



April 5, 2024

BC Mines Shiftboss Certifications – Frequently Asked Questions

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1. What are the BC Mines Shiftboss Certifications?

The Health, Safety and Reclamation Code for Mines in British Columbia (Code), Requires:

- Open Pit Shiftboss: A person supervising more than six workers employed in open pit mining activity must hold a valid Open Pit Shiftboss Certificate, issued by an Inspector of Mines.
- Sand and Gravel Shiftboss: A person supervising more than six workers employed in sand and gravel or placer mining activity must hold a valid Sand and Gravel Shiftboss Certificate, issued by an Inspector of Mines. This also includes non-mining activities such as soil removal on a mine site or site preparation for construction on a mine property.
- Underground Shiftboss: A person supervising any number of workers employed in underground mining activity must hold a valid Underground Shiftboss Certificate, issued by an Inspector of Mines.

The Ministry of Energy, Mines, and Low Carbon Innovation (EMLI) offers different levels of BC Mines Shiftboss Certifications, as mentioned above, depending on the type of mine you are or will be employed (for example, open pit, Sand and Gravel Rock Quarry or Underground). The certification is enabled through the Code, under section 1.12, and the examination process under section 1.13.1. The shiftboss exams were previously offered in person, but the exam process has been modernized and is now available online only. You still must attend an interview (virtually or in person) with an Inspector of Mines after passing the online exam.

2. When do I have to have my certification by?

Presently, if you currently hold a valid BC Mines Shiftboss Certification, you do not need to retake the exam or interview. Your shiftboss certification does not expire unless, in the opinion of an Inspector of Mines, you have been inactive in mining for a prolonged period. To keep a shiftboss certification valid, candidates must maintain first aid certification to a standard specified by the Chief Inspector (3-day standard first aid certificate with transportation/spinal immobilization endorsement).

3. Where do I go to register for the online program?

The online program is available through the following website:

<https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/health-safety/certifications>

Or through OpenSchool BC

<https://www.openschool.bc.ca/online/>

4. What do I do if I have technical issues with the online program?

Please contact OSBC Online support for assistance at OSBC.Online@gov.bc.ca

5. What do I do if I forget my User ID or password?

The OpenSchool BC login page will guide you through the User ID and password recovery process.

<https://mytraining.openschool.bc.ca/login/index.php>

6. If I have a valid shiftboss certificate issued by another province or territory, can I act as a shiftboss on a B.C. mine site?

No, you must first obtain a BC Mines Shiftboss Equivalent Certification. The equivalent certification is a result of an inter-provincial agreement (Agreement on Internal Trade) that requires provinces to recognize certified skills from other jurisdictions in Canada. To obtain credentials in B.C., you must complete a regulatory exam to ensure familiarity with B.C. jurisdictional regulations.

The BC Mines Shiftboss Equivalent Certification exam will test your knowledge of the Health, Safety and Reclamation Code for Mines in B.C. After you pass your exam, you must schedule an interview with an Inspector of Mines. Proof of a valid equivalent certification from another jurisdiction must be provided at the interview.

7. What types of BC Mines Shiftboss Certifications are available and what are the prerequisites?

There are three different BC Mines Shiftboss Certifications and two equivalent certifications:

Shiftboss – Open Pit	
Successful completion allows the candidate to perform the duties of an Open Pit Shiftboss at a mine.	
Prerequisites:	<ul style="list-style-type: none"> • Over 18 years of age • Is conversant with the English language • Is the holder of a first aid and spinal immobilization/transportation endorsement certificate to a standard required by the Chief Inspector • Has an adequate knowledge of the Mines Act, the regulations, the code and of other information and material considered necessary by the Board of Examiners, including mine safety, mine rescue and blasting practices and procedures • Has had at least three years’ relevant experience in and about the working of a mine, or has obtained a degree or diploma, approved by the Board of Examiners, in engineering from a university or technical institute and has not less than one year of experience and such experience shall be acceptable to the Board
Candidate Must Provide:	<ul style="list-style-type: none"> • Application for BC Mines Shiftboss Certification • Valid first aid certificate to a standard required by the Chief Inspector • Proof of ID
Passing Grade for Online Exam:	<ul style="list-style-type: none"> • 75%

Shiftboss – Sand and Gravel	
Successful completion allows the candidate to perform the duties of a Sand and Gravel Shiftboss on a sand and gravel or placer mine site.	
Prerequisites:	<ul style="list-style-type: none"> • Over 18 years of age • Is conversant with the English language • Is the holder of a first aid certificate to a standard required by the Chief Inspector • Has an adequate knowledge of the Mines Act, the regulations, and the code and of other information and material considered necessary by the Board of Examiners, including mine safety and mine rescue • Has had at least three years' relevant experience in and about the working of a mine, or has obtained a degree or diploma, approved by the Board of Examiners, in engineering from a university or technical institute and has had not less than one year of experience and such experience shall be acceptable to the Board
Candidate Must Provide:	<ul style="list-style-type: none"> • Application for BC Mines Shiftboss Certification • Valid first aid certificate • Proof of ID
Passing Grade for Online Exam:	<ul style="list-style-type: none"> • 75%

Shiftboss - Underground	
Successful completion allows the candidate to perform the duties of an Underground Shiftboss in an underground, non-coal mine.	
Prerequisites:	<ul style="list-style-type: none"> • Over 18 years of age • Is conversant with the English language • Is the holder of a first aid certificate to a standard required by the Chief Inspector • Has an adequate knowledge of the Mines Act, the regulations, the code and of other information and material considered necessary by the Board of Examiners, including mine safety, mine rescue and blasting practices and procedures • Has had at least three years' relevant experience in and about the working of a mine, or has obtained a degree or diploma, approved by the Board of Examiners, in engineering from a university or technical institute and has had not less than one year of experience and such experience shall be acceptable to the Board
Candidate Must Provide:	<ul style="list-style-type: none"> • Application for BC Mines Shiftboss Certification • Valid first aid certificate to a standard required by the Chief Inspector • Proof of ID
Passing Grade for Online Exam:	<ul style="list-style-type: none"> • 75%

Equivalent Certification Process	
<p>The equivalency certification is a result of an inter-provincial agreement (Agreement on Internal Trade) that allows provinces to recognize certified skills from other jurisdictions in Canada. To obtain Shiftboss credentials in B.C., candidates must complete a regulatory exam to ensure familiarity with the Mines Act and Code (Health, Safety and Reclamation Code for Mines in British Columbia).</p> <p>During the interview, the Inspector of Mines will review the candidate's experience, knowledge and attitude toward safety.</p> <p>Proof of valid equivalent certification from another jurisdiction must be provided at the interview.</p>	
Prerequisites:	<ul style="list-style-type: none"> • A current, valid shiftboss competency certificate from a jurisdiction in Canada • Is conversant with the English language • Is the holder of a first aid certificate to a standard required by the Chief Inspector
Candidate Must Provide:	<ul style="list-style-type: none"> • Application for BC Mines Shiftboss Certification • Valid first aid certificate to a standard required by the Chief Inspector • Proof of ID
Passing Grade for Online Exam:	<ul style="list-style-type: none"> • 75%

8. What is the cost of the certification, and will I have to take it again?

Each BC Mines Shiftboss Certification costs \$100. Presently, the certification does not expire but to keep it valid you must maintain first aid certification to a standard required by the Chief Inspector.

Funds recovered from the certification program will support subscription costs for use of the online software and further development and updating of the BC Mines Certifications Program.

9. Who put together the BC Mines Shiftboss Certifications?

The Ministry of Energy, Mines and Low Carbon Innovation, Open School BC and King's Printer developed and maintain the BC Mines Shiftboss Certifications Program.

10. How long is the online program? What happens if I fail an exam?

After registering and paying for the certification, you'll take an online exam. You'll have three attempts to pass the exam within an eight-week period from the time of registration.

If you fail an exam attempt, you must wait at least one week before trying again (your second and third attempts at each exam are included in the \$100 fee). It is important to note that once you start an exam, you must complete it within the allotted three-hour timeframe.

Once you've passed the exam, you're eligible to schedule an interview with an Inspector of Mines.

11. What are the passing grades for each BC Mines Shiftboss Certification exam?

The passing grade for all shiftboss exams is 75%.

*Note: Passing the exam allows candidate to advance to the interview. The interviewing Inspector must be satisfied that the candidate has the experience, knowledge and proper safety attitude before approving the certification. *

12. After I pass my BC Mines Shiftboss Certification exam, how do I schedule an interview? What do I need to bring to the interview?

After you pass your online exam, you need to contact the Ministry of Energy, Mines and Low Carbon Innovation at Mine.Certifications@gov.bc.ca or (833) 978-9798 to schedule an interview.

You must bring the following documentation to the interview:

- **Statement of your experience** (this can be provided in the Application for BC Mines Shiftboss Certification). The Application for BC Mines Shiftboss Certification document is available once you've completed the online exam. Please print it and have your manager or supervisor complete and sign it. If you're not currently employed at a mine site, you can have your previous manager or supervisor complete and sign it, or you can provide a letter of recommendation from an active BC Mines Shiftboss Certification holder; and,
- **A copy of your first aid certification** (must be valid); and
- **Appropriate government-issued photo identification** (such as a BC Driver's License or Passport).

13. What happens if I am not successful in the interview?

If the interview is not successful (or if you need to provide further documentation), the Inspector conducting the interview may choose to:

- schedule another interview; or
- require you to redo the online exams and schedule another interview; or
- decline to issue the shiftboss certification.

14. What about other certifications that the Ministry of Energy, Mines and Low Carbon Innovation offers?

The Ministry of Energy, Mines and Low Carbon Innovation Issues:

- Blasting certifications Surface (1st, 2nd and 3rd class) Underground (1st, 2nd & 3rd class)
- Mine Rescue (Surface and Underground)
- Mine Supervisor Certificate.

Crown Publications prints and mails out certificates and wallet cards once per week. After a certificate/wallet card is printed, it typically takes 1-2 weeks for you to receive it in the mail.

If you require proof that you have completed your certification while you're waiting to receive your certificate and wallet card, the examiner can send you a PDF temporary certificate.

If you need assistance obtaining a copy of your temporary certificate, please contact Mine.Certifications@gov.bc.ca.

15. What do I do if I lose or misplace my certificate or wallet card?

Crown Publications can re-print and mail you a new certificate and wallet card. A \$10 fee is charged to cover printing, shipping and handling to replace all BC Mines Shiftboss Certificates and wallet cards.

Prior to contacting Crown Publications to submit your order, please ensure that your mailing address is up to date in your student record by contacting the Ministry of Energy, Mines and Low Carbon Innovation at Mine.Certifications@gov.bc.ca or (833) 978-9798.

When you are ready to order your certificate, please contact Crown Publications (note: email requests are preferred).

Crown Publications, King's Printer

Hours of operation: Monday to Friday 7:30 to 4:30 Pacific Time

Email: mines.certificate.reprint@gov.bc.ca

Toll-Free: 1 (800) 663-6105

Victoria: (250) 387-6409

16. What can I do if my BC Mines Shiftboss Certification is suspended or cancelled?

Under section 1.13.9 of the Health, Safety and Reclamation Code for Mines in BC (Code), the Board of Examiners has the authority to suspend or cancel a BC Mines Shiftboss Certification. Your certificate may be suspended or cancelled if you do not comply with the Mines Act, regulations, or the Code, or if you are (by reason of incompetence or negligence) unfit to carry out your duties.

If your certificate has been suspended or cancelled, you may appeal the decision within 30 days of being informed of the decision. All appeals will be heard by the Chief Inspector.

To initiate an appeal, you must notify the Chief Inspector in writing, including the reason(s) for the appeal. Include any supporting evidence with the appeal request. After receiving the request, the Chief Inspector will review the file. If deemed necessary, the Chief Inspector will schedule a meeting to hear your case.

A final, written decision will be made by the Chief Inspector.

17. I have a question that is not included in this FAQ. Who do I contact?

If you have any questions that have not been covered in this FAQ, please contact the Ministry of Energy, Mines and Low Carbon Innovation at Mine.Certifications@gov.bc.ca or (833) 978-9798.