

PROSPECTIVE-VE QUALIFICATION AND CERTIFICATION PROCESS

The following procedure is for use in certifying prospective-VEs who have never been previously certified as VEs. Previously certified VEs who have dropped off the REYR rolls after five years REYR will also follow this procedure.

There are four steps in the certification process for prospective new Vessel Examiners (VEs). These sequential steps are:

1. Subject matter training
2. Passing the USCG Auxiliary Online Vessel Examiner Test - New
3. Accomplishing mentored Vessel Safety Checks (VSCs) and processing the CGD11S Form . Qualification and Recertification
4. Certification and designation of the prospective-VE as a qualified VE

Each of these steps is described below.

Step 1 – Subject Matter Training

Subject matter training may be accomplished in several different ways and is often accomplished using more than one information path. The learning paths include:

- Studying the Vessel Safety Check Manual (COMDTINST M16796.8A) . this is the basic document VEs use as an information source. The prospective-VE can find and print this document at http://ppgroup.uscgaux.info/manuals/Auxiliary_Vessel_Safety_Check_Manual.pdf
- Classroom training in a VE Workshop provided in the local area
- Studying the current V-Division on-line VE Workshop at <http://wow.uscgaux.info/content.php?unit=V-DEPT&category=WORKSHOPS> . especially useful for paddle craft VSCs

Experience shows that attending a local area comprehensive VE Workshop will provide the best and most up-to-date training to prepare for the VE on-line test.

Step 2 – Passing the USCG Auxiliary On-line Vessel Examiner Test - New

When the prospective-VE believes the requisite background knowledge has been attained, the next step is to take and pass this test. The online test may be found at <http://ntc.cgaux.org/>.

The first time a member enters this web site to take a test the member will be required to set up a password. This is easily done using the ladder of links presented down the left side of the web site's home page. Once the password is set up, the member will be able to proceed with finding the online Vessel Examiner Test - New, and then taking the test.

- Click on the Take A Test link on the link ladder on the left side of the home page
- On the Test Name page scroll to the bottom, and click on VE (next to last link)
- Read the instructions on the Instruction Page, and when ready to start the test, click on **Start Test**.

Note from the test instructions that this is a timed test (180 minutes), there will be 30 questions (the specific questions change on each test), the required score to pass is 90% correct, and the test is NOT proctored (i.e., the members may use whatever source material they choose to ensure they enter the correct answer).

When the member achieves a passing score, they should print a Certificate of Completion. Additionally, the fact that the member passed the test is automatically entered in AUXDATA, and then passed through to the Aux Directory. The Online NTC Test section of the members Auxiliary Directory page will show that the member took and passed the Vessel Examiner Test . New and will also show the date the test was passed.

Upon successful test completion, the prospective-VE should contact the Flotilla FSO-VE. Sending a copy of the test completion certificate to the recording IS is also recommended to ensure the accomplishment does not slip through a crack.

Step 3 – Accomplishing Mentored Vessel Safety Checks

Assignment of mentors . It is recommended that FSO-VEs work with the prospective-VE to assist in assigning experienced available qualified VEs as mentors. A prospective-VE may have more than one mentor while completing mentored VSCs. Mentors need not be from the same Flotilla as the prospective-VE.

- Mentored VSCs
 - The minimum requirement is completion of five mentored non-paddle craft VSCs before a prospective-VE may be qualified as a VE. If the prospective-VE, or mentor, believes additional mentored VEs are necessary to complete the prospective-VEs VSC education, more mentored VSCs may be completed and recorded in AUXDATA.
 - It is the mentor's responsibility to attempt to ensure at least some of the vessels examined have Marine Sanitation Devices installed.
 - As the mentor/prospective-VE team works its way through mentored VSCs, it is the mentor's responsibility to gradually transition responsibilities, including the post-VSC debriefing of the vessel operator/owner, from the mentor to the prospective-VE. The objective is to have the prospective-VE completely manage and perform the last five mentored VSCs.
 - For all mentored VSCs the mentor signs the ANSC 7012 Forms for the VSCs, provides all blank forms and handouts for each VSC, and reports, via timely submitted properly filled out ANSC Form 7038s, all mentored VSC activities.
- Qualification paperwork
 - Before arriving on-site for the first mentored VSC, the prospective-VE must obtain and start filling out the Vessel Examiner related entries on the CGD11S Form . Qualification and Recertification.
 - This form can be found at <http://www.d11s.org/documents/DSO-PV/Qual%20Requal%20form%205.16.pdf> and printed from there along with the instructions for completing the form.
 - The prospective-VE must fill in the top section (Member ID:, etc.), and in the Vessel Examiner (VE) . Initial Qualification section the top left block

- must be checked along with entering the online Vessel Examiner Test .
New score achieved.
- The prospective-VE retains this form throughout the mentored VSC process, and must bring the partially completed Qualification and Recertification form to each mentored VSC the member participates in.
 - The mentoring VE must fill out the entries for each mentored VSC; mentor's ID number, mentor's name, mentor's signature, VSC date, and the vessel registration/Certificate of Documentation number for each vessel examined.
 - If more than five mentored VSCs are accomplished use the back of the form to record the additional mentored VSCs beyond the required five.
 - Form processing . when the final five mentored VSCs have been accomplished and all VSC data has been properly entered on the form:
 - The prospective-VE must forward the filled in form to the Flotilla FSO-VE.
 - The FSO-VE will verify that the form is complete, that the trainee VSCs are recorded in AUXINFO, and that the prospective-VEs Auxiliary Directory page shows a pass for the online Vessel Examiner Test . New.
 - After the above entries have been verified as satisfactory by the FSO-VE, the completed form is then forwarded by the FSO-VE to the Flotilla FC for signature and forwarding to DIRAUX.

Step 4 – Certification as a Qualified Vessel Examiner

- After the CGD11S Form . Qualification and Recertification is received at DIRAUX it will be processed, the certification achievement entered in AUXDATA, and a Qualification Certificate issued for presentation to the member.
- When the VE qualification appears on the member's page in the Aux Directory, the member is a qualified VE, and may start conducting VSCs.
- Actual presentation of the Qualification Certificate may take some time; mailing, missed Flotilla meetings by the member or FC, etc.

NOTES:

- AUXDATA will not allow a 7038 submitted by a member who is not entered in AUXDATA as a qualified VE to be recorded in AUXDATA.
- ANSC 7012/7012A forms, VSC handouts, and VSC stickers should not be provided to a prospective-VE by the FSO-VE until after the new VE qualification appears in the Auxiliary Directory.