

### *How do I pay for the students?*

The General Mineral Miner Certification fee is \$10 per applicant. As each student is added to the roster, the unpaid fees will show the total owed.

When all students have been added to the roster, select “**Pay Online**” and follow the instructions.

The Online Certification Application process will accept credit card (Master Card, Visa and Discover) payments.

### *How do students receive their certification card?*

The Mineral Mining office will mail Certification cards after the roster is processed. In addition, a copy of the certification cards will be attached to each individual electronic application as a PDF that may be printed.

### *Questions? Please contact our office:*

*Mineral Mining*  
900 Natural Resources Drive, Ste. 400  
Charlottesville VA 22903  
Renee Savage (540) 910-5422  
Jeff Stewart (434) 996-5696

[mineralminingInfo@dmme.virginia.gov](mailto:mineralminingInfo@dmme.virginia.gov).

*Visit our website for additional information and training materials.*

[www.energy.virginia.gov/mineralmining/mineralmining.shtml](http://www.energy.virginia.gov/mineralmining/mineralmining.shtml)

*For additional information about Virginia’s Mineral Mining Certification Program, please contact Jeff Stewart at (434) 996-5696.*



## **GENERAL MINERAL MINER ROSTER For Outside Instructors**

**Virginia Department of Energy  
Mineral Mining Program  
900 Natural Resources Drive, Suite 400  
Charlottesville, Va. 22903  
Phone: 540-910-5422**

## Who is qualified to be an outside instructor for the General Mineral Miner Certification course?

The following individuals are eligible to teach the GMM certification course:

- Certified Foreman
- MSHA Part 48 instructor
- Mineral Mining approved instructors

To determine if you are qualified to become an outside instructor, contact Jeff Stewart at (434)996-5696.

## Where do I login to the e-Forms Center?

<https://www.energy.virginia.gov/mineralminingEForms>

## How do I get an e-Forms user ID?

If you do not have an e-Forms user ID, please follow the instructions on our e-Forms Center where it says, “Not a Registered User Yet?”.

## What if I already have an e-Forms user ID?

If you already have an e-Forms user ID, for example, for submitting permitting forms or contractor annual reports, you must request access to the **General Mineral Miner Roster (DMMBMME9)** form.

To request access, send an email to Jeff Stewart at [jeff.stewart@energy.virginia.gov](mailto:jeff.stewart@energy.virginia.gov).

## How do I submit my General Mineral Miner Class Roster?

**Paper forms will no longer be provided for completing and submitting General Mineral Miner training and certification.** All rosters must be submitted online using the Mineral Mining e-Forms Center GMM Roster. To do this:

- Log into the e-Forms Center.
- From the Main Menu, select the **General Mineral Miner Roster DMMBMME9**.

- Select “Add New”
- Add the Training Date (MM/DD/YYYY)
- Enter your name as the instructor.
- Enter the Location ex. “LUCKSTONE SHADWELL”
- Then SAVE the roster.

## How do I Add Students to the Roster?

- “Add New Student”
- Enter Last Name
- Enter Date of Birth (MM/DD/YYYY)
- “Search”
- If an applicant shows up, “Select” for the match (Note: If they already have a GMM certification, please do not add them to the roster. They do not need to be re-certified.)
- If there is no match, select “Add New”
- Fill out the remaining information. Please USE CAPS.

- Next, choose “Add”. (NOTE: When the applicant is added to the roster, a payment transaction is generated that may be paid when the roster is complete)
- Repeat for each student.
- After all students are added to the roster, you may pay online – see the next step.