

BC Mine Certifications Registry

User Manual

Clerical Role

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Created: April 16, 2018

Date	Author	Version	Change Reference
2018-04-16	Annalisa Taylor	1.0	Create manual for Mine Supervisor certifications.
2022-09-23	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.

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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 the Clerical role can search, read and edit data; and view the certificate queue.

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 Clerical Role

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

The Clerical role gives the user the ability to search, read, update data; and to view the certificate queue.

In addition to having search and view abilities in the Registry, the Clerical role has the ability to update client contact information (name, address, email, telephone) and location information (region, mine type, mine site).

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

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 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.

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.

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:

[Forgot Password?](#)

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

BC Mine Certifications Registry - TEST SERVER

 Search
  Certificate Queue

Search

Category:

Last Name:
 First Name:
 Middle:
 Gender:
 Birthdate:

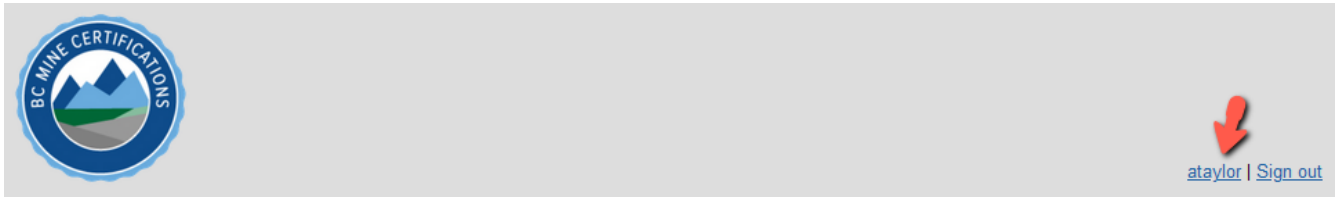
Email:
 People ID:
 City:

Contact Support | User Manuals

4. Registry functions for the clerical 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:



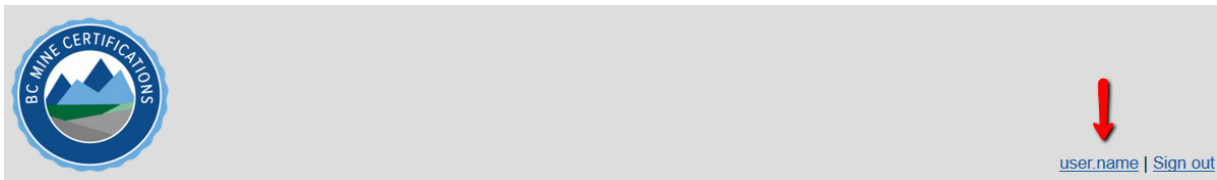
See Section 2.4 Change Your Password.

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':

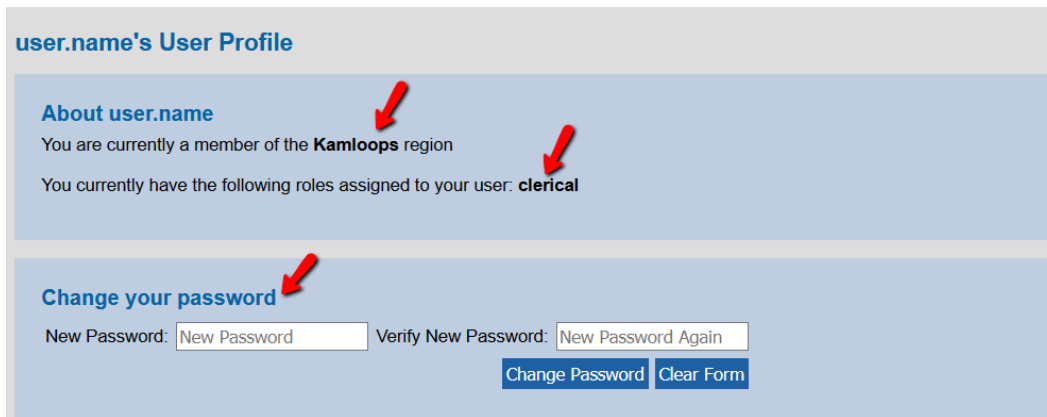
1. Click on your **username**:



2. On the 'User Profile' page, you will find:

a. The 'region' to which the user is assigned.

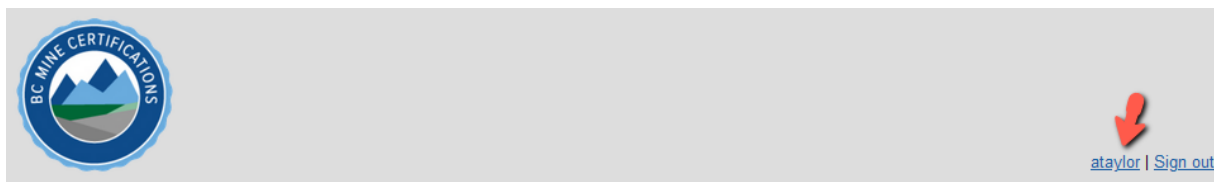
- b. The 'role' assigned to the user.
- c. The 'Change Your Password' function.



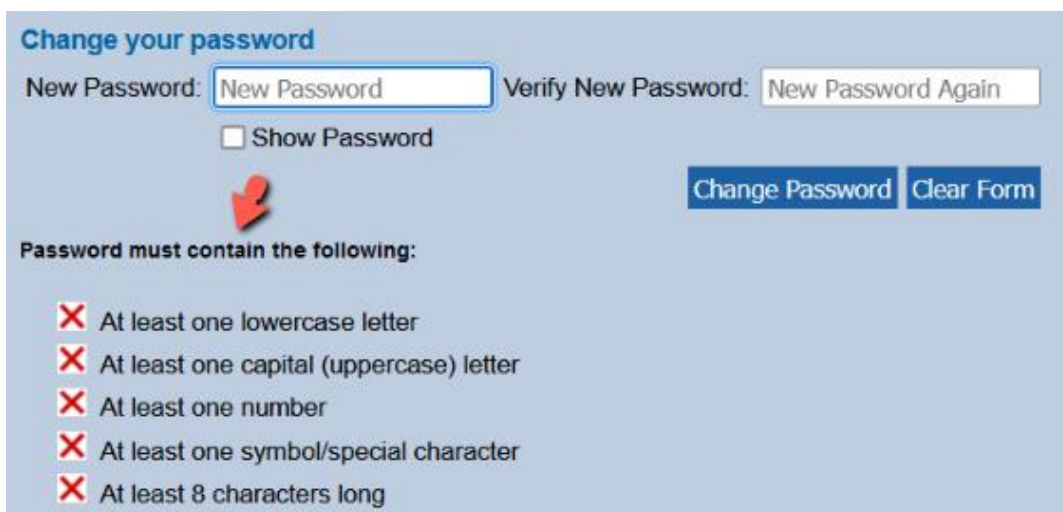
2.4 Change Your Password

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:

Change your password

New Password: Verify New Password:
 Show Password

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

Change your password

New Password: Verify New Password:
 Show Password

Password must contain the following:

- At least one lowercase letter
- At least one capital (uppercase) letter
- At least one number
- At least one symbol/special character
- At least 8 characters long

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

Change your password

New Password: Verify New Password:
 Show Password

Password must contain the following:

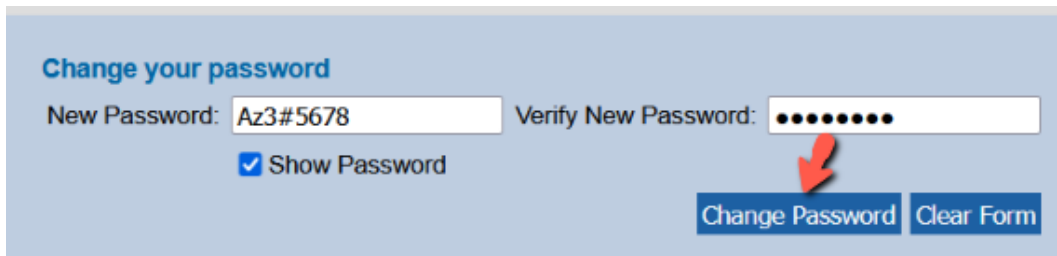
- At least one lowercase letter
- At least one capital (uppercase) letter
- At least one number
- At least one symbol/special character
- At least 8 characters long

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

Change your password

New Password: Verify New Password:
 Show Password

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

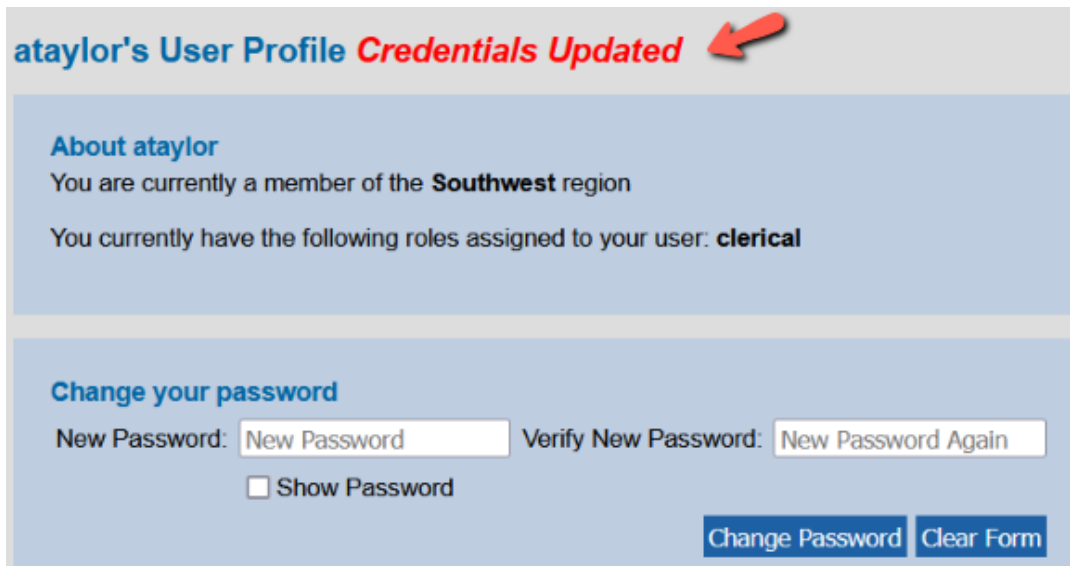


Change your password

New Password: Verify New Password:

Show Password

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



ataylor's User Profile *Credentials Updated*

About ataylor
You are currently a member of the **Southwest** region
You currently have the following roles assigned to your user: **clerical**

Change your password

New Password: Verify New Password:

Show 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 Registry 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	B.C. Ministry of Energy, Mines and Low Carbon Innovation	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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	B.C. Ministry of Energy, Mines and Low Carbon Innovation	<ol style="list-style-type: none"> 1. Search 2. Update client details (name, address, phone, email, work location). 	<ol style="list-style-type: none"> 1. Support the Ministry.
Customer Support (CS)	Crown Publications, King's Printer	<ol style="list-style-type: none"> 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. <p>* For Legacy Blaster reprints, clients must contact the Ministry of EMLI</p>	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Download Certificate Queue 2. Clear Certificate Queue 	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Query Registry. 2. Submit client personal info, exam results and interview results to the Registry via the API. 	<ol style="list-style-type: none"> 1. Provide Online Mine Certification courses via Moodle.

			<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 <i>Hours of operation:</i> Monday to Friday 7:30 to 4:30 PST <i>Email:</i> mines.certificate.reprint@gov.bc.ca <i>Toll-Free:</i> 1 (800) 663-6105 <i>Victoria:</i> (250) 387-6409	Supervisor, Crown Publications Byron.heels@gov.bc.ca (236) 478-0203
Crown Publications – Technical Support Liaison <i>Hours of operation:</i> Monday to Friday 7:30 to 4:30 PST <i>Email:</i> mines.techsupport@gov.bc.ca <i>Toll-Free:</i> 1 (800) 663-6105 <i>Victoria:</i> (250) 387-6409	Supervisor, Crown Publications Byron.heels@gov.bc.ca (236)-478-0203
Digital Publications, King’s Printer – Technical Support <i>Email:</i> 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 <i>Email:</i> mine.certifications@gov.bc.ca <i>Toll-free in North America:</i> 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 <i>Email:</i> osbc.online@gov.bc.ca	Lead Senior Systems Analyst Jeffrey.Chan@gov.bc.ca (250) 896-8593
BC Mail Plus BCMPMPPP@Victoria1.gov.bc.ca <i>Victoria Customer Service:</i> (250) 952-5102	Production Coordinator Lisa.Hill@gov.bc.ca (236) 478-0556

BC Mail Satellite Print Shop

Kevin.MacTavish@gov.bc.ca

If Lee is not available, please use the following customer service address to forward 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 14 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

Toll-Free: 1 (800) 663-6105

Victoria: (250) 387-6409

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 course 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’.

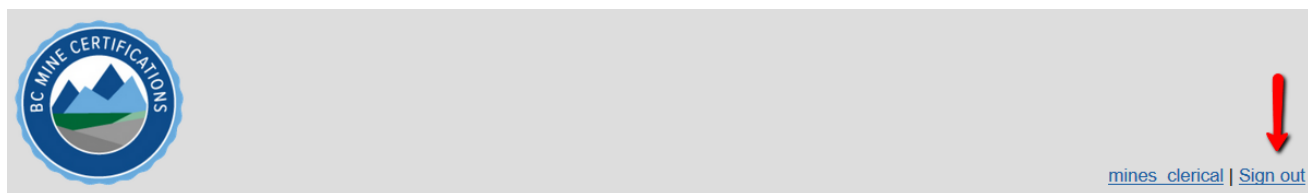
2.10 Official Certificate Reprint Fees

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.

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
<p>TIP Certificates and cards are not sold separately. Reprints are bundled as follows:</p> <ul style="list-style-type: none"> • Certificate 8-1/2 x 11" + Secure Photo ID (laminated, hologram) • Certificate 8-1/2 x 11" + Wallet Card (paper) 			

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 Clerical role include:

Students	1. Students search
Certifications	2. Certifications search
Certification Status	3. Certification Status search (Suspensions and Cancellations)
Provisional	4. Provisional Certifications search
Interviewer	5. Interviewer search
CRC Status	6. 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:

Search

Category:

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):

Category:

2. The 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:

Your search returned 32 results.

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

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

Category:

Last Name: First Name: Middle: Gender: Birthdate:

Email: People ID: City:

- 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

- 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:

- Click in blue text anywhere in the row:

Student search results:

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 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:

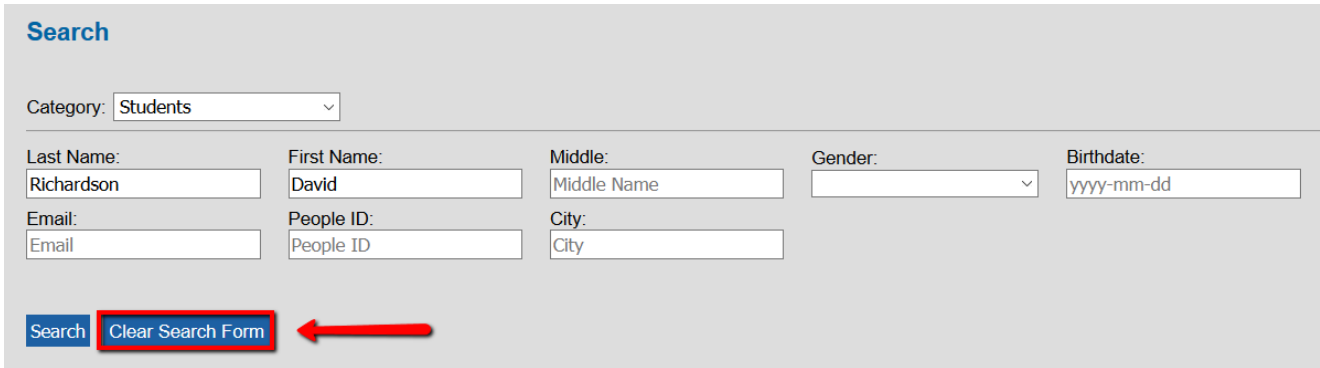
Home > Search Results

Student Details: 'FREDERICK MANN'

3.4 Clear Search / New Search

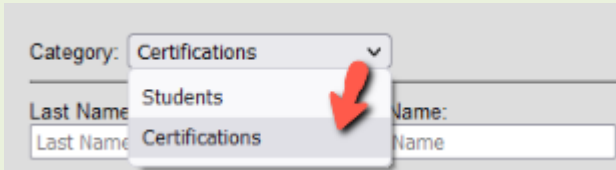
To clear a search and start a new search:

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



The screenshot shows a search form titled "Search". At the top, there is a "Category:" dropdown menu set to "Students". Below this are several input fields: "Last Name:" (Richardson), "First Name:" (David), "Middle:" (Middle Name), "Gender:" (dropdown), and "Birthdate:" (yyyy-mm-dd). There are also fields for "Email:", "People ID:", and "City:". At the bottom left, there are two buttons: "Search" and "Clear Search Form". A red box highlights the "Clear Search Form" button, and a red arrow points to it from the right.

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

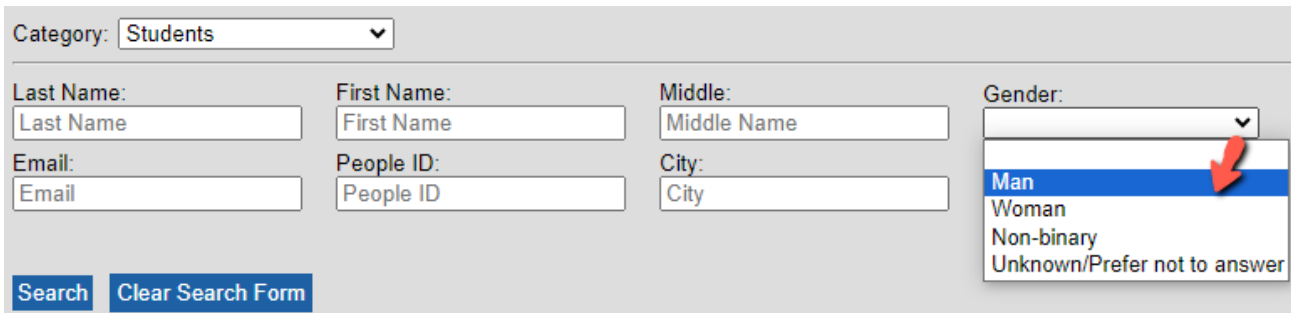


This screenshot shows a close-up of the "Category:" dropdown menu. The menu is open, showing "Students" as the current selection and "Certifications" as an alternative option. A red arrow points to the "Certifications" option.

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:



This screenshot shows the search form with the "Gender:" dropdown menu open. The menu options are "Man", "Woman", "Non-binary", and "Unknown/Prefer not to answer". A red arrow points to the "Man" option, which is highlighted in blue.

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

Your search returned 304 results.

Last Name	First Name	Middle Name	Birth Date	Gender	Email	Province	City
ABBAS	ANDY	B.	1990-12-31	Man	abbas@gmail.com	BC	VICTORIA
ABEYGUNAWARDENA	BENJAMIN	MARTINEZ	1980-12-31	Man	ben.abey@gmail.ca	BC	KAMLOOPS
ACOSTA	AMBER	CHARLENE	1954-08-26	Man	qyen802@bwumkk.org	BC	SPOKANE
AGGREGATE	ADAM	GREGORY	1990-10-20	Man	adam.aggregate@me.com	BC	KAMLOOPS

UPDATE APRIL 2024

To comply with new provincial guidelines on the use of gender and sex data, the data stored in the Registry uses the following terms:

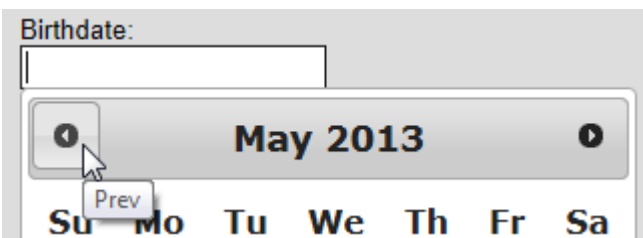
Man
Woman
Non-binary
Unknown/Prefer not to answer

Note: The Registry stores existing records as 'Female' and any new records as 'Woman'.
A search by 'Woman' will return results for Woman and Female.

3.6 Search by Birthdate

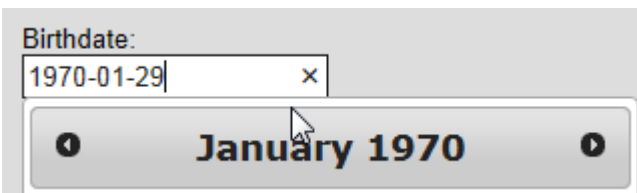
To search by Birthdate:

1. Enter the birthdate:
 - a. Use the calendar, or



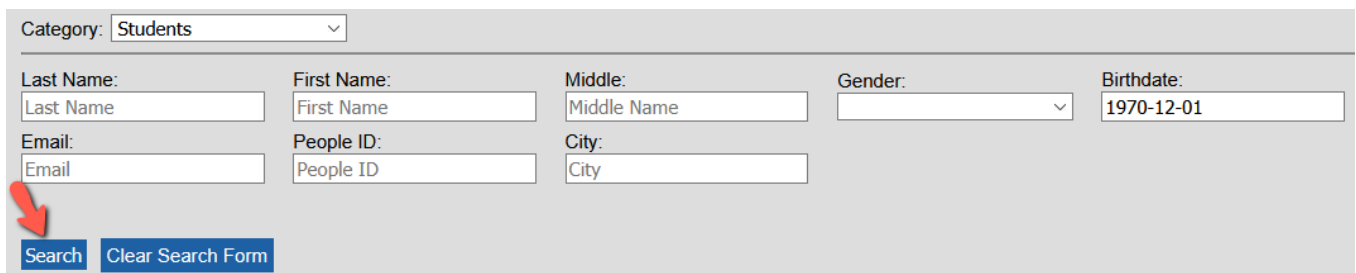
A screenshot of a web form for searching by birthdate. It features a text input field labeled "Birthdate:" above a calendar widget. The calendar is set to May 2013 and shows the days of the week: Su, Mo, Tu, We, Th, Fr, Sa. A mouse cursor is hovering over the "Prev" button on the left side of the calendar.

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



A screenshot of a web form for searching by birthdate. It features a text input field labeled "Birthdate:" containing the date "1970-01-29". Below the input field is a calendar widget showing "January 1970". A mouse cursor is hovering over the calendar.

2. Click on **Search**:



A screenshot of a search form. At the top, there is a "Category:" dropdown menu set to "Students". Below this are several input fields: "Last Name:", "First Name:", "Middle:", "Gender:", and "Birthdate:". The "Birthdate:" field contains "1970-12-01". There are also fields for "Email:", "People ID:", and "City:". At the bottom left, there is a red arrow pointing to a blue "Search" button, and next to it is a "Clear Search Form" button.

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.

Category: <input type="text" value="Students"/>				
Last Name: <input type="text" value="richard"/>	First Name: <input type="text" value="First Name"/>	Middle: <input type="text" value="Middle Name"/>	Gender: <input type="text" value="Male"/>	Birthdate: <input type="text" value="yyyy-mm-dd"/>
Email: <input type="text" value="Email"/>	People ID: <input type="text" value="People ID"/>	City: <input type="text" value="City"/>		

The people ID is printed on all certificates and cards:

Certificate, People ID



Wallet Card, People ID



Secure Photo ID Card, People ID



3.8 Search by Certification + Mine Site

To search for clients by certification attributes:

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

Search

Category:

Last Name: First Name: Middle Name: Birth Date:

Region: Type of Mine: Mine Site: Language:

Type of Certification: Equivalency: Date Range Start: Date Range End:

Mark %: to Pass/Fail:

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

Category:

Last Name: First Name: Middle Name: Birth Date:

Region: Type of Mine: Mine Site: Language:

Type of Certification: Equivalency: Date Range Start: Date Range End:

Mark %: to Pass/Fail:

- 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.

Your search returned 2 results.

Last Name	First Name	Middle Name	Certification	Cert Date	Cert Expiry	Pass/Fail	Region
ADVANI	IMRAN	G.	Mine Supervisor	2018-04-20		Fail	Cranbrook
CALLAHAN	MIRANDA	MELANIE	Mine Supervisor	2018-04-02	2023-04-02	Pass	Cranbrook

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

Category:

Last Name: First Name: Middle Name: Birth Date:

Region: Type of Mine: Mine Site: Language:

Type of Certification: Equivalency: Date Range Start: Date Range End:

Mark %: to **Pass/Fail:**

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

Your search returned 1 result.

Last Name	First Name	Middle Name	Certification	Cert Date	Cert Expiry	Pass/Fail	Region
CALLAHAN	MIRANDA	MELANIE	Mine Supervisor	2018-04-02	2023-04-02	Pass	Cranbrook

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 Blaster Certification

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

- Select the 'Certifications' search category:

Search

Category:

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

Search

Category:

Last Name: First Name: Middle Name: Birth Date:

Region: Type of Mine: Mine Site: Language:

Type of Certification: Equivalency: Date Range Start: Date Range End:

Mark %: Pass/Fail:

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

Your search returned 98 results.

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:

Last Name: First Name: Middle Name: Birth Date:

Region: Type of Mine: Mine Site: Language:

Type of Certification: Equivalency: Date Range Start: Date Range End:

Mark %: to Pass/Fail:

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

Your search returned 81 results.

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.

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.

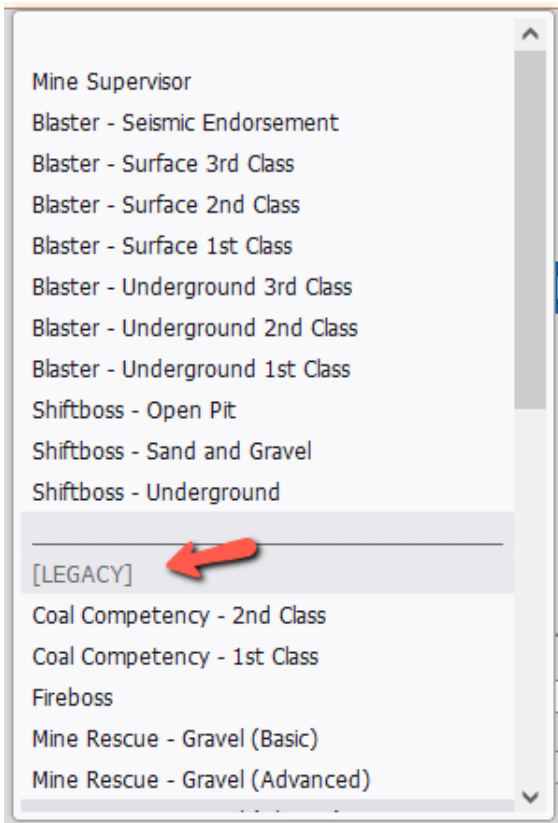
To search by a Legacy certification:

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

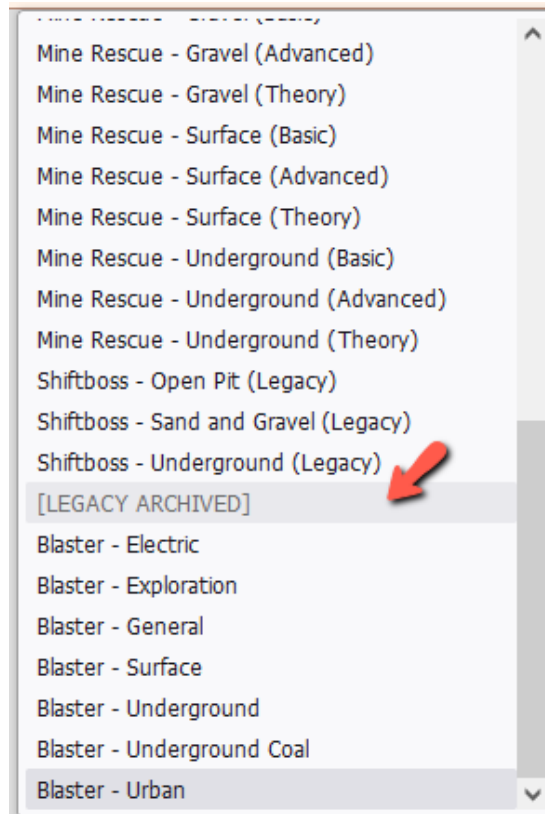
The screenshot shows a search form titled "Search". At the top, there is a "Category:" dropdown menu with "Certifications" selected. Below this, the form is organized into a grid of input fields. The first row contains "Last Name:", "First Name:", "Middle Name:", and "Birth Date:". The second row contains "Region:", "Type of Mine:", "Mine Site:", and "Language:". The third row contains "Type of Certification:", "Equivalency:", "Date Range Start", and "Date Range End". The fourth row contains "Mark %:", "to", and "Pass/Fail". At the bottom, there are two buttons: "Search" and "Clear Search Form". Two red arrows are present: one pointing to the "Category:" dropdown and another pointing to the "Type of Certification:" dropdown.

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



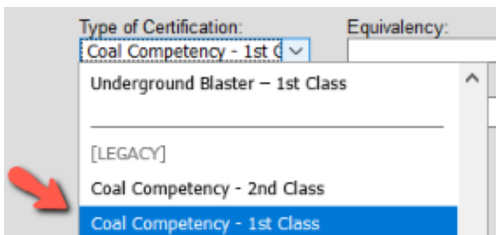
Legacy Archived Certifications



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:



4. Click on **Search**:

Search

Category: Certifications

Last Name: First Name: Middle Name: Birth Date:

Region: Type of Mine: Mine Site: Language:

Type of Certification: Coal Competency - 1st C Equivalency: Date Range Start: Date Range End:

Mark %: to Pass/Fail:

Search Clear Search Form

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

Your search returned 5 results.

Last Name	First Name	Middle Name	Certification	Cert Date	Cert Expiry	Pass/Fail	Region
FISCHER	JAN	B	Coal Competency - 1st Class	2021-01-19		Fail	Cranbrook
FISCHER	JAN	B	Coal Competency - 1st Class	2020-12-08		Pass	Cranbrook
HAMMOND	ANGELINA	CARLA	Coal Competency - 1st Class	2020-03-15		Pass	Cranbrook
HAMMONDE	DAVE		Coal Competency - 1st Class	2021-02-01		Pass	Kamloops
HARRISSON	PIERRE	B	Coal Competency - 1st Class	2021-01-15		Pass	Unknown

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 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':

Search

Category: Certification Status

Status:

Region:

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

Status:

Type of Certification:

Start Date:

End Date:

Type of Mine:

Mine Site:

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

Search form fields:

- Status: **Suspended**
- Type of Certification: [Empty]
- Start Date: [Empty]
- End Date: [Empty]
- Region: [Empty]
- Type of Mine: [Empty]
- Mine Site: **Elkview**

Buttons: **Search**, **Clear Search Form**

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

Your search returned 3 results.

Last Name	First Name	Certification	Status Type	Start Date	End Date	Region
HAMILTON	TOM	Underground Blaster – 1st Class	Suspended	2021-02-15	2021-02-18	Cranbrook
HARRIS	PAMELA	Coal Competency - 2nd Class	Suspended	2021-03-01	2021-03-31	Kamloops
PHOENIX	BILL	Underground Blaster – 3rd Class	Suspended	2021-07-01	2021-07-31	Kamloops

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

Your search returned 3 results.

Last Name	First Name	Certification	Status Type	Start Date	End Date	Region
HAMILTON	TOM	Underground Blaster – 1st Class	Suspended	2021-02-15	2021-02-18	Cranbrook
HARRIS	PAMELA	Coal Competency - 2nd Class	Suspended	2021-03-01	2021-03-31	Kamloops
PHOENIX	BILL	Underground Blaster – 3rd Class	Suspended	2021-07-01	2021-07-31	Kamloops

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

Certification History

Certification	Status	Susp	Mine Site
Underground Blaster – 1st Class	Cancelled	1	Elkview
Underground Blaster – 2nd Class	Active	1	BCIT
Surface Blaster – 2nd Class	Active	0	Buse Lake Quarry
Surface Blaster – 3rd Class	Active	0	Elkview

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 current and expired suspensions, leave the search criteria fields blank and click on **Search**:

Category: Certification Status

Status: [Blank] Type of Certification: [Blank] Start Date: yyyy-mm-dd End Date: yyyy-mm-dd

Region: [Blank] Type of Mine: [Blank] Mine Site: [Blank]

Search Clear Search Form

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.

Category: Certification Status

Status: Suspended Type of Certification: [Blank] Start Date: 2020-01-01 End Date: 2020-12-31

Region: [Blank] Type of Mine: [Blank] Mine Site: [Blank]

Search Clear Search Form

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	DAMIEN	Surface Blaster – 1st Class	Suspended	2020-09-01	2020-09-30	Southwest

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

Category: Certification Status

Status: Cancelled

Type of Certification:

Start Date: 2021-01-01

End Date: 2021-08-31

Region:

Type of Mine:

Mine Site:

Search Clear Search Form

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

3.12 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':

Category: Certifications

- Students
- Certifications
- Certification Status
- Provisional
- Interviewer
- CRC Status

Search Clear Search Form

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':

Category: Provisional

Type of Certification:

Mine Site: Angel Jade Mines

Issued By: Issued By

Effective Range Start: yyyy-mm-dd

Expiry Range Start: yyyy-mm-dd

Search Clear Search Form

- Other
- Adventure Paving Ltd
- Angel Jade Mines
- Arthon Industries Ltd
- Ascot Resources

- 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

- 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**.

Category:

Type of Certification:

Mine Site:

Issued By:

Effective Range Start:

Effective Range End:

Expiry Range Start:

Expiry Range End:

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Your search returned 9 results.

Last Name	First Name	Effective Date
CARON	GUY	2021-11-08
CARON	GUY	2022-07-15
CARON	GUY	2022-08-20
HAMILTON	LILA	2022-05-15
JACKSON	CHRIS	2022-04-13
JACKSON	CHRIS	2022-07-01
LENNOX	ANNIE	2022-09-15
WALKER	JAN	2022-04-01
JACKSON	CHRIS	2022-07-01

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

Your search returned 7 results.

Last Name	First Name	Certification	Effective Date	Expiry Date	Mine site
CARON	GUY	Surface Blaster – 1st Class	2022-07-15	2022-10-13	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

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

Your search returned 7 results.

Last Name	First Name	Certification	Effective Date	Expiry Date	Mine site
CARON	GUY	Surface Blaster – 1st Class	2022-07-15	2022-10-13	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

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

Provisionals

Certification	Mine Site	Effective Date	Expiry Date	Issued By
Blaster - Surface 3rd Class	Angel Jade Mines	2022-05-15	2022-08-13	Lee Jones

Notes:

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**:

Search

Category:

Type of Certification:

Mine Site:

Issued By:

Effective Range Start:

Effective Range End:

Expiry Range Start:

Expiry Range End:

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

Your search returned 42 results.

Last Name	First Name	Certification	Effective Date	Expiry Date	Mine site
ABEYGUNAWARDENA	BENJAMIN	Shiftboss - Openpit	2022-01-18	2022-07-18	Other
ALEXANDER	CHRISTINA	Underground Blaster – 1st Class	2021-11-08	2022-02-06	BCIT
ALLISON	LASHONDA	Seismic Endorsement	2022-04-07	2022-07-06	Beaudette Contracting
ALLISON	LASHONDA	Fireboss	2022-04-07	2022-10-07	Ashnola Road Pit, Dutchies Transfer Ltd
ARCHER	LAKISHA	Underground Blaster – 3rd Class	2021-02-26	2021-05-27	BCIT
BARBER	SHERI	Underground Blaster – 1st Class	2021-03-09	2021-06-07	Wolverine
BARBER	SHERI	Shiftboss - Openpit	2021-11-24	2022-05-24	Other
BARBER	SHERI	Surface Blaster - 3rd Class	2021-11-24	2022-02-22	Brule (Dillon)
BROWN	HONEY	Surface Blaster – 1st Class	2021-05-04	2021-08-02	BCIT
BROWN	HONEY	Shiftboss - Underground	2021-06-08	2021-12-08	Buse Lake Quarry

1 to 10 out of 42 results. [next >](#) | [end >>](#)

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

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

- In the 'Issued By' field, enter a partial name or full name.
For example: 'La' will turn "Lana Taylor" and 'Larry David'.

Category:

Type of Certification:

Mine Site:

Issued By:

Effective Range Start:

Effective Range End:

Expiry Range Start:

Expiry Range End:

- 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

- 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...

NOTE

- The 'Issued By' search is case insensitive. "La" or "la" will return the same results.
- A search by 'Effective Range Start' (Example: 2021-01-01 + no end date), will return all provisional certifications issued on or after 2021-01-01.

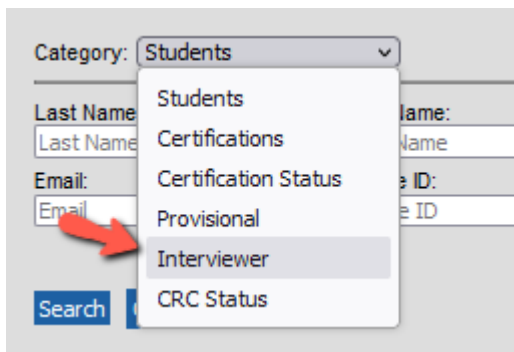
3.13 Search by Interviewer

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:

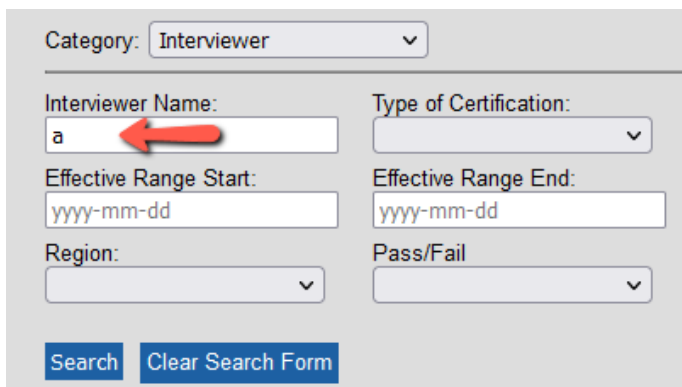


Category: **Students** ▼

- Students
- Certifications
- Certification Status
- Provisional
- Interviewer**
- CRC Status

Search

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':



Category: **Interviewer** ▼

Interviewer Name: **a**

Type of Certification: ▼

Effective Range Start: yyyy-mm-dd

Effective Range End: yyyy-mm-dd

Region: ▼

Pass/Fail: ▼

Search Clear Search Form

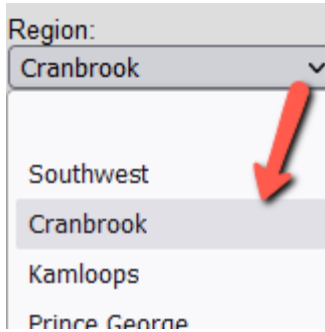
3. The search results are listed alphabetically by the interviewer's first name:

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'.



- 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

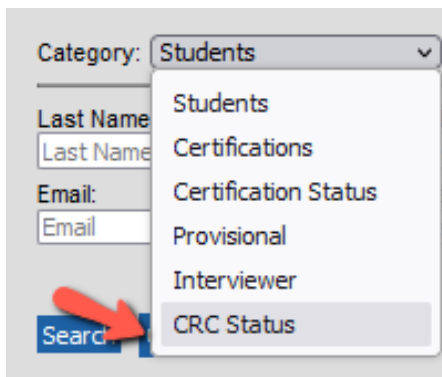
- An empty search by interviewer will return all certifications with interviews.
- A search by interviewer name relies on correct and consistent spelling of the name, e.g. 'Andy' will not find 'Andrew'.
- A search by effective date range, returns certifications issued between the start and end dates. The certification date is the date of the interview.

3.14 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:

- Select the 'CRC Status' category from the search category menu:



- 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:

Category: CRC Status

CRC Status: Pending

Type of Certification:

Type of Mine:

Mine Site:

Completed

Pending

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:

Category: CRC Status

CRC Status: Pending

Type of Certification:

Region: Cranbrook

Type of Mine:

Mine Site:

Search Clear Search Form

Your search returned 33 results.

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

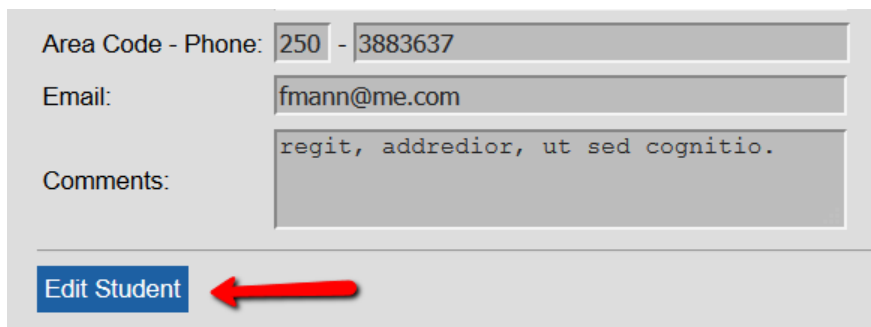
1. An empty Criminal Record Check search will return all Blaster certifications that have a pending or completed criminal record check.
2. The Criminal Record Check returns only new Blaster certification types, not the Legacy Blaster certification types. The Legacy Blaster records do not include a Criminal Record Check field.

4 EDIT STUDENT (CLIENT) DETAILS

4.1 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:



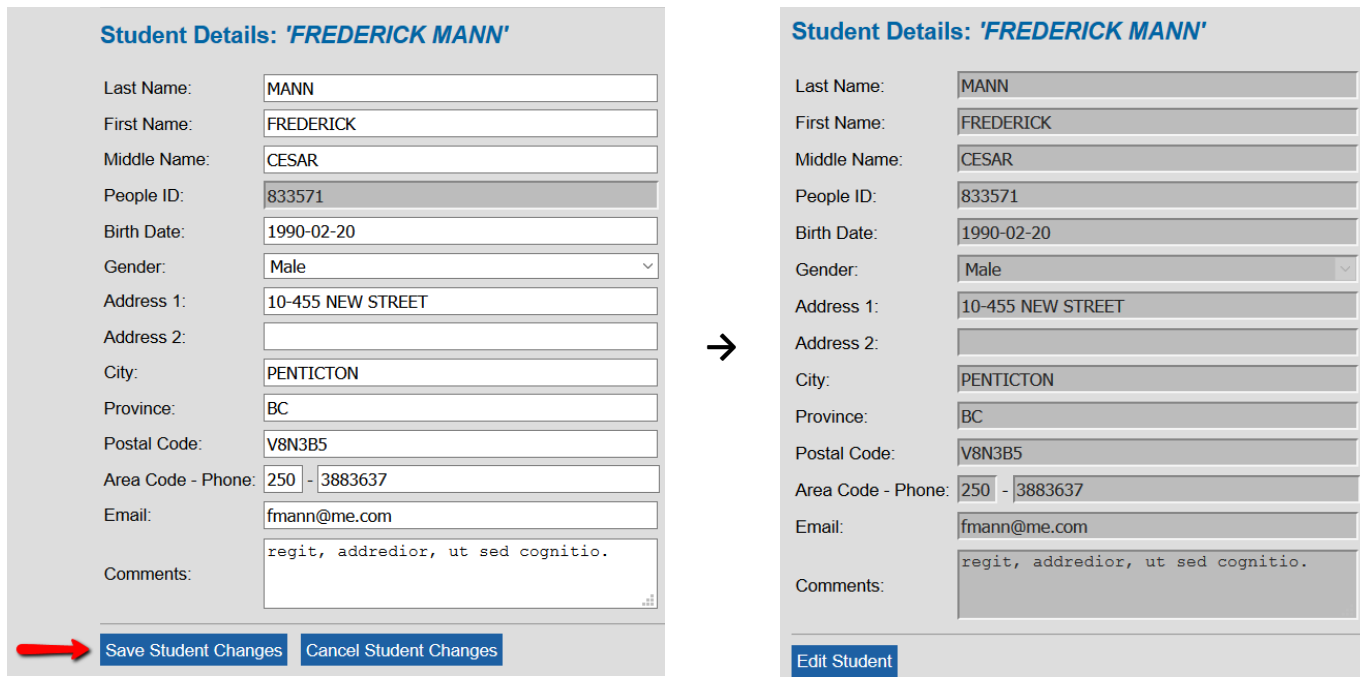
Area Code - Phone: 250 - 3883637

Email: fmann@me.com

Comments: regit, addredior, ut sed cognitio.

Edit Student ←

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**:



Student Details: 'FREDERICK MANN'

Last Name: MANN

First Name: FREDERICK

Middle Name: CESAR

People ID: 833571

Birth Date: 1990-02-20

Gender: Male

Address 1: 10-455 NEW STREET

Address 2:

City: PENTICTON

Province: BC

Postal Code: V8N3B5

Area Code - Phone: 250 - 3883637

Email: fmann@me.com

Comments: regit, addredior, ut sed cognitio.

Save Student Changes **Cancel Student Changes**

Student Details: 'FREDERICK MANN'

Last Name: MANN

First Name: FREDERICK

Middle Name: CESAR

People ID: 833571

Birth Date: 1990-02-20

Gender: Male

Address 1: 10-455 NEW STREET

Address 2:

City: PENTICTON

Province: BC

Postal Code: V8N3B5

Area Code - Phone: 250 - 3883637

Email: fmann@me.com

Comments: regit, addredior, ut sed cognitio.

Edit Student

3. Update 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.

Gender:	Birthdate
<input type="text"/>	yyyy-mm
<input type="text"/>	
Man	
Woman	
Non-binary	
Unknown/Prefer not to answer	

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:

Man
Woman
Non-binary
Unknown/Prefer not to answer

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 change according to Canada Post guidelines. The Canada Post guidelines for Canadian addresses can be found on the [Canada Post website](#).

Address 1:	204-2196 MAIN STREET
Address 2:	
City:	KAMLOOPS

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

See also Section 4.3 Address Changes – Canada Post Guidelines

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

Province:	BC
-----------	----

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 **Save Student Changes**:

Comments:	regit, addredior, ut sed cognitio.
	
Save Student Changes	Cancel Student Changes

TIP: The comments field is meant for factual information only. 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.

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:

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**:

Student Details:
Please fill in or correct required fields below highlighted in red.

Last Name:	<input type="text" value="COLLIER"/>
First Name:	<input type="text" value="GEORGE"/>
Middle Name:	<input type="text" value="Middle Name"/>
Birth Date:	<input type="text" value="yyyy-mm-dd"/>
Gender:	<input type="text" value="Man"/>
Address 1:	<input type="text" value="124 MAIN STREET"/>
Address 2:	<input type="text" value="Address 2"/>
City:	<input type="text" value="City"/>
Province:	<input type="text" value="Province"/>
Postal Code:	<input type="text" value="Postal"/>
Area Code - Phone:	<input type="text" value="AC"/> - <input type="text" value="Phone Number"/>
Email:	<input type="text" value="Email"/>
Comments:	<input type="text" value="Comments"/>

2. The corrected data is successfully submitted and saved:

Student Details: 'GEORGE COLLIER'

Last Name: COLLIER

First Name: GEORGE

Middle Name:

People ID: 833664

Birth Date: 1980-12-31

Gender: Man

Address 1: 124 MAIN STREET

Address 2:

City: KAMLOOPS

Province: BC

Postal Code: V8V2A2

Area Code - Phone: -

Email:

Comments:

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

Student Details:

Last Name: Last Name

First Name: First Name

Middle Name: Middle Name

Birth Date: yyyy-mm-dd

Gender:

Address 1: Address 1

Address 2: Address 2

City: City

Province: Province

Postal Code: Postal

Area Code - Phone: AC - Phone Number

Email: Email

Comments: Comments

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:



Postal Code: V8VXXX

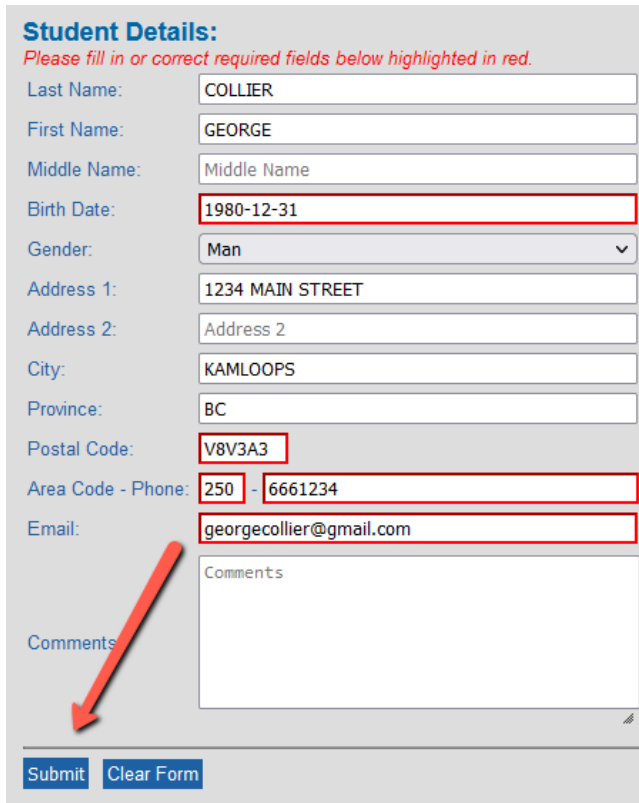
Area Code - Phone: xxx - 666

Email: georgecollier@gmail

Must be a valid canadian postal code or american zip code, example V8V1N3 or 98381

Detailed description: This screenshot shows a portion of a web form. The 'Postal Code' field contains 'V8VXXX' and is highlighted with a red box. A red arrow points to this field. The 'Area Code - Phone' field contains 'xxx - 666' and is also highlighted with a red box. A tooltip message is displayed over the phone number field, stating: 'Must be a valid canadian postal code or american zip code, example V8V1N3 or 98381'. The 'Email' field contains 'georgecollier@gmail' and is highlighted with a red box. Another red arrow points to the right side of the form area.

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



Student Details:
Please fill in or correct required fields below highlighted in red.

Last Name: COLLIER

First Name: GEORGE

Middle Name: Middle Name

Birth Date: 1980-12-31

Gender: Man

Address 1: 1234 MAIN STREET

Address 2: Address 2

City: KAMLOOPS

Province: BC

Postal Code: V8V3A3

Area Code - Phone: 250 - 6661234

Email: georgecollier@gmail.com

Comments

Submit Clear Form

Detailed description: This screenshot shows a 'Student Details' form. The form title is 'Student Details:' followed by a red instruction: 'Please fill in or correct required fields below highlighted in red.' The form contains several input fields: 'Last Name' (COLLIER), 'First Name' (GEORGE), 'Middle Name' (Middle Name), 'Birth Date' (1980-12-31), 'Gender' (Man), 'Address 1' (1234 MAIN STREET), 'Address 2' (Address 2), 'City' (KAMLOOPS), 'Province' (BC), 'Postal Code' (V8V3A3), 'Area Code - Phone' (250 - 6661234), and 'Email' (georgecollier@gmail.com). A 'Comments' text area is located below the email field. At the bottom of the form are two buttons: 'Submit' and 'Clear Form'. A large red arrow points from the bottom left towards the 'Submit' button.

3. The corrected data is successfully submitted and saved:

Student Details: 'GEORGE COLLIER'

Last Name: COLLIER

First Name: GEORGE

Middle Name:

People ID: 833665

Birth Date: 1980-12-31

Gender: Man

Address 1: 1234 MAIN STREET

Address 2:

City: KAMLOOPS

Province: BC

Postal Code: V8V3A3

Area Code - Phone: 250 - 6661234

Email: georgecollier@gmail.com

Comments:

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

5 ADDRESS CHANGES

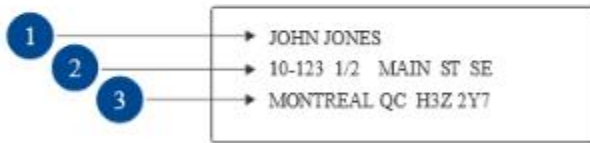
5.1 Canada Post Guidelines

When updating a client's address, please take care to use the [Canada Post guidelines](#). A correctly formatted address will ensure that the person receives their certificate, wallet card and/or secure photo ID card in the mail without delay. See Canada Post examples below.

1. Civic address

Civic address

Civic addresses should contain:



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

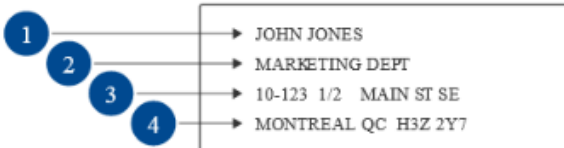
1. The addressee (first line)
2. Civic address (second line)
3. Municipality name, province or territory, and postal code (third line)

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

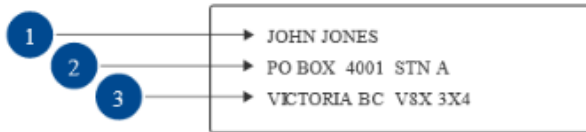
Civic addresses are also commonly used in rural areas (with rural postal codes).

JOHN JONES
123 MAIN ST
MILLARVILLE ABT0L 1K0

4. Postal Box address

Postal Box address

Postal Box addresses should contain:



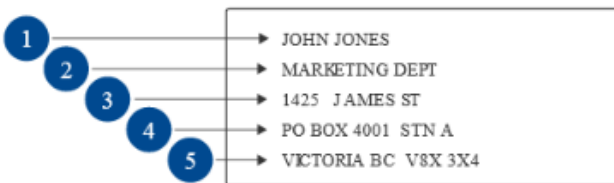
1. The addressee (first line)
2. Postal Box number and station information (second line)
3. Municipality name, province or territory, and postal code (third line)

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:

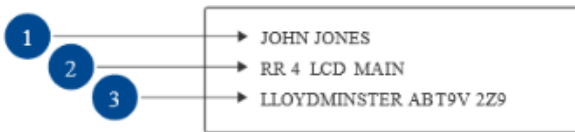


1. The addressee (first line)
2. Additional delivery information (second line)
3. Civic address (third line)
4. Postal Box number and station information (fourth line)
5. Municipality name, province or territory, and postal code (fifth line)

6. Rural Route address

Rural Route address

Rural Route addresses should contain:



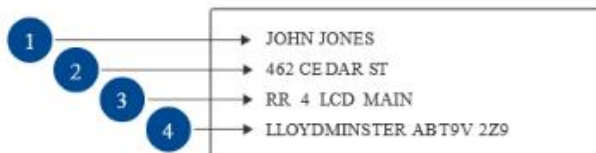
1. The addressee (first line)
2. Rural Route identifier and station information (second line)
3. Municipality name, province or territory, and postal code (third line)

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:



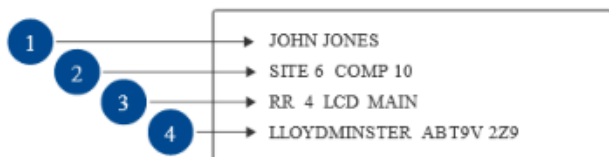
1. The addressee (first line)
2. Civic address (second line)
3. Rural Route identifier and station information (third line)
4. Municipality name, province or territory, and postal code (fourth line)

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:

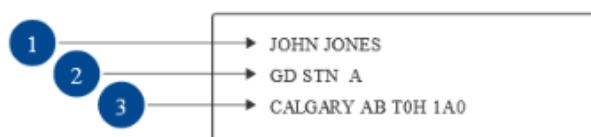


1. The addressee (first line)
2. Additional address information (second line)
3. Rural Route identifier and station information (third line)
4. Municipality name, province or territory, and postal code (fourth line)

9. General Delivery Address

General Delivery address

General Delivery addresses should contain:



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 Registration

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 address data according to Canada Post Guidelines:

1. The 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:

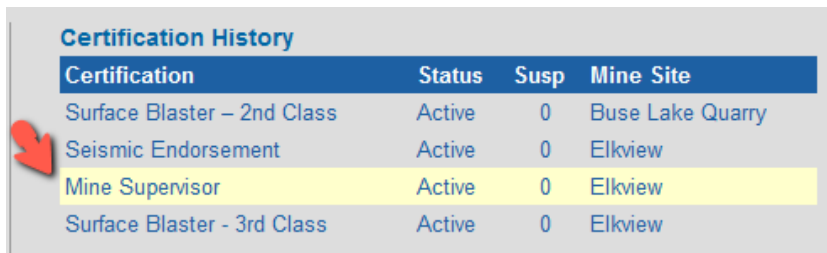
1. The First Name field has a character limit of 15.
2. The Middle Name field has a character limit of 15.
3. The Last Name field has a character limit of 35.
4. The Address 1 field has a character limit of 25 characters.
5. The Address 2 field has a character limit of 25 characters.
6. The Province 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 EDIT CERTIFICATIONS

6.1 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**:

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

Delete Certification Edit Certification

Add to Queue

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

Mine Supervisor and Mine Rescue 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: 2021-12-07

Exam Mark: 80

Comments:

Pass / Fail: Pass

Expiry Date: 2026-12-07

Queued: No

Last Printed By: QP_ADMIN

Last Printed Date: 2022-05-04

Save Certification Changes Cancel Certification Changes

Shiftboss and Fireboss Editable Fields

Exam Details

Region: Cranbrook

Type of Mine: Major Mine

Mine Site: Elkview

Certification: Surface Blaster - 3rd Class

Offered By: Other

Language: English

Exam Date: 2020-10-02

Exam Mark: 80

Comments:

Pass / Fail: Pass

Expiry Date: 2025-11-15

Queued: No

Last Printed By: QP_ADMIN

Last Printed Date: 2021-02-09

Interview Details

Interviewer Name: CHRIS SANTOS

Interview Province: BC

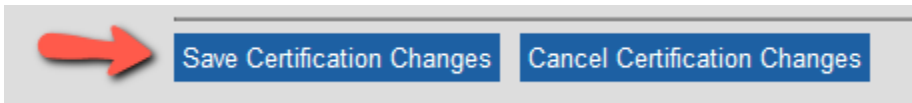
Interview Date: 2020-11-15

Interview Pass/Fail: Pass

Interview Notes: Additional information about the 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.



TIP

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

Exam Details

Region: Cranbrook

Type of Mine: Major Mine

Mine Site: Scottie Gold

Certification: Shiftboss - Sand and Gravel

Equivalent: Yes

Comments:

Queued: No

Last Printed By: BCMP

Last Printed Date: 2024-03-06

Interview Details

Interviewer Name: JACK ALANI

Interview Province: BC

Interview Date: 2024-01-23

Interview Pass/Fail: Pass

Interview Notes:

Save Certification Changes Cancel Certification Changes

6.2 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 enter the actual regulatory exam date and mark in the Registry, you must have the Admin role in the Registry.

Reg Exam Details

Reg Exam Mark:

Reg Exam Date:

7 VIEW CERTIFICATIONS

7.1 View Student (Client) Record

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

- Student Details
- Certification History
- Certification Details (exam details + interview details)
- Suspensions and Cancellation History
- Provisional Certification Details

Student Details: 'AL GERHARDT'

Last Name:

First Name:

Middle Name:

People ID:

Birth Date:

Gender:

Address 1:

Address 2:

City:

Province:

Postal Code:

Area Code - Phone: -

Email:

Comments:

[Edit Student](#)

Certification	Status	Susp	Mine Site
Blaster - Surface 3rd Class	Active	2	Fording River
Blaster - Underground 1st Class	Active	0	Greenhills Operations
Blaster - General	Cancelled	1	Falcon Contracting
Shiftboss - Sand and Gravel (Legacy)	Active	1	Adventure Paving Ltd
Coal Competency - 1st Class	Suspended	1	Fording River
Mine Supervisor	Expired	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: 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

[Edit Certification](#)

Suspension and Cancellation History

Action	Start Date	End Date	Issuer
Cancelled	2024-04-02		Jan Shreiver
Hover over to see notes			
Suspended	2024-02-15	2024-03-31	Sam Jackson
Hover over to see notes			

Provisionals Certification	Mine Site	Effective Date	Expiry Date	Issued By
Fireboss	Falcon Contracting	2021-12-21	2022-06-21	Amy Tann
Notes: Issued during unique fire event.				
Shiftboss - Sand and Gravel	Butler Brothers Supplies	2023-12-22	2024-06-22	Duff Lee
Notes: Issued because...				
Blaster - Surface 2nd Class	Earle Creek Mine	2024-04-08	2024-07-07	Duff Lee
Notes: Issued because...				

7.2 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) 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			
Certification	Status	Susp	Mine Site
Surface Blaster - 3rd Class	Active	0	Elkview
Mine Supervisor	Active	0	Elkview

Certification History data includes:

- The 'Status' of each certification:
 - Active (pass + un-expired)
 - Expired
 - Failed
 - Suspended
 - Cancelled

Certification History			
Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Underground Blaster – 3rd Class	Cancelled	1	Elkview
Surface Blaster – 2nd Class	Failed	0	New Afton
Surface Blaster - 3rd Class	Suspended	1	Elkview
Mine Supervisor	Expired	0	Buse Lake Quarry

- In the 'Susp' column, the number of suspensions issued on a certification, including current and expired suspensions:



Certification History			
Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Underground Blaster – 3rd Class	Cancelled	1	Van Anda Quarry
Surface Blaster – 2nd Class	Failed	0	New Afton
Surface Blaster - 3rd Class	Suspended	2	Elkview
Mine Supervisor	Expired	0	Buse Lake Quarry

3. 'Mine Site' column, the mine site associated with each certification:



Certification History			
Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Underground Blaster – 3rd Class	Cancelled	1	Elkview
Surface Blaster – 2nd Class	Failed	0	New Afton
Surface Blaster - 3rd Class	Suspended	1	Elkview
Mine Supervisor	Expired	0	Buse Lake Quarry

TIP

A scroll bar is enabled when the list of certifications becomes lengthy. Scroll down to see older certifications.

Certification History			
Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Fording River
Seismic Endorsement	Active	0	Fording River
Underground Blaster – 2nd Class	Active	0	Fording River
Underground Blaster – 3rd Class	Active	0	Fording River
Underground Blaster – 3rd Class	Active	0	Bear Creek Pit, Burnco Rock Products Ltd
Surface Blaster – 1st Class	Active	0	Elkview
Surface Blaster – 2nd Class	Active	0	Brucejack
Surface Blaster - 3rd	Active	0	Brucejack



7.3 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.

Certification History			
Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Underground Blaster – 3rd Class	Cancelled	1	Elkview
Surface Blaster – 2nd Class	Failed	0	New Afton
Surface Blaster - 3rd Class	Suspended	1	Elkview
Mine Supervisor	Expired	0	Buse Lake Quarry

TIPS

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	Siouxie

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

7.4 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.

Select Certification under Certification History

Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Surface Master - 3rd Class	Active	0	Elkview
Seismic Endorsement	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

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 the certificate and card are in the certificate print queue awaiting printing.
 - b. 'No' means the certificate and card are not in the certificate print queue.

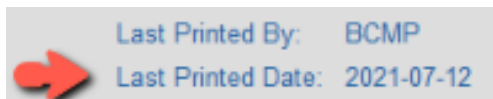
Queued Status



6. A **last printed by** field indicating the BC Mail user who last printed the certificate queue. If the certificate has 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).



7.5 Blaster Certifications, 2022

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

<p>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.</p>		
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 – 3 rd 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 – 2 nd Class	This BC Mines certification authorizes the bearer to perform general surface blasting operations outside of defined urban zones.
4	Surface Blaster – 1 st Class	This BC Mines certification authorizes the bearer to perform all general surface blasting operations in all zones.

5	Underground Blaster – 3 rd 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 – 2 nd Class	This BC Mines certification authorizes the bearer to perform all general underground blasting operations with the exception of underground coal.
7	Underground Blaster – 1 st Class	This BC Mines certification authorizes the bearer to perform underground blasting operations in underground coal mines only.

7.6 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

Additional information about the exams

Comments:

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

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).

Pass / Fail:  Pass


Expiry Date: 2025-11-15

Queued: Yes

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:

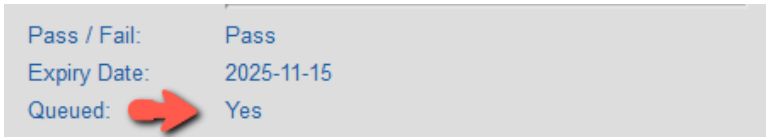
Pass / Fail: Pass

Expiry Date:  2025-11-15

Queued: Yes

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

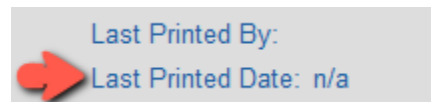
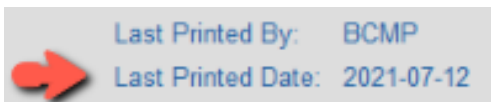
- a. 'Yes' means that the certificate & secure photo ID are currently in the queue.
- b. 'No' means that the certificate & secure photo ID are not in the queue.
- c. 'Pending' means that a photo of the client needs to be uploaded before the certificate & secure photo ID can be added to the queue.
- d. '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).

Interview Details

Interviewer Name: CHRIS SANTOS

Interview Province: BC

Interview Date: 2020-11-15

Interview Pass/Fail: Pass

Interview Notes: Additional information about the interview

TIPS


- 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.
- 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.
- 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.
- 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.
- Mine Type/Mine Site:** If the client is not currently employed, the value 'Other' is used.
- Offered By:** For the Mine Supervisor and Blaster certifications offered by Open School BC, enter 'Open School'. For Legacy certifications enter 'Other'.
- 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– 3 rd Class	75 or higher
Surface Blaster – 2 nd Class	75 or higher
Surface Blaster – 1 st Class	80 or higher
Underground Blaster – 3 rd Class	75 or higher
Underground Blaster – 2 nd Class	75 or higher
Underground Blaster – 1 st Class	80 or higher

- 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.
- 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 Plus¹ 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:

Queued Status

Queued: Yes 
Last Printed By:
Last Printed Date: n/a
Comments:


Certificate Queue

 Search  Add Client  Certificate Queue  Reports  Manage Users

7.7 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:

Certification History				
Certification	Status	Susp	Mine Site	
Surface Blaster – 2nd Class	Active	0	Earle Creek Mine	
Surface Blaster - 3rd Class	Active	0	Earle Creek Mine	

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:

Exam Details

Region: Kamloops
Type of Mine: Major Mine
Mine Site: Earle Creek Mine
Certification: Surface Blaster – 2nd Class
Equivalent:  Yes
Expiry Date: 2026-01-04
Queued: No
Last Printed By: QP_ADMIN
Last Printed Date: 2021-02-09

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

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

7.8 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

8 VIEW SUSPENSIONS AND CANCELLATIONS

8.1 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:

Certification History

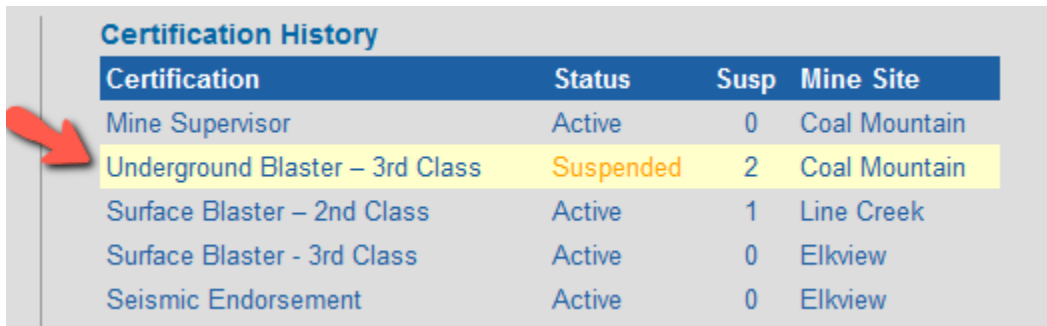
Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Coal Mountain
Underground Blaster – 3rd Class	Suspended	2	Coal Mountain
Surface Blaster – 2nd Class	Active	1	Line Creek
Surface Blaster - 3rd Class	Active	0	Elkview
Seismic Endorsement	Active	0	Elkview

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

Certification History

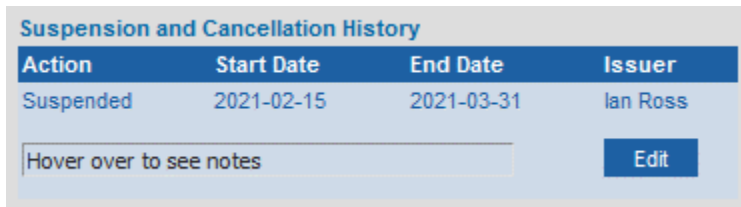
Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Coal Mountain
Underground Blaster – 3rd Class	Suspended	2	Coal Mountain
Surface Blaster – 2nd Class	Active	1	Line Creek
Surface Blaster - 3rd Class	Active	0	Elkview
Seismic Endorsement	Active	0	Elkview

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



Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Coal Mountain
Underground Blaster – 3rd Class	Suspended	2	Coal Mountain
Surface Blaster – 2nd Class	Active	1	Line Creek
Surface Blaster - 3rd Class	Active	0	Elkview
Seismic Endorsement	Active	0	Elkview

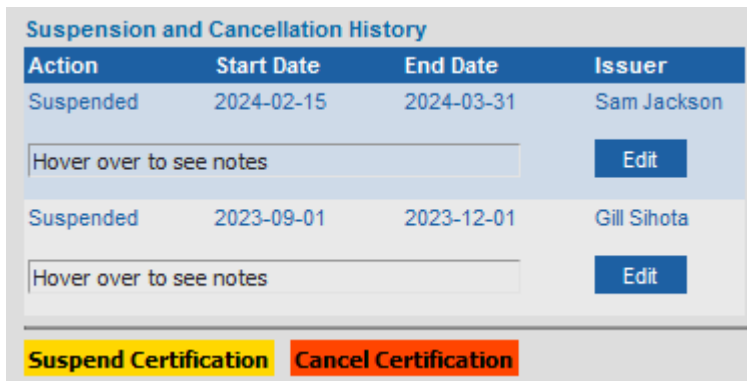
5. The suspension details are displayed under ‘Suspension and Cancellation History’, below the certification details:



Action	Start Date	End Date	Issuer
Suspended	2021-02-15	2021-03-31	Ian Ross

Hover over to see notes

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



Action	Start Date	End Date	Issuer
Suspended	2024-02-15	2024-03-31	Sam Jackson

Hover over to see notes

Suspended	2023-09-01	2023-12-01	Gill Sihota
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Hover over to see notes

TIPS

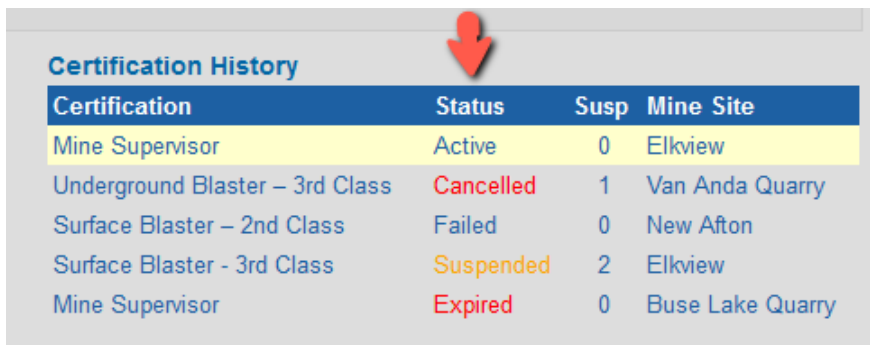
1. Suspensions are listed in date order, with the newest suspensions at the top of the list.
2. When a suspension period expires on a non-expired certification, the certification status changes from ‘Suspended’ to ‘Active’.
3. To view suspension and cancellation details for expired and non-expired certifications, 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

8.2 View Cancellations

To check for a cancelled certification:

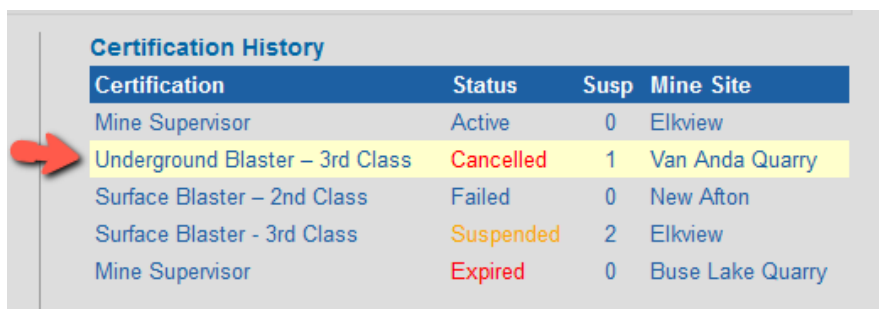
1. Open the client record.
2. Under 'Certification History' check the 'Status' column for Cancelled certifications:



Certification History

Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Underground Blaster – 3rd Class	Cancelled	1	Van Anda Quarry
Surface Blaster – 2nd Class	Failed	0	New Afton
Surface Blaster - 3rd Class	Suspended	2	Elkview
Mine Supervisor	Expired	0	Buse Lake Quarry

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



Certification History

Certification	Status	Susp	Mine Site
Mine Supervisor	Active	0	Elkview
Underground Blaster – 3rd Class	Cancelled	1	Van Anda Quarry
Surface Blaster – 2nd Class	Failed	0	New Afton
Surface Blaster - 3rd Class	Suspended	2	Elkview
Mine Supervisor	Expired	0	Buse Lake Quarry

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.

Suspension and Cancellation History

Action	Start Date	End Date	Issuer
Cancelled	2021-06-18		David Chong
Hover over to see notes			<input type="button" value="Edit"/>
Suspended	2021-02-15	2021-03-31	Ian Ross
Hover over to see notes			<input type="button" value="Edit"/>

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

8.3 Tips on Certification History, Suspension and Cancellation History

TIPS – CERTIFICATION HISTORY

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

Certification History			
Certification	Status	Susp	Mine Site
Surface Blaster – 1st Class	Suspended	1	Nazko Lava Quarry
Underground Blaster – 2nd Class	Active	2	New Afton
Underground Blaster – 3rd Class	Cancelled	1	Fording River
Coal Competency - 2nd Class	Active	0	Buse Lake Quarry
Mine Rescue - Surface (Basic)	Expired	0	Elkview

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

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

- 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			

- 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

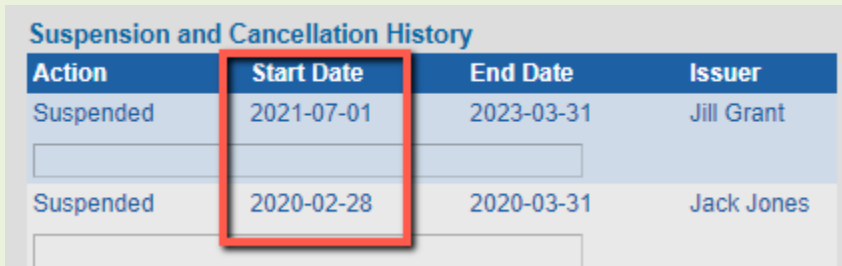
- The 'Susp' (Suspensions) column displays the number of active and expired suspensions on the certification.

Certification History			
Certification	Status	Susp	Mine Site
Surface Blaster – 1st Class	Active	1	Nazko 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

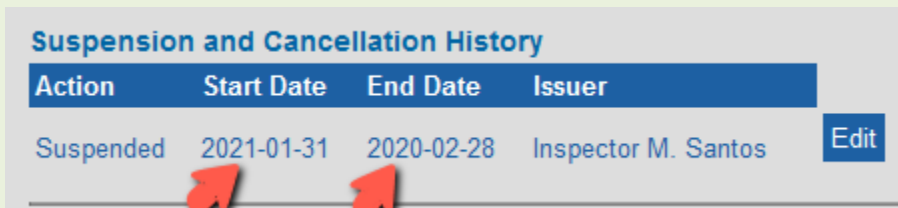
TIPS – SUSPENSION AND CANCELLATION HISTORY

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



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.



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 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

9 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':

Provisionals					
Certification	Mine Site	Effective Date	Expiry Date	Issued By	
Fireboss	Falcon Contracting	2021-12-21	2022-06-21	Amy Tann	<p>Notes:</p> <p>Issued during unique fire event.</p> <p>Edit</p>
Shiftboss - Sand and Gravel	Butler Brothers Supplies	2023-12-22	2024-06-22	Duff Lee	<p>Notes:</p> <p>Issued because...</p> <p>Edit</p>
Blaster - Surface 2nd Class	Earle Creek Mine	2024-04-08	2024-07-07	Duff Lee	<p>Notes:</p> <p>Issued because...</p> <p>Edit</p>

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.

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 provisional Blaster certifications is the effective date plus 90 days.
 - b. The expiry date for provisional Fireboss certifications is the effective date plus 6 months.
 - c. The expiry date for provisional Shiftboss certifications 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

10 CERTIFICATE PRINTING

10.1 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 (Legacy), Mine Rescue (Legacy) and Shiftboss (Legacy) - certificate and wallet card

To view the certificates in the certificate queue:

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



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						
<i>There are 37 items in the certificate queue.</i>						
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.

- 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 >>](#)

- 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.

- 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

10.2 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 4.3 Address Changes – Canada Post Guidelines

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

11 CERTIFICATE, WALLET CARD & SECURE PHOTO ID CARD SPECIFICATIONS

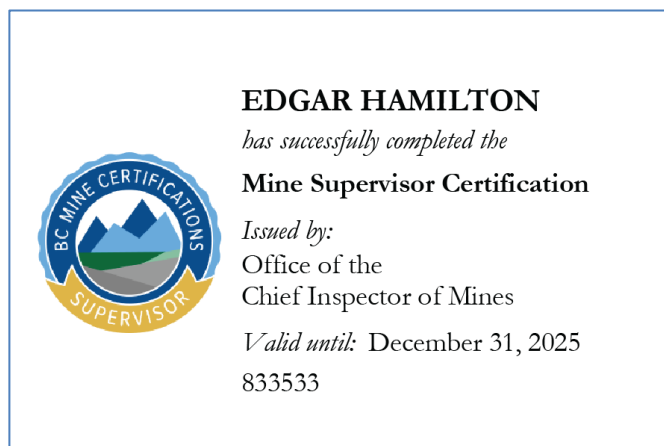
11.1 Mine Supervisor Certificate and Wallet Card

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



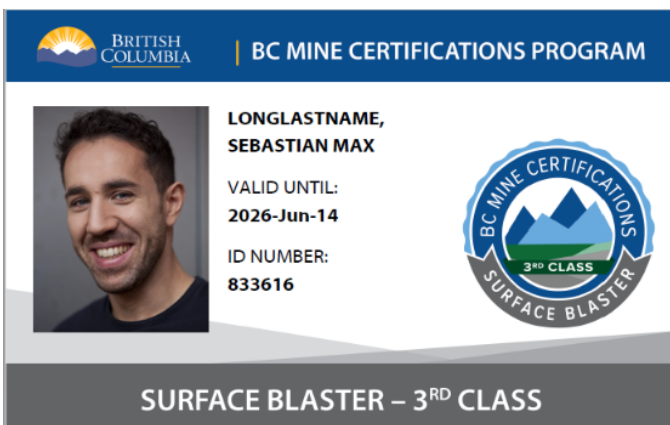
11.2 Blaster Certificate and Secure Photo ID Card

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



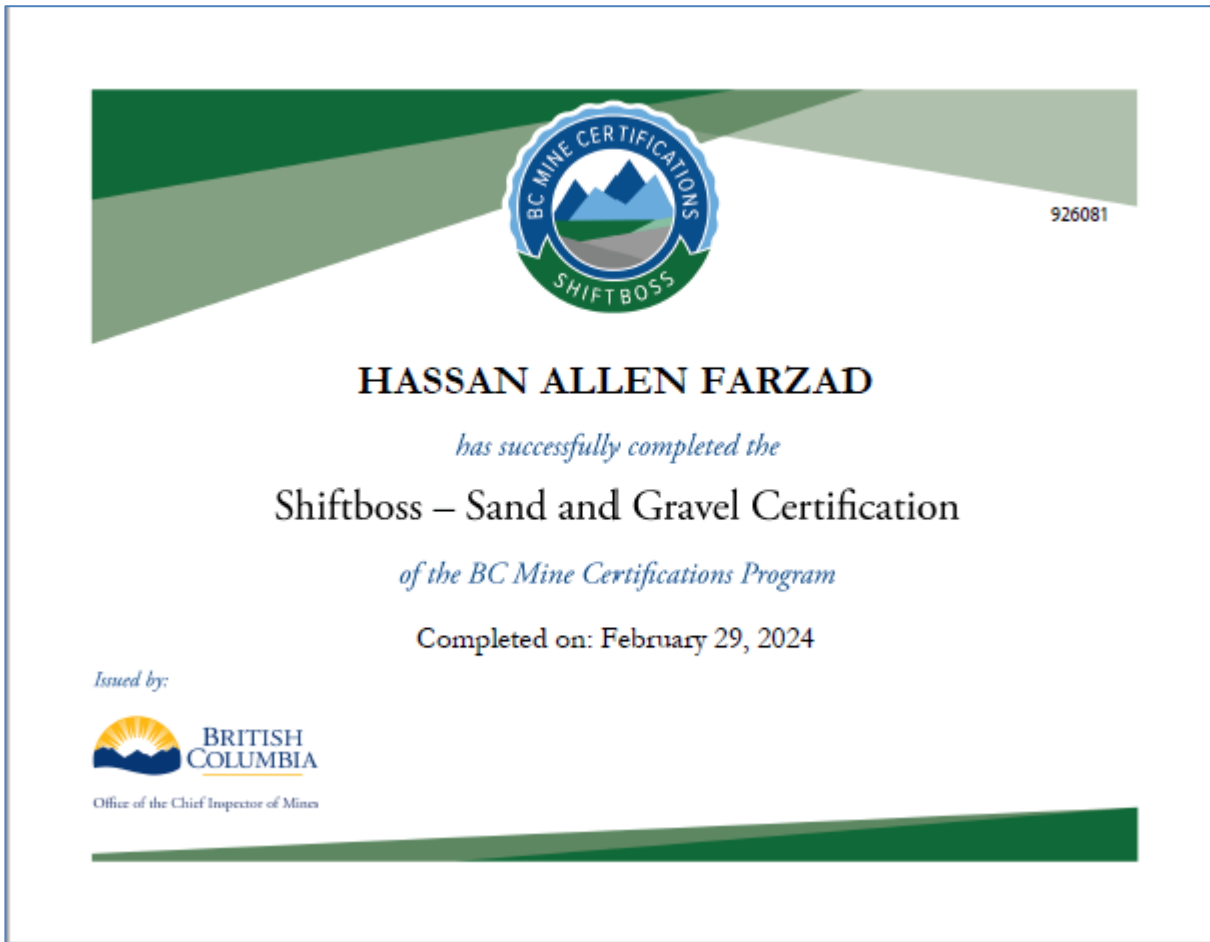
BACK: Blaster Secure Photo ID



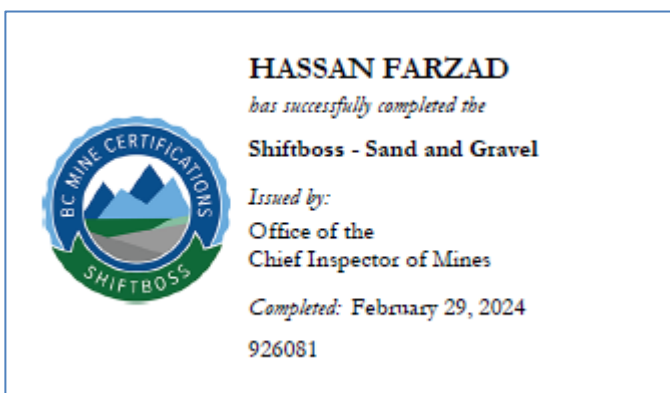
11.3 Shiftboss Certificates and Wallet Card

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



11.4 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



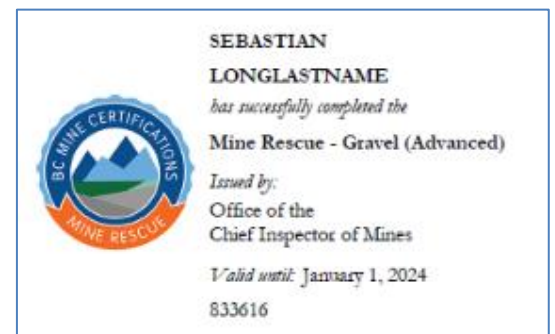
Legacy Fireboss Wallet Card



Legacy Mine Rescue Certificate



Legacy Mine Rescue Wallet Card



Legacy Shiftboss Certificate



Legacy Shiftboss Wallet Card

