



SUNY MARITIME COLLEGE  
USCG MERCHANT MARINER CREDENTIAL  
3<sup>RD</sup> MATES and 3<sup>rd</sup> ASSISTANT ENGINEERS  
**HANDBOOK AND  
APPLICATION PROCESS**

Revised February 2015

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## **Letter from the Director of Licensing**

Dear Maritime Cadet:

This mission of SUNY Maritime College is to educate leaders to excel in the global maritime environment through an interdisciplinary approach to undergraduate and graduate studies with specialized programs, such as the United States Coast Guard (USCG) licensing program, that are offered as pathways to such success. As the director of this program, I am available to guide and assist you through this process. The License Office is located in the Office of Student Affairs on the first floor of Baylis Hall and we are open Monday – Friday from 9:00 am – 5:00 pm. Additionally, there are helpful documents posted on the SUNY Maritime College website under *Student Affairs, Coast Guard Licensing*.

This document describes the application process for a USCG-issued unlimited 3<sup>rd</sup> mate or 3<sup>rd</sup> assistant engineer license. The purpose of this handbook is to familiarize the reader with the licensing requirements, procedures, and policies. The instructions on the National Maritime Center’s website do not always apply to the state maritime academy cadets; therefore, please refer to this handbook or contact the License Department for guidance.

Please don’t hesitate to contact me with questions or concerns. I look forward to meeting with you and helping you navigate the waters of the process of becoming a Merchant Mariner!

Sincerely,

Mrs. Taleen Stroud  
Director of Licensing

## **DISCLAIMER**

This handbook is current as of February 2015. Cadets are advised that the information contained in this handbook is subject to change at the discretion of the SUNY Maritime College License Department and the United States Coast Guard (USCG). The License Department reserves the right to add, repeal, or amend any information, **including dates**, reported herein. In any such case, the License Department will provide appropriate notices as is reasonable under the circumstances. Each Cadet is expected to have knowledge and understanding of information contained in this handbook and in other publications as they are referenced. Matriculation at SUNY Maritime College constitutes the Cadet's agreement to the standards of conduct and academic expectations as outlined in this document.

Meeting deadlines is an extremely important aspect of the MMC process. Cadets who fail to meet established and published application deadlines will not have their application batch submitted to the United States Coast Guard. This will affect not only when applications are reviewed by the USCG but when Cadets are approved to test, and ultimately when they can graduate and receive their license.

Each Cadet is responsible for reviewing, understanding, and abiding by the information contained in this handbook. All Cadets will be held accountable for their behavior and academic performance. Failure to read and understand this handbook does not excuse any Cadet from complying with the policies, regulations, and guidelines of SUNY Maritime College.

## ABOUT THE LICENSE

Undergraduate Bachelor of Science Degree candidates in Marine Transportation and graduate Master of Science candidates in International Transportation Management for licensure will sit for an unlimited third mate's license and the undergraduate Bachelor of Engineering candidates for licensure will sit for an unlimited third assistant engineer's license. Any holder of a USCG license is authorized to sail in domestic US waters. The STCW certificate, however, is necessary for any mariner venturing seaward of the boundary line and is issued pursuant to the standards decided by the International Maritime Organization (IMO) and as set forth in the International Convention on Standards of Training, Certification, and Watchkeeping for Seafarers 1978, as amended in 1995 (STCW-95) and 2010 (Manila Amendments) .

License option students must satisfy the requirements of three regulatory bodies in order to graduate from SUNY Maritime College. The Cadet must satisfy all the *academic requirements* set forth by the State University of New York, the *federal professional requirements* set forth by the United States Coast Guard, and the *international professional requirements* set forth by the International Maritime Organization (IMO).

## LICENSING OVERSIGHT AND DEPARTMENTAL RESPONSIBILITIES

Oversight of the licensing process has been assigned to the License Department which is a part of the Office of Student Affairs. Oversight consists of quality standards systems that are continuously monitored at the institutional level as well as at the individual student level. The Director of Licensing is the College's liaison with the USCG New York Regional Exam Center (REC) and the National Maritime Center (NMC).

The **Associate Provost & Dean of Students and the Director of Licensing** are responsible for ensuring the MMC process is implemented effectively and efficiently.

The **Licensing Staff Assistant** is responsible for working with Cadets, faculty and staff in processing Cadet applications and to ensure compliance with the United States Coast Guard.

The **Commandant of Cadets** processes all Entry Level Cadet (Deck and Engine) Merchant Mariner Credentials (MMCs), as well as a Transportation Worker Identification Credential (TWIC). The Commandant of Cadets also provides drug testing letters for license applications if the Cadet has physically taken courses on campus in the previous semester.

The **Registrar** provides a list of Cadets who are eligible to graduate. It is the responsibility of each Cadet to apply for graduation approximately two months prior to the date of graduation. The College offers four graduations per year: January, May, July, and September – although only the January and May graduation have a ceremony. Official deadlines are posted on the College's academic calendar which can be found at the following link: <http://www.sunymaritime.edu/events.aspx?cat=13>.

The College **Physician and Physician's Assistant** perform required physicals for Cadets, usually during their 1<sup>st</sup> Class Summer Sea Term (SST). Cadets may choose to have their private physicians perform the physical; however, the physical will then be reviewed by the College's Health Services for completeness.

## **THE LICENSING PROCESS**

The licensing process builds incrementally towards the issuance of the license at graduation. All license requirements can be categorized as administrative, academic, or practical. Administrative requirements involve an application process meaning the Cadet must submit all documents for application. Academic requirements include passing all coursework, including seminar. An example of a practical evolution would be accruing sea time aboard the *TS Empire State VI*.

To attain full licensure, candidates must meet all academic requirements (credit-bearing courses) as well as earn a basic training certificate, a lifeboatman endorsement, a 40-hour marine fire-fighting certificate, accrue the necessary sea time on appropriate tonnage/horsepower vessels, a medical care provider certificate, and vessel security training. Additionally, deck license candidates must earn RADAR, ARPA, and Flashing Light certificates, as well as an FCC license.

## **COMMUNICATION**

It is the responsibility of each Cadet to keep abreast of published deadlines and information regarding the license process. There are three main sources of information available:

### **The USCG Licensing Handbook**

This document is the most comprehensive source of information regarding the USCG licensing at SUNY Maritime College. Important dates and deadlines for the academic year are published within this document.

### **The Licensing Website**

Updates and changes to the published training schedule are posted online on the licensing link, accessible through *Student Affairs* and then *Coast Guard Licensing*. It is the responsibility of the individual Cadet to check the website periodically for updates.

### **Email**

Email is used to send messages to license students. It is the students' responsibility to check their SUNY Maritime College email account daily (including Spam folder) to ensure appropriate action is taken as directed and within given timelines. Unless an email is "bounced" back to sender due to an incorrect address, *it is assumed that the recipient has read and understood the email.*

## **REGIMENTAL DAY STUDENTS**

License candidates who are in their fifth year at the College may apply for Regimental Day Student status. All Regimental Day Students are subject to all College rules and regulations including grooming and uniform standards as well as being enrolled in the random drug-testing program. It is the responsibility of each Regimental Day Student to keep apprised of deadlines, news, meetings, and events through normal channels.

## **MERCHANT MARINER CREDENTIAL (MMC)**

Any individual planning to take the license exam must first apply and be granted an “Approved to Test” (ATT) status from the USCG. The College’s *USCG License Application Packet* can be found on the College’s website under “Student Affairs” then “USCG License”.

The USCG application to sit for license is **valid for one year** from the ATT date. If a Cadet applies and does not take and/or pass the exam within the year, then s/he must re-apply, pay the appropriate fees, and submit a new physical and drug test.

### **Eligibility**

In order to sit for license, a Cadet must pass license seminar and, as per the USCG Standard Operating Procedures (SOP) dated 29 October 2009, a candidate must be able to finish all academic and practical requirements for licensure within six (6) months of taking the exam.

### **“Approved to Test” Status**

SUNY Maritime College Cadets do not need to complete all academic or STCW requirements, EXCEPT license seminar, prior to sitting for the exam. When a Cadet receives an ATT status, it means that the Cadet has passed the medical, security, and professional requirements **only**. It is NOT an affirmation that a Cadet has completed all of their academic or STCW requirements.

This courtesy is extended to all the state and federal academies only because the issuance of an MMC is inextricably tied to graduation (program completion) in that a student cannot receive their diploma without having completed/passed their examination and other USCG and STCW requirements.

### **Graduation**

License candidates must comply with all the College’s academic policies regarding graduation as outlined in the *Degree Curricula* which can be found at the following link: <http://www.sunymaritime.edu/Academics/collegecatalog.aspx>. Furthermore, according to US law, the College cannot confer degrees on either Marine Transportation or Marine Engineering graduates who have not completed their licensing requirements. Specifically, “[Any state academy shall] agree in writing to require, as a condition for graduation, that each individual who is a citizen of the United States and who is attending the academy in a merchant marine

officer preparation program shall pass the examination administered by the Coast Guard required for issuance of a license under section 7101 of Title 46 (46 USC Appendix Section 1295c).”

## **THE CG-719B APPLICATION FORM**

The USCG utilizes one application form for all documents, licenses, and endorsements, whether the mariner is applying for an entry-level document, a license renewal, or specific endorsements. The [CG-719B](#) form consists of five main parts:

### **Section I – Personal Data**

In addition to personal information, this section also requires contact information for the applicant and the applicant’s next of kin. The USCG uses the applicant’s contact information to send updates regarding the application process; therefore, the use of a permanent address is required. The next of kin contact information is only used in emergency situations. If the applicant’s next of kin changes (for instance after marriage), the information should be updated with the USCG.

### **Section II – Type of Transaction**

The applicant should reference the specific instructions included in the application packet for filling out this section. If the applicant has previously applied for a USCG document (such as a Cadet MMC) a color, Xeroxed copy of that document should be included with the application.

### **Section III – Narcotics, DWI/DUI, and Conviction Record**

In this section, the USCG asks the applicant to answer a series of questions regarding past drug and alcohol convictions. Note that the USCG defines the term “conviction” very stringently. Findings of deferred adjudication, no contest, or adjudication withheld, continued without a finding or deferred without a finding, count as “yes” answers. Applicants should also answer “yes” if s/he has ever been required by a court to attend classes (such as alcohol or drug awareness classes), make a contribution of time or money (such as completing hours of community services or pay a fine), undergo supervised or unsupervised probation, or forgo appeal of a trial court finding. If applicant has an expunged conviction, s/he must still answer “yes” unless the expungement was due to a court error.

Applicants should be aware that any incorrect answers might result in criminal prosecution by the USCG. If an applicant, therefore, has a question regarding Section III answers, make an appointment with the Director of Licensing prior to the application due date.

Any “yes” answers must be accompanied by a completed conviction statement. Cadets must make an appointment with the Director of Licensing to discuss the details of the conviction statement.

Once an applicant has reported a “yes” event, it is not necessary to repeat the “yes” answer on following applications, as long as there have been no new “yes” events. All SUNY Maritime College students, especially license candidates should be aware that *arrests and convictions will remain as part of their USCG and employment records for the remainder of their lives.*

### **Drug Testing**

Drug testing has become a routine part of employment for all transportation workers in the US. The specific chemical drug testing regulations that apply to mariners are contained in the *Code of Federal Regulations, Title 46: Shipping, Part 16 – Chemical Testing*. The College, as the operator of the *TS Empire State VI*, must comply with all chemical testing regulations. To that end, the College has instituted a random drug-testing program, administered by the Regiment of Cadets for all students, faculty, and staff who work aboard the *Empire State VI* or participate in the annual summer sea term.

Cadet MMC and license candidates must demonstrate that they are drug-free when they submit their applications to the USCG. Participation in the random drug-testing program satisfies that requirement and the College provides the appropriate documentation to the USCG. If a Cadet has not been enrolled in courses at Maritime College within the six months prior to applying for license, you must complete a DOT 5 drug test, ([CG-719P](#)), from a certified lab, and submit that with the application. Information can be found on the National Maritime Center’s website at [http://www.uscg.mil/nmc/drug\\_testing](http://www.uscg.mil/nmc/drug_testing)

### **Section IV – Character References**

The USCG no longer requires Character References accompany an application.

### **Section V – Mariner’s Consent**

The first signature block in this section give the USCG permission to search the National Driver’s Registry and is mandatory. Signature in the second block enrolls the applicant in the “Merchant Mariner’s Tracking System” which is the method in which MARAD tracks mariners throughout their careers. The purpose of the system is that in a time of national crisis, MARAD would be provided with a pool of eligible mariners for activation for a sealift. Participation in the system is optional and participants are not obligated to respond to MARAD’s call.

## **THE CG-719K PHYSICAL FORM**

Each individual who applies for a USCG document must be able to demonstrate that s/he meets the physical and medical qualifications for licensure, which are detailed in the USCG Navigation and Vessel Inspection Circular 04-08 (NVIC 04-08).

The [CG-719K](#) form is a 9-page form that consists of two pages of instructions and nine sections that must be completed by the physician. Applicants are encouraged to read the physical form and be familiar with its contents and the questions that the physician will be asking. Sections I and II consist of personal information and a release. Applicants must reveal any medications that they are currently taking in Section III. Section IV is a medical history questionnaire. Section V is a report of the vision test results and Section VI reports the results of the hearing test. The actual physical exam is reported in section VII. Section VIII comprises a list of physical tasks that a seaman should be able to carry out. Section IX is the signature and verification portion.

Unless an applicant is in excellent physical condition and health, there is a chance that the applicant may answer “yes” to any one of the numerous questions. Some of these answers may generate a request from the medical review board for amplifying information (AI). The purpose of amplifying information is to shed light on the condition’s original diagnosis, treatment plan, the patient’s response to treatment, and the patient’s ability to manage his or her own care.

Applicants must be cognizant of all deadlines if AI is requested. Usually an applicant has 60 days to provide the requested information; however, it is important to note that while the NMC is awaiting the information, the application is on hold. If a deadline passes without a response, the applicant runs the risk of “timing out” which would then mean that a new application and fee payment would be necessary. Any request for AI requires the Cadet supply the information to the Director of Licensing for dissemination to the proper NMC office.

### **Waivers**

Some applicants with certain medical conditions will be approved after AI is provided and will have no other conditions placed on their credential. Other applicants may be approved with the stipulation of a medical waiver. The medical waiver puts a condition on the document or license. For example, if a student takes medication for ADD/ADHD, the USCG asks for an annual update on medication, especially when the medication is changed or discontinued. Another example of a common waiver is a vision waiver in which an applicant with impaired vision is directed to carry a spare pair of glasses with them at all times.

### **Potentially Disqualifying Medical Conditions**

Most medical or physical conditions will require AI. There are a few potentially disqualifying conditions, including but not limited to, impaired vision, impaired color vision, impaired hearing, poorly controlled diabetes, certain psychiatric disorders, or convulsive disorders. If an applicant

feels that they have a condition that is potentially disqualifying, and s/he would like to be in the Marine Transportation or Marine Engineering program, please make an appointment with the Physician's Assistant in the Health Services Office.

## **Vision**

Acuity – The minimum acuity for deck officers in uncorrected 20/200, correctable to 20/40 in each eye.

Color – Deck officers must be able to pass one of the color vision tests specified on the CG-719K form. Engine officers must be able to distinguish between the four main colors of red, blue, yellow, and green. While deck candidates may use the Farnsworth Lantern test to prove color vision, engine candidates must use one of the color vision tests that distinguish the four main colors (the Ishihara is most widely used). The physician should indicate in Section IV the method used to determine the applicant's ability to distinguish these colors.

## **ACADEMIC REQUIREMENTS**

### **Grading Policy**

Academic courses at SUNY Maritime College fall into one of three categories: courses that have STCW practical or knowledge-based component, courses that have both STCW practical and knowledge-based components and courses that have no STCW components. The international standard of "passing" is set at 70%; therefore, in order to pass any course with an STCW component, a student must meet the international standard of a C-.

### **Degree Audits**

Each Cadet should be meeting with their Academic Advisor on a regular basis to identify when the student will be eligible to take license seminar, when the student plans to take the USCG exam, and a proposed graduation date. The License Department may ask for a copy of Cadet's degree curriculum to determine if Cadet is on track for graduation as the license process is driven by graduation dates.

The College will be implementing *DegreeWorks* in the near future which will greatly aid in the tracking of Cadet's degree and licensure requirements. *DegreeWorks* is a computerized degree audit application which assists in reviewing academic progress towards graduation. The program cannot take the place of meeting with advisors; however, it should be used as a tool in determining the progression of academic and STCW requirements toward program/degree completion.

## **SEA TIME**

One of the requirements of an unlimited license is sea service on vessels of appropriate tonnage and horsepower to the license for which the applicant is applying. For deck Cadets, at least 360 days is required and sea time is accumulated in the following fashion: at least 300 days aboard the training ship/commercial vessels, no more than 30 days for in-port watch keeping and maintenance, and no more than 30 days of simulator training. For engine Cadets, at least 360 days are required and the sea time is accumulated in the following fashion: at least 283 days aboard the training ship/commercial vessels, 47 days of workshop skills for shore based labs, and four (4) TSES maintenance modules

Aboard commercial vessels, sea service is typically counted as “one-for-one” time. That is, for every day sailed, one day of credit is earned. Sea service usually starts on the “day of shipment,” of the day the mariner signs articles of shipment, and ends on the “day of discharge,” the day that the mariner is detached from the vessel. Both days are counted as one day each, regardless of how many hours the mariner worked. The College does have special permission to count sea service earned about the *TS Empire State VI*, at “time-and-a-half.” That is because of the rigorous onboard training schedule with academic oversight, the USCG credits each day served aboard the training ship with 1.5 days of sea service credit.

Sea time will be verified for each Cadet with the Master of the Training ship. It is up to each Cadet who is deficient in sea time to be proactive in taking measures to reach the required number of sea days.

## **STCW REQUIREMENTS**

The international nature of shipping has led the maritime nations of the world to standardize training for all mariners. That agreement was realized in the *International Convention on Standards of Training, Certification, and Watchkeeping for Seafarers 1978*. The treaty was first amended in 1995 and is referred to as *STCW-95*. In June 2010, the “Manila Amendments” were signed into force by the international community with full implementation planned by January 2017.

Every aspect of the Cadet’s training is pre-approved by the United States Coast Guard, who enforces STCW and domestic requirements. A spreadsheet is submitted to the USCG prior to licensing with the pertinent dates of completion of each requirement.

## **Assessments**

International standards require that license candidates complete a series of assessments. An assessment is either a practical demonstration of proficiency or tested demonstration of knowledge.

Assessing the ability of each student is done after s/he receives thorough classroom and practical instruction on the topic at hand. For example, using a sextant to determine the position of a ship at sea is first broken into more basic functions such as adjusting the sextant, measuring the sun, determining a fix using sun lines.

Once all of the most basic functions are broken down, they are taught and practice extensively in the classroom, in labs, and at length during the sea term with repetition as the reinforcing factor. Therefore, it is critical that each student attend all classes and training in order to remain on track to graduate and sit for license on time.

### **Training Expiration Dates**

Some training to meet the STCW requirements has an expiration date and must be repeated or refreshed when the training was completed more than a certain period of time (usually 5 years) previous to the date of application. The following courses have a five (5) year expiration from course completion date:

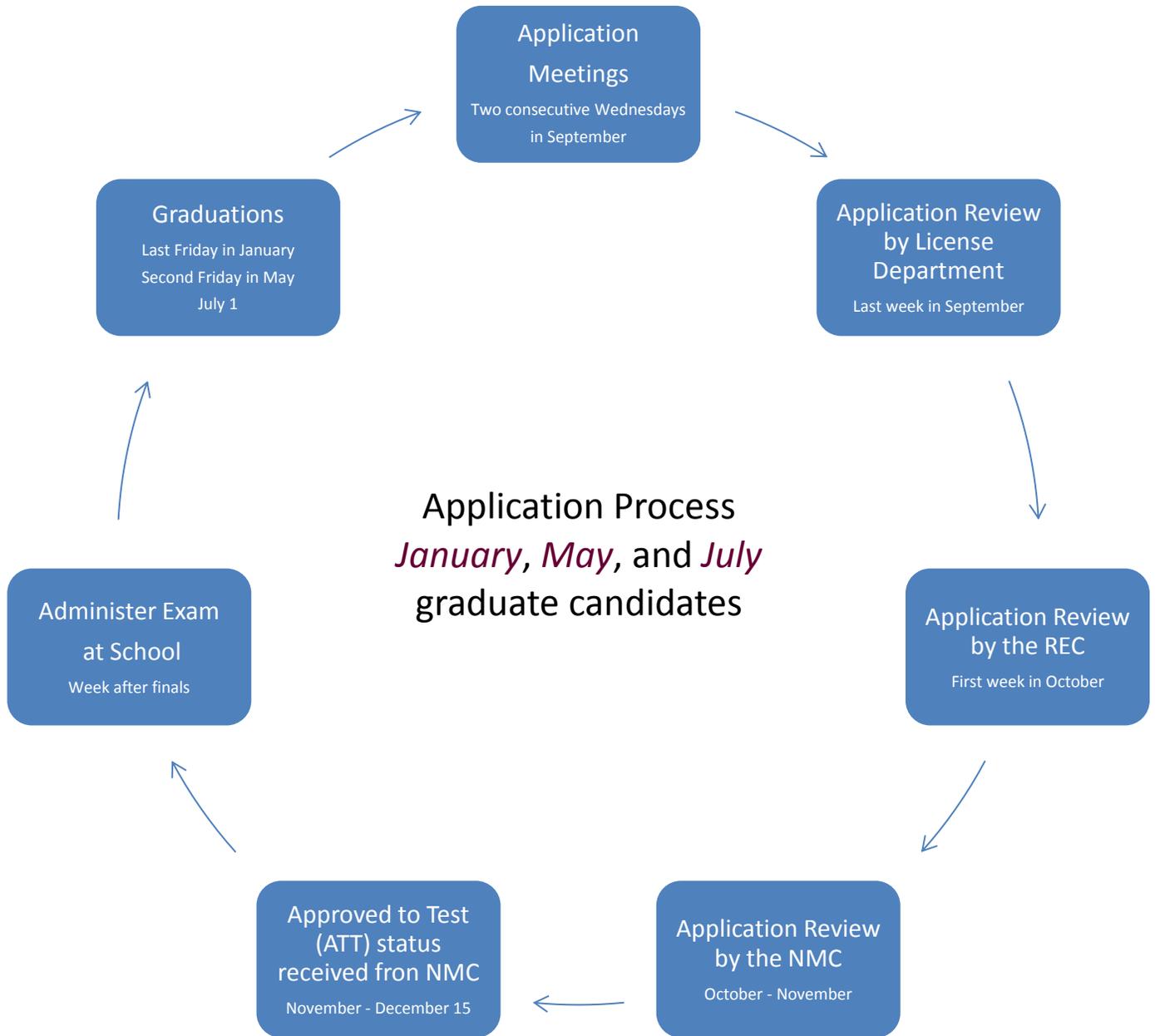
- Basic Training – PS 112
- Basic and Advanced Firefighting – PS 112 and Naut 308

Before an MMC may be issued to a Cadet by the License Department, the following items must be verified:

- ✓ Proof of graduation.
- ✓ Cadet must relinquish Cadet/Entry Level MMC.
- ✓ Sea time is verified and complete.
- ✓ Basic Training is current, including basic firefighting. Refresher course may be taken through the College's PET Department at a reduced fee.
- ✓ Advanced firefighting is current.
- ✓ Flashing Light certificate current, if applicable. Refresher exam may be taken through the College's PET Department at a reduced fee.
- ✓ Copy of FCC license is in file, if applicable. If a replacement license is needed, please contact Tiffany at the National Radio Examiners Office at 800-669-9594.
- ✓ 1<sup>st</sup> Aid and CPR dates are within guidelines (one year from date of application). Refresher course may be taken with any USCG approved provider.

## THE PROCESS FOR JANUARY, MAY, AND JULY GRADUATES

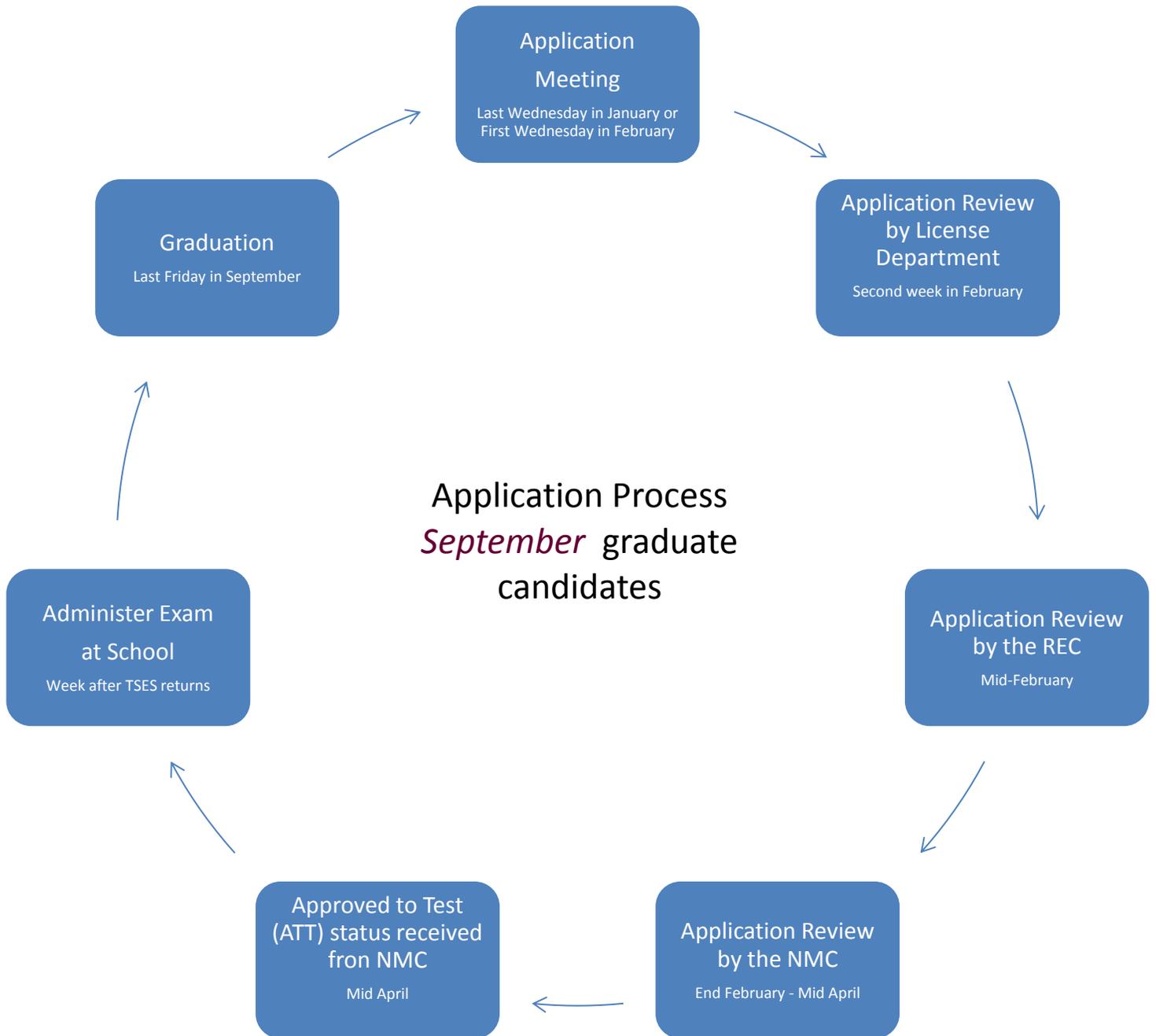
SUNY Maritime College has four graduation dates each year (January, May, July and September); however, only the January and May graduations have a ceremony. The process should be thought of as cyclical, repeating itself each year. The timeframes listed below are adjusted slightly each year to satisfy the academic calendar and the Coast Guard’s application deadlines. Students should be aware that missed deadlines might result in delays in graduation.



REC = Regional Exam Center  
NMC = National Maritime

## THE PROCESS FOR SEPTEMBER GRADUATES

The cycle for September graduation candidates have a different timeframe for the application process due to the USCG regulations dictating how close to graduation a Cadet must be in order to sit for the license exam. The cycle is such that if there is any Amplifying Information needed from the Cadet, especially from the Medical Branch at the NMC, it can be submitted before the TSES departs in May.



REC = Regional Exam Center  
NMC = National Maritime Center



TO: U.S. Coast Guard

TO WHOM IT MAY CONCERN:

Tis letter authorizes SUNY Maritime College personnel to act on my behalf in all matters pertaining to the qualification and issuance of my U.S. Coast Guard License, Merchant Mariners Document (MMD), and STCW Endorsement.

This authorization includes access to all information submitted with my application or which may be received from the Coast Guard and includes medical, character and habits of life, sea service experience, examination results, and any other information deemed necessary for determining my eligibility for merchant mariner credentials.

Please direct all correspondence to:  
SUNY Maritime College  
6 Pennyfield Avenue  
Throggs Neck, NY 10465-4198

Attn: Taleen Stroud  
Director of Licensing

Please direct phone questions to 718-409-7212.

Please direct email questions to [tstroud@sunymaritime.edu](mailto:tstroud@sunymaritime.edu).

SUNY Maritime College is authorized access to any information in my license/document file pertaining to the credentials for which I have applied.

This authorization will terminate upon my receiving my License, MMD and STCW Endorsement.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/typed name of applicant

\_\_\_\_\_  
Social Security Number

OFFICE OF STUDENT AFFAIRS  
6 Pennyfield Avenue, Throggs Neck, NY 10465 | 718.409.7496 | [www.sunymaritime.edu](http://www.sunymaritime.edu)

PERSONAL DATA SHEET FOR USCG LICENSE STUDENTS			
FULL NAME			
DATE OF BIRTH	Month	Day	Year
SSN		Maritime ID#	
Home Phone #		Cell Phone #	
EMAIL ADDRESS			
YEAR ENTERED MARITIME COLLEGE		August	January
EXPECTED GRADUATION DATE			
LICENSE OPTION	DECK OR ENGINE	2-year OR 4-year	GRADUATE PROGRAM
CITIZENSHIP	<input type="checkbox"/> US	<input type="checkbox"/> FOREIGN	<input type="checkbox"/> RESIDENT ALIEN
IF FOREIGN OR RESIDENT ALIEN, COUNTRY OF CITIZENSHIP			
DO YOU HOLD AN MMD OR MMC? <input type="checkbox"/> YES <input type="checkbox"/> NO		Reference #:	
LIST ANY USCG DOCUMENTS YOU HOLD OR HAVE PREVIOUSLY BEEN ISSUED: IF NONE, ENTER "NONE"			
SUMMER SEA TERMS: Indicate the dates your participated in Summer Sea Terms			
SST I (MUG Cruise)	YR:	<input type="checkbox"/> I	<input type="checkbox"/> II <input type="checkbox"/> Full
SST II (2 <sup>nd</sup> Class Cruise)	YR:	<input type="checkbox"/> I	<input type="checkbox"/> II <input type="checkbox"/> Full
<i>OR</i>			
CADET SHIPPING in lieu of SST II		YR:	
SST III (1 <sup>ST</sup> Class Cruise)		YR:	
I authorize SUNY Maritime College, and any representatives of Maritime College, to release any information, documents, and an official transcript of my academic record to the United States Coast Guard, if requested.			
Student Signature		Date	

OFFICE OF STUDENT AFFAIRS  
6 Pennyfield Avenue, Throggs Neck, NY 10465 | 718.409.7496 | [www.sunymaritime.edu](http://www.sunymaritime.edu)

**SAMPLE CADET DRUG TESTING LETTER**

Date:

From: Commandant of Cadets

To: Chief, Regional Exam Center  
U.S. Coast Guard  
Battery Park Building  
New York, NY 10004

Subj: Cadet Name, SS#

Dear Sir:

This will certify that the person listed above was, during the previous 185 days subject to a random drug testing program required by 46 CFR 16.230, for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs required by this part.

The laboratory used for drug testing of Maritime College students is Quest Diagnostics, Inc., 400 Egypt Road, Norristown, PA 19403.

Test results are evaluated by the Medical Review Officer at University Services, 10551 Decatur Road, Suite 200, Philadelphia, PA 19154. All students are confirmed drug-free in accordance with the standards required by the United States Coast Guard regulations.

Thank you for your consideration in this matter.

Sincerely,

Commandant of Cadets

**LICENSE APPLICATION REVIEW CHECKLIST  
UNLIMITED LICENSE CADETS**

<b>NAME:</b>		<b>MARINER #:</b>	
<b>GRADUATION DATE:</b>		<b>DEPT:</b>	
<b>MEETING DATE:</b>		<b>PDS DATE:</b>	

	Date Received:	Received by:
1. 3 <sup>RD</sup> PARTY RELEASE FORM		
2. APPLICATION FORM (CG-719-B)		
3. MARINER'S OATH (if applicable)		
4. SIGNED CONVICTION STATEMENT (if applicable)		
5. PIC PAPERS (if applicable)		
6. DISCHARGE PAPERS (if applicable)		
7. COURSE CERTIFICATES: circle all that apply – VSO, FRB, TOAR		
8. CHEMICAL TEST REPORT (CG-719P)		
9. TWIC – color copy of front and back		
10. PROOF OF CITIZENSHIP		
11. MMC – color copy if applicable		
12. EVALUATION USER FEE RECEIPT		
13. PHYSICAL FORM		

	DATE	INITIALS
REVIEWED: RAINA BARNES		
REVIEWED: TALEEN STROUD		
SENT TO NY REC		

**COMMENTS:**

## STCW CERTIFICATES

**STCW certificates are granted at graduation from a license-option program.** Certificates will not be issued to a student who does not graduate from the license program even if the student passed a course with an STCW component.

DECK CERTIFICATES	COURSE	CERTIFICATE DATE
Advanced Firefighting	NAUT-308	End of Course
ARPA	NAVG-312 & NAUT-315	Graduation
Basic Training (1)	PS-112 & PE-103	End of Course
Bridge Resource Management	NAUT-416	Graduation
ECDIS (2)	NAVG-112 & 312, NAUT-416, MT-510 & 530	Graduation
Fast Rescue Boat	NAUT-476	End of Course
Flashing Light (3)	MT-530 or SUNYDP-542	End of Course
GMDSS	MT-426	End of Course
Medical First Aid (4)	PE-411	End of Course
PSC/Lifeboatman	NAUT-308	Graduation
Radar Observer (Unl)	NAUT-312 & 315	Graduation
Tankerman Assistant (DL)	MT-322	Graduation
Tankerman Assistant (LG)	MT-450	Graduation
VPDSD	SUNYDP-747	End of Course
VSO (5)	MT-435 OR TMGMT-8390	End of Course

- (1) If over 5 years old, may take PET course to revalidate.
- (2) 2 Limited Deck License Cadets satisfy by completing SUNYDP-179
- (3) If over 1 year old, must repeat. Limited Deck License Cadets take SUNYDP-542.
- (4) If over 1 year old, must meet separate First Aid & CPR regulatory requirements.
- (5) Graduate Cadets must take TMGMT-8390.

ENGINE CERTIFICATE	COURSE	CERTIFICATE DATE
Advanced Firefighting	NAUT-308	End of Course
Basic Training (1)	PS-112 & PE-103	End of Course
Fast Rescue Boat	NAUT-476	End of Course
Medical First Aid (2)	PE-411	End of Course
PSC/Lifeboatman	NAUT-308	Graduation
Tankerman Assistant (DL)	MT-322	Graduation
Tankerman Assistant (LG)	MT-450	Graduation
VPDSD	SUNYDP-747	End of Course
VSO	MT-435	End of Course

- (1) If over 5 years old, may take PET course to revalidate.
- (2) If over 1 year old, must meet separate First Aid & CPR regulatory requirements.

## EXAMINATION POLICIES

The following rules will be in effect no matter where the USCG license exam is taken. **Cadets must make all requests to test with the License Department which will make the appointment directly with the REC. Failure to do so may result in delayed graduation and license issuance.**

1. Cadets must be properly groomed.
2. Cadets must be in uniform – khakis.
3. Two photo IDs must be brought to the testing site daily:
  - a. TWIC
  - b. Cadet MMC (if applicable)
  - c. Passport
  - d. Driver’s License
4. The following tools must be brought to the testing site daily:
  - a. At least two (2) #2 pencils
  - b. Non-programmable calculator
  - c. Plotting equipment (if applicable)
  - d. Bowditch will be supplied **if** testing at a Regional Exam Center (REC); **if** testing on campus, bring own Bowditch – only highlighting and tabbing allowed
5. Electronic devices, including cell phones, are not permitted in the exam room.

### ORDER OF EXAMS AND PASSING SCORES

Each exam is 3-1/2 hours	DECK	ENGINE
<b>DAY ONE</b>	Rules of the Road - 90 Deck General – 70	Motor Plants I – 70 Motor Plants II – 70
<b>DAY TWO</b>	Navigation General – 70 Deck Safety – 70	Engineering Safety – 70 Engine General – 70
<b>DAY THREE</b>	Chart Plot - 87 Near Coastal/Terrestrial – 90	Electrical – 70 Steam Plants I – 70
<b>DAY FOUR</b>	Celestial – 80	Steam Plants II – 70

**Retest Policy:** If a Cadet fails three modules of an exam, a complete re-examination must be administered. On the subsequent exam, if the Cadet again fails three sections, at least **three months** must laps before another complete examination is attempted and a new examination fee is required. If a Cadet fails one or two modules of an exam, the Cadet may be retested twice as is necessary on each failed module during the three months. If a Cadet does not successfully complete each failed module within the three-month period, a complete examination must be administered after a lapse of at least three months from the date of the last retest, and a new examination fee is required.

## INSTRUCTIONS FOR COMPLETING USCG LICENSE APPLICATIONS

A Cadet will not be permitted to sit for the USCG license exam until the Coast Guard has given the cadet an *Approved to Test (ATT)* status AND s/he has passed all SUNY Maritime College's requirements to test including passing seminar.

### General

- Submit completed application and required documents to the Licensing Office located within the Student Affairs Office, 1<sup>st</sup> floor Baylis Hall as directed.
- Do not staple forms together.
- Make sure the application is completely filled out. Use “n/a” or “none” in boxes where appropriate.
- Only complete applications, which includes the following, will be accepted:
  - Required documents from cadets:
    - ✓ Third party release form, if not previously submitted with Personal Data Sheet
    - ✓ Clear color copy of *front and back* of TWIC card
    - ✓ Clear color copy of picture page of passport, *if not in possession of an MMC*
    - ✓ Clear color copy of MMC, *picture page through endorsements and USCG signature page*
    - ✓ Clear color copy of the front and back of Permanent Resident Alien card, *if applicable*
    - ✓ Clear copy of the *pay.gov* payment receipt for the correct fee (instructions below)
    - ✓ Application form ([CG-719B](#)) – typed. To access form, please visit [www.sunymaritime.edu](http://www.sunymaritime.edu), click on *Student Affairs*, click on *Coast Guard Licensing*, and then click on the form located at the bottom of the page
    - ✓ Physical form ([CG-719K](#)), if completed by private physician
    - ✓ Notarized Oath form or be sworn in by the Director of Licensing if not in possession of an MMC
    - ✓ Copies of discharge paper(s) or sea service letter(s), *if sailed Cadet Shipping*
    - ✓ Copies of PIC documents, *if applicable*
    - ✓ Copies of Tankerman PIC discharges, *if applicable*, showing 90 days on a tanker, transfer letters, and recommendation letter from commercial vessel company
    - ✓ Tankerman Barge Certificate showing 60 days sea time on a tanker barge, *if applicable*
    - ✓ Copies of documentation/certifications, such as VSO or FRB, *if applicable*
    - ✓ Chemical testing report ([CG-719P](#)), if not physically taking classes at Maritime within the previous six months of license application
  - License Department responsibility in obtaining:
    - ✓ Drug letter if Cadet was physically taking classes at Maritime within the previous six months of license application
    - ✓ Sea service tracking
    - ✓ STCW verification and generation of earned STCW certificates

### Application Form ([CG-719B](#))

- Use link provided to type information. USCG accepts only typed application forms.
  - **Section I – Personal Data:**
    - Complete ALL boxes
    - Use COMPLETE first name and FULL middle name. *No nicknames.*

- Use 718-409-4735 for fax number
  - Leave email box BLANK!
  - Use any emergency contact as next of kin
  - Use *home of record* address
- **Section II – Type of Transaction:**
  - Check off “Original” in License
  - Check off “Raise in Grade” in MMC *if in possession of a Cadet MMC*; otherwise, check “Original”
  - Check off “Original” in STCW Certificate
  - Applying for:
    - **DECK – SUNY CU-153**
      - Add [Vessel Security Officer, Tankerman PIC, Fast Rescue Boat, *if seeking these endorsements*]
    - **ENGINE – SUNYCU-186**
      - Add [Vessel Security Officer, Tankerman PIC, Fast Rescue Boat, *if seeking these endorsements*]
  - Skip to “Current or Previous License/Merchant Mariner’s Document”: List any USCG license/MMC held, including Cadet MMC. Be sure to include the place of issue – Martinsburg, WV – and date of issue. If no previous license/MMC, write NONE in the description box.
- **Section III – Narcotics, DWI/DUI, and Conviction Record:**
  - Use “X” to select each appropriate answer and sign
  - If *YES* to any question in this section, attach a typed, dated, and signed statement of explanation (see Director of Licensing for guidance)
  - Sign and date section
- **Section IV – Character Reference:**
  - Character Reference letters are no longer required
- **Section V – Mariner’s Consent:**
  - Sign *National Driver Registry* box
  - Signing *Tracking System* is optional
- **Section VI – Certification and Oath:**
  - Sign in *Certification* box
  - Leave *Oath* box blank

### Physical Form ([CG-719K](#))

- The physical is usually conducted on 1<sup>st</sup> Class Cruise either by the ship’s doctor or Physician’s Assistant. Exception is September license candidates whose physical must be completed by the deadline given at the January meeting for those Cadets who plan to graduate in September.
- **Printed name and date of birth must be legibly written on the bottom of each page of the form.**
  - **Section I: Applicant Information and Certification**
    - Legibly fill in **entire** section
    - Sign and date
  - **Section II – Release**
    - Read, sign, and date Section II
  - **Sections III & IV**
    - Applicant must complete these two sections which will be reviewed by verifying medical practitioner

- **Sections V – IX**
  - These sections are completed by medical professional(s)
- Certain diagnoses and medications should be discussed with the Physician’s Assistant and License Coordinator who can provide guidance on additional documentation that may be required.
- Form may be completed by a personal physician; however, it will still be reviewed by the College’s medical staff. Personal physician must include license number and office contact information on page 9. Any additional information from a private physician must be on letterhead; USCG will not accept this information on a prescription pad.

### **Citizenship**

- US citizens will receive, once all requirements including graduation have been satisfied, an MMC as Third Mate or Third Assistant Engineer, STCW endorsement, and all related certifications.
- Non-US citizens, but legal residents of the United States will receive, once all requirements including graduation have been satisfied, an MMC with a Ratings endorsement and an STCW endorsement only.
- Non-US citizens in the US on a student visa will receive, once all requirements including graduation have been satisfied, a *Letter of Accreditation* (LOA) only. In order to take the USCG license exam, a letter from Cadet’s country’s consulate is required stating no objection to the Cadet taking the exam.
- If US citizenship is obtained within a year of receiving the LOA, the graduate can then apply for an MMC as Third Mate or Third Assistant Engineer by submitting the following items to a local REC: a new application for USCG 719-B, proof of citizenship, and \$45 issuance fee.

### **Fees**

- The USCG has implemented a *User Fee Account* for all applications for USCG credentials.
- Use the following website to pay all transactions: <http://www.pay.gov>.
  - Click on *Find an Agency*
  - Choose *H*
  - Choose *Homeland Security: US Coast Guard National Maritime Center*
  - This brings you to the USCG Merchant Mariner User Fee Payment
  - Click *Continue to the Form*
  - Click *Continue to the Form* again
  - Scroll down and click *Continue*
  - Fill out the top of the form
    - On the last pull-down menu, select *New York – NY* as the REC to which the application will be sent
    - Social security number must be entered **without dashes**
  - Click *Continue*
  - Under *Evaluation Fees* choose *Original MMC w/upper level officer endorsements* \$100
  - Click *Continue*
  - Under *Examination Fees* choose *Original MMC w/upper level officer endorsements* \$110
  - The *Issuance Fee* for processing the MMC is \$45. This fee applies to US citizens and residents only. Foreign Cadets do not pay this fee as license will not be issued in the US.
  - Continue to the payment page, chose method of payment, pay the \$255 fees for US citizens, \$210 for foreign Cadets
  - Print and retain receipt of the payment screen.
  - A copy of the receipt is part of the application packet that is sent to the USCG

## Directions for Adding an Endorsement to your MMC

In the event that a certificate for an additional endorsement was not able to be forwarded to the NMC 60 days prior to graduation or in the event that the Cadet did not include the endorsement on his/her original application, the endorsement will not be included on the MMC issued at graduation. The information may be provided to the NY REC up to 90 days after graduation to have the endorsement added at no additional fee. The Director of Licensing can assist with the submission of the certificate, or the graduate may submit the information as outlined below:

- Fill out a new application, which can be found at the following link: [http://www.sunymaritime.edu/media/documents/2013/9/CG719BF5\\_0304.pdf](http://www.sunymaritime.edu/media/documents/2013/9/CG719BF5_0304.pdf)
- **Section I – Personal Data**
  - Fill out this section as you did for your license application
- **Section II – Type of Transaction**
  - Check STCW Certificate
  - Check Endorsement
  - Write in VPDS, VSO, FRB (depending on the certificate earned) in the box where it asks for what you are applying
  - Fill in the description of your current MMC
- **Section III – Narcotics, DWI/DUI and Conviction Record**
  - If you checked any question “yes” and that *statement of explanation* went in with your license application, you just need to write that the statement has been previously submitted
  - If there is a new “yes” answer, you must submit a *statement of explanation* with the application
- **Section IV – Character References**
  - DO NOT check
- **Section V – Mariner’s Consent**
  - Sign and date the National Driver Registry
  - Signing the Mariner’s Tracking System is optional
- **Section VI – Certification and Oath**
  - Sign and date the Certification

Application and certificate(s) can be submitted in the following ways:

- Call the NY REC, 212-668-4970, and make an appointment
  - Make an appointment online
    - Follow the link: <http://www.uscg.mil/nmc/>
    - Click on Examinations
    - Click on Schedule an Exam
    - Click on okay – this navigates you away from the NMC’s website
    - Choose the NY REC from the dropdown menu
    - Select Application Submittal
    - Choose the date and time that works for you
- Mail the application and copy of the certificate to the NY REC at 1 South Street, Battery Park Building, NY, NY 10004-1466
- Fax a copy of the application and certificate to the NY REC at 212-668-6394

## ACRONYMS

AB	Able-Bodied Seaman
AI	Amplifying Information
AGT	Any Gross Tons (USCG Unlimited Tonnage Licenses)
ARPA	Automatic Radar Plotting Aid
ATT	Approved to Test
BRM	Bridge Resource Management
BST/BT	Basic Safety Training/Basic Training
CFR	Code of Federal Regulation
CPR	Cardio-Pulmonary Resuscitation
DLC	Dangerous Liquid Cargo
DP	Dynamic Positioning
ECDIS	Electronic Chart Display and Information System
FCC	Federal Communication Commission
FRB	Fast Rescue Boat
GMDSS	Global Maritime Distress Safety System
HAZ MAT	Hazardous Materials
ILO	International Labor Organization
IMO	International Maritime Organization
LB	Lifeboat
MARAD	Maritime Administration
MMC	Merchant Mariner's Credential
MMD	Merchant Mariner's Document, now called an "MMC"
MV	Motor Vessel
NMC	National Maritime Center
NVIC	Navigation and Vessel Inspection Circular
OICEW	Officer in Charge of an Engineering Watch
OICNW	Officer in Charge of a Navigation Watch
OS	Ordinary Seaman
PIC	Person in Charge (of an oil transfer)
QMED	Qualified Member of the Engine Department
RADAR	Radio Detection and Ranging
REC	Regional Exam Center
RFPEW	Rating Forming Part of an Engineering Watch
RFPNW	Rating Forming Part of a Navigation Watch
SS	Steam Ship
STCW	Standards of Training, Certification, and Watchstanding
TOAR	Towing Officer's Assessment Record
TRB	Training Record Book
TS	Training Ship
TSA	Transportation Security Administration
TWIC	Transportation Worker's Identification Credential
USC	United States Code
USCG	United States Coast Guard
VSO	Vessel Security Officer