

**VIRGINIA DEPARTMENT OF ENERGY**  
**Contractor Exemption**  
**Procedures**

1. Coal Mining Officials will submit a completed Contractor Exemption Form to Virginia Energy. ***Along with the Contractor Exemption Form the Contractor will need to include a notarized work history/resume for the company showing proof of work experience*** to Virginia Energy's, Director of Mining Programs for review/approval.
2. Once approved by the Director of Mining Programs, a copy of the approved exemption will be forwarded to the Official. ***It will be the responsibility of the Official to submit this approved exemption form each time they bid on a project.***
3. Once a contract is awarded it will be the responsibility of the Official to provide Virginia Energy with a completed Project Supervisor memorandum noting the Project Supervisor, Alternate Supervisor, etc.