

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

OBJECTIVE AND INTENT

To establish procedures for registration, attendance, examination, and records retention certifying Mineral Mining industry personnel.

PROCEDURES

Certification Course Registration, Attendance, and Exam

Registration

- Initial certification courses consist of Surface Foreman, Surface Foreman Open Pit, Surface Blaster, Underground Foreman, Underground Blaster, and General Mineral Miner.
- Renewal certification courses consist of Surface Foreman, Surface Blaster, Underground Foreman, Underground Blaster, and Mineral Mining Electrician.
- Training schedules are prepared for each fiscal year and mailed to all mine operators and registered contractors by the Office Services Specialist no later than June 1 of each year.
- The Office Services Specialist shall assign a seven-digit roster number for each course.
- Applications are furnished to individuals requesting to attend scheduled courses. The package consists of an application form, BMME-1 (initial classes) or BMME-3 (renewal classes). A BMME-2 (Verification of Work Experience) form, Certification Requirement list for the appropriate certification, work experience example sheet, and an instruction sheet for completing the BMME forms.
- The deadline date for receiving applications and associated fees is at least five working days prior to the start of the course or exam.
- When the application and fee are received from the applicant, they shall be recorded on the daily mail log by the Executive Secretary. Copies of the checks, along with the application materials shall then be given to the Office Services Specialist to execute receipts and process the applications. No fees can be accepted outside of the DMM offices.
- Upon receipt, the application shall be processed and reviewed for completeness. If the application is incomplete, then it shall be returned to the applicant for correction with a cover letter identifying what needs to be corrected/completed. A file folder shall be established for each applicant with a copy of the application and any other

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

relevant material placed in the file. The applicant shall be assigned an application number and work experience number in the Mineral Mining Certification System.

- An applicant may audit any certification course. The applicant shall be informed that no written exam will be given to a person auditing a course. In addition, the person auditing the course shall not be charged a fee.
- An applicant may request a refund if they decide not to take the course. Otherwise, they have five years to complete the file.
- An applicant shall be registered for a course upon receipt of the application or renewal form plus the fee. An applicant shall not be certified until all paperwork requirements are met.
- After the deadline date, the Office Services Specialist shall generate a class roster for the certification class, which will be used by the inspector/instructor for taking attendance. It will be either mailed or e-mailed to the inspector.
- A Study Guide, First Aid Booklet (Surface Foreman Initial class only), State Regulations, and State Laws shall be mailed to all applicants prior to the class. No other materials will be handed out during the class.
- The lead instructor is responsible to obtain all other needed materials to conduct the class (exams, answer sheets, evaluation sheets, roster 1 or 2, first aid cards, A-V equipment, etc.).
- The lead instructor shall take attendance on the first day of each certification course. For Surface Foreman classes, the lead instructor shall also take attendance on the 2nd day of class, which begins surface foreman instruction (1st day is optional First Aid training). Each certification class (including First Aid) requires an individual roster.
- At the end of each certification course, a certification exam shall be administered to each applicant. Two instructors shall be assigned to each course and will be present during the exam. An exam roster shall be used and signed by each applicant that takes the exam.
- The course instructor shall confirm the identity of each applicant prior to taking the exam by use of a photo id (typically a driver's license). The top section of the answer sheet must be completely filled in and signed by the applicant.
- After the exam is completed, the instructor will grade the exam and applicants may ask for the preliminary results. The instructor will initial and date each exam graded.

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

- All exam booklets and answer sheets must be returned to the instructor at the end of the exam period. The instructor must be in full control of the exam booklets at all times.
- At the completion of the course, the instructor shall submit all course materials and paperwork (including exams and exam answer sheets, student course evaluation forms, and class rosters) to the Office Services Specialist as soon as possible for data entry and processing of certifications.
- The exam answer sheets and associated course roster shall be stapled together with a cover sheet and filed in the office.
- The Office Services Specialist shall enter the grades into the Certification System. If the applicant successfully passes all sections of the exam, then the Office Services Specialist shall process the applicable certificate or issue a letter identifying specific information that is required to complete the applicant's file prior to issuing the certificate. If the applicant fails one or more sections of the exam, the Office Services Specialist shall issue a letter identifying which section(s) was failed and informing the applicant of the process for retaking the failed section(s). The Office Services Specialist may sign the letters.
- The Office Services Specialist shall issue a certificate upon after an applicant has successfully passed all sections of the exam and provided a complete application with all applicable fees.
- Upon issuing the certificate, the applicant's file with the printed certificate shall be forwarded to the Division Director for his review and signature and returned to the Office Services Specialist for copying and mailing.
- Each certification mailing shall include:
 - Cover letter
 - certificate and pocket card
 - hard hat decal with instruction sheet
- Copies of the certificate and letter shall be placed in the applicant's folder and filed in the completed file box awaiting microfiche.
- For those receiving only a letter, a copy of the letter shall be placed in the applicant's file and placed in the file drawer awaiting completion by the applicant.
- A separate database shall be maintained for all initial and renewal certifications and paperwork retained in a file box awaiting microfiche.

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

Reciprocity and Certification Examination without Course Attendance

- An applicant may apply for certification without taking a certification course. The following procedures apply to all applicants, including those requesting reciprocity from other states.
- An applicant may challenge a certification exam instead of taking a course (either initial or renewal). The applicant must contact the DMM office to schedule an exam date and location in advance. All paperwork (appropriate application forms) and fees must be received 5 days prior to the exam date. The Office Services Specialist shall follow the same procedures that are used for a certification course when reviewing an applicant’s file for completeness.
- An applicant shall be sent all study materials for the exam requested in advance of the scheduled exam date.
- The Office Services Specialist, Safety Engineer, or Mine Inspector shall administer and grade the certification exam according to the procedures described in the previous section (Certification Course Registration, Attendance, and Exam).
- The Office Services Specialist shall process and issue a certification or notification letter following the same procedures described in the previous section (Certification Course Registration, Attendance, and Exam).
- An applicant who requests reciprocity from another state must provide a copy of the applicant’s certification exam categories and grades from that state, a copy of their current certification, all properly completed Board of Mineral Mining Examiners forms, \$10 fee, and a copy of current first aid certification to the DMM Office Services Specialist for review and processing.
- Reciprocity shall be granted only to those applicants who hold certifications from a state that recognizes Virginia certifications for the same function. The Board of Mineral Mining Examiners shall review and approve each reciprocity request on a case-by-case basis.

Approved Competent Person Certification

Designed for the applicant who does not meet the five-year experience requirement for foreman certification but has 2 or more years of experience and has passed the exam.

- A company official may submit to the Director a request that an individual be granted an “Approved Competent Person (ACP)” status. The Office Services Specialist shall contact the appropriate Mine Inspector and Mine Inspector Supervisor to interview the individual and review their responsibilities. After the interview, the Inspector shall inform the Office Services Specialist of their recommendation.

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

- Once the recommendation has been received and all paperwork is in order, a letter shall be prepared and submitted to the Division Director for his approval and signature.
- Once the Division Director signs the letter, the following shall occur:
 - ACP status and date shall be noted on the checklist in the applicant's file
 - ACP approval date entered on the "competent person" line of the certification system file
 - A copy of the letter shall be placed in the applicant's file and the file placed in the ACP filing system.
- If an applicant is denied ACP status, a letter signed by the DMM Director shall be sent to the company official requesting ACP status explaining why ACP status was denied. A copy of the letter shall be filed in the applicant's file and placed in the "5-year experience waiting area" of the filing system.

General Mineral Miner Certification

The Mineral Mine Safety Laws of Virginia requires any new miner employed after January 1, 1997, including employees of contractors who will be involved in extraction or processing activities, to obtain a General Mineral Miner certification prior to commencing work on a mine site.

- DMM offers General Mineral Miner certification courses/workshops on the dates published in each Fiscal Year Training Schedule. Registration shall be accepted by telephone or e-mail. Applicants are then placed on the roster and informed to call back within one week of the class to be sure it is not cancelled due to lack of attendance (must have at least 10 applicants).
- GMM training/certification may be conducted by a DMM-approved training instructor, a certified MSHA instructor, or a DMM certified mine foreman.
- When a DMM inspector conducts GMM training, the inspector shall have each applicant complete a 3-part BMME-4 form and sign the class roster. After the class, the inspector shall complete the "peel off card" and issue it to the applicant along with the pink copy of the 3-part form. The white copy shall be given to the applicant or a company representative for subsequent submittal to DMM with the \$10 fee and a copy of the class roster. The inspector shall submit a copy of the class roster and course evaluation forms to the Office Services Specialist for processing.
- When an applicant receives GMM training from his employer or other source, the applicant or the instructor shall submit the completed BMME-4, \$10 fee, and roster to the DMM office.

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

- Once received, the Office Services Specialist shall review all paperwork for completeness. The inspector (or instructor or company representative) shall be notified of any missing information or incorrect information prior to processing the applications. If errors are found, the white form shall be sent back to the instructor or applicant with a form letter indicating the problem. Once corrected and returned the process shall be completed.
- The lead instructor is responsible for obtaining all necessary training materials and forms from the DMM office.
- No certificates shall be issued to the GMM except for the “peel off” card. To verify that the applicant has paid and all paper work is complete, the OSS shall enter data into the certification system using an “IP” (information processed code) and date. All applicants who successfully complete the GMM course shall receive a grade of 100, which is entered in the grade area of the certification system.

Certification Renewal Process

The law requires DMM to send a notice by mail 180 days prior to the expiration date of all certificates except the General Mineral Miner certification (GMM certification does not expire).

- The Office Services Specialist shall generate a form letter one week before the 180 day renewal process begins, which will notify the person of their certification expiration date, renewal instructions, renewal course schedule, and include necessary application forms for renewal.
- Certified persons shall apply for renewal by submitting the following:
 - Form BMME-3 (renewal application)
 - Form BMME-2 (work experience form)
 - Copy of Current/Valid First Aid Card
 - \$10.00 fee
- When a renewal application is received, office personnel (Executive Secretary or Office Services Specialist) shall date-stamp the application and initiate the registration process following the procedures outlined in the first section of this procedure (Certification Course Registration, Attendance, and Exam).
- The recipient of the letter may renew any time within the 180 days renewal period. (They cannot renew prior to 180-day expiration notice.) The certificate expires on the last date of the month that it was issued. The renewal date is maintained on the anniversary date of issue, regardless of when the renewal requirements are completed within the 180-day notice period.

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

- If a certified person's certificate has expired or they have not worked in the area the required cumulative 24 months in the last 5 years, then they must reapply for certification following the procedures as an applicant for initial certification and take the entire certification exam. The holder no longer holds a valid certificate and cannot function in that capacity if their certification expires.
- Once an applicant takes a renewal class or passes a renewal exam, the Office Services Specialist shall issue a new pocket card and certificate. The Division Director shall sign the certificate, which shall then be mailed to the holder within 10 days of the class or exam.

Exam Re-Take

- If an applicant fails any portion of an exam, they must pay the \$10 examination fee and retake the failed section or sections within 90 days to continue the certification process. The applicant must contact the office in advance to schedule a time and location to re-take the exam. The DMM office must receive the exam fee at least 5 working days prior to the re-take exam date.
- If a section of the exam is failed a second time, the applicant may pay the fee and retake the entire exam after five days in order to continue the certification process.
- If an applicant fails the examination on the 3rd attempt, the applicant must wait the longer of 90 days from the 3rd re-examination date or one year from the initial examination date before retaking the exam. After the 3rd attempt, the application cycle starts over.
- If an applicant waits longer than 12 months from the date of the third attempt to take the exam, then the applicant must re-apply and pay the \$10 examination fee.

Exam Fee Refund Request

- If an applicant does not follow through with taking an exam, the payee may request a fee refund in writing.
- Once the request is received, the Office Services Specialist shall complete a Revenue Refund Voucher form electronically and forward it to the Director for approval and signature.
- Once approved, the Voucher shall be forwarded to the Office of Financial Services in Richmond for processing and issuing a refund check to the payee.

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

- A copy of the approved Voucher shall be forwarded to the OSS and filed in the Refund File along with a copy of the “refund” receipt forwarded provided to the OSS from the Office of Financial Services.

Certification Exam Development, Testing, and Implementation

When a certification exam is created or revised, for which new questions and answers are developed and used, the following shall apply:

- The Safety Engineer shall coordinate the exam development and revision process.
- The course outline, study guide, and applicable law and regulations shall be reviewed to ensure questions for the exam are developed that are appropriate to the specific course. An exam committee shall be formed to develop questions for the section or sections of the exam being created or revised. The committee shall consist of, at a minimum, the Safety Engineer, one Eastern Enforcement Mine Inspector and one Western Enforcement Mine Inspector. Additional members may be required based upon circumstances and conditions as deemed necessary by the Safety Engineer.
- Sample questions may be obtained from each Mine Inspector, as each is familiar with the instruction of the course and the course content.
- The exam committee shall compile all sample questions to review and discuss. The questions for each section are then developed for formal implementation.
- Once exam sections are completed, the exam shall be administered to all Mine Inspectors for assessment of the correctness, quality, and clarity of each question. Notes and comments shall be made and returned to the exam committee with the exam. If problems are encountered with specific questions, the committee shall determine whether or not the questions are to be modified.
- The exam shall be prepared for use during the next appropriate certification course. The old exam shall be maintained for 90 days to use for any re-take on previously failed sections. After 90 days, the new exam shall be used exclusively.
- As a protective measure, at least two exams shall be used and coded for random distribution during exam administration. The exams may consist of the same questions, but the sequence of the questions shall be changed to prevent compromising the security or integrity of the exam.
- If an applicant must re-take an exam, the re-take may be either of the coded exams.

Records Retention for Certification Documents

DIVISION OF MINERAL MINING PROCEDURE MANUAL		PROCEDURE NO.	5.2.00
		ISSUE DATE	
SUBJECT	Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners	Section	Training & Certification
		Last Revised	September 2002

There are two files used in the certification process at DMM. One file is for pending data, one for completed.

- Active files are applicant files that are incomplete, but are still within the 5-year application period/cycle. These files shall be maintained up to 5 years. After 5 years these files shall be discarded.
- Completed files, those in which a certification has been issued, shall be placed in a storage box waiting microfiche. These files shall be maintained by calendar year and are alphabetical. A list is placed in the storage box consisting of name, social security number, and type of certification (initial or renewal).
- The DMM Safety Engineer shall coordinate with the DMME Public Relations Coordinator for microfilming certification documents. Once the documents are microfilmed, they shall be archived at the Virginia State Library.
- The T&C Section may secure hard copies of archived/microfilmed documentation prior to 1993 and needed by DMM by calling Division of Mines and requesting a faxed copy of the documents.
- The “roster” file, consisting of cover sheet, answer sheets of exams, class roster that are given in the past 12 months, shall be kept for 5 complete calendar years then destroyed.
- Each five-year certification cycle, the study guides for each certification course will be discarded only if revised or updated. The current Study Guides are kept in the Office Services Specialist office.
- Each five-year certification cycle, the certification exams shall be discarded only if revised or updated. The current certification exams are maintained in the training room.

Replacement Card Request

- When a replacement card is requested, the T&C Section shall advise the inquirer that the request must be made in writing or in person by the person who was the holder of the certificate, and that DMM must receive a \$1.00 processing fee plus the person’s name, address, social security number, the circumstances under which the card was lost or destroyed, and if known, the certificate number. Once this information is received and verified, the OSS shall process the request.