



NEW MEXICO BUREAU OF MINE SAFETY

Office of the State Mine Inspector

801 Leroy Place
Socorro, NM 87801

Phone 575-835-5460
www.nmminesafety.com

Coal Official Recertification Instructions

Under an approved alternative recertification plan:

- Authorized Company Representative reviews the certified individual's training and qualification documentation as described on the form.
- Initial each of the three supporting documentation categories.
- Complete the top portion of the application
 - Official's Name is the name of the individual who is applying for recertification.
 - Authorized Company Representative is the name (and title) of the individual attesting to the accuracy of the supporting documentation.
- The application must be signed by the Authorized Company Representative
- Send the application along with a copy of the coal mine official's current certification to the State Mine Inspector by June 30
- Maintain the supporting documentation for five (5) years after recertification. The documentation may be maintained in a paper file and/or in an electronic format.
- Documentation is subject to audit by the State Mine Inspector for up to 5-years.
- The company will be invoiced for the recertification fee. Payment must be received by the State Mine Inspector before recertification certificates are issued.

Recertification by exam:

- If a coal mine official has not met the requirements under an approved alternative recertification plan over the course of the 5-year certification period, the official may recertify by re-testing.
- Use of this amended application form precludes the need to use a full application for certification.
- The attachments required are self-explanatory.
- Other applicable documents could include other applicable certifications, first-aid certification, etc.
- The application must be signed by the Authorized Company Representative
- Send the application along with a copy of the required documentation to the State Mine Inspector by June 30.
- Maintain a copy of the supporting documentation for five (5) years after recertification. The documentation may be maintained in a paper file and/or in an electronic format.
- Documentation is subject to audit by the State Mine Inspector for up to 5-years.
- Official will be scheduled with the next exam session or may sit for the exam by appointment.
- The company will be invoiced for the recertification fee. Payment must be received by the State Mine Inspector before recertification certificates are issued.