

Overview

This Work Instruction provides guidance on the process for applying for a Certificate of Competency via mutual recognition in the RSHQ Portal.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

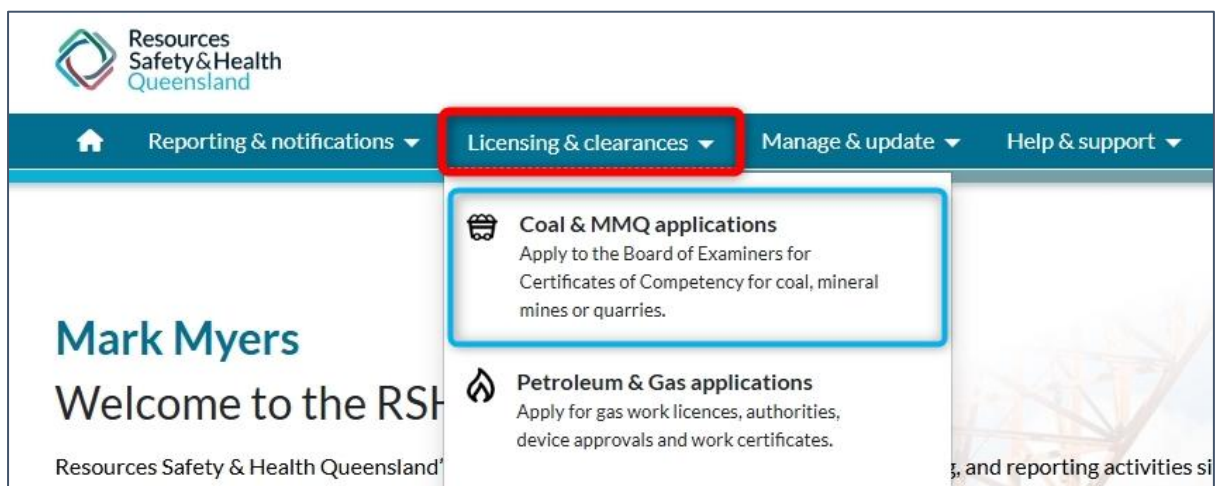
Prerequisites

Applicants must have verified their identity to a strength of 'Standard' or higher. If the applicant's account only has a 'Basic' security strength, they will not be able to proceed with the application.

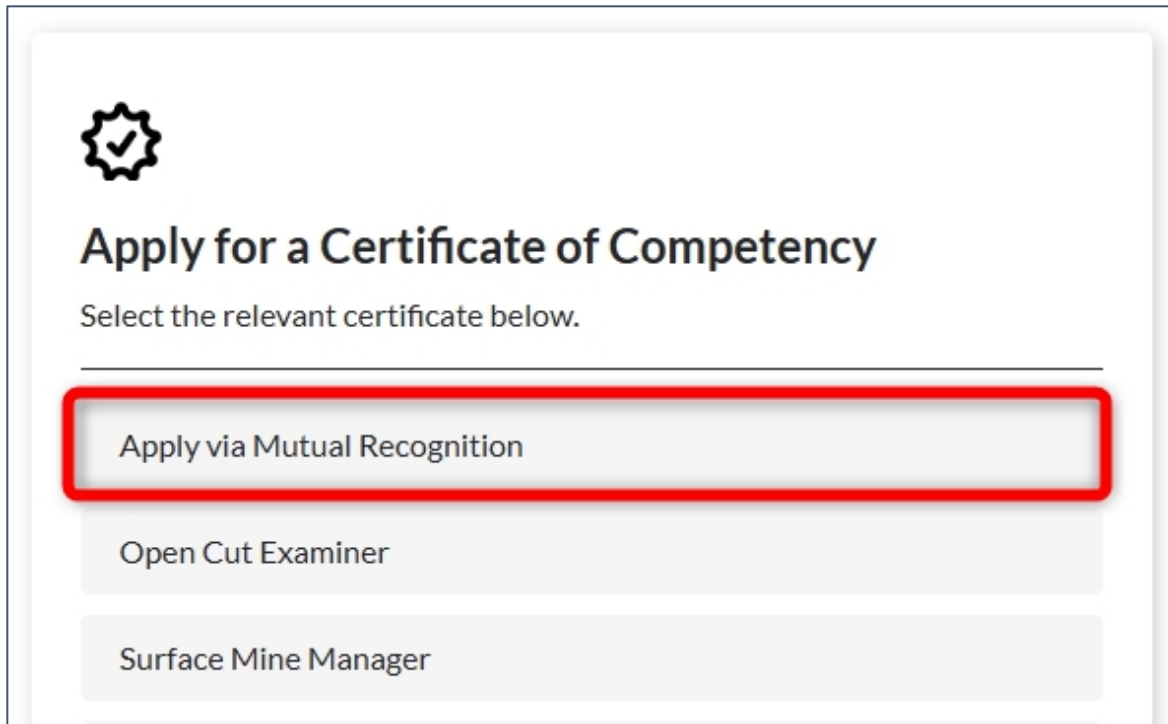
Refer to the *How to create your individual online account in the RSHQ Portal Fact Sheet* for guidance on checking your security strength.

Procedure

1. Log in to the RSHQ Portal.
2. From the RSHQ Portal home page, select **Licensing & clearances**, then **Coal & MMQ applications**.



3. Select **Apply via Mutual Recognition**.





Apply for a Certificate of Competency

Select the relevant certificate below.

Apply via Mutual Recognition

Open Cut Examiner

Surface Mine Manager

4. The application screen will display. The application process is broken up into five sections:



Start application Applicant details Pathway Professional experience Declaration

Steps	
1	<p>Start application</p> <ul style="list-style-type: none"> Read through the Applicant Information and Privacy Statement, and if you agree to proceed with the application, select the checkbox. Note that you will not be able to proceed with the application if you do not select the checkbox. Select the certificate of competency that you are applying for. Ensure you select the correct certificate, as once you proceed past this screen this field will be locked, and you will need to start a new application if you make an incorrect selection. Select which act you are making the application under and click Next.

2	Applicant details	<ul style="list-style-type: none"> Your personal details will be prepopulated using your account information and cannot be edited from this view. Enter the name, address and contact details of your employer. Select whether you authorise the Board of Examiners to provide details relating to your application to your employer. Click Next to proceed to the Pathway section.
	<p style="text-align: center;">SAVE POINT</p> <p>You can click Save at this point to close your application and return to it later.</p>	
3	Pathway	<ul style="list-style-type: none"> Select the pathway under which you would like to make your application. Note that you can only select the Certificate of Competency and Practising Certificate option if your Site Senior Executive has assessed you as being competent in their knowledge of the Queensland Act and Regulation and has completed the MR statement form available on the RSHQ website. The fields that display will differ based on your previous selection. If you selected Written law examination, fields will display requesting that you select and enter a date and location to complete your examination. Click the 2026 BoE Exam Schedule link to view available examination dates and locations. If you selected Current certificate of competency and Practicing Certificate (if applicable), fields will display requesting that you add details of your current registration. Click Add Registration to add your current registration details. Click Next to proceed to the Professional experience section.
	<p style="text-align: center;">SAVE POINT</p> <p>You can click Save at this point to close your application and return to it later.</p>	
4	Professional experience	<ul style="list-style-type: none"> Upload documents required to support your application. Document requirements are detailed on the RSHQ Certificates of competency site. Click Next to proceed to the Declaration section.
5	Declaration	<ul style="list-style-type: none"> Respond to each of the additional information questions by selecting Yes or No. Note that if you select Yes, an

additional free text field will display for you to enter additional information.

- Read each declaration and if you agree, select each checkbox. Note that you will not be able to proceed with your application unless each checkbox is selected.
- Click **Submit**.
- Enter your payment details and click **Pay Now**.
- If your payment is successful, a **Payment Successful** message will display. Once your application has been reviewed, you will be notified of the outcome via email and the Portal.
- If your payment is unsuccessful, you will have the opportunity to attempt payment using a different payment card.