



Maritime Advancement, Training, Education, & Safety (MATES) Program

Trust Guide for Alaska Marine Highway System
Members of the Masters, Mates and Pilots (MM&P)



WELCOME ABOARD ALASKA MARINE HIGHWAY SYSTEMS!

Dear IOMM&P Member:

With just 30 days of covered employment, you can begin to use the benefits of the MATES program! The Maritime Advancement, Training, Education and Safety Program is a dedicated trust funded by your employer's man day contributions toward your training at MITAGS and PMI. Be confident in your skills as a mariner and enhance your career by taking advantage of the training provided at our globally renowned training and simulation facilities.

Please read the information in this guide to your educational benefits at MITAGS and PMI. Should you have any questions, do not hesitate to "contact us" for the answers. We are here to help and support you in obtaining your goals.

On behalf of the staff at MITAGS and PMI, we look forward to seeing you on campus.

Very truly yours,



Glen M. Paine
Executive Director
MITAGS-PMI



MITAGS QUICK REFERENCE CONTACT INFORMATION

**The Maritime Institute of Technology
and Graduate Studies (MITAGS)**

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 Toll-Free Academic Sales Telephone: (866) 656-5569
 Main Telephone: (410) 859-5700
 Academic Fax: (410) 859-5181
 Website: www.mitags.org

Academic Coordinator

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 Direct Dial Telephone: (443) 989-3238
 E-mail: acadcoord@mitags.org
 Fax: (410) 859-5181

Admissions Coordinator

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 E-mail: registrar@mitags.org
 Fax: (410) 859-5181

Residence Center/Hotel Operator-on-Duty

Telephone: (410) 859-5700, Extension 0
 Toll-Free Telephone: (866) 900-3517, Extension 0
 (Please note that the Operator-on-Duty at the hotel is available twenty-four hours a day, seven days per week.)

Residence Center/Hotel Reservations

Telephone: (410) 859-5700, Extension 3517
 Direct Dial Telephone: (443) 989-3517
 Toll-Free Telephone: (866) 900-3517
 E-mail: reservations@ccmit.org
 Fax: (410) 859-0942

Note: All students should notify MITAGS' Admissions Coordinator at their earliest convenience if they are unable to attend a scheduled course. Failure to do so may prevent another student from taking the class. It may also put you on MITAGS' "standby" list for all future course registrations. The Admissions Department can be reached via telephone, fax, e-mail, or the MITAGS website at www.mitags.org under the "Contact Us" section. Students may also leave a message for the Admissions Department via the Operator-on-Duty at the Residence Center/Hotel.

PMI QUICK REFERENCE CONTACT INFORMATION

The Pacific Maritime Institute (PMI)

1729 Alaskan Way South, Seattle, Washington 98134
Toll-Free Telephone: (888) 893-7829
Main Telephone: (206) 441-2880
Fax: (206) 441-2995
Website: www.mates.org

Director of Business Development

Telephone: (206) 441-2880, Extension 12
Direct Dial Telephone: (206) 838-7422
Toll-Free Telephone: (888) 893-7829
E-mail: gtrunnell@mates.org
Fax: (206) 441-2995

Director of Operations

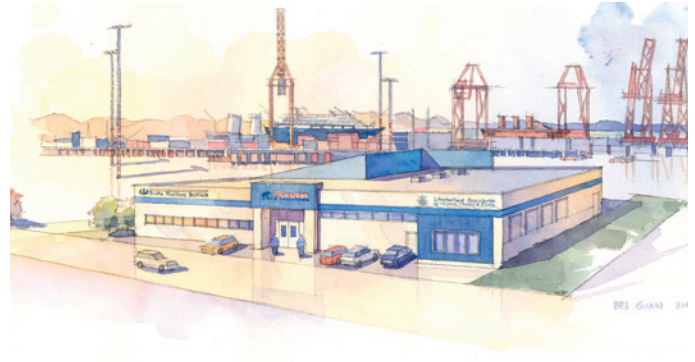
Telephone: (206) 441-2880, Extension 11
Direct Dial Telephone: (206) 239-9965
Toll-Free Telephone: (888) 893-7829
E-mail: cvolkle@mates.org
Fax: (206) 441-2995

Registrar / Student Advisor

Telephone: (206) 441-2880, Extension 25
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Toll-Free Telephone: (888) 893-7829
E-mail: jpitzer@mates.org
Fax: (206) 441-2995

Training Manager

Telephone: (206) 441-2880
Direct Dial Telephone: (206) 816-6598
Toll-Free Telephone: (888) 893-7829
E-mail: jrussell@mates.org
Fax: (206) 441-2995



Note: All students should notify PMI at their earliest convenience if they are unable to attend a scheduled course. Failure to do so may prevent another student from taking the class. It may also put you on PMI's "standby" list for all future course registrations. Students may contact PMI via telephone, fax, e-mail, or the PMI website at www.mates.org under the "Contact Us" section.

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FREQUENTLY ASKED QUESTIONS

1) How is sea service calculated towards eligibility?

Eligibility is established after 30 calendar days of covered employment (i.e. contributions made by AMHS on behalf of the member. He/she can take up to 4 weeks of training at no charge.

The only days that contribution are made count. For example, if a member works 15 days and off 15 days, it will take 60 days to get 30 days of covered employment. Additionally, you cannot "bank time." For example, if a member works more than 30 days prior to using the training benefit he/she is still limited to 30 days of training.

2) Do AMHS members have to acquire 180 days of sea service before being eligible for the STCW95 chiefmate/master program?

The courses contained in the CMM Program are available once the 30 days of sea service requirement is met. However, they can only take up to 4 weeks of classes in one eligibility period. Once a member acquires 180 days of sea service, he/she can take up to 8 weeks of CMM Courses until the program is completed. This exception to the standard 4-weeks of training rule was made for the CMM Program due to its length.

3) Can IBU Unlicensed Deck enroll in the AB to Mate Program?

Unless contributions are being made on behalf of an IBU member to the MMP MATES Program, they would not be eligible for tuition free training at MITAGS or PMI. However, they could attend either school as a tuition student, or AMHS could purchase training days as done in previous years.

4) Is lodging and meals are included at both PMI & MITAGS?

Lodging and meals are included at both PMI and MITAGS. PMI provides a per diem reimbursement since we do not have a hotel at that school.

5) How do eligible members register for class?

Eligible members may call the Admissions at MITAGS or PMI to book their training. We in turn check eligibility via the MMP Plans. No approval is necessary from AMHS. Members may also enroll via e-mail or online via the website at www.mitags-pmi.org.

Also, note that no transportation is reimbursed by MITAGS or PMI. Transportation is an issue between AMHS and the individual member.

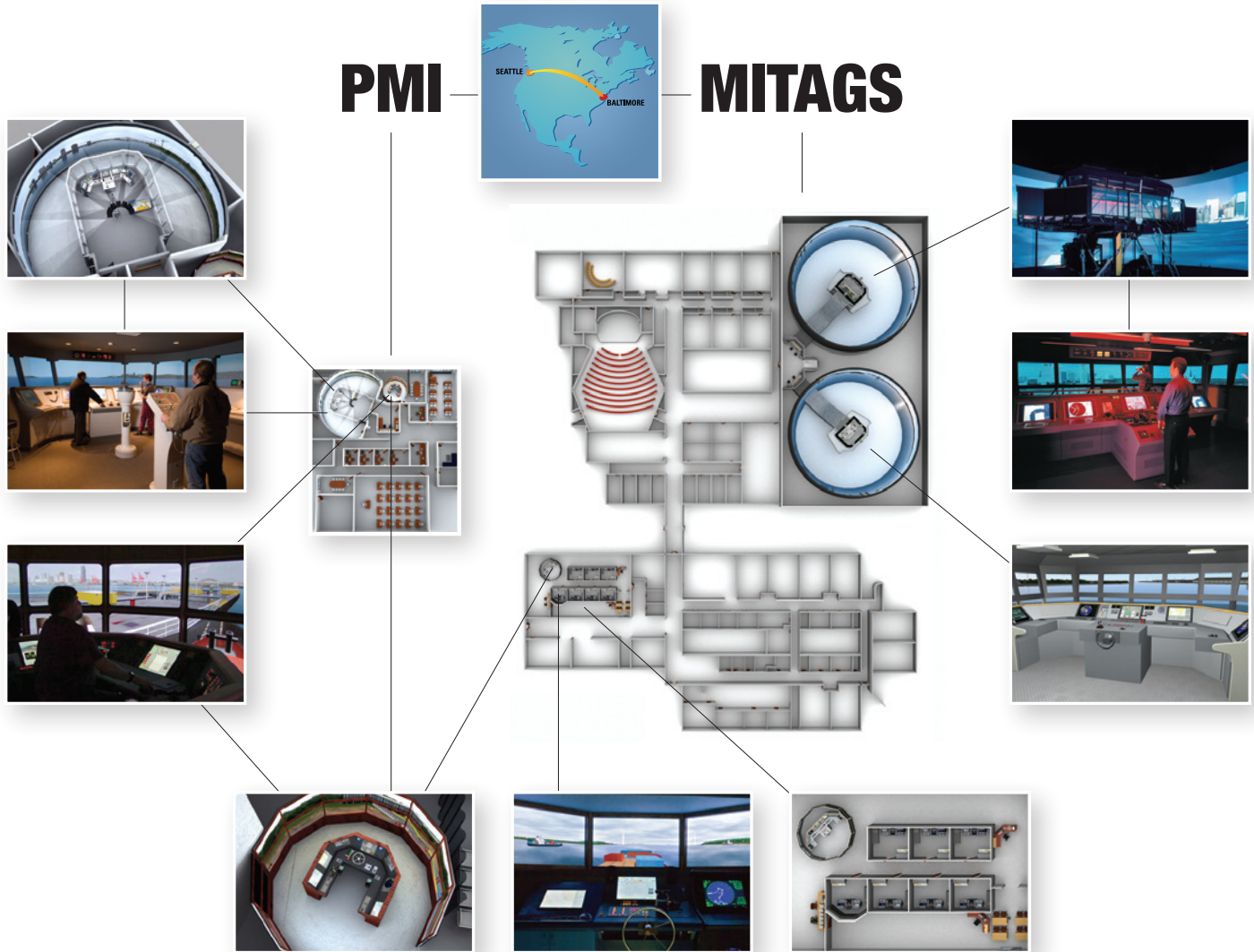
6) How does MITAGS-PMI handle the release of training records to the employers?

We request that all students sign a release allowing MITAGS/PMI to release their training records to the employers on the first day of each class.

1. INTRODUCTION

1.1 Background

This document details the benefits, policies, and procedures that pertain to members of the Masters, Mates and Pilots (MM&P) who are eligible for training through the Maritime Advancement, Training, Education, and Safety (MATES) Program Trust. The Maritime Institute of Technology and Graduate Studies (MITAGS) and the Pacific Maritime Institute (PMI) are the primary venues for providing services to these members.



Note: every effort has been made to ensure accuracy within this document. However, due to the changing nature of course offerings, company training requirements, and regulatory training requirements; the information contained in the guide is subject to change at any time without prior notification. As such, students are encouraged to visit the MITAGS website at www.mitags.org under the "MM&P Members" section to verify all information.

2. GENERAL INFORMATION

2.1 Mission Statement

The Maritime Institute of Technology and Graduate Studies (MITAGS) and the Pacific Maritime Institute (PMI) exist:
To enhance the professionalism of mariners through the development of quality maritime leadership, training, education, and safety programs.

The Conference Center at the Maritime Institute (CCMIT) exists:
To provide the most productive and efficient adult education and meeting environment in the greater Baltimore-Washington area.

2.2 Vision

Combine the strengths of the academic and conference operations to provide exemplary service to our students, stakeholders, and the maritime industry. Offer our expertise to assist clients in meeting the challenges of the ever-changing business environment. Foster a “can do” organizational culture that is based on merit, positive employee/management relationships, and diversity.

2.3 Core Employee Competencies and Values

- **Customer Focus:**
Dedicated to meeting the expectations and requirements of stakeholders. Acts with the customer in mind to establish/maintain an effective relationship and trust.
 - **Integrity and Trust:**
Recognized as an individual who can provide the unvarnished truth in an appropriate and helpful manner.
 - **Functional/Technical Skills:**
Has the knowledge and skill to do the job at a high level of performance.
 - **Self Development:**
Adapts to change and is committed to personal growth. Understands that different situations may call for different skills and approaches. Deploys strengths and works to compensate for weaknesses and limits.
 - **Action Oriented:**
Strong work ethic, willing to seize opportunities, and acts to add value to the organization.
-

2.4 Services

MITAGS and PMI provide a broad program of educational benefits and services for companies that contribute to the MATES Program; the members of the Masters, Mates and Pilots (MM&P), their affiliates, and other maritime groups/organizations. MITAGS and PMI have numerous goals, including the following:

- Helping mariners maintain and advance their qualifications.
 - Developing maritime advancement, training, education, and safety programs.
 - Assisting companies, members, and other organizations in solving maritime advancement, training, education, and safety issues.
 - Enhancing the safety and efficiency of the merchant marine industry.
 - Educating the general community on maritime-related safety and training issues.
 - Assisting individuals who are interested in entering the maritime profession.
 - Providing operational research services for the maritime industry.
 - Maximizing the efficient use of the facilities and assets to advance the above-referenced goals.
-

2.5 MATES Program

The MM&P Maritime Advancement, Training, Education, and Safety (MATES) Program is a non-profit Trust that was established in 1968. Its primary mission is to provide training for mariners who work for companies that contribute to the MATES Program. Today, a Board of Trustees governs the Trust. The appointments are divided equally between both union and company representatives. Traditionally, the President of the MM&P serves as Chairman and the senior company representative serves as Secretary. The board meets a minimum of three (3) times per year to set policies. However, the daily operation of the program has been delegated to MITAGS' Executive Director. The Maritime Institute of Technology and Graduate Studies (MITAGS) in Linthicum, Maryland and the Pacific Maritime Institute (PMI) in Seattle, Washington are the primary venues for providing services to the membership. Students who meet certain eligibility requirements may train at MITAGS or PMI with no tuition charge. In addition, MITAGS also offers room/board and transportation reimbursement to eligible Trust students.

For additional information on the eligibility requirements, please review Section 3 (Trust Student Eligibility) of this document.

2.6 Revenue Sources

MITAGS and PMI are able to provide a large number of high-quality programs and services due to the efficient use of their assets. In fact, over eighty percent (80%) of the operating and capital revenues that are required to provide these services are generated by sources other than the Trust company man-day contributions. These sources include the following:

- Tuition revenues generated by non-Trust students.
- Conference and hotel activities.
- Long-term lease of the excess building space.

Note: *Union dues are not used to run the activities of the Trust.*

2.7 MITAGS Facility

The MITAGS campus encompasses over eighty (80) acres. The rolling grounds are tree-lined with ample room for jogging, walking, and other outdoor activities. This countryside setting is strategically located within the Baltimore - Washington corridor. The campus is less than five (5) miles from the Baltimore - Washington International (BWI) Thurgood Marshall Airport, the Baltimore - Washington International (BWI) Amtrak® Train Station, and the North Linthicum Light Rail Station. The campus is also near major tourist destinations; including Baltimore, Annapolis, and Washington, DC.

The MITAGS facility offers 300,000 square feet of building space that is dedicated to the following onsite activities:

- 360° STN Atlas ANS 5000 Full-Mission Shiphandling Simulator.
- Eight-ship Radar, Automatic Radar Plotting Aids (ARPA), and Electronic Chart Display and Information Systems (ECDIS) Simulator, which is integrated with the Full-Mission Simulator giving MITAGS the capability of nine (9) interactive ownship exercises.
- 360° Transas Full-Mission Shiphandling Simulator, which is integrated with a 300° Bridge Tug Simulator and a 120° Tug Simulator.
- Fifty-seat Planetarium.
- Maritime Memorabilia Room.
- Electronic Simulation Engineering Lab.
- Vessel Traffic Services (VTS) Watchstander Training Lab.
- Networked, Multi-Operating System Computer Lab.
- Global Maritime Distress and Safety Systems (GMDSS) Communications Lab.
- Emergency Medical Training Lab.
- Weather Routing Lab.
- Liquefied Natural Gas Carrier (LNGC) Cargo Simulator.



The school is also home to the International Longshoremen's Association / U.S. Maritime Alliance, Ltd. (ILA/USMX) Crane Training Center. This state-of-the-art crane simulator is one of only six in the world and provides realistic training for ship gantry, ship pedestal, dock gantry, twin lift, and mobile cranes. To ensure quality and consistency, MITAGS' training programs and facilities meet the high-quality standards set by the United States Coast Guard (USCG), the American Pilots' Association (APA), the U.S. Navy (USN), the Military Sealift Command (MSC), Det Norske Veritas (DNV)¹, and the International Association of Conference Centers (IACC).²

2.8 CCMIT Facility

In addition to its maritime training activities, MITAGS also operates the Conference Center at the Maritime Institute (CCMIT). With over fifty-five (55) conference rooms, a five hundred (500) seat dining facility, and two hundred and thirty-two (232) overnight guestrooms; CCMIT is one of the largest training and conference centers in the Baltimore - Washington corridor. Note that the revenue generated from this operation helps to fund both MITAGS and PMI.

¹ Det Norske Veritas (DNV) is an internationally recognized standards certification authority. MITAGS is currently certified as a "Maritime Training and Simulator Centre."
² The International Association of Conference Centers (IACC) sets standards relating to the physical facilities (lighting, heating/air conditioning, seating, room layout, and audio-visual equipment).

2.9 PMI Facility

The Pacific Maritime Institute (PMI) is a subsidiary of MITAGS that is located in Seattle, Washington. The waterfront facility is approximately twenty (20) minutes from the Seattle-Tacoma (SEA-TAC) International Airport.

PMI currently offers the following onsite technology and training support facilities:

- Nine Classrooms.
- 240° Det Norske Veritas (DNV) Class A Full-Mission Bridge Simulator.
- 300° Full-Mission Tug Simulator.
- Norcontrol Radar and Automatic Radar Plotting Aids (ARPA) Simulator.
- Ten Transas Desktop “Fast-Time” Simulators.
- Electronic Chart Display and Information Systems (ECDIS) Navigation Lab.
- Two Simulation Debriefing Rooms.
- Three Conference/Meeting Rooms.
- Global Maritime Distress and Safety Systems (GMDSS) Communications Lab.
- Student Service Center.



Note: *MM&P Trust students who meet the MITAGS eligibility requirements may also qualify to take courses at PMI with no tuition charge. For additional information on the eligibility requirements pertaining to PMI, please review Section 3 (Trust Student Eligibility) of this document.*

2.10 Standard Curriculum

MITAGS and PMI offer over one hundred and fifty (150) different courses for eligible MM&P Trust students. The curriculum covers a large spectrum that ranges from entry level to professional enhancement courses. Each of these courses can be broken down into the following categories:

- STCW-95 Ordinary Seafarer to Able-Bodied (AB) Seafarer Program.
- STCW-95 Able-Bodied (AB) Seafarer to Officer-in-Charge of a Navigational Watch (OICNW) Program.
- STCW-95 Chief Mate/Master (CMM) Program (Management Level).
- License Advancement Program (LAP).
- Shipboard Medical Care.
- Shiphandling (SHS) and Bridge Resource Management (BRM) Simulation Programs.
- Marine Safety, Security, and Hazardous Materials Handling.
- Military Sealift Command (MSC) Training.
- Contract Company Training.
- Unlicensed Engine Department Training.
- Licensed Engine Department Training.
- Steward Department Training.

For the latest MITAGS schedule and course convening dates, please visit the MITAGS website at www.mitags.org under the “Schedule and Registration” section. For the latest PMI schedule and course convening dates, please visit the PMI website at www.mates.org under the “Courses and Programs” section.

2.11 Custom Curriculum

Custom courses and simulation development are key components of the operation at MITAGS and PMI. In fact, outstanding custom programs have already been developed for numerous training companies. These courses are specifically designed to fit seamlessly into the training plan for each individual company.

For additional information on custom training programs or simulation development at MITAGS, please contact MITAGS’ Business Development Manager toll-free at (866) 656-5569 or via e-mail at sales@mitags.org.

For additional information on custom training programs or simulation development at PMI, please contact PMI's Director of Operations toll-free at (888) 893-7829 or via e-mail at cvolkle@mates.org.

3. TRUST STUDENT ELIGIBILITY

3.1 Requirements

A Trust student who works for a company that contributes to the Maritime Advancement, Training, Education, and Safety (MATES) Program Trust Fund may attend certain training programs at MITAGS or PMI, with no tuition charge, if all of the following minimum eligibility requirements are met:

- The student must maintain "member in good standing" status with the MM&P. Furthermore, the student must keep their dues current through the start date of class.
- The student must maintain eligibility for the MM&P Health and Benefit Plan through the start date of class. Please note that eligibility for health coverage and the MATES Program may be extended by vacation, pursuant to the employer's Collective Bargaining Agreement (CBA), or for one (1) month by obtaining forty (40) hours of Port Relief Officer (PRO) time. However, the PRO extension cannot exceed six (6) additional months. Furthermore, the purchase of COBRA cannot extend eligibility to attend MITAGS or PMI. As a general rule, this means training must start prior to six (6) months after the last day of vacation for licensed personnel and three (3) months after the last day of vacation for unlicensed personnel.
- To enroll in a standard course offering, licensed members must obtain a minimum of thirty (30) days covered employment within the last twelve (12) months on an MM&P contracted vessel(s) that contributes to the Mates Program. Unlicensed members must initially obtain one hundred and fifty (150) days of covered employment, followed by thirty (30) days within the last twelve (12) months thereafter.
- To enroll in an upgrade training program (such as Chief Mate/Master or AB to Mate), the member must obtain one hundred and eighty (180) days of covered employment on an MM&P contracted vessel(s) that contributes to the Mates Program. Note that this applies to both licensed and unlicensed members.

Trust students who meet all of the above-referenced eligibility requirements may enroll in up to four (4) weeks of training per eligibility period. However, Trust students who meet all of the above-referenced eligibility requirements, and are enrolled in an upgrade training program (such as Chief Mate/Master, AB to Mate, etc.), may enroll in up to eight (8) weeks of training per eligibility period.

4. GENERAL REGISTRATION INFORMATION

4.1 Procedures

The process for admitting a Trust student to class is as follows:

- The application will be reviewed by the Admissions Department and the MM&P Plans Office for eligibility.
- Once eligibility is established, the student will be booked into the class.
- If applicable, a reservation will be made for overnight lodging in the Residence Center. Note that this applies to MITAGS students only.
- The Admissions Department will mail the student a confirmation letter. Please note that students may receive confirmation letters via e-mail, upon request.

4.2 Stand-By List

If a class is full, the Admissions Department will place the student on the course "standby" list. Please note that Trust companies may request priority for permanent employees who must have a specific training course to return to work. Priority requests should be directed to the following:

MITAGS: Director of Training
Telephone: (410) 859-5700, extension 3259
E-mail: trindir@mitags.org.

PMI: Director of Operations
Telephone: (206) 441-3880, extension 11
E-mail: cvolkle@mates.org

5. OUT-OF-ELIGIBILITY

5.1 General Information

This special program has been established to help out-of-eligibility Trust members or applicants obtain the training that is necessary to sail as a Third Mate on MM&P contracted vessels. To be eligible, all of the following minimum requirements apply:

- An individual applying for the Trust student “out-of-eligibility” rate must be a member or applicant of the Offshore Membership Group in continuous good standing. Additionally, he/she must meet at least one (1) of the following criteria:
 - The individual must be a MM&P member or applicant who has obtained an original U.S. Coast Guard Unlimited Tonnage License within the past twelve (12) months.
 - The individual must be a former MM&P Trust student who has established eligibility in the past through a MM&P contracted company that contributes to the MATES Program.
 - The individual must be a retired member of the Offshore Membership Group.
- The student may only take courses on a “space available” basis.
- The student must pay all transportation costs.
- The student will only be allowed to take courses at MITAGS or PMI that are necessary to sail as a Third Mate on MM&P contracted vessels. Please review the “Required Courses by Company” table, which can be found on the MITAGS website at www.mitags.org under the “MM&P Members” section, for additional information on the courses that are required to sail as a Third Mate on MM&P contracted vessels.
- The student will be charged a nominal tuition rate for each day of training.
- Overnight students (at MITAGS only) will be charged a nominal daily rate for room and board.
- Any out-of-pocket costs (shots for medical, FCC license, etc.) will be the responsibility of the student.

If the out-of-eligibility Trust member or applicant obtains “eligibility” within one hundred and eighty (180) days of the course completion date, the following may be reimbursed:

- Tuition at PMI or MITAGS.
- Room and Board at MITAGS only.

Please note that original receipts are required. Furthermore, transportation and out-of-pocket costs will not be reimbursed. For additional information on out-of-eligibility reimbursements, please contact MITAGS’ Academic Coordinator at (410) 859-5700, extension 3238, or via e-mail at acadcoord@mitags.org.

All out-of-eligibility reimbursement requests should be directed to the attention of MITAGS’ Academic Coordinator. Requests can be e-mailed to acadcoord@mitags.org. Requests may also be mailed to the attention of the Academic Coordinator via the following address:

MITAGS: Academic Coordinator
692 Maritime Boulevard
Linthicum, Maryland 21090

Note: *Trust members or applicants who are out-of-eligibility, but would like to take courses other than those required to sail as Third Mate, must pay the full tuition rate. For additional information on attending classes while out-of-eligibility, please contact the following:*

MITAGS: Admissions Coordinator
Telephone: (410) 859-5700, extension 3226
E-mail: admissions@mitags.org

PMI: Registrar/Student Advisor
Telephone: (206) 441-2880, extension 25
E-mail: jpitzen@mates.org

5.2 Waiver or Modification of Conditions

From time to time, eligibility standards are modified, such as when there is a documented shortage of qualified members to fulfill contractual obligations. The decision to modify any requirement is at the discretion of MITAGS’ Executive Director and the MATES Program

Board of Trustees. To request the modification of any condition, the student must submit all of the following minimum information:

- Written explanation of why he/she should be granted an exception to the standard Trust student eligibility requirements.
- Written letter of support from a MM&P Vice President representing the member.
- Written letter from a contracted employer company attesting that they will hire the member if he/she successfully completes such training.

Note: Some contracted companies may agree to directly reimburse the MATES Program for training that is provided outside the scope of the standard Trust Agreement. Please contact MITAGS' Executive Director directly in this circumstance.

6. TRAINING RECORDS

6.1 General Information

MITAGS maintains detailed training records on all students that attend classes at MITAGS and PMI. MITAGS also tracks offsite training and course equivalencies. This information is submitted electronically, on a weekly basis, to the MM&P Union Headquarters. In turn, the headquarters office forwards the information to each of the MM&P Union Halls to help ensure qualified personnel are dispatched to the vessels. Employers may have access to these training records, upon request, if the individual student provides permission to release his/her record. For additional information on releasing records, or to obtain a copy of the applicable Release Form, please contact MITAGS' Academic Coordinator at (410) 859-5700, extension 3238, or via e-mail at acadcoord@mitags.org.

Note: The United States Coast Guard has the authority to review training records, upon request, from any U.S. Coast Guard approved training program.

6.2 Replacement Certificates

The importance of members personally safeguarding their respective course completion certificates and training records has been especially evident during the drive to attain STCW-95 certification. The number and nature of requests for replacement course completion certificates have escalated to the point where it is now necessary to define specific criteria for the issuance of replacement documents. Therefore, all of the following minimum requirements apply:

- A course completion certificate will not be re-issued unless there is a clear requirement mandating presentation of the certificate. Usually, this is necessary to support an application to the U.S. Coast Guard. In the case of company training requirements, all MM&P operating companies will accept MITAGS' MIDS Database, as reflected in the MM&P Union Halls, as proof of course completion.
- Requests for replacement course completion certificates should be forwarded directly to MITAGS' Academic Coordinator via fax at (410) 859-5181 or e-mail at acadcoord@mitags.org. Requests must clearly state the specific requirement that is driving the request.
- Duplicate course completion certificates will only be reissued if the course completion date is within the last five (5) years. A letter of verification will serve as documentation for all courses beyond the five (5) year timeframe.
- The cost to replace course completion certificates is \$15.00 per document. The amount due must be received by the Academic Coordinator at MITAGS or the Registrar at PMI before the document(s) will be re-issued. Checks, money orders, and cashiers checks should be made payable to the MM&P Mates Program. For additional information on the replacement of course completion certificates, please contact one of the following:

MITAGS:

Academic Coordinator

Telephone: (410) 859-5700, Extension 3238
 Direct Dial Telephone: (443) 989-3238
 E-mail: acadcoord@mitags.org
 Fax: (410) 859-5181

PMI:

Registrar

Telephone: (206) 441-2880, Extension 25
 Direct Dial Telephone: (206) 838-1126
 E-mail: jpitzen@mates.org
 Fax: (206) 441-2995

7. OFFSITE TRAINING

7.1 Background

Certain company required training may not be available at MITAGS or PMI (such as engineering courses, Military Sealift Command courses, or unlicensed courses). Company required training that is not reasonably available³ at MITAGS or PMI will be considered for reimburse-

³ Reasonably available courses are offered at least once per quarter by MITAGS or PMI.

ment. However, to be eligible, the member must meet all of the following minimum requirements:

- The student must meet all of the standard eligibility requirements, which are detailed in Section 3 (Trust Student Eligibility) of this document.
- The student must obtain a minimum of three hundred and sixty (360) days covered employment on an MM&P contracted vessel(s) that contributes to the MATES Program or have a bona-fide offer of employment from a contributing employer who necessitates the training, along with a written letter of approval from a member of the Offshore Advisory Board (OAB).
- The student must receive prior written approval from the Executive Director of MITAGS. Note that a copy of the written approval must be submitted with the reimbursement request.
- The student must successfully complete the training. Note that a copy of the course completion certificate must be submitted with the reimbursement request.
- The reimbursement request must be submitted within sixty (60) days of the course completion date.
- Original receipts must be submitted with the reimbursement request. The reimbursement amount will only be for actual expenses.

Please note that maximum reimbursement amounts apply. Therefore, all students are encouraged to contact MITAGS' Academic Coordinator prior to the start of training to verify current requirements and reimbursement rates.

For additional information on the reimbursement requirements associated with offsite training, please contact MITAGS' Academic Coordinator at (410) 859-5700, extension 3238, or via e-mail at acadcoord@mitags.org.

7.2 Unlicensed Members

Offsite training for unlicensed members is available for qualified individuals. To be eligible, the member must meet all of the following minimum requirements:

- The student must obtain a minimum of three hundred and sixty (360) days covered employment on an MM&P contracted vessel(s) that contributes to the MATES Program.
- The student must meet all of the standard eligibility requirements, which are detailed in Section 3 (Trust Student Eligibility) of this document.
- The student must receive prior written approval from the Executive Director of MITAGS. Note that a copy of the approval must be submitted with the reimbursement request.
- Transportation will be paid by the employer company, with no restriction on the length of training.
- The reimbursement request must be submitted within sixty (60) days of the course completion date.
- The student is responsible for all U.S. Coast Guard license and document charges.
- The reimbursement benefit is inclusive of tuition, fees, supplies, and room/board. However, it excludes all U.S. Coast Guard license and document charges.
- Original receipts must be submitted with the reimbursement request. The reimbursement amount will only be for actual expenses.
- The student must successfully complete the training. Note that a copy of the course completion certificate must be submitted with the reimbursement request.

Please note that maximum reimbursement amounts apply. Therefore, all students are encouraged to contact MITAGS' Academic Coordinator prior to the start of training to verify current requirements and reimbursement rates.

For additional information on the reimbursement requirements associated with offsite training for unlicensed members, please contact MITAGS' Academic Coordinator at (410) 859-5700, extension 3238, or via e-mail at acadcoord@mitags.org.

8. ACDUTRA ORDERS - MITAGS ONLY

8.1 Background

The two primary "funded" avenues for individual U.S. Navy Reserve (USNR) personnel to attend MITAGS are as follows:

- Via orders as a Merchant Marine Reservist (MMR).
- As a drilling member of a particular unit.

MITAGS does not have an Unit Identification Code (UIC), so orders are typically written for the student to report to the Navy Operational Support Center (NOSC) in Baltimore (UIC 61897) for the processing of pay, travel, etc. If an MM&P member is eligible to attend MITAGS

under the MATES Program Trust, but wants the training to be conducted as ACDUTRA, orders will be typically written since the tuition will be “picked up” by the Trust.

8.2 General Information

The following information is provided as a general guide for students attending MITAGS on ACDUTRA orders. The information pertains specifically to the students who have been ordered to report directly to MITAGS or to MITAGS via the Navy Operational Support Center (NOSC) in Baltimore (UIC 61897).

The student will need to make a trip to the Navy Operational Support Center (NOSC) in Baltimore during their stay at MITAGS. Most individuals should be able to accomplish everything in one visit. Furthermore, the student should **not** have to make a trip to the Personnel Support Detachment (PSD) in Fort Meade, Maryland. Students are encouraged to contact NOSC in Baltimore to make sure there will be a “PN” to go through the paperwork. Note that NOSC Baltimore staff members typically work on weekends and stand down on Mondays, so Tuesday is the optimum day to arrange a visit.

The student will need one (1) copy of their orders. In addition, students should ensure that the data recorded on page two (NAVPERS 1070/60) is accurate. Liaison with NOSC Baltimore indicates that an “outdated page two” is the most common discrepancy with Reservists who are attending MITAGS.

Students will be asked to fill out two (2) forms: a one-page ACDUTRA Pay Voucher (NAVCOMPT Form 2120 – Part I) and a two-page DJMS-RC Input Feeder. Travel to and from MITAGS will be covered by these forms. An additional travel claim is only required if the student is claiming local transportation, meals, and/or berthing. The standard means of payment is via direct deposit, so students should have both their bank routing number and account number readily available.

8.3 Contact Numbers

For additional information on using ACDUTRA orders at MITAGS, please contact one of the following:

- **NOSC Baltimore**
Toll-Free Telephone Number: (866) 527-6596
Local Telephone Number: (410) 752-8352
- **MITAGS’ Director of Training**
Telephone: (410) 859-5700, extension 3259
E-mail: traindir@mitags.org
- **MITAGS’ Academic Coordinator**
Telephone: (410) 859-5700, extension 3238
E-mail: acadcoord@mitags.org

9. CLASS ATTENDANCE

9.1 Absenteeism

All U.S. Coast Guard approved courses have required training hours. Therefore, MITAGS and PMI are unable to issue a course completion certificate to any student who fails to achieve the minimum number of class hours. To date, the current U.S. Coast Guard regulations only permit a one-half (½) day absence for every five (5) days of class.

9.2 Cancellations

MITAGS and PMI make every effort to maintain the integrity of the published Course Schedule. Within two (2) weeks of a course start date, MITAGS and PMI will determine whether there are enough students to run the class. The Admissions Department will attempt to notify students of any cancellations. As such, it is imperative that the Admissions Department has your current contact information (telephone number, cellular telephone number, e-mail address, etc.) on file.

All students should notify the Admissions Department at their earliest convenience if they are unable to attend a scheduled class. Failure to do so may prevent another student from taking the class. It may also put you on the “standby” list for all future course registrations.

9.3 No-Shows

The demand for STCW-95 courses has served to highlight both the frequency and impact of student “no shows.” An empty seat is not only

a lost training opportunity, but also a waste of resources. Obviously, there will be occasions when an empty seat is unavoidable, but in the vast majority of instances, there is ample time to adjust. Therefore, it is imperative that students make every effort to advise MITAGS and/or PMI as soon as they know circumstances are going to preclude their attendance at a confirmed class. When a student clearly makes no effort to inform MITAGS and/or PMI, or when the student develops a history of “no shows,” the student’s status within the admissions process will be downgraded.

In reference to student “no shows,” all of the following minimum requirements apply:

- If it is clear that no effort was made to notify the Admissions Department in a timely fashion, the student will be placed on “standby” status for one (1) year from the date of a single scheduled class convening.
- In those cases where the student demonstrates a history of “no shows,” with a perceived lack of effort to notify the Admissions Department, the student will be placed on “standby” status for one (1) year from the date of the most recent scheduled class convening.
- Students placed on “standby” status will receive such notification via certified letter. A copy of the letter will also be sent to the MM&P Headquarters and the appropriate shipping company/companies.

All students need to be aware of the consequences that are associated with being put on “standby.” The student will be at the bottom of the standby list - - under students in good standing. On those occasions when they are confirmed for a class, the confirmation will come no earlier than ten (10) days prior to the class convening date. In addition to the obvious planning complications, this may also result in added expense for the student, as the standard transportation funding will not cover the higher cost of arranging travel on such short notice.

Although the vast majority of students are conscientious and attentive to the importance of keeping the Admissions Department informed, the issuance of this policy should stand as notice that there are far too many occasions when students fail to make sufficient effort to notify the Admissions Department of course cancellations.

10. DRUG AND ALCOHOL ABUSE POLICY

10.1 Background

MITAGS and PMI are committed to providing a learning environment that is free of student use of illegal/unlawful drugs and /or alcohol abuse. Out of concern for the safety and well being of students and outside guests, the Institute will not condone the use of illegal drugs and/or alcohol abuse. As such, the following conduct is expressly prohibited:

- The use, sale, possession, concealment, distribution, dispensing, transportation, or manufacture of any controlled substance(s) that in any way affects the student’s academic performance. Please note that this does not include drugs that have been prescribed by a licensed physician, which may be taken in the prescribed or authorized dosage, as long as the dosage is consistent with the safe performance of the student’s academic duties and the student’s academic performance is not affected.
- The unauthorized use, sale, possession, concealment, distribution, dispensing, or transportation of any alcoholic beverage(s) during academic hours of instruction. Please note that this includes any substance(s) that impairs the student’s ability to safely perform his or her academic duties.

For the purposes of this policy, the term learning environment covers the MITAGS facility, the PMI facility, offsite training areas (such as the fire grounds, hospitals, etc.), all MATES Program property (including the area surrounding it), and any vehicle in which a student is driving, or riding, in connection with his or her academic course(s) of instruction.

10.2 Violations

Any violation of this policy may result in removal from MITAGS and/or PMI until successful completion of an approved chemical dependency rehabilitation program. Second or subsequent violations may lead to permanent removal from MITAGS and/or PMI.

10.3 Assistance

Any member who requires assistance with drug and/or alcohol abuse is encouraged to contact Ceridian, so they may take advantage of the “Life Balance” program.

Toll-Free Telephone: (800) 811-2849
 Website: www.lifeworks.com

11. MISCELLANEOUS MITAGS INFORMATION

11.1 Amenities

The MITAGS Residence Center includes two hundred and thirty-two (232) overnight guestrooms, a five hundred (500)-seat dining facility, a game room, an indoor swimming pool, and a fitness room.

The MITAGS facility also includes a Ship Store that carries a variety of items, from school supplies to personal care needs. A canteen that carries candy, soda, and newspapers is located on the first (1st) floor of the North Residence Tower. Additionally, a night lunch area (sandwiches, snacks, etc.) is located on the eighth (8th) floor of the North Residence Tower and fifth (5th) floor of the South Residence Tower.

11.2 Residence Center Check-In/Check-Out Times

Students should plan to arrive at MITAGS anytime after 3:00 p.m. one (1) day prior to the start of class. Check-out time is 12:00 noon on the day after course completion. Any student who would like to extend their stay for personal reasons may do so at the current overnight lodging rate on a "space available" basis.

For additional information on the MITAGS Residence Center, including current overnight lodging rates, please contact the Reservations Department toll-free at (866) 900-3517 or via e-mail at reservations@ccmit.org.

11.3 Course Convening Times

Standard MITAGS courses typically begin at 8:30 a.m. and run until 4:30 p.m., with a one (1)-hour break for lunch. However, note that there are several programs that have special convening times (late afternoon start times, evening start times, etc.). As such, students are encouraged to review Section 14 (Special Course Information) of this document, as it details any special requirements for the course(s) you will be attending.

All students, regardless of their class starting time, are to meet in the Student Break Area of the Academic Building at 8:25 a.m. on the first Monday of each course convening for a brief introductory session.

11.4 Pet Policy

A limited number of the overnight guestrooms are available for students who would like to bring a pet(s). These rooms are available on a "first-come, first-serve" basis. However, due to health code requirements, and the safety of employees and other guests, all of the following minimum requirements apply:

- The student must submit payment to cover the cost associated with fumigating and cleaning the room. Please check with MITAGS' front desk staff toll-free at (866) 900-3517 to determine the current cost associated with fumigating and cleaning the room.
- The student must agree to pay for any damage(s) done to the furnishings or Institute property.
- The student must agree to sign a statement that will indemnify the MATES Program and its employees from the consequences of any action by the pet.
- Prior to arrival, the student must submit written evidence from a licensed veterinarian verifying that the animal is free of communicable diseases. The pet examination must have taken place within six (6) months of the visit to MITAGS.
- The student must submit a vaccination card verifying that the pet has up-to-date immunizations for rabies, distemper, and infectious hepatitis.
- Understand that this is a privilege, not a right. The student must agree to remove the pet if it becomes a nuisance or a threat to other guests, staff members, the furnishings, or Institute property.

11.5 Dress Code

The dress code at MITAGS is business casual. Recommended dress includes a collared shirt, pants, and covered shoes. Please note that tank-tops, flip-flops, sandals, and other beach apparel are strictly prohibited.

Please note that certain courses may require special clothing. Again, all students are highly encouraged to review Section 14 (Special Course Information) of this document, as it details any special requirements for the course(s) you will be attending.

11.6 Telephone Service

As is the practice at other hotels, all students will be required to place a credit card number on file when checking in at the Residence Center to have their overnight guestroom telephone line opened. Students should review the in-room Guest Directory for additional information on telephone service, including applicable fees. Any questions should be directed to the hotel front desk staff at extension "0."

11.7 Shuttle Service

MITAGS offers a free, 24-hour shuttle service to and from the Baltimore-Washington International (BWI) Thurgood Marshall Airport, the BWI Amtrak® Train Station, and the North Linthicum Light Rail Station. To arrange service, please call toll-free at (866) 900-3517, extension "0." A sign-up sheet is also available at the front desk in the South Residence Tower.

11.8 Check Cashing Policy

The MITAGS courier is not permitted to take student checks to the local area bank for cashing. Furthermore, MITAGS is no longer permitted to cash Trust student transportation checks, regardless of the amount. Any questions regarding the MITAGS' check cashing policy should be directed to MITAGS' Controller at (410) 859-5700, extension 3241, or via e-mail at breeze@mitags.org.

Please note that students may take their Trust student transportation checks directly to the Bank of America in Linthicum for cashing, provided they have two (2) forms of picture identification. However, if the student does not have an account with Bank of America, they will be charged a nominal "handling" fee by the bank.

11.9 Inclement Weather

Due to the nature of the MITAGS operation, the facility is typically open, even during inclement weather. Any questions or concerns relating to inclement weather should be directed to the hotel front desk toll-free at (866) 900-3517, extension "0."

12. SPECIAL COURSE INFORMATION

Be advised that some of the courses and training programs that are offered by the Institute have special pre-requisites or course requirements. Therefore, all students are asked to review the following information prior to registration in any course.

12.1 Advanced Fire Fighting (FF-ADV)

Fire Prevention and Fire Fighting (BST-FPFF) or the Basic Fire Fighting (FF-BAS) course are mandatory pre-requisites for the Advanced Fire Fighting course.

12.2 Automatic Radar Plotting Aids (ARPA)

All Automatic Radar Plotting Aids students must possess a valid U.S. Coast Guard Radar certificate. Students are strongly advised to practice radar plotting prior to the start of class. *Real Time Methods of Radar Plotting* by Max Carpenter and Wayne Waldo is the suggested text. The book can be purchased through Cornell Maritime Press at (800) 638-7641 or MITAGS' Ship Store at (410) 859-5700, extension 7405.

12.3 Basic and Advanced Fire Fighting (FF-BADV)

The Basic and Advanced Fire Fighting course combines Basic Fire Fighting and Advanced Fire Fighting into a five (5)-day course. The Basic portion of the course includes classroom training, followed by "hands-on" use of the equipment. The program enables students to plan for, and combat, onboard fires and emergencies. Actual fire fighting is done using a variety of equipment and techniques. The Basic portion of the course meets the requirements reflected in STCW-95, Section A-VI/1, Table A-VI/1-2 and Part C of 46 CFR (the basic fire fighting component for an original license). The Advanced portion of the course provides attendees with instruction in fire fighting techniques and control of fire fighting operations. Special emphasis is placed on the areas of organization, tactics, and command functions. The Advanced portion of the course satisfies the STCW-95 Advanced Fire Fighting requirements that are detailed in Part C of 46 CFR, which is required for all individuals raising their license.



The Basic and Advanced Fire Fighting program is physically demanding. As such, participation may be hazardous to the health of an individual with circulatory problems, heart ailments, allergies, respiratory problems, or other health conditions. Therefore, all students are encouraged to consult with their personal physician should any question(s) exist regarding his or her ability to participate in the program. Individuals who feel the course may be hazardous to their health should not apply for, or participate in, the program. All Basic and Advanced Fire Fighting students will be required to sign a Consent and Release form prior to participating in the class. The form confirms that the student personally assumes any and all risk associated with the program. For additional information on the form, please contact the Admissions Department.

The Institute does not provide any type of insurance for participants in the Basic and Advanced Fire Fighting program. Furthermore, the Institute reserves the right to deny training to, or terminate the training of, any individual, at any time, when such training appears to constitute a hazard to such person or to others. In the event of such denial or termination of training, the Institute will return the appropriate pro-rata portion of any fee(s) paid.

Basic and Advanced Fire Fighting students must be clean-shaven to participate in the program. Again, beards and/or heavy facial hair are not permitted. For safety reasons, there are no exceptions to this rule.

12.4 Basic Safety Training (BST)

The Basic Safety Training Program is physically demanding. Students attending the course will be required to participate in numerous rigorous activities, including exercises in the swimming pool and outdoor exercises at the fire fighting facility. Training will include, but is not limited to, the following activities:

- Jumping from a height of approximately one (1) meter.
- Swimming a distance of approximately twenty (20) feet while wearing a personal flotation device or immersion suit.
- Staying afloat for approximately one (1) minute, without the use of a personal flotation device or immersion suit.
- Deploying and entering a life raft, and righting a capsized life raft, while wearing a personal flotation device or immersion suit.
- Conducting search and rescue exercises with simulated personnel casualties weighing approximately one hundred and fifty (150) pounds. Please note that these exercises are typically conducted in an enclosed space/smoke-fire environment while wearing breathing apparatus and protective clothing.
- Extinguishing fires with and without the aid of breathing apparatus. Note that these exercises will require the student to move quickly and climb up and down ladders while holding fire fighting equipment (such as heavy hoses).
- Bending, stooping, lifting, and turning real or simulated patients.
- Performing Cardiopulmonary Resuscitation (CPR) on a manikin.



The Basic Safety Training program is physically demanding. As such, participation may be hazardous to the health of an individual with circulatory problems, heart ailments, allergies, respiratory problems, or other health conditions. Therefore, all students are encouraged to consult with their personal physician should any question(s) exist regarding his or her ability to participate in the program. Individuals who feel the course may be hazardous to their health should not apply for, or participate in, the program.

All Basic Safety Training students will be required to sign a Consent and Release form prior to participating in the class. The form confirms that the student personally assumes any and all risk associated with the program. For additional information on the form, please contact the Admissions Department.

The Institute does not provide any type of insurance for participants in the Basic Safety Training program. Furthermore, the Institute reserves the right to deny training to, or terminate the training of any individual, at any time, when such training appears to constitute a hazard to such person or to others. In the event of such a denial or termination of training, the Institute will return the appropriate pro-rata portion of any fee(s) paid.

Basic Safety Training students must be clean-shaven to participate in the program. Again, beards and/or heavy facial hair are not permitted. For safety reasons, there are no exceptions to this rule.

Note that Basic Safety Training attendees will be outside during certain portions of the class. Therefore, students should bring clothing appropriate for the weather/season. Attendees should also bring clothing appropriate for the swimming pool/water conditions.

12.5 Basic Stability (STB-BAS)

There are no pre-requisites for the Basic Stability course. However, course attendees will benefit from prior knowledge of basic math and physics.

12.6 Chief Mate/Master Program (CMM)

The Chief Mate/Master (CMM) Program includes all of the training and support that is needed to advance to the level of Chief Mate or Master. More importantly; the program provides students with the knowledge, skills, and confidence to take on the duties and responsibilities of a Chief Mate or Master.

The full CMM Program is twelve (12) weeks in duration. However a few of the individual classes that make up the CMM Program have special pre-requisites or course requirements, including the following:

12.6.1 Chief Mate/Master Advanced Meteorology (CMM-ADVWX)

The CMM Advanced Meteorology course is an advanced program. Students who do not have a documented foundation knowledge that includes the following subject areas should complete a Basic Weather course (WX-BAS) prior to enrolling in the CMM Advanced Meteorology course:

- Knowledge of the atmosphere and its properties.
- Atmospheric stability.
- Atmospheric pressure (diurnal variations vs. weather system passages).
- Wind and the Beaufort scale.
- Geotropic approximation from isobaric patterns on synoptic charts.
- True wind speed.
- Basic cloud groups and their causes.
- Global wind/pressure systems (summer and winter).
- Basic weather systems depicted on synoptic weather charts.
- Ship-borne observations vs. synoptic analyses and forecast charts.
- Construction of a twenty-four (24) hour weather forecast that is based on the local area forecast and weather chart information.



12.6.2 Chief Mate/Master Advanced Shiphandling I and II (CMM-SHS-ADV I and II)

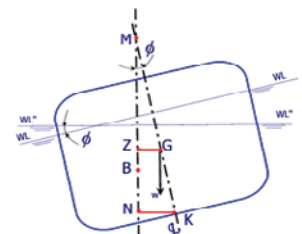
A Basic Shiphandling course, or equivalent experience through sea service, are mandatory pre-requisites for the CMM Advanced Shiphandling I and II program. Week one (1) and week two (2) of the program must be completed within one (1) year of each other to receive a final Advanced Shiphandling certificate.

Please note that Shiphandling courses may be scheduled for either a morning or late afternoon start time. Therefore, all students should check with the Admissions Department to determine the scheduled starting time for their course. Furthermore, students attending a Shiphandling course should not make plans to depart the Institute until the morning following course completion.

12.6.3 Chief Mate/Master Advanced Stability (CMM-ADVSTB)

The CMM Advanced Stability course requires the attendee to have a fundamental understanding of basic stability and trim theory, as well as basic math and trigonometry. Furthermore, attendees must have successfully completed one (1) of the following courses prior to taking the CMM Advanced Stability class:

- National Cargo Bureau (NCB) Self Study Course on Stability.
- Basic Stability Course.
- An Equivalent Basic Stability Course from a Maritime Academy.



Please note that the CMM Advanced Stability course is a mandatory pre-requisite for the Cargo Handling and Stowage I and II (CMM-CHS-I and CMM-CHS-II) program.

12.6.4 Chief Mate/Master Cargo Handling and Stowage I and II (CMM-CHS I and II)

The CMM Advanced Stability course is a mandatory pre-requisite for the CMM Cargo Handling and Stowage I and II (CMM-CHS-I and CMM-CHS-II) course. Week one (1) and week two (2) of the course must be completed within one (1) year of each other to receive Advanced Cargo Operations certification. A Third Mate's license or higher, or equivalent experience through sea service, are mandatory pre-requisites for the CMM Cargo Handling and Stowage course.

12.6.5 Chief Mate/Master Electronic Chart Display and Information Systems (CMM-ECDIS)

All CMM Electronic Chart Display and Information Systems course attendees must be licensed officers. Prior to taking the course, attendees must be certified in Coastal Navigation and Basic Piloting. In addition, they must be skilled in intermediate computer operations. Note that course attendees will also benefit from prior experience in Automatic Radar Plotting Aids, Radar (collision avoidance), Shiphandling, Bridge Resource Management, and Chart Portfolio Management.

The U.S. Coast Guard approved CMM Electronic Chart Display and Information Systems course, when combined with successful completion of the CMM Voyage Planning and Electronic Navigation course (CMM-VPEN), within one (1) year of each other, will result in successful satisfaction of the assessments that are required for Advanced Navigation.



12.6.6 Chief Mate/Master Ship Management I and II (CMM-SHMG I and II)

Week one (1) and week two (2) of the CMM Ship Management course must be completed within one (1) year of each other to receive a Ship Management certificate. The course has been specifically designed for qualified Second and Third Mate's who would like to upgrade their U.S. Coast Guard license to Chief Mate or Master. Note that there are no mandatory pre-requisites or qualifications necessary to take the CMM Ship Management I and II program.

12.6.7 Chief Mate/Master Voyage Planning and Electronic Navigation (CMM-VPEN)

The CMM Voyage Planning and Electronic Navigation course has been specifically designed for qualified Second and Third Mate's who would like to upgrade their U.S. Coast Guard license to Chief Mate or Master. Only individuals with maritime navigation experience should attend this course. Attendees completing this program, and an approved CMM Electronic Chart Display and Information Systems course (CMM-ECDIS), within one (1) year of each other, will qualify for an Advanced Navigation certificate. All students are asked to review Mercator and Great Circle sailings, as well as Tide and Current calculations prior to attending the CMM Voyage Planning and Electronic Navigation course.

12.6.8 Chief Mate/Master Marine Propulsion Plants (CMM-MPP)

The CMM Marine Propulsion Plants course has been specifically designed as a thirty-five (35) hour training program that will provide attendees with an understanding of the operation of remote controls for marine commercial propulsion plants, engineering systems, and attendant service systems. The course also provides attendees with detailed knowledge in the areas of marine power plants, ship's auxiliary machinery, and marine engineering terms.

The CMM Marine Propulsion Plants course is directed at qualified Third and Second Mate's who would like to upgrade to the level of Chief Mate or Master. However, there are no restrictions on anyone wishing to take this course.

Please note that Diesel Control Systems (DCS) certification is included in MITAGS' CMM Marine Propulsion Plants course. The DCS element provides the student with a detailed understanding of typical marine diesel propulsion plants and associated auxiliary systems, which are required for the safe navigation of vessels using bridge control. The Diesel Control Systems element of the CMM Marine Propulsion Plants course is taught in the evening. Those attendees already qualified in DCS do not need to attend this portion of the course. However, in order to attend the DCS element, students must participate in the entire CMM Marine Propulsion Plants course.

12.6.9 Chief Mate/Master Watchkeeping (CMM-WKP)

The thirty-five (35) hour CMM Watchkeeping course has been designed to provide experienced deck officers (Second Mate and above)

with an advanced understanding of both the U.S. Inland and International Rules for the Prevention of Collisions at Sea. The course also prepares attendees for organizing and managing a bridge team.

CMM Watchkeeping course attendees will also complete practical assessment performance standards that are equivalent to the following U.S. Coast Guard Control Sheets, which are identified in National Maritime Center Policy Letter 04-02, Enclosure 3:

- M-4-1A: Identify vessels by light configurations.
- M-4-1B: Identify vessels by day shapes.

Please note that there are no mandatory pre-requisites for the CMM Watchkeeping course. However, the program is open to any Third Mate, Oceans, Unlimited Deck Officer with the Radar and Automatic Radar Plotting Aids endorsement or the STCW-95 endorsement for Officer-in-Charge of a Navigational Watch (OICNW) with one (1)-year of sea time or equivalent background/experience.

12.6.10 Additional Information on the CMM Program

In addition to the twelve (12) weeks of training that make up the Chief Mate/Master (CMM) Program, the U.S. Coast Guard also requires the completion of numerous assessments. Although the Institute makes every effort to include these assessments in the CMM Program, there are some that cannot be taken in the classroom, as they must be completed onboard a ship. Please visit the MITAGS website at www.mitags.org under the "Original Licenses and Upgrades" section to download additional information relating to the assessments that are associated with the CMM Program.

12.7 Computer Applications Program (COMP-APS)

The Computer Operating Systems course (COMP-OPSYS), or its equivalent, are mandatory pre-requisites for MITAGS' Computer Applications Program.

12.8 Computer Databases (COMP-DB)

The Computer Applications Program course (COMP-APS) is a mandatory pre-requisite for MITAGS' Computer Databases course.

12.9 Computer Network Systems (COMP-NET)

The Computer Operating Systems course (COMP-OPSYS), or its equivalent, are mandatory pre-requisites for MITAGS' Computer Network Systems course.

12.10 Confined Space Entry (CSE-AAES)

Students in the Confined Space Entry class are encouraged to bring steel-toed shoes for wear during the practical exercises. Certain portions of the practical exercises are conducted outdoors, so students should bring appropriate seasonal clothing, including rain gear.

12.11 Damage Control (MSC-DC)

The Damage Control course is Military Sealift Command (MSC) approved. Certain portions of the Damage Control class are held outdoors, so students should bring appropriate seasonal clothing that is suitable for working in a dirty, wet, outdoor environment.

12.12 Fast Rescue Boat (FRB)

Students in the Fast Rescue Boat class should bring appropriate seasonal clothing, as they will be outdoors for certain portions of the class. Students should also bring clothing appropriate for water conditions, as they will be in a boat on the water each class day. In addition, students should expect long days. Transportation for this class typically departs the Institute around 7:30 a.m. and returns between 5:00 and 6:00 p.m. daily. Class attendees should keep this information in mind when making departure travel arrangements.

12.13 Global Maritime Distress and Safety Systems (GMDSS)

All students participating in the Global Maritime Distress and Safety Systems program must bring the following items to class:

- Current Federal Communications Commission (FCC) Operator's license.
- Certificates verifying any FCC tests that have been passed.
- Picture identification.
- Fee for the GMDSS Operator's License.
- Fee for the GMDSS License Renewal.



For additional information on the GMDSS course, including applicable fees, please contact the Admissions Department prior to course registration.

Please note that students attending the GMDSS program must be computer literate. Students should also review the FCC and U.S. Coast Guard questions database prior to course attendance. For reference, these items can be found online via the following websites:

- FCC (Elements 1 and 7): www.fcc.gov. U.S. Coast Guard: www.navcen.uscg.mil/marcomms/gmdss/gmdssreg.txt.

12.14 Global Maritime Distress and Safety Systems Refresher (GMDSS-REF)

All students in the Global Maritime Distress and Safety Systems Refresher class must possess a valid Federal Communications Commission (FCC) Operator's license and a course completion certificate from an approved seventy (70)-hour GMDSS course. In addition, all GMDSS Refresher course attendees must be computer literate.

12.15 License Advancement Program (LAP)

Over the past several years, the U.S. Coast Guard has made several significant changes to the license examination process. This is primarily in response to the requirements associated with STCW-95. Some of these changes may impact the items you need to study, and are ultimately tested on, for your upcoming raise of license.

The modules you will be tested on are solely at the discretion of the U.S. Coast Guard. Institute instructors will do all they can to assist you in the process of reviewing and learning the material. However, you must question your license issuing U.S. Coast Guard Regional Examination Center (REC) regarding the specific areas you will be expected to successfully complete during testing. It is imperative that you know what those areas are prior to coming to the Institute.

All License Advancement Program (LAP) attendees should make an appointment with the License Evaluator at the REC that will issue their license and ask the evaluator to determine the modules they will be tested on for the license they seek. You should then request that this information be transmitted to the REC that is closest to the Institute. A copy of the information should also be sent to the Admissions Coordinator, so the instructors at the Institute can plan the course schedule accordingly.

Be advised that the REC's are currently experiencing a heavy administrative load. As such, students should plan on needing additional time to schedule an appointment.

All LAP students must have command of the English language, as well as basic math and reading comprehension skills. LAP students should also obtain all of the following items prior to the start of class:

- Formula for the Mariner by Richard Plant.
- Deck Officer Study Guides by Joseph Murphy.
- Flashing Light Practice Tapes and Study Guide.
- Stability and Trim by John Ladage and Lee Van Gemert.
- Navigation Rules of the Road (latest edition).
- A scientific, non-programmable Calculator.
- Laptop Computer (optional).
- A set of graduated Triangles.
- Compass.
- Dividers.

12.16 Medical Person-in-Charge (MED-PIC)

The two (2)-week Medical Person-in-Charge course is an intense program that covers all components of shipboard medical care. The course also includes one (1)-day of clinical practice in a hospital setting. Mandatory dress code for the hospital includes the following:

- Collared shirt with tie for male students.
- Collared business attire blouse for female students.
- Slacks.
- Closed toe shoes. Note that open toed shoes (including sandals) are strictly prohibited.



This course does not lead to certification for Emergency Medical Technician (EMT) – Basic. However, it does meet the standards for the highest level of STCW-95 medical care. In addition, any student that is currently EMT-Basic certified may use this course for re-certification. Refresher students must bring the following documentation to class:

- Expiration date of the original training.
- National Registry notice showing the current certification expiration date.
- All paperwork provided by the National Registry for certificate renewal.

In addition to the standard class hours, MED-PIC course attendees will be expected to attend a minimum of one (1) evening session. Due to the intensity of the Medical Person-in-Charge program, students should also expect regular evening study hours.

The primary text for this program is the Ship Captain's Medical Guide (22nd Edition), which is available online at www.mcga.gov.uk/publications/medical/medical.htm. In order to keep up with the class, you may want to obtain this book and begin reading prior to the start of class. Supplemental texts for the course include Emergency Care for the Sick and Injured (8th Edition) and Fundamentals of Basic Life Support for Healthcare Providers (American Heart Association – 2001).

12.17 Radar Observer Renewal (ROR-I)

The Radar Observer Renewal course has been specifically designed for individuals who need to renew their current radar certificate. Students are strongly encouraged to practice radar plotting prior to the start of class. Real Time Methods of Radar Plotting by Max Carpenter and Wayne Waldo is the primary text. The book can be purchased through Cornell Maritime Press toll-free at (800) 638-7641 or MITAGS' Ship Store at (410) 859-5700, extension 7405.

12.18 Security Officer – Vessel, Company, and Facility (SEC-VCF)

The Security Officer-Vessel, Company, and Facility course is certified by the U.S. Maritime Administration (MARAD). The program is specifically designed to provide instruction and proficiency that is in compliance with the International Ship and Port Security (ISPS) Code for Port, Facility, Company, and Ship Security Officers (PFSO/CSO/SSO).

Students completing the Security Officer: Vessel, Company, and Facility training program will be able to successfully complete the following:

- Describe recommended practices and procedures that are listed in current National and International regulations/policies relating to port and ship security.
- Develop a risk analysis that is based on available threat analyses, intelligence information, and National regulations/policies.
- Identify characteristics and behavior patterns of persons who may be likely to commit unlawful acts.
- Recognize and detect weapons, dangerous substances, and devices.
- Identify common crowd behaviors.
- Develop and implement a port facility and vessel security plan.
- Demonstrate the elements of a security assessment and propose modifications to an existing security plan.
- Demonstrate a physical search of compartments, baggage, and persons.
- Identify the basic principles for implementing an Incident Command System.
- Describe plans for managing ongoing threats; including theft, piracy, and hijacking.
- Identify different types of security equipment, including its usage and maintenance.
- Describe instructional techniques for training the crew and other employees regarding ship security and port facilities.

Shipboard and/or port operational experience is preferred for individuals attending the Security Officer-Vessel, Company, and Facility course. Be advised that certain portions of the course are held outdoors, so attendees should bring appropriate seasonal clothing, including rain gear.

12.19 Small Arms (MSC-SMA)

The Small Arms course is Military Sealift Command (MSC) approved. Be advised that the Small Arms class hours differ from most standard course offerings. Course attendees will be required to participate in some evening training sessions (after dinner) until approximately 8:00 p.m. Furthermore, on the last day of class, students may not finish until approximately 7:00 p.m. Attendees should keep this information in mind when making departure travel arrangements.

The Small Arms course firearms range is an outdoor facility. As such, students should bring appropriate seasonal clothing, including rain gear.

Students returning home on a commercial airline flight may be tested for gunpowder residue at the airport. The Institute will provide attendees with a letter that details their Small Arms training. However, to avoid further delays, students should bring an extra set of clothing and an extra pair of shoes that will **not** be worn to the firing range.

All Small Arms course attendees will be required to sign a Consent and Release form prior to participating in the class. The form confirms that the student personally assumes any and all risk associated with the Small Arms program. Any questions relating to the Consent and Release form should be directed to the Admissions Department. Important Note - any student who has been convicted of a felony, or any crime of domestic violence, may not participate in the Small Arms course. For safety reasons, there are NO exceptions to this rule.

12.20 Small Arms Renewal (MSC-SMA-R)

The two (2) day Small Arms Renewal course is Military Sealift Command (MSC) approved. Course attendees must possess a valid/current Small Arms qualification for the pistol, shotgun, and rifle. Again, the mandatory pre-requisite for the Small Arms Renewal course is initial MSC certification on the 9mm pistol, the 12-gauge shotgun, and the M-14 rifle within (2) years of attending the Small Arms Renewal course. Note that students who do not attend the renewal course within the two (2) year timeframe will be required to attend the standard Small Arms course.

Be advised that the Small Arms course firearms range is an outdoor facility. As such, students should bring appropriate seasonal clothing, including rain gear.

Students returning home on a commercial airline flight may be tested for gunpowder residue at the airport. The Institute will provide attendees with a letter that details their Small Arms training. However, to avoid further delays, students should bring an extra set of clothing and an extra pair of shoes that will **not** be worn to the firing range.

All Small Arms Renewal course attendees will be required to sign a Consent and Release form prior to participating in the class. The form confirms that the student personally assumes any and all risk associated with the Small Arms Renewal program. Any questions relating to the Consent and Release form should be directed to the Admissions Department. Important Note - any student who has been convicted of a felony, or any crime of domestic violence, may not participate in the Small Arms Renewal course. For safety reasons, there are NO exceptions to this rule.

12.21 Shiphandling

There are numerous Shiphandling training programs on the course schedule. Be advised that Shiphandling courses may be scheduled for either a morning or late afternoon start time. Therefore, all attendees should check with the Admissions Department to determine the scheduled starting time for their class. In addition, shiphandling students should not make plans to depart the Institute until the morning following course completion.

12.22 Tankerman Person-in-Charge

Students attending the Tankerman Person-in-Charge program must be proficient in the English language and have the ability to operate a four-(4) function calculator. Attendees must also possess a valid/current Merchant Mariner Document (MMD).

13. MAPS AND CONTACT INFORMATION

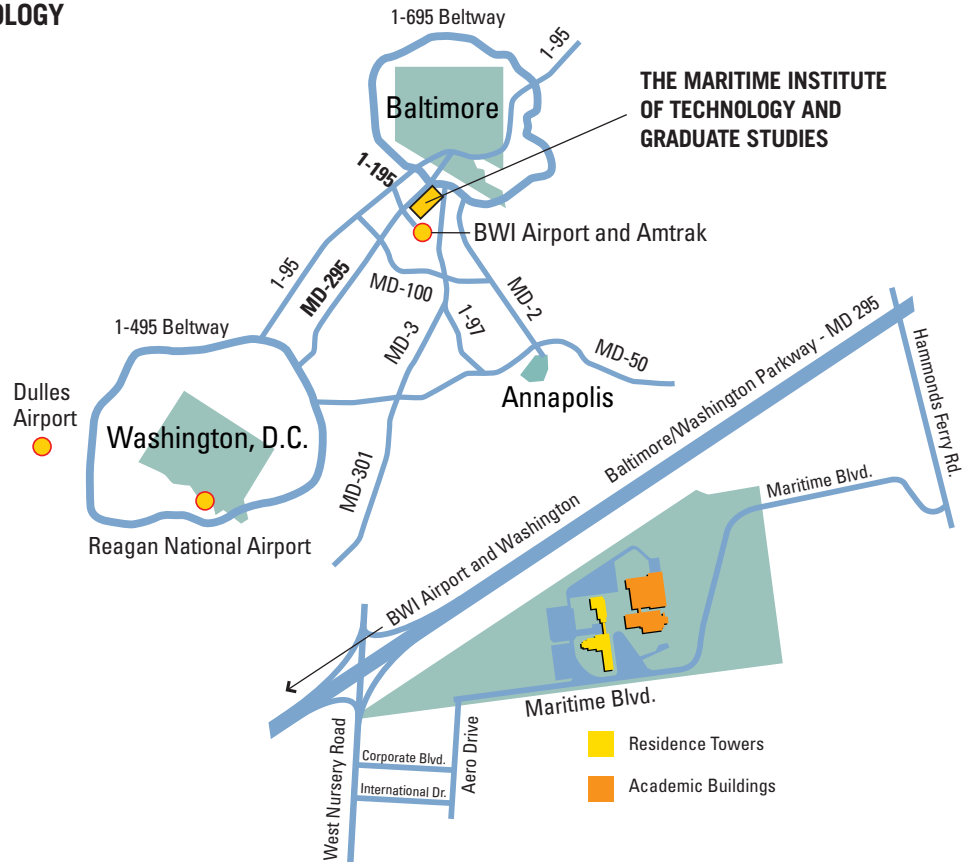
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