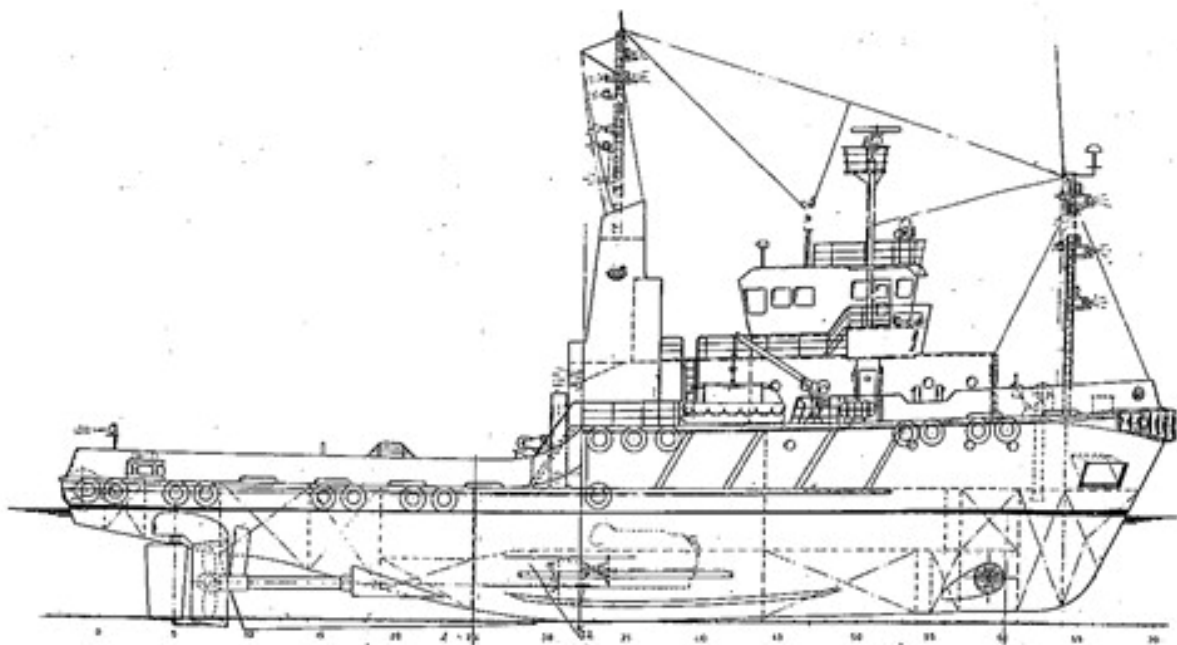




MARITIME LICENSE TRAINING CO.

Career Reference Manual & Course Catalog

Second Edition



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ERRORS AND OMISSIONS

This Career Reference Manual is designed to be a guide in the Licensing and Certification process as well as a Course Catalog of classes and programs offered by Maritime License Training Co (MLT). MLT cannot be responsible for errors or omissions in this manual, or for changes or changing implementation of US Coast Guard policies. The maritime industry changes routinely and sometimes without advance notification. For the most current information, please contact the school.

Maritime License Training Co.
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TABLE OF CONTENTS

Introduction.....	3
School Services and Administration.....	4
Frequently Asked Questions.....	7
Qualified Ratings.....	9
USCG Master's Licenses	
Operator of Uninspected Passenger Vessel.....	11
Master/Mate of Inspected Vessels (25 tons to 200 Tons).....	11
Master/Mate of Inspected Vessels (200 Tons).....	11
Master of Towing Vessel.....	12
Mate 500/1600GRT/3000GT.....	12
Training Co-operative.....	13
Multi-Course Discount.....	13

Course Catalogue

Rating Forming Part of a Navigation Watch.....	14
Able Seaman/Lifeboatman.....	14
Qualified Member of the Engine Department (QMED).....	14
Basic Safety Training.....	14
Proficiency in Survival Craft.....	14
OUPV.....	15
Master 100 Ton.....	15
Upgrade Master 100 Ton to Master 200 Ton.....	15
Apprentice Mate of Towing Vessel.....	15
Commercial Assistance Towing.....	15
Auxiliary Sail.....	15
Advanced Fire Fighting.....	15
Medical Care Provider.....	15
Bridge Resource Management.....	15
Radar Observer.....	16
Radar Renewal.....	16
Automatic Radar Plotting Aids.....	16
Flashing Light (Visual Communications).....	16
Officer In Charge of a Navigation Watch Modules.....	16
Master/Mate 500/1600GRT Preparation Course.....	16
Engineer Preparation Course.....	17
Price List.....	18

Introduction

Thank you for your interest in MLT. I would like to take the time to introduce myself. I am Captain Bob Russo and own Maritime License Training Co. MLT is headquartered in Atlantic Beach, FL, which is a suburb of Jacksonville. I have been training mariners since 2000.

Over the years, I and my instructors have had the privilege of training thousands of commercial mariners. All of us here at the school are also working mariners. This allows us to keep current of industry practices.

Most of our courses are US Coast Guard Approved. Our training programs always meet and often exceed IMO standards and are STCW Compliant.

Most of our instructors hold 1600 Tons license but we are in different fields in the industry. For example, I have most of my experience in the towing vessel industry. Another has most of his experience in passenger vessels and yet another works on dive support vessels. We do not have any instructors who have not had several years of experience in the commercial maritime industry.

Our client list includes the US Coast Guard, the US Navy, the US Government and the Government of the State of Florida, towing vessel operators, passenger vessel operators, dredging companies, and the oil field industry.

All of us here at the school understand what it takes to make YOU successful in the commercial maritime industry. There are many other and larger schools which provide limited instruction at higher cost. We always meet our student's needs including providing free tutoring if required. We realize that people have different learning styles and we never forget that our success depends on your success.

I invite you to come and meet us, tour the school, ask questions and see what we can offer you! See how MLT can help you achieve your goals and save you money. We have the space, the equipment and instructional material to provide YOU the best quality training.

SCHOOL SERVICES AND ADMINISTRATION

MLT's Student Services Office is located at our main campus and provides Admissions and Registration, Guidance on Licensing and Certification, Class Registration and Check-In. You may also contact the Student Services Office for Career Counseling, License Counseling, Financial Aid, USCG paperwork.

Also located there is the Ship's Store which offers a variety of school supplies, navigation instruments, calculators, sextants, reference books and other gear.

You may also obtain housing information from the Student Services Office.

CORPORATE INFORMATION. Maritime License Training Co. is a Subchapter S corporation organized in the State of Florida. The Governing Body is composed of Robert Russo, Elizabeth Weatherly, Susan Klein and Steven Russo. Robert Russo is the CEO. Elizabeth Russo is the VP. Susan Klein is Corporate Counsel and Steven Russo is the CFO.

Facility consists of the following personnel all of whom are, approved to teach MLT courses by name:

Robert Russo who holds a 1600 Ton Master Oceans and Western Rivers as well as Master of Towing Vessel (Unlimited)

Wayne Fenner who holds a 1600 Ton Master Oceans License

John Ellis who holds a 1600 Ton Master Oceans License

John Flynn who holds a 500 Ton Masters License Near Coastal License

Heather Rapp who holds an EMT-P certification

SCHOOL ADMINISTRATION

Financial Aid and Payment for Courses

MLT offers three different options for financial aid and payment:

- 1) Courses can be paid in full with cash, check or credit card.
- 2) Any course over \$1000.00 can be financed with 0% interest using a credit card which will be automatically billed according to the individual arrangement between the student and the school. Contact us for details.

- 3) Either the student as an individual or an employer may join MLT's Training Coop. Joining the Coop will result in a discount of 20% for any and all courses during the membership period. Call the school for details.
4. From time to time, MLT is made aware of corporate scholarships or other financial aid. Contact the school for the latest information available.

Career Counseling & Job Placement

MLT provides all students with free career counseling and job placement services. We have an excellent relationship with many companies who contact us looking for workers.

Additionally, MLT is the US Coast Guard Mariner Credentialing Agent for North Florida. This means we work directly with the National Maritime Center and do not use the services of the Regional Examination Centers. This service is also provided free of charge to our students.

In addition to our free job placement services, MLT also has an arrangement with a job placement service which charges for their service. This can be utilized whenever there are no available jobs a student is interested in. Students do receive a discount.

Licensing Consulting

MLT provides free licensing consulting services to all Training Coop members. This service is also available at a reasonable charge to any student.

School Policies

Admission Requirements consist of the pre-requisites that the US Coast Guard has mandated for various licenses, endorsements or credentials. When registering for a class, we will ascertain that you are qualified for the document you seek. Our Ordinary Seaman to Mate 1600 Ton program will also require you pass mathematics and reading test. There is no charge for the test.

Student attendance is required for 100% of the classes involved. The US Coast Guard requires students be benefit of the total hours of instruction that the course is approved for. The school has no discretionary authority to deviate from that for any reason. In the event an emergency absence occurs, the student may be offered the option of making the time up or in all cases the student may repeat the class at no additional charge.

Successful completion of a course is reflected by the passing grade specified by the US Coast Guard for a particular test. Normally this will be 90% correct for Rules of the Road tests and 70% for all other tests. Either the Student Services Office or the instructor can provide this information. If a student fails to successfully complete any course, the student may re-take that course at no additional charge up to 6 months after the completion of the course.

Student records are required to be retained for a period of one year after completion of the course by the US Coast Guard. The school retains the records for an additional year however **NO CERTIFICATE FOR ANY COURSE THAT IS OVER ONE YEAR OLD WILL BE ACCEPTED BY THE US COAST GUARD.** It is the student's responsibility to submit all required paperwork and course certificates to the US Coast Guard in a timely manner.

SOME FREQUENTLY ASKED QUESTIONS

WORKING IN THE COMMERCIAL MARITIME INDUSTRY

If you have thought of working in the commercial maritime industry but are unsure of where to start, we can help. It's not as difficult as you might think, if you know where to begin.

Maritime License Training Co. can be your start in the Maritime Industry. Whether it is tugboats, research vessels or offshore supply vessels, this new and exciting employment can offer you the adventure you seek, the leisure time to enjoy with your family or friends and most importantly, the financial rewards you've dreamed about.

WHAT IS THE MERCHANT MARINE?

Simply put they are the professionals that man our vessels. Everything from sea going megatankers to small passenger vessels. The Merchant Marine consists of ratings (crew who work on deck or in the engine room) to officers (crew in charge of the vessel or the engine room). All United States seamen (that includes citizens and green card holders) are certified, documented and licensed by the U.S. Coast Guard.

WHAT KINDS OF JOBS ARE AVAILABLE

There are numerous options for someone choosing a seagoing career. If you want to stay close to home, there are jobs available on the inland waterways as well as in our harbors. If you want to travel, the merchant marine is an ideal way to see the world. As a nation, America relies on the maritime industry to move raw materials as well as consumer products. All of those vessels utilize American Merchant Mariners to guide them. You'll find Merchant Mariners everywhere on the vessel doing all sorts of jobs. Merchant Mariners even support the U.S. Navy on support ships.

WHAT EXACTLY IS THE COMMERCIAL MARINE INDUSTRY?

The commercial marine industry is composed any vessel that carries passengers or cargo and generates income. The only vessels that are not commercial are recreational and some yachts.

Commercial vessels carry more than just a captain and some crew on deck. There are engineering department personnel also. Depending on the size of the vessel, there might be a captain and two mates, three or more deckhands, an engineer, oilers and some other personnel on watch all at the same time.

Within ten calendar years of starting your career, you should be able to be advanced to Captain or Chief Engineer with the operation of the department and supervision of all the personnel in your department your responsibility.

IF I WANT TO BE A CAPTAIN DO I HAVE TO GO TO A MARITIME ACADEMY AND GET A COLLEGE DEGREE?

No. Any rank or rating can be achieved by simply starting at the bottom, The process of going from deckhand to Captain or oiler to Chief Engineer is referred to as climbing through the hawsepipe. On a vessel the hawsepipe is the hole in the hull which the anchor chain passes through. Now while no college education is required, that does not mean there are no schools you must attend.

The amount of education and training really depends on what position you want to achieve. The higher the position, the more training is required.

I DON'T HAVE A HIGH SCHOOL DIPLOMA. IS IT POSSIBLE FOR ME TO WORK IN THE MARITIME INDUSTRY AND ADVANCE?

Yes. While some employers demand a high school diploma, many others are satisfied with a GED. It will really depend on your effort and dedication.

In the long view, employers want you to have the license and everything else is less important.

WHAT IS THE PAY LIKE?

In a word – excellent. As of March 2011, a 1600 Ton Captain with an Oceans endorsement makes between \$500 and \$600 per day or about \$130 k a year. A typical schedule might be 28 days on and 14 days off. A Designated Duty Engineer can make about \$350 per day. An Able Seaman can earn about \$40 -45K per year. Many larger employers have good benefits.

HOW DO I START?

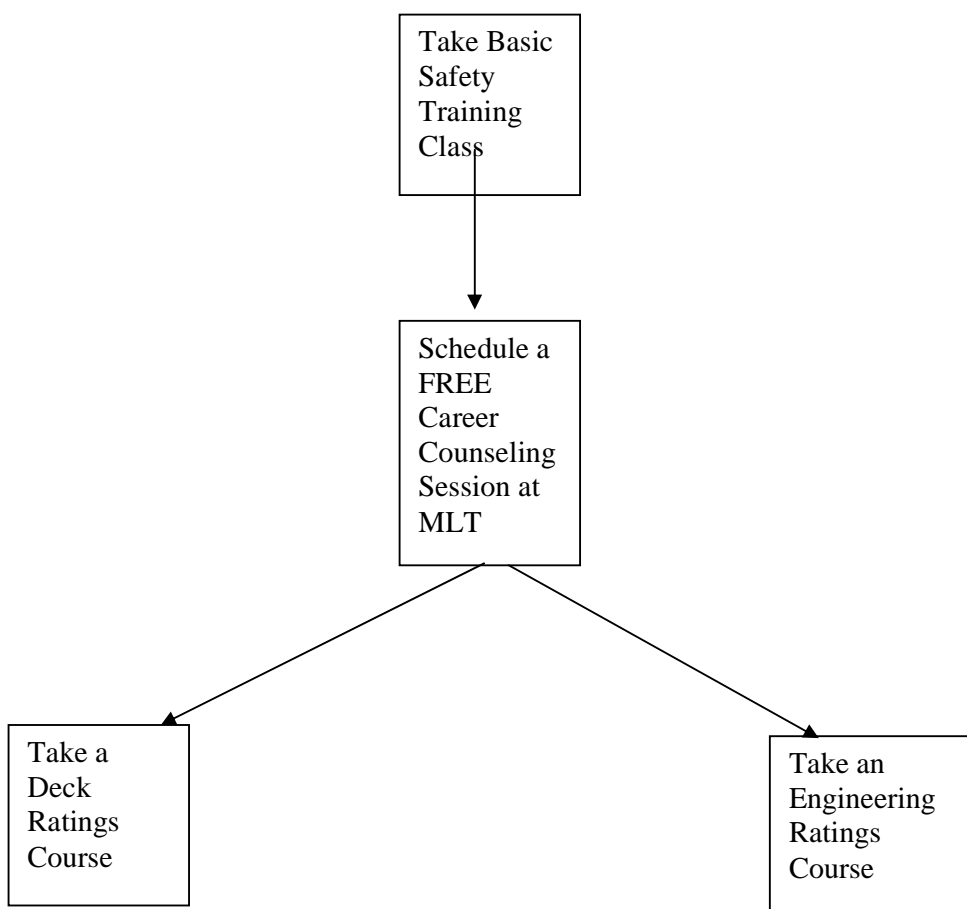
If you are new to the maritime industry, we're here to help! The maritime industry offers diverse and well-paid positions for qualified personnel. Many of our students are looking to change careers such as retiring military (Yes – we've trained US Coast Guard, US Navy and US Army personnel as well as other federal and state agency personnel).

The first choice is really deck or engine room. If you need help making the decisions on how to proceed, call a MLT Career Counselor for a complimentary career counseling session. There is no obligation and no pressure. You tell us what you think you would like and we'll tell you how to do that.

There is one class that everyone needs to take and that is the Basic Safety Training Course. This 5 days class meets international standards and is required for crewmembers working on vessels.

See the flow chart on how to launch your career.

Take training towards advancement, gain sea time, work your way up the career ladder and earn more money



The hardest decision is whether to work on deck to start with or in the engine room but no matter what you decide, we'll help you every step of the way to make you a success!

Non Qualified Ratings include ordinary seaman, and wiper. These are generally available with no formal sea time or training requirements.

Most of these jobs do not pay well, and without the ability to show some skills, you are competing against a large number of applicants. You must still apply to the TSA for a TWIC and to the USCG for a MMC.

RATING FORMING PART OF A NAVIGATION WATCH (RFPNW)

A Rating Forming Part of a Navigation Watch is a qualified rating designed to fulfill the Support Level of the Standards of Training, Certification & Watchkeeping Code (STCW) A-II/4 in the deck department. This is the first step for deck certification and licensing. STCW requires all ratings forming part of a navigation watch on seagoing vessels over 500 gross tons. This includes lookouts and helmsmen.

Under the U.S. system, you can qualify for RFPNW separately from the Able Seaman endorsement.

The USCG offers the following levels of RFPNW

* RFPNW Restricted to Lookout Duties. This certificate allows the holder to serve as a lookout while earning sea time. It requires completion of an approved course. There is no tonnage limitation and the certificate is valid for one year and may not be renewed.

* RFPNW Unrestricted. This requires either completion of an approved course and 60 days of sea service on vessels over 200 gross tons or 6 months of approved sea service aboard a vessel.

ABLE SEAMAN

Able seamen are qualified ratings in the deck department. This certificate is also required for moving up to a Mate 500/1600 gross ton license. On most ships the AB is the helmsman, steering the ship and taking orders from the officer of the watch.

Normally Abs must also hold a certificate of Proficiency in Survival Craft (either Limited or Unlimited).

On inspected vessels over 100 grt, a certain percentage of the crew must be ABs. If a ship is over 500 grt, the Abs must also be STCW compliant.

There are four different grades of AB. Each has slightly different sea time requirements and required training. Call us to ask about this.

QUALIFIED MEMBER OF THE ENGINE DEPARTMENT (QMED)

This rating is the first step in licensing as a Engineer. To obtain this rating you must provide either evidence of sea service or successfully completing an approved school plus 3 months of sea time in the engine room.

There are several specialty ratings under QMED. MLT offers QMED-Oiler which provides the greatest opportunity for employment.

RATING FORMING PART OF AN ENGINEERING WATCH (RFPEW)

All ratings forming part of an engineering watch on seagoing vessels powered by main propulsion engines over 1000 hp or more as well as certain vessels under 200 grt in near coastal, domestic voyages are required to be qualified as a RFPEW.

To obtain a RFPEW rating you must provide evidence of either six months of approved seagoing service that includes training and experience or completion of an approved school plus 3 months of seagoing service.

A qualified rating for training purposes is a watchstanding Qualified Member of the Engine Department who has held the rating for at least one year.

CAPTAIN LICENSE

There are a four different captain's licenses you might obtain. Each requires differing amounts of sea time and vessel tonnage requirements.

OPERATOR OF UNINSPECTED PASSENGER VESSEL (OUPV)

This license is technically an Operator's license versus a Master's license. This license allows you to operate an uninspected passenger vessel carrying up to 6 passengers for hire up to 100 miles from the coast of the United States.

This license requires 360 days of sea time on any vessel in the route you wish to be licensed for.

MASTER 100 GRT NEAR COASTAL

This license is the first 'Master' level license. It allows you to operate an inspected vessel of up to 100 grt up to 200 miles offshore as well as operating an uninspected passenger vessel.

This license requires 720 days of vessel experience. You can receive either a 25 ton, 50 ton or 100 ton license depending on the size of the vessel you have experience on

UPGRADE MASTER 100 TON TO MASTER 200 TON NEAR COASTAL

This is an upgrade license. To obtain this license you must have already had a Master's license and additional sea time.

MASTER OF TOWING VESSEL LICENSE

To operate a towing vessel over 26 feet, a separate license is required unless you possess a 500/1600 grt license. To obtain this license you must have at least 18 months of sea time, 12 months of which must have been on a towing vessel. You must also complete the 100 ton course, Upgrade Master 100 ton to Master 200 ton and Apprentice Mate of Towing Vessel (AMTV) course.

The AMTV license is much like a learner's permit on the highway. This license allows you to operate a towing vessel while a licensed Master of Towing Vessel on board and with you in the wheelhouse.

After one year of experience, you must take a practical test and then upgrade to Mate of Towing Vessel. After one year as Mate, you can upgrade to Master of Towing Vessel.

GOOD NEWS!!!

MLT is an approved school so completing our courses (in addition to sea time and some other requirements) allows you to simply mail your application into the Coast Guard without further testing. Testing at the Coast Guard where mariners have a 62% pass rate can be difficult. We can assist you in a number of ways to help you achieve your goal. First our classes are taught by professional working captains who know and understand both the industry and licensing requirements. We offer free one on one tutoring if you are having problems in class. If for any reason you do not successfully complete a course, you can take the same course for free within 360 days.

MLT offers free Career Counseling and License Consulting to our students. We are the only USCG Mariner Credentialing Agent in North Florida and we offer this service free to our students.

MATE 500/1600 GRT/3000GT

This is also known as our AB to Mate Program. This license is very sought after by employers. This is the license required for international voyages.

To obtain this license you must have substantial sea time on larger vessels. The seetime requirements are 360 days of sea time on vessels over 100 grt.

Prerequisite training includes Basic Safety Training, Proficiency in Survival Craft and Able Seaman.

You must complete 8 different courses to qualify for the test administered by the US Coast Guard. Those courses are Radar Observer, Advanced Fire Fighting, Medical First Aid, Bridge Resource Management and Flashing Light.

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If you are starting the license process after 1998 you must also complete the Officer in Charge of a Navigation Watch courses.

TRAINING COOPERATIVE

MLT offers a training cooperative program to both individuals and companies. This program allows you to receive a 20% discount on any and all courses you may wish to take within a three year period. By joining this program you can save up to \$6000.00 on training.

MULTI-COURSE DISCOUNT

MLT offers a 10% multi-course discount. You must sign up for and pay for the courses at the same time for this discount to be applied.

FINANCIAL AID

Financial Aid is available to those who qualify.

COAST GUARD APPROVAL

Except for the Prep Courses, all of our courses are US Coast Guard Approved for "Training in lieu of examination" and meet domestic and international requirements. MLT operates under a US Coast Guard Quality Systems Standard program and is subject to routine audit. All student records are retained for one calendar year after course completion. Each course has an approved grading system and describes exactly what is required for successful completion. Any student who does not successfully complete any course is eligible to retake that course at no additional charge for a period of 6 months. Students who are dismissed for conduct issues are not eligible to be re-admitted.

COURSE CATELOG

Course	Course Number	Course Length
RFPNW	10	5 Days
This course includes theory and practical training. The assessments, using a simulator, demonstrate the practical knowledge. Please note you do not get any seatime for the assessments and you will have to demonstrate sea time to receive the certification.		
AB	12	5 Days
This course includes the theory and practical knowledge requirements. Subjects include Rules of the Road, Aids to Navigation, Watchstanding and Helmsman duties, Shipboard terminology and ship construction, cargo handling, shipboard emergencies and marine pollution as well as marlinespike seamanship.		
QMED	20	21 Days
This course includes theory and practical labs. Subjects include shop tools, shipboard organization, hull construction, vessel propulsion types, pumps, compressed air systems, pneumatic controls, lubricating oil systems, refrigeration systems, steering gear systems, potable water systems, sanitary systems, bilge and ballast systems and diesel engine.		
BST	30	5 Days
This five day course includes both theory and practical knowledge. MLT only offers the five modules together and does not separate them. Modules include personal survival techniques, personal safety and social responsibility, basic fire prevention and fire fighting as well as elementary first aid.		
PSC (Limited)	40	4 Days
This course covers theoretical and practical knowledge. This course is suited for ABs who do not intend on serving onboard a ship with lifeboats. This course is required for those desiring to advance to Master/Mate 500/1600 GRT		
PSC (Unlimited)	41	5 Days
This course covers theoretical and practical knowledge as course #40 however launching and operating a lifeboat is included. This course (or course 41) is required to advance to Master/Mate 500/1600 GRT		
OUPV	50	8 Days
This course is knowledge based. Subjects include Rules of the Road, Navigation, Deck General subjects, and shipboard emergencies. This license requires the addition of a CPR class and Basic First Aid class.		
Master 100 Ton	51	10 Days
This course is knowledge based. Subjects include Rules of the Road, Navigation, Meteorology, anchoring and mooring, docking and undocking, vessel handling, seamanship, Maritime License Training Co. 904 891 9712 www.maritimelicensetraining.com		

ship stability, and vessel emergencies. This course also requires the addition of a CPR class and Basic First Aid class.

Upgrade Master 100 ton

To Master 200 ton 52 3 Days

This class is designed for those who have completed a 100 ton Master's course. Subjects include Rules of the Road, Advanced Navigation, tides and tidal currents, general ship knowledge, and stability and construction.

AMTV 53 2 Days

This course allows those with towing vessel experience to advance to Mate and Master of Towing Vessels. This course covers both inland tow boats and near coastal tugboats. At the completion of this course, you will require 360 days of helm time on a towing vessel to advance to Mate. While you hold a AMTV, you MUST operate under the authority of a licensed officer.

Commercial Assistance 54 1 Day

This course allows the holder of the OUPV or Master (Any) to work on assistance towing vessels which assist disabled recreational boaters.

Auxiliary Sail 55 1 Day

This course allows the holder of a Master's license (any) to operate as the Master of an inspected auxiliary engine equipped sailing vessel.

Advanced Fire Fighting 60 5 Days

This course covers the STCW requirements as outlined in A-VI/3 and covers both theoretical and practical assessments. It is also required to advance to 500/1600 GT master/mate

Medical Care Provider 61 3 Days

This advanced course satisfies the STCW requirements and also satisfies a requirement for advancement to Master/Mate 500/1600 GRT.

Bridge Resource Mgmt 62 5 days

This course is mandatory for mariners who desire to advance to Master/Mate 500/1600GRT, best management practices in wheelhouse management. Subjects include regulatory and industry awareness, situational awareness, error detection and accident review, voyage planning effective communications and best management practices.

Radar Observer 63 5 Days

This course trains licensed deck officers in the proper use of radar for risk assessment, collision avoidance and navigation. Subjects include radar theory, performance and accuracy, transfer plotting techniques, obtaining a radar fix, maneuvering the vessel for risk of collision as well as radar and Rules of the Road. This course is required for any deck officer serving on a vessel equipped with radar.

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QUESTIONS????

Remember complimentary course counseling can help you determine the best course or program for your current licensing or certification goals. Be sure to ask about financial packages either for taking more than one course or as part of our Training Coop.

2011 Price List
This Price List is valid until December 31, 2011

Course Name	Course Number	Price
RFPNW	10	\$500.00
AB	12	\$795
QMED	20	\$2995.00
BST	30	\$795.00
PSC (Ltd)	40	\$795.00
PSC (Unlimited)	41	\$995.00
OUPV	50	\$795.00
Master 100 Ton	51	\$1250.00
Upgrade Master 100 Ton To Master 200 Ton	52	\$695.00
AMTV	53	\$395.00
PACKAGE 51,52 &53	PACKAGE A	\$2300.00
Commercial Assistance Tow	54	\$195.00
Auxiliary Sail	55	\$195.00
Advanced Fire Fighting	60	\$795.00
Medical Care Provider	61	\$695.00
Bridge Resource Mgmt	62	\$595.00
Radar Observer	63	\$795.00
Radar Renewal	64	\$225.00
ARPA	65	\$795.00
Flashing Light	66	\$225.00
OICNW Meteorology	100	\$895.00
OICNW Stability	101	\$995.00
OICNW Cargo	102	\$995.00
OICNW Watchkeeping	103	\$1500.00
OICNW Electronic Nav	104	\$995.00
OICNW Emergency Proced	105	\$595.00
OICNW SAR	106	\$395.00
OICNW Compass	107	\$795.00
OICNW Shiphandling	108	\$2895.00
OICNW Navigation	109	\$1995.00
OICNW Celestial	110	\$1750.00
OICNW Navigation Gen	111	\$195.00
OICNW PACKAGE	PACKAGE	\$17200.00
500/1600 Ton Prep		\$1750.00
Engineer Prep		\$1750.00

Don't forget that our Training Coop can lower these costs to you or just bundling courses can also!