

MSHA Training Online Guidance/Requirements

Preparing for on-line training session

- Email is required to access the Zoom online training link.
 - If you have employees accessing in various locations, either provide their email or plan to forward them the link.
- The college conducting the training must be listed in your MSHA approved Training Plan as competent person for “all subjects” (applicable if you have a Training Plan. If you need a Training Plan, please contact Eric Johnson, MSHA Education Services at johnson.eric.c@dol.gov to complete or formalize your plan).
- In your Training Plan, *delivery methods* shall be amended to list “web-based”. * If you are training under a Part 48 plan, your amendments will have to be approved by the MSHA district office you currently report to. For the North Central District, the District Manager is Kevin Ouke, he can be contacted at Ouke.Kevin@dol.gov.
- You must have continuous, non-interfering internet access for the duration of the training session. *Participants must ensure they are able to be on camera for the entire duration of training.*
- [Please view and be aware of the cancellation policy http://southcentral.edu/Workforce/info-policies.html](http://southcentral.edu/Workforce/info-policies.html)
- Laptop/iPad/Desktops work best – ensure a power source that will last the entire session (8+hours). SmartPhones should be used only as a last resort, and will have limited functionality.
- Ensure audio, microphone and video functions of device are operable. Participants must be able to ask and answer questions.
- Webcam will be used by instructor to monitor class participants throughout the training session to ensure continued attendance. Again, ensure participants are able to be visible for entire class.
- Each participant must have a legible photo ID (driver’s license, passport etc.) to verify attendee’s identity.
- Check your equipment out PRIOR to the training session to ensure audio/webcam functions are operable.

Attendance Restrictions:

- You may not attend class while:
 - Driving or operating any motor vehicle
 - Performing work duties that prevent active participation
 - Walking through public places where you cannot safely engage in class
 - Participating in any environment that is unsafe or too distracting for learning
- Participants who do not meet these expectations may be marked absent, removed from the session, or required to reschedule their training in accordance with program policies.

During training session:

- With this special online delivery, you may experience some lag time with the videos and audio sections. If anything is unclear, there is a chat function that can be used to ask the instructor for clarification without interrupting audio.
- If for some reason you exit out of the session or something unexpected happens, you can go back to the ZOOM link, follow the original steps used to initiate the training session and log back in. If you are still unable to log back in, you can message or call the instructor (they will have their contact info available at the beginning of the session). If you do not get back into the session, your credit for training time will end at that point.

Post training session:

- Training certificates, including an agenda and a completion verification will be emailed to individual participants, or the responsible person listed in your company’s Training Plan. ***If you are a Part 48 organization that requires the instructors’ signature on your 5000-23, please let registration staff know prior to the class.***