

**Application for Bituminous Mine Official Certification**

Please complete this application in its entirety. Return the application and the non-refundable application fee of \$100 (money order or certified bank check only) payable to COMMONWEALTH OF PENNSYLVANIA to:

**Bureau of Mine Safety**  
**DEP New Stanton Office**  
**131 Broadview Rd**  
**New Stanton, PA 15672**

1. Choose the certification you would like to apply for. See the attached Qualifications for Certification. Check only one.

- Mine Foreman/Assistant Mine Foreman     Mine Electrician     Mine Examiner

2. MSHA Individual Identification Number (MIIN) \_\_\_\_\_ Gas Detection Card No. (prior to 2009) or BMOCC No. (after 2009) \_\_\_\_\_

3. Last Name \_\_\_\_\_ MI \_\_\_\_\_ First Name \_\_\_\_\_ Sfx \_\_\_\_\_

Email Address \_\_\_\_\_ Social Security No. (Last Four Digits) XXX-XX- \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Place of Birth \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone (include area code) \_\_\_\_\_ Are you a citizen of the U.S.? \_\_\_\_\_

Number of years' experience in underground bituminous coal mines \_\_\_\_\_

Number of years' experience in working sections \_\_\_\_\_ Total experience \_\_\_\_\_

Current employer \_\_\_\_\_

Employer's address \_\_\_\_\_

Mine presently employed at \_\_\_\_\_

4. Have you ever had a mine official certification revoked in the Commonwealth or another state in the past? Yes  No

If "Yes", what type of certification was revoked and what was the length of the revocation? \_\_\_\_\_

5. Qualifying Education: If adding 1 year to qualification, see the attached Qualifications for Certification. Attach copy.

Degree (attach copy)	Date Obtained	School	Total Credit Hours	Major
a. _____	_____	_____	_____	_____

6. Certifications Obtained from the Commonwealth of Pennsylvania, include: Miner, Machine Operator, Shot-Firer, Mine Examiner, Assistant Mine Foreman, Mine Foreman and two-week training certification if applicable.

Type of Certificate	Date Received	Certificate No.
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. <b>Two Week Training Certificate (for mine official only)</b>	_____	_____

7. If you are certified in another state, provide copies of those certificates with this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

### MINE OFFICIAL COMPETENCY VERIFICATION

8. **Have three (3) certified mine officials complete and sign this page. i.e.: superintendent, mine foreman, mine electrician**

a. I, \_\_\_\_\_, have known the applicant \_\_\_\_\_  
(name) (name of applicant)

for \_\_\_\_\_ years, and, by my signature, I certify that the applicant is a person competent  
(number)

to serve as a mine official in the Commonwealth.

\_\_\_\_\_  
(signature of person certifying competency and qualifications)

My occupation is \_\_\_\_\_ and my address  
is \_\_\_\_\_

b. I, \_\_\_\_\_, have known the applicant \_\_\_\_\_  
(name) (name of applicant)

for \_\_\_\_\_ years, and, by my signature, I certify that the applicant is a person competent  
(number)

to serve as a mine official in the Commonwealth.

\_\_\_\_\_  
(signature of person certifying competency and qualifications)

My occupation is \_\_\_\_\_ and my address  
is \_\_\_\_\_

c. I, \_\_\_\_\_, have known the applicant \_\_\_\_\_  
(name) (name of applicant)

for \_\_\_\_\_ years, and, by my signature, I certify that the applicant is a person competent  
(number)

to serve as a mine official in the Commonwealth.

\_\_\_\_\_  
(signature of person certifying competency and qualifications)

My occupation is \_\_\_\_\_ and my address  
is \_\_\_\_\_

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF MINE SAFETY

9. A. Identify the work experience that establishes your eligibility to take this examination as outlined on the "Qualifications for Certification" section on Page 6 of this Application. Answer the following questions about each position in which you worked to acquire the required experience. **Make copies of this page if more space is needed.**
- B. Attach a separate notarized Employer's Verification of Work Experience form for all employers listed below, both current and previous.

Job Title: \_\_\_\_\_

Mine Operator: \_\_\_\_\_

Name of Mine: \_\_\_\_\_

Date (Month/Day/Year) on which you began work in this position: \_\_\_\_\_

Date (Month/Day/Year) on which you ceased work in this position: \_\_\_\_\_

Description of your job duties in this position: \_\_\_\_\_

Did you work within 1,000 feet of the face in this position? Yes  No

How many days did you work within 1,000 feet of the face in this position? \_\_\_\_\_

Were you absent from working underground during this time period for reasons such as illness, injury, layoffs, education, military service, or temporary assignment to surface activities? Yes  No

How many days? \_\_\_\_\_ For what reason(s): \_\_\_\_\_

Who was your immediate supervisor in this position? \_\_\_\_\_

---

Job Title: \_\_\_\_\_

Mine Operator: \_\_\_\_\_

Name of Mine: \_\_\_\_\_

Date (Month/Day/Year) on which you began work in this position: \_\_\_\_\_

Date (Month/Day/Year) on which you ceased work in this position: \_\_\_\_\_

Description of your job duties in this position: \_\_\_\_\_

Did you work within 1,000 feet of the face in this position? Yes  No

How many days did you work within 1,000 feet of the face in this position? \_\_\_\_\_

Were you absent from working underground during this time period for reasons such as illness, injury, layoffs, education, military service, or temporary assignment to surface activities? Yes  No

How many days? \_\_\_\_\_ For what reason(s): \_\_\_\_\_

Who was your immediate supervisor in this position? \_\_\_\_\_

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF MINE SAFETY

**Employer's Verification of Work Experience**  
Make additional copies of this page if more than one verification is needed

Commonwealth of Pennsylvania )

County of \_\_\_\_\_) SS

\_\_\_\_\_, being duly sworn, deposes and says:

- (a) that he/she is or was an official at \_\_\_\_\_;  
(Name of Mine)
- (b) that he/she has reviewed the information provided by the applicant;
- (c) that he/she **either** has personal knowledge about the applicant's claims about work experience at this mine **or** has compared the applicant's claims about work experience at this mine with the records of that employer; and
- (d) that the information about the applicant's work experience reflected in this application is true and accurate.

\_\_\_\_\_  
(Signature of verifying official)

\_\_\_\_\_  
(Position at Mine)

Signed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF MINE SAFETY

**Applicant's Verification**

Commonwealth of Pennsylvania )

County of \_\_\_\_\_ ) SS

\_\_\_\_\_, being duly sworn, deposes and says:

- (a) that he/she has read, understood and followed the instructions for completing this application;
- (b) that this application consists of \_\_\_\_\_ (number) of pages;
- (c) that the statements and information provided in this application are true, complete, and correct; and
- (d) that it is his/her intent that the statements and information being provided by this application will be relied upon by the public officials reviewing this application.

\_\_\_\_\_ (Signature of Applicant)

Signed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_ (Notary Public)

**BITUMINOUS MINE OFFICIAL CERTIFICATION  
QUALIFICATIONS FOR CERTIFICATION AND EXAMINATION INFORMATION**

**QUALIFICATIONS FOR CERTIFICATION**

Each applicant is responsible for providing accurate information regarding the length of service and type of work performed in the underground bituminous mines where the applicant has worked. This information must meet the minimum requirements for practical experience in underground bituminous coal mines set forth in Section 202 of the Safety Laws of Pennsylvania for Underground Bituminous Coal Mines.

Certificates are issued to persons who have given the Bureau satisfactory evidence of their ability to perform the duties of mine foreman, mine electrician, assistant mine foreman, and mine examiner and have demonstrated competency in detection of explosive and noxious gases, mine ventilation and mine mapping

If it is determined either before or after the applicant takes the examination that he or she failed to meet the qualification requirements for certification, the applicant will forfeit the examination fee. A certificate of qualification issued to a person who, on the date of the examination, does not meet these qualifications is void. Any person who submits false information on the application or falsely swears to the accuracy of an affidavit may be subject to criminal penalties.

<b>Mine Official Classification</b>	<b>Work Experience</b>	<b>Other</b>	<b>Minimum Passing Grade</b>
Mine Foreman & Mine Electrician	At least 5 years work experience in an underground bituminous coal mine, with two of those years in a working section.  Exception for persons who are graduates with a bachelor's degree in mining engineering or an associate degree in mining engineering, or in the case of a mine electrician a bachelor's degree in electrical engineering or an associate degree in electrical technology course: 4 years underground experience with one of those years in a working section.	Applicants shall be able to read and write the English language intelligently	Mine Foreman 80% - Written  Mine Electrician 75% - Written
Assistant Mine Foreman	At least 4 years work experience in an underground bituminous coal mine, with two of those years in a working section.  Exception for persons who are graduates with a bachelor's degree in mining engineering or an associate degree in mining technology course: 3 years underground experience with one of those years in a working section.	Applicants shall be able to read and write the English language intelligently	70% - Written
Mine Examiner	At least 3 years work experience in an underground bituminous coal mine, with two of those years in a working section.  Exception for persons who are graduates with a bachelor's degree in mining engineering or an associate degree in mining technology course: 2 years underground experience with one of those years in a working section.	Applicants shall be able to read and write the English language intelligently	75% - Written

## HOW TO CALCULATE ELIGIBLE EXPERIENCE

The Commonwealth of Pennsylvania, Department of Environmental Protection, provides this information to assist you in determining whether you are eligible for the Mine Official Certification Examination.

**"Working section"** means "within one thousand (1,000) feet of the face."

### How to count a year –

A year of work means that you were employed doing work underground in a mine for a full year and that you actually worked underground for at least 240 days within that calendar year.

You should:

- **Count** each day you worked as one individual day, even if you worked more than one shift on that day.
- **Count** only days when you worked underground.
- **Not count** days when you worked on the surface.
- **Not count** days when you did not work because of illness, injury, vacation, strike, or education.

### Examples:

1. You were employed on October 1 and worked 35 days between October 1 and November 20. On November 21, you became ill and did not return to work until February 1. None of the days between November 20 and February 1 would count toward your one-year calculation. You were not available for work for 72 days which would extend your one-year calculation from October 1 by 72 days.
2. You were employed on January 15 and you worked six days a week for forty (40) weeks, without interruption. By November 15 you have already worked 240 days underground; you must continue working until January 15 of the next year to meet the one-year requirement.

## EXAMINATION INFORMATION

### **PART I: GENERAL INFORMATION:**

- Questions for the examination are generated randomly from a database. Questions will cover information from the following sources:
  - **Safety Laws of Pennsylvania for Underground Bituminous Coal Mines**
  - **25 Pa. Code Chapter 208. Underground Coal Mine Safety**
  - **Pennsylvania Bituminous Mine Officials Study Guide.**
- Web addresses for the above are included in the **PART III Study Aids** section of this document.
- Attendance at the required Bituminous Mine Official Competency Course (BMOCC) does not guarantee a passing grade.
- Examinations are administered by the Bureau of Mine Safety, at the DEP New Stanton Office, 131 Broadview Road, New Stanton, PA 15672.
- Upon receipt of their **application and \$100 fee**, applicants will receive an email notification with a letter notifying them of the exact date and time they are scheduled for examination. Applicants may submit to take only one examination at a time.
- Applicants must notify the office within seven (7) days if they are unable to attend on their scheduled examination date. All fees are otherwise non-refundable.

- During the examination, applicants may not leave the examination room unless accompanied by a member of the testing staff.
- Registration will begin at 8:00 a.m. Examination will begin at 8:30 a.m.
- Upon arrival for the examination, each applicant must present proof of identification (preferably photo driver's license) or they will not be allowed to test that day. Applicants will be asked to verify their MIIN number, as well as mailing and email addresses.
- Prior to the beginning of each examination, applicants must surrender all mining law books or other materials the instructors deem could interfere with the objectivity of the testing. **NO CELL PHONES OR OTHER ELECTRONIC DEVICES ARE PERMITTED ON INSIDE THE TESTING AREA.**
- Calculators are prohibited in the testing room.
- Any applicant who feels he or she needs an accommodation to take the mine officials examination should contact the Bureau at 724.404.3139 or via email at [RA-EPBMSREG@pa.gov](mailto:RA-EPBMSREG@pa.gov).

## PART II: NOTIFICATION OF EXAMINATION RESULTS

- Test scores will not be provided by telephone. Each applicant will receive written and email notification of the examination results. Notification will be given as soon as the results are processed.
- Applicants who did not receive a passing grade will receive a letter indicating the number of questions missed in each category. If they would like to test again, they may do so by forwarding a certified bank check or money order for \$100 payable to "Commonwealth of Pennsylvania" to the Bureau of Mine Safety. A new application is not required if the application on file is no older than six months.
- During the examination process, applicants must provide notification if they change their address from the one listed on their application for mine official certification. Applicants may report any change of address by calling the Bureau of Mine Safety office at 724.404.3139.

## PART III: STUDY AIDS

- **Mine Safety Website:**  
[Bureau of Mine Safety \(pa.gov\)](http://pa.gov)
- **General Certification Resources and Forms:**  
[Mine Safety - Certifications and Forms \(pa.gov\)](http://pa.gov)
- **Pennsylvania Bituminous Mine Officials Study Guide:**  
[Pennsylvania Bituminous Mine Official Study Guide PDF \(state.pa.us\)](http://state.pa.us)
- **Safety Laws of Pennsylvania for Underground Bituminous Coal Mines:**  
[Act 55, SB 949 Session of 2008 \(state.pa.us\)](http://state.pa.us)
- **Chapter 208 Regulations (listed under "Bituminous"):**  
[Mining Laws \(pa.gov\)](http://pa.gov)