



TRAINING RESOURCES MARITIME INSTITUTE

UPGRADE- Lower Level - OUPV TO MASTER 200TN CREDENTIAL CHECKLIST

“Captain’s License” (as of June 2020)

This checklist is based off the US Coast Guard National Maritime Center (NMC) National Deck Officer Credential Checklists. It includes the list of documents and requirements that need to be completed and submitted.

NEED HELP SUBMITTING YOUR PAPERWORK?

TRLMI OFFERS CREDENTIAL & CONSULTING SERVICES: For more details on services and fees contact the school or visit our website at: www.TRLMI.com – Resources Tab.

MERCHANT MARINER CREDENTIAL APPLICATION (FORM CG-719B): The main purpose of the application is to notify the NMC of all the credentials and endorsements you are applying for. On page 3 of 5, in Section II, of the application, you must check the applicable boxes and list the credentials and endorsements you are applying for. **If you answered yes to any of the conviction questions you need to complete the USCG Conviction Statement Form (CG-719C).**

MERCHANT MARINER CREDENTIAL: Enclose a copy of your current MMC photo page and all pages listing credentials and endorsements held.

(OPTIONAL) SEA TIME: Sea time can be used from a mariner’s legacy file and/or additional sea time can be submitted. You can submit both recreational and commercial sea time. Sea time is documented on either the **SMALL VESSEL SEA SERVICE FORM (CG-719S)** or **MARITIME EMPLOYER letterhead**. If you are submitting sea time from your own boat, you **MUST** include proof of ownership. Time on other boats **MUST BE SIGNED BY THE OWNER OR CAPTAIN**. See sample sea time letter and Sea Time Requirements handout in the packet.

TRLMI TRAINING COURSE CERTIFICATE: Complete TRLMI’s USCG Approved course which meets the examination requirements. The course certificate is **valid for 1-year** from the date of completion. Or, request to test directly at an REC and pay additional fee.

- **Course – TRLMI Online OUPV to Master 100TN.** For mariners holding an OUPV, Master Inland or Mate Near Coastal and meets the requirements to upgrade to a Master Inland or Near Coastal 100TN.
- **Course – TRLMI Online Upgrade for Master Near Coastal to 200TN.** For mariners holding a credential for 360 sea days and meets the sea time and tonnage requirements. Tonnage requirements for Master 200TN are: **180 days of service on vessels of 101 TN or above, or 360 days of service on vessels 67 TN or above.**

CHEMICAL TESTING REPORT: This is a **5 Panel DOT drug urinalysis** and must be administered by a **SAMHSA approved lab**. You can either submit the following statement on **MARITIME EMPLOYER or CONSORTIUM letterhead**, or have a test completed at a lab. Lab test results or a letter must be **dated within 6-months** of your application submission. See sample random drug testing letter or use the **Periodic Drug Testing (FORM CG-719P)** in the packet. **“During the previous 185 days, John Doe was subject to an approved random drug testing program as required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.”**

USCG CREDENTIAL PROCESSING FEE RECEIPT: **\$95.00** for the Evaluation and Issuance. The preferred method of payment is to pre-pay online via www.pay.gov. Additional fees apply if you request the open book exam or additional services. Include a copy of the payment receipt/confirmation email. If submitting by mail include a copy of the receipt/email, or a check or money order, made payable to: The United States Coast Guard. Instruction on how to use www.pay.gov are included in the packet.

(IF APPLICABLE) MEDICAL CERTIFICATE APPLICATION (FORM CG-719K): The current medical card must be **valid within 5-years of the last credential issue, or within 2-years if hold an STCW endorsement**. If not, a new medical will need to be completed. This exam is recommended to be administered by an occupational health facility that is familiar with the USCG mariner medical form. Be sure that all sections of the 10-page form are completed.

All USCG forms are available for download at: www.dco.uscg.mil/nmc/forms. If you are filling the forms out by hand use black ink and print legibly. All forms requiring signatures must be signed by hand only. Electronic signatures are not accepted. For further information contact the USCG/NMC directly at: 888-427-5662 – Eastern Standard Time