

Commonwealth of Dominica



Office of the Maritime Administrator

To: All Prospective Testing Centers, Seafarers, Crewing Agents and Maritime Training Centers

Subject: Guidance for Approval of Regional Licensing Examination Centers

Applicability: All Seafarers Seeking Original Licenses under the STCW Convention.

PURPOSE

The purpose of this Circular is to bring to the attention of all concerned parties guidance on application for approval of Regional Licensing Examination Centers.

BACKGROUND

The Commonwealth of Dominica, having acceded to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (“STCW Convention”), issues certificates to qualifying individuals under the terms of the STCW Convention and in accordance with the laws and regulations of the Commonwealth of Dominica.

The Commonwealth of Dominica Maritime Administration (“DMA”), is the issuing body for certificates issued under the terms of the STCW Convention. The DMA requires that individuals who are seeking original certificates and who have undergone appropriate approved education and training and may be eligible for an original national certificate to undergo a licensing examination in order to ensure the applicant has the competency and knowledge necessary for holding a Dominica certificate.

This Circular provides guidance to individuals and organizations interested becoming approved as a Regional Licensing Examination Center.

REQUIREMENTS

Prospective applicants seeking to become an approved Regional Licensing Examination Center should submit a formal letter to the DMA that containing the following basic information:

- .1 Company Name;
- .2 Contact Name;
- .3 Email Address;
- .4 Facility Name;
- .5 Phone Number;
- .6 Room Name;
- .7 Room Length;
- .8 Room Width;
- .9 Physical Address;
- .10 Name of Each Proctor; and
- .11 Any Additional Comments to be Considered for Approval of Testing Center.

The following documents are required to be submitted by prospective Licensing Examination Centers for review:

- .1 1 PDF drawing with measurements and layout of the testing room. All drawings should be done to scale;
- .2 3 photographs (JPEG): 1 of front of the building, 2 of testing room (1 front of room and 1 rear of room);
- .3 Company incorporation documents (must identify beneficial owners);
- .4 Copy of valid passport for director of company;
- .5 Copy of valid passport for each individual that will be proctoring exams.

Upon receipt of the above information and application material the DMA will make a determination regarding approval and, if approved, will issue a letter of approval valid for five years and which contains the conditions of the approval.

Any general questions can be directed to:

Mariner Department

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