

## Frequently Asked Questions: Checklists

### 1. What is a checklist?

Checklists are internal documents used by the National Maritime Center (NMC) professional qualifications evaluators to ensure that all requirements are reviewed and met for the credential being requested. They are on our website to provide guidance to mariners so that their applications are complete when submitted.

### 2. What does the checklist mean when it says “equivalent” supervisory position?

The phrase “equivalent supervisory position” is used most often in engineering positions, and refers to service in a position as an engineer rating on vessels where engineering licenses and Qualified Member of the Engineering Department (QMED) rating are not required. This information is listed in the [Marine Safety Manual, Chapter 12 \(7\) and \(8\) and the crediting sea service document, page 6](#).

### 3. The checklist states I need to take exams. Can you tell me which exams? Can I take a course in lieu of testing?

The exams required are based on the rating/officer endorsement that the mariner is applying for. If you wish to see what tests you may be required to take, you can view our [Deck and Engineering Exam guide](#). Once here, find the credential you are applying for to see the exams needed. There are many courses offered. These courses can be taken in lieu of taking the Coast Guard Exams. A list of Coast Guard approved courses is located on our [website](#). To determine what exams will be covered by these courses, you will need to contact the school that offers the course. If there is a Coast Guard approved course that the approval states covers the testing requirements of the rating/officer endorsement applied for than a course can be used in lieu of testing.

### 4. What does “appropriate” tonnage mean?

When applicable, this means the service required must be on vessels that are of a certain tonnage. When required, the specifics will be listed under “Tonnage Calculations.”

**5. Does my recency have to be on a specific vessel or while holding a specific credential?**

Unless otherwise specified on the checklist, the requirement is to submit 90 days of sea time within the last 3 years.

**6. The checklist says to submit 360 days of service within the past 5 years. What type of service does that mean?**

Any service may be submitted as long as it is within the scope of the current credential held.