

Documentation Checklist – [STCW] Shipboard Security Officer Training Course

In order to apply for a Certificate of Proficiency the following documents must be submitted to Ocean Technologies Group:

- Certificate Application Form completed by the candidate and authenticating person
- Copy of ID (e.g. passport) of person who is signing the documents (authenticating person).
- Copy of ID (e.g. passport) of candidate
- Copy of verification of training from modules #644.01 – 644.07. For these modules, you must achieve:
 - ✓ 95 % (or more) completion within the last 12 months
 - ✓ 75 % score (or above) in the assessment
- Answers to all workbook questions
- Copy of this checklist indicating which certificate below you are applying for. (Tick one ✓)

Flag State course pre-requisites (3 options):

1. To receive a **Maritime & Coastguard Agency (MCA)** certificate, this training must be undertaken and authenticated onboard ship. You must provide:
 - ✓ 12 months sea service on a ship subject to the ISPS Code.
This may be evidenced by a valid STCW Certificate of Competency (Deck or Engine) or sea service record book.
 - I meet this requirement and apply for an MCA certificate

2. To receive a **Norwegian Maritime Authority (NMA)** certificate, this training must be undertaken and authenticated onboard ship. You must provide:
 - ✓ 12 months sea service as a Deck or Engine Officer. This may be evidenced by a valid STCW Certificate of Competency (Deck or Engine)
 - ✓ A clear passport style photograph, taken within the last 12 months
 - I meet this requirement and apply for an NMA certificate

3. To receive a **Liberia Ship Registry / Marshall Islands Registry** certificate, you may complete this training under supervision onboard ship or onshore. You must provide:
 - ✓ 12 months sea service on a ship subject to the ISPS Code.
This may be evidenced by a valid STCW Certificate of Competency (Deck or Engine) or sea service record book.
 - I meet this requirement and apply for a Liberia / Marshall Islands certificate

We also ask that you send us your course feedback electronically, required as part of our Quality Management System. Please complete this in The Ocean Shop or click here:

- [Course Feedback Form](#)
(or visit surveymonkey.com/r/OTGCourseFeedback)

All documents (e.g. test print outs, written assignments, passport etc.) should be scanned or photographed using a suitable device:

Flatbed Scanner

- Ensure the scan resolution is sufficient to capture all details clearly in colour.

Digital Camera

- Ensure the photographer captures all details clearly, without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour

Mobile Device (e.g. Smartphone or Tablet computer)

- Ensure the photographer captures all details clearly without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour
- You may wish to download an Apple or Android App (for example CamScanner or PhotoScan) to assist you in capturing images of documents.

Electronic documents should be sent to Ocean Technologies Group in one of the following formats:



Please submit the documents to Ocean Technologies Group by email: courses@oceantg.com