



APPLICATION FOR COLORADO
 SURFACE MINE FOREMAN EXAMINATION

Exam Location		Exam Date	
Name (Last, First, Middle Initial)		MSHA MIIN	
Home Mailing Address (Street &/or PO Box)		Birth Date	
		()	
City, State, Zip Code		Telephone Number	
		()	
Present Employer (Company Name and Mine Name)		Work Phone	
Is this a retake exam?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Date of Initial Exam
Would you rather take the entire exam again?	<input type="checkbox"/> Y	<input type="checkbox"/> N	(if yes, all current scores will be invalid)
Attach the following information-completed application form, \$25.00 application fee, and proof of current First Aid training.			

 Signature of Applicant

 Signature of Mine Foreman

MUST attach all items on check list below-all copies must be clear & legible	Applicant	DRMS
Experience Summary, (next page)		
Proof of certification (out-of-state, if applicable)		
Methane & Oxygen Deficiency (card or MSHA 5000-17 form)		
First Aid – Current Annual Refresher on MSHA 5000-23 form or Red Cross First Aid card		
Letter of mining experience on Company Letterhead		
Copy of Driver’s license or other photo ID		
Candidate Agreement		
\$25.00 application fee		

Board Approval

Accepted

Rejected

1/22/10



Coal Mine Board of Examiners Candidate Agreement

All candidates qualified to take any Coal Mine official exam must review the following information before sitting for the exam. Examinees are required to sign this agreement before the exam starts to affirm that they have been provided this information, have read and understand the material, and agree to abide by the stated policies and procedures, which apply to all exams. Full compliance is required.

Admission Requirements

For exam admission, examinees must present a current, signed, government-issued photographic identification (such as a valid state driver's license or passport). Student IDs are not acceptable. Examinees must report to the exam site by the designated time. Examinees will not be admitted after the exam instructions begin. Examinees will not be allowed to leave the testing facility. All examinees are encouraged to bring a light lunch/snacks. The exams are designed to be completed in an 8 hour period. If a candidate finishes all the exams early they may leave the testing facility but cannot be readmitted for any reason.

Calculators

All calculators must be free and clear of data.

Grounds for Dismissal from the Exam and/or Invalidation of Exam Results

Cell phones must be turned off during the exam and while in the testing facility.

No talking is allowed in the exam room unless a candidate is asking a question of the examiners.

Having loose papers, legal pads, writing tablets, or unbound notes in your possession.

Having a device with copying, recording, or communication capabilities in your possession. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, MP3 players, calculator watches, electronic dictionaries, electronic translators, and transmitting devices.

Copying from another examinee's answer sheet or colluding with other examinees.

Beginning the exam before the proctor instructs you to do so.

Writing on anything other than your exam booklet or answer sheet or scratch paper provided.

Removing pages from your exam booklet. Stapled documents must remain stapled.

Violating any other terms stated in this agreement that are cause for dismissal or exam invalidation.

Reference Materials

NEC or NEC handbook– The National Electrical code book is the only resource allowed in the testing facility. The NEC is only to be used during the NEC portion of the Electrical exam and must remain on the floor or in a backpack at all other times.

Personal Items

Personal items are the sole responsibility of the examinee. Neither proctors, nor the site facility are responsible for any lost, misplaced, or stolen items.

Examinees may bring limited personal items (cell phone- must be off, lunch, snacks, beverages,) in a backpack but backpacks must remain on the floor and closed at all times during the exam. Examinees

may bring snacks (e.g., hard candies, candy bars, gum) and nonalcoholic drinks, as long as having them does not disturb other examinees.

Items Permitted on the Desktop

Examinees may have these items on the desktop during the exam: answer sheet, exam booklet, ID, admission notice, approved reference material, approved calculators, pencils with erasers, small snacks, and two straightedges such as a ruler, scale, tri-angle, or protractor, colored pencils/pens, whiteout.

Exam Irregularities

Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes not discussing or disclosing any exam questions or problems on Internet blogs or chat rooms or through any other means. Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking any exam are strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration.

The chairman of the Coal Mine Board of Examiners or designee is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. Examinees or other persons implicated in an irregularity will be identified to the state Coal Mine Board of Examiners, which may invoke additional sanctions. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

Remedies for Testing Errors and Response to Disruptions in Testing and Potential Compromises

In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or reporting scores, the Coal Mine Board of Examiners will correct the error, if possible, or permit the affected examinees either to retest at no additional fee or to receive a refund of the exam fee. These are the **sole and exclusive** remedies available to examinees for errors in handling or processing registration materials; in printing, handling, or processing exams and exam answer sheets; in determining or reporting results; and/or in investigating or responding to suspected irregularities. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, the Coal Mine Board of Examiners will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents.

Special Testing Accommodations

Coal Mine Board of Examiners must receive special testing-accommodation requests by the registration deadline.

Name: (print) _____

Signature: _____

Date: _____

General Instructions for Completion of Application for Certification as a Colorado Coal Mine Official

Applicants must be 21 years of age to apply for Colorado Underground and Surface Mine Foreman Certification.

Applicants must be 19 years of age to apply for Colorado Underground and Surface Electrical, Surface Blaster and Underground and Surface Shotfirer Certification.

Read all instructions before filling out the application. This application must be complete as per the instructions listed below, including the required attachments. **Incomplete applications will be returned and the applicant will NOT be eligible to take the current Exam.** (Such applicants may resubmit a complete application with all required attachments for the next Exam.) Print or type your application (use black ink). Shotfirer certification is a separate examination requiring a separate complete application. A fee of \$25.00 is required for each examination.

Applicants retaking the examination(s) must submit a new application form, proof of current First Aid training (usually Annual Refresher Training per MSHA, 5000-23 form), and a \$25.00 exam fee.

All attachments and a \$25.00 exam fee must be submitted with **each** application. Make checks payable to: Colorado Division of Reclamation, Mining and Safety (DRMS).

The experience summary must be clear and readable, providing a detailed description of mining experience. At least one year of mining experience (underground or surface, as applicable) is required for the underground or surface Shotfirer exams, and at least three years coal mining experience is needed for the Mine Foreman exams. Electrical exam candidates must submit detailed proof on company letterhead of at least one year of electrical experience. Applicants holding a valid MSHA card or a valid electrical card from another state approved by MSHA must provide evidence of certification when applying. A Qualified Company Electrical Official must also sign each page of an applicant's electrical experience summary forms. Blasters exam candidates must submit a detailed description of at least one year of practical experience in the use and handling of explosives and proof of U.S. Office of Surface Mining training as a surface blaster. An inadequate description will cause the rejection of the application.

The attachments listed below **must** accompany **each** application:

- letter(s) verifying overall mining experience and employment, especially verifying the minimum experience required, must be on company letterhead and signed by a responsible company official.
- legible copy of driver's license with photo. Also, a photo ID must be presented at the Exam site (a copy will not be accepted).
- legible proof of current (i.e. with past year) first-aid training (MSHA 5000-23 is acceptable)
- legible proof of Methane and Oxygen Deficiency (Underground Methane and Oxygen Deficiency for those taking Underground certification exams, Surface Methane and Oxygen Deficiency for those taking Surface certification exams.)
- candidate agreement

Additionally, the following attachments **must** accompany **each** application for Underground Mine Foreman or Surface Mine Foreman:

- legible proof of other certification(s) if applicable (i.e. other states, firebossing, MSHA, etc.)
- legible proof of degree (if applicable)

REQUEST FOR ACCOMODATION OF DISABILITIES

The Colorado Coal Mine Board of Examiners (CMBE) complies with the Americans with Disabilities Act and related regulations. If you have a disability and are requesting accommodations for this Exam please complete and submit this form, as well as all relevant documentation of a diagnosed disability and a Professional Evaluation. CMBE will make reasonable accommodations for applicants with disabilities. Please be advised that the CMBE may not be able to provide reasonable accommodations at testing locations without advance notice of your disability and requested accommodation.

Name: _____
Last First Middle

Information about Your Disability and Requested Accommodations

Describe the nature of your disability. *Please indicate the specific diagnosis.*

When was your disability first diagnosed?

How does your disability affect your daily life?

How does your disability affect your ability to take the examination?

What accommodations are you requesting during the examination?

_____ Additional Time (_____ minutes) _____ Separate Room _____ Reader

_____ Scribe _____ Other, please describe: _____

What accommodations have you received in the past for similar exams?

Supporting Documentation

Provide the CMBE with verification of your disability from a qualified professional supporting your requested accommodation. The requested report must include the name, title, credentials and area of specialization of the professional making the diagnosis and recommendation/rationale for the specific accommodation. The CMBE will not pay any cost you may incur in obtaining this requested documentation; however, it will pay for any reasonable accommodation that is made for you. The medical information you provide will be considered and maintained as confidential.

Candidate Affirmation

My signature on this form affirms that the information I have provided on this request is true and accurate. I have truthfully represented my disability and the impact it has on my daily life and my ability to take standardized examinations.

Applicant Signature

Date