

## Facts sheet 3

# Renewal of national certificates of competence: shore-based equivalents to sea service

This facts sheet outlines the experience you require and supporting documents you must provide to MNZ for the approval of a shore-based equivalent to sea service when **renewing** your certificate of competency. This sheet is concerned with national certificates.

**If you** have worked in any of the following types of position for a minimum of 30 months in the last 5 years:

- marine pilot
- lecturer in maritime training institute in subjects relevant to the certificate being renewed
- examiner in subjects relevant to the certificate being renewed
- technical engineering and marine superintendent, or ship repair manager
- harbourmaster
- maritime officer
- MOSS surveyor

**..then you must**



**...provide with your renewal application**

- a statement from your employer, written on the organisation's letterhead paper, that:
  - includes a position description
  - confirms that you have maintained your professional competence in areas relevant to your certificate
  - confirms the time completed in the position(s) and the dates of service.

### Notes

The positions on the list will be favourably considered. It is not exhaustive however, and if your position is not on it, you can still apply and have your equivalent service assessed by MNZ.

It's acceptable to combine service in more than one shore-based role – for example, where you have spent a year as a harbourmaster and 18 months as lecturer in a maritime training institute in subjects relevant to your certificate. It's also acceptable to combine sea service and service in a shore-based role. Suitable shore-based service will be counted on the basis of five months' shore-based service being equivalent to one month of sea service.

In addition to the information above you should provide evidence (if any) of relevant training successfully completed and examinations and assessments passed while in the position(s) submitted as equivalent.