
REGISTRATION PROCESS AND PROCEDURES

Eligibility Requirements for Instructor Certification Exam

To take the LIUNA Training Instructor Certification Exam, Instructors must meet the following criteria:

1. Provide documentation proving employment as an instructor at a LIUNA training fund. Employment is verified by the fund director using the “Proof of Instructor Employment” document available in the affiliate services section of the LIUNA Training website.
2. Provide documentation proving 80 contact hours of teaching experience. All teaching experience is acceptable.
3. **Teaching Prerequisites.** (1) Take LIUNA Training baseline assessment for teaching, and either; (2) Pass LIUNA Training's **Principles of Instruction** and **Learning-Centered Training** courses, or; (3) successfully complete and pass equivalent training offered by a LIUNA Training approved third-party and pass LIUNA Training's Teaching Assessment.
4. **General Education Skills.** Must attain a minimum scale score of 525 in reading and minimum scale score of 500 in combined math on the TABE.
5. **Computer.** Either (1) have attained a score of 70 percent on LIUNA Training’s computer assessment; (2) have successfully passed LIUNA Training’s Basic Computer course; or (3) have successfully passed equivalent third-party training.

Documentation of Training

LIUNA Training maintains training and assessment records for all instructors who participate in its professional development programs. Therefore, instructors 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.

Instructors 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. Transcript must include the name, address and contact information of the organization issuing the transcript.