

**BITUMINOUS MINE OFFICIALS' CERTIFICATION
APPLICATION GUIDELINES AND EXAMINATION INFORMATION**

PART 1: APPLICATION GUIDELINES:

*PLEASE TAKE TIME TO READ THESE GUIDELINES **BEFORE** COMPLETING APPLICATION.*

- The only application to be used for this examination is **5800-FM-MS0076 Rev. 2/2015**, which is enclosed with these guidelines. If more copies of page 4 (Employer's Verification of Experience) are needed, photocopies are acceptable.

REMEMBER:

- Sign all pages of your application.
- **PAY PARTICULAR ATTENTION TO FILLING OUT PAGE THREE. ALL QUESTIONS MUST BE FILLED IN COMPLETELY.**
- You must list:
 - your MIIN number (obtain by calling MSHA at 1-800-579-2647)
 - the last four digits of your Social Security Number,
 - and either your Gas Detection or BMOCC number (which ever is applicable to you)
- Please include your email address (printed clearly) on the application.
- List your Pennsylvania certification numbers (if any) and the date they were obtained (Miner's, Machine Runner's, Shot-Firer and Prior Mine Officials Certification Obtained from the Commonwealth of Pennsylvania), and out of state certifications, if applicable.
- If you are using a college degree to add a year to your experience, you must include a photocopy of that degree with your application.
- Have Employer's Verification (page 4) and Applicant Verification (page 5) notarized. Please note: If your time that needs verified is with more than one employer, you should include a separate notarized sheet for each employer. Additional photocopies may be made, but all sent with your application must be notarized.
- **EXAMINATION FEE POLICY AS OF APRIL 1, 2014: Mine Foreman/Assistant Foreman - \$100.00, Mine Examiner - \$100.00, Mine Electrician - \$100.00. Non-refundable application fees MUST BE MAILED IN WITH APPLICATION and must be in the form of a money order or certified bank check to COMMONWEALTH OF PENNSYLVANIA. NO CASH OR PERSONAL CHECKS ACCEPTED. Any application received without their \$100 fee will not be scheduled until it is received.**
- Please be sure to print clearly or type your name as you would like it to appear on your certificate. Include your complete mailing address including zip code.
- It is the responsibility of the applicant to determine his/her qualifications. It is the company official's responsibility to verify that a notarized statement of work history is accurate. Application does not have to be notarized by a Pennsylvania notary, but **must be notarized.**

- 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. A certificate of qualification issued to a person who, on the date of the examination, does not meet the qualifications for mine officials certification set forth in the Safety Laws of Pennsylvania, as summarized in the attached chart, 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.
- Each applicant is also responsible for attaching one or more notarized statements from current and/or previous employers which support the applicant's description of the length of service and type of work performed in underground bituminous coal mines.
- Attached is a chart that sets forth in summary form the requirements for mine official certification.
- Officials who sign the mine officials' competency verification and the employers' verification of work experience are required to verify the applicant's work history before signing.
- 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.
- To apply, mail a completed application for mine official's certification along with examination fee to: **Bureau of Mine Safety, DEP New Stanton Office, 131 Broadview Road, New Stanton, PA 15672.** Please be sure to use correct postage in order to ensure receipt of your application.

PART II: EXAMINATION INFORMATION:

- Examinations are administered through the Bureau of Mine Safety, DEP New Stanton Office, 131 Broadview Road, New Stanton, PA 15672. Upon receipt of their **application and \$100 fee**, applicants will receive 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.
- Upon receipt of scheduling letter and test date, 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.
- Registration will begin no later than 8:30 a.m. examinations will begin no later than 9 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 material deemed pertinent to the examination. **NO CELL PHONES OR OTHER ELECTRONIC DEVICES ARE PERMITTED INSIDE THE TESTING AREA.**
- Calculators are prohibited in the testing room.
- During the examinations, applicants may not leave the examination rooms unless accompanied by a member of the testing staff.
- Any applicant who feels he or she needs an accommodation to take the mine officials examination should contact Peggy Scheloske at mscheloske@pa.gov or at 724.404.3143.

PART III: NOTIFICATION OF EXAMINATION RESULTS

- Test scores will not be provided by telephone. Each applicant will receive written, and if provided, email notification of the examination results. Notification will be mailed as soon as the results are processed.
- Applicants who are notified that they did not receive a passing grade on the examination may request to review their test scores. The request must be submitted in writing within 20 calendar days from the date postmarked on the letter notifying applicants of the results of the examination. The written request should be mailed to:

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

- The request must state the date and title of the examination and the reason the applicant is requesting to review his or her written examination scores.
- During the examination process, applicants shall notify the Bureau of Mine Safety whenever there is a change in the address set forth in the application for mine officials' certification. Applicants may report any change of address by calling the Bureau office at 724.404.3143.

STUDY HELPS:

- The updated **Bituminous Mine Officials Study Guide** can be accessed from the Bureau of Mine Safety's website at:
<http://www.dep.pa.gov/Business/Land/Mining/BureauofMineSafety/Services/Certifications>
- The **Safety Laws of Pennsylvania for Underground Bituminous Coal Mines** can be accessed from the Bureau of Mine Safety's website at:
<http://www.dep.pa.gov/Business/Land/Mining/BureauofMineSafety/Services/MineInspection/MiningLaws>
- Hard copies of the **Safety Laws of Pennsylvania for Underground Bituminous Coal Mines** can be obtained from the Bureau of Mine Safety by calling 724.404.3143.

QUALIFICATIONS FOR CERTIFICATION

(Section 202 of BCMA)

Mine Official Classification	Work Experience	Other	Minimum Passing Grade
<p>Mine Foreman & Mine Electrician</p>	<p>At least 5 years work experience in an underground bituminous coal mine, with two of those years in a working section.</p> <p>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.</p>	<p>Applicants shall be able to read and write the English language intelligently</p>	<p>Mine Foreman 80% - Written</p> <p>Mine Electrician 75% - Written</p>
<p>Assistant Mine Foreman</p>	<p>At least 4 years work experience in an underground bituminous coal mine, with two of those years in a working section.</p> <p>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.</p>	<p>Applicants shall be able to read and write the English language intelligently</p>	<p>70% - Written</p>
<p>Mine Examiner</p>	<p>At least 3 years work experience in an underground bituminous coal mine, with two of those years in a working section.</p> <p>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.</p>	<p>Applicants shall be able to read and write the English language intelligently</p>	<p>75% - Written</p>

All Applicants:

Shall be able to read and write English intelligently and shall furnish the department with certificates notarized statements from previous employers setting forth length of service and type of work performed in different 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.