

Sample Renewal Letter — PQEB

A Renewal letter from the Professional Qualifications Evaluation Branch (PQEB) of the National Maritime Center (NMC) will likely look similar to the following example:

Dear John Merchantmariner:

This is in response to your application, which we received on December 7, 2012, for the following Merchant Mariner Credential(s):

- MMC – Renewal Third Mate Of Steam or Motor of Any Gross Tons Upon Oceans

After a comprehensive evaluation, your application for the above Merchant Mariner Credential(s) is approved. Prior to issuance, you will be required to pass the following examinations:

Module	Module Name	Passing Score
059	RULES OF THE ROAD – INTERNATIONAL & INLAND	90
129	RENEWAL EXERCISE	90

This approval is valid for one year from the date of this letter. If you have not completed the examination requirements within this approval period, you will be required to submit a new application. Please note that the REC will not mail the open-book exam until the \$45 exam fee is paid. If you made your payment online using www.pay.gov, or need assistance with payment options, please contact the NMC Customer Service Center at 1-888-427-5662 to ensure you receive the open book exam as soon as possible.

Sincerely,

Chief, Professional Qualifications Evaluations Branch