

## Sample Approval to Test (ATT) Renewal Letter — PQEB

Incomplete documentation of sea service will result in an ATT letter. An ATT 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 May 01, 2020, for the following Merchant Mariner Credential(s):

- MMC – Renewal Third Mate Of Self Propelled Vessels Not Including Auxiliary Sail of unlimited tonnage upon Oceans.

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

Module	Module Name	Passing Score
Q475	RULES OF THE ROAD: INLAND AND INTERNATIONAL RENEWAL OPEN BOOK EXERCISE	90
Q118	SECOND/THIRD MATE OF UNLIMITED TONNAGE RENEWAL OPEN BOOK EXERCISE	90

If you have not paid the \$45 examination fee, please do so using [www.pay.gov](http://www.pay.gov). Once the exam fee is paid, you must contact the NMC to receive your open-book renewal by emailing [NMCRenewalExams@uscg.mil](mailto:NMCRenewalExams@uscg.mil) or by calling 1-888-IASKNMC (427-5662). Please include a copy of your pay.gov receipt when submitting your request. Your open-book renewal examination will not be issued until you have paid the examination fee and contacted the NMC.

This approval is valid for one year from the date of this letter. However, for Officer Endorsements, you have 90 days from the date that the open book renewal examinations are issued, to successfully complete the examination cycle (including retesting). If you do not receive a passing score (90%) on all modules after three attempts, a complete re-examination must be taken no sooner than 90 days from the date of your last retest. For Rating Endorsements, you must complete and pass all parts of the examination during the 1-year approval to test period (including retesting).

Sincerely,

Chief, Professional Qualifications Evaluations Branch