



Overview

This Work Instruction provides guidance on the process for applying for the following Certificates of Competency in the RSHQ Portal:

Surface mines		Underground mines	
Coal	<ul style="list-style-type: none"> • Surface Mine Manager • Electrical Engineering Manager • Mechanical Engineering Manager • Open Cut Examiner 	Coal	<ul style="list-style-type: none"> • First Class Mine Manager • Second Class Mine Manager • Deputy • Ventilation Officer • Electrical Engineering Manager • Mechanical Engineering Manager
		MMQ	<ul style="list-style-type: none"> • First Class Mine Manager

There is a separate instruction for applications for certificates of competency via mutual recognition.

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

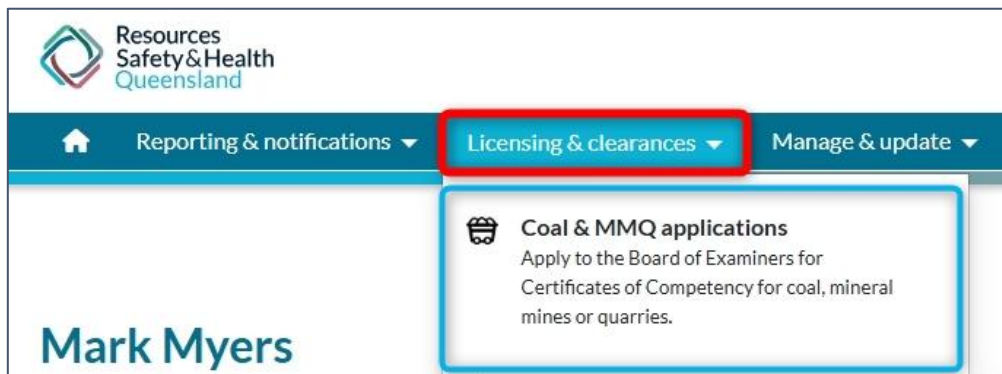
Prerequisites

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.

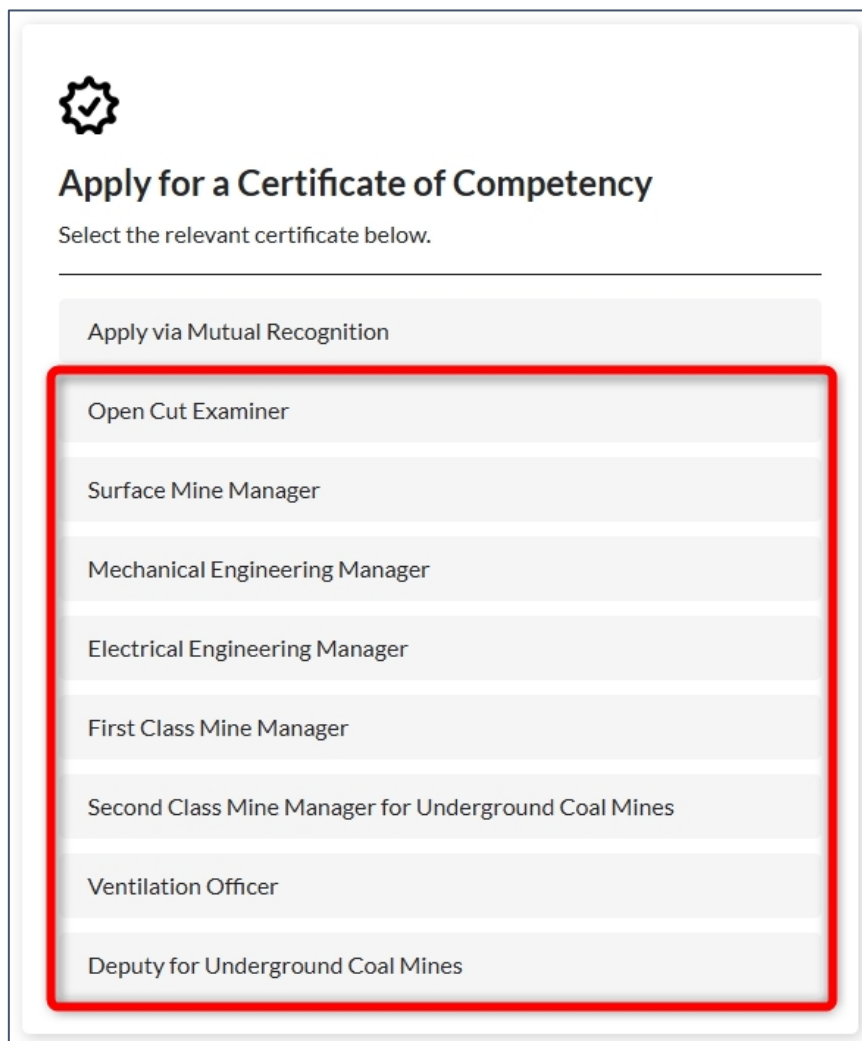
Refer to the [RSHQ Certificates of competency](#) site for specific application requirements, including application fees and documentation details.

Procedure

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



3. Select the relevant certificate.

The screenshot shows the 'Apply for a Certificate of Competency' form. At the top is a gear icon with a checkmark. Below it is the title 'Apply for a Certificate of Competency' and the instruction 'Select the relevant certificate below.' There is a list of options for applying, with the first option 'Apply via Mutual Recognition' highlighted. Below this, there is a list of specific roles: 'Open Cut Examiner', 'Surface Mine Manager', 'Mechanical Engineering Manager', 'Electrical Engineering Manager', 'First Class Mine Manager', 'Second Class Mine Manager for Underground Coal Mines', 'Ventilation Officer', and 'Deputy for Underground Coal Mines'. The entire list of roles is enclosed in a red box.



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



		Steps
1	Start application	<ul style="list-style-type: none"> Read through the Applicant Information, Privacy Statement and Eligibility criteria (if applicable), 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. Depending on the type of Certificate of Competency, additional fields may display for completion, requesting more information regarding the type of mine you are applying for, the educational pathway you are applying under, or the qualifications and current position that you currently hold. Respond to these questions as required. Click Next to proceed to the Applicant details section.
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 Education section.
		<p>SAVE POINT</p> <p>You can click Save at this point to close your application and return to it later.</p>
3	Education	<ul style="list-style-type: none"> Review the document requirements detailed on the RSHQ Certificates of competency site. Click Upload to upload your required documents. Refer to the <i>Uploading documents and images</i> instruction for guidance on uploading files to the Portal. Click Next to proceed to the Professional experience section.



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 Exam section.
5	Exam <i>BOE is transitioning to online examinations, and as exams are transitioned online, candidates will be sent emails to register for their online exams, rather than selecting a date in this section.</i>	<ul style="list-style-type: none"> • Click the 2026 BoE Exam Schedule link to view available examination dates and locations. • Enter your preferred selected exam date and location. • Click Next to proceed to the Declaration section.
<p style="text-align: center;">SAVE POINT You can click Save at this point to close your application and return to it later.</p>		
6	Declaration	<ul style="list-style-type: none"> • 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 Proceed to Payment. • 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.