Steps to become an ABC-certified SQUTI Instructor

1) Confirm your eligibility against the following criteria:

   a. 4+ years of experience in underground utility installation.

   b. Competent with horizontal directional drill rigs, hydro-vac rigs, drill head locators, and utility locating equipment.

2) Create NCCER account and card number.

3) Complete ABC SQUTI Instructor Application online or download the PDF.

4) Submit resume or written work history and government issued identification with photo to broadband@mnabc.com.

5) An ABC staff person will review your application and confirm your eligibility. You may be asked to submit additional information regarding your qualifications if ABC cannot verify your eligibility.

6) Once approved, ABC will assign the SQUTI Instructor Exam through the NCCER portal and inform you. You will have two attempts to pass the exam with a score of 80% or higher.*

7) Navigate to the NCCER testing page and follow the prompts to take your exam.

8) Once you have completed your exam, inform ABC by sending an email to broadband@mnabc.com.

9) ABC will send you a copy of the SQUTI Handbook which outlines the policies and procedures of operating as a training location for the ABC SQUTI program. Sign and return the Appendix C – Instructor Agreement acknowledging that you have read and understand the Handbook.

10) You are now prepared to deliver the hands-on portion of the ABC SQUTI certification training. Submit the appropriate Hands-on Verification Forms to broadband@mnabc.com to credit hands-on training hours for your trainees once complete.

*If you fail to pass the exam with a score of 80% or higher after two attempts, you will be required to complete the classroom portion of the ABC SQUTI program before being allowed two additional attempts to pass the exam. If you fail to pass the exam after completing the classroom training, you will be disqualified from receiving your ABC SQUTI instructor certification.

Rev. 4.10.25