

**OUPV COURSE GUIDELINES**  
**FOR COAST GUARD APPROVAL**  
  
**of**  
  
**A COURSE IN LIEU OF**  
  
**U.S. COAST GUARD OUPV LICENSE**  
  
**EXAMINATION**

U.S. COAST GUARD  
NATIONAL MARITIME CENTER  
MARCH 1998

# **OPERATOR OF UNINSPECTED PASSENGER VESSELS (OUPV)**

## **COURSE OBJECTIVE**

After attaining the requisite sea service, and upon successful completion of the OUPV course, the trainee will: be able to take responsibility for the safety of an uninspected passenger vessel and its passengers; be aware of obligations under Coast Guard regulations concerning safety and protection of the marine environment; and, be able to take the practical measures necessary to meet those obligations.

## **CONDITIONS OF COAST GUARD COURSE APPROVAL**

***A training institution which submits a training course for approval in lieu of Coast Guard examination agrees to conduct the course in accordance with the application for approval and the Coast Guard approval letter. Failure to follow the requirements of the course approval letter may result in suspension of the Coast Guard approval.***

## COURSE CURRICULUM PACKAGE

The course curriculum package must include a cover letter, course summary and instructor's manual as described below:

A. **COVER LETTER:** The cover letter shall include:

1. the identity of the school;
2. the name of the course;
3. the regulatory requirement the course is intended to satisfy;
4. the length of the submitted course;
5. the location of the training facility; and,
6. the intent, if any, to provide training at a satellite location.

B. **COURSE SUMMARY:** The course summary is to include the information provided in the cover letter as well as the following:

1. **GENERAL DESCRIPTION:** The name or title of the course and the type and extent of the approval being sought; for example, to substitute for an OUPV examination.
2. **COURSE FRAMEWORK:** This section provides an overview of the course to establish the course purpose, scope, nature, and components.
  - a. **Scope.** A brief description of extent and depth of subject matter coverage of the course as it relates to the approval request
  - b. **Objective.** A statement of the goal(s) and overall learning objective(s) of the course. Where a course approval request is submitted in lieu of a Coast Guard examination, a summary of all demonstrations of skills is to be provided if such demonstrations are required by Coast Guard course guidelines.
  - c. **Entry standards.** List the prerequisites for a student to attend the course, such as minimum amount of sea service, mariner's document or license, etc.
  - d. **Class limitations:**
    - (1) **Class size:** State the maximum number of students to be admitted for classroom sessions and, if appropriate, for practical demonstrations or simulation exercises, along with the number of the students per simulator.
    - (2) **Student/teacher ratio:** State the student/teacher ratio and the circumstances when more than one instructor will be present during any of the lessons. For this class, not more than 24 students per instructor for lectures and 12 students per instructor for practical exercises are permitted, unless other limitations apply or are specified.

- e. **Instructors.** List the instructors and provide a detailed description of their relevant experience, background and qualifications. Instructors should have experience in teaching or have attended a course in instructional techniques.

For this course, instructors must hold a valid U.S. License as Master of steam and motor vessels of 100 Gross Tons or greater, with at least one (1) year experience as master/mate. Assistant instructors may hold licenses with lesser tonnage or have other credentials denoting their ability to teach specialized subjects. See Attachment (1).

- f. **Facilities and equipment.**

- (1) Facility: Provide the address and a description of the facility at which the training will be conducted. Classrooms must be properly outfitted for training. See Attachment (2).
- (a) If a vessel is used for underway training and demonstrations of skills, it must be large enough to accommodate the class in training, or repetition of the training or demonstration will be necessary. The vessel must comply with applicable vessel inspection requirements.
- (b) If simulators are used in lieu of actual underway training or demonstrations, they must be interactive, with instructor control and monitoring capabilities and capable of being operated by the student. The simulators must be sufficiently realistic to provide meaningful training.
- (2) Course equipment: Describe the equipment that will be used during the course. Include all training aids, equipment used during hands-on training and/or testing, and any simulators or simulation used in the course. If a simulator or simulation program is used, include technical specifications and copies of brochures provided by the manufacturer.
- (3) Visual aids: A discussion of how audiovisual and other aids will be used during the course, and which performance objectives they will impact. This information may be a part of the curriculum documentation that discusses the make up of the lesson plans. Copies of all visual aids may be required for review by the National Maritime Center.
- (4) Textbooks: Include copies of all student handouts, homework assignments and/or workbooks, and a bibliography of the student textbooks to be used. Copies of all textbooks may be required for review by the National Maritime Center. The NMC will return the texts after the course has been evaluated.

C. ***INSTRUCTOR'S MANUAL***: A copy of the instructor's manual, which provides specific guidance on teaching strategies and techniques used during the course must be submitted when requesting an original course approval or course renewal. The manual shall include:

1. ***COURSE OUTLINE***: The course outline lists the subject areas, topics and sub-topics of the course. A copy of the course outline is to be given to each student at the beginning of the course. This guideline contains an outline for a 64-hour OUPV course. See Attachment (3).
2. ***COURSE TIMETABLE OR SCHEDULE***: The course timetable or schedule includes the length of each lesson and may indicate whether the lesson is a classroom lecture, practical demonstration, simulator exercise, lab exercise or examination. Only instructional time is calculated in determining whether the allocation of time to a topic or learning objective is appropriate. Administrative time for lunch breaks, tests and completion of forms is not counted. Short breaks of no longer than 10 minutes per hour are permitted and will not be counted against instructional time. This guideline contains a sample schedule for the OUPV Course. See Attachment (4).
3. ***LEARNING OBJECTIVE SYLLABUS***: The learning objective syllabus must be written in a learning objectives format. Describe each objective and the specific knowledge or skill to be learned or demonstrated. Reference each learning objective to the publication and/or training aids the instructor will use in presenting the course material. The syllabus shall show the length of time in hours allotted to each subject area. Schools must document coverage of all subjects required in the OUPV CG exam per guidance in Attachment (3). The Coast Guard may require training in subjects in addition to those listed in 46 CFR 10.910-2 when recommended by the National Transportation Safety Board, the Coast Guard Advisory Boards, or when changes in the marine industry warrant the training.
4. ***LESSON PLANS***: Lesson plans must be provided for each subject and topic area in the format presented in Attachment (5). An exception will be permitted for training organizations required to use a different format by a USCG accepted quality system.
5. ***EXAMINATION AND ASSESSMENT***: Describe how the students' performance will be evaluated throughout the course. Include all of the following where applicable:
  - a. **Written examinations**: Submit copies of all written examinations (multiple choice, essay or a combination of both), and describe the grading procedure used, frequency of test revision, how multiple choice questions will be selected, and the passing score for the examination. Schools must submit a different examination for each test a student could take. If two re-tests are permitted, three examinations must be submitted. *Multiple choice format will not be accepted where computational problems are necessary for determining the student's knowledge.*

WRITTEN EXAMINATIONS MUST BE COMPARABLE TO THE COAST GUARD EXAMINATION IN THE NUMBER AND DIFFICULTY OF THE QUESTIONS.

- b. **Practical demonstrations:** Provide detailed descriptions of all practical and/or simulator demonstrations, tests, or exercises the student will perform. The description shall include the performance assessment measures or standards used to determine if the student successfully performs an exercise or assessment. Each student's performance or assessment shall be recorded. These records shall be maintained by the training institution for at least one year from the date of completion of the course.

Four (4) hours of underway or simulator-based exercises as operator, using various scenarios, are recommended. Practice in skills should include areas such as:

- (1) communications;
- (2) piloting;
- (3) vessel-handling, emphasizing docking, undocking and man overboard maneuvers;  
and,
- (4) collision avoidance.

- c. **Determination of final grade.** Describe how the final grade will be determined. If proportioning of grades is used in the course, describe how written examination scores and practical demonstrations scores are proportioned. *Grades for homework and other out of class assignments will not be accepted towards a student's final grade.*
- d. **Re-test procedures:** Describe the school's policy on re-tests of failed examinations and assessments, including the number of times a student is allowed to re-test before repeating the course is required. Any re-test examinations must contain different questions from any examination the student has previously taken.
- e. **Course evaluation:** Student course evaluation forms must be given to all students to evaluate their instructors and the course. Provide a copy of any student course evaluation forms furnished to the students. See Attachment (6) for an example.
- f. **Quality assurance and USCG oversight access:** Detailed records are to be maintained by printed or other media/formats (including videotape if appropriate) for student critiques, record keeping, and USCG monitoring. Coast Guard oversight may include unannounced visits, use of Coast Guard personnel or representatives as students and random administration of the relevant Coast Guard exam to assist in course evaluation.

Attachments: (1) Instructor Qualifications  
(2) Site Acceptance (policy)  
(3) OUPV Course Outline  
(4) OUPV Course Schedule  
(5) Sample Lesson Plan  
(6) Sample Course Evaluation

**OUPV SAMPLE COURSE OUTLINE**

Subject Area	Hours	
	Lecture	Practical*
1 Distance Off	0.5	0.5
2 Bearing Problems	0.5	1.0
3 Fix or Running Fix	0.5	1.0
4 Chart Navigation	2.0	1.0
5 Dead Reckoning	0.5	0.5
6 Electronic Navigation	1.5	1.5
7 Instruments and Accessories	0.5	0.5
8 Aids to Navigation	1.0	1.0
9 Charts, Navigation Publications, and Notices to Mariners	1.0	1.0
10 Marlinspike Seamanship	1.0	1.0
11 COLREGS	16.0	
12 Inland Navigational Rules	5.0	
13 Magnetic Compass Error/Correction	0.5	1.5
14 Determination of Compass Error by Terrestrial Observations	0.5	0.5
15 Characteristics of Weather Systems	1.0	
Tides and Tidal Currents		
16 Terms and Definitions	0.5	
17 Publications	0.5	0.5
18 Tide & Current Calculations	0.5	2.0
19 Maneuvering in Shallow Water	0.5	
20 Interaction with Bank and Passing Vessels	0.5	
21 Berthing and Unberthing	1.0	
22 Anchoring and Mooring	0.5	
23 Heavy Weather Operations	0.5	
24 Advance, Transfer, and Wake Reduction	0.5	
25 Small Engine Operations and Maintenance	1.0	

\* Includes skills demonstrations. (38.0) (13.5)

**OUPV SAMPLE COURSE OUTLINE CONTINUED**

Subject Area	Hours	
	Lecture	Practical
26 Classes and Chemistry of Fire	0.5	
27 Basic Fire Fighting and Prevention	1.0	
28 Emergency Procedures: Collision	0.5	
29 Emergency Procedures: Temp. Repairs	1.0	
30 Passenger/Crew Safety in Emergency	0.5	
31 Emerg. Procedures: Fire/Explosion	0.5	
32 Abandon Ship Procedures	0.5	0.5
33 Man Overboard Procedures	0.5	0.5
34 First Aid (separate approved course)		
35 Certification and Documentation of Vessels	0.5	
36 Rules and Regulations for Uninspected Passenger Vessels	1.5	
37 Pollution Prevention Regulations	0.5	
38 Licensing and Certification of Merchant Mariners	0.5	
39 Ship Sanitation	0.5	
40 Safety	0.5	
41 Ship's Business Certificates and Documents Required	0.5	
42 Radiotelephone Communications	0.5	0.5
43 Signals: Storm/Wreck/Dist./Special	0.5	
44 Lifesaving Appliance Operation	0.5	
	(11.0)	(1.5)
<b>TOTAL</b>	<u>49.0</u>	<u>15.0</u>
<b>GRAND TOTAL**</b>	<u>64</u>	

\*\* Excluding written exams, re-tests, student critiques of course, lunch, coffee breaks, and other administrative activities.

