



# Professional Mariner Training For Career or Cruising Lifestyle Total: 425 hours / 11 weeks



### EDUCATIONAL OBJECTIVES

- To prepare men and women to operate and maintain vessels in a safe, efficient manner.
- To provide training and testing for eligible students who wish to obtain **OUPV or Master/Mate licenses up to 100 Ton Near Coastal.**
- To promote the awareness of the need to operate in the spirit of teamwork and cooperation with fellow crew members, captains and owners.
- To produce graduates who are capable of advancing into marine industry careers, including deck hands, mates, navigators and captains.

### COURSE DESCRIPTION

#### Seamanship - 45 hrs

##### *Seamanship Principles - 6 hrs*

A study of basic nautical terminology, legal requirements and maritime law.

##### *Marlinspike Seamanship - 18 hrs*

A “hands-on” study of bends, hitches, splices, blocks and tackle, the care and inspection of wire rope as well as other shipboard “arts of the sea.”

##### *Aids to Navigation - 2 hrs*

Identification and understanding of the use of Aids to Navigation on waterways.

##### *Vessel Maneuvering / Handling/ Docking/Anchoring - 5 hrs*

The theory of operation of both sail and power driven vessels.

##### *Boating Laws & Regulations - 4 hrs*

Review of Boating Laws and Regulations as pertain to vessels.

##### *Emergency Procedures - 4 hrs*

The application of vessel emergency procedures to vessel operations.

##### *Towing Theory - 2 hrs*

Practical applications and techniques in towing and anchoring.

##### *Sail Theory - 4 hrs*

Sail theory and practical application.

##### Meteorology/Oceanography- 11 hrs

##### *Weather Characteristics*

The science of the atmosphere and its phenomena. Includes basic principles of meteorology and practical aspects of oceanography. Also covered are winds, weather warnings and displays, basic cloud formations, using a barometer, weather disturbances and storms, and simple forecasting methods.

##### Basic Engines - 18 hrs

Provides a practical understanding of the operation and routine maintenance of basic mechanical systems aboard vessels, with emphasis on diesel and gasoline inboard engines. The subject matter is presented in the classroom and demonstrated “hands on” in the Chapman School’s engine shop facility and on our vessels.

##### Boat Maintenance - 6 hrs

Practical “hands on” instruction in basic boat repair and prevention. Topics include varnishing and painting techniques, fiberglass care and repair.

##### Engineering Systems - 11 hrs

A “hands-on” approach to learning and maintaining various electrical and mechanical systems onboard most types of vessels.

##### Engineering Systems con’t

Includes identification, tracking, drawing and developing inspection and maintenance procedures for equipment such as engines, generators, water makers, air conditioners, AC/DC systems, fresh and hot water systems, waste systems, galley equipment, steering and control systems, stability and other systems found throughout a vessel. Cargo operations, pollution prevention and trailering are also covered.

##### Navigation & Position

##### Determination - 91 hrs

##### *Piloting - 65 hrs*

Using nautical charts and the marine compass, students are shown various methods to accurately establish a vessels position and to project later positions via deduced reckoning. Additional elements cover the effects of currents and tides through use of publications and tide tables.

##### *Electronic Navigation - 22 hrs*

Includes the theory and operation of marine electronic equipment such as VHF and SSB radios, GPS, Radar, Weather Fax and Chart Plotters. This training is supplemented by simulation exercises. Practical applications are taught in both the electronics lab and onboard training vessels.

##### *Marine Radio Operators Permit - 4 hrs*

Course confers the authority to operate licensed radio stations in the aviation, marine and international fixed public radio services. Course includes 1 hour FCC exam.

### Professional Mariner Training Program Schedule – 2018/2019

Class #	10-18	1-19	4-19	8-19	10-19
<b>Starts</b>	10/01	1/07	4/01	8/05	10/07
<b>Ends</b>	12/14	3/22	6/14	10/18	12/20
<b>Holidays</b>	11/22 & 11/23		5/27	9/02	11/28 & 11/29

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## **Watchkeeping - 19 hrs**

### ***Navigation Rules - 19 hrs***

Comprehensive study of Nautical Rules of the Road designed to prepare students for the safe & competent operation of vessels on inland & international waters. Includes: the correct procedure to adopt when standing watch, helm responsibilities and observation techniques.

## **Underway Boat Handling Exercises**

### **- 84 hrs**

#### ***Vessel Maneuvering, Handling &***

#### ***Practical Assessments - 49 hrs***

Vessel theory & operation of power & sail boats. Instruction in all basic aspects of boat handling & safety procedures, building on theoretical skills learned. This practical training, includes dockside procedures, underway maneuvering, anchoring, & man overboard drills.

#### ***Simulator Practical Exercises - 4 hrs***

Simulated exercises incorporating "real world" vessel conditions, vessel traffic, obstacles and lack of visibility.

#### ***Navigation & Position Determination -***

#### ***Assessments/Practical Exercises - 31 hrs***

Assessment & sign off of competencies by qualified instructors through practical demonstration of skills by students as listed in log book and assessment sheets.

## **STCW - Basic Training - 40 hrs**

### ***Personal Safety & Social Responsibilities - 4 hrs***

Individual shipboard responsibilities, teamwork, communications, health & hygiene, safety equipment, oil pollution and waste regulations, and handling shipboard emergencies.

### ***Personal Survival Techniques - 12 hrs***

Designed to teach students the principles of survival at sea.

### ***First Aid - 8 hrs***

Prepares student in emergency treatment of injuries that can occur in a Maritime or Industrial environment.

### ***Basic Marine Firefighting - 16 hrs***

Students learn the theory & application of shipboard firefighting. Please note that Firefighting is held at Port Canaveral Maritime Academy.

## **Maritime Security Awareness - 4 hrs**

Provides knowledge for crew members working at port facilities & on vessels. Includes the meaning & requirements of the different security levels; emergency procedures & contingency plans; recognition & detection of weapons, dangerous substances and devices; non-discriminatory recognition of the characteristics & behavioral patterns of persons likely to threaten security; and the techniques used to circumvent security measures.

## **Operator of Uninspected Passenger Vessel (OUPV) Less Than 100 GRT - 64 hrs**

Preparation and USCG testing.

## **Upgrade from OUPV to Master Not More Than 100 GRT - 24 hrs**

Preparation and USCG testing.

## **Commercial Assistance Towing Endorsement - 4 hrs**

Towing theory and USCG testing.

## **Auxiliary Sail Endorsement - 4 hrs**

Sailing theory & USCG testing.

## **Job Search & Resume Prep**

Group seminar with discussion of job opportunities, maritime qualifications necessary, avenues of approach, attitudes & qualities successful in the job search area and introduction to resume preparation.

## **ADMISSION**

- To qualify for admission, the student must be 18 years of age or older, in overall good health, and must be able to use mathematical skills & the English language in order to fully benefit from the program. Foreign students must score at least 500 in the TOEFL exam or its equivalent.
- A high school diploma, GED or evidence of student's ability to benefit from instruction is required. Please have a copy of your high school, college or previous training transcript sent to the Registrar.
- Although previous experience can be beneficial, it is not essential for the successful completion of this program. Previous training and education will be evaluated and appropriate credit given.

- ***The Enrollment Agreement must be completed and signed and returned to the School along with the \$150 registration fee.***

- Students must have an official photo ID on the first day of class.
- Class starting dates are listed in the program schedule. Students may enroll in this course through the third day of class. Once classes start, students may not change or downgrade to another program. Every effort is made to provide as much attention as possible to individual student needs.
- Class enrollment varies from 10 to 20 depending on the time of year.
- The usual student/instructor ratio for boat handling is 5 to 1.

## **TUITION & FEES**

Registration Fee . . . . .	\$150.00
Tuition Deposit . . . . .	\$2000.00
Tuition Balance . . . . .	<u>\$6350.00</u>
Total Tuition . . . . .	\$8500.00

- Registration Fee must accompany the Enrollment Agreement.
- Tuition Deposit is due 45 days prior to the start of class.
- Tuition Balance is due 10 days prior to the first day of class.
- Tuition includes books but does not include housing, board or transportation.
- All costs payable in U.S. currency only. Visa, MasterCard, Discover & American Express are accepted.

## **REFUND POLICY**

- If the application is not accepted by the School, all payments made will be promptly refunded.
- If cancellation is requested within three (3) business days after signing the Enrollment Agreement, all payments made by the applicant will be refunded in accordance with the Buyer's Right to Cancel.
- If cancellation is requested more than three (3) business days after signing the Enrollment Agreement, but before the beginning of class instruction, the applicant is obligated for \$150 which may be transferred to a future date within one year.

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## Refund Policy (cont'd)

- If classes have already begun, and the student wishes to withdraw, the School must receive written notice.
- Students terminating training after the beginning of the course are obligated to pay on a prorated basis through 40% of course completion. Thereafter, the student is obligated for the full amount of the contract price.
- Refunds are made within thirty (30) days after the date the student fails to enter or terminates training.

### **Veteran's Refund Policy**

The VRP is in accordance with the Federal Code of Regulations Chapter 38 Section 21.4254(c)(13) & 21-4255.

The pro-ration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the program.

## STUDENT HOUSING

Campus housing consists of dormitory apartments. Each efficiency apartment contains a bedroom, convertible living room/bedroom, bath, kitchenette and covered porch. All units are air conditioned, fully furnished and equipped with refrigerator, counter top range and cooking utensils. Housing fee includes utilities. The maximum number of students per unit is three.

Single housing, if available, is charged at a premium rate. Campus housing must be booked in advance to assure availability. *Sorry, no pets.*

The School is not responsible for the loss of any personal property.

Security Deposit . . . . .	\$300.00
Housing Fee (Shared) . . .	\$1700.00
Total Housing Fees . . . . .	\$2000.00

Please note that 2 days of the program will be conducted in Port Canaveral, FL. Students must make their own housing arrangements for this period.

### **Housing Security Deposit & Refund**

- Security deposit is due with the Enrollment Agreement to reserve accommodations.

- Student Housing fees are due 45 days prior to the start of class.
- If a student cannot attend the class in which registered, housing fees & deposits are refundable.
- Once a student moves into the facilities, no fees will be refunded except the \$300 security deposit, and that within 30 days after inspection of the vacated room.
- In the event any student does damage to the accommodations, he or she will be responsible for the replacement cost & labor required to repair the damaged School property.
- In the event the damage exceeds \$300, the student will be responsible for the additional costs of repair.

## FINANCIAL AID

The School offers, depending upon availability and need, supplemental scholarships to qualified students who are eligible for employment in the United States. Other opportunities to consider in planning for financial aid assistance are:

### **Veteran's Education Benefits**

If you are a U.S. military veteran, you may be eligible for education benefits.

### **Rehabilitation Benefits**

You may be eligible for education benefits due to job-related injuries that preclude continued employment in your present trade or profession.

### **Retirement Benefits**

You may be eligible for education benefits offered by some firms upon retirement.

### **Retraining Opportunities**

You may be able to secure retraining benefits if you are a dislocated worker or eligible for programs offered by other retraining agencies.

*Curriculum, fees, expenses and other matters described are subject to change without notice at the discretion of the Chapman School of Seamanship. Currently enrolled students will not be affected by any such fee changes unless they change the date of enrollment to a future date.*

## ATTENDANCE

### **Attendance Requirements**

A student must attend at least 254 hours (89%) of the first 285 hour portion of the program. For the final 140 hours of the program 100% attendance is required. These requirements are strictly adhered whether the absence is excused or unexcused.

### **Class Schedule**

Classes meet daily, Monday through Friday from 8:30 am to 4:30 pm for the first 285 hours of the program, then 8:00 am to 5:00 pm for the final 140 hours of the program covering STCW Basic Training, Maritime Security Awareness, Operator of Uninspected Passenger Vessel, OUPV to Not More than 100 GRT Master Upgrade, Commercial Assistance Towing, and Auxiliary Sail Endorsements.

### **Unexcused Absences**

More than 14 hours or (2) two full class days of unexcused absences in any (3) three week period is considered excessive and may cause dismissal from the School. Veterans benefits are interrupted at this point.

### **Excused Absences**

A request for absence must be submitted in writing by the student and approved by a member of the administrative staff prior to the absence, except in case of illness or other emergency. If the excused absence is during a testing period, instructors must be notified by the student promptly and arrangements made to take a makeup test.

### **Tardiness**

Lateness for any part of an hour will be counted as a full hour of absence.

### **Leaves**

A student who takes extensive leave beyond the allowed attendance policy limits due to special circumstances such as prolonged illness, family emergency, etc., will be permitted to re-enter at the phase of training that is identical to the one he or she left. Earlier phases of training may be repeated at no additional tuition cost as determined by the School. Veteran students must be terminated for pay purposes.

## Re-Admittance Policy

If a student has been terminated for attendance reasons and can provide evidence that the cause of the poor attendance has been eliminated, then the student may be re-admitted on a probationary basis for a three week period. Seven (7) hours or one full class day of unexcused absence during this period will result in termination.

Veterans benefits may be resumed during the probationary period.

## GRADING POLICY

### Tests & Examinations

Examinations will be scheduled during each course. Instructors may average quizzes or other grades with the examination to determine each course grade. These grades may be reviewed by the student upon request.

### Final Grade

The final program grade for the 425 hour program will be based on the weighted average of all the course grades depending on the number of hours in each course. To qualify for graduation, the final average must be a minimum of 70%.

### Student Progress

All student records will be kept on file for viewing by the student and authorized parties.

A standard system of weighted percentages is used for recording student progress. To remain in good standing, a student must maintain an average of 70% or better.

If a student's average falls below 70%, he or she may be permitted to continue in school for an additional time period established at the time of a progress report. During this time, the student is required to pass coursework with grades that will bring his/her average up to satisfactory. This period is considered probationary. If grades are not brought up to passing, the student will be terminated for unsatisfactory progress. At this point, veterans benefits may be interrupted. Re-entry will be at the discretion of the School's administration.

*Students must provide their own deck shoes and a Type -1 USCG Approved PFD*

## LICENSING

Successfully passing the exams in compliance with U.S. Coast Guard (USCG), Federal Communications Commission (FCC) & National Association of State Boating Law Administrators (NASBLA) standards will qualify the graduate for the following:

- 1- Certificate(s) which satisfy the USCG examination requirements for original issuance of a MMC as Master or Mate of Steam and Motor Vessels of Not More Than 100 GRT, (Inland or Near Coastal), Operator of Uninspected Passenger Vessel, Auxiliary Sail Endorsement, Commercial Assistance Towing Endorsement, STCW VI/1 Basic Training & STCW VI/6 Maritime Security Awareness.
- 2- FCC Marine Radio Operators Permit & NASBLA Safe Boating Certifications.
- 3- Sea Time for all boat handling components of the program. Sea Time will be credited as deck department sea service associated with bridge watch keeping duties under the supervision of the Master or qualified officer.

All licenses are issued by the United States Coast Guard to persons aged 18 & older. Foreign students may apply for USCG Licenses but will be limited to undocumented vessels.

**It is the responsibility of the applicant to determine their eligibility for USCG licensing. For complete information on rules and forms, see the USCG National Maritime Center website at: [www.uscg.mil/nmc](http://www.uscg.mil/nmc)**

### Student Responsibilities

Students are required to observe the appropriate and proper standards of personal conduct. Justification for dismissal from the School would include any action that would be considered offensive by the faculty, the student body or the community at large.

Proper dress, including shoes, shirt, and pants or shorts must be worn in the classrooms, labs and on board training vessels. Work clothes are recommended for shop and boat maintenance lab work. To safeguard against infection from minor scrapes or punctures, we suggest obtaining a current tetanus booster before arrival on campus.

## GRADUATION & JOB SEARCH ASSISTANCE

### Requirements for Graduation

Chapman School awards a Diploma. All attendance requirements must be met and any financial obligations to the School satisfied. A final average of 70% or better is required.

### Job Search Assistance

An active job search assistance program is maintained with additional help being provided in preparing for job interviews and writing resumes. Assistance is afforded to students who maintain satisfactory academic progress and proper standards of personal conduct. The instructors and administration are consulted in these matters.

To enhance employment opportunities students are encouraged to obtain a current passport & Transportation Workers Identification Credential (TWIC) prior to the beginning of class. The School has contact with employers in all major areas of the boating industry. These include charter and private yacht owners, offshore mineral and oil operations, maritime research organizations and sport fishermen. Graduates who maintain an acceptable employment record are afforded this service on an ongoing basis. The School cannot guarantee job placement.

*Chapman School does not discriminate on the basis of age, sex, religion, race or ethnic group in the administration of its policies and programs.*



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