



A member of Minnesota State

CONTINUING EDUCATION & CUSTOMIZED TRAINING

TRAINING NOTICE – All MSHA Training has moved online and will now utilize Zoom as our Video Conferencing software tool.

Dear partners and participants, due to the COVID-19 pandemic, Lake Superior College Customized Training is moving our MSHA Training Courses to an online video conferencing and presentation format called ZOOM. Our instructors will be performing the training as before but instead of our participants being in a classroom, all will be required to view the training with the ZOOM video conferencing application.

Below are some common questions to the procedures and online training application:

1) What do you need to provide for the online MSHA Training?

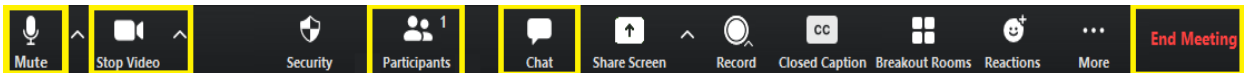
- Form of Personal Identification: Driver’s License or Passport
 - For all courses, you will need to show your ID to via video camera, so LSC can confirm your identity.
- MSHA Form 5000-23 VERIFICATION. If attending MSHA Refresher Training, you will need to provide a copy of your MSHA Form 5000-23 to Lake Superior College. We ask that you email proof of prior MSHA training via a copy of your prior **MSHA Form 5000-23**, scan it or snap a photo of it, attach to email, and send it to continuingeducation@lsc.edu.
- When submitting us the participants MSHA Form 5000-23, note in your email subject line: “**MSHA CERT –Participant’s Name – Date of Your Last MSHA Training.**” Example: MSHA CERT – John Adam Doe – April 13, 2019.

2) What else is required?

- Sign-in to MSHA Training Session(s) 15 minutes prior to start of training, by 7:45AM.
- ZOOM User Name: Enter your **First and Last Name** when prompted while joining the ZOOM meeting; this is required so that the Instructor and Administrator can easily identify you in the meeting.
- All participants are required to attend the training fully, this is 8 hours for MSHA Refresher and 24 hours for MSHA NEW MINER.
- Roll call and visual check-ins will occur during our training; this is to confirm attendance by participants as required by MSHA (Department of Labor) who oversees our training.
- You will be provided 2) 15 minute breaks, and 1) 30 minute break for lunch-- please plan accordingly.

3) What do you need to be able to connect to MSHA Training via ZOOM Video Conferencing?

- Dedicated and Quality Internet Connection or Wireless Connection.
- Video Camera and Audio enabled device** is required to be on for the entire duration of training. This will be used for course participation and for attendance authentication throughout the training.
- Your Video Camera must be on** and all participants of the MSHA training seen during all instruction time, this is a requirement by MSHA, Department of Labor.
- Audio can be muted and unmuted during the live online training session using the Zoom’s microphone icon, see below.



- Recommended devices: a computer, a laptop, or a tablet, etc.
- Power Reminder: be sure you plug your device in to dedicated power source to ensure you do not drop out of training accidentally due to failed power.
- ZOOM works via the following :
 - ZOOM online via a [WEB BROWSER](#), or
 - ZOOM [SMARTPHONE APP \(iOS / iPhone, Android, BlackBerry\)](#), or
 - ZOOM [COMPUTER CLIENT](#), or
 - ZOOM [MAC CLIENT](#).

4) A Zoom Meeting Invite will be sent after you have registered in a course. Once you register for an MSHA training course with Lake Superior College, you will receive an email with and Outlook meeting invitation attached and the necessary *unique* ZOOM training link, and ZOOM Meeting ID. This will be needed to join the MSHA training session for which you are registered to attend. If you DID NOT receive a registration email, you are not registered, and must contact continuingeducation@lsc.edu.

5) ZOOM’s Technology Test. We highly recommend you test your technology and make sure your connectivity fully works prior to the start of training. Zoom has a site set-up to test your equipment, click here: [“Join Meeting Test” www.zoom.us/test](http://www.zoom.us/test).