

## STCW Frequently Asked Questions: Course Approvals, Course Completion Certificates

1. **Course completion certificates. How long is a USCG approved course certificate issued by a school valid for a mariner to get that endorsement on their MMC? (1 year or 5 years?)**

Course completion certificates are valid for varying amounts of time, depending on the specific course taken.

2. **(\*\*ADDED 02/14/14\*\*) How long must the new upcoming STCW classes be?**

We recently published NVIC 03-14, entitled “Guidelines for Approval of Training Courses and Programs,” that provides recommended length of courses. If a training provider can demonstrate that they can provide the training in a shorter period of time, the Coast Guard will consider that proposed course.

3. **(\*\*ADDED 07/07/14\*\*) Leadership and teamwork training: Where is the information located in the final rule for the new requirements for leadership and teamwork training? Is there a model course?**

The requirements to complete approved training in leadership and managerial or leadership and teamworking skills may be found for deck officers in the 46 CFR 11.305-11.321 series and for engineer officers in the 11.325-11.333 series. This competence will be provided in the operational level and management level assessment NVICs when they are published.

4. **(\*\*ADDED 07/07/14\*\*) Can leadership and teamwork courses be delivered online?**

Although not prohibited, it would be difficult to conduct these courses online, since there are practical team exercises in the course.

5. **(\*\*ADDED 07/07/14\*\*) Leadership and managerial skills training: Is there a model course available for leadership and training?**

Not at present. However, the IMO is currently developing model courses that include Leadership and Teamwork Skills and Leadership and Managerial Skills.

The Coast Guard has published guidance for the development of such courses in NVIC 03-14.

6. **(\*\*ADDED 07/07/14\*\*) Who may conduct the internal audit required in 46 CFR 10.403 (a)(8) and discussed in NVIC 03-14 part 5.j.2?**

An internal audit may be conducted by personnel within the company, but it should be conducted by someone independent of the activity being audited, if possible.

7. **(\*\*ADDED 07/07/14\*\*) If a student is granted 90 days of sea service for successfully completing a fireman/watertender/oiler (FWTO) course, may he or she apply the 90 days toward the 6 month sea service requirement for RFPNW? The training they receive aligns with RFPNW duties.**

No. 46 CFR 10.404 (a) (4) states that the Coast Guard does not credit service granted for training when an applicant applies for an STCW endorsement.

8. **(\*\*ADDED 07/07/14\*\*) A few of my mariners have no sea time. Would our approved course completion certificate issued prior to 24 March 2014 suffice to meet the test prerequisite in lieu of testing at the Coast Guard if it was submitted after 24 March 2014? This pertains to course completion.**

The grandfathering provisions would apply in this situation where the training was begun before 24 March 2014. Mariners who met the grandfathering requirement of beginning service or training before 24 March 2014, may choose to be tested under the previous regulations. Accordingly, a course that was approved to meet the testing under the previous regulations would be acceptable to meet the examination requirement. The course is subject to the same time limitations that applied under the old regulations, it must have been completed within one year prior to the mariner's application for the endorsement.

9. **(\*\*ADDED 07/07/14\*\*) Can we be granted approval to combine BRM & ERM into one course and run engine and deck personnel through the same resource management course? While researching the Knowledge, Understanding, Proficiencies (KUPs), Methods for demonstrating competence & Criteria for evaluating competence for ERM in the STCW Code, we discovered that they are word for word the exact same as for BRM.**

The Coast Guard could accept a course that consolidates BRM and ERM if the submitter adequately addresses the differences associated with deck and engine competence and its criteria for evaluation. This may require the consolidated course to be longer than proposed in guidance associated with each individual course.

**10. (\*\*ADDED 07/07/14\*\*) Are the leadership and managerial skills and leadership and teamworking skills courses stand-alone courses or part of basic training? If they are stand-alone courses, does the IMO Publication for the course leadership and teamwork cover the course requirements or do I find them somewhere else? Who needs these courses and how long do they need to be. Do the course completion certificates expire?**

The leadership and managerial skills and leadership and teamworking courses may be stand-alone courses and are part of the assessment requirements for operational and management endorsements. They might also be tied to bridge resource management or engine-room resource management courses. However, they would not be part of a basic training course. The requirements to complete approved training in leadership and managerial skills or leadership and teamworking skills may be found for deck officers in 46 CFR sections 11.305-11.321 and for engineer officers in sections 11.325-11.333. These competences are provided in the operational level and management level assessment NVICs. Course completion certificates should be submitted to the NMC within 5 years of the course completion date.

**11. (\*\*ADDED 07/07/14\*\*) Does completion of an approved leadership and management course satisfy the requirements for an applicant to demonstrate competence in leadership and teamworking skills?**

Yes. Completing a leadership and management course that complies with STCW Code Table A-III/2 would satisfy the requirement to demonstrate competence in leadership and teamworking skills.

**12. (\*\*ADDED 05/27/15\*\*) I am requesting clarification of 46 CFR 10.410 concerning Quality Standard System (QSS) requirements. Which courses must have a QSS in place? If I have four Coast Guard-approved courses leading to STCW endorsements, am I required to also include approved courses leading to national endorsements in a QSS?**

As stated in 46 CFR 10.410(a), providers of Coast Guard-approved courses, programs, training, and Coast Guard-accepted training creditable towards an STCW endorsement must establish and maintain a QSS, in accordance with Regulation I/8 of the STCW Convention (incorporated by reference, see § 10.103 of this part).

**13. (\*\*ADDED 05/27/15\*\*) Do schools establish their own qualifications for internal auditing/assessing for QSS?**

The school is responsible for establishing its QSS based on the regulations found in 46 CFR 10.410. This includes information on auditing reviewing and improving the performance of the training management system.

**14. (\*\*ADDED 05/27/15\*\*) What is the date a school offering Coast Guard-approved courses programs, and training creditable towards an STCW endorsement must have a QSS in place?**

January 1, 2017. See 46 CFR 10.410(f).

**15. (\*\*ADDED 05/27/15\*\*) Will there be any further guidance published on QSS?**

The Coast Guard has no immediate plans to publish additional guidance concerning QSS.

**16. (\*\*ADDED 05/27/15\*\*) I am requesting clarification of the phrase “Completion of a course or program”. Course or program completion can be viewed three ways; at the end of the formal instruction; when the course exams are given which is after the course completion; or when the certificate is uploaded to MTAD. This clarification is important as it effects how we keep the required records and for the internal audits per this same NVIC**

A course or program is considered to be completed when all of the requirements for the course, including all lessons, practical exercises, and examinations have been successfully completed. This completion date is also the date that should appear on the course completion certificate.

**17. (\*\*ADDED 05/27/15\*\*) If someone completes a Coast Guard-approved Leadership and Management level course and uses the course completion certificate to meet the operational level gap closing requirements for “evidence of competence in leadership and team working skills” prior to January 1, 2017, can they use the same course completion certificate to meet the STCW requirements for a Leadership and Management Skills course when/if upgrading to the STCW Management Level after January 1, 2017?**

Yes, provided that the course was completed less than 5 years prior to applying for the upgrade to the management level. (See Sec 5.a.2.iii of NVIC 3-14.)

**18. (\*\*ADDED 05/27/15\*\*) Approved instructors. Does NVIC 03-14 apply to radar simulator train the trainer requirements?**

The requirement in 46 CFR 10.402(b)(2)(iii)(A) states that instructors in Coast Guard approved courses must have training in effective instruction and assessment. This requirement applies to all approved courses, and to all schools with approved courses. The regulations make no distinctions between courses or whether the school is large or small. As is explained in Enclosure (2) to NVIC 3-14, this requirement does not apply to instructors who were approved before March 24, 2014 who are not seeking approval to teach new courses. It will apply to all other instructors.

Paragraph 1.f of enclosure (2) of NVIC 03-14 states that, in addition to the requirement for experience and training in effective instruction techniques discussed above, if a simulator is used in a course, the instructor should have practical operational experience on the particular type of simulator being used and receive guidance in instructional techniques involving the use of simulators. Such guidance or instruction should include development of and sequencing of simulated scenarios that have specific learning objectives as found in the International Maritime Organization's (IMO) Train the Simulator Trainer and Assessor Model Course (Model Course 6.09a).

**19. (\*\*ADDED 05/27/15\*\*) Course completion certificates. Must a school provide the mariners reference number, CFR citation and STCW citation information on their course completion certificates like the sample certificate found in NVIC 03-14?**

No. As a minimum, 46 CFR 10.402(b)(8) states that, in the course approval request package, a sample course completion certificate should be included that allows for the following information to be entered:

(i) Course provider number

(ii) Course number; and

(iii) Terms of approval.

**20. (\*\*ADDED 05/27/15\*\*) Quality standard system (QSS). What is the date by which maritime educators offering STCW courses must have an approved QSS in place?**

Maritime educators offering STCW courses must have an approved QSS in place by January 1, 2017.