

Step-By-Step Guide to Certification

Candidate



CANADIAN MINING
CERTIFICATION PROGRAM



MINING INDUSTRY
HUMAN RESOURCES COUNCIL

Following your application and \$50 registration fee:

Step 1

Receive & review document(s) provided by MiHR



1. **National Occupational Standards (NOS) for your Occupation** — Familiarize yourself with the NOS relevant to your occupation. These NOS establish clear, objective benchmarks of the skills and knowledge required for workers to perform in an occupation. In other words, they list the competencies a fully proficient worker can perform on the job.
2. **Record of Assessment (ROA)** — The ROA is the template you must complete (through either writable PDF or our online registry) when applying for certification to clearly demonstrate how your skills and knowledge align with the areas of competence and tasks listed in the NOS. (see Step 2 for ROA instructions)
3. **Referee Reference Form (RRF)** — This is the template each of your three (3) professional references must complete on your behalf. (see Step 3 for RRF instructions)

Step 2

Complete Record of Assessment (ROA)



1. Identify your appropriate level of knowledge, training, and experience under each task within all areas of competency by clicking “none” or “competent”. Ensure all fields in the ROA are completed.
2. Using a minimum of three (3) examples, document your training and workplace experience to demonstrate your skills and competence in each task. For example, what types of work have you done/tools used/ company mandated training completed that demonstrates your competency for each task. Be sure to reflect and consider experiences throughout your entire mining career when completing the Record of Assessment.
3. For additional clarification on what the task represents or what would be required of a fully competent worker, please refer to the related section in the National Occupational Standards which provides detailed sub-tasks, as well as references and examples to support each task. Please be sure to provide your own references and examples when completing your ROA.
4. The Examiner Panel members may request additional information/clarification as part of their assessment of your Record of Assessment. If requested, prepare any supporting documents you need to demonstrate your skills and knowledge (within each task area) and send them to MiHR’s Office of the Registrar.

Well organized documentation of training and workplace experience will ensure that nothing is missed or assessed incorrectly. If you need additional space or are unsure where to list your experience, refer to the Notes section at the end of the ROA.

Step 3



Validation of competency

1. Select three (3) different professional referees who are familiar with your skills and competencies to complete the “Referee Reference Forms”. Their input provides additional validation to your skills, knowledge and competencies.
2. Appropriate referees for this certification process are Supervisors, Peers or Trainers who have worked with you throughout your career. If you are currently working at a CMCP designated work site, a Workplace Assessor (WPA) is an acceptable Referee.
3. Inform your Referees to confidentially send their completed Referee Reference Forms directly to MiHR at certification@mihr.ca or to you in a signed and sealed envelope.

Step 4



Submit all Material to MiHR – Office of the Registrar

1. Submit your completed ROA with a payment of \$450.00 to MiHR's Office of the Registrar at certification@mihr.ca or by mail.
2. Note; if the completed Referee Reference Forms are not received by the Office of the Registrar, your ROA will not move forward.
3. MiHR will review your ROA for completeness and contact you if there are any gaps, or if information is missing or unclear.

Step 5



Final Evaluation

1. Following MiHR's review, the ROA and RRF are forwarded to the Examiner Panel for their assessment and recommendation on certification.
2. As part of the Examiner Panel member assessment, additional information may be required.
3. You (the Candidate) will be informed of the decision on certification, and if successful you will receive the relevant recognition items.

Example of a completed Record of Assessment

The following is an example of adequate documentation of training and work experience in a completed Record of Assessment (ROA). The documentation provided under each task must clearly demonstrate that you have the skills and knowledge required to be considered competent. The ROA is one of the key pieces of information the Examiner Panel Members will have to assess your application. Although they may not know you personally, Examiner Panel Members are experts in the occupation for which they are assessing and will recognize and actively seek specific terminology and examples of how you do your job.

If you are already certified by MiHR under a different occupation, and are applying for certification in a second occupation, document your MiHR certification to sufficiently demonstrate competency in overlapping areas of competence; please be sure to identify accordingly in any/all applicable tasks, such as:

Certified Level 1, Underground Miner (UGM)
January 11th, 2013
Certificate #: UGM1-00042

Throughout the ROA, please be sure to reference all acronyms (at least once) such as:

- CMCP (Canadian Mining Certification Program)
- OH&S (Occupational Health and Safety)

Area of Competency 1: Policies and Legislation

Competency	Task	Task description	None	Competent
Policies and Legislation	1.1	Comply with company policies and procedures (Select appropriate box and provide example of the application of the task above)		☒

Description of applicable training and/or workplace experience

- Familiar/comply with corporate PPE (Personal Protective Equipment) Policy
- Familiar/comply with checks pertaining to lockouts and methanometer inspections
- Familiar/comply with corporate incident reporting policy
- Train new hires with access & understanding of <<Company>> policies and procedures

Competency	Task	Task description	None	Competent
Policies and Legislation	1.2	Understand and comply with applicable workplace legislation and regulations (Select appropriate box and provide example of the application of the task above)		☒

Description of applicable training and/or workplace experience

- Familiar/comply with regulations pertaining to: reporting of spills & workplace accidents
- Reference/introduce/teach the OH&S (Occupational Health & Safety) BC mines act
- BC mines Supervisor Certificate 5/7/1993
- BC Underground Mine Foreman Certificate 9/11/1999

Examples of what could be included in the “Notes”

The following is an example of additional information that you may add to the “Notes” page at the end of the ROA to have more comprehensive documentation of skills and work experience.

NOTES: Examples for Industry Trainer Occupation

List of Acronyms:

- ZIP: Zero Incidence Process
- CAT: Caterpillar Inc. (Equipment Company)
- FRC: Fire Retardant Clothing

Equipment Knowledge: (familiar with use and operation of the following)

- Light/Heavy Vehicle

Certificates / Training Records Summary: (Records will be available upon request)

- ZIP Certificate 02/12/1999
- IVES Train the Trainer Certificate 22/06/2010
- Performance Review 2016 Year end

Examples of tools developed / used for workplace:

- Cross-over shift notes
- Material for training delivery (Power point presentation / Training Outline)
- Field observation journal – template

NOTES: Examples for Frontline Supervisor Occupation

List of Acronyms:

- OH&S: Occupational Health and Safety
- BWP: Best Work Practice

Equipment Knowledge: (familiar with use and operation of the following)

- Light/Heavy Vehicle Driver's License Class 1 (Instructor)

Certificates / Training Records Summary:

- CanScott Supervisory Training – 01/08/2008
- Certified Level 2, Underground Miner (UGM) 11-JAN-2013
MiHR Certificate#: UGM1-00042

Examples of tools developed / used for workplace:

- Cross-over shift notes / weekly production plan
- Field observation journal – template
- Planning tools for shift activities / scheduling tools

NOTES: Examples for Hoist Operator Occupation**List of Acronyms:**

- OH&S: Occupational Health and Safety

Equipment Knowledge: (familiar with use and operation of the following)

- Conveyance changes of Hoist
- Trained for computer based software – specific to Hoist use

Certificates / Training Records Summary:

- NORCAT Mine Hoisting Plant Overview Program
- Ontario Hoist Operator's Medical Certificate (Hoist Ticket)

Examples of tools developed / used for workplace:

- Log books / Safety cards / production sheets



For assistance, please contact us

certification@mihr.ca

613-270-9696 or toll-free 1-877-424-8913