

MERCHANT MARINE PERSONNEL CERTIFICATION REQUIREMENTS
(CDP-300E)

ISSUE AND REVISION HISTORY

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CERTIFICATION BY EXAMINATION STANDARDS

1.0 AUTHORITY

1.1 Issuance of Certificates and Documents

The Deputy Maritime Administrator on behalf of the Commonwealth of Dominica (DMA) Maritime Administration (the “Administration”) is authorized to issue certificates and documents to all seafarers. (See International Maritime Act 2000, as amended)

1.2 Establishment of Standards

The Administration is authorized to establish such standards as are necessary and proper for certificating and up-grading of seafarers’ certification, and for the maintenance of high standards in the DMA Merchant Marine. (See Dominica Maritime Act 2000, as amended; and Dominica Maritime Regulation 8 and Part VII)

1.3 Compliance with the STCW Convention, 1978, as amended

The standards established pursuant to paragraph 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” or “STCW Convention”).

1.4 Evaluation of Uncategorized Qualifications

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

2.0 GENERAL

2.1 Maritime Training, Assessment and Certification Program

2.1.1 The Commonwealth of Dominica has a comprehensive marine personnel program that implements the STCW Convention, as amended, and is embodied in the Commonwealth of Dominica International Maritime Act 2000, as amended, and the Commonwealth of Dominica Maritime Regulations, as amended.

2.1.2 This publication provides guidance on the Commonwealth of Dominica examination system and 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 Commonwealth of Dominica. Reference should be made to the publication, *Merchant Marine Personnel Certification Requirements (CDP-300)*, which contains additional information relevant to evaluation and approval of candidates for the issuance of certification by examination.

2.1.3 Approved Marine Education and Training Program

Candidates for certificates as deck officer, engineer officer and radio operator are required to have completed “approved education and training.” This is combined with sea-service requirements, as contained in document CDP-300 *Merchant Marine Personnel Certification Requirements*, and as part of an approved program. This may include on-board training that meets the requirements of the respective tables in the STCW Code and which is documented in an approved Training Record Book (“TRB”). Such mariners must have performed, during the required sea-service, watchkeeping duties under the supervision of a qualified shipboard instructor/officer. The Administration reserves the right to require a written or oral examination to all candidates.

2.1.4 In-Service Training Program

Candidates for certificates as deck officer, engineer officer and radio operator are required to have completed an “in-service program of training, assessment of competence as prescribed in Section A-I/6 of the STCW Code while either on-board ship or ashore. The Maritime Administration will allow in-service training and assessment programs if organizations use the Administration’s provided TRB and receive approval of their program through the Administration or a “Recognized Organization.” In-service Training can be best described as an “apprentice program” and when combined with specific professional development courses, as prescribed by STCW, can be the tool for a mariner to enhance their certificate of competence or license. The Administration reserves the right to require a written or oral examination to all candidates.

2.1.5 Endorsement Certification Program

Equivalent certification is issued in accordance with regulation I/10 of the STCW Convention. A person holding a valid license or certificate issued by a State maintaining a valid Undertaking for recognition by the Commonwealth of Dominica (*see* Appendix A), and who is not otherwise disqualified in the opinion of the Deputy Maritime Administrator to whom application is made, shall be eligible for an equivalent Dominica License or Certificate, subject to the requirements of the publication CDP-300 *Merchant Marine Personnel Certification Requirements*, including proof of physical fitness and adequate English language ability. The Administration reserves the right to require a written or oral examination to all candidates.

2.1.6 Certification by Examination Program

All others, after demonstrating basic qualifications with respect to age, medical fitness, experience, approved education and training, desiring a license or certificate shall pass such written, oral and physical examinations as shall from time to time be required by the Deputy Maritime Administrator to whom application is made. Certain skills will be required to be demonstrated and signed off in a TRB or an approved course completion certificates must be presented attesting to demonstration of the skills required by the STCW Convention.

Candidates are urged to review the Administration’s publication CDP-300 *Merchant Marine Personnel Certification Requirements* prior to making any application for examination.

2.1.7 The Commonwealth of Dominica Examination System:

- .1 incorporates state-of-the-art techniques in producing, administering and grading examinations;
- .2 is computer-generated from a database allowing for almost infinite variation in the content of individual tests, thereby reducing the potential for compromise;
- .3 employs multiple-choice question formatting so as to be fair and objective to all candidates and to reduce examination time;
- .4 is computer-scored by the Administration's Learning Management System;
- .5 is administered in a continuously supervised and controlled environment, with all candidates receiving the same detailed but simplified instructions for taking the examination;
- .6 includes testing for the professional knowledge, skills and abilities, including English language proficiency, as required by the STCW Convention, as amended;
- .7 uses terminology which conforms to the International Maritime Organization Standard Marine Communication Phrases and the Systems International (SI) Units;
- .8 allows candidates to submit examination critiques which are reviewed quarterly to determine appropriateness of certain questions and to revise those deemed in need of correction;
- .9 is subjected to an annual review of the existing database for the replacement and updating of approximately 10% of the questions each year.

2.2 Definitions

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

- 2.2.1 *Able Seafarer Deck* means a rating qualified in accordance with the provisions of regulation II/5 of the Convention;
- 2.2.2 *Able Seafarer Engine* means a rating qualified in accordance with the provisions of regulation III/5 of the Convention;
- 2.2.3 *Approved* means approved by the Administration, as a Party to the STCW Convention, in accordance with the regulations of the Convention;
- 2.2.4 *Approved Education and Training* means training of seafarers, as required under the Convention, by the Administration or an Administration confirmed by the IMO's Maritime Safety Committee to have communicated information which demonstrates that full and complete effect is given to the relevant provisions of the STCW Convention and which is approved by the Administration.
- 2.2.4 *Cadet* means a person who is assigned to a vessel as an apprentice to learn a specific capacity. Terms applied to identify cadets can include deck, engine, or electro-technical trainee for support capacity or operational capacity, assistant mate or engineer, deck cadet, engine cadet, etc. For the purpose of

documentation, cadets shall be considered to be seafarers.

- 2.2.5 *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 STCW and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein;
- 2.2.6 *Certificate of Endorsement (COE)* means a certificate issued for Masters, officers or GMDSS radio operators who hold an appropriate and valid COC issued by the Administration in accordance with regulation I/2 or issued by a recognized maritime administration in accordance with regulation I/10 of STCW (Recognition of Certificates);
- 2.2.7 *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 STCW have been met;
- 2.2.8 *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 ship;
- 2.2.9 *Chief Mate* means the officer next in rank to the Master and upon whom the command of the ship will fall in the event of the incapacity of the Master;
- 2.2.10 *Deck Officer* means an officer qualified in accordance with the provisions of Chapter II of STCW;
- 2.2.11 *Documentary evidence* means documentation, other than a COC, COE or COP, used to establish that the relevant requirements of STCW have been met;
- 2.2.12 *Electro-Technical Officer* means an officer qualified in accordance with the provisions of regulation III/6 of STCW;
- 2.2.13 *Electro-Technical Rating* means a rating qualified in accordance with the provisions of regulation III/7 of STCW;
- 2.2.14 *Engineer Officer* means an officer qualified in accordance with the provisions of regulation III/1, III/2 or III/3 of STCW;
- 2.2.15 *Function* means a group of tasks, duties and responsibilities, as specified in STCW, necessary for ship operation, safety of life at sea, and/or protection of the marine environment;
- 2.2.16 *GMDSS Radio Operator* means a person who is qualified in accordance with the provisions of Chapter IV of STCW;
- 2.2.17 *Master* means the person having command of a ship;
- 2.2.18 *Month* means a calendar month or 30 days made up of periods of less than one month;
- 2.2.19 *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;

- 2.2.20 *Propulsion power* means the total maximum continuous rated output power, in kilowatts, of all the ship's main propulsion machinery as it appears on the ship's certificate of registry or other official document;
- 2.2.21 *Radio Operator* means a person holding an appropriate certificate issued or recognized by the Administration under the provisions of the Radio Regulations;
- 2.2.22 *Rating* means a member of the ship's crew other than the Master or an officer;
- 2.2.23 *Regulations* means regulations contained in the annex to STCW, as amended;
- 2.2.24 *Seagoing service* means service on board a ship relevant to the issue or revalidation of a certificate or other qualification;
- 2.2.25 *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 ship will fall in the event of the incapacity of the chief engineer officer;
- 2.2.26 *STCW Code* means the Seafarers' Training, Certification and Watchkeeping Code as adopted by the 1995 Conference resolution 2, as it may be amended by IMO;
- 2.2.27 *Seafarer Identification Book* means an identification and book containing all certificates of special qualification issued to the holder by the Administration.

2.3 Form of Application

- 2.3.1 Form CDMP-5000 - Each application for an officer certificate by examination shall be submitted on official Form CDMP-5000, provided by the Administration, and shall be accompanied by all necessary proofs, supporting data and fees prescribed in the fee schedule.

2.5 Fees

2.5.1 Schedule

Any candidate for an examination must remit the required fee which may be found in publication CD-PL 01-14 Mariner Fee Schedule.

2.5.2 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 Commonwealth of Dominica Maritime Registry, Inc.”
- .2 Credit Cards – The fees may also be paid by American Express, MasterCard, Discover or VISA. Payment by credit card, however, must be made by the use of the payment form CDVR-1001, which may be submitted in electronic form.

.3 Cash – Cash is not accepted.

.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.

2.6 Fraud, Forgery, Misrepresentation or Attempted Bribery

2.6.1 Any person who submits a fraudulent application for examination for a Commonwealth of Dominica Certificate, or Seafarer's Identification Book, 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.

2.6.2 Each individual applicant who willfully misstates a material fact or offers forged, altered, fraudulent or fraudulently-obtained documentation of qualification in connection with an application for examination for a Commonwealth of Dominica Certificate, or Seafarer's Identification Book will in addition to any criminal penalties be subject to an administrative penalty of \$10,000 USD and may be barred from holding any Commonwealth of Dominica Certificate, or Seafarer's Identification Book for not less than two (2) years.

2.6.3 Any ship owner or agent who submits on behalf of an applicant an application for examination for a Commonwealth of Dominica Certificate, or Seafarer's Identification Book (SIB), which application 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 \$500 USD for each such application. Further submissions from such source may be barred for up to (2) years.

2.7 General Requirements for Examination Approval

2.7.1 Age

Applicants 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 Chief Mate, First Assistant Engineer or higher shall not be issued to any person under 21 years of age. An applicant 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.

2.7.2 Citizenship

An applicant for any examination may be of any nationality and need not be a citizen or resident of the Commonwealth of Dominica.

2.7.3 Physical Examination

.1 Every applicant for an examination shall be required to submit satisfactory evidence of a physical examination that was completed within the 24 months immediately preceding application. The report of examination shall establish that the applicant is in good physical

condition and in possession of all body faculties necessary to fulfill the requirements of the seafaring profession. The medical certificate must comply with the requirements of STCW 1978, as amended, Regulation I/9. The report and certificate of physical examination is to be completed either on the official Physical Examination Report/Certificate Form CDMP-3033a, or an acceptable equivalent. The report, which must be signed by both the medical examiner and examinee, shall specifically indicate that the applicant was examined as to hearing, vision and general physical and mental condition and state that he/she is fit for duty. The minimum requirements found in CDP-300 paragraph 2.15.3 shall apply.

.2 Revocation

Willful concealment by an applicant of any medical history or mental or physical disability that might render him/her unfit for service shall be cause for the immediate revocation of any certificate that may have been issued.

2.7.5 Photograph

Every applicant for an examination for a certificate shall submit one (1) color passport-size photograph, taken within the 12 months preceding the date of application. The photograph must show a facial front view of the applicant, and be 1¾” x 1¾” (45mm x 45mm).

2.7.6 Training Record Book

Every candidate for certification whose seagoing service forms part of a training program approved by the Administration shall provide evidence of having received such training and education, and evidence of having achieved the required standard of competence in the form of an approved Training Record Book.

2.7.6 Training Requirements

.1 Advanced Fire-fighting Training

Every applicant for an examination for an officer’s certificate must submit proof of completion of approved education and training in advanced marine firefighting.

.2 Proficiency in Survival Craft

Every applicant for an examination for an officer’s certificate must provide proof of completion of approved education and training in survival craft other than fast rescue boat.

.3 Medical First Aid Training

Every applicant for an examination for an officer’s certificate must submit proof of completion of approved education and training in medical first aid.

.4 Leadership and Managerial Skills

Every applicant for an examination for an officer’s certificate must provide proof of completion of approved education and training in Leadership and Managerial Skills.

.5 Radar Simulator Training

Every applicant for an examination for a deck officer's certificate must submit proof of completion of approved education and training in marine radar simulation.

.6 Automatic Radar Plotting Aids (ARPA) Training

Every applicant for an examination for a deck officer's certificate must submit proof of completion of approved education and training in ARPA, as required for service on ARPA equipped vessels.

.7 Electronic Chart Display and Information (ECDIS) Training

Every applicant for an examination for a deck officer's certificate must provide proof of completion of approved education and training in ECDIS, as required for service on ECDIS equipped vessels.

.8 GMDSS Certification

Every applicant for an examination for a deck officer's certificate must hold GMDSS certification or provide proof of completion of an approved education and training GMDSS radio operator's course.

.9 Proof of experience

Every applicant for an examination for an officer's certificate must document the required sea services as specified in section 3.0 below.

2.7.7 Certificate of Course Completion

Every applicant for examination for an officer's certificate must have completed an approved education and training at an approved education and training provider.

2.7.8 Upgrades to National Certificates

A candidate who is certificated by a foreign government whose certification system is acceptable to the Administration 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 applicant must provide proof of at least 12 months of experience in the capacity of their nationally issued COC as directed in section 3.0 below.

3.0 EXAMINATION STANDARDS FOR OFFICER CERTIFICATES

3.1 Eligibility

3.1.1 Duly Certificated

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 Examination Eligibility For Deck Officers

3.2.1 Officer in Charge of a Navigational Watch (OICNW)

Candidates for this examination must meet the below requirements. To become approved for an examination, the candidate:

- .1 Must not be 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 Seafarer, Seafarer, Quartermaster, Boatswain, Cadet or any similar capacity. The decision of the Administrator as to qualifying sea time will be final.
- .3 Candidates can be qualified, in lieu of .2 above, if they present evidence of having approved sea going service of not less than 12 months as part of an approved training program which includes on board training that meets the requirements of section A-II/1 of the STCW Code and is documented in an approved training record book.
- .5 Candidates offering proof of 12 months sea going service as part of an approved training program shall 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, they 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, they must produce a letter from an operator of an ocean going vessel that appoints them 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 COC will be issued after such service is completed.
- .6 Must provide evidence of completion of all necessary approved education and training mandatory modular courses, which include:
 - Proficiency in Survival Craft
 - Medical First Aid
 - Advanced Fire Fighting
 - Radar Observer
 - Automated Radar Plotting Aid (ARPA)

- Electronic Chart Display and Information System (ECDIS)
 - Global Maritime Distress Safety System General Operator Certificate (GMDSS GOC)
 - Ship Security Officer
 - Bridge Resource Management (Bridge Team Management)
 - Leadership and Teamworking Skills
 - Celestial Navigation (for oceans endorsement)
 - Officer in Charge of a Navigation Watch (OICNW)
- .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 education and training provider. **Note:** All mandatory modular courses must be taken before admission to the regional examination center.

3.2.2 Chief Mate

While holding a Commonwealth of Dominica Certificate as an OICNW, or a foreign certificate in equivalent grade a candidate for this examination must provide evidence of the following to be approved for examination:

- .1 a combination of sea time equaling one (1) year of sea service half of which must have served as an OICNW and on a vessel of the same tonnage as the respective certificate the candidate wishes to obtain;
- .2 have completed approved education and training and meet the standard of competence specified in:
 - A-II/2 for Masters and Chief Mates on Ships of 3,000GT or more
 - A-II/2 for Masters and Chief Mates on Ships of Between 500-3,000GT;
- .3 must provide evidence of completion of all necessary approved mandatory modular courses, which include:
 - Proficiency in Survival Craft
 - Medical First Aid
 - Advanced Fire Fighting
 - Radar Observer
 - Automated Radar Plotting Aid (ARPA)
 - Electronic Chart Display and Information System (ECDIS)
 - Global Maritime Distress Safety System General Operator Certificate (GMDSS GOC)

- Security Awareness Training and/or Vessel Personnel with Designated Security Duties
- Ship Security Officer
- Bridge Resource Management (Bridge Team Management)
- Leadership and Managerial Skills
- Celestial Navigation (for oceans endorsement)
- Chief Mate/OICNW

- .4 Must demonstrate a good command of spoken and written English.
- .5 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.
- .6 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.
- .7 Must present a valid passport as proof of identity and nationality.
- .8 Must provide proof of successful completion at an approved COC course conducted by approved education and training provider. **Note:** All mandatory modular courses must be taken before admission to the approved COC course.

3.2.3 Chief Mate Yachts

- .1 Candidates must first complete an approved course for Yachtmaster certificate by an approved education and training provider. 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.
- .2 Candidates must hold a Commonwealth of Dominica Chief Mate, OICNW certificate, or an equivalent national certificate, and meet the requirements of sections 3.2.1-8, Chief Mate, above.

3.2.4 Master

While holding a Commonwealth of Dominica Certificate as Chief Mate, OICNW, or a foreign certificate in the equivalent grade of Chief Mate or OICNW, a candidate for examination must provide evidence of the following to be approved for examination:

- .1 not less than 36 months approved seagoing service as an OICNW or 24 months of approved seagoing service as an OICNW with at least one (1) year of seagoing service was as Chief Mate;
- .2 have completed approved education and training and meet the standard of competence specified in:
 - A-II/2 for Masters and Chief Mates on Ships of 3,000GT or more
 - A-II/2 for Masters and Chief Mates on Ships of Between 500-3,000GT
- .3 must provide evidence of completion of all necessary approved education and training, which include:

- Proficiency in Survival Craft
- Medical First Aid
- Advanced Fire Fighting
- Radar Observer
- Automated Radar Plotting Aid (ARPA)
- Electronic Chart Display and Information System (ECDIS)
- Global Maritime Distress Safety System General Operator Certificate (GMDSS GOC)
- Security Awareness Training and/or Vessel Personnel with Designated Security Duties
- Ship Security Officer
- Bridge Resource Management (Bridge Team Management)
- Leadership and Managerial Skills
- Celestial Navigation (for oceans endorsement)
- Chief Mate/OICNW

- .4 Must demonstrate a good command of spoken and written English.
- .5 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.
- .6 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.
- .7 Must present a valid passport as proof of identity and nationality.
- .8 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 before admission to the approved COC course. They must not be taken concurrently with the COC course.

3.2.5 Master of Yachts

.1 Mate (Yacht) – Less Than 500GT

Candidates must first complete an approved course for Yachtmaster Certificate from an approved education and training provider. The examination will then be administered by a third party who is approved by the Administrator to offer the 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.

In order for an applicant to be approved for this Commonwealth of Dominica examination the following requirements must be met:

- .1 The applicant must have completed three (3) years' service in the capacity of Officer in Charge of a Navigational Watch, or two (2) years of approved seagoing service if not less than one (1) year of sea service was served aboard a vessel in the grade of Chief Mate;

.2 have completed approved education and training and meet the standard of competence specified in section A-II/2 of the STCW Code for master and chief mates on ships of between 500 and 3,000 gross tonnage;

.3 and show evidence of having met the requirements of sections .3 through .8 of 3.2.4 above.

.2 Master (Yacht) – Unlimited

Candidates must first complete an approved yachtmaster course with approved education and training. All candidates must first be approved by the Administrator to take the examination.

In order for an applicant to be approved for this Commonwealth of Dominica examination the following requirements must be met:

.1 The applicant must have completed three (3) years of service in the capacity of Officer in Charge of a Navigational Watch, or two (2) years of approved seagoing service if not less than one (1) year of sea service was served aboard a vessel in the grade of Chief Mate;

.2 have completed approved education and training and meet the standard of competence specified in section A-II/2 for Masters and Chief Mates on Ships of 3,000GT or more;

.3 and show evidence of having met the requirements of sections .3 through .8 of 3.2.4 above.

3.4 Examination Eligibility for Engineering Officers (Steam and Motor)

3.4.1 All Grades – Motor

A certificate issued pursuant to section 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 3.6.1, 3.6.2, and 3.6.3 must have been served while holding a motor certificate.

3.4.2 All Grades – Engineering Officer

.1 All candidates for Engineering Officer examinations must provide evidence of having completed training in:

- Basic Safety Training
- Advanced Firefighting
- Proficiency in survival Craft
- Medical First Aid
- Security Awareness and/or Vessel Personnel with Designated Security Duties
- Officer in Charge of an Engineering Watch (OICEW)

3.4.3 Officer in Charge of an Engineering Watch

Candidates must qualify for the examination as outlined below. To be qualify, the candidate:

- .1 Must be not less than 18 years of age.
- .2 Must have attained qualifying sea service of not less 36 months, 30 of which must have been served 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 Candidates can qualify for examination, in lieu of .2 above, by providing proof of 12 months of approved seagoing service as a part of an approved training program which includes onboard training, evidenced by an approved training record book, which meets the requirements of section A-III/1 of the STCW Code.
- .4 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, they may be permitted to sit for the examinations provided that they produces a letter from an operator of a Commonwealth of Dominica flagged vessel that they would appoint them as full-time Assistant Watchkeeper in the engine department, after they 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 COC will be granted only after such service is completed.
- .5 Must provide evidence of completion of all necessary approved education and training modular courses, which include:
 - Basic Safety Training
 - Advanced Firefighting
 - Proficiency in survival Craft
 - Medical First Aid
 - Security Awareness and/or Vessel Personnel with Designated Security Duties
 - Officer in Charge of an Engineering Watch (OICEW)
- .6 Must demonstrate a good command of spoken and written English.
- .7 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner.
- .8 Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) as proof of sea service.
- .9 Must present a passport as proof of identity and nationality.
- .10 Must provide proof of successful attendance at a COC course conducted by an approved education and training provider.

3.4.4 Second Engineer

A candidate for this examination, in addition to the requirements in sub-paragraph 3.4.1 and 3.4.2, must provide evidence of the following:

- .1 Not less than 12 months as a qualified engineering officer;
- .2 having completed approved education and training and have met the standard of competence specified in section A-III/2 of the STCW Code;
- .3 Must demonstrate a good command of spoken and written English.
- .4 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner.
- .5 Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) as proof of sea service.
- .6 Must present a passport as proof of identity and nationality.
- .7 Must provide proof of successful attendance at a COC course conducted by an approved Training Establishment.

3.4.6 Chief Engineer

A candidate for this examination, in addition to the requirements in sub-paragraph 3.4.1 and 3.4.2 above, must provide evidence of the following:

- .1 for certification as Chief Engineer on vessels powered by main machinery of 3,000 kW propulsion power or more:
 - not less than 36 months approved sea going service, or not less than 24 months if not less than 12 month of such seagoing service has been served as second engineer officer
- .2 for certification as Chief Engineer on vessels powered by main propulsion machinery of 750 kW and 3,000 kW:
 - not less than 24 months approved seagoing service of which not less than 12 months shall be served while qualified as a second engineer officer
- .3 Must provide an approved Training Record that is complete in all respects.
- .4 Must have taken approved education and training course in Ship Security Officer.
- .5 Must demonstrate a good command of spoken and written English.
- .6 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner.

- .7 Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) as proof of sea service.
- .8 Must present a passport as proof of identity and nationality.
- .9 Must provide proof of successful attendance at a COC course conducted with approved education and training.

3.4.7 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.

3.4.8 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.

3.4.9 Propulsion Power Validity

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

3.5 Examination Eligibility For Private Yacht Certification

3.5.1 Master of Yachts Less Than 24m (Nearshore)

In order to sit for examination the Administration must receive the following from the candidate:

- .1 A Certificate of Course Completion from an approved maritime education and training provider;
- .2 Evidence of having received the appropriate basic training in: GMDSS, CPR and Elementary First Aid, and Radar;
- .3 40 days sailing time and 500nm of sailing distance logged;
- .4 and the completion of tasks in an approved training record book.

3.5.2 Master of Yachts Less Than 24m (Coastal)

In order to sit for examination the Administration must receive the following from the candidate:

- .1 A Certificate of Course Completion from an approved maritime education and training provider;
- .2 Evidence of having received the appropriate basic training in: GMDSS, CPR and Elementary First Aid, and Radar;

- .3 50 days sailing time and 750 nm of sailing distance logged;
- .4 5 Passages over 25nm, two of which were overnight, and two of which were while the applicant was in charge of the watch, while holding a Master of Yachts Less than 24m (Nearshore) certificate
- .5 the completion of tasks in an approved training record book;

3.5.3 Master of Yachts Less Than 24m (Offshore)

In order to sit for examination the Administration must receive the following from the candidate:

- .1 A Certificate of Course Completion from an approved education and training provider;
- .2 Evidence of having received the appropriate basic training in: GMDSS, CPR and Elementary First Aid, and Radar;
- .3 80 days sailing time and 1200 nm of sailing distance logged;
- .3 5 Passages over 40nm, two of which were overnight, and two of which were while the applicant was in charge of the watch, while holding a Master of Yachts Less than 24m (Coastal) certificate;
- .4 and the completion of tasks in an approved training record book.

3.5.4 Master of Yachts Less Than 24m (Oceans)

In order to sit for examination the Administration must receive the following from the candidate:

- .1 A Certificate of Course Completion from an approved training education provider;
- .2 evidence of having received the appropriate basic training in: GMDSS, CPR and Elementary First Aid, and Radar;
- .3 100 days sailing time and 1500 nm of sailing distance logged;
- .4 5 passages over 60nm, two of which were overnight, and two of which were while the applicant was in charge of the watch, while holding a Master of Yachts Less than 24m (Offshore) certificate;
- .5 and the completion of tasks in an approved training record book.

3.6 Eligibility for Deck Ratings

3.6.1 All Grades

All candidates for Deck Ratings examinations must provide evidence of having completed training in:

- Basic Safety Training,
- Security Awareness Training, and
- Security Training for Seafarers with Designated Security Duties (if applicable)

3.6.2 Rating Forming Part of a Navigational Watch

A candidate for examination, in addition to section 3.6.1 above, must provide evidence of the following:

- .1 Age of at least 16 years;
- .2 6 months of approved sea time or special training, either pre-sea or on board ship, including two months of approved sea going service;
- .3 having achieved proficiency in survival craft;
- .4 Must demonstrate a good command of spoken and written English.
- .5 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner.
- .6 Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) as proof of sea service.
- .7 Must present a passport as proof of identity and nationality.
- .8 Must provide proof of successful attendance at a COC course conducted by an approved education and training provider.

3.6.3 Able Seafarer Deck

A candidate for examination, in addition to section 3.6.1 above, must provide evidence of the following:

- .1 Age of at least 18 years proven by a valid passport;
- .2 hold a Dominica RFPNW certificate or another State's equivalent;
- .3 approved sea-going service of 18 months while qualified as an RFPNW or 12 months approved sea going service with approved training documented in an approved training record book;
- .4 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner;

- .5 Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) as proof of sea service.
- .6 Must present a passport as proof of identity and nationality.
- .7 Must provide proof of successful attendance at a COC course conducted by an approved education and training provider.

3.6.4 Ordinary Seaman

A candidate for examination, in addition to section 3.6.1 above, must provide evidence of the following:

- .1 Age of at least 16 years proven by a valid passport
- .2 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner.

3.7 Eligibility for Engine Ratings

3.7.1 All candidates for Engine Ratings examinations must provide evidence of having completed training in:

- Basic Safety Training;
- Security Awareness Training; and
- Security Training for Seafarers with Designated Security Duties (if applicable).

3.7.2 Rating Forming Part of an Engineering Watch

A candidate for examination, in addition to the requirements of 3.7.1, must provide evidence of the following:

- .1 Age of at least 16 years proven by a valid passport;
- .2 approved sea going service of not less than 6 months or pre-sea or on board training and 2 months approved sea service;
- .3 a Medical Fitness and Eyesight Certificate from an approved medical examiner;
- .4 and must provide proof of successful attendance at a COC course conducted by an approved education and training provider.

3.7.3 Able Seafarer in a Manned Engine Room

A candidate for examination, in addition to the requirements of 3.7.1, must provide evidence of the following:

- .1 Age of at least 18 years proven by a valid passport;
- .2 Approved sea going service of 12 months served as an RFPEW or 6 months approved sea going

service as RFPEW along with the completion of approved training;

- .3 completion of an approved training record book evidencing the candidate has met the competencies contained in table A-III/5;
- .4 a Medical Fitness and Eyesight Certificate from an approved medical examiner;
- .5 and must provide proof of successful attendance at a COC course conducted by an approved education and training provider. **Note:** Mandatory Modular courses must be taken before admission to the COC course. They must not be taken concurrently with the COC course.

3.7.4 Electro-Technical Ratings

A candidate for examination, in addition to the requirements of 3.7.1, must provide evidence of the following:

- .1 Age of at least 18 years proven by a valid passport;
- .2 approved sea going service of not less than 12 months, or;
- .3 completed approved training, including an approved period of sea time of not less than 6 months, or ;
- .4 qualifications that meet the technical competences in table A-III/7 and an approved period of sea service not less than 3 months;
- .5 a Medical Fitness and Eyesight Certificate from an approved medical examiner;
- .6 and must provide proof of successful attendance at a COC course conducted by an approved education and training provider.

3.6 Additional Examination Requirements

3.6.1 Proof of Experience

- .1 Acceptable Documentation

A candidate for certificate by examination, in addition to complying with the general requirements of section 2.7, shall submit satisfactory proof of sea service and experience covering at least the period required for eligibility to sit for 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 Commonwealth of Dominica flagged vessels, the candidate must provide a copy of the candidate's Commonwealth of Dominica SIRB, or a certificate of service in accordance with

Dominica Regulations.

.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.

3.6.2 Course Completion Certificate

A candidate, in order to be qualified to sit for the examination necessary for issuance of a Yacht Mast/Mate certificate, must provide a Certificate of Course Completion from an approved education and training provider.

3.6.3 Evidence of Foreign Certificate

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

3.6.4 Surrender of Old Certificate

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

3.6.5 English Language Proficiency

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

3.7 Application Procedure

3.7.1 How to Apply

- .1 Every candidate for examination for an officer certificate shall submit a properly completed application (see section 2.7) and shall indicate where and when they would like to take the examination.
- .2 All application submissions are to be addressed to:

Att: Maritime Personnel Division
Dominica Maritime Registry, Inc.
32 Washington Street
Fairhaven, MA 02719
United States

Or, applications can be sent to: mariner@dominica-registry.com

3.7.2 Days and Places of Examination

Examinations can be taken at selected Commonwealth of Dominica branch offices or at an examination center that is approved by the Administration. 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.

3.7.3 Application Procedures for Officer Certificates and Special Qualifications

- .1 All applications for a Certificates of Competency or a Special Qualification Certificate must be submitted in accordance with the provisions of the publication CDP-300 *Merchant Marine Personnel Certification Requirements*, and will be reviewed to determine whether an examination is required.
- .2 Applications for examination should be received by the Commonwealth of Dominica Maritime Administration Department of a Mariner Certification no later than 21 days **before** the date the candidate wishes to be examined.

3.8 Conduct of Examinations

3.8.1 Dominica Test Centers

- .1 Test centers acceptable to the Deputy Maritime Administrator for the administration of all Dominica examinations for officer certificates, ratings, and special qualifications will be established through either the Administration or Recognized Organizations on an as needed basis.
- .2 Upon successful application for examination, the Administration will advise an applicant as to available test center locations in their region. The applicant will then be required to arrange a mutually agreeable date and time for taking the examination directly with the test center.

3.9.2 Dominica Examinations are conducted in accordance with a schedule satisfactory to organizations or individuals authorized by Dominica to proctor such examinations.

3.9.3 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 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.

3.9.4 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.

3.9.5 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.

3.9.6 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.

3.9.7 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.

3.9.8 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.

3.10 Examination Grading

After completion of an examination, the Administration's Learning Management System will automatically score the examination and provide the examination results to the candidate immediately upon completion. Passing grade for Dominica examinations for Officers and Ratings is between 70% and 90% depending on the examination and examination module.

3.11 Re-examinations

3.11.1 Passing Grade

The passing grade for examinations is between 70% and 90% depending on the examination module.

3.11.2 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 7 days from notification of failure and may not be re-examined more than twice in 12 months (for fees, see publication CD-PL 01-14 Mariner Fee Schedule).

3.11.3 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.

APPENDIX A – ACCEPTABLE STCW PARTIES

Nationally approved education and training programs from the following countries are currently recognized under the provisions of the STCW Convention, 1978, as amended, for STCW certification based on those countries which have been placed on the International Maritime Organization's "Report" of acceptable countries and found acceptable to the Administration. This is a dynamic report which will be revised as countries are added to this list or, in special circumstances, deleted from this list.

Argentina	Hong Kong	New Zealand
Australia	Iceland	Pakistan
Azerbaijan	India	Panama
Bangladesh	Indonesia	Philippines
Canada	Ireland	Poland
Chile	Italy	Romania
Croatia	Jamaica	Russia
Cuba	Kiribati	Singapore
Cyprus	Latvia	Slovak Republic
Czech Republic	Lithuania	South Africa
Dominica	Malaysia	Sri Lanka
Egypt	Marshall Islands	Turkey
France	Mauritius	U.K.
Georgia	Morocco	Vanuatu
Ghana	Netherlands	Vietnam