

Bulk Purchase of Mining Supervisor Certification E-Courses

Overview

A company can buy between 5 and 100 licenses for their employees. Each license allows one employee to take the e-course and exam for one of the following certifications:

- Exploration Supervisor Level I
- Exploration Supervisor Level II
- Open Pit Shiftboss
- Open Pit Supervisor Level II
- Surface Supervisor Level I
- Surface Supervisor Level II
- Underground Shiftboss
- Underground Supervisor Level II

A company pays \$50 per seat by credit card, debit card or PayPal, and receives a unique code for each license they purchase. The company gives one license code to each employee needing to be trained and certified as a supervisor.

Once an employee begins the application process, you can track their progress.

Each employee must register on the Workers' Safety and Compensation Commission (WSCC) Mining Supervisor Certification portal and take the free Mining Certification Introduction ecourse. This e-course tells the employee how to apply for their specific certification and what documentation they need to provide to WSCC in order to be approved to take the e-course and exam.

Once WSCC receives the employee's documentation and approves their application, the employee can redeem the code the company has given them, which gives them access to the appropriate e-course and exam. The employee has 90 days after being approved to redeem the code.

If WSCC declines the employee's application for lack of appropriate qualifications, the employee can try again once they have the qualifications. If this is unlikely to happen in the short term, the company can reassign the code to a different employee.

Contact Us

If you have any questions, please contact us at MiningCertification@wscc.nt.ca.



Specific Instructions for the Company Representative Purchasing Licenses

Register Yourself on the WSCC Mining Supervisor Certification Portal

- On an Internet-connected computer, use a web browser to go to http://wsccbulklicenseportal.com
- Click on the CREATE NEW PROFILE button.
- Fill in the fields on the registration page with your contact information and click the REGISTER button. All the fields with asterisks ("*") are mandatory.
- Keep your registration information in a safe place. You will need it to access the portal in the future.
- Once you are registered, you are taken to a Dashboard screen where you can either purchase licenses or manage licenses.

Purchase Licenses

- Click on the PURCHASE LICENSES button.
- Enter the number of licenses you want to purchase and click the PURCHASE button. (You can purchase additional licenses at any time in the future.)
- You will be presented with a screen saying that you can pay by credit card, debit card or PayPal.
- If you want to pay by PayPal, enter your credentials as requested.

- If you want to pay by credit or debit card, click on the "Pay with a credit or Visa Debit card" button.
- Pay for the licenses. The payment system charges you \$50 per license.
- If you have paid by Visa Debit or credit card, you will be presented with a screen that asks if you want to register for PayPal. If you do not want to, click on Not now at the bottom of the screen. You will be returned to the Dashboard screen, which will now show the number of licenses you have purchased.

Manage Licenses

Click on the MANAGE LICENSES button to see the license codes for you to give to your employees. You can enter the names of the individuals to whom you give the codes and when in the "Assigned To Name" and "Assigned Date" columns, but this is just for your own tracking purposes, and does not automatically assign the code to the individual. You have to give the code to the employee directly. Given the complexity of the codes, it is recommended to copy them and paste them into e-mails to the individual employees.

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