

REYR-VE RE-QUALIFICATION AND RE-CERTIFICATION PROCESS

There are up to four steps, two recommended and two required, in the re-qualification process for REYR-Vessel Examiners (REYR-VEs). These sequential steps are:

1. Subject matter training (recommended)
2. Passing the USCG Auxiliary on-line Vessel Examiner Test . New (recommended)
3. Accomplishing mentored Vessel Safety Checks (VSCs) and processing the CGD11S Form . Qualification and Recertification (required)
4. Re-certification of the REYR-VE as a qualified VE (required)

Each of these steps is described below.

Step 1 – Subject Matter Training (recommended)

Subject matter training, though not required, is recommended for each REYR-VE seeking re-qualification. The FSO-VE should meet with the REYR-VE and discuss how long it has been since the REYR-VE participated in VSC activities, how active the REYR-VE was when they were last certified, and how closely the REYR-VE has followed VSC related events while REYR. Based on that discussion, a subject matter training program should be set up tailored to the REYR-VE's need.

Subject matter training may be accomplished in several different ways and may be accomplished using more than one of those different ways. 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

Step 2 – Passing the USCG Auxiliary On-Line Vessel Examiner Test – New (recommended)

Though not required for re-certification, taking and passing the on-line Vessel Examiner Test . New will provide a measure of retained and/or re-learned subject matter knowledge. If the REYR-VE decides to take the test, the on-line test may be found at <http://ntc.cgaux.org/>.

Enter the testing portal, log in, and proceed to the test itself.

- 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 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 On-Line NTC Test section of the members Aux 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.

Step 3 – Accomplishing Mentored Vessel Safety Checks

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

Mentored VSCs

- The minimum requirement is completion of two mentored non-paddle craft VSCs before an REYR-VE may be re-certified as a VE. If the REYR-VE, or the mentor, believes additional mentored VEs are necessary to complete the REYR-VEs VSC knowledge base, more mentored VSCs may be completed and recorded in AUXDATA.
- It is the mentor's responsibility to attempt to ensure at least one of the vessels examined has a Marine Sanitation Devices installed.
- As the mentor/REYR-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 REYR-VE completely manage and perform the last two mentored VSCs.
- The mentor signs all ANSC 7012 Forms for the mentored VSCs, provides all blank forms and handouts for each VSC, and reports, via timely submitted properly filled out ANSC Form 7038s, for all mentored VSC activities.

Re-qualification paperwork

- Before arriving on-site for the first mentored VSC, the REYR-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 REYR-VE must fill in the top section (Member ID:, etc.), and check the lower left block opposite Vessel Examiner (VE) . Re-Certification in the Vessel Examiner section of the form.

- The REYR-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 two mentored VSCs are accomplished, add the additional mentored VSC vessel information on the additional available lines on the form.
- Form processing when mentored VSCs have been accomplished and all VSC data has been properly entered on the form:
 - The REYR-VE must forward the filled in form to the Flotilla FSO-VE.
 - The FSO-VE will verify that the form is complete, and that the trainee VSCs are recorded in AUXINFO.
 - After the above entries have been verified as satisfactory by the FSO-VE, the completed form is to be forwarded by the FSO-VE to the Flotilla FC for signature and forwarding to DIRAUX.

Step 4 – Re-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.
- When the VE qualification re-appears on the member's page in the Aux Directory, the member is again a qualified VE, and may start conducting VSCs.

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 an REYR-VE by the FSO-VE until after the VE re-qualification appears in the Aux Directory.