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MEMORANDUM

To: Industry Partners

**From: Timothy L. Fugate, Division Director
Energy & Environment Cabinet
Division of Mine Safety**

Date December 12, 2025

**Subject: Upcoming Change to Training Request Submission Process
Effective January 1, 2026.**

Dear Industry Partners and Stakeholders,

I am writing to inform you of an important update to the Energy and Environment Cabinet, Division of Mine Safety's training request submission process.

Effective **January 1, 2026**, all requests for training previously submitted via paper forms, email, or other manual methods will transition to an online submittal process. Beginning on this date, all training requests shall be submitted using an electronic form ([eForm](#)) available through our secure online portal.

The Division of Mine Safety will continue to provide training in response to any reasonable request. This administrative change is being implemented to streamline processing, reduce administrative delays, and make training more readily accessible for all requesting parties.

The Division will be providing detailed instructions, user guides, and a link to the new eForm in a follow-up communication. In the meantime, we encourage you to submit any training requests intended for approval to Tim Fugate, Division Director of Mine Safety at MineTrngSafetyEform@ky.gov.

Key details of the new process:

- Submissions will be made exclusively through the designated eForm found on the Division's website at [Online Submittals and Forms](#). Once completed, send the form to MineTrngSafetyEform@ky.gov.
- Each request will be personally reviewed and, if the request is found to be reasonable, final approval granted by the Division Director or his designated appointee.

Should you have any questions or require assistance preparing for this transition, please do not hesitate to contact Tim Fugate at (502) 782-6276 tim.fugate@ky.gov.

The Division appreciates your cooperation as we implement this improvement and look forward to continuing to support the training needs of the coal industry in a more efficient and effective manner.