume or curriculum vitae must accompany the application.

3. Membership in the Utility Arborist Association

Individuals must be members in good standing of the [Utility Arborist Association](#).

4. Commitment to UVM Professional Development Program's Code of Ethics & Professional Conduct

All applicants must review and commit to adhering to the [Code of Ethics & Professional Conduct](#). The signed Release and Authorization form must be submitted with the application and renewal applications.

HOW TO APPLY

The Application

Those seeking certification must submit the following:

1. Application

2. Release & Authorization Form

3. The following supporting documents:

- a. A Certificate of Completion from the University of Wisconsin – Steven Point for successful completion of the final course (UVM Program Planning)
- b. A resume or curriculum vitae documenting work-related experience. Employer contact information for a minimum of two (2) consecutive years of work within the industry shall be included.

The UAA shall verify active membership in the organization at the time of application.

The Application Fee

A fee of \$25 is to accompany the application.

STEP 1: REVIEW ELIGIBILITY REQUIREMENTS

Prior to making applications for the Professional Credential, individuals should review the following eligibility requirements to ensure they qualify for the award:

- Successful completion of the Utility Vegetation Management Certificate Program delivered through the University of Wisconsin – Stevens Point.
- Successful completion of a minimum of two (2) consecutive years of recent industry-related work experience.
- Utility Arborist Association (UAA) Membership in Good Standing.

STEP 2: COMPLETE & SUBMIT THE APPLICATION PACKAGE REQUIREMENTS

Individuals must complete and submit the application package to the UAA, which includes:

- Signed Copy of the Application Agreement Form
- Signed Copy of the Code of Ethics & Professional Conduct Form
- Copy of UAA Membership in Good Standing
- Attach Verifiable Supporting Documentation:
 - Academic Requirements & Demonstration of Competency
 - Copy of the Certificate Parchment from the University of Wisconsin – Stevens Point verifying successful demonstration of competency in the UVM Certificate Training Program. (Note: SAIT Graduates must also submit a copy of their transcript of marks.)
 - Recent Industry-Related Work Experience Requirements
 - Copy of Curriculum Vitae or Resume verifying two (2) consecutive years of recent (within past 5 years) industry-related work experience.

Note: Prior to submission, individuals should review their application packages to ensure it is complete. Incomplete application packages will not be processed and returned to the applicant.

STEP 3: RECEIPT OF COMPLETED APPLICATION PACKAGE BY THE UAA

Upon receipt of the completed application packages, the UAA will initiate the records management process and confirm that the application packages are complete:

- Complete application packages will be forwarded to the Utility Vegetation Management Board of Governors – Professional Credential Review Committee
- Incomplete application packages will be returned to the applicant. Applicants will re-submit once the deficiency is corrected. (Note: Depending on the deficiency within the application package, the UAA has the discretion to hold onto the application awaiting additional documents.)

STEP 4: APPLICATION PACKAGE REVIEW & DECISION BY BOARD OF GOVERNORS REVIEW COMMITTEE

Upon receipt of the completed application package, the UVM PDP Board of Governors Professional Credential Review Committee will convene as often as needed, but no fewer than three (3) times a year to review professional credential applications.

The review will include:

- Verification that all requirements have been met for the professional credential award.
- The review committee may request additional supporting documentation from the applicant, if required to verify that all requirements are valid and have been met.
- The review committee will render a written recommendation decision for the UAA, indicating:
 - Approval Recommendation to Issue the Credential Award (Certification) – Certified Utility Vegetation Management Professional.
 - Non-Approval Recommendation outlining the Deficiencies/Reason for Non-Approval.

STEP 5: UAA RECORDS MANAGEMENT & ADMINISTRATION OF AWARD

Upon receipt of the written decision from the UVM PDP Professional Credential Review Committee, the UAA will process the records management and administration.

- **Approval Recommendation**
 - The recipient of the Certification Award will be entered into the UAA Certification Registry.
 - The recipient will be assigned a Certification Registry Identification Number.
 - The recipient will be assigned a 3-Year Certification Cycle Expiry Date (Expiry Date will be three (3) years from the date the award was issued. A flag will be placed 1-Year prior to expiry of the cycle to provide for a reminder notification.)
 - The recipient will be awarded the Certification and receive the following upon Certification:
 - Letter of Congratulations
 - Certification Registry ID Number
 - Certification Cycle Expiry Date
 - Alumni Member Portal Login Instructions
 - Certification Award Benefits Handbook
 - This handbook outlines the proper use of the Certification Award benefits, relating to the branding recognition. (logo, signatory, etc.)
 - The recipient of the award can begin to use the benefits of the Certification Award immediately upon the issuance of certification. The “physical” awards will be issued at the next Trees & Utilities Conference UAA Awards Banquet.
 - Continued Competency Program Handbook
 - This handbook outlines the requirements for maintenance and renewal of the Certification within the 3-Year Certification Cycle.

- Invitation to Attend the next Trees & Utilities Conference UAA Awards Banquet
 - It is encouraged for individuals to attend the conference to receive and be recognized in person for their “physical” Certification Award.
 - Should the individual not be able to attend the conference in person, to receive the “physical” Certification Award, it will be mailed out following the Conference.

- **Non-Approval Recommendation**

- The recipient of a Non-Approval Recommendation will be processed in the following manner:
 - The individual will be entered in the Non-Approval Status Section of the Certification Registry to document:
 - The application, date of attempt, non-approval status, deficiencies/reasons for non-approval, and expiry date of 1-year waiting period.
 - The individual will receive a Letter of Non-Approval Status
 - The letter will provide the individual with the decision of the Review Committee, an outline of the deficiencies/reason for non-approval, and the expiry date of the 1-year waiting period prior to resubmission.