BC Mine Certifications Registry

User Manual

Admin Role

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Created: April 16, 2018

Date	Author	Version	Change Reference
2018-05-08	Annalisa Taylor	1.0	Create manual for Mine Supervisor certifications.
2022-09-22	Annalisa Taylor	2.0	Add Blaster and legacy certification updates.
2023-03-15	Annalisa Taylor	2.1	Update Queen's Printer references to King's Printer.
2024-04-22	Annalisa Taylor	3.0.	Add Shiftboss Plus updates: Shiftboss (OSBC), Blaster regulatory exam, Criminal Record Check, Search by Criminal Record Check, Search by Interviewer, Provisional notes field, Suspension & Cancellation notes field, report updates, gender options, mine sites, contacts. EMLI edits: PST, Territory, remove new online courses.

Contents

1 INTRODUCTION

1.1 BC Mine Certifications Registry

This manual describes the BC Mine Certification Registry web application, which is used by Ministry of Energy, Mines and Low Carbon Innovation (the Ministry) to record the people who have taken a BC Mine Certification Program course, the results of their examination, interview (if applicable), and the status of their certification. The Registry also generates certificates and ID cards that are printed and mailed by BC Mail Plus.

This document describes how to use the Registry in the Admin role (create, read, update, report, queue, manage users).

The BC Mine Certifications Registry, developed and hosted by the King's Printer Digital Publishing (formerly Queen's Printer), Ministry of Citizens' Services, was launched on April 13, 2018.

The BC Mine Certification Registry contains information about all the students and workers (clients) who have taken BC Mine Certification Program courses from April 16, 2018 onwards; plus, legacy certification data transferred to the Registry from the Ministry's database on October 24, 2021.

UPDATE APRIL 2024

The Ministry of Energy, Mines and Low Carbon Innovation offers a number of certifications required for mining in British Columbia, including certifications acquired via Open School BC, and Legacy certifications acquired via other means:

Certifications offered online via Open School BC

1. Mine Supervisor (OSBC)
2. Blaster (OSBC)
3. Shiftboss (OSBC)

Legacy certifications

1. Shiftboss (Legacy)
2. Fireboss (Legacy)
3. Mine Rescue (Legacy)
4. Blaster (Legacy)

The 'Mine Supervisor' certification is available online, exclusively through Open School BC.
Open School launched the Mine Supervisor course on April 16, 2018.

The seven types of 'Blaster' certification are available online, exclusively through Open School BC.
Blaster online courses launched in January 2022.

The three types of Shiftboss (OSBC) certification are available online, exclusively through Open School BC.
Shiftboss online courses launched on April 8, 2024.

1.2 Who should read this document? The Admin Role

This document is intended for BC Mine Certifications Registry users who are assigned the **Administrator role** in the Registry at www.mines.kp.gov.bc.ca.

In addition to search, create, read and update functions, the Administrator role has the unique ability to add new Registry users, assign roles, re-set passwords, and delete duplicate records.

For more information about roles in the Registry and which role can do what, please see the Security Matrix.

1.3 Legislation

1.3.1 Mines Act

The BC Mine Certification Program is a legislative requirement. As such, it is necessary to gather and store information on people who are certified under the BC Mine Certifications Program.

The BC Mine Certifications Program is authorized by the *Mines Act*, [RSBC 1996] Chapter 293, section 34 *[Health, safety and reclamation code committee]*, which enacts the Health, Safety and Reclamation Code for Mines in British Columbia sections 1.12.1, 1.12.6, 1.12.7 and 8.2.1.

1.3.2 Freedom of Information and Protection of Privacy Act (FOIPPA) of British Columbia

The personal information used by the BC Mine Certifications Registry is collected in accordance with the *Freedom of Information and Protection of Privacy Act*, section 26. The personal information used by the BC Mine Certifications Registry relates directly to and is necessary for the operation of the BC Mine Certifications program.

In accordance with Section 27(1) of the *FOIPPA*, all personal information will be collected directly from the individual via Open School BC. The accuracy of BC Mine Certifications information is verified by the BC Mine Certifications client at the time the information is collected. At any time, an individual can verify the accuracy of his or her personal information held in the BC Mine Certifications Registry by contacting the Ministry of Energy, Mines and Low Carbon Innovation. An individual BC Mine Certifications client consents to this use of personal information when he or she completes a BC Mine Certifications course form or writes a BC Mine Certifications exam.

An individual may have his or her own record corrected by the Ministry of Energy, Mines and Low Carbon Innovation. At the request of the individual, authorized personnel in the Ministry can make corrections to any BC Mine Certifications data, except person ID, exam date, exam mark, interview date and grade.

Employers do not have direct access to Registry information. Any requests from an employer or any other party for information about a Mine Certifications Registry client will be referred to the individual in question. Registry information may be released to an employer (or other party) only where there is written permission from the client.

1.4 Minimum Browser Requirements

You must use an up-to-date version of one of these browsers:
- Chrome™
- Firefox®
- Microsoft Edge
- Safari

Recommended
Latest version of Chrome, MS Edge or Firefox.

2 GETTING STARTED

2.1 Registry Access

Registry access is managed by designated Ministry staff who have the Admin role in the Registry. Please contact the Ministry for help with the following:

1. Create a new account in the Registry:

    a. The Administrator supplies a username to the new user.

      b.   The Registry generates a temporary password and supplies it to the user via email.

2. Reset your forgotten Registry password.

3. Remove, or temporarily deactivate an Admin or Clerical account.

   See Section 16 Manage Users in the Registry.

2.2 Log in to the BC Mine Certifications Registry

To log in to the BC Mine Certifications Registry:

1. Open your internet browser and go to the BC Mine Certifications Registry web address:
   https://mines.kp.gov.bc.ca

2. On the Log in page, enter your **username** and **password** in the data fields and click on **Log in**:

BC Mine Certifications Registry

Please enter your username and password in the appropriate fields below.

Username: [   ]

Password: [   ]

[Log in] [Clear]

Forgot Password?

3. The Registry opens on the 'Search' page:

4. Registry functions for the admin role are accessed by clicking on the icons:
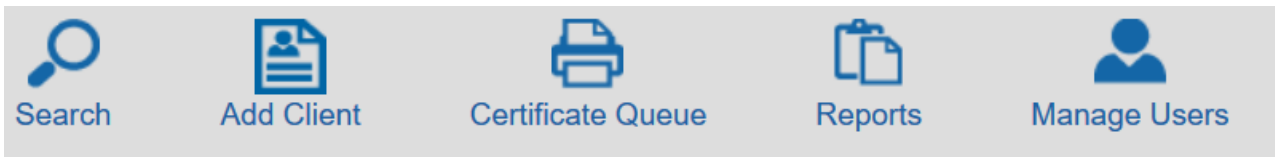
5. After initial log in using the temporary password, you may change the password using the change password function, accessed by clicking on your username in the top right corner:
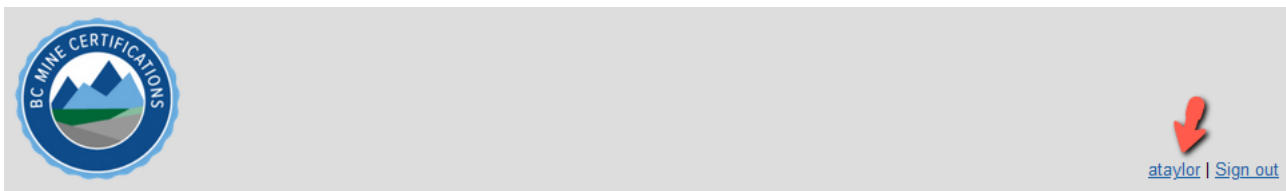
See Section 2.4 Change Your Password.

2.3   Username and Profile

Your username is always visible in the top right corner of the BC Mine Certifications Registry.

To view the details of your 'User Profile':

1. Click on your **username**:
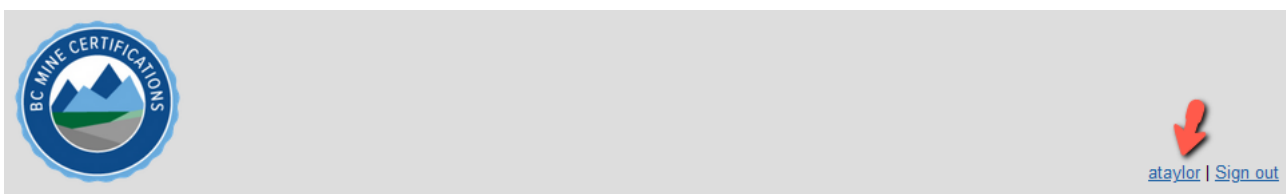
2. On the 'User Profile' page, you will find:

a. The 'role' assigned to the user.

b. The 'Change Your Password' function.
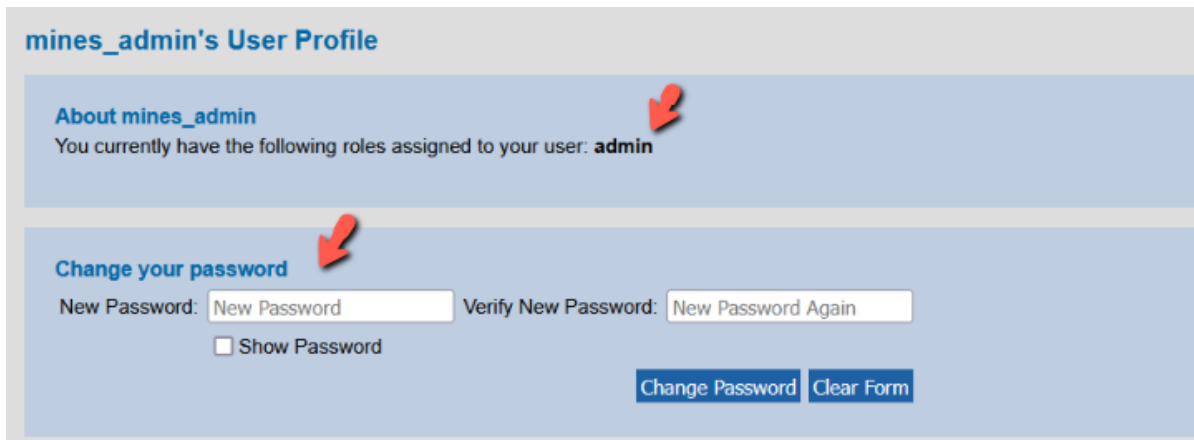
2.4 Change Your Password

To change your password:

1. Click on your **username** in the top right corner:
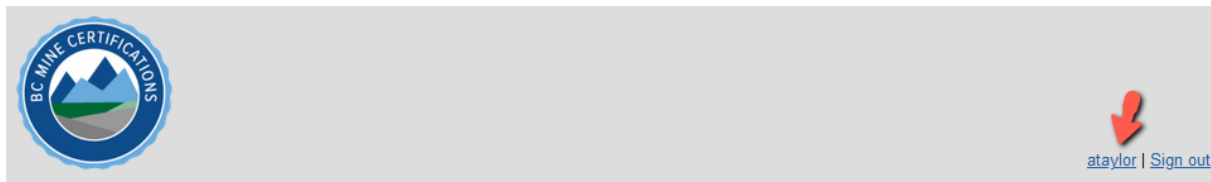
2. In the 'Change your password' section of the 'User Profile' page, click in the 'New Password' field. The password criteria panel opens. Create a password that meets the criteria.
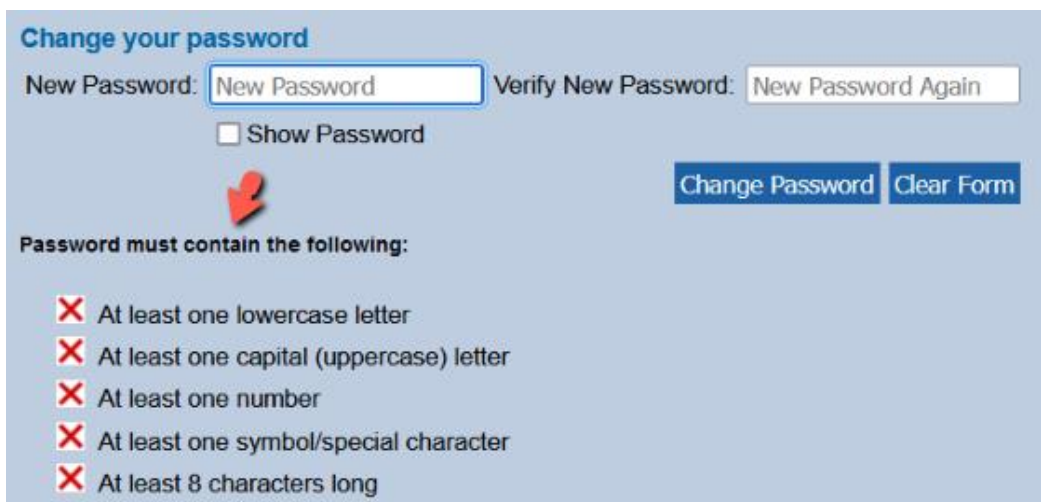
3. Click in the 'Show Password' checkbox to display your new password as you are typing it in:

4. As you enter the password, the criteria panel displays the status of each criterion:

5. When the password meets all the criteria, displaying green checkmarks next to each, enter the password in the 'Verify New Password' field:

6. If you think you've made a mistake, click on **Clear Form**:

7. If you are happy with your entries, click on **Change Password**:

8. The 'Credentials Updated' message will display on the page. The next time you log-in, use the new password.

TIPS
1. Passwords must contain: • At least one capital (upper case letter) • At least one lower case letter • At least one number • At least one symbol/special character • At least 8 characters 2. If you forget your password, please contact mine.certifications@gov.bc.ca and request a **password reset**.

2.5 Registry Partners

2.5.1 Who Does What?

The Mine Certification Program has several partners who have different roles in the Registry.
See the Security Matrix for further details.

MINE REGISTRY PARTNERS

Registry Role	Partner Organization	Key Registry Abilities	Responsibilities / Areas of Interest
Admin	Ministry of Energy Mines, Victoria, BC	1. Reset a forgotten password. 2. Manage users. 3. Search. 4. Create / update / delete records. 5. Update client details (name, address, phone, email, work location). 6. Record a provisional certification. 7. Record a certification suspension. 8. Record a certification cancellation. 9. Add/remove legacy certificates to/from queue. 10. Administer photographs for photo ID. 11. Record a criminal record check	1. Owner of Registry data 2. Administer Mine Certification Program. 3. Administer provisional certificates issued by Mine Managers. 4. Administer suspensions and cancellations. 5. Answer questions about policies and procedures governing the Registry. 6. Inspect mines for compliance with mandated health and safety requirements.
Clerical	Ministry of Energy Mines, Victoria, BC	1. Search 2. Update client details (name, address, phone, email, work location).	1. Support the Ministry.
Customer Support (CS)	Crown Publications, King's Printer	1. Add all certificate types to the certificate print queue (for reprints), except Legacy Blaster*. 2. Remove all certificate types* from the certificate print queue. * For Legacy Blaster reprints, clients must contact the Ministry of EMLI	1. Process certificate reprint requests. 2. Accept credit card payment from the client using Crown Pubs procedures (outside Registry). 3. Technical support liaison, recording issues experienced by Registry users in the JIRA Customer Support Kan Ban board.
BC Mail Plus	BC Mail Plus	1. Download Certificate Queue 2. Clear Certificate Queue	1. Print / assemble certificates, cards and secure photo ID. 2. Mail certificates, cards and secure photo ID to customers. 3. Answer questions about the status of certificate printing or shipping. 4. Address certificate quality issues. 5. Address mailing issues.
OS System	Open School BC	1. Query Registry. 2. Submit client personal info, exam results and interview results to the Registry via the API.	1. Provide Online Mine Certification courses via Moodle. 2. Answer questions about the status of course completion.

			3. Issue a temporary certificate to successful clients.
			4. Submit results to the Registry.
QP Admin	QP Digital Publications Department	The QP Admin role has all abilities in the Registry.	1. Assist the Ministry with data management issues.
			2. Assist Open School with data submission issues.
			3. Resolve Registry technical issues.

2.5.2 Contact Information

Contact Information	Primary Contact Person
Crown Publications – Certificate Reprints *Hours of operation:* Monday to Friday 7:30 to 4:30 PST *Email*: mines.certificate.reprint@gov.bc.ca *Toll-Free*: 1 (800) 663-6105 *Victoria:* (250) 387-6409	**Supervisor, Crown Publications** Byron.heels@gov.bc.ca (236) 478-0203
Crown Publications – Technical Support Liaison *Hours of operation:* Monday to Friday 7:30 to 4:30 PST *Email:* mines.techsupport@gov.bc.ca *Toll-Free:* 1 (800) 663-6105 *Victoria:* (250) 387-6409	**Supervisor, Crown Publications** Byron.heels@gov.bc.ca (236)-478-0203
Digital Publications, King's Printer – Technical Support *Email:* mines.techsupport@gov.bc.ca	**Senior Manager, Digital Publications** Carl.Constantine@gov.bc.ca (250) 419-8912
Ministry of Energy, Mines and Low Carbon Innovation *Email*: mine.certifications@gov.bc.ca *Toll-free in North America*: 1 (833) 978-9798	**Program Lead, Training Team** Evan.Williams@gov.bc.ca **Subject Matter Expert / Senior Inspector of Mines, Certifications and Standards** Alan.Day@gov.bc.ca
Open School BC *Email*: osbc.online@gov.bc.ca	**Lead Senior Systems Analyst** Jeffrey.Chan@gov.bc.ca (250) 896-8593

BC Mail Plus	Production Coordinator
Email: BCMPMPPP@Victoria1.gov.bc.ca	Lisa.Hill@gov.bc.ca
Victoria Customer Service: (250) 952-5102	(236) 478-0556
	BC Mail Satellite Print Shop
	Kevin.MacTavish@gov.bc.ca
	If Lisa is not available, please use the following customer service address that forwards inquiries to all production coordinators: BCMPMPPP@Victoria1.gov.bc.ca

2.6 Registry Administration Support – Ministry of EMLI

2.6.1 Registry administration services provided by the Admin role

To get help with the following Registry administration services, please contact the Ministry of Energy, Mines and Low Carbon Innovation:

1. Reset a forgotten password.
2. Update a user account in the Registry.
3. Add a new user account to the Registry.
4. Deactivate a user account in the Registry.
5. Remove a user account from the Registry.
6. Record a provisional certification.
7. Record a certification suspension.
8. Record a certification cancellation.
9. Delete a duplicate record.

2.6.2 Policies and procedures

If you have any questions about the BC Mine Certification Program, and its policies and procedures governing the use of the Registry, please contact the Ministry of Energy, Mines and Low Carbon Innovation:

See Section 16 Manage Users in the Registry.

Ministry of Energy, Mines and Low Carbon Innovation
Email: mine.certifications@gov.bc.ca
Toll-free in North America: (833) 978-9798

2.7 Registry Technical Support – Crown Publications, King's Printer

To get help with Registry technical issues, contact customer support at Crown Publications, King's Printer.
Please state at the beginning of your call or email that you need help with the BC Mine Certifications Registry or 'Mines Registry'.

Crown Publications, King's Printer
Hours of operation: Monday to Friday 7:30 to 4:30 PST
Email: mines.techsupport@gov.bc.ca

2.8 Online Course Registration and Temporary Certificates – Open School

To help a client with the following issues, please contact Open School BC.

1. Registration for online Mine Certification courses.
   Example: Client request for a course registration confirmation email

2. Temporary certificates issued by Open School at couwrse completion.

Open School BC
Email: osbc.online@gov.bc.ca

2.9 Official Certificate Reprints – Crown Publications, King's Printer

To help a client who needs a reprint of their official mine certificate, wallet card or secure photo ID:

1. Verify with the client that their mailing address is up-to-date and, if necessary, update their address in the Registry according to Canada Post guidelines.

2. Direct the client to contact Crown Publications to order a reprint of their certificate and ID card.

3. Advise the client that when they contact Crown Publications, they will be asked to verify their identity, and pay the fee for printing a replacement certificate and ID card.

For any other issues with official certificates, please contact Crown Publications.

Crown Publications, King's Printer
Hours of operation: Monday to Friday 7:30 to 4:30 PST
Email: mines.certificate.reprint@gov.bc.ca
Toll-Free: 1 (800) 663-6105
Victoria: (250) 387-6409

TIPS

Crown Publications staff have a 'customer support' role in the Registry with which they can:

1. Search for the client record.
2. View a client record.
3. View the certificate print queue.
4. Add a certificate to the print queue.
5. Remove a certificate from the print queue.

Crown Publications staff **do not** have the ability to update a client's personal information or any other data in the Registry. Crown Publications staff require assistance from **Admin role** users to update client contact information such as name, address, telephone, and email.

UPDATE APRIL 2024

Blaster (OSBC) certifications, with a last printed date, can be reprinted without the Criminal Record Check being completed. For Blaster reprints the CRC status can be 'Pending' or 'Completed'.

2.10 Official Certificate Reprint Fees

Clients who have lost or damaged their certificate or ID card can order a reprint from Crown Publications, King's Printer, and pay by credit card. The reprint fee includes certificate, ID card, shipping and handling.

The certificate and card are always printed together. They are not sold separately.

| OFFICIAL CERTIFICATE REPRINT FEES			
No.	**Certification Type**	**Product Bundle**	**Fee**
1	Mine Supervisor (OSBC) Shiftboss (OSBC)	Certificate + Wallet Card	$10
2	Blaster (OSBC)	Certificate + Secure Photo ID Card	$20
3	Shiftboss (Legacy) Fireboss (Legacy) Mine Rescue (Legacy)	Certificate + Wallet Card	$10
4	Blaster (Legacy)	Not printed via the Registry. Contact the Ministry of EMLI.	N/A
TIP Certificates and cards are not sold separately. Reprints are bundled as follows: • Certificate 8-1/2 x 11" (paper) + Secure Photo ID (laminated, hologram) • Certificate 8-1/2 x 11" (paper) + Wallet Card (card stock)			

2.11 Sign Out

To sign out from the BC Mine Certifications Registry, click on **Sign out** in the top right corner of the page.
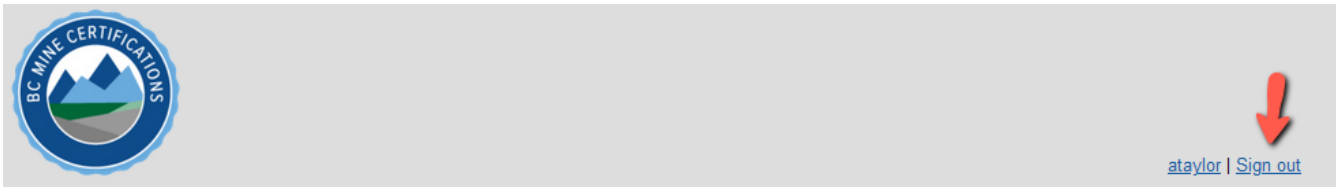
TIP: The Registry will automatically time-out and sign-off after one hour of idleness.
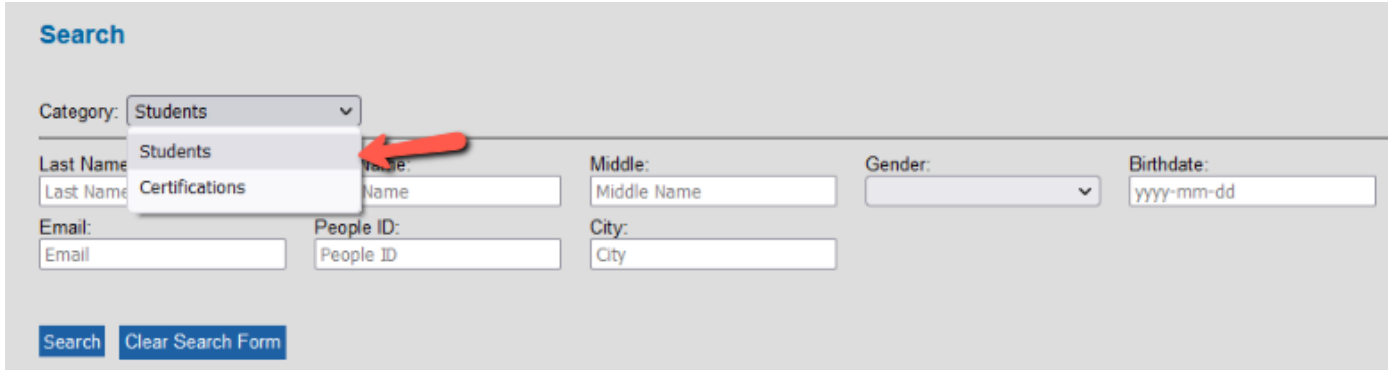
3 SEARCH

Searches available to the Admin role include:
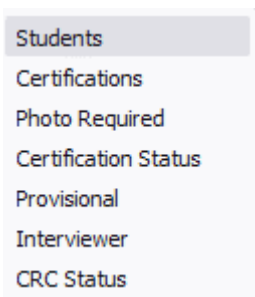
1. Students search
2. Certifications search
3. Photo Required Search (for Blaster photo ID)
4. Certification Status search (Suspensions and Cancellations)
5. Provisional Certifications search
6. Interviewer search
7. Criminal Record Check search.

3.1 Search Students (Clients)

The 'Students' search is the default search in the search 'Category' menu and allows you to search for clients by personal data such as name, gender, birthdate, email, people ID and city. You can search by one or more criteria, for example: search by last name + gender + birthdate.
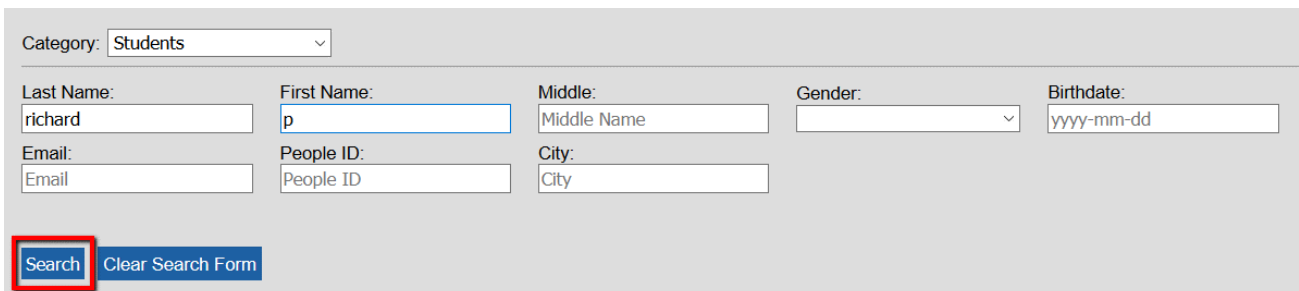

> **TIPS**
>
> 1. To return a list of **all clients** in the Registry, perform a 'Students' search with no criteria entered in the search form.
>
> 2. Name searches behave like **wildcard** searches:
>   A search for 'Rich' will return 'Rich', 'Richard', Richards', Richardson'.
>
> 3. Enter data in the search criteria fields in upper- or lower-case letters. Searches are **case insensitive**.
>
> 4. To move from one search field to the next, use the **Tab** key or mouse.
>
> 5. Search results are ordered **alphabetically** by last name and then by first name.
>
> 6. To start a new search, click on **Clear Search Form**.

3.2 Search / Refine Search

If you are not sure of the spelling of a name, enter the first few letters of the name. The name searches behave like wildcard searches. A search for 'Rich' will return 'Rich', 'Richard', 'Richards', etc.

In the following example, to search by 'Last Name' and the initial of the 'First Name'**:**

1. Enter the client last name 'Richard' in the Last Name field and in the First Name field enter the initial of the first name, for example: 'P'. Click on **Search** (or hit the 'Enter' key on your keyboard):

2. The name searches name searches perform like wildcard searches returning records with last name 'Richard', 'Richards' and Richardson' and first names starting with the letter 'P'. The search results are ordered alphabetically by last name and then alphabetically by first name and middle name:

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City
RICHARD	PIERRE	OLIVER	1961-03-30	Male		BC	NANAIMO
RICHARD	PIERRE	T.	1995-12-19	Male	ptr@ptrphotography.ca	BC	VERNON
RICHARD	PRISCILLA	M.	1983-12-06	Female		BC	VANCOUVER
RICHARD	PRISCILLA	MYRTLE	1983-12-06	Female		BC	VANCOUVER
RICHARDS	P.	ADRIAN	1900-01-01	Undetermined		BC	VANCOUVER
RICHARDS	PAMELA	DAWN	1970-04-07	Female		BC	KAMLOOPS
RICHARDS	PATRICK	JORDAN	1984-09-14	Male		BC	NANAIMO
RICHARDS	PATRICK	SAMUEL	1964-08-19	Male		BC	VANCOUVER
RICHARDS	PHOEBE		1979-09-18	Female		BC	POWELL RIVER
RICHARDSON	PAMELA		1900-01-01	Undetermined		BC	PARKSVILLE

Your search returned 32 results.

3. To refine the search, return to the search form and enter more data, for example: 'city', and click on **Search**:

Category: Students

Last Name:	First Name:	Middle:	Gender:	Birthdate:
richard	p	Middle Name		yyyy-mm-dd

Email:	People ID:	City:
Email	People ID	vancouver

4. The search results have been refined to include only clients from Vancouver with last name starting with 'Richard', and first names starting with 'P':

Your search returned 6 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City
RICHARD	PRISCILLA	M.	1983-12-06	Female		BC	VANCOUVER
RICHARD	PRISCILLA	MYRTLE	1983-12-06	Female		BC	VANCOUVER
RICHARDS	P.	ADRIAN	1900-01-01	Undetermined		BC	VANCOUVER
RICHARDS	PATRICK	SAMUEL	1964-08-19	Male		BC	VANCOUVER
RICHARDSON	PAMELA	J.	1961-11-16	Female		BC	VANCOUVER
RICHARDSON	PANSY		1960-04-16	Female		BC	VANCOUVER

5. The search results for a 'Students' search include the following details: Last Name, First Name, Middle Name, Birth Date, Gender, Email, Province and City:

Your search returned 3 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City

TIP: To refine a search, perform a search on the 'search results' by entering additional criteria to the search form, and clicking again on **Search**.

3.3 Open a Client Record from the Search Results / Return to Search Results

To open a client record from the search results list:

1. Click in blue text anywhere in the row:

Your search returned 1 result.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City
CHAN	TOMAS	NICOLAS	1990-09-10	Man	rzzt.rlmsnx@uvb-y-.com	BC	KAMLOOPS

Certification Search results:

Your search returned 1 result.

Last Name	First Name	Middle Name	Certification	Cert Date	Cert Expiry	Pass/Fail	Region
CHAN	TOMAS	NICOLAS	Mine Supervisor	2020-11-09	2025-11-09	Pass	Kamloops

2. The Student Details page opens, displaying client details, certification history and certification details:

Student Details: 'TOMAS CHAN'

Last Name:	CHAN
First Name:	TOMAS
Middle Name:	NICOLAS
People ID:	926429
Birth Date:	1990-09-10
Gender:	Man
Address 1:	UNION BUILDING
Address 2:	98 FABIEN BLVD.
City:	KAMLOOPS
Province:	BC
Postal Code:	V4M2I8
Area Code - Phone:	604 - 1404457
Email:	rzzt.rlmsnx@uvb-y-.com
Comments:	rarendum essit. novum e vobis gravum et esset regit, sed non
Photo status:	Current

Certification History

Certification	Status	Susp	Mine Site
Blaster - Surface 3rd Class	Active	0	Angel Jade Mines
Mine Supervisor	Active	0	New Afton
Shiftboss - Underground (Legacy)	Active	0	Highland Valley Copper

Exam Details

Region:	Kamloops
Type of Mine:	Major Mine
Mine Site:	New Afton
Certification:	Mine Supervisor
Offered By:	Open School
Language:	English
Exam Date:	2020-11-09
Exam Mark:	84
Comments:	
Pass / Fail:	Pass
Expiry Date:	2025-11-09
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2021-04-06

TIPS	
Shiftboss and Fireboss certifications include 'Interview Details' except when a client fails the exam and does not advance to the interview stage of the certification process.	Blaster certifications include 'Interview Details', plus 'Regulatory Exam Details' and Criminal Record Check status.

Interview Details

Interviewer Name:	DAVID LEWIS
Interview Province:	BC
Interview Date:	2020-10-15
Interview Pass/Fail:	Pass
Interview Notes:	

Reg Exam Details

Reg Exam Mark:	75
Reg Exam Date:	2024-01-13

Interview Details

Interviewer Name:	CHRIS JAMES
Interview Province:	BC
Interview Date:	2024-01-30
Interview Pass/Fail:	Pass
Interview Notes:	
Criminal Record Check (CRC):	Completed

3. Under the 'Certification History' section, the Mine Supervisor exam is currently selected, as indicated by the yellow background, and the 'Exam Detail's displays the details for the Mine Supervisor exam:

Certification History

Certification	Status	Susp	Mine Site
Blaster - Surface 3rd Class	Active	0	Angel Jade Mines
Mine Supervisor	Active	0	New Afton
Shiftboss - Underground (Legacy)	Active	0	Highland Valley Copper

Exam Details

Region:	Kamloops
Type of Mine	Major Mine
Mine Site	New Afton
Certification:	Mine Supervisor
Offered By:	Open School
Language	English
Exam Date:	2020-11-09
Exam Mark:	84
Comments:	
Pass / Fail:	Pass
Expiry Date:	2025-11-09
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2021-04-06

4. To view the details for the 'Blaster – Surface 3rd Class', click on the certification under 'Certification History'. Now, the blaster exam is highlighted by the yellow background and its Exam Details are displayed immediately below:

Certification History

Certification	Status	Susp	Mine Site
Blaster - Surface 3rd Class	Active	0	Angel Jade Mines
Mine Supervisor	Active	0	New Afton
Shiftboss - Underground (Legacy)	Active	0	Highland Valley Copper

Exam Details

Region:	Kamloops
Type of Mine	Major Mine
Mine Site	Angel Jade Mines
Certification:	Blaster - Surface 3rd Class
Offered By:	Open School
Language	English
Exam Date:	2024-01-15
Exam Mark:	80
Comments:	
Pass / Fail:	Pass
Expiry Date:	2029-01-30
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2024-03-19

Reg Exam Details

Reg Exam Mark:	75
Reg Exam Date:	2024-01-13

Interview Details

Interviewer Name:	CHRIS JAMES
Interview Province:	BC
Interview Date:	2024-01-30
Interview Pass/Fail:	Pass
Interview Notes:	
Criminal Record Check (CRC):	Completed

5. To return to the search results page, click on the **Search Results** breadcrumb or use the browser back button:

Home > Search Results

Student Details: 'TOMAS CHAN'

3.4 Clear Search / New Search

To clear a search and start a new search:

1. Click on **Clear Search Form** and enter new criteria in the search form:

> **TIP:** Switching search category from 'Students' to 'Certifications' clears the current search.
>
>

3.5 Search by Gender

To search clients by Gender:

1. Enter any known data in the name fields and select 'Man, 'Woman', 'Non-binary or 'Unknown/Prefer Not to Answer'. You can use the mouse to access the dropdown menu, or simply type M, W, X or U in the field and hit **Enter** to make the selection:

2. The search results include only records for the gender selected.

3.6 Search by Birthdate

To search by Birthdate:

1. Enter the birthdate:

    a. Use the calendar, or

    b. Enter the date manually in the following format, including hyphens: yyyy-mm-dd

2. Click on **Search**:

3.7 Search by People ID

Every client has a 'People ID' which is a unique identifier number generated automatically by the Registry system when a new client record is created. If the client has more than one certification, each certification is added to a single client record under a single people ID.

Client records can be searched by people ID.

The people ID is printed on all certificates and cards:

Certificate, People ID
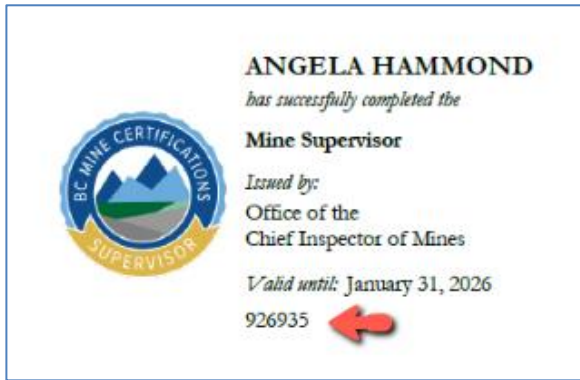
3.8 Search by Certification + Mine Site

To search for clients by certification attributes:

1. Select the 'Certifications' category from the search category menu:

2. Enter data or make menu selections in one or more of the search criteria fields and click on **Search**.
    For example, search for the Mine Site, 'Line Creek' + the Type of Certification, 'Mine Supervisor':

3. The search results include clients who have taken the Mine Supervisor exam and who are registered under the Line Creek mine site. Please note that the search results include clients with pass and fail grades.

4. To refine the search to include only clients with a passing grade, add the 'Pass' criteria to the search:

5. Now the results contain only clients with a passing grade on their certification:

> **TIP:** To return a list of **all certification types** at a mine site, select the mine site in the 'Mine Site' field and leave the 'Type of Certification' field blank.

3.9 Search by Equivalent Certification

To search for clients who have been issued an Equivalent certification after meeting the Ministry's requirements:

1. Select the 'Certifications' search category:

2. In the 'Equivalency' field, select 'Yes' and click **Search**:

3. The search results include all clients who have an Equivalent certification, including passes and fails:

Last Name	First Name	Middle Name	Certification	Cert Date	Cert Expiry	Pass/Fail	Region
ADAMSON	AMY	K	Shiftboss - Open Pit	2023-10-10		Pass	Southwest
AQUINO	JAMES	B	Blaster - Surface 1st Class	2020-10-30		Fail	Cranbrook
ARMSTRONG	LOUIS	B	Blaster - Seismic Endorsement	2015-05-10	2020-05-10	Pass	Cranbrook
BAILEY	ALANA	ERICA	Blaster - Underground 3rd Class	1999-12-01	2004-12-01	Pass	Kamloops

4. If required, refine the current search by adding criteria; for example, add 'Pass' so that the search results contain only those clients with a passing grade on their Equivalent certification:

5. The refined search results include all clients who have an Equivalent certification with a passing grade:

Last Name	First Name	Middle Name	Certification	Cert Date	Cert Expiry	Pass/Fail	Region
ADAMSON	AMY	K	Shiftboss - Open Pit	2023-10-10		Pass	Southwest
ARMSTRONG	LOUIS	B	Blaster - Seismic Endorsement	2015-05-10	2020-05-10	Pass	Cranbrook
BAILEY	ALANA	ERICA	Blaster - Underground 3rd Class	1999-12-01	2004-12-01	Pass	Kamloops

TIPS

1. To exclude equivalent certifications from the search results, search by the certification type plus the equivalent value 'No'.

2. To include certifications and equivalent certifications in the search results, leave the equivalency field blank.

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3. Certifications that are eligible for equivalent status are Blaster (OSBC and Legacy), Fireboss (Legacy) and Shiftboss (OSBC and Legacy).

4. A search by Mine Supervisor or Mine Rescue equivalent value 'Yes' returns no results because there is no equivalent for a Mine Supervisor or Mine Rescue certification in B.C.

3.10 Search by Legacy Certification

Legacy certifications were imported from the Ministry's database into the Registry on October 24, 2021.

To search by a Legacy certification:

1. On the search page, select the 'Certifications' search category menu, and open the dropdown menu in the 'Type of Certification' field:

2. In the 'Type of Certification' menu:

   a. The Legacy certifications for Fireboss, Mine Rescue and Shiftboss categories are displayed below the new certifications, after the heading 'LEGACY'.

   b. The Legacy certifications for the Blaster category are displayed below the heading 'LEGACY ARCHIVED'.

Legacy Certifications

Mine Supervisor
Blaster - Seismic Endorsement
Blaster - Surface 3rd Class
Blaster - Surface 2nd Class
Blaster - Surface 1st Class
Blaster - Underground 3rd Class
Blaster - Underground 2nd Class
Blaster - Underground 1st Class
Shiftboss - Open Pit
Shiftboss - Sand and Gravel
Shiftboss - Underground

[LEGACY]
Coal Competency - 2nd Class
Coal Competency - 1st Class
Fireboss
Mine Rescue - Gravel (Basic)
Mine Rescue - Gravel (Advanced)

Legacy Archived Certifications

Mine Rescue - Gravel (Advanced)
Mine Rescue - Gravel (Theory)
Mine Rescue - Surface (Basic)
Mine Rescue - Surface (Advanced)
Mine Rescue - Surface (Theory)
Mine Rescue - Underground (Basic)
Mine Rescue - Underground (Advanced)
Mine Rescue - Underground (Theory)
Shiftboss - Open Pit (Legacy)
Shiftboss - Sand and Gravel (Legacy)
Shiftboss - Underground (Legacy)
[LEGACY ARCHIVED]
Blaster - Electric
Blaster - Exploration
Blaster - General
Blaster - Surface
Blaster - Underground
Blaster - Underground Coal
Blaster - Urban

> **TIP**
> The Legacy Shiftboss certifications are now marked with the suffix '(Legacy)' to distinguish them from the new Shiftboss (OSBC) certifications that share the same certification names.

3. Select a Legacy certification:
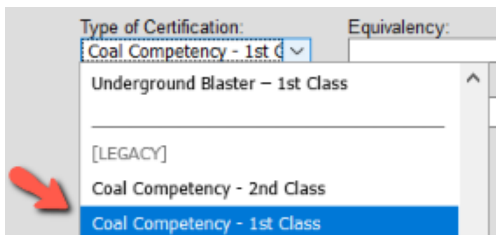
Type of Certification: Equivalency:
Coal Competency - 1st C

Underground Blaster – 1st Class

[LEGACY]
Coal Competency - 2nd Class
Coal Competency - 1st Class

4. Click on **Search**:

5. The Search Results contain a list of clients who have a record for the selected Legacy certification:

> **TIP:** To return a list of **all certifications** in the Registry, perform a Certifications search with no criteria entered in the search form.

3.11 Search by Photo Required

The Secure Photo ID Cards issued for Blaster (OSBC) certifications require a photograph of the certificate holder to be uploaded using the Registry photo app. Once the photo is uploaded, and the Criminal Record Check is completed the secure photo ID and certificate are automatically added to the certificate print queue:

To search for clients whose blaster certifications require a photograph:

1. On the search page, open the search Category menu and select 'Photo Required':

2. To restrict the search by Region, Mine Type or Mine Site, select a value from the dropdown menus of one or more search criteria fields. Click on **Search**:

3. The Search Results show all clients in the selected Region whose record requires a photo before the secure photo ID card and certificate can be printed:

Last Name	First Name	Middle Name	Certification	Cert Date	Cert Expiry	Pass/Fail	Region
KIWANUKA	MICHAEL	B.	Underground Blaster – 3rd Class	2021-04-30	2026-04-30	Pass	Kamloops
SANCHEZ	BARBARA	MARY	Surface Blaster – 2nd Class	2020-12-30	2025-12-30	Pass	Kamloops
YELLAND	DAVE	P.	Seismic Endorsement	2021-02-15	2026-02-15	Pass	Kamloops

TIP

To find **all** certificates in the Registry that require a photo, leave the search criteria fields **blank** and click on **Search**:

3.12 Search by Certification Status, Suspended and Cancelled

To search for certifications with a suspended or cancelled status:

1. On the search page, open the search 'Category' menu and select 'Certification Status':

2. In the 'Status' field, select 'Suspended' or 'Cancelled':

15

3. If required, select other criteria to add to the search; for example, select a Mine Site. Click on **Search**:

4. The Search results display all certifications at Elkview mine site that have ever had a suspension applied, including active and expired suspensions:

5. For more information, click on the entry in the list to open the person's record:

6. In the record, the certification is highlighted under 'Certification History', and in this example displays a 'Cancelled' status:

7. Scroll down the record to review the 'Suspension and Cancellation History' for this certification.
   In this example a cancellation has superseded a suspension:

Suspension and Cancellation History

Action	Start Date	End Date	Issuer
Cancelled	2021-06-18		David Chong
			Edit
Suspended	2021-02-15	2021-03-31	Ian Ross
			Edit

TIPS

1. To find **all** suspended and cancelled certifications in the Registry, including active and expired suspensions, leave the search criteria fields blank and click on **Search:**

2. Search results are ordered by the start date of the suspension, with the oldest at the top of the list.

Your search returned 78 results.

Last Name	First Name	Certification	Status Type	Start Date	End Date	Region
MORROW	JORGE	Shiftboss - Open Pit	Suspended	2009-10-27		Unknown
HAMDI	CHAKALISA	Surface Blaster – 2nd Class	Suspended	2019-06-17	2019-06-30	Kamloops
HAMILTON	EDGAR	Underground Blaster – 3rd Class	Suspended	2020-01-15	2020-01-31	Kamloops
STEVANOVICH	DIANNE	Surface Blaster – 3rd Class	Suspended	2020-07-01	2020-08-31	Southwest
MINER	GEORGE	Underground Blaster – 3rd Class	Suspended	2020-08-01	2021-02-12	Cranbrook
PARTON	DAMIEN	Surface Blaster – 1st Class	Suspended	2020-09-01	2020-09-30	Kamloops

3. Search results include suspensions on 'active' or 'expired' certifications.

4. Search results include cancellations on 'active' or 'expired' certifications.

5. To find suspensions issued during a given date range, enter a 'Start Date' and 'End Date' in the search criteria.

6. Search results include suspensions that have start dates occurring within the date range selected.

Your search returned 29 results.

Last Name	First Name	Certification	Status Type	Start Date	End Date	Region
HAMILTON	EDGAR	Underground Blaster – 3rd Class	Suspended	2020-01-15	2020-01-31	Kamloops
STEVANOVICH	DIANNE	Surface Blaster – 3rd Class	Suspended	2020-07-01	2020-08-31	Southwest
MINER	GEORGE	Underground Blaster – 3rd Class	Suspended	2020-08-01	2021-02-12	Cranbrook
PARTON	DAMIEN	Surface Blaster – 1st Class	Suspended	2020-09-01	2020-09-30	Kamloops
PARTON	DOLLY	Surface Blaster – 1st Class	Suspended	2020-09-01	2020-09-30	Smithers

7. To find cancellations issued during a given date range, enter a 'Start Date' and 'End Date in the search criteria.

8. Search results include cancellations issued within the date range entered.

Your search returned 11 results.

Last Name	First Name	Certification	Status Type	Start Date	End Date	Region
RASHEED	GILLIAN	Underground Blaster – 1st Class	Cancelled	2021-01-01		Cranbrook
MEYER	FRIDAY	Mine Supervisor	Cancelled	2021-02-12		Southwest
HAMDI	CHAKALISA	Underground Blaster – 3rd Class	Cancelled	2021-02-17		Southwest
VERLAINE	JORDAN	Underground Blaster – 3rd Class	Cancelled	2021-02-19		Cranbrook

3.13 Search by Provisional Certification

To search for provisional certifications by 'Mine Site':

1. On the search page, open the search 'Category' menu and select 'Provisional':

2. In the 'Mine Site' field, select a mine site from the list, and click on **Search**.
   For example: select mine site 'Angel Jade Mines':

3. The Search Results display all provisional certifications recorded under the 'Angel Jade Mines' mine site, ordered by last name in alphabetical order. If a person has multiple provisional certifications, the oldest is at the top:

Your search returned 9 results.

Last Name	First Name	Certification	Effective Date	Expiry Date	Mine site
CARON	GUY	Shiftboss - Underground	2021-11-08	2022-05-08	Angel Jade Mines
CARON	GUY	Surface Blaster – 1st Class	2022-07-15	2022-10-13	Angel Jade Mines
CARON	GUY	Fireboss	2022-08-20	2023-02-20	Angel Jade Mines
HAMILTON	LILA	Surface Blaster - 3rd Class	2022-05-15	2022-08-13	Angel Jade Mines
JACKSON	CHRIS	Surface Blaster – 1st Class	2022-04-13	2022-07-12	Angel Jade Mines
JACKSON	CHRIS	Underground Blaster – 2nd Class	2022-07-01	2022-09-29	Angel Jade Mines
LENNOX	ANNIE	Surface Blaster – 2nd Class	2022-09-15	2022-12-14	Angel Jade Mines
WALKER	JAN	Surface Blaster – 2nd Class	2022-04-01	2022-06-30	Angel Jade Mines
WEBER	EARL	Fireboss	2022-05-12	2022-11-12	Angel Jade Mines

4. To refine the search, enter additional criteria. For example, in the 'Expiry Range Start' and 'Expiry Range End' fields enter a start date and end date. Click on **Search**.

5. The search results display all provisional certifications under the Angel Jade mine site that expire between June 1, 2022 and December 31, 2022:

6. To see details about the provisional certification, click on the person's name to open their record:

7. In the record, scroll down to <mark>the provisional certifications</mark> where you will find information about any other provisional certifications issued for this person, certification dates, and who issued the provisional certification:

TIPS

To find **all** provisional certifications in the Registry, including current and expired provisional certifications:

1. Leave the search criteria fields blank and click on **Search:**

2. The Search Results display all provisional certifications in the Registry, ordered alphabetically by last name:

Your search returned 88 results.

Last Name	First Name	Certification	Effective Date	Expiry Date	Mine site
ABEYGUNAWARDENA	BENJAMIN	Shiftboss - Open Pit	2024-01-08	2024-07-08	Brule (Dillon)
ACCENT	GEORGE	Blaster - Surface 3rd Class	2024-01-26	2024-04-25	Adventure Paving Ltd
ACOSTA	ERIK	Shiftboss - Underground	2024-01-14	2024-07-14	Bodnar Contracting Ltd
ADAMSON	AMY	Blaster - Surface 3rd Class	2024-01-08	2024-04-07	Buse Lake Quarry
ADICHE	OSAZI	Blaster - Underground 3rd Class	2020-12-02	2021-03-02	Burnco Rock Products
ADICHE	OSAZI	Fireboss	2022-09-30	2023-03-30	Burnco Rock Products
ALEXANDER	CHRIS	Blaster - Underground 1st Class	2020-09-21	2020-12-20	Elkview
ARIAS	BYRON	Blaster - Underground 3rd Class	2021-01-15	2021-04-15	Buse Lake Quarry
BAILEY	ALANA	Blaster - Surface 1st Class	2021-03-01	2021-05-30	Butler Brothers Supplies
BAILEY	ALANA	Shiftboss - Sand and Gravel (Legacy)	2021-06-01	2021-12-01	Chapman Sand and Gravel

3. If a person has multiple provisional certifications, the oldest is at the top.

To search by the **issuer** of the provisional certification:

1. In the 'Issued By' field, enter a partial name or full name.

   For example: 'La' will turn "Lana Taylor' and 'Larry David'.

2. The search results contain all the provisional certifications issued by an **issuer** whose first name begins with 'La'. To view issuer details, open the record and scroll down to the Provisionals information.

Your search returned 2 results.

Last Name	First Name	Certification	Effective Date	Expiry Date	Mine site
COLLIER	GEORGE	Shiftboss - Sand and Gravel	2024-04-02	2024-10-02	Coal Mountain
MINER	GEORGE	Blaster - Electric	2021-10-04	2022-01-02	Buse Lake Quarry

3. Scroll down to the ==provisional certifications== to view the issuer:

Provisionals

Certification	Mine Site	Effective Date	Expiry Date	Issued By
Shiftboss - Sand and Gravel	Coal Mountain	2024-04-02	2024-10-02	Lana Taylor

Notes:
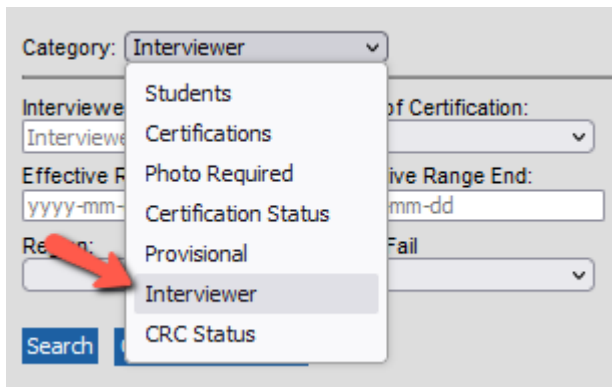Provisional certification issued because...

Edit

3.14 Search by Interviewer

Some certification types require an interview to complete the certification requirements.

The Registry records the name of the interviewer / examiner who conducted the interview with the applicant.
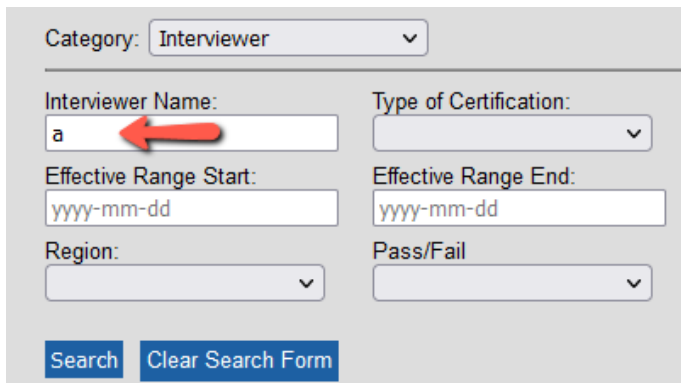
To search the Registry by the interviewer name:

1. Select the 'Interviewer' category from the search category menu:

2. Enter the name of the interviewer in the 'Interviewer' field, using one or more letters of the first name, or the full name. For example, the letter 'a':

3. The search results are listed alphabetically by the interviewer's first name:

Your search returned 9 results.

Interviewer Name	Certification	Cert Date	Region	Pass/Fail
ABBY STANFORD	Shiftboss - Sand and Gravel (Legacy)	2018-06-13	Cranbrook	Pass
ADAM MACINTOSH	Blaster - Surface 3rd Class	2020-12-01	Unknown	Fail
ADAM MACINTOSH	Blaster - Underground 3rd Class	2020-11-20	Unknown	Pass
AHMED NADER	Coal Competency - 1st Class	2020-11-22	Cranbrook	Pass
AL HUNT	Blaster - Surface 2nd Class	2024-02-27	Kamloops	Pass
ALEX GILL	Blaster - Underground 2nd Class	2020-11-16	Kamloops	Pass
ALEX HARRIS	Blaster - Surface 2nd Class	2018-01-20	Cranbrook	Pass
ALICIA GARREAU	Blaster - Surface 1st Class	2021-02-17	Smithers	Fail
ANTON CHAN	Blaster - Urban	2011-04-20	Smithers	Pass

4. To refine the search, add criteria.

    For example: select the 'Region'.

5. The search results now include interviewers whose first names start with 'A' who provided interviews to workers in the Cranbrook region.

Your search returned 3 results.

| Interviewer Name	Certification	Cert Date	Region	Pass/Fail
ABBY STANFORD	Shiftboss - Sand and Gravel (Legacy)	2018-06-13	Cranbrook	Pass
AHMED NADER	Coal Competency - 1st Class	2020-11-22	Cranbrook	Pass
ALEX HARRIS	Blaster - Surface 2nd Class	2018-01-20	Cranbrook	Pass

TIPS

1. An empty search by interviewer will return all certifications with interviews.

2. A search by interviewer name relies on correct and consistent spelling of the name, e.g. 'Andy' will not find 'Andrew'.

3. A search by effective date range, returns certifications issued between the start and end dates. The certification date is the date of the interview.

3.15 Search by Criminal Record Check Status

The Blaster certification types require a Criminal Record Check to complete the certification requirements.

To check the status of a Criminal Record Check:

1. Select the CRC Status category from the search category menu:
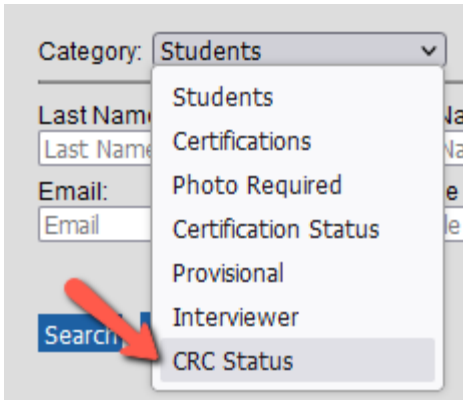
2. Select the criteria you wish to search by. For example, to find any Criminal Record Checks that still need to be completed, select 'Pending' from the CRC Status field:
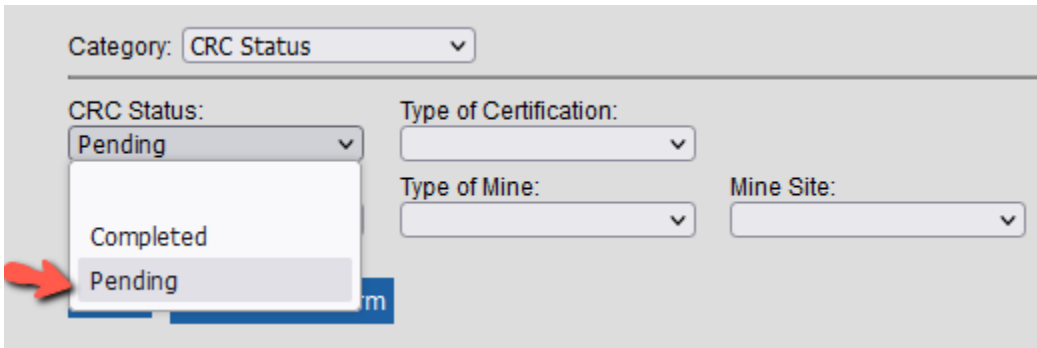
3. The search results are listed alphabetically by the client's first name:

Your search returned 119 results.

Last Name	First Name	Certification	CRC Status	Cert Expiry	Region
ARMATRADING	JOAN	Blaster - Surface 2nd Class	Pending	2026-05-31	Southwest
ASTOR	ABEL	Blaster - Underground 1st Class	Pending	2029-01-23	Southwest
AYALA	JACKIE	Blaster - Seismic Endorsement	Pending	2025-12-08	Southwest
BAILEY	DEXTER	Blaster - Underground 1st Class	Pending	2026-01-06	Cranbrook
BARBER	SHERI	Blaster - Underground 3rd Class	Pending	2026-03-08	Cranbrook
BRONTE	CHARLOTTE	Blaster - Surface 3rd Class	Pending	2026-12-01	Cranbrook
BROWN	HONEY	Blaster - Underground 3rd Class	Pending	2025-11-20	Unknown
CADOGAN	JO	Blaster - Underground 3rd Class	Pending	2026-01-15	Kamloops
CALLAGHAN	FRED	Blaster - Surface 1st Class	Pending	2026-05-15	Cranbrook
CARON	GUY	Blaster - Surface 1st Class	Pending	2026-04-15	Kamloops

<< first | < prev 11 to 20 out of 119 results. next > | end >>

4. To refine the search, add criteria.

For example: select the 'Region'.

The search results now include all pending criminal record checks in the region selected:

Last Name	First Name	Certification	CRC Status	Cert Expiry	Region
ABEYGUNAWARDENA	BENJAMIN	Blaster - Underground 1st Class	Pending	2026-06-15	Cranbrook
ALLENDE	JUAN	Blaster - Surface 3rd Class	Pending	2029-02-15	Cranbrook
ALVAREZ	YESENIA	Blaster - Surface 1st Class	Pending	2026-06-04	Cranbrook
ANSARI	CASSANDRA	Blaster - Surface 2nd Class	Pending	2026-01-15	Cranbrook
BAILEY	DEXTER	Blaster - Underground 1st Class	Pending	2026-01-06	Cranbrook
BARBER	SHERI	Blaster - Underground 3rd Class	Pending	2026-03-08	Cranbrook
BRONTE	CHARLOTTE	Blaster - Surface 3rd Class	Pending	2026-12-01	Cranbrook
CALLAGHAN	FRED	Blaster - Surface 1st Class	Pending	2026-05-15	Cranbrook
CHAN	QUINTON	Blaster - Underground 1st Class	Pending	2026-09-15	Cranbrook
COLLIER	ADRIAN	Blaster - Underground 1st Class	Pending	2022-06-30	Cranbrook

1 to 10 out of 33 results. next > | end >>

TIPS

1. An empty Criminal Record Check search will return all Blaster certifications that have a pending or completed criminal record check.

2. The Criminal Record Check returns only new Blaster certification types, not the Legacy Blaster certification types. The Legacy Blaster records do not include a Criminal Record Check field.

4   ADD STUDENT (CLIENT)

4.1   Add Student (Client)

To add a new client record manually:

1. Click on the **Add Client** icon:
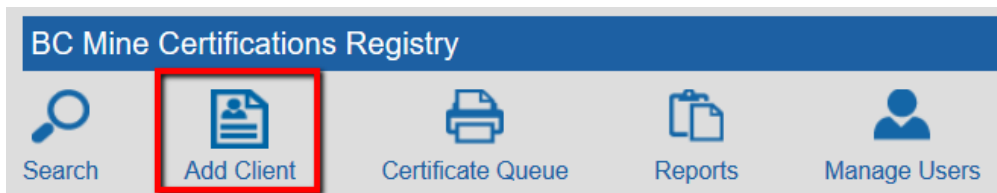
2. A 'Student Details' form opens:

3. Enter the 'last name', 'first name', and 'middle name' data in the appropriate fields.
   Use the **Tab** key to move from one field to the next:

Last Name:	MANN
First Name:	FREDERICK
Middle Name:	C.

TIPS
1. The 'Last Name' field has a limit of 35 characters.
2. The 'First Name' and 'Middle Name' fields have a limit of 15 characters each.
3. Data entered as lower case or mixed case is saved as UPPER CASE.

4. In the 'birthdate' field, enter the date in the following format, including hyphens: yyyy-mm-dd.
   Use the **Tab** key to go to the next field:

| Birth Date: | 1985-02-28 |

5. In the 'gender' field, select an option from the dropdown menu: 'Man, 'Woman, 'Non-Binary' or 'Unknown/Prefer not to answer.
   Alternatively, type in 'M', 'W', 'N' or 'U' and then use the **Tab** key to go to the next field.

UPDATE APRIL 2024

British Columbians who do not identify as male or female have the choice to display 'Non-binary' as an option in the 'Gender' field.

To comply with new provincial guidelines on the use of gender data, the gender options in the Registry are:

Note

Existing records in the Registry use 'Female' instead of 'Woman'.

When OSBC submits exam results to the Registry they will submit 'Woman'. If the client has an existing record in the Registry with the gender value 'Female', the value 'Female' will be overwritten by 'Woman'.

Manual editing of the gender value requires the consent of the client. If consent is provided, the gender field can be edited to change Female to Woman, or another option.

If no gender is supplied, please enter 'Undetermined'.

6. Enter the address according to Canada Post guidelines. The Canada Post guidelines for Canadian addresses can be found on the Canada Post website.

TIP: Please take care entering this address as it is used for mailing certificates and ID cards to clients.

See also Section 5.1 Canada Post Guidelines

7. In the 'province' field, enter two characters for the province or territory, for example: BC, AB, YT.

8. In the 'postal code' field, enter a postal code with **no space**, or enter a 5-digit zip code, for example: V2V3A3, 98281

Postal Code: V8V2A2

9. In the 'area code' field, enter a three-digit code, hit the **Tab** key, and in the 'phone' field, enter the seven-digit phone number with **no hyphen**:

Area Code - Phone: 250 - 3334444

10. In the 'Email' field, enter the client's email address including the domain.
    For example, name@domain.com: jsmith@gmail.com; john.doe@email.ca; janedoe@telus.net

Email: fmann@me.com

11. In the 'Comments' field, enter any comments and save the client record using **Submit**:

Comments: Temporary address

Submit   Clear Form

> **TIP:** The comments field is meant for factual information only. At any time, an individual can verify the accuracy of their personal information held in the BC Mine Certifications Registry by contacting the Ministry of Energy, Mines and Low Carbon Innovation.

4.2 Add Accents in Client Names

For clients who have names containing accents, please use UTF-8 code numbers to enter the accented characters in the 'Student Details' form, including the first digit '0'.

COMMON ACCENTED CHARACTER CODES		
Character	**Entry**	**Character Name**
À	Alt + 0192	Latin capital letter A with grave
Â	Alt + 0194	Latin capital letter A with circumflex
Ç	Alt + 0199	Latin capital letter C with cedilla
È	Alt + 0200	Latin capital letter E with grave
É	Alt + 0201	Latin capital letter E with acute
Ê	Alt + 0202	Latin capital letter E with circumflex
Ë	Alt + 0203	Latin capital letter E with umlaut
Ñ	Alt + 0209	Latin capital letter N with tilde

Ô	Alt + 0212	Latin capital letter O with circumflex
Ö	Alt + 0214	Latin capital letter O with umlaut

To enter a character with an accent:

1. On your keyboard **Number Pad**, turn the Num Lock **ON.**

2. Hold down the **Alt** key.

3. Position your cursor in the name field and enter the code number using the **Number Pad.**
   Please include the '0' as the first digit in the code, for example: 0201

4. Release the **Alt** key.

5. The accented character is inserted:

First Name: ANDRÉ

TIPS

1. In the 'Student Details' form you can enter the accented character codes for upper- or lower-case letters; the Registry saves both as upper case.

2. Include a zero '0' as the first digit in the code, for example: 0201

3. The certificates, wallet cards and secure photo ID cards display names in upper case, for example: NOËL, HÉLÈNE

4. A list of UTF-8 codes can be found at https://www.w3schools.com/charsets/ref_utf_latin1_supplement.asp

---

4.3   Validation Errors in the Student Details Form

4.3.1   Missing data in required Student Details fields

If the Student Details form is submitted when **required** fields are **blank**, a red validation error message displays at the top of the form, and red borders display on fields which require data.

To resolve the validation error:

1. Enter the required data and click on **Submit**:

2. The corrected data is successfully submitted and saved:

TIP: The required 'Student Details' fields are indicated with a red border. The other fields are optional.

4.3.2 Incorrect data format

If the data **format** is incorrect, upon submit, a red validation error message displays at the top of the form, and red borders display on the fields containing data entered in an incorrect format.

To resolve a validation error:

1. Hover the cursor over the field to view the **tool tip** message displaying details about the expected format:
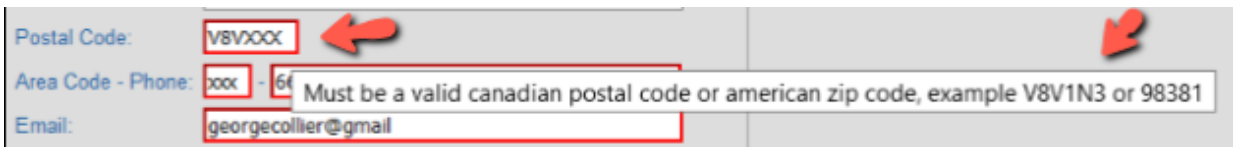
2. Enter the data in the required format and click on **Submit**:

3. The corrected data is successfully submitted and saved:

TIPS

1. Data entered in lower case is saved as UPPER CASE.

2. In fields containing drop down menus, you can use the mouse to select an option, or type in the first letter of the value, then use Tab to go to the next field.

3. Student Details cannot be submitted unless data is entered in all the required fields.

4. Student Details cannot be submitted unless data is entered in the correct format.

5. To view a tool tip with the expected data format, hover your cursor over the field.

6. To view a tool tip for correcting a validation error, hover your cursor over the field displaying the red border.

7. The postal code field allows 6 characters for a postal code or 5 numbers for a zip code.
   For example: V2V3A3, 98281

8. The phone field allows 7 characters, no hyphen. For example: 5554321

9. The email address must include the domain info.
   For example, name@domain.com: jsmith@gmail.com; john.doe@email.ca; janedoe@telus.net

4.4 Edit Student (Client) Details

To edit Student Details such as name, address, telephone, email address, or comments:

1. Click on **Edit Student** at the bottom of the 'Student Details' form:

2. In the 'Student Details' form, all fields can be edited, except for the unique identifier number called the People ID. Enter updated information in the fields and when all changes are entered, click on **Save Student Changes**:

5 ADDRESS CHANGES

5.1 Canada Post Guidelines

When checking or updating a person's address, please refer to the Canada Post guidelines. A correctly formatted address will ensure that the person receives their certificate and wallet card/secure photo ID card in the mail without delay. *See* Canada Post examples below.

1. Civic address
2. Civic address with additional delivery information

Civic address with additional delivery information

If you wish to include additional delivery information, it should appear between the first line (the addressee) and the third line (the civic address).

Civic addresses with additional delivery information should contain:
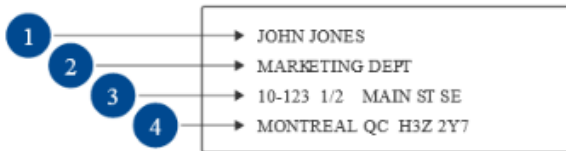

JOHN JONES
MARKETING DEPT
10-123 1/2 MAIN ST SE
MONTREAL QC H3Z 2Y7

1. The addressee (first line)
2. Additional delivery information (second line)
3. Civic address (third line)
4. Municipality name, province or territory, and postal code (fourth line)

3. Civic address in a rural area

Civic address in a rural area

Civic addresses are also commonly used in rural areas (with rural postal codes).

JOHN JONES
123 MAIN ST
MILLARVILLE ABT0L 1K0

4. Postal Box address

Postal Box address

Postal Box addresses should contain:

JOHN JONES
PO BOX 4001 STN A
VICTORIA BC V8X 3X4
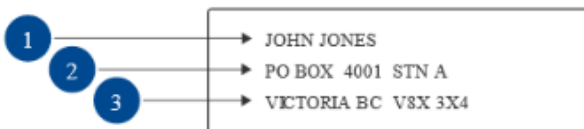
1. The addressee (first line)
2. Postal Box number and station information (second line)
3. Municipality name, province or territory, and postal code (third line)

5. Postal Box address with civic address and additional delivery information

Postal Box address with civic address and additional delivery information

If you wish to include additional delivery information, it should appear under the first line. If you wish to include the civic address, it should appear above the Postal Box number and station information.

Postal Box addresses with civic address and additional delivery information should contain:
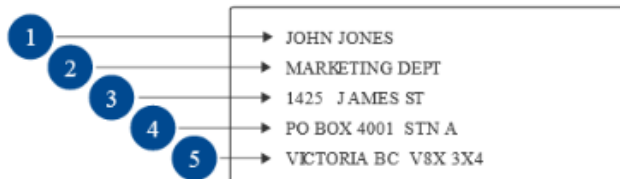
1. The addressee (first line)

2. Additional delivery information (second line)

3. Civic address (third line)

4. Postal Box number and station information (fourth line)

5. Municipality name, province or territory, and postal code (fifth line)

6. Rural Route address

Rural Route address

Rural Route addresses should contain:
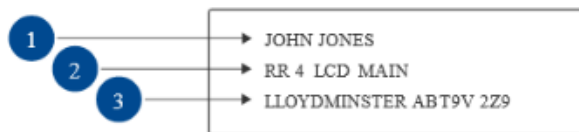
1. The addressee (first line)

2. Rural Route identifier and station information (second line)

3. Municipality name, province or territory, and postal code (third line)

7. Rural Route address with civic address

Rural Route address with civic address

If you wish to include additional delivery information, it should appear under the addressee. If there's a civic address for the rural area, it should appear above the Rural Route identifier and station information.

Rural Route addresses with civic address should contain:

1 → JOHN JONES
2 → 462 CEDAR ST
3 → RR 4 LCD MAIN
4 → LLOYDMINSTER AB T9V 2Z9
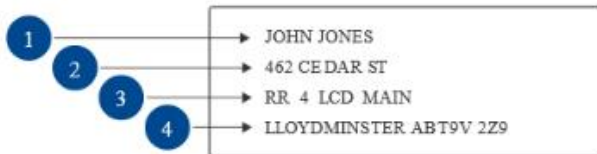
1. The addressee (first line)

2. Civic address (second line)

3. Rural Route identifier and station information (third line)

4. Municipality name, province or territory, and postal code (fourth line)

8. Rural route address with additional address information

Rural Route address with additional address information

Rural addresses that don't contain a civic address may need additional address information. The additional address information should appear above the Rural Route identifier and station information.

Rural Route addresses with additional address information should contain:

1 → JOHN JONES
2 → SITE 6 COMP 10
3 → RR 4 LCD MAIN
4 → LLOYDMINSTER AB T9V 2Z9
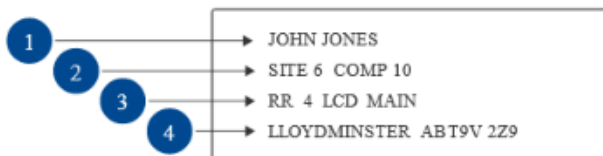
1. The addressee (first line)

2. Additional address information (second line)

3. Rural Route identifier and station information (third line)

4. Municipality name, province or territory, and postal code (fourth line)

9. General Delivery Address

General Delivery address

General Delivery addresses should contain:

JOHN JONES
GD STN A
CALGARY AB T0H 1A0
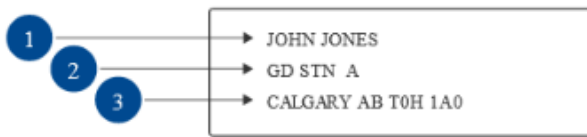
1. The addressee (first line)
2. General Delivery Identifier and station information (second line)
3. Municipality name, province or territory, and postal code (third line)

5.2 Address Format Safeguards

5.2.1   Open School System

If a client has taken a course with Open School BC, their personal details and exam data are submitted by Open School's system to the Registry, in a system-to-system transfer of data.

Open School has implemented the following safeguards to ensure that clients are entering contact information according to Canada Post Guidelines:

1. The Open School system checks for # sign and commas to prevent entry of symbols.

2. A separate field is provided for unit numbers. When the address is submitted to the Registry a hyphen is added between unit number and street address in the Address 1 field.

3. Instructions are included on the Open School registration form advising students of proper format.

5.2.2   Address Format Safeguards in the Registry

For client data that is manually entered or edited by Registry users, the following Registry safeguards are in place to minimize errors:

1. The First Name field has a character limit of 15.
2. The Middle Name field has a character limit of 15.
3. The Last Name field has a character limit of 35.
4. The Address 1 field has a character limit of 25 characters.
5. The Address 2 field has a character limit of 25 characters.
6. The Province field accepts two characters. Example: BC, YT.
7. The Postal Code field accepts 6 characters in the following format.
   Example: V8V2P9; and 5-digit zip codes. Example: 98281.
8. A validation error occurs when the user attempts to save incorrectly formed data.
9. When the cursor hovers in a data field, tool tips instruct the user on the required format.

6   ADD NEW CERTIFICATION

6.1   Add New Mine Supervisor Certification

> **TIP**: The online course for the Mine Supervisor certification is available exclusively through Open School BC.
>
> When a client completes the course, the exam results are submitted by Open School to the Registry in a system-to-system transfer of data.
>
> The only time manual entry of exam results is required is if the data is not successfully transferred to the Registry. For manual entry, please follow the steps below.

The **Add New Certification** panel displays below the saved 'Student Details' form:
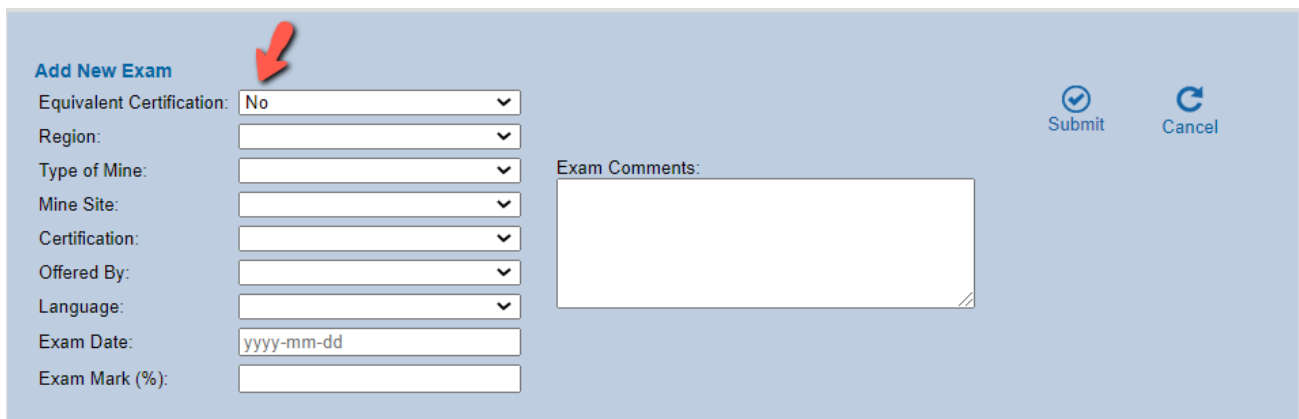
To manually add a Mine Supervisor certification:

1.   Click on **Add New Certification**:

2.   In the exam form the 'Equivalent Certification' field displays the default value, 'No'.
     Skip the Equivalent Certification field and go to the 'Region' field.

3. In the 'Region' field, select the client's current region from the dropdown menu.
   If no region is supplied, select 'Unknown':

4. In the 'Type of Mine' field, select the client's current mine type from the dropdown menu.
   If no mine type is supplied, select 'Other':

5. In the 'Mine Site' field, select the client's current mine site from the list of British Columbia sites in the dropdown menu. If no mine site is supplied, select 'Other'; or, if the client is attending school, you can select 'BCIT' or 'College of the Rockies':

TIPS

1. Use the scroll bar to move through the alpahabetical list, or

2. Type the first letter(s) of the mine site name to advance to that name in the list.

6. In the 'Certification' field, select 'Mine Supervisor' from the menu:

7. The Mine Supervisor certification program is an online course offered exclusively by Open School BC. In the 'Offered By' menu, select 'Open School':

8. The 'Language' field is pre-populated with the default value, 'English', the required language of the exam. Skip to the next field.

Note: For English language requirements for blaster, shiftboss and fireboss certifications, please see the the [Health, Safety and Reclamation Code for Mines in British Columbia](#)

9. In the 'Exam Date' field, enter the exam date in the following format, including hyphens: yyyy-mm-dd:

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Exam Date: 2020-12-31

10. In the 'Exam Mark' field, enter the exam mark as a whole number:

Exam Mark (%): 80

TIPS
1. Use numerical entries. Example: 75, 80, 100.
2. Enter whole numbers. Do not enter decimals.
3. Exam mark must be between 0 and 100.
4. Do not enter a % sign.
5. The mark required to achieve a passing grade for the Mine Supervisor exam is 80.

11. In the 'Exam Comments' field, enter any additional information about the exam (up to 3,500 characters):

Exam Comments:
Additional information about the exam

12. When you have finished entering the exam data, click on **Submit:**

6.2   Add New Blaster Certification

TIPS

The Blaster Certifications (OSBC) are:

1. Seismic Endorsement
2. Surface Blaster – 3rd Class
3. Surface Blaster – 2nd Class
4. Surface Blaster – 1st Class
5. Underground Blaster – 3rd Class

6. Underground Blaster – 2nd Class
7. Undergound Blaster – 1st Class

The online courses for Blaster certifications are available exlusively through Open School BC.

When a client completes the course, the results of the exam and interview are submitted by Open School to the Registry in a system-to-system transfer of data.

The only time manual entry is required is if the data is not successfully transferred to the Registry. For manual entry, please follow the steps below.

6.2.1   Add Technical Exam

To add a Blaster certification:

1. Click on **Add New Certification**:

2. In the technical exam form ensure that the 'Equivalent Certification' field displays the default value, 'No':

See Section 6.4 Add Equivalent Certification, for instructions on how to enter Equivalent certifications.

3. In the 'Region' field, select the client's current region from the dropdown menu.
   If no region is supplied, select 'Unknown':

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4. In the 'Type of Mine' field, select the client's current mine type from the dropdown menu.
   If no mine type is supplied, select 'Other':

5. In the 'Mine Site' field, select the client's current mine site from the list of British Columbia sites in the dropdown menu. If no mine site is supplied, select 'Other'; or, if the client is attending school, select 'BCIT' or 'College of the Rockies':

TIPS

1. Use the scroll bar to move through the alpahabetical list, or

2. Type the first letter(s) of the mine site name to advance to that name in the list.

6. In the 'Certification' field, select one of the seven types of Blaster (OSBC) certifications from the top of the menu:
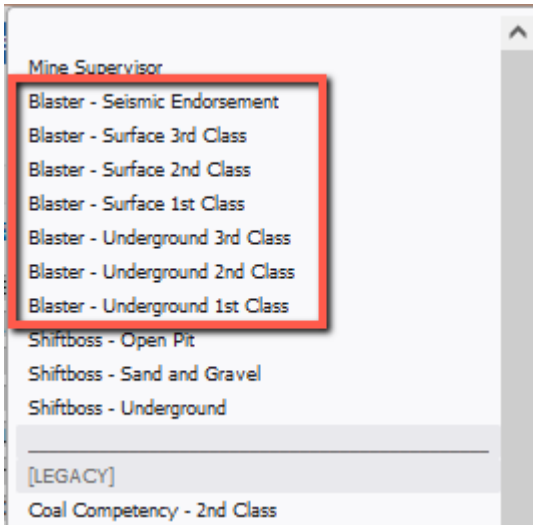
7. Upon selection of a Blaster (OSBC) certification, a regulatory exam form and an interview form opens.

8. Finish entering data in the technical exam fields. In the 'Offered By' menu, select 'Open School':

9. The 'Language' field is pre-populated with the default value 'English', the required language of the exam. Skip to the next field.

TIP: For English language requirements for blaster, shiftboss and fireboss certifications, please see the the Health, Safety and Reclamation Code for Mines in British Columbia

10. In the 'Exam Date' field, enter the exam date in the following numerical format, including hyphens: yyyy-mm-dd:

11. In the 'Exam Mark' field enter the exam mark as a whole number:

12. In the 'Exam Comments' field enter any additional information about the exam (up to 3,500 characters):

13. When you have finished entering the technical exam data, continue to the regulatory exam form.

6.2.2 Add Regulatory Exam

In the Regulatory Exam form:

1. Enter the 'Regulatory Exam Date' in the following format, including hyphens**:** yyyy-mm-dd.

2. Enter the 'Regulatory Exam Mark' as a whole number.

Add Regulatory Exam

Regulatory Exam Date:	2024-03-28
Regulatory Exam Mark (%):	75

TIPS

1. The passing mark for Blaster regulatory exams is 75.

2. It is expected that new Blaster exam results will be submitted to the Registry with both technical and regulatory exam data; however, if regulatory exam data is missing, it will not cause a validation error in the Registry.

3. If regulatory exam data is missing in new Blaster (OSBC) exam results or in existing Blaster (OSBC) exam results, default values of '0' are entered automatically in the date and mark fields and yellow highlighting displays.

Reg Exam Details

Reg Exam Mark:	00
Reg Exam Date:	0000-00-00

4. When both the regulatory exam date and mark are available for entry:

   a. Select **Edit Certification**:

Reg Exam Details

Reg Exam Mark:	00
Reg Exam Date:	0000-00-00

Interview Details

Interviewer Name:	JIM FIEL
Interview Province:	BC
Interview Date:	2024-02- 0
Interview Pass/ Fail:	Pass
Interview Notes:	Demonst ates good knowledge...
Criminal Record Check (CRC):	Pending

CRC Completed

Delete Certification   Edit Certification

b. Enter the mark **and** date and **Save Certification Changes**:

Reg Exam Details

Reg Exam Mark:	75
Reg Exam Date:	2024-01-31

Interview Details

Interviewer Name:	M FIELD
Interview Province:	BC
Interview Date:	2024-02-10
Interview Pass/Fail:	Pass
Interview Notes	Demonstrates good knowledge...
Criminal Record Check (CRC)	Pending

Save Certification Changes   Cancel Certification Changes

5. Upon **Save**, the regulatory exam date and mark are locked from further editing.

Reg Exam Details

Reg Exam Mark:	75
Reg Exam Date:	2024-01-11

6.2.3 Add Interview

Clients who pass the Blaster regulatory and technical exams are required to complete an interview with an inspector who is certified as an examiner/interviewer.

Add New Interview

Interviewer Name:	
Interview Province:	Province
Interview Date:	yyyy-mm-dd
Interview Pass/Fail:	

Interview Notes:

To manually add the Interview data:

1. In the 'Interviewer Name' field, type in the name of examiner/interviewer:

Interviewer Name:	CHRIS SANTOS

2. The 'Province' field is pre-populated with the province of 'BC'. Skip to the next field.

| Interview Province: | BC | ⌄ |

3. In the 'Interview Date' field, enter the date in the following format, including hyphens: yyyy-mm-dd

| Interview Date: | 2024-02-29 |

4. In the 'Interview Pass/Fail' field, select 'Pass' or 'Fail':

| Interview Pass/Fail: | Pass | ⌄ |

5. When the first four fields are filled in, the 'Interview Notes' field is enabled.
   Enter any additional information about the interview in the Interview Notes field (up to 1,000 characters):

Interview Notes:
Additional information about the interview

6. When you have finished entering the exam and interview data, click on **Submit**:

Add New Exam

Equivalent Certification:	No
Region:	Cranbrook
Type of Mine:	Major Mine
Mine Site:	Elkview
Certification:	Blaster - Surface 3rd Class
Offered By:	Open School
Language:	English
Exam Date:	2024-02-28
Exam Mark (%):	80

Comments:
Additional information about the exam

Submit   Cancel

Add Regulatory Exam

| Regulatory Exam Date: | 2024-02-20 |
| Regulatory Exam Mark (%): | 75 |

Add New Interview

Interviewer Name:	CHRIS SANTOS
Interview Province:	BC
Interview Date:	2024-02-29
Interview Pass/Fail:	Pass

Interview Notes:
Additional information about the interview

6.2.4 Add Criminal Record Check

Upon submission of the Blaster exam and interview results, the status of the Blaster certification is as follows:

1. Photo status = None (or 'Expired' if a previous Blaster certificate is present and has a last printed date).
2. Criminal Record Check status = Pending
3. Queued status = Pending

There are two additional steps to complete before the Blaster certificate and the secure photo ID card can be issued.

- Upload a headshot photo, and
- Complete the Criminal Record Check.

If uploading the photo headshot first:

1. Click on the **Upload Photo** button and follow the prompts in the photo application (see Part 7).
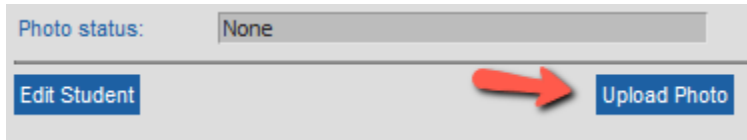
2. Upon completion of Photo Upload:

    a. Photo status = Current
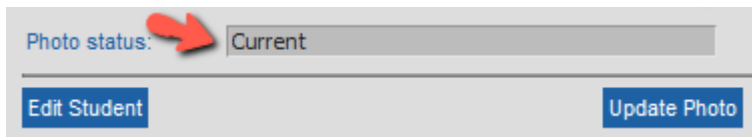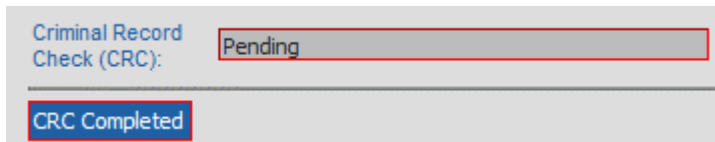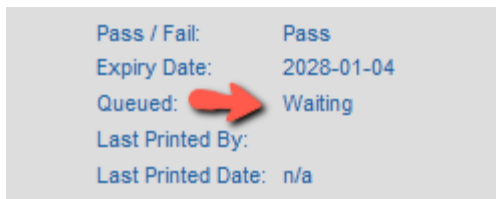
    b. Criminal Record Check status = Pending

    c. Queued status = Waiting (for CRC)

3. Next, confirm that the client has completed their mandatory criminal record check, and click on the **CRC Completed** button.

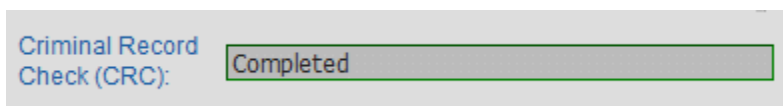4. Upon completion of the Criminal Record Check:

    a. The Criminal Record Check status changes to 'Completed' and the field is highlighted in green:

    b. The queued status changes to 'Yes' and the certificate and photo ID card are automatically added to the print queue for printing by BC Mail Plus:

```
Pass / Fail:        Pass
Expiry Date:        2028-01-04
Queued:        →    Yes
Last Printed By:
Last Printed Date: n/a
```
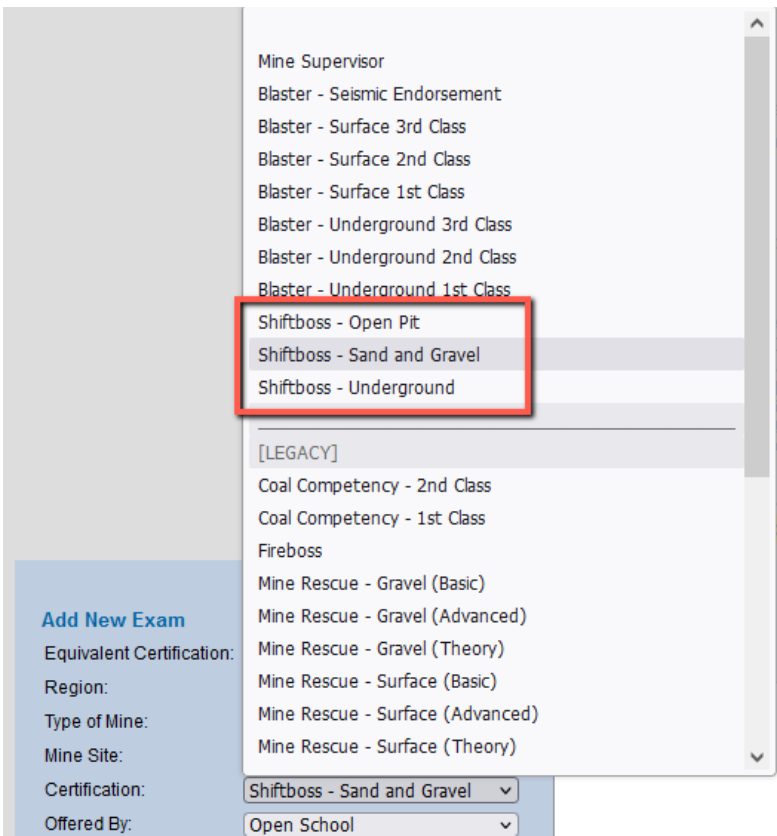
> **TIPS**
>
> 1. When the Criminal Record Check is performed before the Upload Photo:
>   a. Photo status = None (or Expired if another Blaster is present that has a last printed date)
>   b. Criminal Record Check status = Pending
>   c. Queued status = Pending
> 2. Existing Blaster (OSBC) certifications, with a last printed date, can be reprinted without the Criminal Record Check. For Blaster reprints the CRC status can be 'Pending' or 'Completed'.

6.3 Add New Shiftboss Certification (OSBC)
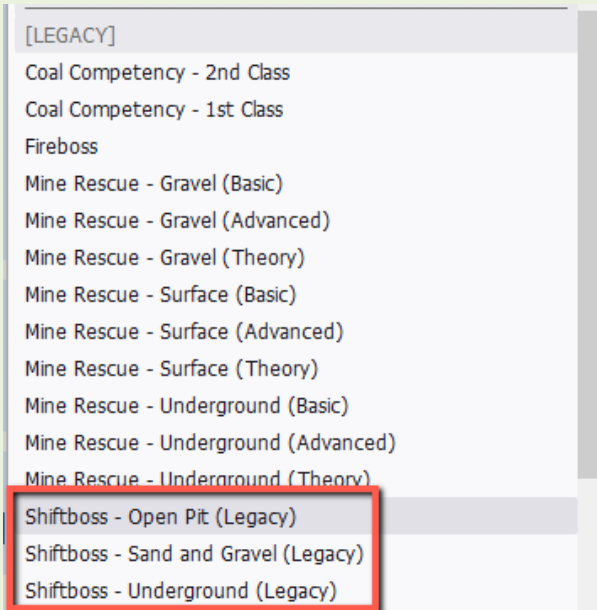
To add a Shiftboss (OSBC) certification:

1. In the Add New Exam form, in the Certification menu, select from the first set of Shiftboss certifications. These are the latest Shiftboss certifications, offered via Open School BC (OSBC).

2. Upon submission of successful exam and interview results, the Shiftboss certificate and wallet card are automatically added to the print queue for printing by BC Mail Plus.

TIPS

1. The new Shiftboss certifications offered via Open School, share the same names as the legacy Shiftboss certifications.

   - Shiftboss – Open Pit
   - Shiftboss – Sand and Gravel
   - Shiftboss – Underground

2. To differentiate the Shiftboss (OSBC) and Shiftboss (Legacy) certifications in the Registry, the legacy Shiftboss are labelled with the suffix '(Legacy) in all menus, search results, and reports.

3. Certificates and wallet cards for Shiftboss (OSBC) and Shiftboss (Legacy) are the same and do not include the '(Legacy)' suffix.

4. If adding a Shiftboss (Legacy) certification to the Registry, the automatic add to queue action is **disabled**.
   If you need to print the legacy certificate after adding it to the Registry, use the Add to Queue button.

6.4 Add Equivalent Certification

To manually add an Equivalent certification:

1. Click on **Add New Certification**:

2. In the exam form, in the 'Equivalent Certification' field, select 'Yes' from the menu.
   Upon selection of 'Yes', a short exam form replaces the long exam form:

Long form	Short form

3. In the 'Region' field, select the client's current region from the dropdown menu. If no region is supplied, select 'Unknown':

4. In the 'Type of Mine' field, select the client's current mine type from the dropdown menu. If no mine type is supplied, select 'Other':

5. In the 'Mine Site' field, select the client's current mine site from the list of British Columbia sites in the dropdown menu. If no mine site is supplied, select 'Other'; or, if the client is attending school, you can select 'BCIT' or 'College of the Rockies':

6. In the 'Certification' field, select an eligible certification from the menu:

7. Upon selection of a:

   a. Blaster certification, the 'Add Regulatory Exam' form and 'Add New Interview' form are displayed:

   b. Shiftboss, Fireboss or Legacy Blaster certification, the 'Add New Interview' form is displayed:

8. For instructions on completing the Regulatory Exam form, *see* Section 6.2.2 Add Regulatory Exam.

9. For instructions on completing the Interview form, please *see* Section 6.2.3 Add Interview.

10. When you have finished entering the applicable reg exam and interview data, click on **Submit**:

11. Upon submit the Equivalent status is 'Yes' and the equivalent field is highlighted in green:

Exam Details	
Region:	Cranbrook
Type of Mine	Major Mine
Mine Site	Scottie Gold
Certification:	Shiftboss - Sand and Gravel
Equivalent: ➡	Yes
Comments:	
Queued:	Yes
Last Printed By:	
Last Printed Date:	n/a
Interview Details	
Interviewer Name:	JACK ALANI
Interview Province:	BC
Interview Date:	2024-01-23
Interview Pass/Fail:	Pass
Interview Notes:	

TIPS

The following certification types are eligible for equivalent certifications:

- Blaster
- Shiftboss
- Fireboss / Coal Competency

Equivalent Blaster Certifications

- Blasters holding certifications from another province or territory in Canada can apply for an Equivalent Blaster certification through the BC Mine Certification Program, offered via Open School BC.
- Applicants for Equivalent Blaster certifications are required to pass a regulatory exam followed by an interview with an inspector-examiner.
- Upon completion of the interview, results are submitted by Open School to the Registry in a system-to-system transfer of data.
- Blaster certificates and secure photo ID cards are issued to successful Equivalent Blaster applicants.
- The only time manual entry of Equivalent results is required is if the data is not successfully transferred from OSBC to the Registry. For manual entry, please follow the steps below.

6.5 Validation Errors on the Exam and Interview Forms

6.5.1 Missing data in exam fields

1. When an exam form is submitted with blank fields, a red validation error message displays at the top of the form, and red borders display on exam fields which require data:

2. To resolve the validation errors, enter data in the blank fields, and, if applicable, fill in the interview form. Re-**submit**.

6.5.2 Missing data in regulatory exam fields for Blaster exams

It is expected that new Blaster (OSBC) exam results will be submitted to the Registry with **both** technical and regulatory exam data; however, if regulatory exam data is missing, it will not cause a validation error in the Registry.

If regulatory exam data is missing in new Blaster (OSBC) exam results or in existing Blaster (OSBC) exam results, default values of '0' are entered automatically in the date and mark fields and yellow highlighting applied.

When both the regulatory exam date and mark are available,

1. Select **Edit Certification**:

2. Enter the date **and** mark and **Save Certification Changes**:

3. Upon **Save**, the regulatory exam date and mark are locked from further editing.

6.5.3 Missing data in interview fields

Blaster exams with a failing mark are submitted with a blank interview form.

Blaster exams with a passing mark are submitted with a completed interview form.

1. If a blank interview form is submitted for an exam with a passing mark, a red validation error message displays at the top of the exam form, and red borders display on the interview fields which require data:

2. To resolve the validation errors, enter data in the blank fields and **Submit**:

TIPS

1. Interview data is not required for Blaster exam records that have a failing mark.

2. Validation errors do **not** occur upon submission of a blank interview form when the associated exam has a failing mark.

3. To manually enter a Blaster exam that has a failing mark, enter the exam details, skip the interview form, and submit the exam:

4. A failed exam is saved without the interview form.

5. If a completed interview form is submitted with a Blaster exam that has a failing grade, the interview form is saved. An interview grade of pass or fail does not affect the status of the failed exam in this case.

6. A certificate cannot be issued on an exam that has a failing grade.

6.5.4 Incorrect data format

Validation errors occur on exam and interview fields when the data submitted is in an incorrect format.

To resolve a validation error:

1. Hover the cursor over the field to view the tool tip message displaying details about the expected format:

2. Enter the data in the expected format and click on **Submit**:

TIPS

1. Expected format for 'Exam Date' and 'Interview Date':

    a. Enter dates in the following numerical format, including hyphens: yyyy-mm-dd.
       Example: 2021-03-15.

    b. Do not enter future dates.

    c. Do not enter dates earlier than 1900-01-01.

2. Expected format for 'Exam Mark':

    a. Use numerical entries. Example: 75, 80, 100.

    b. Enter whole numbers. Do not enter decimals.

    c. Exam mark must be between 0 and 100.

    d. Do not enter a % symbol.

7   PHOTO FOR SECURE PHOTO ID

7.1   Upload Photo

Clients who achieve a passing grade on a new Blaster certification are issued a certificate and a secure photo ID.
A **photograph** of the certified person is required for the secure photo ID.

Designated staff are responsible for taking photographs and administering photograph files, to ensure they meet the standards and criteria required for successful printing. No selfies please.

See Section 7.2 Photographs, for information on photograph standards and file criteria.

To upload a photo for the new Blaster certification:

1. Click on **Upload Photo** below the client details:
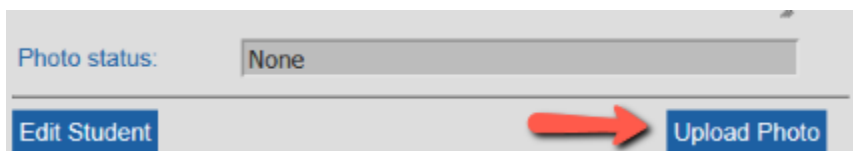
2. In the 'Upload a Photo' app, click on **Click to select an image**:
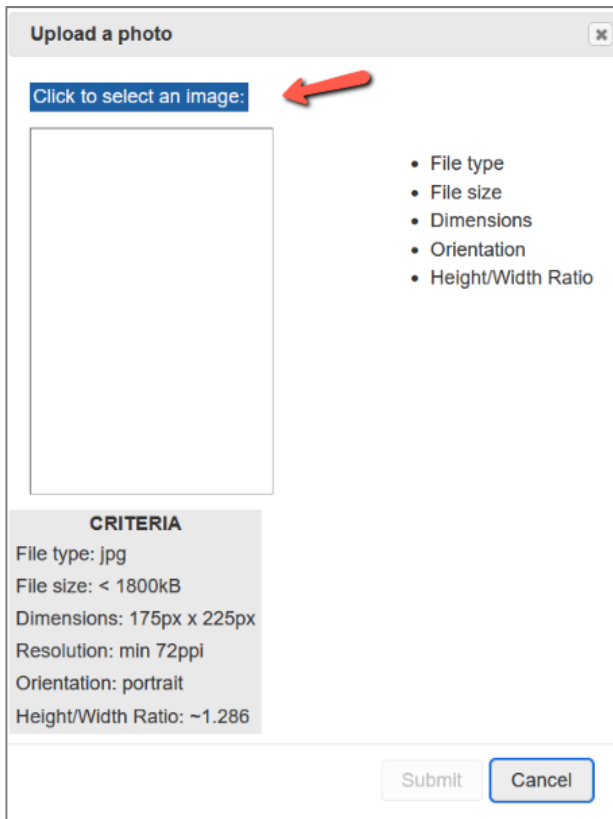
3. Navigate to the folder in your directory where the photo files are stored:
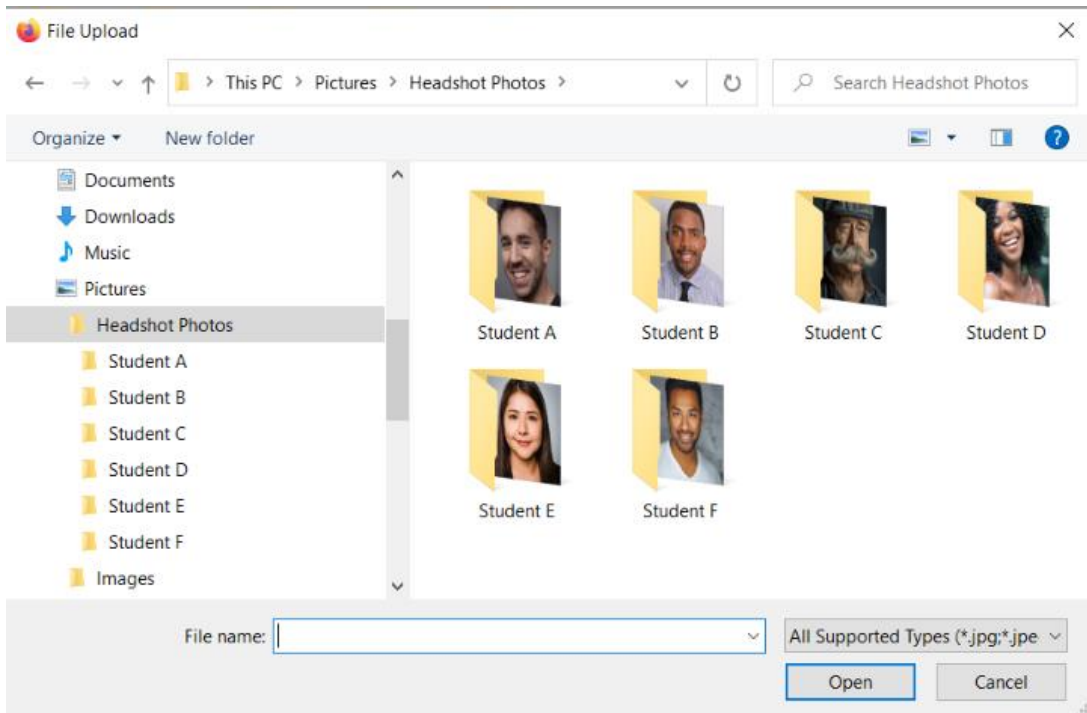
4. Select the photo file and click on **Open**:
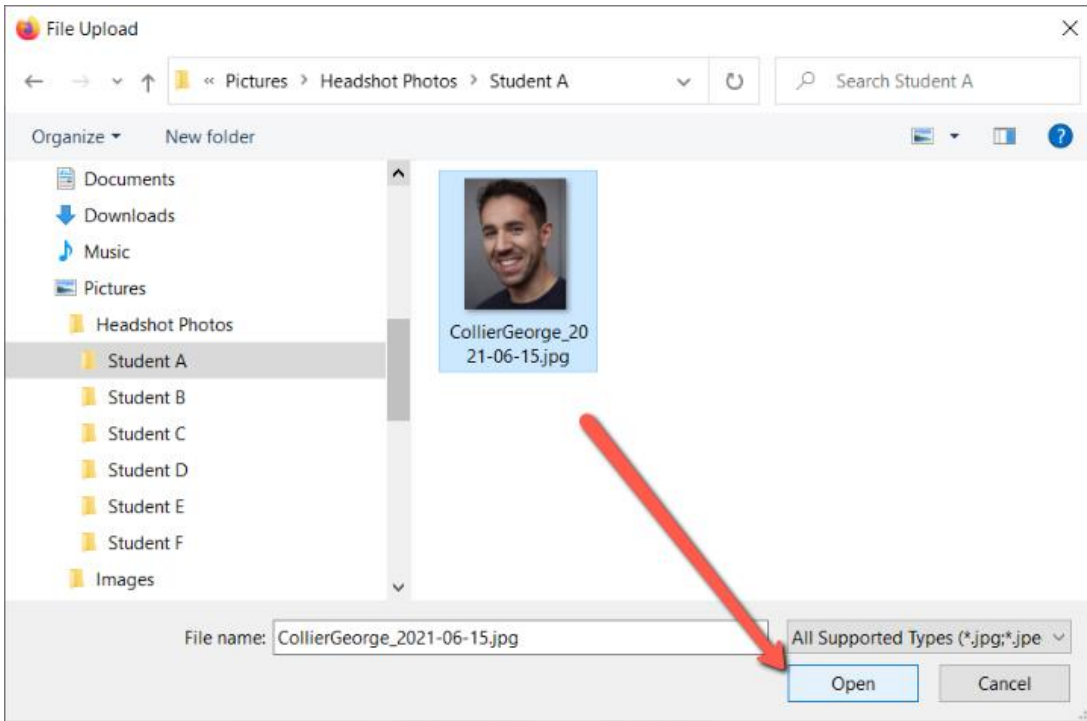
5. Ensure that the green checkmarks ✔ are displaying next to all the criteria and then click on **Submit**:

6. Upon successful submission of the photo, it is saved in the Registry's Photo App, and:

a. The 'Photo status' changes from 'None' to 'Current' (or from 'Expired' to 'Current' if another Blaster certification is present):

Photo Status 'None'

Photo Status 'Current'

b. If the status of the **Criminal Record Check** is:

   i. 'Pending', the queued status changes from 'Pending' to 'Waiting'. The CRC must be completed before the certificate and photo ID are added to the print queue.

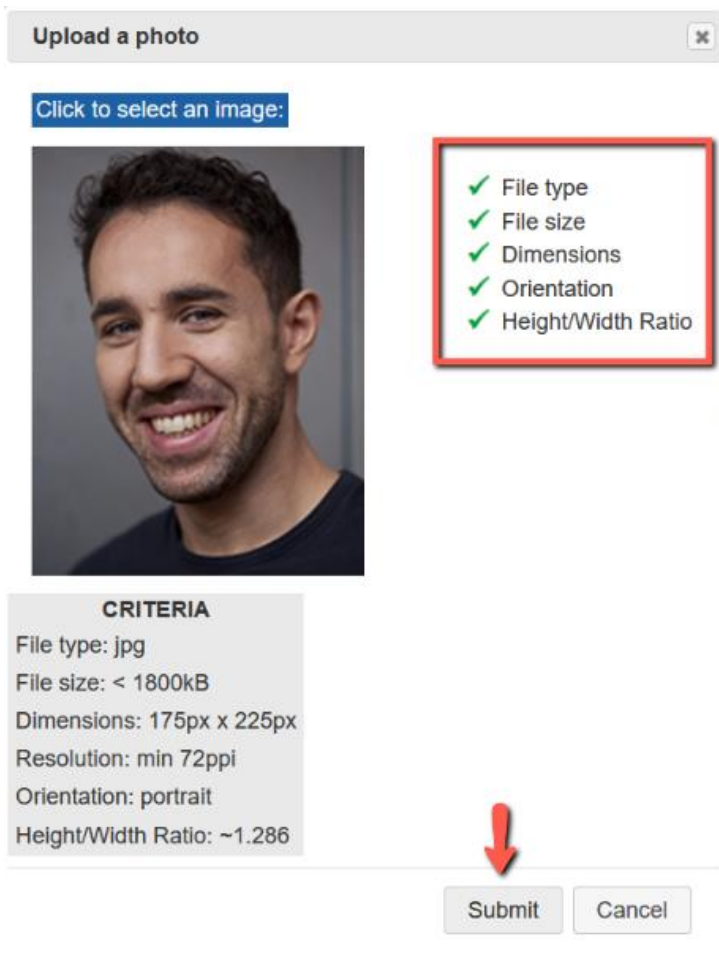   ii. 'Completed', the queued status changes from 'Pending' to 'Yes', and the certificate and photo ID are automatically added to the print queue.

Queued Status – Waiting for Criminal Record Check   **Queued Status – Yes, added to print queue**

c. Once the queued status is 'Yes' the Registry generates a Blaster certificate and secure photo ID in PDF format, and adds them to the queue for printing by BC Mail Plus. BC Mail Plus downloads the certificate files for printing and shipping and clears the queue.

Secure Photo ID Front

Secure Photo ID Back

Certificate

7. After BC Mail downloads and clears the queue:

   a. The **Queued** status changes to 'No'.

   b. The **Last Printed By** field displays the username of the person who downloaded the queue.

   c. The **Last Printed Date** field displays the date of the queue download:

TIPS

1. The Photo App only stores one photo: the newest photo.
2. A new photo must be uploaded for each new Blaster certification.
3. If a client requires a reprint for any active Blaster certification, the latest photo is used for the secure photo ID.
4. If another active Blaster certification is present when a new Blaster certification is submitted, the photo status changes from 'current' to 'expired' until a new photo is uploaded for the new certification.
5. If a reprint is needed for an existing Blaster (OSBC) certification before a new photo is uploaded for the newest certification, the last photo is used.
6. Existing Blaster (OSBC) certifications, with a last printed date, can be reprinted without the Criminal Record Check. For Blaster reprints the CRC status can be 'Pending' or 'Completed'.

7.2 Photographs

7.2.1 Photographer Instructions

Photographers taking photographs of the client must ensure the photograph meets the standards.

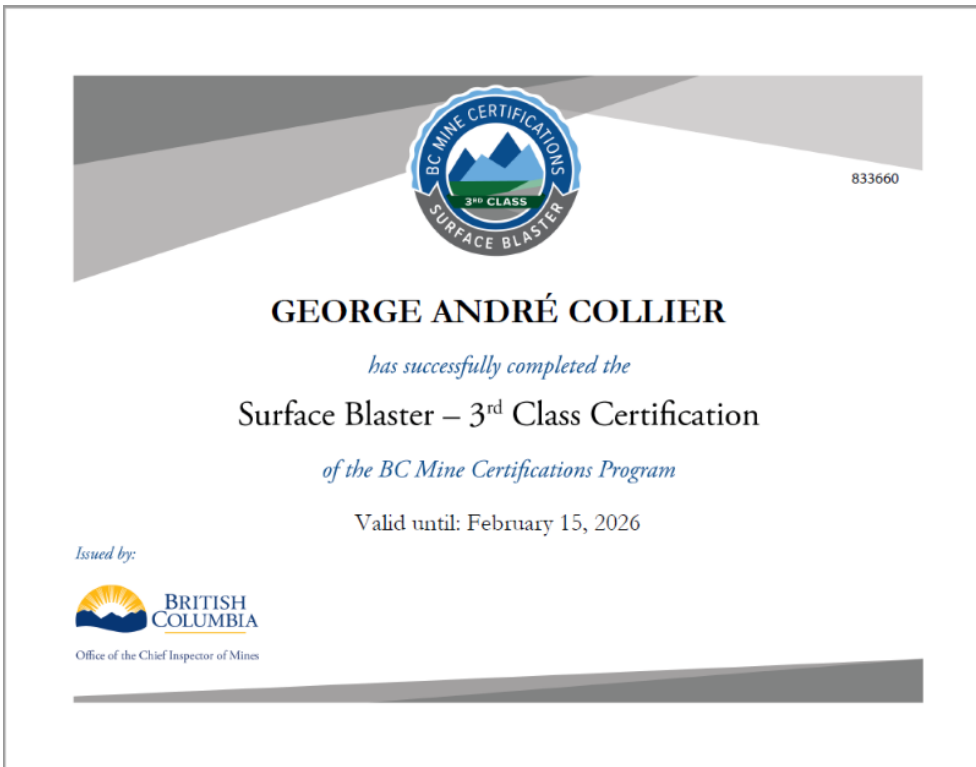Once you've taken the photo and ensured that it meets the standards, please send the photo file to the Ministry for processing and uploading to the Registry. **Email**: mine.certifications@gov.bc.ca

PHOTOGRAPH STANDARDS
No selfies.   Digital cameras or cell phone cameras are acceptable.
Camera Settings
1. **Flash**: off   2. **Format**: JPG, JPEG   3. **File Size**: maximum 1,800 KB / 1.8 MB   4. **Picture Size / Shape**: rectangular portrait, not square
Photo Composition
1. Take the photo against a neutral background such as a blank wall, or a solid door.   2. Hold the camera in a portrait orientation (not landscape).   3. Include head and shoulders within the frame, with some extra room at the top and sides.
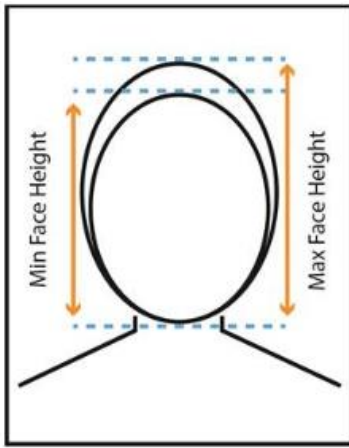
Photo Quality

1. Ensure that the photo is not blurry.

2. Ensure that the photo is neither too dark nor too bright.

3. Ensure that the lighting does not cause reflections in eyeglasses.

4. Do not crop.

5. Do not use photo filters or effects.

7.2.2   Photo Administrator Instructions, Adobe Photoshop (Online Version)

Upon receipt of the photo file from the photographer, check that the photograph standards have been met.

See Section 7.2.1 Photographer Instructions.

In preparation for upload to the Registry:

1. Open the photo file in Photoshop:
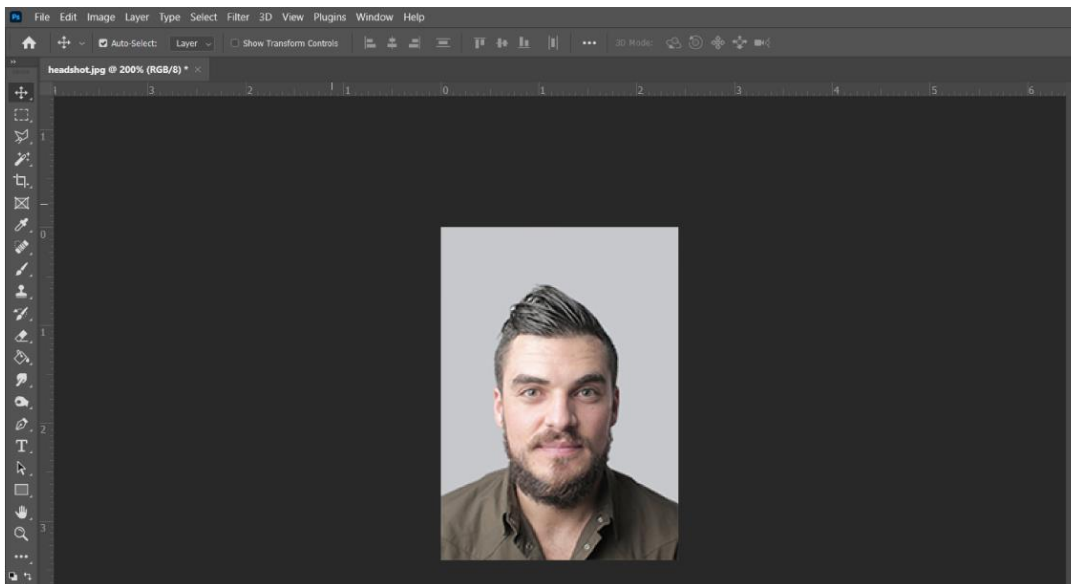
2. Select the **crop tool** from the tool bar on the left-hand side:

70

3. In the top bar you will see a dropdown menu. Select **W x H x Resolution:**
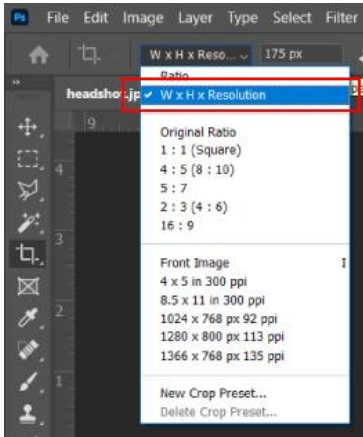
4. Next to the dropdown menu, in the 'width' field enter '**175' px**. In the 'height' field, enter '**225' px:**
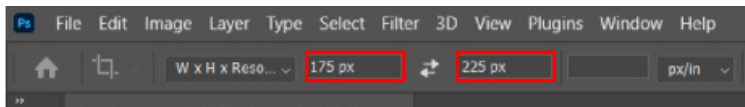
5. Drag the crop tool over the image to select the area you want to capture:
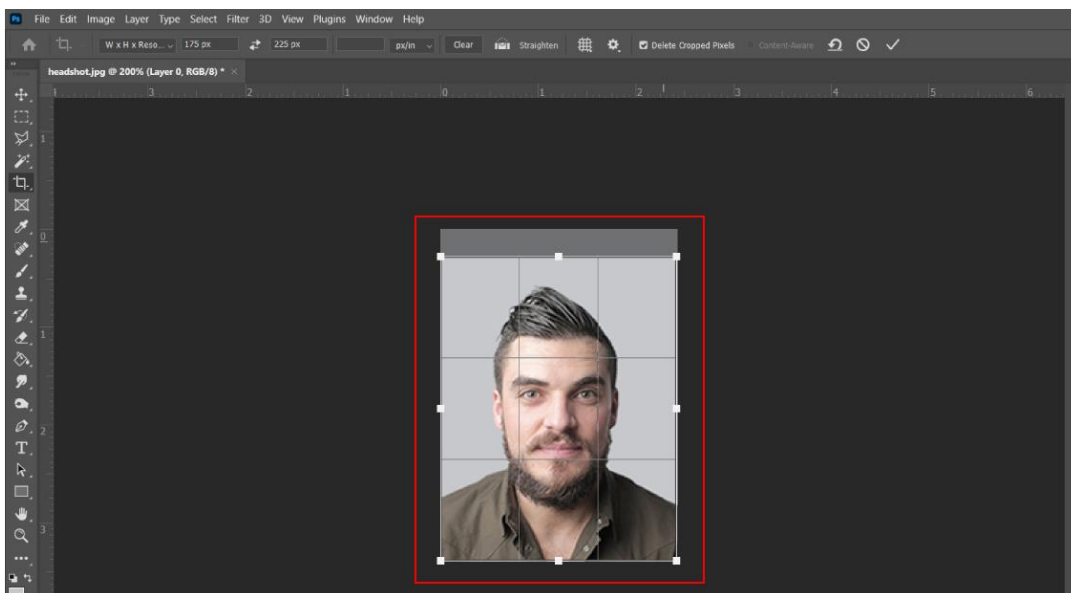
6. In the top bar, click the **checkmark** to confirm:
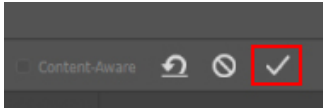
7. In the Menu bar, select **File > Save As** to create a new copy.

8. Name the file according to Ministry file name conventions. **Example**: 'LastnameFirstname_YYYYMMDD.jpg'

9. When prompted by the JPEG options dialogue:

   a. Ensure 'Quality' is set to **Maximum.**

   b. Under 'Format Options' select **Baseline Optimized.**

   c. Click **OK**
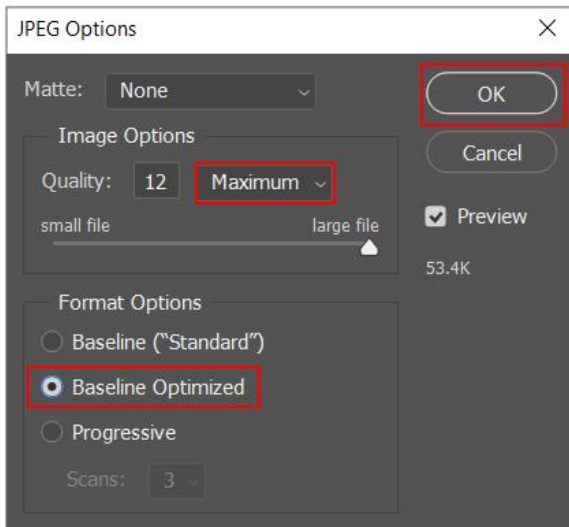
10. Close the file.

11. Open the Registry, open the client's record and upload the photo.

See Section 7.1 Upload Photo

7.3 Photo Validation Criteria

The Registry's Photo App validates the photo file to ensure that the properties of the file meet the criteria needed to print the photo clearly for the Secure Photo ID.

Photo File Criteria	
File type:	jpg/jpeg
Orientation:	portrait
File size:	less than 1,800 kb (1.8 mb)
Dimensions:	175 x 225 pixels
Height width ratio:	1: 1.286
Resolution:	minimum 72 pixels per inch

Upon upload of the photo, if any of the file properties are marked with an **X**, the photo does not meet the criteria and is considered invalid. The photo cannot be submitted until the file properties are modified to meet the criteria.

When the photo file properties meet the criteria and are all marked with a ✔ , the photo can be submitted.

Figure 1 Photo does not meet criteria

✔ File type
✔ File size
✘ Dimensions
✘ Orientation
✘ Height/Width Ratio

Figure 2 Photo meets criteria

✔ File type
✔ File size
✔ Dimensions
✔ Orientation
✔ Height/Width Ratio
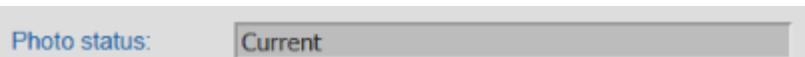
To adjust the photo file properties:

1. Use Photoshop, or similar software, to modify the file properties.

2. When the file properties of the photo meet the criteria, try the 'Upload Photo' action again.

3. When all criteria are met, the photo can be submitted.

TIP
Please contact the Ministry of Energy, Mines and Low Carbon Innovation for information about the equipment and procedures required for meeting the photo standards and criteria. mine.certifications@gov.bc.ca

7.4 Photo Status

There are three possible values for 'Photo Status':

	Photo Status Values
1.	None Photo status: None
2.	Current Photo status: Current
3.	Expired Photo status: Expired

The following table describes possible photo status cases when one or more blaster certificate is present in a client record.

Num	Case Description	Initial photo status upon submission of new Blaster certification	Photo status after photo upload	Criminal Record Check status	Queued Status after photo upload
1.	The first new Blaster certification is added to a client record.	None	Current	Completed	Yes Automatically adds new certificates to print queue
2.	The first new Blaster certification is added to a client record and	None	Current	Completed	Yes

|					
	before a photo is uploaded, additional Blaster certifications are added to the record.		In this case 1 photo will suffice for all new certificates		Automatically adds all the new certificates to the print queue and uses the same photo for all
3.	A new Blaster certification is added to a client record that has an active Blaster certification with a last printed date.	Expired	Current	Completed	Yes

Automatically adds new certificate to print queue |
| 4. | A new Blaster certification is added to a client record that has an expired Blaster certification with a last printed date. | Expired | Current | Completed | Yes

Automatically adds new certificate to print queue |
| 5 | A new Blaster certification is added to the client record and a new photo is uploaded. | None / Expired | Current | Pending | Waiting |
| 6 | A new Blaster certification is added to the client record and a new photo is uploaded | None / Expired | Current | Completed | Yes |

7.5 Update Photo

Client photos can be updated at any time.

To update a photo in the client record:

1. Click on **Update Photo**:
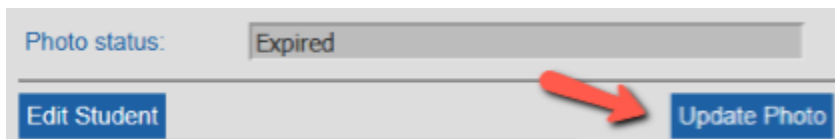
2. Follow the steps under Section 7.1 Upload Photo.

8   LEGACY CERTIFICATIONS

8.1 Add Legacy Certification

To manually add a Legacy certification for the Shiftboss, Fireboss/Coal Competency, Mine Rescue and Blaster categories:

1. Click on **Add New Certification**:

2. In the exam form, select 'Yes' or 'No' from the 'Equivalent Certification' field, as applicable.

3. In the 'Region' field, select the client's region from the dropdown menu.
   If no region is supplied, select 'Unknown':

4. In the 'Type of Mine' field, select the client's mine type from the dropdown menu.
   If no mine type is supplied, select 'Other':

5. In the 'Mine Site' field, select the client's mine site from the list of British Columbia sites in the dropdown menu.
   If no mine site is supplied, select 'Other':

6. In the Certification field, scroll down to the 'Legacy' list and select a Legacy certification from the Coal Competency, Fireboss, Mine Rescue, Shiftboss or Blaster categories:

7. In the 'Offered By' field, select 'Other':

Add New Exam

Equivalent Certification:	No
Region:	Cranbrook
Type of Mine:	Major Mine
Mine Site:	Wolverine
Certification:	Coal Competency - 2nd Class
Offered By:	Other
Language:	English
Exam Date:	yyyy-mm-dd
Exam Mark (%):	

8. The 'Language' field is pre-populated with the default value 'English'. Skip to the next field.

Language:	English

9. In the 'Exam Date' field enter the date in the following format, including hyphens: yyyy-mm-dd:

Exam Date:	2020-12-31

10. In the 'Exam Mark' field, enter the mark:

Exam Mark (%):	70

TIPS

1. Expected format for 'Exam Date' and 'Interview Date':
    a. Enter dates in the following numerical format, including hyphens: yyyy-mm-dd
        Example: 2021-03-15.
    b. Do not enter future dates.
    c. Do not enter dates earlier than 1900-01-01.
2. Expected format for 'Exam Mark':
    a. Use numerical entries. Example: 75, 80, 100.
    b. Enter whole numbers. Do not enter decimals.
    c. Exam mark must be between 0 and 100.
    d. Do not enter a % symbol.
3. If only a grade of 'Pass' is supplied, enter the default minimum mark required to achieve a passing grade on the Legacy certifications:

Legacy Certification Categories	Default Mark for a Pass
Fireboss / Coal Competency	70
Mine Rescue	70
Shiftboss	70
Blaster	70

11. Enter any additional information about the exam in the 'Exam Comments' field (up to 3,500 characters):

Exam Comments:
Additional information about the exam

12. To add the interview details for Legacy Fireboss/Coal Competency, Shiftboss and Blaster certifications, *See* Section 6.2.4 Add Interview.

TIPS

1. Interview data is expected for the following Legacy Certifications:

   - Shiftboss
   - Fireboss / Coal Competency
   - Blaster

2. Expiry dates for Legacy Certifications

   - Shiftboss – N/A
   - Fireboss – N/A
   - Mine Rescue – exam date + 5 years
   - Blaster – interview date + 5 years

3. To add an Equivalent certification for eligible Legacy certifications, follow the steps in Section 6.4 Add Equivalent Blaster Certification.

---

9   EDIT / DELETE CERTIFICATION

9.1   Edit Certification

To edit a certification:

1. Under 'Certification History', select the certification:

Certification History

Certification	Status	Susp	Mine Site
Surface Blaster – 2nd Class	Active	0	Buse Lake Quarry
Seismic Endorsement	Active	0	Elkview
Mine Supervisor	Active	0	Elkview
Surface Blaster - 3rd Class	Active	0	Elkview

2. At the bottom of the 'Exam Details' form, click on **Edit Certification**:

3. Enter the changes in the editable fields (fields that display with a white background):

Mine Supervisor and Mine Rescue Editable Fields

Shiftboss and Fireboss Editable Fields

Exam Details

Region:	Cranbrook
Type of Mine	Major Mine
Mine Site	Elkview
Certification:	Mine Supervisor
Offered By:	Open School
Language	English
Exam Date:	2020-12-31
Exam Mark:	80
Comments:	
Pass / Fail:	Pass
Expiry Date:	2025-12-31
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2021-02-09

Save Certification Changes   Cancel Certification Changes

Exam Details

Region:	Cranbrook
Type of Mine	Major Mine
Mine Site	Mosquito Creek
Certification:	Shiftboss - Sand and Gravel
Offered By:	Open School
Language	English
Exam Date:	2024-02-13
Exam Mark:	80
Comments:	Additional information about the exam...
Pass / Fail:	Pass
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2024-03-06

Interview Details

Interviewer Name:	PHIL COTÉ
Interview Province:	BC
Interview Date:	2024-02-15
Interview Pass/Fail:	Pass
Interview Notes:	Excellent interview

Save Certification Changes   Cancel Certification Changes

4. When you have finished making the changes, click on **Save Certification Changes** at the bottom of the certification.

Save Certification Changes   Cancel Certification Changes

TIP

Editable fields for an Equivalent certification are as follows (fields with white background):

9.2 Edit Blaster Reg Exam

If regulatory exam data is missing in Blaster (OSBC) exam results, default values of '0' are entered automatically in the date and mark fields, and yellow highlighting applied.

To add the actual regulatory exam date and mark in the Registry:

1. Select **Edit Certification**:

2. Enter the mark **AND** date and **Save Certification Changes**:

3. Upon **Save**, the regulatory exam date and mark are locked from further editing.

TIPS

When entering regulatory exam data please enter **both** the exam mark and the exam date.

If entering an exam mark only, upon submit you will receive a validation error requiring entry of the exam date.

If entering an exam date only, upon submit you will receive a validation error requiring entry of the exam mark.

9.3 Edit Blaster Criminal Record Check

For Blaster certifications (OSBC), the Criminal Record Check 'Pending' status can be updated to 'Completed', using the **CRC Completed** button:

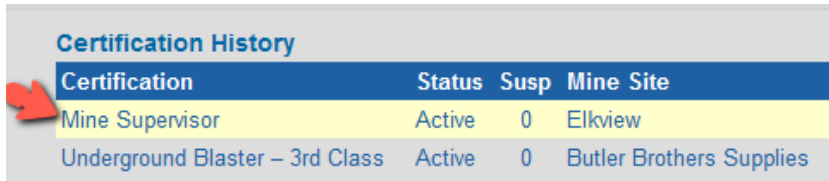When the CRC status is 'Completed', the CRC field is locked from further editing.

TIP

For **existing** Blaster certifications (OSBC) that were issued prior to implementation of the 'CRC Completed' feature in the Registry in April 2024, the CRC status cannot be updated from 'Pending' to 'Completed. To record any details about Criminal Record Check for existing Blaster certifications, the interview notes field can be used.

9.4 Delete Certification

To delete a certification:

1. In the client record, under 'Certification History', click on the certification you want to delete:
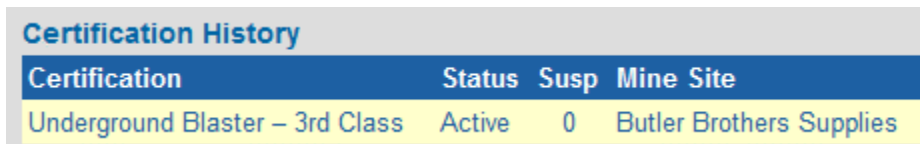
2. At the bottom of the certification details, click on **Delete Certification**:
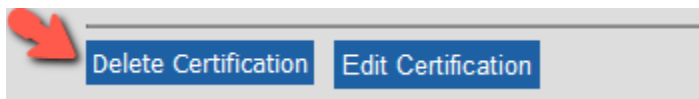
3. At the prompt, click **OK**:
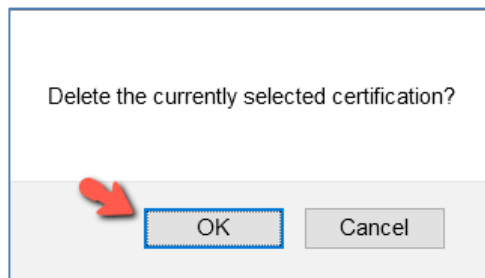
4. The exam is deleted, and the certification removed from the 'Certification History':

TIPS

For certifications that include an interview, the delete certification action deletes the exam + interview.

For certifications that include a technical exam, reg exam and interview, the delete certification action deletes the technical exam, regulatory exam and interview.

For information about data deletion policy please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

10 VIEW CERTIFICATIONS

10.1 View Student (Client) Record

A client record includes some or all of the following elements:

- Student Details
- Photo Status
- Certification History
- Certification Details (exam details + regulatory exam, interview details)
- Suspension and Cancellation History
- Provisional Certification Details

Student Details: 'AL GERHARDT'

Last Name:	GERHARDT
First Name:	AL
Middle Name:	TEST
People ID:	833640
Birth Date:	1975-04-25
Gender:	Man
Address 1:	123 NO NAME ROAD
Address 2:	
City:	KAMLOOPS
Province:	BC
Postal Code:	V8V2A2
Area Code - Phone:	250 - 1234567
Email:	
Comments:	
Photo status:	Current

Edit Student   Update Photo

Certification History

Certification	Status	Susp	Mine Site
Blaster - Surface 3rd Class	Active	0	Fording River
Blaster - Underground 1st Class	Active	0	Greenhills Operations
Blaster - General	Suspended	1	Falcon Contracting
Shiftboss - Sand and Gravel (Legacy)	Active	1	Adventure Paving Ltd
Mine Rescue - Surface (Basic)	Failed	0	Craigmont
Coal Competency - 1st Class	Cancelled	1	Fording River
Blaster - Urban	Active	0	Coal Mountain
Blaster - Underground Coal	Active	0	Earle Creek Mine
Blaster - Underground	Active	0	Other

Exam Details

Region:	Cranbrook
Type of Mine	Major Mine
Mine Site	Fording River
Certification:	Blaster - Surface 3rd Class
Offered By:	Open School
Language	English
Exam Date:	2024-02-15
Exam Mark:	80
Comments:	Additional information about the exams
Pass / Fail:	Pass
Expiry Date:	2029-02-25
Queued:	Waiting
Last Printed By:	
Last Printed Date:	n/a

10.2 View Certification History

The 'Certification History' displays a list of all the client's BC Mine Certifications saved in the Registry, which could include Mine Supervisor (2018), Blaster (2022), Shiftboss (2024) and any Legacy Certifications (Shiftboss, Fireboss, Mine Rescue, Blaster).

Certifications are listed in date order, with the **newest certification at the top of the list**.

Certification History data includes:

1. The 'Status' of each certification:

   1. Active (pass + un-expired)
   2. Expired
   3. Failed
   4. Suspended
   5. Cancelled

2. In the 'Susp' column, the number of suspensions issued on a certification, including current and expired suspensions:
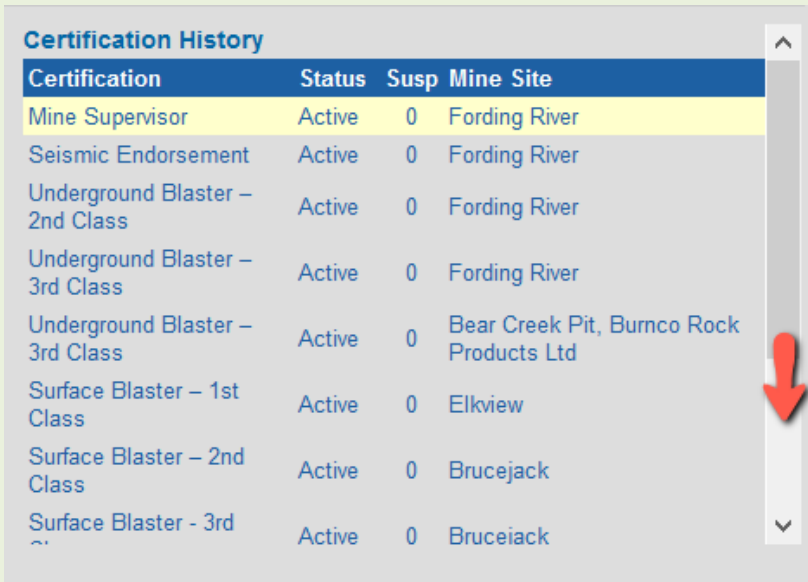
3. In the 'Mine Site' column, the mine site associated with each certification:

10.3 View Certification Status

The Certification Status values are defined as follows:

1. **Active** – means that the certification has a passing grade and is unexpired.

2. **Expired** – means that the certification had a passing grade but has reached its expiry date and is no longer valid.

3. **Failed** – means that client did not pass the exam, or passed the exam but failed the interview.

4. **Suspended** – means that the certification has been suspended for a period of time set by the issuer.

    a. A certification can have one or more suspensions.

    b. A suspension can be active or expired.

    c. An active suspension is displayed in the 'Status' column as **'Suspended'** and is also counted in the 'Suspension' column.

    d. An expired suspension is counted in the 'Suspension' column.

    e. A suspension can have a start date and end date or can be open ended and have no end date assigned.

5. **Cancelled** – means that the certification has been cancelled by the issuer.

Under 'Certification History':

1. The Status column displays current suspensions and cancellations, on non-expired certifications.

2. The 'Susp' (Suspension) column displays the number of suspensions issued on the certification, including current and expired suspensions.

3. When a suspension period expires on a non-expired certification, the certification status changes from 'Suspended' to 'Active'.

4. A certification's 'Expired' status takes precedence over a 'Suspended' or 'Cancelled' status. Once a suspended or cancelled certification reaches the certification expiry date, the certification status changes from 'Suspended' or 'Cancelled' to 'Expired'.

Certification History Status 'Expired'
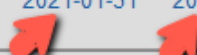
Certification History

Certification	Status	Susp	Mine Site
Surface Blaster – 3rd Class	Expired	1	Brule (Dillon)

Suspension and Cancellation History

Suspension and Cancellation History

Action	Start Date	End Date	Issuer
Suspended	2021-07-11	2021-07-31	Siouxsie

5. To view suspension and cancellation details for expired and non-expired certifications, check the 'Suspension and Cancellation History'.

6. If a current suspension is not displaying as **'Suspended'** in the 'Status' column as expected, **check the dates** in the 'Suspension and Cancellation History'. If the end date entered occurs **before** the start date, the suspension won't be recognized as current. Correct the error.

Suspension and Cancellation History

Action	Start Date	End Date	Issuer	
Suspended	2021-01-31	2020-02-28	Inspector M. Santos	Edit

For information about suspension and cancellation policies and procedures, including lifetime limits on the number of suspensions which can be issued, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

10.4 View Mine Supervisor Certification Details

To view the details for a Mine Supervisor certification:

1. Under 'Certification History', click on the certification. The selected Mine Supervisor certification is highlighted in yellow, and the details are displayed in the form below.

Certification History

Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Surface [b]aster - 3rd Class	Active	0	Elkview
Seismic [E]ndorsement	Expired	0	Brucejack

Exam Details

Region:	Cranbrook
Type of Mine	Exploration
Mine Site	Elkview
Certification:	Mine Supervisor
Offered By:	Open School
Language	English
Exam Date:	2020-12-31
Exam Mark:	80
Comments:	
Pass / Fail:	Pass
Expiry Date:	2025-12-31

Exam Details

Region:	Cranbrook
Type of Mine	Major Mine
Mine Site	Elkview
Certification:	Mine Supervisor
Offered By:	Open School
Language	English
Exam Date:	2020-12-31
Exam Mark:	80
Comments:	
Pass / Fail:	Pass
Expiry Date:	2025-12-31
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2021-02-09

2. The Certification Details for a Mine Supervisor certification include 'Exam Details':

   a. The client's **region**.
   b. The **type of mine** in which the client is employed.
   c. The **mine site** at which the client is employed.
   d. The **certification type**.
   e. The organization that **offered** the training (Open School).
   f. The **language** of the exam (always 'English').
   g. The **exam mark** (a whole number between 0 and 100).
   h. Any **comments** about the exam (up to 3,500 characters).

3. A **pass/fail grade** based on a mark of 80 or higher to pass the Mine Supervisor exam.

4. An **expiry date** (exam date + five years) for exams with a passing grade.

5. A **queued** status of 'Yes' or 'No':

   a. 'Yes' means that the certificate and ID card are in the certificate print queue awaiting printing.
   b. 'No' means that the certificate and ID card are not in the certificate print queue.

6. A **last printed by** field indicating the BC Mail user who last printed the certificate and card. If the certificate and card have never been printed the field is blank.

7. A **last printed date** for the certificate and wallet card. If the certificate and card have never been printed the field displays 'n/a' (not applicable).

10.5 Blaster Certifications, 2022

There are seven types of Blaster certification issued by the BC Mine Certifications Program.

| TIP: Listed below are the official names of the Blaster certifications as they occur on the certificates and cards. In the Registry, Blaster certifications are displayed with a Blaster prefix, e.g. Blaster – Surface 3rd Class. |

1	Seismic Endorsement	This BC Mines certification authorizes the bearer to handle explosives and assist with blast preparation. The bearer may perform single-series electric blasting and seismic blasts.
2	Surface Blaster – 3rd Class	This BC Mines certification authorizes the bearer to handle explosives, assist with blast preparation, act as a trainee to a Certified Blaster, and perform single-shot blasts on the surface of a mine.
3	Surface Blaster – 2nd Class	This BC Mines certification authorizes the bearer to perform general surface blasting operations outside of defined urban zones.
4	Surface Blaster – 1st Class	This BC Mines certification authorizes the bearer to perform all general surface blasting operations in all zones.
5	Underground Blaster – 3rd Class	This BC Mines certification authorizes the bearer to handle explosives, assist with blast preparation, and act as a trainee to a Certified Blaster. The Bearer may perform single-shots in a non-coal underground mine.
6	Underground Blaster – 2nd Class	This BC Mines certification authorizes the bearer to perform all general underground blasting operations with the exception of underground coal.
7	Underground Blaster – 1st Class	This BC Mines certification authorizes the bearer to perform underground blasting operations in underground coal mines only.

10.6 View Blaster Certification Details

The Certification Details for a Blaster (OSBC) certification include Exam Details for the Technical Exam, Regulatory Exam Details', 'Interview Details' and the Criminal Record Check field.

Exam Details

Region:	Cranbrook
Type of Mine	Major Mine
Mine Site	Fording River
Certification:	Blaster - Surface 3rd Class
Offered By:	Open School
Language	English
Exam Date:	2024-02-15
Exam Mark:	80
Comments:	Additional information about the exams
Pass / Fail:	Pass
Expiry Date:	2029-02-25
Queued:	No
Last Printed By:	BCMP
Last Printed Date:	2024-03-06

Reg Exam Details

Reg Exam Mark:	75
Reg Exam Date:	2024-02-10

Interview Details

Interviewer Name:	JIM KERR
Interview Province:	BC
Interview Date:	2024-02-25
Interview Pass/Fail:	Pass
Interview Notes:	Additional information about the interview
Criminal Record Check (CRC):	Completed

The **Exam Results** submitted to the Registry include:

1. Technical exam data:

    a. The client's **region**.

b. The **type of mine** in which the person is employed.

c. The **mine site** at which the person is employed.

d. The **certification type**.

e. The organization that **offered** the Blaster training (Open School).

f. The **language** of the exam (always 'English').

g. The **technical exam date** (YYYY-MM-DD)

h. The **technical exam mark** (a whole number between 0 and 100).

i. Any **comments** about the exam (up to 3,500 characters).

2. A **pass/fail grade** based on the combined result of the Blaster **exams + interview**:

a. Pass = exam pass + interview pass

b. Fail = exam pass + interview fail

c. Fail = technical exam fail (regulatory exam results must be a pass to be submitted to the Registry).

3. An **expiry date** for certifications which have a passing grade on both the exam and the interview. The expiry date is based on **interview date + five years**.

For example, if the interview date is November 15, 2020, the certification expiry date is November 15, 2025:

4. A **queued** status of 'Yes', 'No', 'Pending' or 'Waiting' which depends on the status of the photo and criminal record check:

a. 'Yes' means that the certificate & secure photo ID are currently in the queue.

b. 'No' means that the certificate & secure photo ID are not in the queue.

c. 'Pending' means that a photo of the client needs to be uploaded before the certificate & secure photo ID can be added to the queue.

d. 'Waiting' means that the Criminal Record Check needs to be completed before the certificate & secure photo ID can be added to the queue.

5. A **last printed by** field indicating the BC Mail user who last printed the certificate. If the certificate has never been printed the field is blank.

6. The **last printed date** for the certificate and secure photo ID card. If the certificate and card have never been printed the field displays 'n/a' (not applicable).
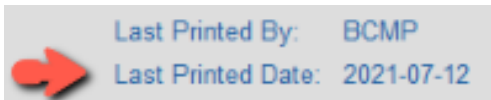
7. The **Regulatory Exam Details** include:

    a. Regulatory exam **mark** (a whole number between 0 and 100).

    b. Regulatory exam **date** (YYYY-MM-DD).

8. The **Interview Details** include:

    a. The name of the interviewer.

    b. The province where the interview took place (always 'BC').

    c. The date of the interview.

    d. The interview grade of pass or fail.

    e. Any notes about the interview (up to 1,000 characters).

    f. The status of the mandatory Criminal Record Check (pending or completed).

TIPS

1. **Exam Pass / Interview Pass:** If the client passes the regulatory exam, technical exam and the interview, the results are submitted to the Registry together in one submission.

2. **Exam Fail**: If the client passes the regulatory exam but fails the Blaster technical exam, the exam results are submitted to the Registry without an interview.

3. **Exam Pass / Interview Fail**: If the client passes both exams but fails the interview, the exam and interview results are submitted to the Registry together in one submission.

4. **Regulatory Exam Fail:** If the client fails the regulatory exam and does not advance to the technical exam, the results are stored in Open School's system and are not submitted to the Registry.

5. **Mine Type/Mine Site**: If the client is not currently employed, the value 'Other' is used.

6. **Offered By**: For the Mine Supervisor and Blaster certifications offered by Open School BC, enter 'Open School'. For Legacy certifications enter 'Other.

7. **Pass / Fail:** The minimum marks required to pass the new Blaster exams are:

Blaster Certification Types	Passing Mark
Seismic Endorsement	75 or higher
Surface Blaster– 3rd Class	75 or higher
Surface Blaster – 2nd Class	75 or higher
Surface Blaster – 1st Class	80 or higher
Underground Blaster – 3rd Class	75 or higher
Underground Blaster – 2nd Class	75 or higher
Underground Blaster – 1st Class	80 or higher

8. **Expiry Date:** The certification expiry date is based on the interview date.
   For example, if the exam date is November 30, 2020 and the interview date is December 31, 2020, the certification expiry date is December 31, 2025.

9. **Queued status**: Upon submission of a successful Blaster certification, the certificate queue status is 'pending'. When the required client photo is uploaded, and Criminal Record Check completed, the certificate is automatically added to the print queue and the queued status changes to 'Yes'.

10. **Printed By:** BC Mail Plus[1] prints the certificate queue (containing files of certificates, wallet cards, secure photo ID cards, and mailing addresses) on a weekly basis. To confirm that the client certificate is in the print queue, check that the queued status is 'Yes', or open the Certificate Queue to locate the record:

10.7 Check Certification for Equivalent Status

The Certification History displays a list of all the client's BC Mine Certifications, including Equivalent Blaster, Fireboss, and Shiftboss certifications. To check the equivalency status for an eligible certification:

1. Under 'Certification History', select the certification:

---

[1] BC Mail Plus is a branch of Supply Services, Ministry of Citizens' Services.

2. Under 'Exam Details', if the certification is an Equivalent, the 'Equivalent' field is present and marked 'Yes'. The 'Equivalent' field is highlighted with a green border:

TIPS

1. The 'Equivalent' field is present in the saved exam details only when Equivalent = Yes.

2. Certifications eligible for equivalency are:
    a. Blaster
    b. Fireboss
    c. Shiftboss

10.8 View Equivalent Blaster Certification Details

The Certification Details for an Equivalent certification include a short form of Exam Details and the same Regulatory Exam Details, and Interview Details, and Criminal Record Check information as the B.C. Blaster certification.

Exam Details

Region:	Southwest
Type of Mine	Major Mine
Mine Site	Earle Creek Mine
Certification:	Blaster - Surface 2nd Class
Equivalent:	Yes
Comments:	Supplied proof of equivalent certification from Alberta Certificate number is: XXXXXXX Expiry date is 2026-05-20
Expiry Date:	2026-05-31
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2024-02-20

Reg Exam Details

Reg Exam Mark:	75
Reg Exam Date:	2024-01-12

Interview Details

Interviewer Name:	JILL OLIYNYK
Interview Province:	BC
Interview Date:	2024-01-15
Interview Pass/ Fail:	Pass
Interview Notes:	
Criminal Record Check (CRC):	Completed

11 SUSPENSIONS AND CANCELLATIONS

11.1 Add Suspension

To add a suspension:

1. Open the client record.

2. Under 'Certification History', select the certification being suspended:

3. Below the 'Certification Details', click on **Suspend Certification**:

4. The 'Issue a Suspension' dialogue opens:

5. In the 'Issued By' field, enter the name of the person issuing the suspension (not the person entering the data):

6. Click in the 'Start Date' field and enter the starting date of the suspension.
   Use the calendar to select a date or enter the date manually in the following format, including hyphens: yyyy-mm-dd
   For example: 2021-10-13.

7. If you know the end date of the suspension, enter it in the 'End Date' field, otherwise leave the field blank.

8. To advance the calendar to a future month, click on the 'next' icon at the top right corner of the calendar:

9. Add any notes about the Suspension, and **Submit**:

10. The Suspension and Cancellation History is updated:

11. Hover over the notes box to view notes in a hover box.

12. If the notes field is empty, the notes field displays empty:

11.2 Edit a Suspension

To edit a suspension, for example to add an end date or add notes:

1. Under the 'Suspension and Cancellation History' for the selected certification, click on **Edit**:

2. In the 'Edit a Suspension record' dialogue, enter the date in the 'End Date' field, add any notes, and **Save Changes**:

3. The suspension history is updated:

TIP: To advance the calendar to a future month, click on the 'next' icon at the top right corner of the calendar:

11.3 View Suspensions

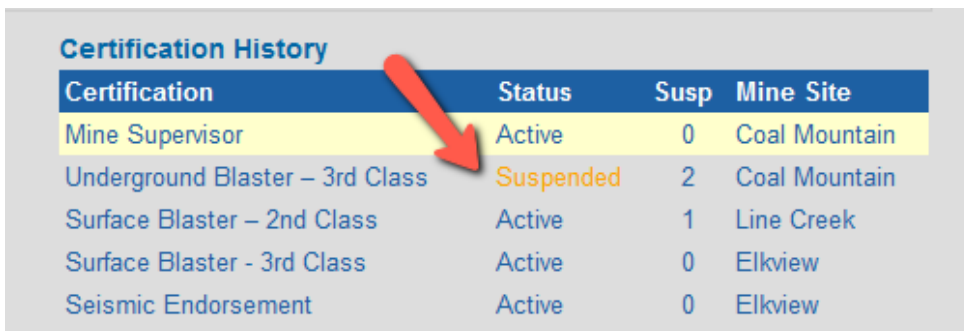To check for suspensions on a certification:

1. Open the client record.

2. Under 'Certification History' check the 'Suspension' column to see the number of suspensions recorded for all the client's certifications, including active and expired suspensions:
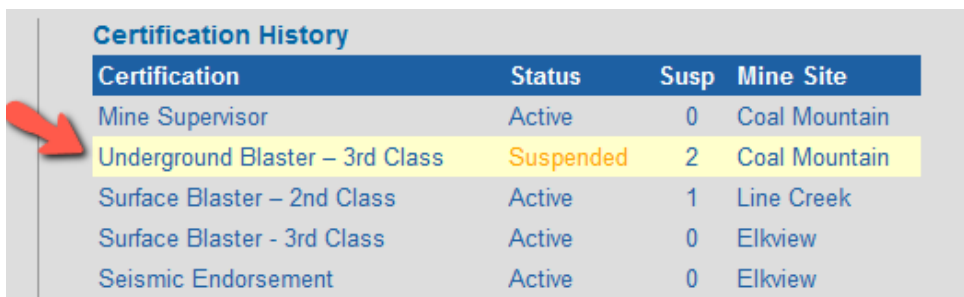

3. Check the 'Status' column to see if any of the suspensions are current. Current suspensions are indicated by the word 'Suspended' in orange:

4. To view the suspension details, select the certification:

5. The suspension details are displayed under 'Suspension and Cancellation History', below the certification details:

6. The suspension details include the 'Start Date', 'End Date' (if known) and the 'Issuer'.

   The issuer is the person who issued the suspension, not the person who entered the data.

Suspensions are listed in date order, with the newest suspensions at the top of the list.

> **TIPS**
>
> 1. Suspensions are listed in date order, with the newest suspensions at the top of the list.
>
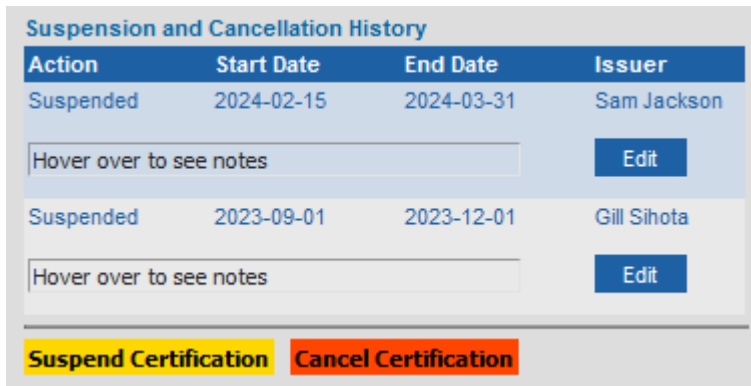> 2. When a suspension period expires on a non-expired certification, the certification status changes from 'Suspended' to 'Active'.
>
> 3. To view suspension and cancellation details for expired and non-expired certifications, check the Suspension and Cancellation History.
>
> For information about suspension and cancellation policies and procedures, including limits on the number of suspensions that can be issued, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

11.4 Add Cancellation

To cancel a certification:

1. Open the client record.

2. Under 'Certification History', select the certification being cancelled:

3. Below the certification details, click on **Cancel Certification**:

4. The 'Issue a Cancellation' dialogue opens:

5. In the 'Issued By' field, enter the name of the person issuing the cancellation (not the person entering the data):

6. Click in the 'Start Date' field and enter the starting date of the cancellation.
   Use the calendar to select a date or enter the date manually in the following format, including hyphens: yyyy-mm-dd
   For example: 2024-02-25.
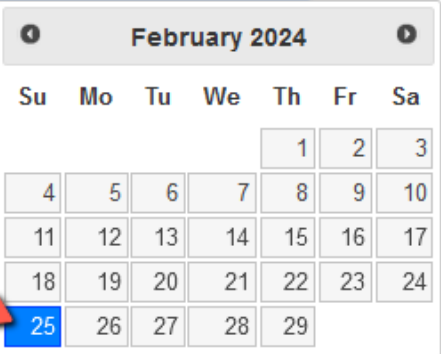
7. Enter any notes about the cancellation and click on **Submit**:

8. The cancellation details are displayed under 'Suspension and Cancellation History':

9. The cancellation is also displayed under 'Certification History' at the top of the record. Cancellations display as '**Cancelled**' in the 'Status' column:

11.5 View Cancellations

To check for a cancelled certification:

1. Open the client record.

2. Under 'Certification History' check the 'Status' column for Cancelled certifications:

3. To view the cancellation details, select the certification:

4. The cancellation details are displayed under 'Suspension and Cancellation History', below the certification details. The issuer is the person who issued the cancellation, not the person who enters the data.

TIPS

1. A five-year certification can have a maximum of one cancellation.

2. A cancellation supersedes a suspension.

3. Cancellations are final.

For information about suspension and cancellation policies and procedures, including limits on the number of suspensions that can be issued, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca
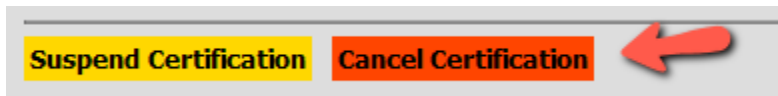
11.6 Edit Cancellations

TIP: For information about suspension and cancellation policies and procedures, including editing or deleting a suspension or cancellation, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

To edit a cancellation:

1. Open the client's record.

2. Under 'Certification History', select the certification:

3. In the 'Suspension and Cancellation' history, click on **Edit**:

4. In the 'Edit a Cancellation Record' dialogue, enter the changes as required and **Save Changes**:

5. The Suspension and Cancellation History is updated to reflect the changes:

TIPS

When a certification is **cancelled**, the **Suspend Certification** and **Cancel Certification** buttons are disabled when the effected certification is selected:

11.7 Delete Suspension and Cancellation

TIP: For information about suspension and cancellation policies and procedures, including editing or deleting a suspension or cancellation, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

To delete a suspension or cancellation submitted in error:

1. Under 'Suspension and Cancellation History', click on **Edit** next to the suspension or cancellation:

2. In the Edit dialogue, click on **Delete**:

3. At the prompt, select **OK**:

4. The record of suspension or cancellation is deleted from the client record.

11.8 Tips on Certification History, Suspension and Cancellation History

TIPS – CERTIFICATION HISTORY

1. The 'Status' column displays current suspensions and cancellations on non-expired certifications.

2. When a suspension period expires on a non-expired certification, the status of the certification reverts to 'Active'.

3. The 'Expired' status takes precedence over a suspended or cancelled status. When a suspended or cancelled certification reaches the certification expiry date, the status changes from 'Suspended' or 'Cancelled' to 'Expired'.

Certification History Status 'Expired'

Certification History			
Certification	Status	Susp	Mine Site
Surface Blaster – 3rd Class	Expired	1	Brule (Dillon)

Suspension and Cancellation History

Suspension and Cancellation History			
Action	Start Date	End Date	Issuer
Cancelled	2024-02-25		Jo Mills
Hover over to see notes			
Suspended	2024-01-01	2024-01-31	Jo Mills
Hover over to see notes			

4. When a suspension period is edited so that an expired suspension is extended to a future date, the status of the certification changes from 'Active' to 'Suspended'.

Certification History			
Certification	Status	Susp	Mine Site
Underground Blaster – 3rd Class	Active	1	Angel Jade Mines
Surface Blaster – 2nd Class	Suspended	2	New Afton
Surface Blaster - 3rd Class	Active	0	New Afton

5. The 'Susp' (Suspensions) column displays the number of active and expired suspensions on the certification.

Certification History			
Certification	Status	Susp	Mine Site
Surface Blaster – 1st Class	Active	1	ko Lava Quarry
Underground Blaster – 2nd Class	Suspended	2	New Afton

For information about suspension and cancellation policies and procedures, including editing or deleting a suspension or cancellation, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

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TIPS – SUSPENSION AND CANCELLATION HISTORY

1. Suspensions are listed in date order, with the newest suspensions at the top of the list.

Suspension and Cancellation History			
Action	Start Date	End Date	Issuer
Suspended	2021-07-01	2023-03-31	Jill Grant
Suspended	2020-02-28	2020-03-31	Jack Jones

2. Suspension and Cancellation History displays all suspensions issued on the certification, whether the certification is expired or non-expired.

3. If a current suspension is not displaying as '**Suspended**' in the 'Status' column as expected, check the dates in the 'Suspension and Cancellation History'. If the end date entered occurs **before** the start date, the suspension won't be recognized as active. Correct the error.

For information about suspension and cancellation policies and procedures, including limits on the number of suspensions that can be issued, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

12 PROVISIONAL CERTIFICATIONS

12.1 Add New Provisional Certification

To add a provisional certification to a record:

1. Open the client record.

2. Scroll down to the 'Add New Provisional' panel and click on **Add Provisional**:

3. The 'Add New Provisional' form opens:

4. In the 'Certification' menu, select one of the eligible certification types:

5. Select the client's current mine site from the list of British Columbia sites in the 'Mine Site' menu:

6. In the 'Effective Date' field, use the calendar to select a starting date or enter the date manually in the following format, including hyphens: yyyy-mm-dd, for example: 2021-01-15.

7. In the 'Issued By' field, enter the name of the person who is issuing the provisional certification (not the person entering the data):

8. In the Notes field, enter any notes about the provisional certification, and **Submit**:

TIPS

1. Eligible categories for provisional certification are Blaster, Fireboss, and Shiftboss.

2. The expiry date for a provisional certification is calculated automatically by the Registry upon submission of the provisional certification:

   a. The expiry date for a provisional Blaster certification is the effective date plus 90 days.

   b. The expiry date for a provisional Fireboss certification is the effective date plus 6 months.

   c. The expiry date for a provisional Shiftboss certification is the effective date plus 6 months.

3. The issuing of provisional certifications is limited to one provisional certification per eligible category, per client lifetime.

For information about provisional certification policies and procedures, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca

12.2 View Provisional Certification Details

To check a client record for a Provisional Certification:

1. Open the client record.

2. Any provisional certifications issued for a Blaster, Fireboss, or Shiftboss certification, are displayed below the 'Student Details':

3. The Provisional Certification details include:

   a. The type of provisional certification.

   b. The Mine Site at which the provisional certification is issued.

   c. The Effective Date (start date) of the provisional certification.

   d. The Expiry Date of the provisional certification.

   e. The name of the person who issued the provisional certification.

   f. Notes about the provisional certification.

12.3 Edit Provisional Certification

To edit a Provisional Certification:

1. Click on **Edit Provisional**:

2. Enter the changes in the editable fields:

3. When you have finished making the changes, click on **Save:**

TIPS

If the effective date is changed, the Registry automatically updates the expiry date upon 'Save'.

For information about provisional certification policies and procedures, please contact the Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc

13 CERTIFICATE PRINTING

13.1 View Certificate Queue

The Certificate Queue contains any certificates recently queued for printing, including the following certificate types:

1. Blaster (OSBC) - certificate and secure photo ID card
2. Mine Supervisor (OSBC) - certificate and wallet card
3. Shiftboss (OSBC) - certificate and wallet card
4. Fireboss, Mine Rescue and Shiftboss (Legacy) - certificate and wallet card

To view the certificates in the Certificate Queue:

1. Click on the **Certificate Queue** icon:

| Search | Add Client | Certificate Queue | Reports | Manage Users |
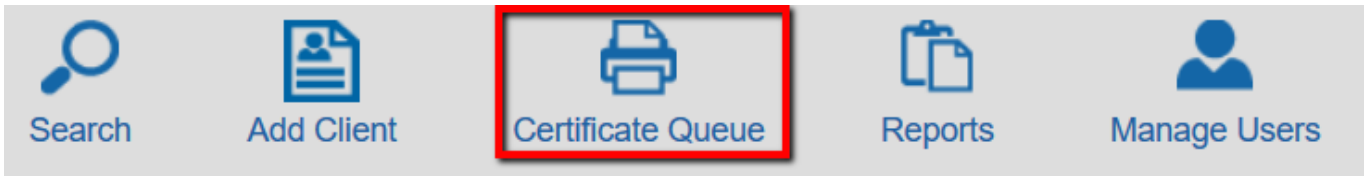
2. The certificate queue displays certificates in groups of 10.

   The certificates are grouped by certification category, in the following order:

   1. Coal Competency/Fireboss
   2. Mine Rescue
   3. Shiftboss (Legacy)
   4. Mine Supervisor
   5. Shiftboss (OSBC)
   6. Blaster (OSBC)

Certificate Queue

There are 37 items in the certificate queue.

Last Name	First Name	Middle Name	Certification	Cert Date	Expires	Queued By
BLASTER	DWAYNE	ROCK	Blaster - Underground 1st Class	2021-05-15	2026-05-15	QP_ADMIN
BCMAIL	WOMAN72		Blaster - Underground 1st Class	2021-12-13	2026-12-13	QP_ADMIN
ACCENT	GEORGE	ÉTIENNE	Blaster - Underground 1st Class	2024-02-15	2029-02-15	MINES_ADMIN
GATES	DOMINIC	BRETT	Blaster - Underground 2nd Class	2023-12-03	2028-12-03	MINES_ADMIN
BAILEY	ALANA	ERICA	Blaster - Underground 2nd Class	2021-01-05	2026-01-05	QP_ADMIN
LEGACY	JOHN		Blaster - Underground 3rd Class	2024-02-03	2029-02-03	MINES_ADMIN
BAKER	AMELIA	REGINA	Blaster - Underground 3rd Class	2023-12-12	2028-12-12	QP_ADMIN

<< first | < prev 31 to 37 out of 37 results.

3. The queue order matches the order in the certificate print files (PDF) and address file (Excel).

4. The Blasters occur at the end to facilitate a different printing / assembly process for the Blaster photo ID cards.

Certificate Queue

There are 37 items in the certificate queue.

Last Name	First Name	Middle Name	Certification	Cert Date	Expires	Queued By
BLASTER	DWAYNE	ROCK	Blaster - Underground 1st Class	2021-05-15	2026-05-15	QP_ADMIN
BCMAIL	WOMAN72		Blaster - Underground 1st Class	2021-12-13	2026-12-13	QP_ADMIN
ACCENT	GEORGE	ÉTIENNE	Blaster - Underground 1st Class	2024-02-15	2029-02-15	MINES_ADMIN
GATES	DOMINIC	BRETT	Blaster - Underground 2nd Class	2023-12-03	2028-12-03	MINES_ADMIN
BAILEY	ALANA	ERICA	Blaster - Underground 2nd Class	2021-01-05	2026-01-05	QP_ADMIN
LEGACY	JOHN		Blaster - Underground 3rd Class	2024-02-03	2029-02-03	MINES_ADMIN
BAKER	AMELIA	REGINA	Blaster - Underground 3rd Class	2023-12-12	2028-12-12	QP_ADMIN

<< first | < prev 31 to 37 out of 37 results.

5. To navigate through the queue, use the **next, previous, first,** and **end** actions at the bottom of the queue:

| BRONTE | CHARLOTTE | F | Blas |
| BRONSON | CHARLES | M | Fire |

<< first | < prev 11 to 20 out of 25 results. next > | end >>

6. To open the client record from the certificate queue, click in the row:

Certificate Queue

There are 25 items in the certificate queue.

Last Name	First Name	Middle Name	Certification	Cert Date	Expires	Queued By
ABEYGUNAWARDENA	BEN	P.	Surface Blaster – 1st Class	2020-01-08	2025-01-08	MINES_ADMIN
MINER	GEORGE	CURTIS	Surface Blaster – 2nd Class	2020-01-08	2025-01-08	MINES_ADMIN
SALASAR	MAURICE	MICKEY	Surface Blaster - 3rd Class	2020-01-07	2025-01-07	MINES_ADMIN
STEVANOVICH	DIANNE	B	Seismic Endorsement	2020-01-07	2025-01-07	MINES_ADMIN
PARKER	PATRICK	GREGORY	Mine Supervisor	2020-01-01	2025-01-01	MINES_ADMIN

<< first | < prev 21 to 25 out of 25 results.

7. The client record opens:

Home > Search Results

Student Details: 'PATRICK PARKER'

Last Name:	PARKER
First Name:	PATRICK
Middle Name:	GREGORY
People ID:	833539
Birth Date:	1993-10-26
Gender:	Non-binary
Address 1:	8-345 GOVERNMENT STREET
Address 2:	
City:	VICTORIA
Province:	BC
Postal Code:	V8R2G3
Area Code - Phone:	250 - 4453831
Email:	patrick.parker@me.com
Comments:	

Edit Student

Certification History

Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Ashcroft Quarry

Exam Details

Region:	Cranbrook
Type of Mine	Quarry, Rock, Sand & Gravel
Mine Site	Ashcroft Quarry
Certification:	Mine Supervisor
Offered By:	Open School
Language	English
Exam Date:	2020-01-01
Exam Mark:	80
Comments:	

Pass / Fail:	Pass
Expiry Date:	2025-01-01
Queued:	No
Last Printed By:	QP_ADMIN
Last Printed Date:	2021-02-23

Delete Certification   Edit Certification

8. To return to the certificate queue, click on the **Certificate Queue** breadcrumb:

Home > Certificate Queue

Student Details: 'PATRICK PARKER'

Last Name:	PARKER
First Name:	PATRICK
Middle Name:	GREGORY

13.2 Certificate Printing by BC Mail Plus

BC Mail Plus handles the printing and mailing of the certificates, wallet cards and secure photo ID cards on a weekly basis. After the certificates in the queue have been downloaded and saved, the queue is cleared by BC Mail.

Certification Type	Certificate (8-1/2" x 11")	Card
Blaster (OSBC)	Paper Certificate	Secure Photo ID Card (laminated, hologram)
Mine Supervisor (OSBC) Shiftboss (OSBC)	Paper Certificate	Paper Wallet Card
Fireboss (Legacy) Mine Rescue (Legacy) Shiftboss (Legacy)	Paper Certificate	Paper Wallet Card

Certificates, wallet cards and secure photo ID cards are mailed to the address stored in the client's record under 'Student Details'.

If you are manually updating an address, please follow the Canada Post guidelines.

See Section 5.1 Canada Post Guidelines

See also Section 2.9 Official Certificate Reprints, and Section 2.10 Official Certificate Reprint Fees

> **TIPS**
>
> 1. The Customer Support role at Crown Pubs, King's Printer does not have the ability to update data in the Registry.
>
>   If the address or any other contact information requires updating Crown staff will contact an Admin role person at the Ministry of EMLI and request an update to the client's contact information.
>
> 2. The client's mailing address must be updated **before** the certificate is added to the queue, so that BC Mail Plus receives the latest mailing address when they download the certificate and address files for processing.
>
>   **Note:** If a certificate is already in the queue when an address is updated, the address is updated for the certificate in the queue. When BC Mail Plus downloads the queue, they will get the new address.
>
>   *See* Section 2.5 Registry Partners, for Crown Publishing, customer support contact Information

13.3 Add Legacy Certificate to Print Queue

To add a Legacy certificate to the certificate print queue:

1. Open the client record.

2. Select the certification.

3. Check the 'Queued' status.

4. If the Queued status is 'No' and you want to add the certificate to the queue, click on **Add to Queue** at the bottom of the certification details:

5. At the prompt, select **OK**:

6. Check the Queued status to ensure it is 'Yes':

> **IMPORTANT**
>
> 1. The Admin role is able to use the Add to Queue and Remove from Queue actions for the following Legacy Certifications:
>   a. Fireboss / Coal Competency,
>   b. Mine Rescue, and
>   c. Shiftboss

2. Legacy Blaster certifications cannot be printed via the Registry. Please contact the Ministry of EMLI if you need a reprint of a Blaster (Legacy) certificate.
   Email: mine-certifications@gov.bc.ca
   Toll free in North Am: 1 (800) 978-9798

3. Since the introduction of the new Shiftboss (OSBC) certification, when you add a Legacy Shiftboss certification to the Registry, the automatic add to print queue action is **disabled.** If you (Admin role) need to print a legacy Shiftboss certificate, use the Add to Queue button.

4. When Legacy Mine Rescue, Fireboss or Coal Comptency certifications are submitted to the Registry, the certificate and wallet card are automatically added to the print queue upon submission.

5. Printing fees for any Legacy certificates added manually to the print queue by the Admin role are charged to the Ministry of Energy Mines and Low Carbon Innovation.

6. If a client requests a reprint/replacement certificate, please follow the instructions under Section 2.9 Official Certificate Reprints, and direct the request to Customer Support, Crown Publications at
   mines.certificate.reprint@gov.bc.ca.
   Crown staff will accept payment from the client and add the certificate and card to the print queue.

7. If you don't see the 'Add to Queue' or 'Remove from Queue' buttons for the certification selected, it could be because:

   a. Your Registry role does not have permission to add / remove the selected certificate type to / from the queue.

   b. The certification is expired.

   c. The certification is suspended.

   d. The certification is cancelled.

   e. The Blaster certificate is missing a photo.

   f. The Blaster certificate is missing a criminal record check.

   g. The certification is a Legacy Blaster and cannot be printed via the Registry.

8. To request removal of a Blaster, Shiftboss or Mine Supervisor certificate from the queue, please contact:
   Crown Publications, King's Printer
   Hours of operation: Monday to Friday 7:30 to 4:30 PST
   Email: mines.techsupport@gov.bc.ca
   Toll-Free: 1-800-663-6105
   Victoria: 250 387-6409

13.4 Remove Legacy Certificate from Queue

To remove a Legacy certificate from the certificate print queue

1. Open the client's record.

2. Select the certification.

3. Check the Queued status.

4. If the Queued status is 'Yes' and you want to remove the certificate from the queue, click on
   Remove from Queue at the bottom of the certification details:

5. At the prompt, select **OK:**

6. Check the Queued status to ensure it is 'No':

14 CERTIFICATE, WALLET CARD & SECURE PHOTO ID CARD SPECIFICATIONS

14.1 Mine Supervisor Certificate and Wallet Card

Clients who achieve a Mine Supervisor Certification receive an 8-1/2" x 11" paper certificate and a paper wallet card.

Mine Supervisor Certificate

Mine Supervisor Wallet Card
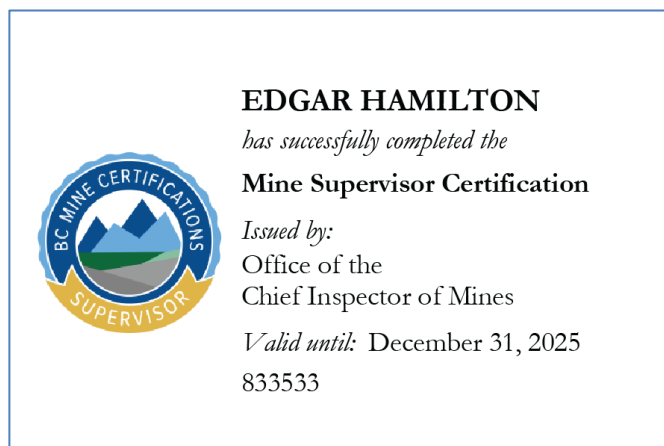
14.2 Blaster Certificate and Secure Photo ID Card

Clients who achieve a Blaster Certification receive an 8-1/2" x 11" paper certificate and a secure photo ID card:

Blaster Certificate

FRONT: Blaster Secure Photo ID
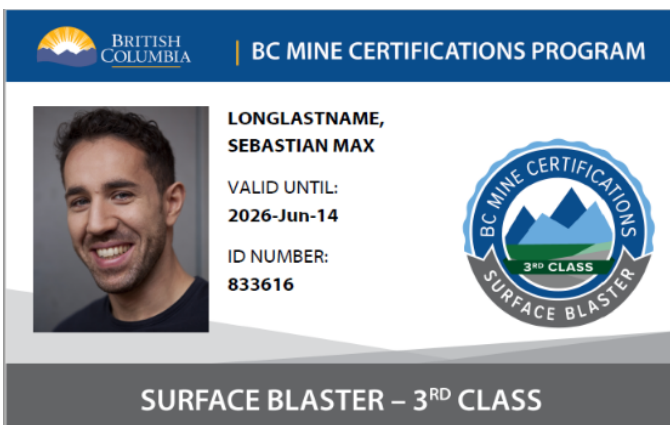
BACK: Blaster Secure Photo ID

14.3 Shiftboss Certificates and Wallet Card

Clients who achieve a Shiftboss Certification receive an 8-1/2" x 11" paper certificate and a paper wallet card.

Shiftboss Certificate
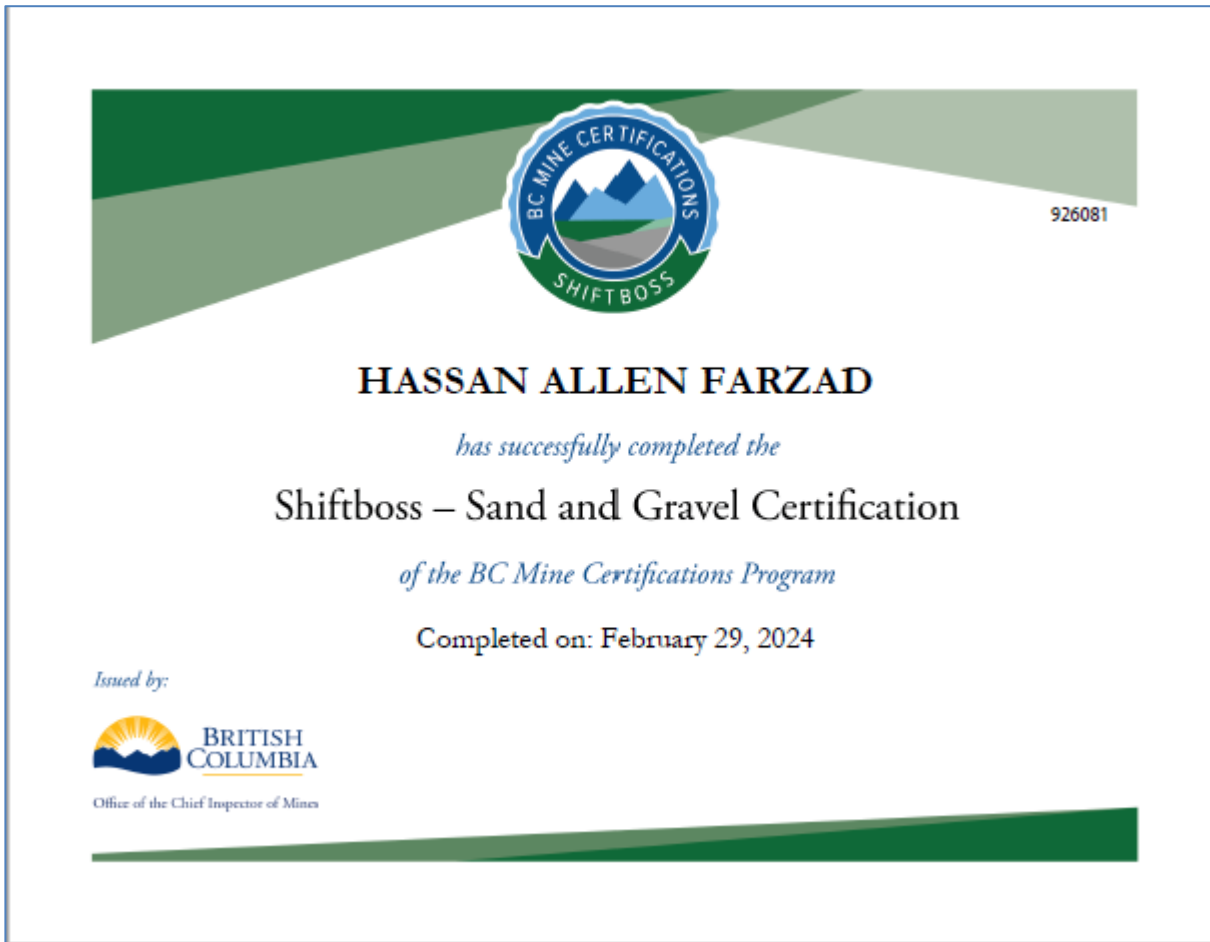
Shiftboss Wallet Card
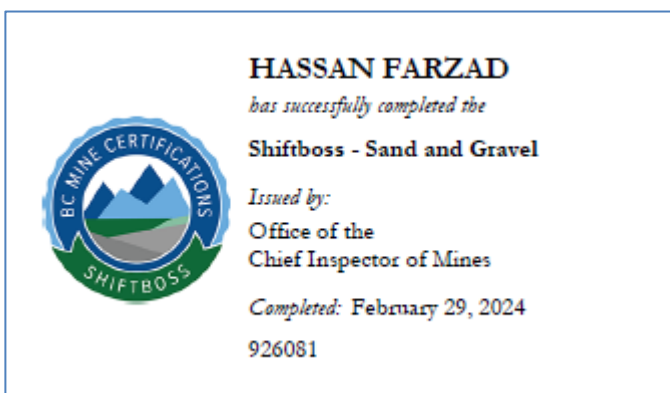
14.4 Legacy Certificates and Wallet Cards

Clients who have a legacy certification are eligible to receive an 8-1/2" x 11" paper certificate and a paper wallet card.

Legacy Fireboss Certificate

Legacy Fireboss Wallet Card

Legacy Mine Rescue Certificate

Legacy Mine Rescue Wallet Card

15 DELETE A STUDENT (CLIENT) RECORD (Duplicates)

The Admin role has the unique ability to delete a client record. The only reason to delete a client record is when a **duplicate record** is found.

If you have identified a duplicate client record:

1. Confirm that the person in one record is the same as the person in a suspected duplicate record, by comparing (and matching) personal identifiers such as middle name, birth date, address, etc.

2. Copy over any missing exam data to the record that will be retained. If an exam is missing in the record to be retained, manually add an exam and manually enter the data from the duplicate record. **Any questionable records should not be altered or deleted**.

3. Once information has been transferred over, delete any exam records attached to the duplicate record, by clicking on **Delete Exam**.

4. Finally, please contact the Regulatory Management and Enforcement Branch at The Ministry of Energy, Mines and Low Carbon Innovation at mine.certifications@gov.bc.ca to advise them of the record to be deleted. In your email, include the **client name** and **people ID** number for the record to be deleted.

> **TIP**
>
> The Regulatory Management and Enforcement Branch of the Ministry of Energy, Mines and Low Carbon Innovation will only delete client records that have no exam results attached to the record.
>
> Contact: mine.certifications@gov.bc.ca

16 MANAGE USERS IN THE REGISTRY

The Manage Users functions include the ability to add a new user account, delete a user account, assign roles and regions to a user account, activate or de-activate a user account, and re-set passwords.

16.1 Add new user account

To add a new user account:
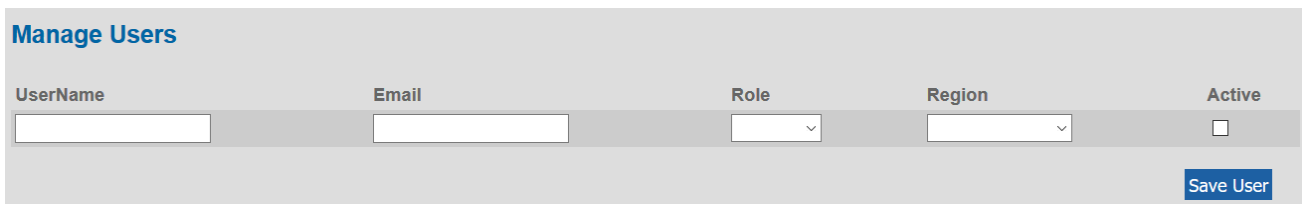
1. Click on the **Manage Users** icon:
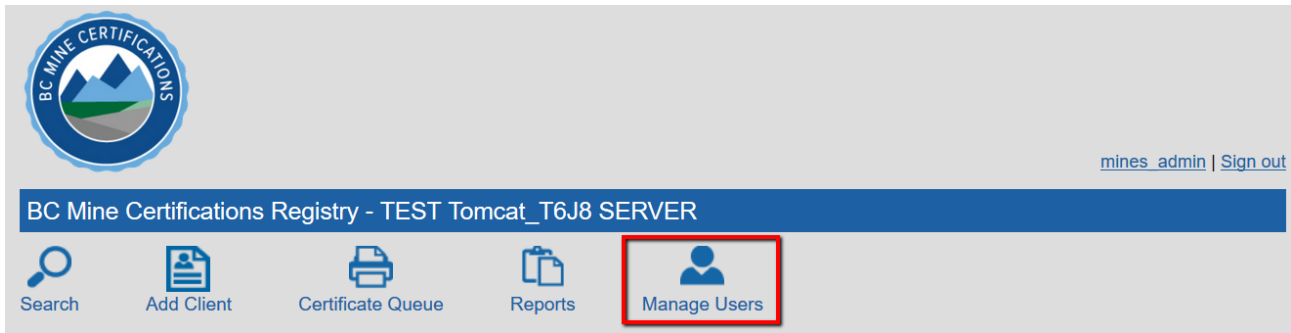
2. In the 'Manage Users' page, click on **Add New User**:
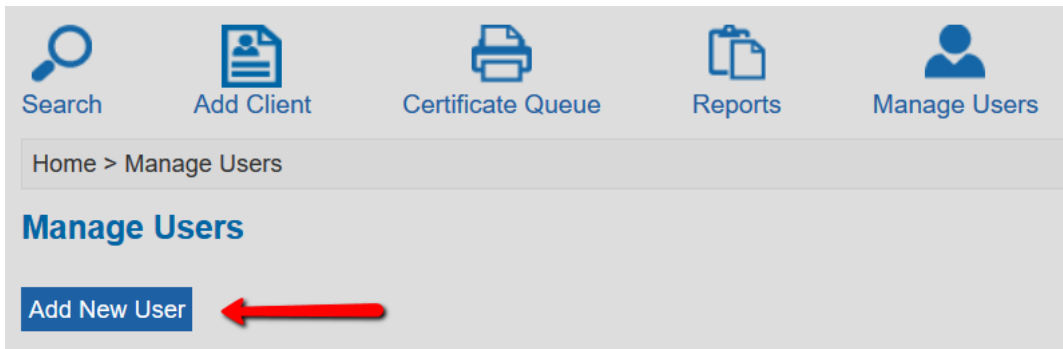
3. In the data entry fields, enter the username, email address, role and region (if applicable).

4. Role options are as follows:
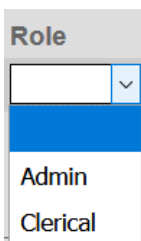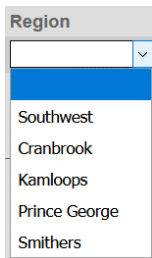
a. The **Clerical** role for Mine Inspectors who are not examiners.

b. **Admin** role for the

      i. Designated administrative users, and

      ii. Mine Inspectors who are examiners.

5. For Clerical role users, in the 'Region' menu, select a region:

> **TIP:** For the Admin role, a region is not required:
>
>

6. When you finish entering the user account data, select **Active**:

7. Click on **Save User:**

8. At the prompt, click on **OK**:

9. A message will confirm the addition of the new user:

10. An automated email is sent to the user with a temporary password generated by the Registry:

11. To log in to the Registry for the first time, the user will use the temporary password, and the username supplied by the Admin role user:
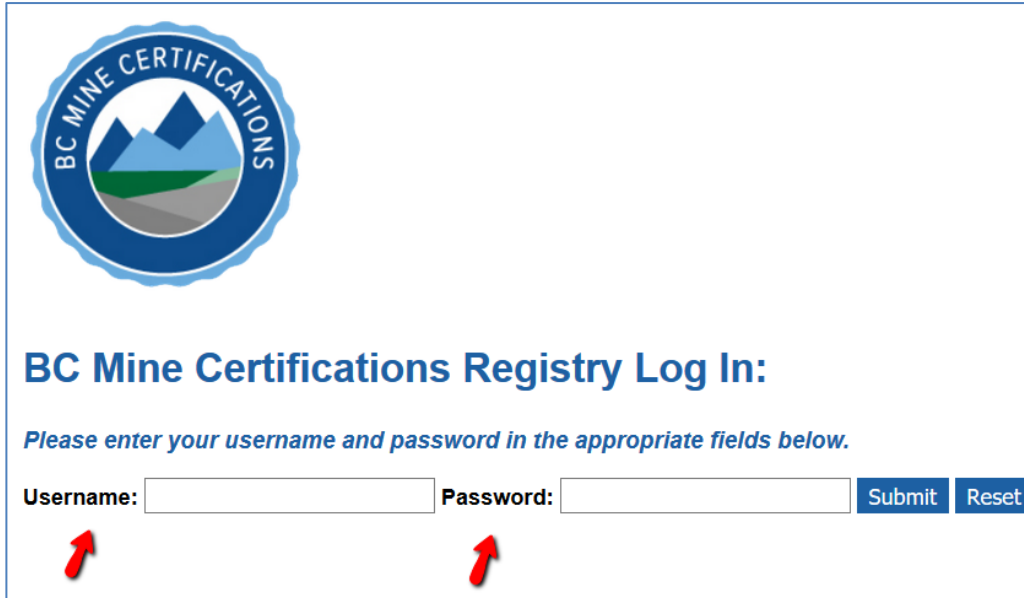
12. After the user logs in to the registry for the first time, they can change their password using the 'Change Your Password' function. To access the Change My Password function, go to the User Profile page by clicking on the username in the top right corner.

See Section 2.4 Change Your Password.

> **TIPS**
>
> For security reasons, the username must be supplied separately from the temporary password.
> 1. The Admin role person creates the user account and supplies the 'username' to the user via email or telephone.
>   Username example: ASMITH
> 2. Upon activation of the account, the Registry emails a temporary password to the user.

16.2 Delete User

To delete a user:

1. Click on the **Manage Users** icon:
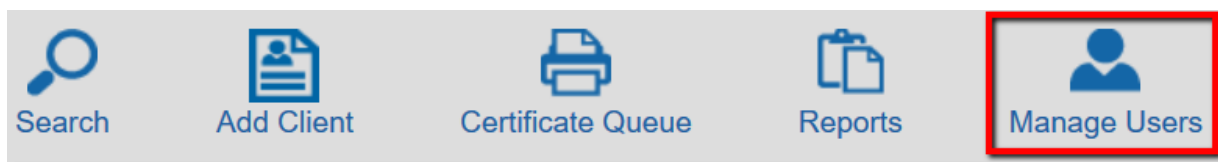
2. In the 'Manage Users' page, click on the user to open their record:

Manage Users

Add New User

UserName	Email	Role	Region	Active
ANNE.SMITH	anne.smith@gov.bc.ca	Clerical	Cranbrook	True
MINES_CLERICAL		Clerical	Southwest	True
USER.NAME	a.taylor@qp.gov.bc.ca	Clerical	Kamloops	True

3. Click on **Delete User**:

Manage Users

UserName	Email	Role	Region	Active
ANNE.SMITH	anne.smith@gov.bc.ca	Clerical	Cranbrook	☑

Delete User   Reset Password   Save User

4. At the prompt, click **OK**:

Delete this user?

OK   Cancel
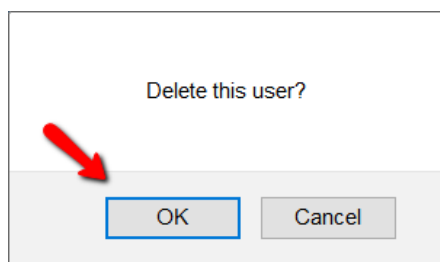
5. A message will confirm deletion of the user:

Home > Manage Users

Manage Users *User deleted.*
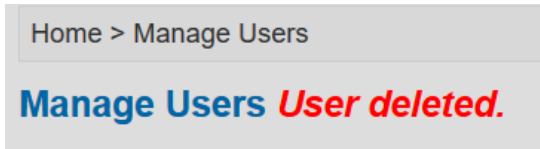
16.3 Deactivate a User

To deactivate a user:

1. Click on the **Manage Users** icon:

2. In the 'Manage Users' page, click on the user to open their record:

UserName	Email	Role	Region	Active
ANNE.SMITH	anne.smith@gov.bc.ca	Clerical	Cranbrook	True
MINES_CLERICAL	chris.ditcher@gov.bc.ca	Clerical	Southwest	True
USER.NAME	a.taylor@qp.gov.bc.ca	Clerical	Kamloops	True
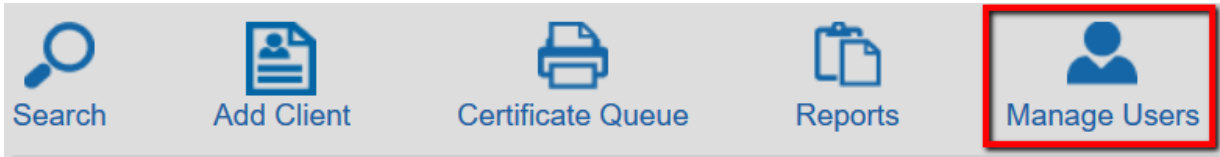
3. To deactivate the user, click in the **Active** checkbox to remove the checkmark:
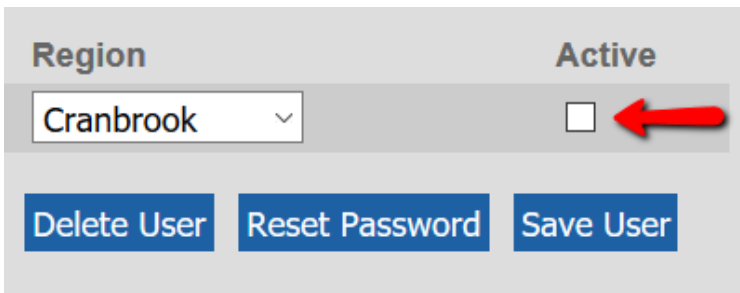
4. Click on **Save User**:
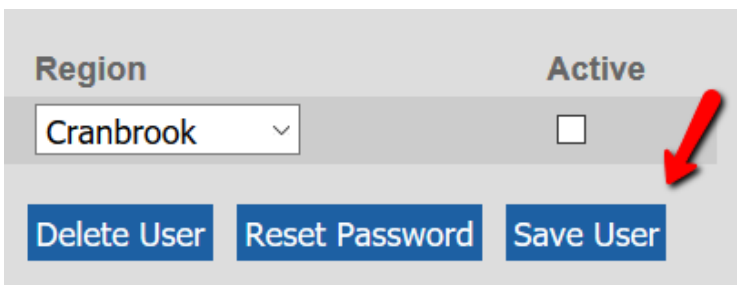
5. At the prompt, click on **OK:**
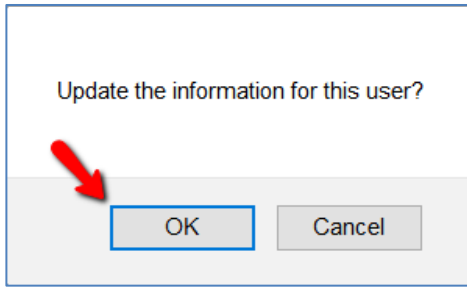
6. A message will confirm that the information has been updated:
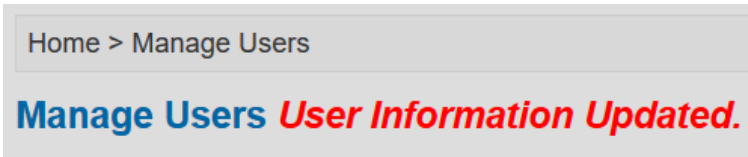
7. In the 'Manage Users' page, under the 'Active' column, the status changes from 'True' to 'False', which indicates that the user is deactivated:

16.4 Edit User

To edit a user:

1. Click on the **Manage Users** icon:
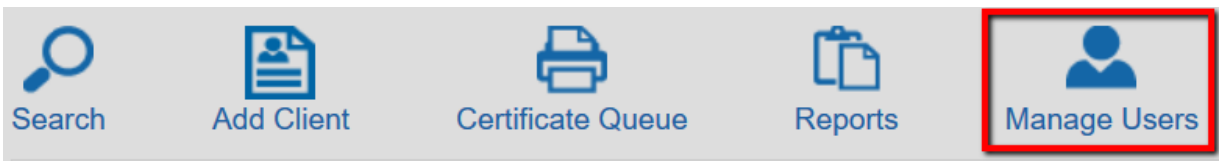
2. To locate the user in the 'Manage Users' page, click on any of the column headers to sort alphabetically by that column (A-Z). Click a second time on the column header to reverse the order (Z-A).

3. When you have located the user, click in the row to open their record:

4. Make any corrections to the username or email, or change the role or region as required, and click on **Save User:**

5. At the prompt click on **OK**:

6. A message will confirm that the information has been updated:

16.5 Reset Password

To reset a user's password:

1. Click on the **Manage Users** icon:
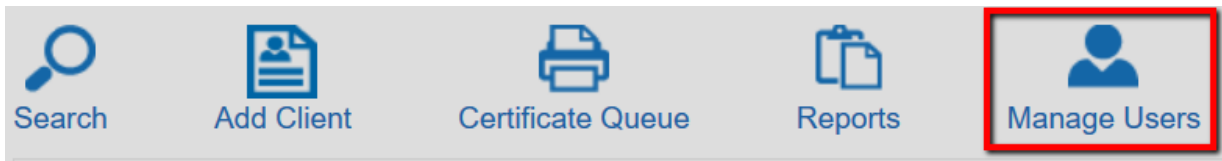
2. In the 'Manage Users' page, click on the user to open their record:

3. Click on **Reset Password**:
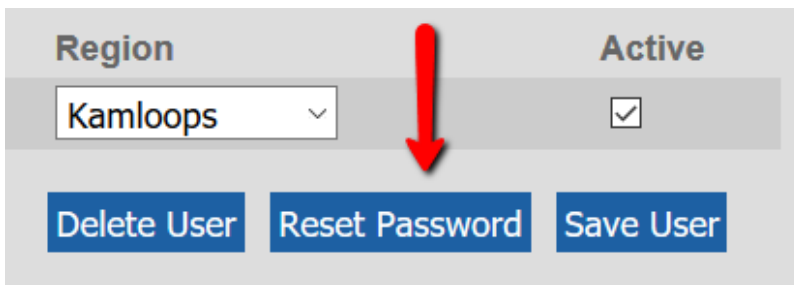
4. A message will confirm that the password has been reset:

5. An email notification is sent to the user with a temporary password. Once the user has logged in to the system using the temporary password, they can use the **Change Your Password** function to change their password.
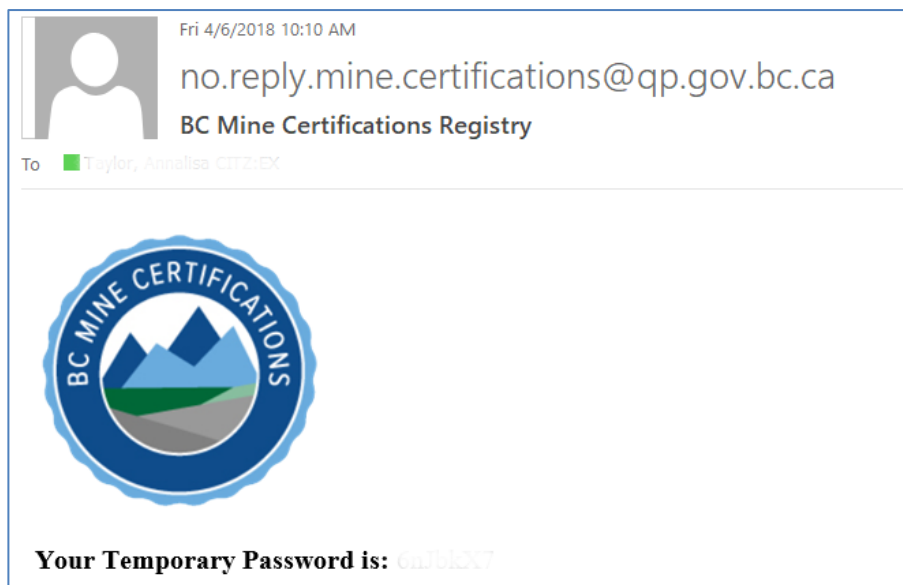
17 REPORTS

> **UPATE APRIL 2024**
>
> Report 01, Report 10, Report 20, and Report 30 have been updated to include the new Shiftboss (OSBC) certifications. Legacy Shiftboss are counted separately and display with the legacy suffix, Example: Shiftboss – Open Pit (Legacy)
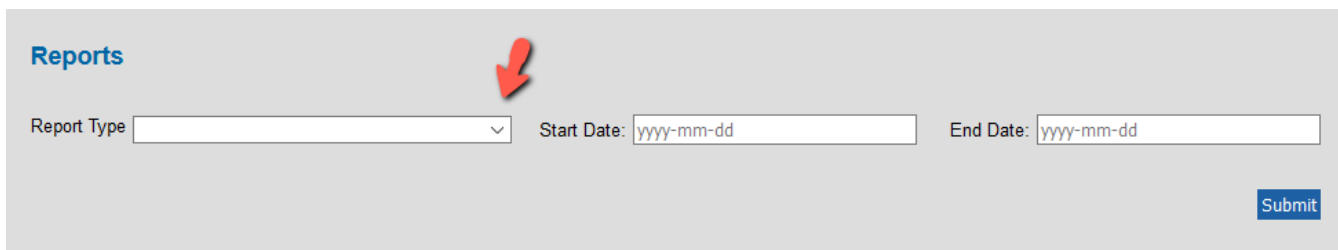
17.1 Access Reports

To access the Reports:

1. Click on the **Reports** icon:
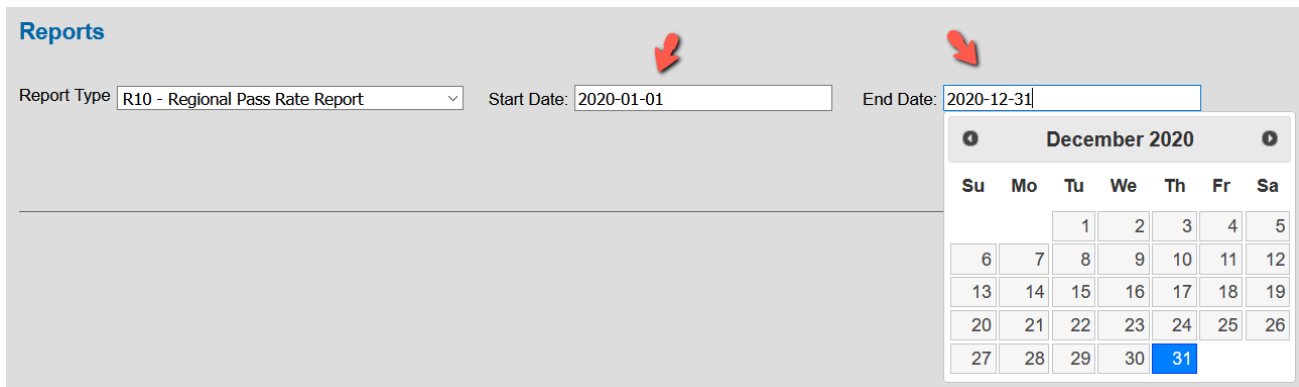
2. In the 'Reports' page, select the report type:
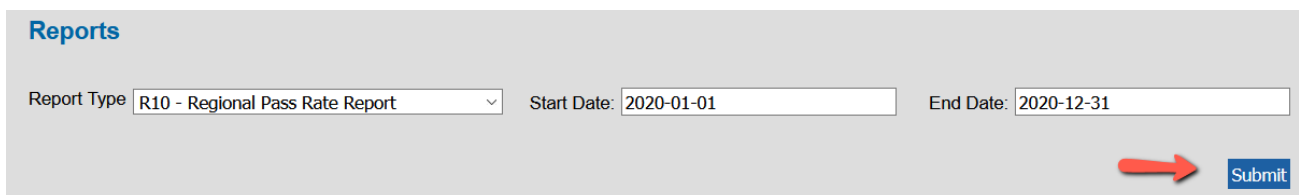
3. Use the calendar to select a start date and end date for the report, or enter the dates manually in the following format, including hyphens: yyyy-mm-dd

4. Click on **Submit**:

5. In the dialogue, select **Open** or **Save** as desired and click on **OK**. A report in PDF format is created:
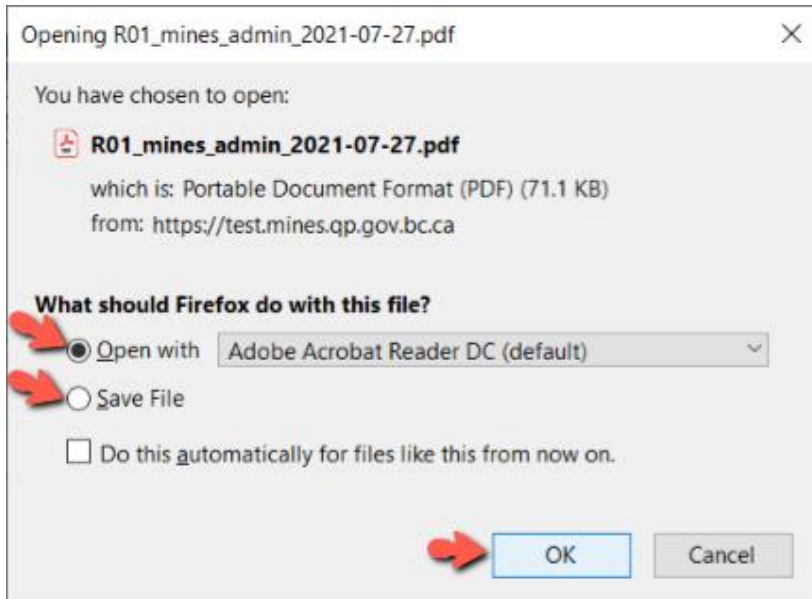
17.2 R01 Student Certifications Report by Type of Certification

The R01 report lists all certifications recorded during the date range entered, based on the certification date (exam date or interview date, depending on certification type).

The report includes region, mine site, type of mine, client name, exam date, exam mark, exam grade and people ID.

The report has one table for each type of certification. In each table the clients are grouped by region and mine site.

Certification types included in the report are in alphabetical order, as follows:

1. Blaster (Legacy & OSBC)
     1. Blaster – Electric (Legacy)
     2. Blaster – Exploration (Legacy)
     3. Blaster – General (Legacy)
     4. Blaster – Seismic Endorsement
     5. Blaster – Surface (Legacy)
     6. Blaster – Surface 1st Class
     7. Blaster – Surface 2nd Class
     8. Blaster – Surface 3rd Class
     9. Blaster – Underground (Legacy)
     10. Blaster – Underground 1st Class
     11. Blaster – Underground 2nd Class
     12. Blaster – Underground 3rd Class
     13. Blaster – Underground Coal

14. Blaster – Urban (Legacy)
2. Legacy Fireboss
    1. Coal Competency – 1st Class
    2. Coal Competency – 2nd Class
    3. Fireboss
3. Legacy Mine Rescue
    1. Mine Rescue – Gravel (Advanced)
    2. Mine Rescue – Gravel (Basic)
    3. Mine Rescue – Gravel (Theory)
    4. Mine Rescue – Surface (Advanced)
    5. Mine Rescue – Surface (Basic)
    6. Mine Rescue – Surface (Theory)
    7. Mine Rescue – Underground (Advanced)
    8. Mine Rescue – Underground (Basic)
    9. Mine Rescue – Underground (Theory)
4. Mine Supervisor, 2018
5. Shiftboss (Legacy / OSBC)
    1. Shiftboss – Open Pit
    2. Shiftboss – Open Pit (Legacy)
    3. Shiftboss – Sand and Gravel
    4. Shiftboss – Sand and Gravel (Legacy)
    5. Shiftboss – Underground
    6. Shiftboss – Underground (Legacy)

> **TIP**: To generate a report of manageable size, generate reports by calendar year or fiscal year.

Report 01 Example

R01.rpt
Ver 3.00

BC Mine Certifications Registry Information System
Mine Certifications Report by Certification Type
For all certifications recorded between Jan 01, 2018 and Feb 28, 2024

March 06, 2024
3:50 PM

Blaster - Electric

Region	Mine Site	Type of Mine	Student	Cert Date / Cert Grade	People ID
Cranbrook	Adventure Paving Ltd	Exploration	GERHARDT, AL TEST	Jan 15, 2020 Pass	833640

R01.rpt
Ver 3.00

BC Mine Certifications Registry Information System
Mine Certifications Report by Certification Type

March 06, 2024
3:50 PM

Blaster - Surface 1st Class

Region	Mine Site	Type of Mine	Student	Cert Date / Cert Grade	People ID
Cranbrook	Angel Jade Mines	Placer	CALLAGHAN, FRED B	May 15, 2021 Pass	833632
Cranbrook	Bear Creek Group Head Office	Placer	TAYLOR, LANA K	Feb 28, 2021	833619

R01.rpt
Ver 3.00

BC Mine Certifications Registry Information System
Mine Certifications Report by Certification Type

March 06, 2024
3:50 PM

Fireboss

Region	Mine Site	Type of Mine	Student	Cert Date / Cert Grade	People ID
Cranbrook	DGS Astro Paving	Major Mine	PIERCE, GEORGE VICKY	Jul 21, 2022 Pass	926706

R01.rpt
Ver 3.00

BC Mine Certifications Registry Information System
Mine Certifications Report by Certification Type

July 26, 2021
4:11 PM

Mine Rescue - Surface (Basic)

Region	Mine Site	Type of Mine	Student	Cert Date / Cert Grade	People ID
Kamloops	Brucejack	Major Mine	DURHAM, BRENT	Nov 19, 2020 Pass	926158

R01.rpt
Ver 3.00

BC Mine Certifications Registry Information System
Mine Certifications Report by Certification Type

July 26, 2021
4:11 PM

Mine Supervisor

Region	Mine Site	Type of Mine	Student	Cert Date / Cert Grade	People ID
Kamloops	Ashnola Road Pit, Dutchies Transfer Ltd	Quarry, Rock, Sand & Gravel	GARCIER, VINNIE RAY	Jul 02, 2020 Pass	833586
Kamloops	Other	Exploration	ANFOSSI, JULIAN STEPHEN	Jul 16, 2020 Pass	833587

R01.rpt
Ver 3.00

BC Mine Certifications Registry Information System
Mine Certifications Report by Certification Type

July 26, 2021
4:11 PM

Shiftboss - Openpit

Region	Mine Site	Type of Mine	Student	Cert Date / Cert Grade	People ID
Cranbrook	Pavilion Quarry	Quarry, Rock, Sand & Gravel	OSBORNE, GRETCHEN NANCY	Dec 08, 2020 Pass	926196

17.3 R10 Mine Certifications Report by Region

The R10 report lists the number and percentage of mine certifications for each region that have a passing grade and were recorded during the date range entered.

Reports

Report Type: R10 - Regional Pass Rate Report   Start Date: yyyy-mm-dd   End Date: yyyy-mm-dd

Submit

Certification types included in the report are listed in alphabetical order, as follows.

(For a complete listing of subcategories *see* Section 17.2 R01 Mine Certifications Report by Type of Certification.)

1. Blaster (Legacy and OSBC)
2. Fireboss
3. Mine Rescue
4. Mine Supervisor
5. Shiftboss (Legacy and OSBC)

Report 10 Example

Version 1.00
Report - R10

BC Mine Certifications Registry Information System
Mine Certifications Report by Region
For certifications recorded between Jan 1, 2018 and Feb 29, 2024
The number and percentage of passing Mine certifications for each Region versus each Certification type

Mar 7, 2024
08:17 AM

Certification	Blaster - Electric		Blaster - Exploration		Blaster - General		Blaster - Seismic Endorsement	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	0	0%	1	100%	2	67%	3	75%
Cranbrook	1	100%	1	100%	1	100%	5	83%
Kamloops	0	0%	0	0%	0	0%	2	100%
Prince George	1	100%	0	0%	0	0%	1	100%
Smithers	0	0%	0	0%	0	0%	0	0%
Kootenay	0	0%	0	0%	0	0%	0	0%
Unknown	0	0%	0	0%	0	0%	0	0%
Total:	2	67%	2	100%	3	75%	11	73%

Certification	Blaster - Surface		Blaster - Surface 1st Class		Blaster - Surface 2nd Class		Blaster - Surface 3rd Class	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	1	100%	2	100%	2	100%	4	100%
Cranbrook	0	0%	5	100%	5	100%	8	80%
Kamloops	1	100%	1	25%	4	100%	2	67%
Prince George	0	0%	18	78%	4	100%	5	100%
Smithers	0	0%	2	33%	0	0%	1	100%
Kootenay	0	0%	0	0%	0	0%	0	0%
Unknown	0	0%	1	100%	0	0%	2	40%
Total:	2	100%	29	71%	15	94%	22	79%

Certification	Blaster - Underground		Blaster - Underground 1st Class		Blaster - Underground 2nd Class		Blaster - Underground 3rd Class	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	1	100%	1	50%	2	67%	5	100%
Cranbrook	1	100%	3	100%	5	100%	5	100%
Kamloops	0	0%	1	50%	2	100%	7	70%
Prince George	0	0%	2	100%	2	100%	2	100%
Smithers	0	0%	0	0%	0	0%	4	100%
Kootenay	0	0%	1	100%	1	100%	0	0%
Unknown	0	0%	1	100%	0	0%	1	100%
Total:	2	100%	9	82%	12	86%	24	89%

Page 1 of 4

BC Mine Certifications Registry Information System
Mine Certifications Report by Region
For certifications recorded between Jan 1, 2018 and Feb 29, 2024
The number and percentage of passing Mine certifications for each Region versus each Certification type

Certification	Blaster - Underground Coal		Blaster - Urban		Coal Competency - 1st Class		Coal Competency - 2nd Class	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	2	100%	1	100%	1	100%	1	50%
Cranbrook	0	0%	1	100%	2	100%	1	50%
Kamloops	0	0%	0	0%	1	100%	0	0%
Prince George	0	0%	0	0%	0	0%	0	0%
Smithers	0	0%	0	0%	0	0%	0	0%
Kootenay	0	0%	0	0%	0	0%	0	0%
Unknown	0	0%	0	0%	0	0%	0	0%
Total:	2	100%	2	100%	4	100%	2	50%

Certification	Fireboss		Mine Rescue - Gravel (Advanced)		Mine Rescue - Gravel (Basic)		Mine Rescue - Gravel (Theory)	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	3	75%	0	0%	2	100%	0	0%
Cranbrook	1	100%	2	100%	0	0%	2	100%
Kamloops	2	100%	3	100%	1	100%	0	0%
Prince George	0	0%	0	0%	0	0%	0	0%
Smithers	0	0%	0	0%	0	0%	1	100%
Kootenay	0	0%	0	0%	0	0%	0	0%
Unknown	0	0%	0	0%	0	0%	0	0%
Total:	6	86%	5	100%	3	100%	3	100%

Certification	Mine Rescue - Surface (Advanced)		Mine Rescue - Surface (Basic)		Mine Rescue - Surface (Theory)		Mine Rescue - Underground (Advanced)	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	1	100%	0	0%	1	100%	0	0%
Cranbrook	0	0%	3	75%	1	100%	0	0%
Kamloops	0	0%	1	100%	0	0%	0	0%
Prince George	1	100%	0	0%	0	0%	1	100%
Smithers	0	0%	0	0%	0	0%	0	0%
Kootenay	0	0%	0	0%	0	0%	0	0%
Unknown	0	0%	1	100%	0	0%	0	0%
Total:	2	100%	5	83%	2	100%	1	100%

Version 1.00
Report - R10

BC Mine Certifications Registry Information System
Mine Certifications Report by Region
For certifications recorded between Jan 1, 2018 and Feb 29, 2024
The number and percentage of passing Mine certifications for each Region versus each Certification type

Mar 7, 2024
08:17 AM

Certification	Mine Rescue - Underground (Basic)		Mine Rescue - Underground (Theory)		Mine Supervisor		Shiftboss - Open Pit	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	0	0%	0	0%	23	62%	1	100%
Cranbrook	0	0%	0	0%	18	69%	0	0%
Kamloops	0	0%	1	100%	18	69%	0	0%
Prince George	0	0%	0	0%	11	79%	0	0%
Smithers	0	0%	0	0%	4	100%	0	0%
Kootenay	0	0%	0	0%	0	0%	0	0%
Unknown	1	100%	0	0%	0	0%	0	0%
Total:	1	100%	1	100%	74	69%	1	100%

Certification	Shiftboss - Open Pit (Legacy)		Shiftboss - Sand and Gravel		Shiftboss - Sand and Gravel (Legacy)		Shiftboss - Underground	
Region	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass	# Pass	% Pass
Southwest	2	100%	0	0%	0	0%	0	0%
Cranbrook	2	50%	2	50%	3	100%	0	0%
Kamloops	3	100%	0	0%	0	0%	0	0%
Prince George	2	100%	0	0%	0	0%	0	0%
Smithers	0	0%	2	100%	0	0%	0	0%
Kootenay	0	0%	0	0%	0	0%	1	100%
Unknown	0	0%	0	0%	0	0%	0	0%
Total:	9	82%	4	67%	3	75%	1	100%

Certification	Shiftboss - Underground (Legacy)	
Region	# Pass	% Pass
Southwest	0	0%
Cranbrook	1	100%
Kamloops	2	100%
Prince George	0	0%
Smithers	1	100%
Kootenay	0	0%
Unknown	0	0%
Total:	4	100%

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17.4 R20 Regional Certification Status Report

The R20 Regional Certification Status Report lists the number of certifications for each region that:

- Were **issued** during the date range entered (based on certification date).
- Are **expiring** during the date range entered (based on certification expiry date).
- Were **suspended** during the date range entered (based on suspension start date).
- Were **cancelled** during the date range entered (based on cancellation start date).

Reports

Report Type [R20 - Regional Certification Status Report ▾]   Start Date: [yyyy-mm-dd]   End Date: [yyyy-mm-dd]

[Submit]

Certification types included in the report are listed in alphabetical order, as follows.
(For a complete listing of subcategories *see* Section 17.2 R01 Mine Certifications Report by Type of Certification.)

1. Blaster (Legacy and OSBC)

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2. Fireboss
3. Mine Rescue
4. Mine Supervisor
5. Shiftboss (Legacy and OSBC)

Report 20 Example

Blaster (Legacy)

BC Mine Certifications Registry Information System
Mine Certifications Status by Region
For all certifications recorded between Jan 01, 2018 and Feb 29, 2024

March 07, 2024
8:24 AM

Blaster - Electric

Region	# Issued	# Expiring	# Suspension	# Cancellation
Cranbrook	1	0	0	0
Prince George	1	0	1	0
Southwest	0	1	1	0

Blaster (OSBC)

Version 1.00
Report - R20

BC Mine Certifications Registry Information System
Mine Certifications Status by Region

March 07, 2024
8:24 AM

Blaster - Surface 1st Class

Region	# Issued	# Expiring	# Suspension	# Cancellation
Cranbrook	5	2	2	1
Kamloops	1	0	1	0
Kootenay	0	1	0	0

Fireboss

Version 1.00
Report - R20

BC Mine Certifications Registry Information System
Mine Certifications Status by Region

March 07, 2024
8:24 AM

Fireboss

Region	# Issued	# Expiring	# Suspension	# Cancellation
Cranbrook	1	0	0	0
Kamloops	2	0	0	0
Southwest	3	0	1	1

Mine Rescue

Version 1.00
Report - R20

BC Mine Certifications Registry Information System
Mine Certifications Status by Region

March 07, 2024
8:24 AM

Mine Rescue - Gravel (Advanced)

Region	# Issued	# Expiring	# Suspension	# Cancellation
Cranbrook	2	0	0	0
Kamloops	3	2	0	0

Mine Supervisor

Version 1.00
Report - R20

BC Mine Certifications Registry Information System
Mine Certifications Status by Region

March 07, 2024
8:24 AM

Mine Supervisor

Region	# Issued	# Expiring	# Suspension	# Cancellation
Cranbrook	17	10	1	0
Kamloops	18	10	2	1

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Shiftboss (OSBC)

Version 1.00
Report - R20

BC Mine Certifications Registry Information System
Mine Certifications Status by Region

March 07, 2024
8:24 AM

Shiftboss - Open Pit

Region	# Issued	# Expiring	# Suspension	# Cancellation
Southwest	1	0	1	0

Shiftboss (Legacy)

Version 1.00
Report - R20

BC Mine Certifications Registry Information System
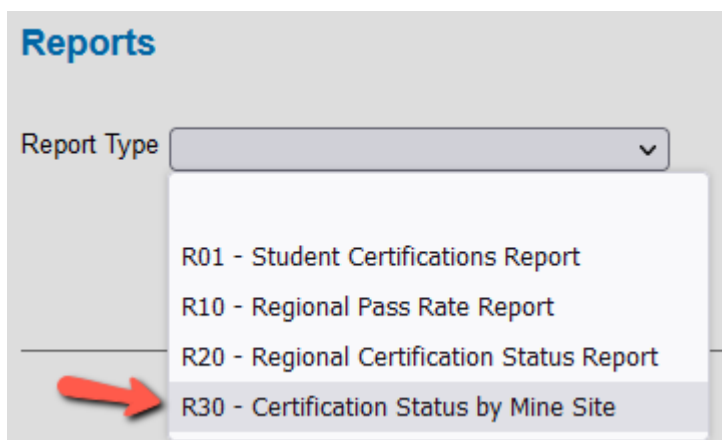Mine Certifications Status by Region

March 07, 2024
8:24 AM

Shiftboss - Open Pit (Legacy)

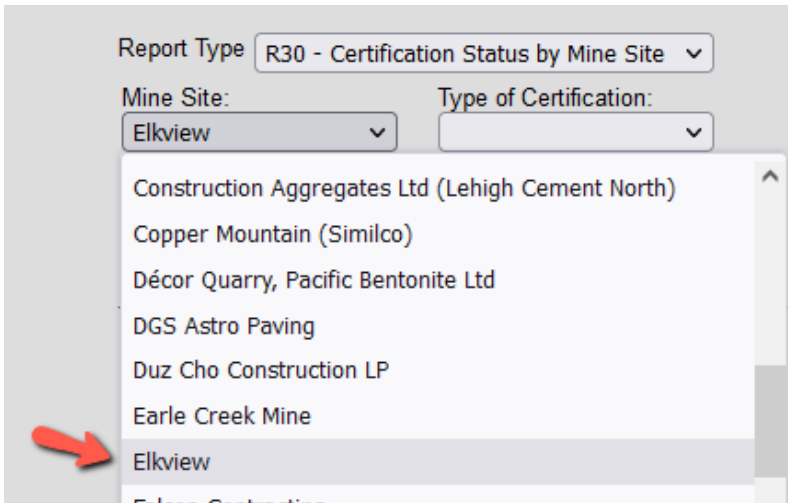| Region	# Issued	# Expiring	# Suspension	# Cancellation
Cranbrook	2	0	0	0
Kamloops	3	0	1	0

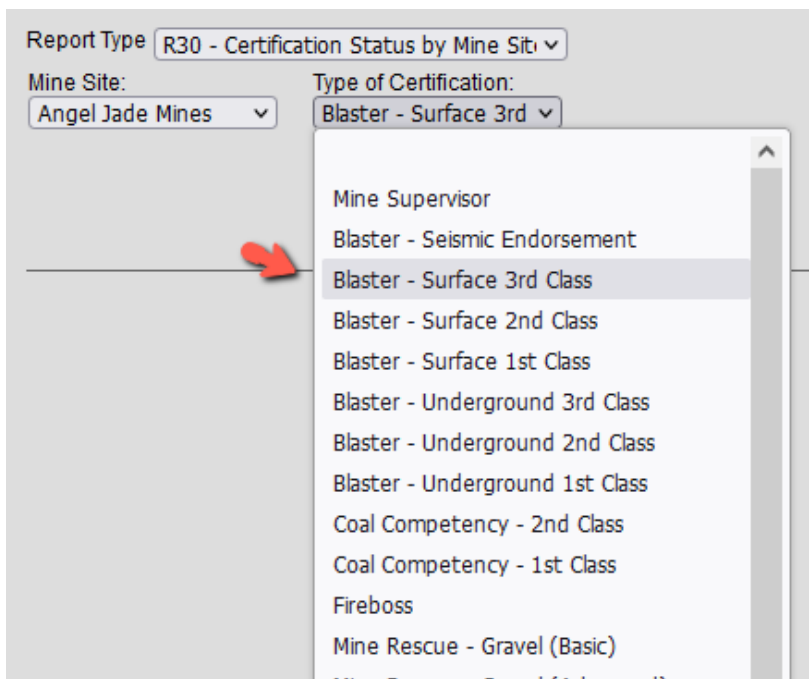# 17.5 R30 Certification Status by Mine Site Report

To run the R30 Report:

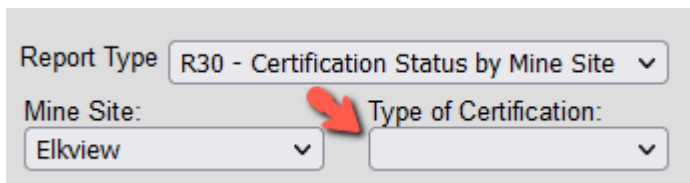1. Open the 'Report Type' menu and select 'R30 – Certification Status by Mine Site':

2. Open the 'Mine Site' menu and select a mine site. Selecting a mine site is mandatory:

3. Open the 'Type of Certification' menu:

    a. Select a ==certification type,== or

    b. Do not select a certification type, if you want the report to include **all** certification types:

4. Click on **Submit:**

5. The R30 Report is generated in PDF format. Open the PDF.

   a. The name of the **mine site** is displayed above the table, on each page of the report.

   b. If a certification type is selected, for example, 'Surface Blaster – 3rd Class', then all **Surface Blaster – 3rd Class** certifications at the mine site are included in the report:

   c. If a certification type is not selected, then **all certification types** at the mine site are included in the report:

The report lists the certifications on the mine site that are active, suspended or cancelled:
* *For active certifications, the start date and expiry date correspond to the certification start date and expiry date.*
* *For suspended certifications, the start date and expiry date correspond to the suspension dates.*
* *For cancelled certifications, the start date corresponds to the cancellation date.*
* *For certifications that have a suspension without an expiry date, plus a cancellation, the report includes the suspension dates and the cancellation date on adjacent rows.*

Brule (Dillon)

Last Name	First Name	Certificate Type	Status Type	Start Date	Expiry Date
ALLENDE	JUAN	Surface Blaster - 3rd Class	Active	2021-10-01	2026-10-01
AYALA	JACKIE	Mine Supervisor	Active	2018-04-16	2023-04-16
GALLAGHER	JULIAN	Surface Blaster - 3rd Class	Suspended	2021-12-15	null
GALLAGHER	JULIAN	Surface Blaster - 3rd Class	Cancelled	2021-12-20	null
HEADMAN	AL	Seismic Endorsement	Active	2021-11-02	2026-11-02
NOVEMBER	KAI	Mine Rescue - Gravel (Advanced)	Active	2021-01-01	2026-01-01
PARRISH	JOHNNIE	Surface Blaster - 3rd Class	Suspended	2022-08-03	2022-10-03
PROVISO	MIKE	Shiftboss - Openpit	Active	2020-12-31	null
SIHOTA	BOBBY	Mine Rescue - Gravel (Theory)	Suspended	2021-10-12	null
TAYLOR	LANA	Coal Competency - 1st Class	Active	2021-03-15	null

Page 1 of 2

TIPS

1. To run a report showing **all** certification types at the mine site that are active, suspended or expired, do not select a certification type from the menu:

Report Type | R30 - Certification Status by Mine Site ▾
Mine Site: Type of Certification:
Brule (Dillon) ▾   ▾

2. The report is ordered by **last name** in alphabetical order.

3. The report **includes** the certifications on the mine site that are active, suspended or cancelled.

4. The report **excludes** certifications that have expired.

5. In the Start Date and Expiry Date columns:

   a. For active certifications, the start date and expiry date correspond to the certification start date and expiry date.

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17.6 Certificate Printing Report

For certificate billing purposes, the Registry generates a monthly report for Kings Printer Publishing Services indicating the number of certificates and secure photo IDs which were printed, and the role that queued the certificates.
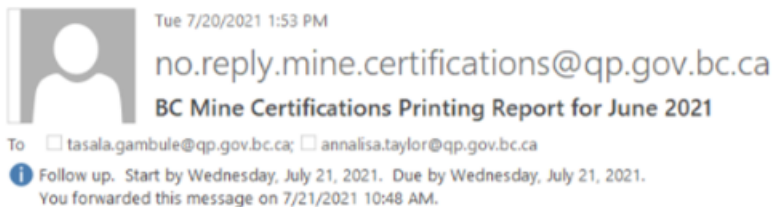
The report is generated automatically by the Registry at month-end and emailed to kppublishingservices@gov.bc.ca.

Certificate reprints queued by Customer Support may include Blaster, Mine Supervisor, Shiftboss and Legacy certificates (except for legacy Blaster).

Certificates queued by Open School (OSBC) may include Blaster, Mine Supervisor, and Shiftboss.

Certificates queued by the Ministry may include the Shiftboss (Legacy), Fireboss (Legacy), or Mine Rescue (Legacy).

BC Mine Certifications Printing Report

Tue 7/20/2021 1:53 PM

no.reply.mine.certifications@qp.gov.bc.ca

BC Mine Certifications Printing Report for June 2021

To   ☐ tasala.gambule@qp.gov.bc.ca; ☐ annalisa.taylor@qp.gov.bc.ca

ⓘ Follow up. Start by Wednesday, July 21, 2021. Due by Wednesday, July 21, 2021.
You forwarded this message on 7/21/2021 10:48 AM.

no. of Mine Supervisor certificates printed by OpenSchool: 1

no. of Mine Supervisor certificates reprinted by Crown Pubs: 0

no. of Blaster certificates printed by OpenSchool: 11

no. of Blaster certificates reprinted by Crown Pubs: 0

no. of Legacy certificates printed by Mines Admin: 0

no. of Legacy certificates reprinted by Crown Pubs: 0

Total no. of certificates printed by OpenSchool: 12

Total no. of certificates reprinted by Crown Pubs: 0