



<b>Policy Title:</b>	USCG Licensing Programs
<b>Policy Number:</b>	AA 02-006
<b>Policy Administrator:</b>	Provost and Vice President of Academic Affairs
<b>Policy Initiator:</b>	

## **Procedures – Cal Maritime:**

Cal Maritime has the responsibility to:

- A. Support and maintain an appropriate administrator/staff to oversee program compliance, program revision, and program submission.
- B. Support and maintain an appropriate staff to act as a trusted agent and liaison with the USCG in the administration of Merchant Marine Credentials in accordance with the USCG Standard Operating Procedures Federal Maritime Academies.
- C. Support and maintain a diverse committee to oversee USCG matters, periodically review of curriculum, and make recommended changes

- b. The Student Health Center shall notify the Licensing Coordinator of any changes in health status.
- B. An individual enrolled in a merchant mariner preparation program transferring from another State Maritime Academy, Federal Maritime Academy, or other institution as prescribed under the current SOP may have to get their coursework evaluated for course content; knowledge, understanding, and proficiencies; and sea service equivalency.
  - a. The evaluation is completed by Admissions in collaboration with the Department Chairs and the Director of USCG Licensing Programs.
  - b. Sea service will be evaluated to the fullest extent allowable but will not necessarily exempt a cadet from participation in Sea Training I, II and III, watchkeeping, simulation, maintenance and/or workshop skills.
  - c. The university is responsible for documenting completion of all program requirements
  - d. Cadets who already hold or qualify for endorsements with sea service or training obtained outside the academy approved program, may continue to hold or renew their endorsements, in addition to any endorsements obtained while enrolled at Cal Maritime.
- C. Cadets must hold valid security and travel documents to include a Transportation Worker Identification Credential (TWIC), passport, and applicable visas; in order to participate in Sea Training I, II, and III. Cadets are highly encouraged to obtain or renew these documents prior to admission.
- D. Cadets shall participate in the California State University Maritime Academy random drug testing program in accordance with Department of Transportation requirements of 46 CFR 16.230. Cadets must have been subject to random drug testing for at least 60 days during the previous 185 days immediately preceding the date of any merchant mariner credential application, and neither failed any test nor refused to participate in any required tests.
- E. Courses designated as STCW in the university catalog must be passed with C- or better. Courses containing sea time only must be passed with a D- or better and must meet all applicable attendance requirements.

### **Sea Service**

- A. Sea service not completed within an academic course must be completed as a deck cadet through enrollment in CRU 390, Independent Study course, or as an engine cadet through enrollment in CRU 395, Independent Study (1 credit unit) course. The instructor of record for this course is a representative from the Career Center.
  - a. Cadets shall continue enrollment in this course until they have met the minimum requirements for Sea Training II.
- B. Cadets may not use sea service from private employment, volunteer service, or military service towards the sea service requirements of the USCG approved program at Cal Maritime until external sea service is approved by modification to the SOP or by the USCG as temporary measures.

### **Entry Level Credential**

- A. Cadets must have a completed and signed CG Form 719K (USCG Physical) as a



credential. This letter is proof that a cadet completed a merchant mariner preparation program, including successful completion of the USCG examination.