



## Instructions for Completing a Mine Safety and Health Administration Certificate of Training Form (5000-23)

All part 48 training must be properly recorded on a Mine Safety and Health Administration (MSHA) Form 5000-23 (training certificate), or on an MSHA approved alternate form. For additional policy information on the 5000-23 form, you may refer to the MSHA Program Policy Manual. To review the applicable policy please use [this link](#).

The current MSHA Form 5000-23 has an expiration date of December 31, 2010, however, previously issued forms with an earlier expiration date may still be used. The printed version comes with four copies. Listed below are notations, which appear on the bottom right-hand side of the form, showing the intended use of each copy:

- Copy 1 (white) - Employer's Personnel Record
- Copy 2 (pink) - Employee's Record Copy
- Copy 3 (yellow) - Employee's Separation Copy
- Copy 4 (green) - Record Keeping

The following is a description of how to complete each item of the 5000-23.

ITEM	DESCRIPTION
<b>Serial Number</b> (for operator's use)	This is an optional field which may be used to help track employees by an identification number. There is no Federal requirement to use this field.
<b>Item 1. Print Full Name of Person Trained</b> (first, middle, last)	Enter the person's name who has received the training.
<b>Item 2. Check Type of Approved Training Received</b>	There are five boxes for the five types of training required. Check the appropriate box(es) to indicate what training was given.  When New Task is checked, additional space is provided to record 1-8 task training events. This space is used to identify each task and to allow for the

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