



**MPT**  
 MARITIME PROFESSIONAL TRAINING  
 Fort Lauderdale, Florida

# Application for Course Registration Yachtmaster Offshore Certificate of Competence

Desired Course Dates: \_\_\_\_\_

Name: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone# \_\_\_\_\_

E-mail \_\_\_\_\_ Vessel: \_\_\_\_\_

Emergency Contact# \_\_\_\_\_ Name \_\_\_\_\_

Next of Kin# \_\_\_\_\_ Name \_\_\_\_\_

### Application Instructions:

This application is intended to ensure that you are enrolling in the appropriate course for your experience and skill level. This application must be submitted to the MPT RYA Certification Specialist for review no later than at the time of registration with a copy of your resume/cv (preferably at least 2 weeks before course).

Due to the practical nature of this course, and to ensure that everyone has sufficient time to become familiar with MPT's vessel, we limit the practical course size to 6 participants. For this reason, we recommend that you submit your application as early as possible with a deposit for the course. Your seat is not secure until your application has been reviewed and a non refundable deposit has been received.

Acceptance of your application is based on the information you provide. MPT's Yachtmaster course is designed to prepare a qualified candidate for their RYA Examination. A high skill level and knowledge base is needed upon entry into the program to be successful. This course is **not** designed to teach navigation and boat handling from entry levels. Pre-study and experience are needed for this course. MPT offers the RYA Yachtmaster Examination at no charge for candidates taking the Yachtmaster Offshore exam preparatory program. MPT endeavors to schedule the examination during the week immediately following the course. RYA examiners are independent from MPT and are not employees or affiliates of MPT. Examination schedules can change based on examiner availability and weather. Because your RYA examination is based on your skill, command presence and overall knowledge, MPT cannot guarantee that you will pass your RYA examination. There are additional fees for re-examination and/or retaking the course at a later date if you are unsuccessful in your first attempt.

Please complete the entire application, and sign pages 1, 2, 4, and 6. Keep pages 11-12 for your reference.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date of Application*

**MPT RYA Specialist reviewing application:**

\_\_\_\_\_  
*Printed Name:*

\_\_\_\_\_  
*Date Received:*

*Please list any issues with sea time, experience, subject familiarity discussed with applicant before starting course:* \_\_\_\_\_

*Status of Application*

- Accepted*
- Student was encouraged to gain more experience before taking the course*
- Other, explain:*

## Terms and Conditions

In these terms and conditions, "school" means Maritime Professional Training, Masters, Mates, & Engineers, Inc. and its associated companies and subcontractors. "Student" means the person in whose name the registration is made and accepted. The student's signature on the registration application constitutes acceptance of these terms and conditions. The application package must be accompanied by an appropriate non refundable deposit of at least 20% to reserve your seat, or 50% to receive your study materials in advance. The balance due is required at least 2 weeks before the start of the course. You are reserving a seat in a class with very limited space available that fills very quickly. Deposits are non refundable. If you need to reschedule, please do so as far in advance as possible to give someone on a waiting list the opportunity to take the class. Please request a Rescheduling/Cancellation Policy from Student Services for more information.

The student is advised to insure all personal property carried on the boat during the course. The school cannot be held liable for any loss or damage to the client's property or for any other loss or damage (including loss of life or personal injury) regardless of the cause.

The school will make an effort to run the course, weather permitting. The student's safety is paramount and the school reserves the right to **postpone, modify or reschedule a course** if the school deems it necessary. The school apologizes for any inconvenience, but cannot be held liable for any consequential expenses or loss that the student incurs due to travel, hotel, or any other reason.

The student is informed that an average standard of physical fitness is necessary for participation in practical courses. The student is **required to inform the school of any medical condition** which could affect their ability to participate. The school reserves the right to require the student to obtain permission from an MCA physician prior to taking the course. The school reserves the right to refuse admission to a course based on medical conditions that could impair the student's safety during the course.

The student is required to carry out all reasonable instructions given by the school, employees or instructors during the course. The student agrees to the school's zero tolerance policy with respect to alcohol and illegal drugs. The student agrees to the school's **No Smoking Policy** onboard school vessels and inside any school building. Animals/pets are not permitted on school property or on school vessels.

If any question or dispute arises out of these terms and conditions, the school's decision will be final. If the client appeals these conditions through a legal proceeding, the client agrees to pay all legal and associated fees for all parties involved.

### Release, Indemnity & Responsibility Statement:

I understand that this program includes practical training and I certify that I do not have any medical conditions and that I am not taking any medications that would hinder my safety, the safety of others, my performance, or my alertness. This includes but is not limited to epilepsy, disability, fainting spells, asthma, diabetes, angina, or other heart condition, etc. The foregoing medical conditions do not necessarily preclude participation in the course but they must be declared at the time of registration. My signature verifies to the best of my knowledge, that I am fit to participate in this course. I understand that MPT recommends that I obtain a medical fitness physical (ENG-1 Certificate) **BEFORE** attending this or any other training program. My signature guarantees that I indemnify and hold the RYA and MPT, MME, Inc., and all of its associated companies, vessel owners/operators, employees, instructors, officers, examiners, and designees free from all liability including injury or death due to any circumstance including negligence. I further understand that by signing this application statement, I am assuming financial and legal responsibility for any damages that are caused to persons or property, including vessel(s), due to my negligence or due to my not following instructions given to me by the instructor or examiner. The student agrees to all of the above terms and conditions.

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

## **The Examination will require you to be proficient with the following:**

Please note that two weeks is not enough time to teach you the following subjects from the beginning, the purpose of this course is to review the material to prepare you for the RYA Examination. If you have not studied navigation, we strongly urge you to visit the Ship's Store and get a copy of the Complete Course 2 CD Pack and study it in depth before starting your Yachtmaster Course.

We will conduct a **review** of the shore based theory topics and help fine tune your boat handling skills to prepare you for the examination that will be conducted by the RYA Examiner. To be successful with this program, it is imperative that you have met the prerequisite minimum required sea service and boat handling experience. It is **impossible** to become proficient with boat handling in a few days, and therefore candidates must have a **good understanding** and **skill level** upon entering this program to achieve a Yachtmaster Certificate of Competence.

A copy of this is included for you to keep at the end of this application package.

1. Knowledge of the International and Inland Rules of the Road
  - a. General Rules (1-3)
  - b. Steering and Sailing rules (4-19)
  - c. Lights & Shapes rules (20-31)
  - d. Sound and light signals rules (32-37)
  - e. Signals for vessels fishing in close proximity (Annex II)
  - f. Distress signals (Annex IV)
2. Safety. The student will be expected to know what safety equipment should be carried on board a yacht, based either on the recommendations in RYA Booklet C8, the Special Regulations of the ORC and the Codes of Practice for the Safety of Small Commercial Vessels. The candidates must know the responsibilities of a skipper in relation to:
  - a. Safety harnesses
  - b. Lifejackets
  - c. Distress flares
  - d. Fire prevention and fighting
  - e. Life rafts
  - f. Knowledge of rescue procedures and Helicopter rescue
3. Boat Handling: The candidates for coastal examinations will be expected to answer questions or demonstrate ability in simple situations only. Candidates for **Yachtmaster Offshore will be expected to answer questions or demonstrate ability in more complex situations and will also be expected to show a higher level of expertise.**
  - a. Coming to and weighing anchor, under power in various conditions of wind & tide
  - b. Picking up and leaving a mooring buoy under power in various conditions of wind and tide and different engine scenarios.
  - c. Berthing and leaving a berth, alongside or between piles, under power
  - d. Recovering a person overboard
  - e. Towing, under open sea conditions and in confined areas
  - f. Boat handling in confined areas
  - g. Boat handling in heavy weather
  - h. Steering a vessel
  - i. Use of warps for securing in and alongside berth and for shifting berth
4. General seamanship, including maintenance.
  - a. Properties, use and care of synthetic fiber ropes
  - b. Knots
  - c. General deck-work at sea and in harbor
  - d. Engine operation and routine checks
  - e. Improvisation of jury rigs following gear failure

5. Responsibilities of the captain
  - a. Communication with the crew
  - b. Delegation of responsibility and watch-keeping organization
  - c. Preparing yacht for sea and for adverse weather
  - d. Tactics for heavy weather and restricted visibility
  - e. Emergency and distress situations
  - f. Victualling/provisioning for a cruise
  - g. Customs procedures
  - h. Standards of behavior and courtesy
  
6. Navigation
  - a. Charts, navigational publications and sources of navigational information
  - b. Chart work, including position fixing and shaping course to allow for tidal stream and leeway
  - c. Tide and tidal stream calculations
  - d. Instruments, including compasses, logs, echo sounders, radio navigation aids and chart work instruments
  - e. Buoyage and visual aids to navigation
  - f. Passage planning and navigational tactics
  - g. Pilotage techniques
  - h. Navigational records
  - i. Limits of navigational accuracy and margins of safety
  - j. Navigation by electronic position fixing systems, particularly GPS
  
7. Meteorology
  - a. Definition of terms
  - b. Sources of weather forecasts
  - c. Weather systems and local weather effects
  - d. Interpretation of weather forecasts, barometric trends and visible phenomena
  - e. Ability to make passage planning decisions based on forecast information
  
8. Signals
  - a. Candidates for Yachtmaster Offshore and Coastal Skipper must hold the Restricted (VHF only) Certificate of Competence in radiotelephony or a higher grade of certificate in radiotelephony.
  - b. Principles of signaling by flags and morse

I have read the examination subjects and feel that I am prepared to enter this course.

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Student's signature:

Date:

## Your Experience & Background:

Please answer the following questions about your experience and yachting background.

Please Note: The school reserves the right to advise you, on behalf of the RYA, as to your eligibility for the training program you have selected. We may recommend that you either take a different program or obtain more experience before attending the shore based and/or practical course you chose. This is for your benefit and proper placement as you advance in your yachting occupation or avocation. Thank you!

Please fill in the following outline of your boating experience:

Note that to qualify as a Yachtmaster Offshore or Coastal Skipper, you must meet minimum RYA Experience requirements as listed below. During this course we can help you **fine tune** these skills, however you should be proficient in these skills by virtue of your experience.

### YACHTMASTER Offshore:

	<b>Minimum Required</b>	<b>How Many Do You Have</b> ✓
At least:	5 passages over 60 miles each	_____ <input type="checkbox"/>
At least:	- 2 Overnight Passages	_____ <input type="checkbox"/>
At least:	- 2 Passages as Captain	_____ <input type="checkbox"/>
At least:	2500 miles of distance logged	_____ <input type="checkbox"/>
At least:	50 days of experience underway	_____ <input type="checkbox"/>

OTHER PREREQUISITES: ✓ Issued By ✓Registered Date Place

OTHER PREREQUISITES:	✓	Issued By	✓Registered	Date	Place
STCW Basic Safety Training					
PSSR					
SURVIVAL PST					
FIRST AID					
FIREFIGHTING					
ENG1 Medical Fitness					
Radio License (SRC, MROP, GMDSS)					

How much actual helm experience do you have which includes boat handling, docking, maneuvering, **not** including underway helm watches? \_\_\_\_\_

I have **operated** a vessel as the Master in the following areas:

up to \_\_\_\_\_ miles offshore.

I have gained most of my experience (**fill in and circle as many as apply**)

- On my own vessel as skipper/operator \_\_\_\_\_
- On a friend/family member's vessel serving as \_\_\_\_\_
- As a paid crewmember serving as: \_\_\_\_\_
- As an unpaid crewmember serving as: \_\_\_\_\_
- As a paid captain. \_\_\_\_\_

Please list any current or previous licenses, formal training programs or certificates of competency you hold/held and where/when they were issued. \_\_\_\_\_  
\_\_\_\_\_

Please list your ***strongest*** points in yachting (used for training purposes and ensuring proper placement in courses):  
\_\_\_\_\_  
\_\_\_\_\_

Please list your ***weakest*** points in yachting (used for training purposes and ensuring proper placement in courses):  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other training or certification you are planning to take in the near future:  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information you feel may be relevant:  
\_\_\_\_\_  
\_\_\_\_\_

*I attest to the accuracy of the experience as listed above.*

*Signature:*

*Date:*

***Submit this questionnaire with your resume and application package. If you are unable to answer these questions, you will not necessarily be discouraged from the course, however significant pre study will be necessary for you to be successful.***

***Please answer the following questions to the best of your ability.***

***1. Have you been involved in planning a long voyage? (more than a 3-day trip.)  
Circle one: Yes No***

***2. Have you ever planned a complete passage plan for an entire trip without assistance from another captain? Circle one: Yes No***

***If yes to question #2 answer the following questions. If no, then proceed to question #15.***

***3. Where did your trip depart from? City & Country of beginning port***  
\_\_\_\_\_

***4. What ports did you visit during this trip?***  
\_\_\_\_\_

***5. What was your final destination for this trip?***  
\_\_\_\_\_

**6. What was the number of days this trip took?**

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**7. What was the size of the vessel?**

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**8. How many crewmembers were aboard?**

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**9. What was your position onboard the vessel for this trip?**

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**10. Were you in charge of provisioning the vessel?**

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**11. Did your passage plan include plotting your voyage on paper charts with passage notes?**

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**12. Did you encounter any Tidal Currents?**

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**13. Did you have any planned courses to steer on this voyage?**

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**14. Did you plot any Estimated Positions during this trip?**

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**15. Give a brief description of what Latitude is?**

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**16. Describe how to set up a Course to Steer?**

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**17. Describe how to plot an estimated Position on a chart?**

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**18. What is the difference between an Estimated Position plot and a Course to Steer plan?**

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**19. Give a brief description of what Northerly Leeway is and how it affects the vessel traveling easterly?**

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**20. Give a brief description of what a Tidal Current is and how it affects your vessel?**

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**21. Describe how to convert from an 86 degree True bearing to a Compass bearing to be steered, knowing there is 3 degrees of West variation in this location?**

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**22. Describe how to find out what your ETA is on a voyage?**

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**23. Describe what a Tidal Curve Graph is used for?**

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**24. Have you ever determined what time a specific Height of Tide was to occur?**

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**25. (a) Have you ever had to time your approach to a dock, sill, sandbar or lock due to draft constraints?**

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**25. (b) What did you have to do to find that time?**

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**26. Describe what a Drying Height is?**

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**27. Describe where to find the scale of a chart?**

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**28. Where do you measure a 1NM distance on a chart?**

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**29. What Buoyage system is used in the United States? IALA "A" or IALA "B"?**

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**30. If you see the following light tower description, what color(s) and flashing sequence should you expect and describe the height and range(s) of the light tower,  
FI(2) WR15s50m 19/17M ?**

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**31. What is a Course Protractor used for?**

---

**32. Give a brief description of what Deviation is? What does deviation affect?**

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**33. If you are traveling at 10 knots of speed and travel for 1hr 36minutes, what is the distance will you have traveled?**

---

34. Please describe the docking procedure for the following scenario:

Your vessel is a 50' Motoryacht, with twin screw inboard motors and no bow thruster, you are planning on docking on a 65' face dock.

Using the diagram below, with a wind blowing you off the dock and no current along side the dock, how would you approach the dock? Describe your approach angle and speed.

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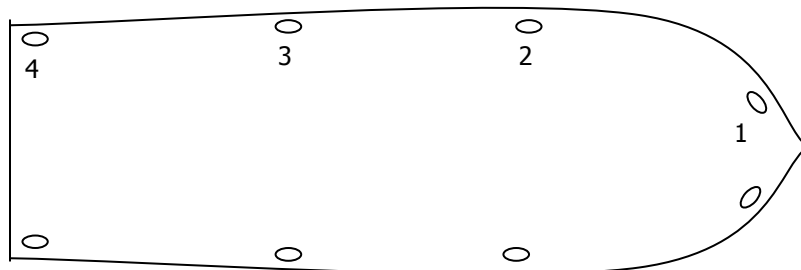
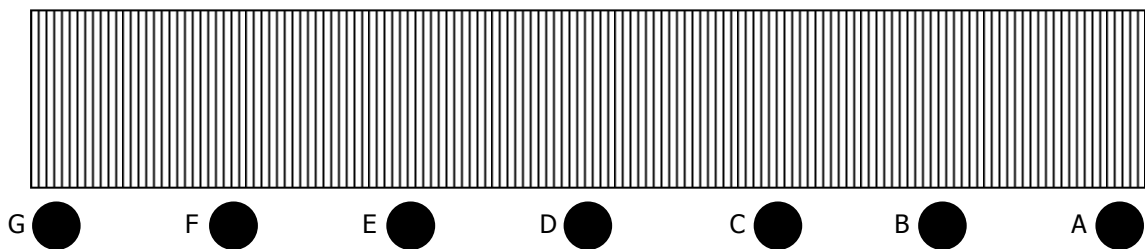
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*The wind is pushing you off the dock*



***What line would you send ashore first?***

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***Please describe the purpose of this line and why is it your first line when docking?***

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***Once this line is secured to the dock, what engine clutch and rudder position would you have to complete this docking maneuver?***

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***What line or lines would you then send ashore to tie up to the dock?***

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***Please describe the purpose of these lines?***

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## **Applicant/Students Copy** **RYA Practical Examination** **Requirements** **Yachtmaster Offshore**

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### **Knowledge of the International and Inland Rules of the Road**

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- Sound and light signals rules (32-37)
- Signals for vessels fishing in close proximity (Annex II)
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**Safety.** The student will be expected to know what safety equipment should be carried on board a yacht, based either on the recommendations in RYA Booklet C8, the Special Regulations of the ORC and the Codes of Practice for the Safety of Small Commercial Vessels. The candidates must know the responsibilities of a skipper in relation to:

- Safety harnesses
- Lifejackets
- Distress flares
- Fire prevention and fighting
- Life rafts
- Knowledge of rescue procedures and Helicopter rescue

**Boat Handling:** The candidates for Coastal Skipper examinations will be expected to answer questions or demonstrate ability in simple situations only. Candidates for Yachtmaster Offshore will be expected to answer questions or demonstrate ability in more complex situations and will also be expected to show a higher level of expertise.

- Coming to and weighing anchor, under power in various conditions of wind and tide
- Picking up and leaving a mooring buoy under power in various conditions of wind and tide and different engine scenarios.
- Berthing and leaving a berth, alongside or between piles, under power
- Recovering a person overboard
- Towing, under open sea conditions and in confined areas
- Boat handling in confined areas

- Boat handling in heavy weather
- Steering a vessel
- Use of warps for securing in and alongside berth and for shifting berth

### **General seamanship, including maintenance.**

- Properties, use and care of synthetic fiber ropes
- Knots
- General deck-work at sea and in harbor
- Engine operation and routine checks
- Improvisation of jury rigs following gear failure

### **Responsibilities of the skipper**

- Communication with the crew
- Delegation of responsibility and watch-keeping organization
- Preparing yacht for sea and for adverse weather
- Tactics for heavy weather and restricted visibility
- Emergency and distress situations
- Victualling/provisioning for a cruise
- Customs procedures
- Standards of behavior and courtesy

### **Navigation**

- Charts, navigational publications and sources of navigational information
- Chart work, including position fixing and shaping course to allow for tidal stream and leeway
- Tide and tidal stream calculations
- Instruments, including compasses logs, echo sounders, radio navigation aids and chart work instruments
- Buoyage and visual aids to navigation
- Passage planning and navigational tactics
- Pilotage techniques
- Navigational records
- Limits of navigational accuracy and margins of safety
- Navigation by electronic position fixing systems, particularly GPS

### **Meteorology**

- Definition of terms
- Sources of weather forecasts
- Weather systems and local weather effects
- Interpretation of weather forecasts, barometric trends and visible phenomena
- Ability to make passage planning decisions based on forecast information

### **Signals**

- Candidates for Yachtmaster Offshore and Coastal Skipper must hold the Restricted (VHF only) Certificate of Competence in radiotelephony or a higher grade of certificate in radiotelephony.
- Principles of signaling by flags and morse

