



West Virginia Office of Miner's Health, Safety and Training **Requirements for Apprentice Miner Class**

(original 5-3-05 modified 5-2008)

The following are requirements to be met to conduct apprentice miner training:

**Inform the Regional Offices of the date the class begins and the number of hours the class is being conducted by submitting a class list no later than the second day of class.
(Recommended form has been included)**

Be sure the names of all persons attending the class are recorded on the class list in alphabetical order. Names will not be added to the list once it is received by the Regional Offices.

The following information shall be recorded on the class list:

**Student's Name (Legal Full Name) - Student's Address - Social Security Number
Student's Phone Number - Class Start Date - Class End date**

If mistakes are made on the initial student list, the instructor shall submit a second copy noting corrections.

The Regional Offices will not test in excess of 25 students, and will not accept a class list exceeding 25 students.

40 and 80 Hour Classes shall be separate and distinct classes and will not be held in conjunction with one another with the exception of first aid.

The classes will not exceed eight (8) hours of instruction per day, without prior approval of an authorized representative of the West Virginia Office of Miners' Health Safety and Training.

The Regional Offices shall be informed of the location the training is conducted and directions to the training facility.

When the class is completed, the instructor shall submit the appropriate transmittal noting each person completing the class, listed in alphabetical order. The instructor shall include his/her signature and instructor's number. Each instructor who conducts all or parts of the 40 and 80 hour training shall sign the final transmittal for the class. The instructor shall indicate those persons who did not complete the class.

Instructors are not permitted in the classroom(s) during testing of the students.

Lists submitted must be legible.

A separate form will be required for the 40 hour and the 80 hour classes.

If an individual fails to complete the required training in the time frame specified, but later completes required training, a separate transmittal will be completed for this individual showing the beginning class date and ending class date, with an explanation.

Instructors shall establish a means of verifying daily attendance by individuals. This attendance record will reflect the actual training hours for that day. These daily logs will be made available for inspection for one (1) year following the last class date.