SOUTHEAST ALASKA PILOTS' ASSOCIATION

TRAINING PROGRAM – VOLUME I

TRAINEE APPLICATION, EVALUATION AND SELECTION©

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Part I – Introduction and Authority

This part provides an introduction to the Association's Trainee application, evaluation and selection program and provides the authority under which the program is conducted.

Part II – Determination of Association Trainee Positions

This part describes the Association's process to determine if, when and how many Training Positions to open.

Part III – Minimum Eligibility Requirements for Application

This part provides the Association's minimum criteria for application only.

Part IV – Application Submission and Initial Review

This part provides the process for submission of a valid application including a discussion on the process for initial review of applications to determine completeness and validity of Applicant eligibility.

Part V – Evaluation Process Overview

This part provides a general description, identification, and various components of the Candidate evaluation process.

Part VI – Candidate Physical Agility Evaluation

This part describes the minimum requirements for Candidate physical agility and provides for independent testing by a nationally recognized, certified workplace health facility as designated by the Association.

Part VII – Candidate Written Examination Evaluation

This part provides the requirements for a written examination, listing the subjects to be tested, including the provision for independent testing by a nationally recognized, marine education and training facility as designated by the Association.

Part VIII – Candidate Simulator Evaluation

This part provides the requirements for, and elements of, an evaluation of Candidate skills and abilities through a simulator evaluation, including the provision for independent evaluation by a nationally recognized marine education and training facility as designated by the Association.

Part IX - Candidate Maritime Experience Evaluation

This part provides for the assessment of maritime experience and the assignment of experience points based upon a matrix of factors, including experience in Southeast Alaska.

Part X – Candidate Selection

This part provides the process for integration of the previous evaluation stages and establishes a weighting process for each stage, resulting in the rank-ordering of Candidates.

Part XI – Candidate Notice of Selection or Non-Selection

This part provides the procedures for notification of Candidate selection or non-selection for an authorized training position. Included is a discussion on re-application and procedures for filling an unexpected opening for a previously authorized training position.

Part XII - Appeal and Dismissal Procedures

This part establishes the procedures for due process, as required in 12 AAC 56.032, and the Association's Bylaws, including a discussion on termination of the application process for cause.

Part XIII – Definitions

This part provides explanation of the unique terms or abbreviations used throughout Volume I of the Association's Training Program.

Part XIV – Amendments, Conflicts and Assent

This part establishes the authority of the Training Committee to amend the Training Program.

Signatory and Acknowledgement Page

This provides the record of submission and approval of the Association Training Program.

Part I - Introduction and Authority

(a) In order to provide the highest quality of pilotage service, the Southeast Alaska Pilots' Association (hereinafter referred to as the "Association" or "SEAPA") establishes and promotes Volume I of the Association Training Program: Trainee Application, Evaluation and Selection. Authority for the SEAPA Training Program is based on the requirements of AS 08.62.175(c)(5), 12 AAC 56.035, 12 AAC 310(c)(2) and Article VI of SEAPA's Bylaws.

(b) Volume I, addresses only Trainee application, evaluation, and selection. Nothing herein implies or infers a commitment on the part of the Association to any Trainee Applicant or Candidate participating in the application, evaluation, or selection process.

(c) Volume II of the Association Training Program: Training and Continuing Education Requirements applies to Trainee Candidates who have been formally accepted as Trainees.

(d) All costs associated with completion of the application, evaluation, and selection process are the sole responsibility of the Applicant or Candidate.

PART II – Determination of Association Trainee Positions

(a) Pursuant to the requirements of AS 08.62.175(c)(1) and 12 AAC 56.310(c)(9), the Association membership will from time to time, determine the number of pilots required to optimize the operation of a safe, reliable, efficient, and competent pilotage service for the Southeast Alaska Region as defined in 12 AAC 56.021(a)(1). This determination will be made by the membership in accordance with the Association Bylaws.

(b) Training Positions created by the Association will be available to the most-qualified candidates, in accordance with Parts III – XIV and will not be categorized as Marine Pilot Trainee, Deputy Marine Pilot Trainee or Deputy Marine Pilot Apprentice Trainee.

(b) In accordance with AS 08.62.175(c)(4) and12 AAC 56.310(c)(2), the Association's policy is to follow a uniform, fair, open, and nondiscriminatory process of Trainee selection.

(c) Notice of the availability of open Trainee positions shall be advertised within thirty (30) days of membership approval and on at least three (03) days during a period of fourteen (14) consecutive days in newspaper(s) of general circulation in the state; noticed with the American Pilots Association (APA); to active applicant files; and other sources as directed by the membership.

(d) The application period shall close as directed by the board of directors and not less than thirty (30) days after final date of publication. All applications must be post-marked on or before the final date advertised for closure as directed by the board of directors. Applications post-marked after that date will not be considered. If an application is sent electronically, it must be sent on or before the final date advertised for closure as directed by the board of directors.

(e) Applicants are responsible for all costs associated with completion and submission of an application.

Part III - Minimum Eligibility Requirements for Application

(a) Each Applicant shall meet the following minimum eligibility requirements for an open Trainee Position:

(1) Meet the requirements of AS 08.62.093 (a)(1) and (b)(1)-(5) or Article II Section 5(b) of the Association Bylaws; and

(2) Possess an unlimited radar endorsement; and

(3) Be of good mental and physical health and good moral character, including that within the five (05) calendar years before the application, the applicant has not:

(A) Been convicted of a felony; or

(B) Been convicted of any repeat misdemeanor offenses involving the illegal use of alcohol; or

(C) Had a conviction involving the possession, use or sale of drugs; or

(D) Had a marine or motor vehicle driver’s license revoked, suspended, or limited in any jurisdiction; or

(E) Been subject to disciplinary proceeding by the U.S. Coast Guard; or

(F) Abused drugs or alcohols.

Part IV – Application Submission and Initial Review

(a) Valid applications will be accepted only on the SEAPA application form, including all required documentation and the application fee, and shall be postmarked within the published notice timeframe.

(b) Applications shall be reviewed according to 12 AAC 56.310(c)(2). Each application shall be reviewed within sixty (60) days after the application period closes by an

independent third party as designated by the Association. The review will include an investigation of Applicant background history and a determination of minimum eligibility requirements.

(c) An application determined to be incomplete will be returned to the Association Training Committee for review. If the application is confirmed to be incomplete, or not meeting the minimum eligibility criteria, it will be returned to the Applicant accompanied by a letter from the Training Chairman informing the Applicant of the deficiency. The Applicant will not be eligible to re-apply until the next advertisement of open training positions.

(d) A Trainee Applicant shall become a Trainee Candidate only after validation of a properly submitted application and a determination that the Applicant has met the minimum eligibility requirements.

(e) All costs incurred in the Trainee Candidate evaluation and selection process will be borne by the Trainee Candidates.

Part V – Evaluation Process Overview

(a) The Candidate evaluation process shall be conducted consistent with the requirements of AS 08.62.175(d)(C) and 12 AAC 56.310(c)(2). The evaluation process contains specific required components to be completed:

(1) Physical Agility Test. Each Candidate shall first be required to successfully complete a physical agility work-test at an independent, certified facility as designated by the Association. Candidate participation in all further evaluation components is predicated on successful completion of the physical agility work-test described in Part VI.

(2) Written Examination. Each Candidate will be required to complete a written, multiple choice examination, administered by a nationally recognized, independent, marine education and training facility as designated by the Association.

(3) Bridge Simulation. Each Candidate will be required to complete a bridge simulator exercise administered by a nationally recognized, independent, marine education and training facility as designated by the Association.

(4) Maritime Experience. Each Candidate's maritime work experience will be reviewed, evaluated and scored, according to Table IX-1, by an independent, third party as designated by the Association.

(b) The requirements, information and scoring associated with Candidate evaluation are provided in Parts VI-X below. All costs incurred due to the evaluation process are the sole responsibility of the Candidate.

Part VI – Candidate Physical Agility Evaluation

(a) Each Candidate will be required to complete a physical agility work-test at a nationally recognized, independent, certified facility as designated by the Association. Candidates who do not satisfactorily pass the work-test, as evaluated by the independent testing agent, will be denied continued participation in the Trainee Candidate evaluation process. During the work-test, Candidates will perform work tasks including:

(1) Climbing a pilot ladder; and

(2) Opening and closing a watertight door; and

(3) Donning a survival suit; and

(4) Climbing stairs; and

(5) Balance and coordination activities; and

(6) 50 pound floor to waist lifting; and

(7) Other activities as directed by the testing facility.

(b) Candidates are responsible for the costs of completing the physical agility work-test and for all costs associated with continuing in the evaluation process.

Part VII – Candidate Written Examination Evaluation

(a) Candidates who satisfactorily complete the requirements of Part VI, will be required to complete a written, multiple choice examination, administered by a nationally recognized, independent, marine education and training facility as designated by the Association. The written exam consists of questions covering the following subjects:

(1) Seamanship and Shiphandling; including,

(A) Ship control forces (use of rudders, engines, thrusters); and
(B) Use of anchors; and
(C) Use of tugs; and
(D) Pivot point and directional stability principles; and
(E) Shallow water and narrow channel maneuvering; and
(F) Procedures for docking, undocking, anchoring, and mooring and unmooring to buoys; and
(G) Effects of wind, current, vessel draft, trim and other characteristics; and
(H) Emergency procedures (loss of propulsion, steering casualties).

(2) Human Factors; including,

(A) The Master – Pilot relationship; and
(B) Duties of a Pilot; and
(C) Fatigue and decision making; and
(D) Bridge Resource Management; and
(E) Communications.

(3) Environmental Factors; including,

(A) Tides, and
(B) Currents, and
(C) Weather, and
(D) Wind, and
(E) Pollution responsibilities, and
(F) Marine mammal protection.

(4) Navigation Factors; including,

(A) Nautical chart use, and
(B) Nautical chart symbols and datum, and
(C) Aids to Navigation

(5) International Rules of the Road

(6) Pilot Personal Safety

(b) Candidates are responsible for all the costs associated with completing the written examination process.

Part VIII – Candidate Simulator Evaluation

(a) Candidates who successfully complete the requirements of Part VI, will be required to complete a bridge simulator exercise, administered by a nationally recognized, independent, marine education and training facility as designated by the Association. Local knowledge will not be required or tested. The bridge simulator exercise will evaluate the following elements:

(1) Fundamental piloting and shiphandling ability; and

(2) Ability to assimilate and prioritize all data necessary to safely maneuver the ship; and

(3) Ability to respond appropriately in routine situations; and

(4) Ability to respond appropriately in emergency or non-routine situations; and

(5) Ability to communicate well and project proper bridge presence; and

(6) Demonstrate understanding of Bridge Resource Management; and

(7) Demonstrate understanding of and command of the International Rules of the Road.

(b) Candidates are responsible for all the costs associated with the simulator evaluation process.

Part IX – Candidate Maritime Experience Evaluation

(a) The Applications of Candidates who successfully complete the requirements of Part VI will be reviewed to assess experience points based on Table IX-1.

(b) An independent, third party as designated by the Association will assess, compile and validate this review.

(c) Candidates are responsible for all costs associated with the process of third party evaluation of Candidate experience.

Part X – Candidate Selection

(a) Candidates must achieve a minimum passing score in Parts VII and VIII to be considered for selection. Minimum scores for each part of the evaluation process will be established by the testing facility conducting the evaluation.

(b) Candidates who successfully complete the requirements in Parts II - IX above and who meet the minimum passing score requirements of Parts VII and VIII will be rank-ordered according to the following formula:

30% Written Examination Score.
45% Simulator Evaluation Score.
25% Experience Evaluation Score

(c) Only the top-ranked Candidates, in order of rank and corresponding to the number of open Trainee Positions, will be accepted into the Association's Training Program.

TABLE IX-1: SOUTHEAST ALASKA PILOT'S ASSOCIATION TRAINEE CANDIDATE MARITIME EXPERIENCE EVALUATION – TOTAL MAXIMUM POINTS 115			
PILOTING EXPERIENCE (not to exceed a maximum of 30 pts)	100 to 200 movements	201 to 500 movements	Over 500 movements
Served as fully licensed pilot in the United States or its territories, not a member of the crew, directing and controlling the movement of vessels of not less than 1600 gross tons (minimum one hundred movements) in waters in which a pilot is required by state or federal law.	10 pts	10 pts	10 pts
DEEP DRAFT EXPERIENCE (not to exceed a maximum of 25 pts)			
	1 to 2 years	Over 2 up to 5 years	Over 5 years
Master/Command Experience on self-propelled vessels not less than 1,600 GRT or 3,000 ITC or U.S. commissioned vessels not less than 200 feet length over all.	5 pts	5 pts	5 pts
Chief Mate/Staff Captain/Executive Officer Experience (while holding a USCG license of at least Master ngt 1600 GT) on self-propelled vessels not less than 1,600 GRT or 3,000 ITC or U.S. commissioned vessels not less than 200 feet length over all.	0 pts	5 pts	0 pts
Any Master/Command Experience on self-propelled vessels nlt 10,000 GRT (minimum one year, not included with any other experience).	5 pts		
TUG & TOW VESSEL EXPERIENCE (not to exceed maximum 25 pts)	1-2 years	Over 2 up to 5 years	Over 5 years
Master/Command Experience on Tugs conducting ship assist work.	0 pts	5 pts	0 pts
Master/Command Experience on Tugs with Tows combined tonnage greater than 1,600 GRT (minimum one year not included with any other experience).	5 pts	5 pts	5 pts
Chief Mate/Second-in-Command Experience on Tugs with Tows combined tonnage greater than 1,600 GRT (minimum one year not included with any other experience).	0 pts	5 pts	0 pts
ALASKA EXPERIENCE (not to exceed a maximum of 20 pts)	1-5 years	Over 5 years	
Master/Command Experience in Alaska (minimum one year).	5 pts	5 pts	
	Any SEAK Federal Pilotage	Full Core SEAK Federal Pilotage	
Endorsement of First-Class pilotage without tonnage restrictions for Southeast Alaska.	2 pts	8 pts	
RECENCY OF EXPERIENCE (not to exceed a maximum of 15 points)	1 to 2 yrs w/in the previous 7 years	Over 2 yrs to 4 yrs w/in the previous 7 years	Over 4 yrs w/in the previous 7 years
Any of the above experience that is within the 7 years immediately preceding the application (differing experience w/in the allowable timeframe is cumulative).	5 pts	5 pts	5 pts

Part XI – Candidate Notice of Selection or Non-Selection

(a) Candidates shall be notified of their selection or non-selection within ten (10) days of completion of the final evaluation and selection process.

(b) Candidates notified of their selection for a training position will be required to comply with Volume II of the Association Training Program: Training and Continuing Education Requirements.

(c) The Association will maintain the approved applications of Candidates who were not selected to enter the Training Program. Unselected Candidates who wish to reapply to the Association's Training Program must submit a new application upon the next notice of availability of open Training Positions. The physical agility work-test will be valid for a period of two years provided repeat Applicants attest to no conditions that would prohibit them from passing the agility test. Repeat Applicants who have previously taken the written and simulator components shall have the option to retake either or both of these components. If this option is declined, the most recent component(s) score(s) shall apply.

(d) Unselected Candidates will not be considered for future open training positions without reapplying, subject to the exception in subparagraph (d)(1):

(1) The Association will maintain a ranked list of the unselected Candidates for a period not to exceed three (03) years from the date of the examinations for the purpose of filling authorized Training Positions. The Association will not be required to fill a previously authorized Training Position that has become unexpectantly vacant.

(e) All costs incurred associated with re-application and re-evaluation in the selection process is the sole responsibility of the Trainee Candidate.

PART XII - Appeal and Dismissal Procedures

(a) Appeals of the Trainee application, selection and evaluation process shall be governed by the procedures set forth in Article X(d) of the Association's Bylaws. The Association's Bylaws and Training Program have been approved by the State of Alaska Board of Marine Pilots.

(1) Appeals must be made in writing and contain the specific basis for the appeal. Appeals must be post-marked within five (05) business days of receipt of notification of the selection results.

(2) In addition to the rights and procedures of a Candidate's appeal, as set forth in the Association's Bylaws, a determination by the Association on a Candidate's application will not be set aside unless the Candidate proves the decision was the result of fraud, coercion, or that such other reasonable cause exists to overturn a decision by the Association on the non-selection decision.

(3) The Association Board of Directors shall consider all appeals of the application, evaluation and selection process and provide written notification of a decision within sixty (60) days of receipt of the appeal.

(b) Procedures for challenges to specific elements of the physical agility work-test or components of the written examination or simulator evaluation will provided at the time of the evaluations by the facility designated by the Association to conduct those evaluations.

(c) If an Applicant or Candidate has been found to have cheated, deceived, or misrepresented themselves in any manner during the application, evaluation, or selection process, they shall be subject to immediate termination from the process.

(1) Falsification of an application, any record, or any part of the evaluation process shall be considered grounds for immediate dismissal from the application process.

(2) Falsification of an application, any record, or any part of the evaluation process, subsequent to selection into the Association Training Program, shall be considered grounds for immediate dismissal from the Training Program.

(d) If, at any time during the application, evaluation, and selection process, a Candidate subsequently does not meet the minimum eligibility requirements of Part III(a), the evaluation and selection process of that Candidate will be terminated.

(e) Subsequent to selection, any Trainee who fails to advise the Association of changes to their qualifications with respect to minimum eligibility will be terminated from the Training Program.

PART XIII– Definitions

(a) An "Applicant" is an individual who has submitted a valid application for an advertised open training position and who has met the initial minimum eligibility requirements.

(b) A "Candidate" is an individual as defined in Part IV(d). A "Candidate" will cease to be a "Candidate" when notified, in writing by the Association, of either selection or non-selection as a Trainee.

(c) A “Trainee” is an individual accepted into the Association Training Program regardless of categorization as a Marine Pilot Trainee, Deputy Marine Pilot Trainee, or a Deputy Marine Pilot Apprentice Trainee.

(d) A “Marine Pilot Trainee” is a Marine Pilot licensed by the State of Alaska in a pilotage region of Alaska, other than Region One, who desires to transfer to Region One and who has been accepted into the Association Training Program

(e) A “Deputy Marine Pilot Trainee” is an individual who has been accepted into the Association Training Program and who meets the eligibility requirements of AS 08.62.03(b)(1)-(5).

(f) A “Deputy Marine Pilot Apprentice Trainee” is an individual who has been accepted into the Association Training Program under AS 08.82.093(b)(6) and 12 AAC 56.033, and who meets the eligibility requirements in Part III above, but does not meet the eligibility requirements of AS 08.62.03(b)(1)-(5).

(g) An “Apprentice” is the same as “Deputy Marine Pilot Apprentice Trainee”.

(h) A “Training Position” is an opening in the Association Training Program authorized by the membership. A “Training Position” is independent of, and does not refer to, categorization as to Marine Pilot Trainee, Deputy Marine Pilot Trainee or Deputy Marine Pilot Apprentice Trainee.

(i) A ”Year”, for the purposes of the assessment of experience points in Part IX, is a minimum of 360 days of performing the duties of master, commanding officer, chief mate, staff captain, or executive officer.

PART XIV – Amendments, Conflicts and Assent

(a) The Training Committee may make such revisions, as it deems appropriate from time to time, to the Volume I of the Association’s Training Program: Trainee Application, Evaluation and Selection Process and Volume II of the Association’s Training Program: Training and Continuing Education Requirements. If there is a conflict between Association Bylaws and the Training Program, the Bylaws shall apply.

(b) The Training Program was amended and approved by the membership on September 29, 2007 and the State of Alaska Board of Marine Pilots on October 11, 2007.

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