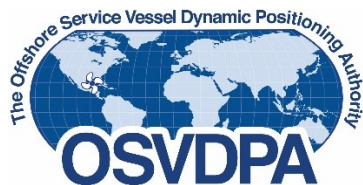


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OFFSHORE SERVICE VESSEL DYNAMIC POSITIONING AUTHORITY

FORM DPO-4-004, the GRANDFATHERING OF PREVIOUS EXPERIENCE

This form is used by DPOs or Prospective DPOs to gain OSVDPA recognition of the courses, experience, assessments, and/or certificates recorded or issued by another DPO certification scheme (for example, the Nautical Institute).

This form should only be utilized by DPOs who have been awarded a DPO Certificate from another recognized DPO certification scheme or Prospective DPOs who are currently in the process of obtaining their DPO Certificate from another recognized certification scheme.

Those seeking to revalidate an OSVDPA DPO Certificate should complete Form DPO-3-CV, the Revalidation of an OSVDPA Certificate (Current Version).

Further instructions and definitions are found at the end of this form.

Personal Information.

1. DPO or Prospective DPO Information.

Full Name: _____ Date of Birth: _____
 First M.I. Last MM/DD/YYYY

A: Check this box if you hold a valid DPO Certificate from another DPO certification scheme: ☐
 If you do not hold a DPO Certificate skip to Question B.

List the name of the DPO certification scheme: _____ List your DPO Certificate Number: _____
 For example: "The Nautical Institute."

List the type of DPO Certificate held: _____
 For example: "DPO Unlimited"

List the date your DPO Certificate was issued and its expiration date: _____
 Issue Date (MM/DD/YYYY) Expiration Date (MM/DD/YYYY)

B: Check this box if you are a Prospective DPO (or currently working to secure your first DPO Certificate) from another DPO certification scheme. ☐
 If you answered Question A, skip to Question 2.

List the name of the DPO certification scheme: _____
 For example: "The Nautical Institute."

List your Prospective DPO ID number or other identification number used by the scheme (if applicable): _____

List the date of the first class attended or the date you started the DPO certification scheme: _____
 Issue Date (MM/DD/YYYY) Expiration Date (MM/DD/YYYY)

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2. Type of Certificate Sought. Check the box next to the type of DPO Certificate you are seeking from the OSVDPA.

☐ Class A DPO Certificate, ☐ Class B DPO Certificate, or ☐ Class C Permit.

3. Contact Information. The below contact information will be listed on the OSVDPA Database and will be used to contact DPOs or Prospective DPOs in regard to all OSVDPA-related matters. In the event the below contact information changes, please notify the OSVDPA.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

If your address is outside the United States substitute your province (or other political subdivision) and Postal Code for "State" and "Zip Code."

Primary

Phone:

Email:

Include Country Code if outside U.S.

Secondary

Phone:

Include Country Code if outside U.S.

What is the best/preferred way for the OSVDPA to contact you with questions or concerns? (Feel free to list separate methods depending if you are home or at sea).

4. Government-Issued ID. Please attach a copy of a valid Government-issued ID for the OSVDPA Database and list the name of the attachment in the space provided below.

Attachment Name:

In the event the Government-issued ID submitted with this form becomes invalid and/or needs to be replaced, please notify the OSVDPA.

5. Accepted Entry Credential (AEC). Check the type of AEC that you hold and upload a copy of this document.

An AEC is a valid and current license, credential, or qualification issued by a Flag State, or qualified training institution that allows the holder to enter the OSVDPA's DPO Certification Scheme.

- ☐ An STCW credential as officer in charge of a navigational watch (II/1, or II/2, or II/3);
- ☐ A non-STCW certificate of competency issued by the United States Coast Guard, or an equivalent certificate issued by another White List Maritime Administration as listed in the STCW Convention;
- ☐ An STCW credential as Rating Forming Part of the Navigation Watch (II/4 or II/5);
- ☐ An Able Bodied Seaman holding a valid certificate of completion from a U.S. Coast Guard Approved Ratings Course; or
- ☐ Cadet enrolled in a qualified Maritime Academy (See Definitions and Instruction Section).

Attachment Name:

Cadets should attach a copy of their official transcripts from their maritime academy.

Note: Those entering the OSVDPA DPO Certification Scheme as a Cadet or as an Able Bodied Seaman holding a valid certificate of completion from a U.S. Coast Guard Approved Ratings Course shall not be allowed to progress to Phase 4 (Watchkeeping) or earn an OSVDPA DPO Certificate without securing one of the first three AECs listed.

6. Medical Credentials. Please attach a copy of a valid Medical Credential for the OSVDPA Database and list the name of the attachment in the space provided below.

Attachment Name:

In the event the Medical Credential submitted with this form, becomes invalid and/or needs to be replaced, please notify the OSVDPA.

7. Picture. Please attach a passport style photo for the OSVDPA Database and your DPO Certificate (if issued).

Attachment Name:

For more information on the requirements for this photo, see the Definitions and Instructions Section, below.

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Phase 1 (Induction) Course.

This section is utilized to record the completion of a course equivalent to the OSVDPA Phase 1 (Induction) Course.

Those who have already earned a DPO Certificate from another DPO Certification Scheme do not need to complete this section.

- 8. Logbook(s).** Check the appropriate box below regarding how you will be transmitting a copy of the logbook(s) utilized to track your Training and Certification Activities to the OSVDPA:

- ☐ I am mailing my logbook(s) to the OSVDPA.
- ☐ I am mailing a notarized copy of my logbook(s).

9. Phase 1 (Induction) Course Equivalent.

Name of Training Provider:

***Note.** If the Training Providers has multiple locations, also list the location in parentheses, for example "Jones Offshore Training (Jonesburg Facility)."*

Course Name:

***Note.** For example: "Nautical Institute Phase A Induction Course, etc."*

Course Completion Certificate:

***Note.** Please upload a copy of the course completion certificate (if applicable).*

List the starting and ending date of the course.

Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)

Check this box if completion of this course recorded in the scheme's logbook or an industry accepted logbook. Attach a copy of this section of the logbook in the space below.

☐

Attachment Name:

Please list the name of the attachment containing a copy of the appropriate section of a Nautical Institute, IMCA, DNVGL, or other industry accepted logbook.

Check this box if the Phase 1 (Induction) Course Equivalent was taken multiple times due to a failure of the course or the course's assessment (If this box is checked, complete the lines below).

☐

Previous dates the course was taken:

MM/DD/YYYY

Previous dates the course was taken:

MM/DD/YYYY

Previous dates the course was taken:

MM/DD/YYYY

10. Phase 1 Assessment.

If the course taken by the Prospective DPO contained an assessment, the results of that assessment should be completed below. If the course did not have an assessment, the Prospective DPO should skip to the section.

List the date the assessment was taken:

MM/DD/YYYY

List the score received on this assessment.

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Phase 2 (Familiarization).

This section is utilized to record the completion of a period offshore experience gathering equivalent to the OSVDPA Phase 2 (Familiarization).

Those who have already earned a DPO Certificate from another DPO Certification Scheme do not need to complete this section.

11. Sea Time and Experience Gathering in a Phase 2 Equivalent.

Check all of the boxes below that apply to the experience you have gained in the equivalent of the OSVDPA's Phase 2.

- ☐ I have completed at least 30 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel that is accepted by the OSVDPA.
- ☐ I have completed less than 30 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel that is accepted by the OSVDPA.

List the number of Sea Time Days completed: _____

- ☐ I have completed at least 90 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel that is accepted by the OSVDPA.
- ☐ I have completed less than 90 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel that is accepted by the OSVDPA.

List the number of Practical Experience hours completed: _____

- ☐ I completed all required tasks as required by the scheme's Phase 2 equivalent taskbook (if the scheme does not have a taskbook for its Phase 2 equivalent live these boxes blank).
- ☐ I have not completed all required tasks as required by the scheme's Phase 2 equivalent taskbook (if the scheme does not have a taskbook for its Phase 2 equivalent live these boxes blank).

To prove the above-described experience has been completed and recorded, upload or attach a copy of the section of the scheme's logbook (or other industry-accepted logbook) that covers its Phase 2 equivalent.

Attachment Name: _____

Please list the name of the attachment containing a copy of the appropriate section of a Nautical Institute, IMCA, DNVGL, or other industry accepted logbook.

Once this form is received, the OSVDPA shall review the copy of the logbook and determine if the above-described experience meets the OSVDPA's requirements for Phase 2 (Familiarization). If the OSVDPA finds that an insufficient amount of experience has been recorded, the OSVDPA shall still provide credit towards the completion of Phase 2 (Familiarization) and communicate to the Prospective DPO what amount of experience he or she needs to record to complete Phase 2 (Familiarization).

12. Phase 2 Equivalent Assessment.

If the Phase 2 Equivalent had an assessment, list the information about this assessment in the space below. If the scheme did not include an assessment within its Phase 2 Equivalent, skip this section.

What date was the Phase 2 Assessment started?

DD/MM/YYYY

What date was the Phase 2 Assessment completed?

DD/MM/YYYY

What was the score received on the Phase 2 Equivalent assessment?

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Phase 3 (Simulator) Course.

This section is utilized to record the completion of a course equivalent to the OSVDPA Phase 3 (Simulator) Course.

Those who have already earned a DPO Certificate from another DPO Certification Scheme do not need to complete this section.

13. Phase 3 (Simulator) Course.

Name of Training Provider: _____

Note. If the Training Providers has multiple location, also list the location in parentheses, for example "Jones Offshore Training (Jonesburg Facility)."

Course Name: _____

Note. Please list the name of the course completed (e.g., Nautical Institute Phase C Course, etc.).

Course Completion Certificate: _____

Note. Please upload a copy of the course completion certificate (if applicable).

List the starting and ending date of the course.

Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)

Check this box if completion of this course recorded in the scheme's logbook or an industry accepted logbook. Attach a copy of this section of the logbook in the space below.

☐

Attachment Name: _____

Please list the name of the attachment containing a copy of the appropriate section of a Nautical Institute, IMCA, DNVGL, or other industry accepted logbook.

Check this box if the Phase 3 (Simulator) Course Equivalent was taken multiple times due to a failure of the course or the course's assessment (If this box is checked, complete the lines below).

☐

Previous dates the course was taken: _____

MM/DD/YYYY

Previous dates the course was taken: _____

MM/DD/YYYY

Previous dates the course was taken: _____

MM/DD/YYYY

14. Phase 3 Assessment.

If the course taken by the Prospective DPO contained an assessment, the results of that assessment should be completed below. If the course did not have an assessment, the Prospective DPO should skip to the section.

List the date the assessment was taken: _____

MM/DD/YYYY

List the score received on this assessment. _____

15. Class C Permit Assessment.

Those seeking to earn an OSVDPA Class C Permit via these Grandfathering procedures after completing a Phase 3 (Simulator) Course Equivalent must still pass the OSVDPA Phase 3 Assessment (regardless of any assessments they passed in the previous scheme). As such, in the space below, attach or upload a completed copy of Form P3A-1-CV, the Phase 3 Assessment Report (Current Version). This form can be obtained from the OSVDPA or accredited Training Providers.

Attachment Name: _____

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Phase 4 (Watchkeeping).

This section is utilized to record the completion of a period offshore experience gathering equivalent to the OSVDPA Phase 4 (Watchkeeping).

Those who have already earned a DPO Certificate from another DPO Certification Scheme do not need to complete this section.

16. Sea Time and Experience Gathering in a Phase 4 Equivalent.

Check all of the boxes below that apply to the experience you have gained in the equivalent of the OSVDPA's Phase 4.

- ☐ I have completed at least 60 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel that is accepted by the OSVDPA.
- ☐ I have completed less than 60 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel that is accepted by the OSVDPA.

List the number of Sea Time Days completed: _____

- ☐ I have completed at least 180 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel that is accepted by the OSVDPA.
- ☐ I have completed less than 180 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel that is accepted by the OSVDPA.

List the number of Practical Experience hours completed: _____

- ☐ I completed all required tasks as required by the scheme's Phase 4 equivalent taskbook (if the scheme does not have a taskbook for its Phase 4 equivalent live these boxes blank).
- ☐ I have not completed all required tasks as required by the scheme's Phase 4 equivalent taskbook (if the scheme does not have a taskbook for its Phase 4 equivalent live these boxes blank).

To prove the above-described experience has been completed and recorded, upload or attach a copy of the section of the scheme's logbook (or other industry-accepted logbook) that covers its Phase 4 equivalent.

Attachment Name: _____

Please list the name of the attachment containing a copy of the appropriate section of a Nautical Institute, IMCA, DNVGL, or other industry accepted logbook.

Once this form is received, the OSVDPA shall review the copy of the logbook and determine if the above-described experience meets the OSVDPA's requirements for Phase 4 (Watchkeeping). If the OSVDPA finds that an insufficient amount of experience has been recorded, the OSVDPA shall still provide credit towards the completion of Phase 4 (Watchkeeping) and communicate to the Prospective DPO what amount of experience he or she needs to record to complete Phase 4 (Watchkeeping).

17. Phase 4 Assessment.

Those seeking to earn an OSVDPA Class A or Class B DPO Certificate via these Grandfathering procedures after completing a Phase 4 Equivalent must still pass the OSVDPA Phase 4 Assessment (regardless of any assessments they passed in the previous scheme). As such, in the space below, attach or upload a completed copy of Form P4A-1-CV, the Phase 4 Assessment Report (Current Version). This form can be obtained from the OSVDPA or accredited Training Providers.

Attachment Name: _____

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Phase 5 (Upgrading).

This section is only to be utilized by existing holders of DPO Certificates from other schemes that seek to upgrade from the equivalent of an OSVDPA Class B DPO Certificate to an OSVDPA DPO Class A Certificate, while Grandfathering into the OSVDPA.

18. Sea Time and Experience Gathering in a Phase 5 Equivalent.

Check all of the boxes below that apply to the experience you have gained in the equivalent of the OSVDPA's Phase 5.

- ☐ I have completed at least 30 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel with a DP class notation of DP-2 or higher as issued by a recognized classification society.
- ☐ I have completed less than 30 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel with a DP class notation of DP-2 or higher as issued by a recognized classification society.

List the number of Sea Time Days completed: _____

- ☐ I have completed at least 60 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel with a DP class notation of DP-2 or higher as issued by a recognized classification society.
- ☐ I have completed less than 60 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel with a DP class notation of DP-2 or higher as issued by a recognized classification society.

List the number of Practical Experience hours completed: _____

- ☐ I completed all required tasks as required by the scheme's Phase 5 equivalent taskbook (if the scheme does not have a taskbook for its Phase 4 equivalent live these boxes blank).
- ☐ I have not completed all required tasks as required by the scheme's Phase 5 equivalent taskbook (if the scheme does not have a taskbook for its Phase 4 equivalent live these boxes blank).

Please note, the OSVDPA shall heavily scrutinize the taskbook tasks recorded and will almost assuredly require the DPO to complete some of the OSVDPA Phase 5 (Upgrading) Tasks.

To prove the above-described experience has been completed and recorded, upload or attach a copy of the section of the scheme's logbook (or other industry-accepted logbook) that covers its Phase 5 equivalent.

Attachment Name: _____

Please list the name of the attachment containing a copy of the appropriate section of a Nautical Institute, IMCA, DNVGL, or other industry accepted logbook.

Once this form is received, the OSVDPA shall review the copy of the logbook and determine if the above-described experience meets the OSVDPA's requirements for Phase 5 (Upgrading). If the OSVDPA finds that an insufficient amount of experience has been recorded, the OSVDPA shall still provide credit towards the completion of Phase 5 (Upgrading) and communicate to the Prospective DPO what amount of experience he or she needs to record to complete Phase 5 (Upgrading).

19. Phase 5 Assessment.

Those seeking to earn an OSVDPA Class A DPO Certificate via these Grandfathering procedures after completing a Phase 5 Equivalent must still pass the OSVDPA Phase 5 Assessment (regardless of any assessments they passed in the previous scheme). As such, in the space below, attach or upload a completed copy of Form P5A-1-CV, the Phase 5 Assessment Report (Current Version). This form can be obtained from the OSVDPA or accredited Training Providers.

Attachment Name: _____

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Post-Certification Grandfathering.

This section is only utilized by holders of DPO Certificates from other schemes that seek to Grandfather into the OSVDPA.

20. Sea Time and Experience Gathering.

Check all of the boxes below that apply to the experience you have gained in the equivalent of the OSVDPA's Phase 5.

- ☐ I have completed at least 150 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel that is accepted by the OSVDPA in the last five (5) years.
- ☐ I have completed less than 150 days of experience gathering meeting the OSVDPA definition of Sea Time on a vessel that is accepted by the OSVDPA in the last five (5) years.

List the number of Sea Time Days completed: _____

- ☐ I have completed at least 450 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel that is accepted by the OSVDPA in the last five (5) years.
- ☐ I have completed less than 450 hours of experience gathering meeting the OSVDPA definition of Practical Experience on a vessel that is accepted by the OSVDPA in the last five (5) years.

List the number of Practical Experience hours completed: _____

To prove the above-described experience has been completed and recorded, upload or attach a copy of the section of the scheme's logbook (or other industry-accepted logbook) that covers this experience.

Attachment Name: _____

Please list the name of the attachment containing a copy of the appropriate section of a Nautical Institute, IMCA, DNVGL, or other industry accepted logbook.

Once this form is received, the OSVDPA shall review the copy of the logbook and determine if the above-described experience meets the OSVDPA's requirements for certification. If the OSVDPA finds that an insufficient amount of experience has been recorded, the OSVDPA shall still provide credit towards certification and communicate to the DPO what amount of experience he or she needs to record to complete certification.

21. Revalidation Assessment.

Those seeking to earn an OSVDPA Class A or Class B DPO Certificate via these Grandfathering procedures after earning a DPO certification from another scheme must still pass the OSVDPA Revalidation Assessment (regardless of any assessments they passed in the previous scheme). As such, in the space below, attach or upload a completed copy of Form P4A-1-CV, the Phase 4 Assessment Report (Current Version). This form can be obtained from the OSVDPA or accredited Training Providers.

Attachment Name: _____

Disclaimer and Signature.

The below must be signed by the DPO or Prospective DPO applying for an OSVDPA DPO Certificate.

I certify that my answers, the information included above, and the associated attachments are true and complete to the best of my knowledge.

If this application leads to OSVDPA approval, I understand that false or misleading information in my application or interview may result in the revocation of my approval.

Signature: _____ Date: _____
MM/DD/YYYY

Printed Name: _____

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Definitions and Instructions.

Definitions.

Accepted Entry Credentials (AEC). A valid and current license, credential, or qualification issued by a Flag State, or by a training institution that is approved by a Flag-State to conduct maritime training courses, which are accepted by the OSVDPA as proof the individual is allowed to enter the OSVDPA's DPO Certification Scheme. The specific licenses certificates and qualifications accepted by the OSVDPA are listed in Section 16 of OSVDPA-1-CV. and are universally accepted by the OSVDPA.

Note: The revocation or expiration of an Applying Mariner's AEC shall render them incapable of earning a DPO Certificate or recording Training and Certification Activities. Any changes to an individual's AEC should be immediately reported to the OSVDPA in order to allow them to continue through the OSVDPA DPO Certification Scheme.

Cadet. A student duly enrolled in a maritime academy administered or chartered by a nation state containing a Maritime Administration or a political division of a nation state containing a maritime administration or a maritime academy owned and operated by a private or non-profit entity which has been approved by a maritime administration to conduct STCW officer of a navigation watch training courses.

Class C Permit: An optional certificate awarded after successful completion of the certification system through Phase 3. The holder of a Class C Permit has proven they possess knowledge of the fundamental principles of dynamic positioning, demonstrated practical ability to operate a DP system, and is competent in switching from DP to manual mode to move the vessel away from the installation. Class C DPOs must be under direct supervision of a DPO at all times while gaining the experience and skills necessary to qualify as a DPO.

Class B DPO Certificate: certificate is provided to those DPOs who have passed the final assessment after completion of the certification system and passage of the Phase 4B assessments. Class B DPO Certificate holders have accrued less than 60 days of sea time and 180 hours of practical experience aboard a DP-2 or higher vessel after Phase 3 of the certification program DPO Class B DPO Certificates can be upgraded to Class A DPO Certificates if the holder completes Phase 5 of the certification system.

Class A DPO Certificate: The Class A DPO Certificate is provided to those DPOs who have passed the Phase 4A or Phase 5 assessment after completion of the certification system either through Phase 4A or upgraded their Class B DPO Certificate via Phase 5, in the process accruing at least 60 days of sea-time and 180 hours of practical experience on a DP-2 or higher vessel after the completion of the requirements of Phase 2 (Familiarization).

Certification Deadline. The date by which all Training and Certification Activities (Section 4.40) must be completed to be counted by the OSVDPA for DPO Certification. This date is five (5) years after the first day of the first Phase 1 (Induction) Course class (or the first day of the classroom portion of a Blended Phase 1 (Induction) Course) or the date printed on the previous DPO Certificate earned by the DPO or Prospective DPO.

Examiner. The individual that scores a simulator-based assessment, such individual must have completed formal assessment training, demonstrated competency in assessment administration and scoring and be a Certified Instructor.

Medical Certificate. The OSVDPA requires Applying Mariners to prove they have the physical capabilities to participate in the OSVDPA DPO Certification Scheme. The OSVDPA accepts as proof that an Applying Mariner has met this requirement a medical certificate from the Maritime Administration that issued the Applying Mariner their AEC.

If an Applying Mariner has a medical certificate that is included as part of their Merchant Mariner Credential (MMC), the OSVDPA shall review this medical certificate while the Authority is reviewing the Applying Mariner's MMC. If a Mariner has an AEC issued by a Flag State that does not issue medical certificates, the OSVDPA shall accept as proof that the Applying Mariner has met this requirement the results of a physical examination performed, witnessed, or reviewed by a medical doctor, physician assistant, nurse practitioner, or a designated medical examiner licensed by the nation state or government that contains that Maritime Administration, or a political division of such a nation state or government. Such physical examination must meet the requirements of 46 C.F.R. Section 10.

Cadets are required to provide the medical certificate required by their Maritime Academy. If their academy does not require a Medical Certificate, they should provide one meeting the above-stated requirements.

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Passport Photo. The OSVDPA uses the passport photo requirements as published by the U.S. Department of State, Bureau of Consular Affairs. Under these requirements, the photo must:

- Be a color image (sRGB color space);
- At least two (2) inches by two (2) inches (51 x 51 mm), with the head (bottom of the chin to the top of the head) is between 1 inch and 1 3/8 inches (between 25 and 35 mm);
- Taken within the last six (6) months;
- Taken in front of a plain white or off-white background;
- Taken in full-face view; and
- Taken with a neutral facial expression (preferred) or a natural smile, with both eyes open.

Practical Experience. An hour-based measurement of DP experience accrued when a DPO or prospective DPO is at the DP controls for at least one (1) hour during a 24-hour period while the vessel is conducting auto positioning operations, auto heading operations (including DP- or independent joystick-based autopilot), independent joystick operations, or other operations where the DP system is engaged. Up to six (6) hours of practical experience can be logged during a 24-hour period. All practical experience recorded by Prospective DPOs must be supervised and signed off by a DPO or the Master of the vessel.

Qualified on Board Assessor (QOBA). A DPO certified by the OSVDPA, to conduct the Phase 4 and Phase 5 Assessments. In conducting these assessments, the QOBA utilizes criteria established by the OSVDPA to evaluate whether the DPO or Prospective DPO has passed the assessment.

Sea Time. A day-based measurement of DP experience accrued when a DPO or prospective DPO is on watch while the vessel is conducting auto positioning operations, auto heading operations (including DP- or independent joystick-based autopilot), independent joystick operations, or other operations where the DP system is engaged for at least one hour during a 24-hour period. All sea time recorded by a Prospective DPO must be supervised and signed off by a certified DPO or the Master of the vessel.

Training and Certification Activities. A collective term referring to all or part of the activities recorded by a Prospective DPO or DPOs to earn or maintain their DPO Certificate. Specifically, the term is encompassing of Sea Time, Practical Experience, completing taskbook tasks, and the ship-board assessments (the Phase 4 and Phase 5 Assessment).

Instructions for completing this form and the application process.

1. When a DPO or Prospective DPO has completed the requirements for certification, he or she shall complete the relevant sections of this application. Specifically, applications can be made at the following points:
 - **Applying for a Class C Permit:** After passing the Phase 3 Assessment and completion of all previous steps.
 - **Applying for a Class B DPO Certificate:** After passing the Phase 4B Assessment and completion of all previous steps.
 - **Applying for a Class A DPO Certificate (Phase 4A Method):** After passing the Phase 4A Assessment and completion of all previous steps.
 - **Applying for a Class A DPO Certificate (Phase 5 Method):** After passing the Phase 5 Assessment and completion of all previous steps.

Regardless of when a DPO or Prospective DPO applies for a DPO Certificate, he or she must have completed the requirements within the Certification Deadline (see "Definitions" above). Those entering the OSVDPA DPO Certification Scheme as a Cadet or an Able Bodied Seaman holding a valid certificate of completion from a U.S. Coast Guard Approved Ratings Course cannot apply for an OSVDPA DPO Certificate without holding one of the following AECs:

- An STCW credential as Officer in Charge of a Navigational Watch (II/1, or II/2, or II/3),
 - A non-STCW certificate of competency issued by the United States Coast Guard, or an equivalent certificate issued by another White List Maritime Administration as listed in the STCW Convention, or
 - An STCW credential as Rating Forming Part of a Navigational Watch (II/4 or II/5).
2. Once the form is completed and the relevant attachments have been included (for those that fail an assessment, extra copies of the assessment-based questions of this form can be obtained from the OSVDPA), the application

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should be uploaded to the OSVDPA website or emailed to the OSVDPA's Administrator, Jo'Anne Lewis, at JoAnne.Lewis@osvdpa.org.

3. Once the application has been uploaded or emailed, a paper copy should be printed and included in the application package mailed to the OSVDPA. This package should contain:
 - A signed Form DPO-1-CV or Sea Service letter on the Vessel Operator's letterhead (unless the Vessel Operator mails this letter directly to the OSVDPA); and
 - The DPO or Prospective DPO's original OSVDPA LB-1-CV; and other logbooks (if utilized).

Note. The OSVDPA will also accept electronic copies of sea service letters from Enrolled Vessel Operators. Signors of electronic sea service letters must be someone who has registered with the OSVDPA and approved by the OSVDPA to sign such forms via the submission and approval of Form P-2-CV, Participant Rights and Responsibilities Acknowledgement (Current Version) or the individual's supervisor has signed Form P-3-CV, Participant Supervisory Rights and Responsibility Acknowledgment (Current Version).

Note. The OSVDPA will also accept a notarized copy of their logbook or an original signed and notarized statement attesting to the accuracy of the logbook copies.

Note. If the Prospective DPO or DPO has attached or uploaded an electronic copy of their logbook(s), they do not need to mail a separate copy of their logbook, they only need to send the original signed and notarized statement attesting to the accuracy of the logbook copies.

Note. If the application is only being submitted by mail to the OSVDPA, please include a completed copy of the form and all required attachments in the application package. The application package should be mailed to the following address:

OSVDPA
201 St. Charles Ave.
Suite 114-274
New Orleans, LA 70170

4. All attachments should be clearly and distinctly named. Names should be readily apparent on the attachments, either as the title of the document (for electronic attachments) or on the first page of a paper attachment.
5. Once all of the above is received, the OSVDPA shall review the application (in its entirety). Once this review is completed, the OSVDPA will take one of the following actions:

Grant DPO Certificate. If the OSVDPA finds all of the conditions have been met, it shall send a DPO Certificate to the individual along with all of the original documents submitted with the application.

Respond with list of problems. If the OSVDPA finds questions, problems or shortcomings in the application, it shall respond with a, comprehensive list of problems along with suggestions as to how these issues can be addressed. The OSVDPA shall not return the documents to the DPO unless asked. Instead, the OSVDPA shall only require the individual to submit the missing or gap-filling information after he or she has worked with the OSVDPA to ensure any questions they may have are answered.

Decline to issue DPO Certificate. In limited instances—such as when there are numerous and/or large scale shortcomings, problems, or issues with the application—the OSVDPA shall return the application and all documents to the individual. In doing so the OSVDPA shall also send a list of all problems or issues and how these can be addressed.

6. The OSVDPA welcomes any questions or concerns of applicants. Questions may be directed to the email address listed above or made via phone at +1 (504) 528-9414.

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Record of Change.**Significant Changes from Version 001.**

Class C DPO Certificate. All references to “Class C DPO Certificate” were changed to “Class C Permit”. This change has been reflected in both the PDF and web-based versions of Form DPO-4-002.

Significant Changes from Version 002.

Question 8. A new question 8 was added to accommodate a change to the OSVDPA's logbook review procedures (see Record of Change 008 (Logbook Review Procedures)).

Significant Changes from Version 003.

A note was added to the instructions specifying that the OSVDPA would accept electronic copies of sea service letters from Enrolled Vessel Operators.