

# MSHA Training Online Guidance/Requirements

*Special circumstances for COVID-19, MSHA approved  
Training sessions are limited to 20 participants*

## Preparing for online training session – MSHA mandated:

- 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 Amy Sandelin, MSHA Education Services at [sandelin.amy@dol.gov](mailto:sandelin.amy@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 Chris Hensler, he can be contacted at [hensler.christopher@dol.gov](mailto:hensler.christopher@dol.gov).
- You must have continuous, non-interfering internet access for the duration of the training session.
- Laptop/iPad/Desktops work best – ensure a power source that will last the entire session (8+hours).
- Check your device settings for display and viewing functions to remain enabled (ensure display won’t go in to “sleep mode”).
- 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.
- 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.

## Viewing options to consider:

- With the provided ZOOM link, tune in as a group at your preferred location. Connect device to a TV for larger screen/viewing, if possible. Make sure webcam can capture the entire sitting/viewing area of all participating in training session.
- Share ZOOM link with employee, have them tune in from home or other preferred means, following same methods as above.

## 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 certificate/records will be emailed to individual participants, or the responsible person listed in your company’s Training Plan, for dissemination upon completion of the training session.