



## Education and Training Fees & Policies for Individual and Company CO-OP classes

Beginning January 1, 2010 the Arizona State Mine Inspector (ASMI) began charging fees for the Mine Safety and Health Administration (MSHA) education and training classes. The Education and Training staff will provide this service to mining companies, contractors, county, city and other individuals in the Arizona mining community for a nominal fee.

### **Training fees for Individual and Company CO-OP Classes**

<b>Course Title</b>		<b>Cost</b>
Annual Refresher (AR)	8 Hour class – 1 Day	\$ 15.00
New Miner Inexperienced (NMI)	16 Hour class – 2 Days	\$ 25.00
First Aid (FA)/ Cardiopulmonary Resuscitation (CPR)/ Blood Borne Pathogens (BBP) aka FA/CPR/BBP	6 Hour class – 1 Day	\$ 10.00
Instructor Training (IT) (Application / Resume Required)	40 Hour class – 5 Days	\$425.00

### **Class Locations: Phoenix, Tucson, Flagstaff and Safford.**

The first day of the co-op class will be for individuals who sign up for AR – NMI. The second day of the co-op class will for individuals who sign up for NMI and FA/CPR/BBP.

### **How to sign up for a Class**

Please go to the ASMI website [www.asmi.az.gov](http://www.asmi.az.gov) and look under - MSHA Training – Documents/Forms – scroll down to Education and Training Forms/Documents and click on applicable form Form. Fill out the form and submit it to Frank Rabago, Training Manager, by one of the following:

Mail: 1700 W. Washington, Ste. 403, Phoenix, AZ 85007  
Fax: 602-542-5335  
Tel: 602-542-5971  
Email: Publicinfo@asmi.az.gov

The training schedule for the year is located on the ASMI website. Under - MSHA Training – MSHA Training Calendar.

**PAYMENT FOR CO-OP CLASS Payment for all classes must be received ten (10) days prior to the date of the class.**

### **Payment for individuals**

Payment for individuals may be made in the form of a money order, cashier's check, credit card (Visa, MasterCard and American Express) or ACH transfer from bank.

**Personal checks will not be accepted.**

### **PAYMENT FOR CO-OP CLASS (cont.)**

If you want to mail in your payment you will need to call ASMI to schedule your class. This will reserve your spot until payment is received. You will need to go to the ASMI website at [www.asmi.az.gov](http://www.asmi.az.gov) and fill out the *Education and Training Individual Co-Op form*. Mail the form with your payment.

If payment is not received ten (10) days prior to the date of your class you may be dropped from that class.

### **Payment for Company**

Payment for a company may be made in the form of a company check, money order, cashier's check, credit card (Visa, MasterCard and American Express) or ACH transfer from bank.

**Personal Checks will not be accepted.**

If you want to mail in your payment you will need to call ASMI to schedule your class for the individuals in your company. This will reserve their spot until payment is received. You will need to go to the ASMI website at [www.asmi.az.gov](http://www.asmi.az.gov) and fill out the *Education and Training Company Co-Op form*. Fill out and mail the form for each class that you schedule your staff for training and include this form with your payment.

If payment is not received ten (10) days prior to the date of the class individual(s) may be dropped from that class.

### **Cancellation Policy**

**Payment must be received prior to the start of class.** Cancellations must be requested by phone or in writing ten (10) days prior to the start of the class.

Registrants who fail to cancel will be classified as a **“no show”** and will forfeit the entire registration fee. Participants must be present for the entire Annual Refresher (8hours) and/or New Miner (16-hours) to receive Certificate of Training MSHA Form 5000-23.

If you are not able to cancel the class within the ten (10) days you may reschedule the class. No cancellation fees will be applied.

In the event that ASMI needs to cancel a class due to the trainers inability to conduct the class due to illness or other event the registrants will be able to reschedule the class or receive a full refund.

### **Refund Policy**

If the registrant cancels the class ten (10) days prior to the start of the class via phone or in writing and does not reschedule another class we will refund the full amount back to the registrant.

**Refund Policy (cont.)**

The refund will be returned within thirty (30) days of the date of the request. The refund will be returned back in the form that it was received.