

Steps to Complete SQUTI Certification Training

IMPORTANT: BEFORE REGISTERING, ENSURE THAT YOU HAVE A PLAN TO COMPLETE THE HANDS-ON TRAINING WITH AN ABC-CERTIFIED SQUTI INSTRUCTOR

- 1) Have each trainee [create an NCCER account](#) and record the card number. You will need this number for course registration.
- 2) Register each trainee for the course through the [registration page](#) and pay the appropriate fee for each. Trainees will not be granted access to course materials until registration fees have been paid in full.
- 3) Once payment is confirmed, ABC staff will assign the SQUTI classroom training to each trainee and inform them of the assignment.
- 4) Trainees will log in to their NCCER account at <https://www.nccer.org/> and click on the tile labeled Learning Platform.
- 5) Once in the Learning Platform, trainees will click on the course titled **Safety-Qualified Underground Telecommunications Installer (MN)** and follow the prompts to complete their course work. There are seven training modules, each of which have an exam at the end which must be passed with a score of 70%*
- 6) In addition to the online classroom content, each trainee will need to complete 14 hours of hands-on training, including specific performance tasks from four of the seven modules. An ABC-certified instructor must deliver the training and submit appropriate documentation to broadband@mnabc.com.
- 7) Once both the classroom and hands-on training have been completed successfully, ABC staff will issue a completion certificate and wallet card for each trainee. These will be mailed to the address provided on the registration unless other arrangements are made with ABC staff. Digital copies of the certificate and wallet card will be made available upon request.

* If a trainee fails to pass a module exam, they may retake the exam up to two times in a 24-hour period for a total of three attempts. If the trainee does not pass the exam after three attempts, they will be instructed to review the course content in preparation for re-taking the exam the following day or later. Trainees may continue to subsequent modules and take exams for those modules even if they have not yet passed an earlier module exam. This re-take policy applies to module exams individually.