

Applying to Take the Mine Supervisor Online Course and Exam

Overview

In order to become a certified mine supervisor, you must provide documentation to show that you are qualified, then take the Workers' Safety and Compensation Commission (WSCC) online course and exam. Courses and exams are available for 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

You register yourself on the WSCC Mine Supervisor Certification portal and take the Introduction e-course, which explains the certification requirements, and tells you how to apply. You must indicate which certification you are applying for and upload your required documentation (first aid certificate, blasting certificate, etc). The specific documentation requirements vary from one certification to another.

After uploading your documentation, WSCC will review and approve or decline your application.

Once approved, your access is valid for 90 days. During that time, you can purchase access to the e- course for \$50 (credit card, debit card or PayPal), or redeem a code that your employer has given you.

When you have taken the course, you have up to five attempts to pass the multiple choice exam. A passing grade is 75%.

After passing the exam, you receive a Certificate of Completion, which you can print or save to your computer. Keep this certificate, as it is official recognition that you are certified for your chosen supervisory level.

Contact Us

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



Specific Instructions to Apply for a Mine Supervisor Course

Register Yourself on the WSCC Mine Supervisor Certification Portal

- On an Internet-connected computer, go to http://wsccminingportal.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 fields with an asterisk ("*") are mandatory.
- Keep your registration information in a safe place. You need it to access the portal in the future.

Take the Mine Supervisor Certification Introduction Course

- Once registered, you will see the <Launch> button beside the course name. Click on this button.
- You will be taken to a Learning Management System. Click "My Courses".
- Click "Introduction" to access the Mine Supervisor Certification Introduction course.
- When you reach the end of the e-course, click Exit and then close the window.
- Close the "My Learning Content" window.
- Click the Left arrow or Home button.
- Click "Sign Out" to return to the Mining Supervisor Certification Portal.

Apply for Your Chosen Certification

- Click "Apply".
- From the pulldown menu at the top right side of the screen, choose your certification. Depending on your selection, you will be asked to provide information about your previous work experience and upload the documents you must provide in order to apply.

<u>Purchase or Redeem a Code to Access Your Chosen Course</u>

- Within three working days, you will receive an e-mail from WSCC to indicate if your application is approved. Once approved, you can log in to the portal again and either purchase access to the course or redeem you employer-provided code. If your application is declined, an e-mail will explain why and once you meet the stated criteria, you can apply again.
- If your application is approved, and if you are purchasing the e-course and exam, you can use a credit card, debit card or PayPal.
 - Click on the PURCHASE COURSE button.

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- You will see a screen that describes your purchase options. Click the button CLICK HERE TO CONTINUE TO PAYPAL, whether you are paying by credit card, debit card or PayPal.
- 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 license. The payment system charges you \$50.
- 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.
- If your application is approved and you are redeeming a coupon provided to you by your employer, click the REDEEM CODE button.
 - Enter the code your employer has provided and click REDEEM CODE.

Take the Course

- Once you have purchased or redeemed a code, you are returned to the Certification Portal home page, where there is a LAUNCH button beside the course name. You can access the course immediately by clicking the LAUNCH button, or you can do so at any later time by logging back into the Mine Supervisor Certification Portal.
- When you click the LAUNCH button, you are taken to a Learning Management System. Click the "My Courses" tile.
- Click the title of the course to launch it. You do not have to do the course all in one session. You can
 exit the course at any time and the system saves your place. The next time you log into the Mine
 Supervisor Certification Portal and LAUNCH the course, it opens to the bookmarked spot.

Take the Exam

- When you finish the course itself, go to the last page the exam.
- You must take the full exam in one session. You have one hour to answer 50 questions, or two hours to answer 100 questions, depending on the certification.
- If you achieve a score of 75% or higher, you pass the exam.
- If you do not achieve a score of 75% or higher, you have up to four more attempts. You can attempt the exam again right away, or close the course and come back to it.
- When you have finished the exam, click Exit and close the Window in which the course was launched.

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- Close the "My Learning Content" window.
- Click the Left arrow or Home button.
- Click the "Sign Out" tile. You will be returned to the Mine Supervisor Certification Portal.

Print or Save Your Certificate of Completion

Once you have passed the exam, there will be a CERTIFICATE button beside the e-course name on
your portal home page. Click the button to view, save, or e-mail your Certificate of Completion. You
can go back to this page at any time by logging back into the Mine Supervisor Certificate Portal.

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