



Overview

This Work Instruction provides guidance on the process for applying for a Site Senior Executive Notice for Coal Mines in the RSHQ Portal.

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

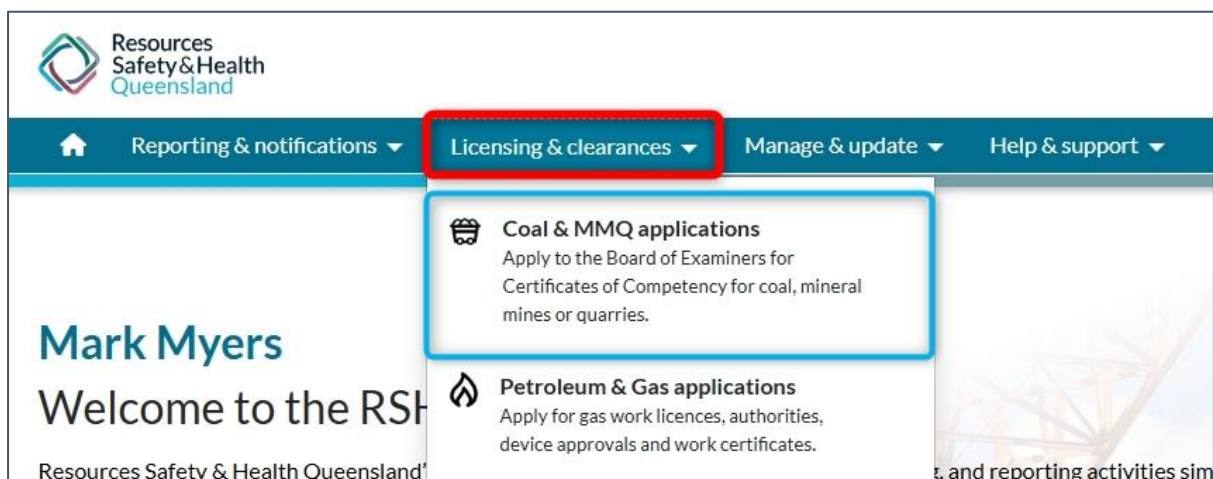
Prerequisites

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.

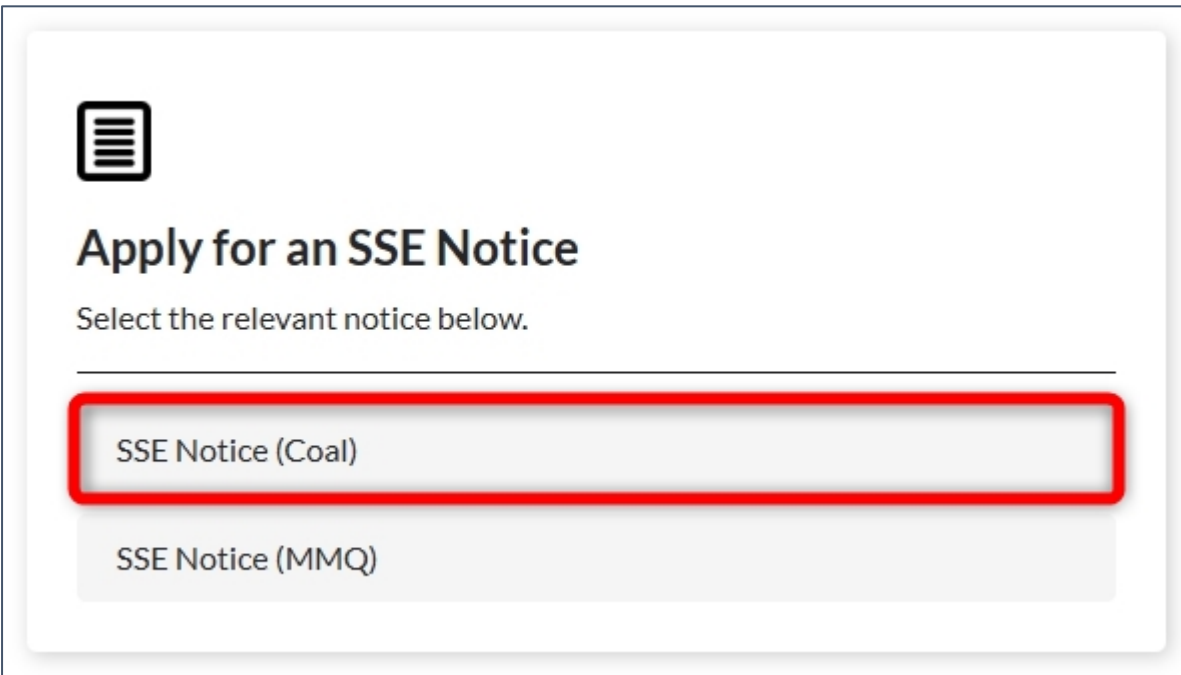
Refer to the *How to create your individual online account in the RSHQ Portal Fact Sheet* for guidance on checking your security strength.

Procedure

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



3. Select **SSE Notice (Coal)**.





Apply for an SSE Notice

Select the relevant notice below.

SSE Notice (Coal)

SSE Notice (MMQ)

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



Start application Applicant details Education Professional experience Exam 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 type of notice you are applying for. Ensure you select the correct notice, 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. 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 style="text-align: center;">SAVE POINT 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"> 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. 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.
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 Submit. A submission completed successfully message will display.