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# REGISTRATION PROCESS AND PROCEDURES

## Eligibility Requirements for the Apprenticeship Coordinator Certification Exam

To take the LIUNA Training Apprenticeship Coordinator Exam, apprenticeship coordinators must meet the following criteria:

- 1. Verified Apprenticeship Coordinator.** Provide documentation proving employment as an apprenticeship coordinator at a LIUNA training fund. Employment is verified by the fund director using the “Proof of Apprenticeship Coordinator Employment” document available in the Affiliate Services section of the LIUNA Training website.
- 2. Experience.** Provide documentation proving a minimum of two years experience as an apprenticeship coordinator for a USDOL or provincial registered apprenticeship program. Experience with programs other than a Laborers program is acceptable.
- 3. General Education Skills.** Must attain a reading scale score of 535 or above on the TABE.
- 4. Computer.** Either (1) successfully pass LIUNA Training’s apprenticeship coordinator computer assessment computer assessment with a score of 70% or higher, or (2) successfully pass equivalent third-party training.
- 5. Training.** Provide documentation of successful completion of three prerequisite training courses: Program Design and Coordination, Working with Apprentices, Communication and Partnerships,

## Documentation of Training

LIUNA Training maintains training and assessment records for all apprenticeship coordinators who participate in its professional development program. Therefore, apprenticeship coordinators relying solely on training and assessment results obtained through LIUNA Training as a way of demonstrating compliance with eligibility requirements do not need to submit any records for verification of eligibility.

Apprenticeship coordinators who have taken training through third-party organizations must ensure their documentation meets these requirements:

- An official transcript with the course name and grade obtained. If no alpha or numeric grade is assigned, a pass/fail must be indicated on the transcript. The transcript must include the name, address, and contact information of the organization issuing the transcript.