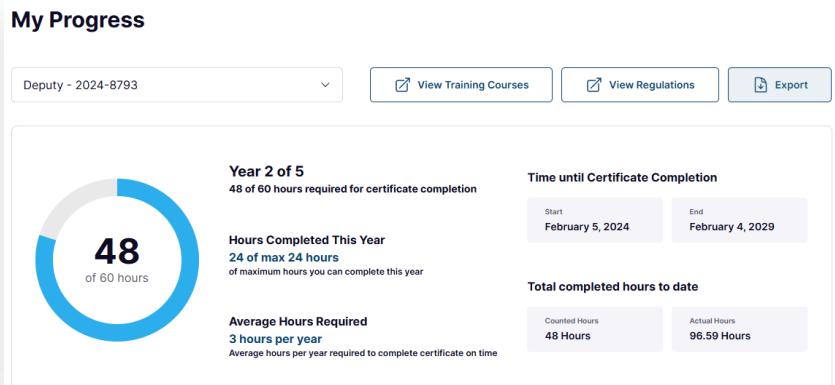


# How to:

## Interpret Certificate Holder Progress Summary

**How to interpret the information on the “Progress” page for the Coal Services Maintenance of Competence Portal to assist with maintaining a NSW Practicing Certificate.**

1. This section provides a snap view of a Certificate Holder's Progress.



2. This section shows what hours for Formal and Informal learning have been applied against the groups of competence during the 5 Year Practising Certificate period.



3. Competency Checklist - Green and a tick indicates the Rule has been satisfied.



### Rules

1	Completed Total Required Learning Hours
2	Mining and WHS: Completed minimum required learning hours (1/3 of Total Hours Required)
3	Legislation, Emergency management & Leadership and management: Completed minimum required learning hours (1/3 of Total Hours Required)
4	General WHS Topics: Learning from mining disasters completed (learning from disasters one-day program or 7 hours or more of other formal learning on disasters) <i>NOTE: Only required for first NSW Practising Certificate period (including Mutual Recognition), optional for existing PC Holders</i>