

## 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 throughout the regulations for deck officers, engineer officers, and offshore installation managers. For deck officers it is normally used when a credentialed master or mate is not required, such as military vessels or yachts. It may refer 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. In both cases it may be used when a mariner is employed under equivalences listed in [46 CFR Part 15](#).

### 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. Courses in lieu of examinations are limited to deck officer endorsements for less than 200 GRT, to increase the scope of a National deck officer from near coastal to oceans for endorsements less than 1,600 GRT and 3rd Mate or 2nd Mate, National engineering officer endorsements for 4,000 HP or less, and National ratings endorsements.

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

When applicable, this means the service required must be on vessels that are of a certain tonnage. For unlimited tonnages, all service must be on vessels of 100 GRT or more, and half the required service must be on vessels of 1,600 GRT or more. For master or mate 500 GRT, a specific amount of the service must be on vessels of more than 50 GRT. Master or mate of 1,600 GRT requires service on vessels over 100 GRT. For any deck officer 200 GRT and below, see [46 CFR 11.422](#) or Tonnage Calculations on the specific checklist. In some cases there may be more than one way to obtain a tonnage increase; the specific CFR cite should be checked.

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

An applicant for a National officer endorsement must have at least 3 months of required service on vessels of appropriate tonnage or horsepower within the 3 years immediately preceding the date of application. The appropriate tonnage or horsepower is based on the credential sought. For example: Service on vessels less than 100 GRT cannot be applicable to an unlimited deck officer, which requires all service to be on vessels of 100 GRT or more.

#### **6. The renewal 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, or service not under the authority of the credential held such as a privately owned recreational vessel not for hire.