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Requirements For Seafarer Certification By Examination

--Marshall Island Marine Notice MI-118E, Rev. 10/11

The Office of The Maritime Administrator of Marshall Island issued the Marine Notice MI-118E, Rev.10/11 to specify the requirements for seafarer certification by examination. All the auditors of CCS branches and offices should comply with the requirements during relevant inspections and audits.

Attachment: Marshall Island Marine Notice MI-118E, Rev. 10/11, total 39 pages

For any question please contact the Certification Management Dept. of CCS Headquarters without hesitation

REPUBLIC OF
THE MARSHALL ISLANDS

REQUIREMENTS FOR
SEAFARER CERTIFICATION
BY EXAMINATION

OFFICE OF THE MARITIME ADMINISTRATOR

10/11 **MI-118E**

NOTICE

This document is intended as a guide for shipowners, ship managers and seafarers as to practices established by the Maritime Administrator. It is not intended to derogate from or substitute for any requirements of the Maritime Act 1990, as amended, or the Maritime Regulations.

This complimentary printing of the Requirements for Seafarer Certification by Examination will not be automatically supplemented, and therefore, may be **out of date**.

The updated version of this publication may be found on our website, www.register-iri.com, in the Combined Publications Folder (CPF), MI-300, the CD of which is required to be carried on board every Marshall Islands vessel.

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REQUIREMENTS FOR SEAFARER CERTIFICATION BY EXAMINATION
(MI-118E)

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REQUIREMENTS FOR SEAFARER CERTIFICATION BY EXAMINATION

PURPOSE:

This publication provides guidance for vessel owners, managers, seafarers, Appointed Representatives (AR), and Recognized Organizations (RO) as to requirements by the Republic of the Marshall Islands Maritime Administrator (the "Administrator") on requirements for eligibility for seafarers to take examinations for certification as required by the STCW Convention and Code for officers employed or having a commitment for employment on vessels that are registered to the Marshall Islands.

Reference should be made to the publication, *Requirements for Seafarer Certification (MI-118)*, which contains additional information relevant to evaluation and approval of candidates for the issuance of certification by examination.

1.0 AUTHORITY

1.1 Issuance of Certificates, Documents and Examinations

Each Deputy Commissioner of Maritime Affairs on behalf of the Administrator is authorized to issue certificates and documents to all merchant marine personnel. (See Marshall Islands Maritime Act 1990, as amended, Chapter 1, Section 109(1); and Marshall Islands Maritime Regulation 1.04.)

1.2 Establishment of Standards

The Administrator is authorized to establish such standards as are necessary and proper for certificating and up-grading of merchant marine personnel and for the maintenance of high standards in the Marshall Islands Merchant Marine. (See Marshall Islands Maritime Act 1990, Chapter 1, Section 109(2); Marshall Islands Maritime Regulation 1.04.)

1.3 Compliance with the STCW Convention, 1978, as amended

The standards established pursuant to Item 1.2 above have been revised herein to comply fully with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (hereinafter referred to as "STCW"). The term "as amended" can be construed to mean that all amendments up to the present are included. (See Marshall Islands Maritime Act 1990, as amended, Chapter 8, Section 825.)

1.4 Evaluation of Uncategorized Qualifications

In cases where a candidate for examination has acquired qualifications, service, experience and/or training that does not meet these specific requirements, but which, in the opinion of the candidate, is reasonably equivalent thereto, documentary evidence of such qualifications, etc., may be submitted to the Administrator for evaluation. The decision of the Administrator in all such cases shall be final.

2.0 GENERAL

2.1 Definitions

For the purpose of these requirements, the following terms shall have the meanings hereby assigned to them:

.1 *Regulations* means regulations contained in the annex to the STCW Convention;

.2 *Approved* means approved by the Administrator in accordance with these regulations;

.3 *Master* means the person having command of a vessel;

.4 *Officer* means a member of the crew, other than the master, designated as such by national law or regulations or, in the absence of such designation, by collective agreement or custom;

.5 *Deck officer* means an officer qualified in accordance with the provisions of regulation II/1, II/2, or II/3 of the Convention;

.6 *Chief mate* means the officer next in rank to the master and upon whom the command of the vessel will fall in the event of the incapacity of the master;

.7 *Engineer officer* means an officer qualified in accordance with the provisions of regulation III/1, III/2 or III/3 of the Convention;

.8 *Chief engineer officer* means the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the vessel;

.9 *Second engineer officer* means the engineer officer next in rank to the chief engineer officer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the vessel will fall in the event of the incapacity of the chief engineer officer;

.10 *Assistant engineer officer* means a person under training to become an engineer officer and designated as such by national law or regulations;

.11 *Month* means a calendar month or 30 days made up of periods of less than one month;

.12 *STCW Code* means the Seafarers' Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 Conference resolution 2, as it may be amended by the Organization;

.13 *Function* means a group of tasks, duties and responsibilities, as specified in the STCW Code, necessary for vessel operation, safety of life at sea or protection of the marine environment;

.14 *Seagoing service* means service on board a vessel relevant to the issue or revalidation of a certificate or other qualification;

.15 *Certificate of competency* (CoC) means a certificate issued and endorsed for masters, officers and GMDSS radio operators in accordance with the provisions of chapters II, III,

IV or VII of this annex and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein;

.16 *Certificate of Endorsement* (CoE) means a certificate issued for Masters, officers or GMDSS radio operators who hold an appropriate and valid CoC issued by a recognized maritime administration in accordance with regulation I/10 of STCW (Recognition of Certificates);

.17 *Certificate of proficiency* (CoP) means a certificate, other than a CoC or CoE, issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met;

.18 *Documentary evidence* means documentation, other than a CoC, CoE or CoP, used to establish that the relevant requirements of the Convention have been met;

.19 Marshall Islands Approved Ship Operator (MIASO) means an operator of Marshall Islands vessels or their appointed agent.

2.2 Form of Application

2.2.1 Form MI-105E

Each application for an officer certificate by examination shall be submitted on Form MI-105E, (see Annex 1), provided by the Administrator, and shall be accompanied by all necessary proofs, other supporting data and fees prescribed in Item 2.4 in accordance with these requirements.

2.3 Form of Certificates

2.3.1 STCW Certificates

Each candidate for an officer certificate who qualifies under the provisions of STCW and successfully completes the appropriate examination will be issued a certificate on:

.1 *Form MI-105C*

This certificate states that the officer has been found duly qualified in accordance with the provisions of the STCW Convention, 1978, as amended, and in the format prescribed by STCW for those officers qualified to receive STCW certificates. For Non-STCW certificates the STCW reference will not appear.

2.3.2 STCW Certificate Format

The STCW Certificate specifies the “functions” for which the officer is qualified and at which “level of responsibility” as follows:

.1 *Functions*

The abilities specified in the standards of competence are grouped as appropriate under the following seven functions:

.1 Navigation
.2 Cargo handling and stowage
.3 Controlling the operation of the vessel and care for persons on board
.4 Marine engineering

.5 Electrical, electronic and control engineering
.6 Maintenance and repair
.7 Radiocommunications

.2 *Levels of Responsibility*

At the following levels of responsibility:

.1 Management level -

Master
Chief Mate (First Officer)
Chief Engineer
First Assistant Engineer (Second Engineer Officer)

.2 Operational level –

Second Mate (OICNW)
Third Mate (OICNW)
Second Assistant Engineer (OICEW; Third Engineer Officer)
Third Assistant Engineer (OICEW; Fourth Engineer Officer)

2.3.3 Officer Qualifications for STCW Certification

.1 Each Deck/Navigational Officer must qualify in functions 1, 2 and 3 (deck). A Deck/Navigational Officer may then qualify in the additional functions of 3 (engineer), 4, 5, 6, and 7.

.2 Each engineer officer must qualify in functions 3 (engineer), 4, 5, and 6. An engineer officer may then qualify in the additional functions of 1, 2, and 3 (deck).

2.3.4 Non-STCW Certificates

The Non-STCW Certificate is issued to officers in the Offshore Oil Industry and does not specify "functions" for which the officer qualified as do the STCW Certificates. They do indicate "levels of responsibility" as follows:

.1 *Levels of Responsibility*

At the following levels of responsibility:

.1 Management level -

Oil Installation Manager (OIM)
Maintenance Supervisor (MS)

.2 Operational level –

Barge Supervisor (BS)
Ballast Control Operator (BCO)
Assistant Maintenance Supervisor (AMS)

2.4 Fees

2.4.1 Schedule

Any candidate for an examination must remit the required fee in accordance with the schedule in Annex 4. This fee is non-refundable and must be paid at the time of application.

2.4.2 Payment

.1 *Checks*

All fees remitted by check or money order shall be in U.S. dollars, drawn on a U. S. bank or the U. S. branch of an international bank and made payable to "*The Trust Company of the Marshall Islands, Inc.*"

.2 *Credit Cards*

The fees may also be paid by MasterCard or VISA. Payment by credit card, however, must be made by the use of the payment form provided as Annex 5 to this Publication, which may be photocopied.

.3 *Cash*

Candidates must not remit fees in cash.

.4 *Mailing*

Send check or credit card information with the appropriate application or applications. When not applying in person, the application(s) with payment should be sent by courier. Do not use the regular mail.

2.5 Fraud, Forgery, Misrepresentation or Attempted Bribery

2.5.1 Any person who submits a fraudulent application for examination for a Marshall Islands Certificate, or who makes misrepresentations in or in connection with an application, or who attempts to bribe or subvert any person charged with the approval of applications and/or conduct of examinations, shall be denied his/her application and shall forfeit any application fees paid, and, in addition to any criminal penalties, shall be forbidden to reapply for a period of not less than two (2) years.

2.5.2 Each individual candidate who willfully misstates a material fact or offers forged, altered, fraudulent or fraudulently-obtained documentation of qualification in connection with an application for an examination for a Marshall Islands Certificate will in addition to any criminal penalties be subject to an administrative penalty of USD 500.00 and may be barred from holding any Marshall Islands Certificate, or Seafarer's Identification and Record Book for up to and including two (2) years.

2.5.3 Any shipowner or agent who submits, on behalf of a candidate, an application for an examination for a Marshall Islands Certificate that contains a willful misstatement of fact or references a document which is forged, altered, fraudulent or fraudulently-obtained, the truth or genuineness of which is capable of being determined by the submitting party, will be subject to an administrative penalty of USD 500.00 for each such application. Further submissions from such source may be barred for up to and including two (2) years. (See also Marshall Islands Maritime Act, Sections 806 and 824.)

2.6 General Requirements for Examination Approval

2.6.1 Age

Candidates for officer's certificates by examination shall not be approved for any person who is under 18 years of age. Approvals for certification by examination for the grades of Second Mate, Second Assistant Engineer or higher shall not be issued to any person under 21 years of age. A candidate shall be required to submit satisfactory proof of age by means of a passport, birth certificate, certificate of naturalization or other acceptable proof of birth date.

2.6.2 Citizenship

A candidate for any examination may be of any nationality and need not be a citizen or resident of the Republic of the Marshall Islands.

2.6.3 Physical Examination

.1 Every candidate for an examination shall be required to submit satisfactory evidence of a physical examination completed within the 24 months immediately preceding application. The report of examination shall establish that the candidate is in good physical condition and in possession of all body faculties necessary to fulfill the requirements of the seafaring profession.

The report and certificate of physical examination shall be completed on the official Physical Examination Report/Certificate Form MI-105M, (see Annex 3), or acceptable equivalent. The report, which must be signed by both the medical examiner and examinee, shall specifically indicate that the candidate was examined as to hearing, vision and general physical and mental condition and is fit for duty as a seafarer. The minimum requirements found in MI-118 paragraph 2.11.3 shall apply.

.2 Revocation

Willful concealment by a candidate of any medical history or mental or physical disability that might render the candidate unfit for service, shall be cause for the immediate revocation of any certificate which may have already been issued.

2.6.4 Letter of Recommendation

Every candidate for an examination for a certificate shall be required to submit at least one letter of recommendation as to his or her character, sobriety, experience and competence. This letter shall be obtained from the candidate's most recent Master or employer.

2.6.5 Photograph

Every candidate for a Certificate shall submit one (1) passport-size photograph of themselves, taken within the twelve (12) months preceding the date of application. The photograph must show a facial front view of the candidate, and be 1¾" x 1¾" (45mm x 45mm) in size; the photographs may be black and white, but color is preferred.

2.6.6 Radar Simulator Training

Every candidate for an examination for a deck officer's certificate must submit proof of completion of a marine radar simulator course approved by the Administrator.

2.6.7 Automatic Radar Plotting Aids (ARPA) Training

Every candidate for an examination for a deck officer's certificate must provide proof of completion of an ARPA training course approved by the Administrator.

2.6.8 Electronic Chart Display and Information System (ECDIS)

Every candidate for an examination for a deck officer's certificate must provide proof of completion of an "ECDIS" training course approved by the Administrator.

2.6.9 GMDSS Certification

Every candidate for an examination for a deck officer's certificate must hold GMDSS certification or provide proof of completion of a GMDSS radio operator's course approved by the Administrator. This endorsement will be added to the CoC when issued.

2.6.10 Survival Craft/Rescue Boat Training (PSC or PSCRB)

Every candidate for an examination for an officer's certificate must provide proof of completion of a PSCRB training course approved by the Administrator. For offshore officers this may be a lifeboatman's or coxswain's course.

2.6.11 Advanced Firefighting

Every candidate for an examination for an officer's certificate must submit proof of completion of an advanced marine firefighting course approved by the Administrator.

2.6.12 Medical First Aid Training

Every candidate for an examination for an officer's certificate must submit proof of completion of a Medical First Aid Course approved by the Administrator.

2.6.13 Proof of experience

Every candidate for an examination for an officer's certificate must document the required sea service as specified in Paragraph 3.0, six (6) months of which must have been on a vessel registered to the Marshall Islands.

2.6.14 Upgrades to National Certificates

A candidate who is certificated by a foreign government whose certification system is acceptable to the Administrator and whose national certificate of competence bears the endorsement specified by STCW can upgrade to the next higher capacity of CoC by qualifying for such an upgrade and successful completion of an examination for that capacity.

.1 Experience

To qualify for an examination for upgrade for an officer's certificate the candidate must provide proof of at least 12 months of experience in the capacity of their nationally issued CoC as directed in Paragraph 3.0, six (6) months of which must have been on a vessel registered to the Marshall Islands.

3.0 EXAMINATIONS FOR OFFICER CERTIFICATES

3.1 Persons Who are Eligible

A person who is not certificated or who desires to raise in grade any certificate presently held may apply to sit for an examination in the appropriate grade, provided such person is otherwise eligible in accordance with these requirements.

3.2 Requirements for Deck Officers

3.2.1 Third Mate (OICNW)

Eligibility for OICNW is defined in STCW, Regulation II/1and will be issued by the Administrator as OCINW – Third Mate. Candidates for this examination must be nominated by an MIASO. This is to ensure that the candidate has genuinely performed the required sea service on vessels owned, managed or operated by the MIASO. The Administrator will not enter into correspondence with any seafarer directly with regard to eligibility. Correspondence will be with the evaluating MIASO, whose files will be made available to the Administrator upon demand. To become nominated, the candidate:

.1 Must be not less than 18 years of age.

.2 Must have attained qualifying sea service of not less than 36 months in the deck department of foreign going trading vessels of 500 GT or more in the capacity of Trainee Seaman, Seaman, Quartermaster, Boatswain, Cadet or any similar capacity. Services performed in peripheral duties such as Radio Officer, Purser, Ship's Clerk, Cook, Steward, Messman, Cabinboy, etc., are not acceptable as part of qualifying service. The decision of the Administrator as to qualifying sea time will be final.

.3 Can, in lieu of .2 above, substitute training for sea time on a day for day basis as follows:

.1 50% of successful attendance at an approved Pre-Sea Course for deck ratings, General Purpose (GP) ratings or deck cadets, subject to a maximum of three (3) months of qualifying service.

.2 100% of successful attendance at an approved Pre-Sea Course for deck cadets.

.3 Time covered in attending the mandatory modular courses stipulated in this publication.

.4 Attendance at an approved Competency Course as stipulated in this publication.

.5 The total remission under all of the above shall not exceed 24 months.

.4 Must show evidence of proficiency in steering vessel in open sea (in good and in adverse weather conditions), coastal waters, while maneuvering, and under pilotage in the form of a certificate from the Master(s) of the vessel(s) on which such practice was performed; or a Certificate as 'Rating Forming Part of a Navigation Watch' issued by a National Maritime Administration with which the Administrator has an undertaking.

.5 Must provide evidence of Bridge Watchkeeping for a period of at least six (6) months under the guidance of a qualified officer of the watch. Where a seafarer is unable to produce such a certificate, he/she may be permitted to sit for the examinations. However, after passing the examinations, and so that the seafarer may get the requisite bridge

watchkeeping experience, he/she must produce a letter from a MIASO that appoints him/her as full-time Assistant Deck Watch Officer (Cadet) in the deck department for a minimum period of six (6) months on trading vessels of 500 GT or more. The Certificate of Competency (CoC) will be issued after such service is completed.

.6 Must provide a Training Record Book (International Shipowners Federation (ISF) type or approved equivalent) that is complete in all respects.

.7 Must provide evidence of completion of all necessary approved mandatory modular courses, which include:

- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSCRB)
- Medical First Aid (MFA)
- Advanced Fire Fighting (AFF)
- Radar Observer
- Automated Radar Plotting Aid (ARPA)
- Electronic Chart Display and Information System (ECDIS)
- Global Maritime Distress Safety System General Operator Certificate (GMDSS GOC)

.8 Must demonstrate a good command of spoken and written English.

.9 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner where the examination was performed within the two (2) years prior to the date of the application.

.10 Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) that has been validated by the National Maritime Administration issuing the book as proof of sea service.

.11 Must present a valid passport as proof of identity and nationality.

.12 Must provide proof of successful completion at an approved CoC course conducted by an approved Training Establishment. **Note:** All mandatory modular courses must be taken <u>before</u> admission to the approved CoC course. They <u>must not</u> be taken concurrently with the CoC course.

.13 Special consideration will be given to Indian seafarers holding an NWKO (NCV) CoC issued by the Directorate General of Shipping (DGS), India. NWKO (NCV) is an acronym for Navigational Watch Keeping Officer (Near Coastal Voyages). NCV covers direct passages between any of the BIMMS countries which are Bangladesh, India, Maldives, Myanmar and Sri Lanka. These seafarers already have at least three (3) years of approved service in the Deck Department on NCV vessels of 500 GT and upwards, have undergone all the necessary modular courses, including GMDSS GOC, four (4) month CoC course and written and oral examinations. They may not have undergone the ARPA or ECDIS courses as NCV vessels are below 3000 GT which is the threshold limit for fitting ARPA on vessels or service may have been on vessels not equipped with ECDIS units.

Eligibility: Holders of Indian CoCs as NWKO (NCV) meet all of the eligibility criteria and may appear for the Officer in Charge of a Navigational Watch (OICNW) Third Mate examination. The candidate must provide evidence of having received ARPA and ECDIS training.

Application: Holders of such a CoC should apply to an MIASO with the following documents:

- CoC as NWKO (NCV)
- ARPA course certificate
- ECDIS course certificate
- Medical Fitness and Eyesight Certificate
- CDC
- Passport
- Passport-size photo of front of face, showing both ears, clear spectacles if normally worn, without glare glasses or cap.
- Proof of sea service, if any, after issue of the CoC as NWKO (NCV)

The MIASO must, if willing to engage the officer on one of their vessels, verify the authenticity of the CoC, ARPA and ECDIS certificates and CDC from the issuing authority and forward the application to the Administrator along with the verification certificate from the authority that issued the CoC and a letter stating that they are willing to offer three (3) months service as Assistant Watchkeeper and subsequent employment to the officer after he/she obtains the CoC.

Further sea service: After passing the examinations and serving as an Assistant Watchkeeper on international voyages on a trading vessel of 500 GT or more for a period of three (3) months, the seafarer will be issued a Marshall Islands CoC as Third Mate.

3.2.2 Second Mate (Officer of the Watch – Navigation)

While holding a Marshall Islands Certificate as Third Mate, or a foreign certificate in equivalent grade, a candidate for this examination must provide evidence of at least one (1) year of service as a Navigational Watch Officer.

3.2.3 Chief Mate

While holding a Marshall Islands Certificate as Second Mate, or a foreign certificate in equivalent grade a candidate for this examination must provide evidence of:

.1 at least one (1) year of service as Second Mate; or

.2 at least two (2) years of service as Third Mate; or

.3 a combination of sea time equaling 1 year of service counting half of the sea time as Third Mate.

3.2.4 Master

While holding a Marshall Islands Certificate as Chief Mate, or a foreign certificate in equivalent grade a candidate for this examination must provide evidence of:

.1 at least one (1) year of service as Chief Mate; or

.2 a combination of sea time equaling one (1) year of service counting half of the sea time as Second Mate. At least six (6) months must be in the grade of Chief Mate.

3.2.5 Master – Yachts not more than 350 Gross Tons

This examination will be administered by a third party who is approved by the Administrator to offer the course and examination on their behalf. All candidates must first be approved by the Administrator to take the examination. Candidates may take the course without prior approval but cannot take the examination until approved as qualified to do so.

Candidates for this examination, in addition to the requirements in 2.6 above, except for 2.6.9, must be in possession of a valid CoC for a yacht master limited to vessels of not more than 200 gross tons. This certificate will be considered to be an upgrade to that CoC.

At least one year of the required sea service shall have been on private or commercial yachts in the grade of Master.

3.2.6 Certificated Service

Where certificated service is required in establishing eligibility, such service must have been completed while holding a current and valid ocean-going certificate.

3.2.7 Ocean-Going

For the purposes of 3.2 above, the term "ocean-going" shall mean without limitation or restriction as to trading area, tonnage or type of vessel.

3.2.8 Tonnage

Certificates issued pursuant to 3.2 above shall be valid for service on vessels of any gross tonnage.

3.3 Service Requirements for Mobile Offshore Drilling Unit (MODU) Deck Officer Examinations

Note: MODU certification permits service aboard any offshore drilling unit that is not considered to be a drillship underway, non-self propelled support barge, and non-self propelled floating load facility MODU certification is not valid for service on board vessels.

3.3.1 Ballast Control Operator

Candidates for this examination must provide evidence of:

.1 One (1) calendar year of service on MODUs that includes at least thirty (30) days of service as a trainee under the supervision of a Ballast Control Operator; or

.2 Hold a degree as Bachelor of Science from a recognized school of technology and have at least thirty (30) days of service as a trainee under the supervision of a Ballast Control Operator; and

.3 Completed the fire-fighting training requirement as per sub-item 2.6.11; and

.4 Completed a stability course for Barge Supervisor or Ballast Control Operator; and

.5 Completed a survival suit training course; and

.6 Complete a survival craft training course (PSCRB in accordance with sub-item 2.6.10, lifeboatman or coxswain).

3.3.2 Barge Supervisor – Candidates for this examination must provide evidence of:

.1 Two (2) calendar years of service on MODUs as roustabout, derrickman, driller, barge engineer, toolpusher, rig superintendant or equivalent; or

.2 One year service as a certificated Ballast Control Officer; or

.3 Hold a degree as Bachelor of Science from a recognized school of technology and have 12 months of actual service on MODU's as a roustabout or in another capacity listed above in .1; and

.4 Completed the fire fighting requirement per sub item 2.6.11; and

.5 Completed a stability course for Barge Supervisor or Ballast Control Operator; and

.6 Completed a survival suit training course; and

.7 Competed a survival craft training course (PSCRB in accordance with item 2.6.10, lifeboatman, or coxswain).

3.3.3 Offshore Installation Manager

Candidates for this examination must provide evidence of:

.1 Four (4) calendar years of service on MODUs as roustabout, derrickman, driller, barge engineer, toolpusher, rig superintendent or equal, **at least** two (2) years of which have been in a supervisory capacity such as driller, barge engineer, tool pusher or rig superintendent; or

.2 One (1) year of service as a certificated Barge Supervisor; or

.3 Hold a degree as Bachelor of Science from a recognized school of technology and have two (2) years of service on drill units, one (1) year of which was in a supervisory capacity in a position listed above; and

.3 Completed the fire-fighting training requirement as per sub-item 2.6.11; and

.4 Completed a stability course for Offshore Installation manager; and

.5 Completed a survival suit training course; and

.6 Complete a survival craft training course (STCW PSCRB in accordance with sub-item 2.6.10, lifeboatman or coxswain); and

.7 Completed a blowout prevention and well control training program for the driller or toolpusher position.

3.3.4 Service Time

While the Administrator does **not** require a 12-hour workday, **calendar** year service is acceptable for MODU certificates if the candidate has worked thirty (30) days on and thirty (30) days off (or equivalent) **and** a 12-hour day.

3.4 Service Requirements for Engineer Officer Steam and Motor Examinations

3.4.1 All Grades – Motor

A certificate issued pursuant to this Paragraph 3.4 may be limited as to power rating of main propulsion machinery. Service shall have been aboard motor vessels of over 3000 kW propulsion power. At least one (1) year of the total service required shall have been within five (5) years preceding the date of application. At least six (6) months of the total service required shall at some time have been served on motor driven vessels with the allowance provided in sub-paragraph 3.6.1. The certificated service required in sub-paragraphs 3.6.3, 3.6.4, and 3.6.5 must have been served while holding a motor certificate.

3.4.2 Third Assistant Engineer (OICEW; Fourth Engineer Officer)

Eligibility for Officer in Charge of an Engineering Watch (OICEW) is defined in the STCW Code, Regulation III/1, which will be issued by the Administrator as Third Assistant Engineer for original first time engineering officers. Candidates must be nominated by an MIASO. This is to ensure that the candidate has genuinely performed the required sea service on ships owned or managed by the MIASO. The Administrator will not enter into correspondence with any seafarer directly with regard to eligibility, but will correspond directly with the MIASO, whose files will be made available to the Administrator upon demand.

To be nominated, the candidate:

.1 Must be not less than 18 years of age.

.2 Must have attained qualifying sea service of not less 36 months in the engine department of foreign going trading vessels of 750 kW or more in the capacity of any Engine rating, Electrician, Electro-technical officer or Electro-technical rating.

.3 Can, in lieu of .2 above, substitute training on a day for day basis for sea time as follows:

.1 At 50% of attendance at an approved Pre-Sea Course for engine ratings or General Purpose (GP) ratings, subject to a maximum remission of 3 months of qualifying service.

.2 100% of successful attendance at an approved Pre-Sea Course for engine cadets.

.3 Time spent attending mandatory modular courses stipulated in these Guidelines.

.4 Time spent attending for attendance at an approved Competency Course stipulated in these Guidelines.

.5 The total remission under all of the above shall not exceed 24 months.

4. Must produce a Certificate as Rating Forming Part of an Engineering Watch issued by a Country with which the Administrator has an undertaking.

5. Must provide evidence of engine room watchkeeping for a period of at least six (6) months under the guidance of a certificated officer of the watch. Where a seafarer is unable to produce such a certificate, he/she may be permitted to sit for the examinations provided that he/she produces a letter from a MIASO that they would appoint him/her as full-time Assistant Watchkeeper in the engine department, after he/she passes the examination, for a minimum period of six (6) months on trading ships of 750 KW or

more, so that the seafarer may get the requisite engine room watchkeeping experience. The Certificate of Competency (CoC) will be granted only after such service is completed.

6. Must provide a Training Record Book (International Shipowners Federation (ISF) type or approved equivalent) that is complete in all respects. This requirement is applicable to all new entrants after the promulgation of these Guidelines.

7. Must provide evidence of completion of all necessary approved mandatory modular courses, which include:

   .1 Proficiency in Survival Craft and Rescue Boats, other than Fast Rescue Boats (PSCRB)

   .2 Medical First Aid (MFA)

   .3 Advanced Fire Fighting (AFF)

8. Must demonstrate a good command of spoken and written English.

9. Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner.

10. Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) as proof of sea service.

11. Must present a passport as proof of identity and nationality.

12. Must provide proof of successful attendance at a CoC course conducted by an approved Training Establishment. **Note:** Mandatory Modular courses must be taken <u>before</u> admission to the CoC course. They must <u>not</u> be taken concurrently with the CoC course.

14. Must present, where applicable, proof that he/she has been issued with a CoC that is granted by other national maritime administrations with whom the Administrator has an undertaking, as Officer in Charge of an Engineering Watch with applying limitations as provided in Appendix C.

3.4.3 Second Assistant Engineer (OICEW; Third Engineer Officer)

A candidate for this examination, in addition to the requirements in 3.4.1 must provide evidence of at least one (1) year of service as an engineering watch officer while holding a Marshall Islands Certificate as Third Assistant Engineer or a foreign certificate in equivalent grade.

3.4.4 First Assistant Engineer (Second Engineer Officer)

A candidate for this examination in addition to the requirements in sub-paragraph 3.4.1 must provide evidence of, while holding a Marshall Islands Certificate as Second Assistant Engineer, or a foreign certificate in equivalent grade:

.1 at least one (1) year of service as Second Assistant Engineer; or

.2 at least two (2) years of service as Third Assistant Engineer; or

.3 a combination of service equal to one (1) year counting Third Assistant Engineer time as half.

3.4.5 Chief Engineer

A candidate for this examination in addition to the requirements in sub-paragraph 3.4.1 must provide evidence of, while holding a Marshall Islands Certificate as First Assistant Engineer, or a foreign certificate in equivalent grade:

.1 at least one (1) year of service as First Assistant Engineer; or

.2 a combination of service equal to one (1) year counting Second Assistant Engineer time at half and at least six (6) month having served as First Assistant Engineer

3.4.6 All Grades - Steam

Candidates for steam endorsements must provide evidence of at least one (1) year of sea service required within the five (5) years preceding the date of application. The candidate must also provide evidence of sea service on steam vessels in a comparable capacity and for at least six (6) months, with the allowance provided in sub-paragraph 3.6.1. The certificated service required in sub-paragraphs 3.6.3, 3.6.4, and 3.6.5 must have been served while holding a steam certificate.

3.4.7 Steam and Motor Certificates

A candidate who meets the requirements for examination for steam and motor certificates may be examined in both categories, and if successful will be issued a certificate for service in both categories.

3.4.8 Propulsion Power Validity

Certificates issued pursuant to this paragraph 3.4 shall be valid for service on vessels of any power rating.

3.5 Service Requirements for Mobile Offshore Drilling Unit (MODU) Engineer Officer Examination

3.5.1 Assistant Maintenance Supervisor

Candidates for this examination must provide evidence of:

.1 Two (2) calendar years of service on MODUs as roustabout or above; one (1) year of which has been as a mechanic, electrician, motorman, subsea engineer or equivalent; or

.2 Three (3) years of service in the machinist trade engaged in the construction or repair of diesel engines, together with one (1) year of service in the capacity of mechanic, motorman, oiler or equivalent; or

.3 Hold a degree as Bachelor of Science in Marine Engineering, Mechanical Engineering, or Electrical Engineering, **together with** six (6) months of service in the capacity of mechanic, electrician, motorman, subsea engineer or equivalent.

3.5.2 Maintenance Supervisor

.1 Four (4) calendar years of service on MODUs as roustabout or in a capacity above, at least two (2) years of which have been as a mechanic, electrician, motorman, subsea engineer or equivalent; or

.2 Two (2) years of service as a certificated Assistant Maintenance Supervisor.

3.5.3 Firefighting

Candidates for MODU engineer certificates must complete the firefighting training requirement as per sub-item 2.10.6.

3.5.4 Service Time

While the Administrator does **not** require a 12-hour workday, **calendar** year service is acceptable for MODU certificates if the candidate has worked 30 days on and 30 days off (or equivalent) **and** a 12-hour day.

3.6 GMDSS General Operator

3.6.1 Restricted Operator

Previous service is not required. The candidate must successfully complete an approved GMDSS training program that complies with STCW Code Section A-IV/2, paragraph 4 in lieu of an Administrator examination.

3.6.2 General Operator

The candidate must successfully complete an approved GMDSS training program that complies with STCW Code Section A-IV/2, paragraph 4 in lieu of an Administrator examination.

3.6.3 Second-Class Radio Electronic Operator

Previous service is not required. The candidate must successfully complete an approved GMDSS training program that complies with STCW Code Section A-IV/2, paragraph 4 in lieu of an Administrator examination.

3.6.4 First-Class Radio Electronic Operator

Previous service is not required. The candidate must pass the written examination for First-Class Radio Electronic Operator. For STCW certification, the candidate must successfully complete an approved GMDSS training program that complies with STCW Code Section A-IV/2, paragraph 4 in lieu of an Administrator examination.

3.6.5 Application Form

The application form to be used for GMDSS Certification is official Form MI-105, Application for Officer Certificate of Competence. GMDSS training program certification must be attached to the application in addition with other required supporting documentation.

3.7 Examinations for Ratings

3.7.1 Able Seafarer Deck (ASD) and Able Seafarer Engine (ASE)

.1 Candidates for ASD and ASE must pass the examinations for navigational watchstanding ratings STCW II/4 and engineering watchstanding ratings III/4 as outlined below.

.2 Candidates for ASD must also attend an approved training course for ASD or otherwise demonstrate proficiency in the competencies required in the STCW Code Section A-II/5, Table A-II/5 that is acceptable to the Administrator.

.3 Candidates for ASE must also attend an approved training course for ASE or otherwise demonstrate proficiency in the competencies required in the STCW Code Section A-III/5, Table A-III/5 that is acceptable to the Administrator.

3.7.2 Able Seafarer, Ordinary Seafarer, or Bosun

.1 A candidate for original Able Seafarer STCW II/4, Ordinary Seafarer STCW II/4, or Bosun STCW II/4 certification must pass a written and practical examination for navigational watchstander. Guideline publication MI-322 containing specimen examination questions is available on our website, www.register-iri.com.

.2 All candidates must have successfully completed Basic Safety Training as outlined in the STCW Code Section A-V/1.

.3 In order to demonstrate navigation functional competence at the support level, the candidate may either complete an approved training course or supply references from vessel Masters attesting to the candidate's ability to steer and to keep a proper lookout during the sea going experience required in paragraphs 3.7.1.4 below.

.4 Candidates for Able Seafarer and Bosun must have at least 18 months of sea going experience as an Ordinary Seafarer while holding an STCW II/4 certificate on vessels greater than 500 gross tons. Candidates must also have successfully completed training in Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats.

.5 Candidates for Ordinary Seafarer must have at least six (6) months of sea going experience in the deck department. Candidates must also provide references from the Master of the vessels upon which they served attesting to their competence and aptitude for serving as a watchstanding Ordinary Seafarer.

3.7.3 Engine Watchstanding Ratings (Oiler/Motor Rating, Fire and Watertender)

.1 Candidates for an original Certificate for "Oiler/Motor Rating III/4," or "Fire and Watertender III/4" must pass the written examination for engine room watchstander.

.2 Guideline publication MI-323 containing specimen examinations is available on our website at www.register-iri.com.

.3 In order to demonstrate competence to perform the marine engineering function at the support level, the candidate may complete an approved training course, or may supply references from Chief Engineers of the vessels upon which they served during the sea going experience required in paragraph 3.7.2.4 below that attests to their competence and aptitude to relieve, stand, and hand over an engine room watch.

.4 Candidates for engine watchstanding ratings must provide evidence of sea going experience in the engine room of at least 12 months.

3.7.4 Integrated Ratings (General Purpose-1 (GP-1) and General Purpose-2 (GP-2))

.1 Candidates for GP-1 must qualify for both ASD and ASE and take the examinations outlined in paragraphs 3.7.2 and 3.7.3.

.2 Candidates for GP-2 must qualify for both a navigational watchstander II/4 and engineering watchstander III/4 and take the examinations outlined in paragraphs 3.7.2 and 3.7.3 above.

3.7.5 Non-watchstanding Ratings

.1 Candidates for a Pump Technician must provide evidence of having served as an assistant pump technician, pump technician, an Able Seafarer or an engineering watchstander for at least one (1) year on a dangerous liquid tanker. The candidate must provide a letter of recommendation from the Master and Chief Engineer of the vessels upon which he/she served attesting to the candidate's competence and aptitude to serve as a pump technician on board dangerous liquid tankers. Candidates for this rating must also take the examination for a tanker qualification certificate as outlined in paragraph 3.7.6.1 below.

.2 Candidates for an Electrician must provide evidence of having served as an assistant electrician, electrician, or engineering watchstander for at least one year. The candidate must also provide a letter of recommendation from the Chief Engineer of the vessels upon which he/she served attesting to the candidate's competence and aptitude to serve as an electrician on board vessels.

3.7.6 Special Qualifications – Tankers

.1 Examinations for tanker ratings are given individually as to the individual type of tanker (oil, chemical, or liquefied gas). Candidates must specify the type of tanker or tankers for which they want to be examined.

.2 There are no sea time requirements for taking these examinations.

3.7.7 English Language

An examination is also available to establish proficiency in Maritime English.

3.8 Additional Examination Requirements

3.8.1 Proof of Experience

.1 *Acceptable Documentation*

A candidate for certificate by examination, in addition to complying with the general requirements of Item 2.10, shall submit satisfactory proof of sea service and experience covering at least the period required for eligibility to sit that examination. Seafarer's books, certificates of service, forms of discharge and other documents certifying the amount and character of experience, and identifying the vessels on which served, shall be examined as to their authenticity and any indication of unauthorized alteration or other invalidity shall render such documents unacceptable.

Normally, proof of sea service can be satisfactorily established by providing a copy of the candidate's official Seafarer's (discharge) book. For certification of service aboard Marshall Islands vessels, the candidate must provide a copy of the candidate's Marshall Islands Seafarer's Identification and Record Book, MI-272, or a certificate of service in accordance with Marshall Islands Maritime Regulation 7.47.3.

.2 *Graduation Certificates*

A candidate claiming graduation from a recognized naval, nautical, marine engineering or radio school in lieu of sea service shall be required to submit a certified copy or other facsimile of the candidate's certificate of graduation or of course completion, and a certified translation into English if such certificate is in a foreign language.

3.8.2 Evidence of Foreign Certificate

A candidate who holds a foreign certificate and who is applying for examination for a Marshall Islands Certificate in a higher grade is required to submit with the application satisfactory proof of foreign Certificate. Such proof may an official duplicate or a certified photostatic copy. Candidates should not send originals of any seafarer documentation.

3.8.3 Surrender of Old Certificate

A successful candidate for examination in a higher grade than the Marshall Islands Certificate presently held shall surrender the old Marshall Islands Certificate to the Administrator upon issuance of the new certificate.

3.8.4 English Language Proficiency

All examinations will be administered in the English language. Candidates may use language translators while taking the examination.

3.9 Application Procedure

3.9.1 How to Apply

Every candidate for examination for an officer certificate shall submit a properly completed application (see Items 2.6 through 2.10) and shall indicate where and when they would like to take the examination.

3.9.2 Days and Places of Examination

Examinations can be taken at selected Marshall Islands branch offices or at an examination center that is approved by the Administrator. Examinations shall normally be conducted on weekdays commencing at 0900 hours local time and terminating at 1700 each day. However, a candidate is required to conform to the office hours of the individual facility where these differ from the normal schedule.

3.10 Subject Matter of Examinations

3.10.1 Guideline Publications

Specimen examination questions for each certificate grade are available on the Marshall Islands official website at www.register-iri.com. Each Guideline publication includes examination subjects for each certificate grade in accordance with the STCW Code requirements, sample questions, a list of materials that will be available for use by the candidate in the examination room, and a study bibliography.

3.10.2 List of Examination Guidelines

- Deck Officer - MI-319
- Deck Officer Refresher - MI-319A
- Engineer Officer - MI-320
- Engineer Officer Refresher - MI-320A
- Deck Ratings – MI-322
- Engine Ratings – MI-323
- Tanker Endorsement – MI- 324

- MODU Officer - MI-325
- English Language – MI-327

3.11 Conduct of Examinations

3.11.1 Authorized Tables, Publications and Equipment

.1 No candidate for examination shall be allowed to have on their person or in their possession, nor is there to be present in the examination space, any equipment, material, books, notes or other literature except as provided for the candidate by the examination facility, except as outlined below.

.2 Candidates may use an English-foreign language translator or dictionary, which may be taken into the examination space **provided** such dictionary is also first inspected for unauthorized notes and loose papers. Electronic language translators must also be examined by the proctor.

.3 A candidate may also provide and utilize their own Rude star finder and non-programmable calculator. Navigational calculators are not allowed.

.4 Certain portions of the refresher examinations for certificate renewal are open book. Candidates may avail themselves of materials provided at the test center for that portion of the examination only.

3.11.2 Unauthorized Persons and Communication Forbidden

No unauthorized persons shall be permitted to enter the examination space, and no candidate for a Certificate shall be permitted to communicate in any manner with any unauthorized person(s) during the taking of an examination. The candidate shall not be given any assistance by a proctor in the answering of examination questions.

3.11.3 Personal Conduct

Each candidate for a certificate shall conform to the particular requirements of the examination facility and shall always maintain absolute silence during the conduct of examinations. Each candidate is required to take care not to mark or otherwise abuse provided publications, equipment, furniture, and shall not remove any such items from the examination facility.

3.11.4 Work Materials

In answering the examination questions, each candidate must show and label all work. Answers are to be neatly marked on the answer sheets provided. Computations and scratch-work shall be attached to the answer sheets to which they apply and must not be taken from the examination room.

3.11.5 Penalty

Any candidate who receives unauthorized assistance, makes use of any unauthorized material, or is in any other way does not comply with the foregoing during the examination will be disqualified from proceeding further and shall forfeit all fees paid. Candidates failing under these circumstances will not be eligible for re-examination for a period of six (6) months.

3.11.6 Failure to Complete Examination

Any candidate who commences an examination but who fails to complete it within the prescribed period, or who otherwise fails to finish all required tests, shall not be entitled to a refund of any examination fees paid by him except when the failure to complete the examination is the responsibility of the administering authority.

3.12 Re-examinations

3.12.1 Passing Grade

The passing grade for all examinations is 70%.

3.12.2 Waiting Period

A candidate may be re-examined in no more than two (2) sections. If more than two (2) sections are failed, the candidate must retake the entire examination. A candidate who does not pass the examination may not be re-examined earlier than 30 days from notification of failure and may not be re-examined more than twice in 12 months (see Annex 4 for fees).

3.12.3 Reviewing Examination Papers

Upon request to the Administrator by a candidate who has not passed, the scoring of an examination will be reviewed. The score awarded after a review shall be final.

ANNEXES

PHOTOGRAPH
Glue 1¾" x 1¾" (45mm x 45mm) photo in upper left hand corner. See instructions for detailed requirements in Part IX, para. 3(a).

(STAPLE DOCUMENTATION HERE)

THUMB PRINT
See Part IX, para. 3(b)

REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE MARITIME ADMINISTRATOR

APPLICATION FOR ORIGINAL OFFICER CERTIFICATE OF COMPETENCE BY EXAMINATION

(FAILURE TO FILL IN ALL APPLICABLE BOXES MAY RESULT IN REJECTION OF APPLICATION)

PART I. PERSONAL DESCRIPTION AND INFORMATION: **(Type or print clearly)**

1. Surname	2. Given Name(s)	3. Date of Birth month day year	4. Place of Birth (City and Country)

5. Permanent address (street, city and country).	6. Address to which certificate is to be mailed.

7. Name and relationship of person to be notified in emergency.	8. Citizenship	9. Height	10. Weight
11. Address of person named in 7 (If same as 5, write "same").	12. Color of hair	13. Color of eyes	14. Sex Male ☐ Female ☐

PART II. DESCRIPTION OF HIGHEST GRADE MARSHALL ISLANDS AND FOREIGN OFFICER CERTIFICATE NOW HELD, IF ANY

	Grade of Officer Certificate	Certificate No.	Date Issued	Date Expires	Country of issue
(a) Marshall Islands					Marshall Islands
(b) Foreign					
(c) GMDSS					

COMPLETE ONLY IF NATIONAL OFFICER CERTIFICATE DOES NOT REQUIRE TRAINING AS OUTLINED ON PAGE 4.

TRAINING (Name of School and address)	Dates Attended		Type of Certificate Received Upon Graduation
	From	To	

PART III. APPLICATION FOR EXAMINATION

15. I hereby apply for examination in the grade of:

15a. The documents indicated below will be submitted by me to the Test Supervisor:
Seafarer's Book or Card No. Passport No. Marshall Islands Certificate No.

16. Test Center at which examination will be taken.	17. Date on which will report for examination.
18. Language in which examination questions required.	19. Name of vessel on which now serving (or will join).

PART IV. AFFIDAVIT OF CANDIDATE **CERTIFICATE CANNOT BE ISSUED UNLESS CANDIDATE SIGNS IN BLOCK #21**

I hereby affirm that all information provided by me in this application and its supporting documents and proofs are true and correct to the best of my knowledge and belief; further, that no certificate issued to me heretofore by any Government has ever been revoked or suspended; or, if revoked or suspended, a full explanation of the circumstances is attached hereto and made part of this application.

20. Date of Application

21. Signature of Candidate

DO NOT WRITE BELOW THIS LINE (For Use of Office of the Maritime Administrator only).

GMDSS REST.	3M	M (NT)	3AE	Steam	OIM	RT-PHONE	Date and Initials of Grader
GMDSS GEN.	2M	MATE (NT)	2AE	Motor	BS	APPROVED	
GMDSS 1st Cl.	CM	CE (NT)	1AE	Steam & Motor	BCO	REJECTED	
GMDSS 2nd Cl.	M	AE (LM)	CE	MS	AMS	REJECTED	

PREVIOUS EDITIONS OF THIS FORM MAY NOT BE USED

PART V. SEA SERVICE List and submit proof of at least the minimum service required during the last five years or more to establish eligibility for the officer certificate requested.
If you list service aboard Marshall Islands Flag Vessels in an officer capacity, you must describe the Marshall Islands officer certificate held in Part II (a).

Propulsion (Steam or Motor)	Name of Vessel	IMO Number	Type of Vessel	Deck Officers list Gross Tons / Engineers list kW Propulsion Power	Flag	Capacity in which served	PERIOD OF SERVICE						TOTAL SERVICE		
							From			To			years	months	days
							day	month	year	day	month	year			

PART VI. NAUTICAL, ENGINEERING OR RADIO SCHOOLS ATTENDED. (To be completed by all candidates claiming school attendance to supplement or in lieu of sea service.)

Name of School	Address	Dates Attended		Type of Degree or Diploma Received upon Graduation
		From	To	

PART VII. CANDIDATES FOR RADIO OPERATORS CERTIFICATE MUST READ AND SIGN THIS OBLIGATION:

By affixing my signature below, I acknowledge that I am obliged to ensure and maintain the secrecy of all telecommunications of which I may gain knowledge in the course of my services, and that I am likewise obliged not to reveal the existence or contents of any correspondence to anyone other than the addressee. My signature further acknowledges that, if I should breach these obligations, my Certificate of Competence issued pursuant to this application may be suspended and/or revoked.

Signature

PART VIII. CANDIDATES FOR OFFICER'S CERTIFICATE AT THE MANAGEMENT LEVEL MUST SIGN THIS AFFIDAVIT/ACKNOWLEDGMENT.

These candidates include Master and Chief Mate candidates for service on board ships of 500 gross tonnage or more, as well as Chief Engineer and First Assistant Engineer candidates for service on board ships powered by main propulsion machinery of 750 kW propulsion power or more and the Offshore Installation Manager on Mobile Offshore Drilling Units.

I hereby acknowledge and affirm that I have been informed that a copy of the publication MI-105A ("Familiarization with the National Maritime Legislation") is available for review online at www.register-iri.com. I will review this publication to ensure that I become familiar with the national maritime legislation of the Republic of the Marshall Islands relevant to the functions to be performed by me for which I have applied to be certificated.

Signature

PREVIOUS EDITIONS OF THIS FORM MAY NOT BE USED

PART IX **GENERAL INFORMATION AND INSTRUCTIONS**
(For candidate reference only – DO NOT SUBMIT WITH APPLICATION)

1. **READ INSTRUCTIONS CAREFULLY**
Enter all required information. Please use typewriter or print legibly. Failure to properly complete this application or to submit required supporting proofs, etc. will result in rejection of the application or delay its approval. All documentation, except the photo, should be stapled behind the application at the top center of the page where it says **(STAPLE DOCUMENTATION HERE)**.

2. **WHERE TO APPLY**
Applications may be submitted in person, to any Authorized Marshall Islands Filing Agent. Applications may also be submitted by mail or in person to any Marshall Islands Regional Office or to:

Office of the Maritime Administrator
c/o Marshall Islands Maritime and Corporate Administrators, Inc.
Seafarers' Documentation
11495 Commerce Park Drive
Reston, Virginia 20191-1506 USA

3. **DOCUMENTS TO BE FILED WITH APPLICATION**
The following documents, letter and proofs must be submitted together with this application:

(a) **One (1) photograph** - facial front view of candidate, passport size, taken within one (1) year preceding application. Photo may be black and white or color, 1.75" x 1.75" (45 mm. x 45 mm.) in size and should be glued into upper left hand corner. DO NOT STAPLE OR WRITE NAME ON FRONT OF PHOTOGRAPH.

(b) **Thumb Print** - place your **right** thumb print in the area beneath the words "THUMB PRINT". Roll your right thumb over a black ink pad, then press straight down onto the document. Practice this on a blank piece of paper before imprinting the MI-105 to make sure that you are getting a clear impression. It is important that you DO NOT ROLL your thumb onto the page, but simply press straight down.

(c) **Physical examination report** - All candidates for examination and holders of national STCW certificates are required to submit a physical examination report on Medical Form MI-105M, or on the official medical examination form of a country which is party to ILO Convention No., 73 on Medical Examination of Seafarers. All medical examination forms must be filled out and signed by a licensed physician. A copy of Form MI-105M, or equivalent, must accompany the application for Officer Certificate of Competence Form MI-105. The candidate should retain the original as evidence of physical qualification while serving on board a Marshall Islands flag vessel. This physical examination must be carried out not more than 12 months prior to the date of making application. The physical requirements are stated on Form MI-105M for deck/navigational, engineer and radio officer candidates. Holders of acceptable national STCW certificates issued within one (1) year of application for a Marshall Islands certificate will not be required to submit a physical examination. However, if a valid national STCW certificate has not been issued within one (1) year of application for the Marshall Islands certificate, the candidate must still submit a physical examination taken within 1 year of application.

(d) **One letter of recommendation** - from candidate's most recent Master or employer if candidate is applying for his or her first Marshall Islands officer certificate. Not required for renewal or upgrading of a Marshall Islands officer certificate.

(e) **Proof of sea service** - submit proof of at least the minimum service required to establish eligibility for the license requested. Candidates for officer certificates based on an acceptable national STCW officer certificate must submit at least one (1) year's total sea service in the last five (5) years. Holders of acceptable national STCW certificates issued within one (1) year of application for a Marshall Islands certificate will not be required to document sea service. However, if a valid national STCW certificate is not issued within 1 year of application for a Marshall Islands certificate, the candidate must still document one (1) year of sea service within the last five (5) years. Candidates for Marshall Islands examinations must submit the total sea service as specified in paragraph 8.

(f) **Proof of foreign officer certificate** - The foreign officer certificate must have a valid "STCW Convention Endorsement" and be issued by a country recognized by the Marshall Islands. Candidates who apply in person at any Marshall Islands Regional or USA office, or authorized filing agent office must submit their original foreign Certificate of Competency along with one clear photocopy of the original (the original certificate will be promptly returned to the candidate). Candidates who submit their applications by mail must submit a duplicate original of their foreign Certificate of Competency which is relied upon; or a clear photocopy of the original authenticated by the issuing authority or by a consular officer of the issuing state; or a clear photocopy of the original plus a current certificate of the issuing authority describing the certificate and the holder so as to identify both; or a clear photocopy made by a notary public, commissioner for oaths or other officer authorized by law to administer oaths, verifying that such officer made the photocopy from the original presented to him, and attaching the customary certificate of a public official authenticating the signature of such notary, commissioner or officer.

(g) **Proof of completion of nautical, marine engineering or radio school training** - submit one (1) copy of course completion certificate.

(h) All documents not presented in the English Language must have certified English translations attached and enclosed with the application.

(i) **Renewal of Marshall Islands Officer Certificate** - submit the certificate to be renewed (or certified copy of the certificate), two photographs, proof of at least one (1) year's sea service within the last five (5) years (or employment ashore directly related to the operation of vessels - e.g., Port Captain, Port Engineer). A Marshall Islands officer certificate which has expired for more than one (1) year cannot be renewed. A completely new set of documents must be filed.

(j) **Proof of foreign training certificate** - radar simulator training, advanced firefighting training, GMDSS certification, first aid training, advanced medical training, survival craft/rescue boat training, and automatic radar plotting aids (ARPA) training - submit one (1) copy of foreign certificate if national officer certificate does not require this training. SEE PARAGRAPH 6 FOR TRAINING REQUIREMENTS.

4. **SCHEDULE OF FEES**
See Annex 4 in publication MI-118E for a list of fees. Payment must be made by check or money order drawn on a U.S. Bank and payable in U.S. dollars to "The Trust Company of the Marshall Islands, Inc." Payment may also be made by credit card using the credit card payment form provided by request, in publication MI-118E, or in Marine Notice No. 1-005-1 which may be photocopied, or on-line through our website.

5. **AGE AND CITIZENSHIP REQUIREMENTS**
Candidates for officer certificates as Third Mate, Third Assistant Engineer and GMDSS Operator must be at least 18 years of age; candidates for all other grades of certificates must be at least 21 years of age. Candidates may be of any nationality and need not be citizens or residents of the Republic of the Marshall Islands.

6. **TRAINING REQUIREMENTS**

(a) **Firefighting training** - Every candidate for a Master or Mate's certificate or an engineer officer certificate for service on vessels of over 750kW propulsion power must submit proof of completion of an advanced marine firefighting course.

(b) **Radar simulator training** - Every candidate for a Master or Mate's certificate must submit proof of completion of a marine radar simulator course.

(c) **GMDSS Certification** - Every candidate for Third/Second Mate/Mate's certificate must hold GMDSS Certification.

(d) **First aid training** - Every candidate for a Second Mate/Third Mate's certificate on vessels over 500 gross tons; every candidate for a Master/Mate's certificate on vessels less than 500 gross tons and every candidate for an engineer officer's certificate serving on vessels of over 750kW propulsion power must complete first aid training.

(e) **Survival craft/rescue boat training** - Every candidate for a Master, Chief Mate, Second Mate, Third Mate or Mate's certificate and every candidate for an engineer officer certificate on vessels of over 750kW propulsion power must complete survival craft/rescue boat training.

(f) **Automatic Radar Plotting Aids (ARPA) training** - Every candidate for a Master, Chief Mate, Second Mate, Third Mate or Mate's certificate must complete automatic radar plotting aids (ARPA) training.

NOTE: National officer certificates containing the STCW Endorsement are evidence of completion of the training requirements of (a) through (f) above without having to submit training course certificates.

7. **GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) CERTIFICATES**
Restricted Operator; **General Operator**; **Second-Class Radio Electronic Operator and Maintainer**; **First-Class Radio Electronic Operator and Maintainer** - Previous service not required. The candidate must present a foreign certificate in equivalent grade. For STCW certification, the candidate must complete an approved GMDSS training program.

8. **SEA SERVICE REQUIREMENTS**
Candidates for Marshall Islands examinations must prove the "total" amount of sea service/marine training required for the grade of certificate for which application is made; e.g., a candidate for Second Mate must show three (3) years service for Third Mate and one (1) year service as a certificated Third Mate or five (5) years service in the deck department. For sea service requirements for Marshall Islands examination see REQUIREMENTS FOR SEAFARER CERTIFICATION BY EXAMINATION (MI-118E) obtainable upon request to the Office of the Maritime Administrator.

9. **EXAMINATIONS**
Guideline Booklets, giving test center locations, subject matter and typical questions for all certificate grades are obtainable upon request from the Office of the Maritime Administrator. Applications must be received no later than 21 days before the date on which the candidate wishes to be tested.

Republic of the Marshall Islands

OFFICE OF THE MARITIME ADMINISTRATOR

CERTIFICATE NUMBER
9999999

CERTIFICATE ISSUED UNDER
THE PROVISIONS OF THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR SEAFARERS, 1978, AS AMENDED

The Government of the Republic of the Marshall Islands certifies that
JOHN Q. PUBLIC

has been found duly qualified in accordance with the provisions of regulation _____ *of the above Convention, as amended, and has been found competent to perform the following functions at the levels specified, subject to any limitations indicated until* ***30 SEPTEMBER 2011***

FUNCTION	LEVEL	LIMITATIONS APPLYING (IF ANY)
Navigation	***Management***	***None***
Cargo handling and stowage	***Management***	***None***
Controlling the operation of the ship and care for persons on board	***Management***	***None***
Radiocommunications	***Operational***	***None***

Sample

The lawful holder of this certificate may serve in the following capacity or capacities specified in the applicable safe manning requirements of the Administration:

CAPACITY	LIMITATIONS APPLYING (IF ANY)
Chief Mate	***None***
General Operator − GMDSS	***None***

Certificate No. ***9999999*** *issued on* ***1 OCTOBER 2006*** FIN: ***9999999***

Signature of duly authorized official

Robert A. Fay
Name of duly authorized official

Date of Birth of the holder of the certificate ***4 JULY 1976***

Signature of the holder of the certificate _____

NOTE: The original of this certificate must be kept available in accordance with Regulation I/2, paragraph 9 of the Convention while serving on a ship.

Photograph of the holder of the certificate

MI−105C (REV 09/06)

PHYSICAL EXAMINATION REPORT/CERTIFICATE

OFFICE OF THE MARITIME ADMINISTRATOR

CONFIDENTIAL DOCUMENT

REPUBLIC OF THE MARSHALL ISLANDS

SURNAME	GIVEN NAME(S)	
DATE OF BIRTH MONTH DAY YEAR	PLACE OF BIRTH CITY COUNTRY	SEX ☐ MALE ☐ FEMALE
EXAMINATION FOR DUTY AS: MASTER ☐ MATE ☐ ENGINEER ☐ RADIO OFF ☐ RATING ☐	MAILING ADDRESS OF APPLICANT:	

MEDICAL EXAMINATION (SEE REVERSE SIDE FOR MEDICAL REQUIREMENTS) STATE DETAILS ON REVERSE SIDE

HEIGHT	WEIGHT	BLOOD PRESSURE	PULSE	RESPIRATION	GENERAL APPEARANCE

VISION: RIGHT EYE / LEFT EYE

WITHOUT GLASSES _____ / _____

WITH GLASSES _____ / _____

HEARING:

RT. EAR _____ LEFT EAR _____

COLOR TEST TYPE: BOOK ☐ LANTERN ☐ CHECK IF COLOR TEST IS NORMAL - YELLOW ☐ RED ☐ GREEN ☐ BLUE ☐

ARE GLASSES OR CONTACT LENSES NECESSARY TO MEET THE REQUIRED VISION STANDARD? YES ☐ NO ☐

HEAD AND NECK	HEART (CARDIOVASCULAR)
LUNGS	SPEECH (DECK/NAVIGATIONAL OFFICER AND RADIO OFFICER) IS SPEECH UNIMPAIRED FOR NORMAL VOICE COMMUNICATION?

EXTREMITIES:

UPPER _____ LOWER _____

IS APPLICANT SUFFERING FROM ANY DISEASE LIKELY TO BE AGGRAVATED BY WORKING ABOARD A VESSEL, OR TO RENDER HIM/HER UNFIT FOR SERVICE AT SEA OR LIKELY TO ENDANGER THE HEALTH OF OTHER PERSONS ON BOARD?

IS APPLICANT TAKING ANY NON-PRESCRIPTION OR PRESCRIPTION MEDICATIONS? YES ☐ NO ☐

_____ SIGNATURE OF APPLICANT _____ DATE

THIS SIGNATURE SHOULD BE AFFIXED IN THE PRESENCE OF THE EXAMINING PHYSICIAN.

THIS IS TO CERTIFY THAT A PHYSICAL EXAMINATION WAS GIVEN TO: _____ NAME OF APPLICANT

THIS APPLICANT IS CERTIFIED FREE OF COMMUNICABLE DISEASE: YES ☐ NO ☐

CIRCLE APPROPRIATE CHOICE: (HE / SHE) IS FOUND TO BE (FIT / NOT FIT) FOR DUTY AS A (MASTER / DECK OFFICER / ENGINEERING OFFICER / RADIO OFFICER / RATING) (WITHOUT ANY / WITH THE FOLLOWING) RESTRICTIONS:

NAME AND DEGREE OF PHYSICIAN _____

ADDRESS _____

NAME OF PHYSICIAN'S CERTIFICATING _____

DATE OF ISSUE OF PHYSICIAN'S CERTIFICATE _____

SIGNATURE OF PHYSICIAN _____ _____ DATE

This certificate is issued by authority of the Maritime Administrator and in compliance with the requirements of the Medical Examination (Seafarers) Convention 1946 (ILO No. 73)

Rev. 12/09 MI-105

MEDICAL REQUIREMENTS

All applicants for an officer certificate, Seafarer's Identification and Record Book or certification of special qualifications shall be required to have a physical examination reported on this Medical Form completed by a certificated physician. The completed medical form must accompany the application for officer certificate, application for seafarer's identity document, or application for certification of special qualifications. This physical examination must be carried out not more than 12 months prior to the date of making application for an officer certificate, certification of special qualifications or a seafarer's book. The examination shall be conducted in accordance with the International Labor Organization World Health Organization, *Guidelines for Conducting Pre-sea and Periodic Medical Fitness Examinations for Seafarers (ILO/WHO/D.2/1997)* as provided in MI MG-7-47-1. Such proof of examination must establish that the applicant is in satisfactory physical and mental condition for the specific duty assignment undertaken and is generally in possession of all body faculties necessary in fulfilling the requirements of the seafaring profession.

In conducting the examination, the certified physician should, where appropriate, examine the seafarer's previous medical records (including vaccinations) and information on occupational history, noting any diseases, including alcohol or drug-related problems and/or injuries. In addition, the following minimum requirements shall apply:

(a) Hearing
- All applicants must have hearing unimpaired for normal sounds and be capable of hearing a whispered voice in better ear at 15 feet (4.57 m) and in poorer ear at 5 feet (1.52 m).

(b) Eyesight
- Deck officer applicants must have (either with or without glasses) at least 20/20(1.00) vision in one eye and at least 20/40 (0.50)in the other. If the applicant wears glasses, he must have vision without glasses of at least 20/160 (0.13) in both eyes. Deck officer applicants must also have normal color perception and be capable of distinguishing the colors red, green, blue and yellow.
- Engineer and radio officer applicants must have (either with or without glasses) at least 20/30 (0.63) vision in one eye and at least 20/50 (0.40) in the other. If the applicant wears glasses, he must have vision without glasses of at least 20/200 (0.10) in both eyes. Engineer and radio officer applicants must also be able to perceive the colors red, yellow and green.

(c) Dental
- Seafarers must be free from infections of the mouth cavity or gums.

(d) Blood Pressure
- An applicant's blood pressure must fall within an average range, taking age into consideration.

(e) Voice
- Deck/Navigational officer applicants and Radio officer applicants must have speech which is unimpaired for normal voice communication.

(f) Vaccinations
- All applicants shall be vaccinated according to the requirements indicated in the WHO publication, International Travel and Health, Vaccination Requirements and Health Advice, and shall be given advice by the certified physician on immunizations. If new vaccinations are given, these shall be recorded.

(g) Diseases or Conditions
- Applicants afflicted with any of the following diseases or conditions shall be disqualified: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neurosyphilis, AIDS, and/or the use of narcotics.

(h) Physical Requirements
- Applicants for able seaman, bosun, GP-1, ordinary seaman and junior ordinary seaman must meet the physical requirements for a deck/navigational officer's certificate.
- Applicants for fireman/watertender, oiler/motorman, pumpman, electrician, wiper, tankerman and survival craft/rescue boat crewman must meet the physical requirements for an engineer officer's certificate.

IMPORTANT NOTE:

A copy of the MI-105M must accompany the application. The applicant must retain the original of the MI-105M as evidence of physical qualification while serving on board a vessel.

An applicant who has been refused a medical certificate or has had a limitation imposed on his/her ability to work, shall be given the opportunity to have an additional examination by another medical practitioner or medical referee who is independent of the shipowner or
of any organization of shipowners or seafarers.

Medical examination reports shall be marked as and remain confidential with the applicant having the right of a copy to his/her report. The medical examination report shall be used only for determining the fitness of the seafarer for work and enhancing health care.

DETAILS OF MEDICAL EXAMINATION

(To be completed by examining physician; alternatively, the examining physician may attach a form similar or identical to the model provided in Appendix 1 of MI MG 7-47-1).)

FEE SCHEDULE

(a) Examinations for Officer's Certificate of Competence..... US$300

i. Requests from owner/agents or candidates to hold special group examinations or individual examinations away from the designated test centers will be honored, if possible, provided the requesting party undertakes the costs of all administrative out-of-pocket expenses, including the examiner's transportation, lodging and meals, exam facility rental, assisting proctors' fees, and related expenses as may be reasonably incurred, or a $50 per day proctoring fee, whichever is greater.

ii Each re-take of failed officer examination ..... US$150

(b) Examinations for Ratings and Special Qualifications……USD 150.00

i. If the candidate does not already possess a Marshall Islands SIRB, the fee will include its issuance.

MARSHALL ISLANDS
PAYMENT BY VISA, MASTERCARD OR AMERICAN EXPRESS

Please complete all boxes below. (Please print.)

☐ VISA ☐ MasterCard ☐ American Express

Credit Card Number: _____

Security Code: _____

Expiration Date: _____ _____
Month Year

Card Holder Name: _____

Your Signature: _____ Date: _____

Your Telephone Number: _____ Fax Number: _____

Email: _____

Payment Details:

Customer Name	Invoice Number	Amount
	Total:	

Please mail this form to the following address:
The Trust Company of the Marshall Islands, Inc.
P.O. Box 2095
Reston, Virginia 20195-0095
U.S.A.
Or fax this form to: +1-703-476-8522

Rev. 9/11 TCMI-01

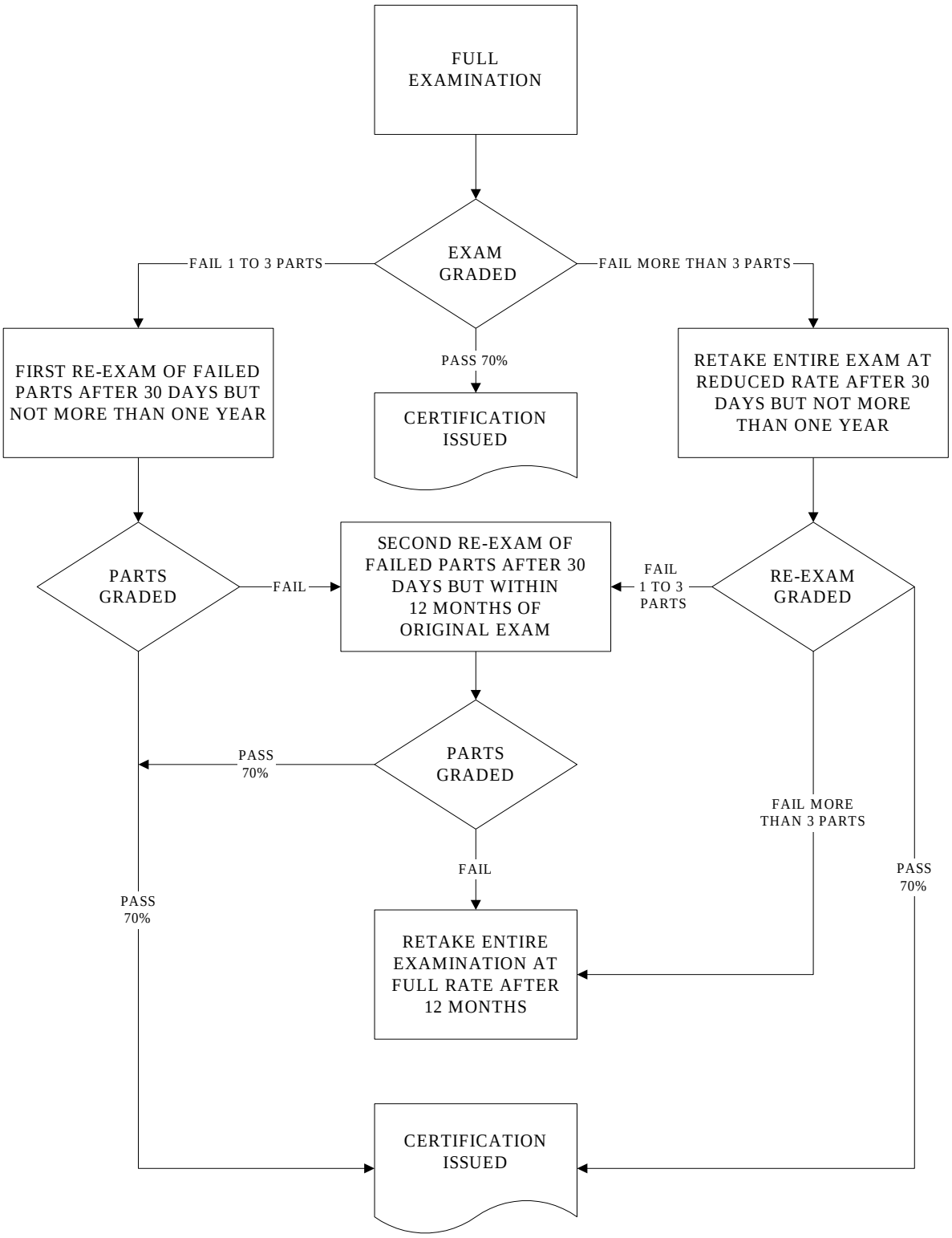
STCW EQUIVALENT ENDORSEMENT CERTIFICATES

Will be issued to certificate holders from major maritime nations whose educational system and examinations are found acceptable. National certificates from the following countries are currently recognized under the provisions of the STCW Convention, 1978, as amended, for STCW endorsement certification based on those countries which have been placed on the International Maritime Organization's "Report" of acceptable countries. This is a dynamic report which will be revised as countries are added to this list or, in special circumstances, deleted from this list.

Antigua and Barbuda	Fiji	Malaysia	Samoa
Argentina	Finland	Malta	Saudi Arabia
Australia	France	Marshall Islands	Singapore
Azerbaijan	Georgia	Mauritius	Slovak Republic
Bahamas	Germany	Mexico	Slovenia
Bahrain	Ghana	Micronesia (Federated States of)	Solomon Islands
Bangladesh	Greece	Morocco	South Africa
Barbados	Honduras	Mozambique	Spain
Belgium	Hong Kong	Myanmar	Sri Lanka
Belize	Hungary	Netherlands***	Sweden
Brazil	Iceland	New Zealand****	Switzerland
Bulgaria	India	Nigeria	Thailand
Canada	Indonesia	Norway	Tonga
Cape Verde	Ireland	Oman	Turkey
Chile	Israel	Pakistan	Ukraine
China*	Italy	Panama	United Arab Emirates
Columbia	Jamaica	Papua New Guinea	United Kingdom*****
Croatia	Japan	Peru	United States
Cyprus	Jordan	Philippines	Uruguay
Czech Republic	Kiribati	Poland	Vanuatu
Denmark**	Latvia	Portugal	Venezuela
Dominica	Lebanon	Qatar	Vietnam
Ecuador	Liberia	Republic of Korea	
Egypt	Lithuania	Romania	
Estonia	Luxembourg	Russian Federation	

* Includes: Hong Kong,, China (Associate Member to the IMO)
** Includes: Faeroe Islands (Associate Member to the IMO)
*** Includes: Netherlands Antilles & Aruba
**** Includes: The Cook Islands
***** Includes: Isle of Man
Bermuda
Cayman Islands
Gibraltar

A candidate with a national STCW certificate will not be required to document sea service, nautical training or physical examination, provided the national STCW certificate is issued within one (1) year of application for a Marshall Islands endorsement. If the national STCW certificate is valid, but is not issued within one (1) year of application for a Marshall Islands endorsement, the candidate must submit a physical examination taken within one (1) year of application for the Marshall Islands endorsement and document one (1) year of sea service within the last five (5) years.

Equivalent endorsement certificates issued under the provisions of the STCW Convention, 1978, as amended, will be issued for the unexpired term of the national certificate which has been recognized.

EXAMINATION FLOWCHART