

West Virginia Office of Miners' Health Safety and Training

**INSTRUCTIONS FOR COMPLETION OF
THE MINER EXPERIENCE DOCUMENT**

All Applicants:

1. Be sure your work experience is listed in days. If the number of days is greater than 108, list it as 108+.
2. The beginning and ending work dates must be actual dates. “**Still working**” and “**presently employed**” are not acceptable. The time period must be six (6) calendar months.
3. The document must be properly notarized, and the notary date must be the same as the date the company official signed the document.
4. A photo is required with the document.
5. Test Fee: \$10.00 money order, check or e-payment, per test. No cash will be accepted. You may be required to take more than one test. (Example: Out-of-state applicants are required to be administered an apprentice test and a permanent test to acquire a West Virginia miners' certification).
6. The Experience Document should not have “white-out/correction fluid” or “marked out/ marked over” areas on the form.
7. The day before you plan to take the examination, you should call the Regional Office where you plan to take the test, to be sure that a test is scheduled. If you have any questions please contact the Regional Office. (see the list of offices below)

In-State Applicants:

Do not mail document. Bring it along with your apprentice card to the Regional Office. You will also be required to furnish a photo I.D. (such as a driver's license)

Out-of-State Applicants:

Do not mail document. Bring it and your miners' card to the Regional Office. If your state does not issue a card, bring proof of first aid training. Proof of first aid can be verified with MSHA 5000-23 forms marked “Annual Refresher” and/or MSHA 500-23 form marked “other” and specifying first aid. Other forms may be acceptable, but need to be approved by our office. You will also be required to furnish a photo I.D. (such as a driver's license)

If your state has a reciprocity agreement with our agency, you must meet the requirements of that agreement.

Regional Office Phone Numbers:

Westover: 304-285-3275; Welch: 304-436-8421; Danville: 304-369-7823; Oak Hill: 304-469-8100.