



VOLUME II
SOUTHEAST ALASKA PILOTS' ASSOCIATION
TRAINING PROGRAM
TRAINING AND CONTINUING EDUCATION REQUIREMENTS
FOR LICENSED PILOTS, TRAINING PILOTS AND TRAINEES

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Part I – Introduction and Authority

This part provides an introduction to the Association training and continuing education requirements for Trainees and licensed Pilots and provides the authority under which the program is conducted.

Part II – Training Program Organization and Overview

This part describes the Association Training Program organization and provides an overview of the training process.

Part III – Requirements Applicable to All Trainees

This part establishes the administrative requirements and training requirements applicable to all Trainees, irrespective of their status as a Marine Pilot Trainee, a Deputy Marine Pilot Trainee or a Deputy Marine Pilot Apprentice Trainee. Included are procedures for assignment and dispatch; conduct; and reports required of Trainees.

Part IV – Marine Pilot Trainee Requirements

Pursuant to 12 AAC 56.034, this part provides the requirements under the Association Training Program for a Marine Pilot transferring to Region One from another pilotage region in the state.

Part V - Deputy Marine Pilot Trainee Requirements

This part provides the requirements for Deputy Marine Pilot Trainees under 12 AAC 56.028(a) and the Association Training Program.

Part VI – Deputy Marine Pilot Apprenticeship Requirements

This part provides the requirements for Deputy Marine Pilot Apprentice Trainees under 12 AAC 56.033 and the Association Training Program.

Part VII – Deputy Marine Pilot Assessment and Continuing Education Requirements

This part provides training requirements for Deputy Marine Pilots to upgrade to a Marine Pilot License. Continuing education requirements are identified for Deputy Marine Pilot license renewal.

Part VIII – Marine Pilot Continuing Education and Training Requirements

This part provides discussion of continuing education for licensed Marine Pilots, including Association participation in a continuing education program that meets or exceeds the requirements of 12 AAC 56.083 and continuing education and training requirements for biennial license renewal.

Part IX – Training Pilots

This part provides the requirements for a Training Pilot Endorsement in accordance with 12 ACC 56.016

Part X – Misconduct, Dismissal and Grievance Procedures

This part establishes the procedures for due process as required in 12 AAC 56.032, and as set forth in the Association’s Bylaws. Included is discussion concerning termination of the training program of an individual for cause.

Part XI - Definitions

This part provides explanation of the unique terms or abbreviations used throughout this Training Program.

Part XII – Amendments

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 Volume II of the Association Training Program: Training and Continuing Education Requirements for Trainees and Licensed Pilots.

Part XIII – Appendices To Training Program Volume II

This part lists additional documentation from the Training Committee and/or Training Chair relevant to trainees and the Training Program.

Part I - Introduction and Authority

- (a) In order to provide the highest quality of pilotage service, the Southeast Alaska Pilots' Association (herein after referred to as the “Association” or “SEAPA”) establishes and promotes Volume II of the Association Training Program: Training and Continuing Education Requirements for Trainees and Licensed Pilots.
- (b) Volume I of the Association Training Program: Trainee Application, Evaluation and Selection Process, addresses only Trainee application, evaluation and selection and is not addressed in Volume II.

- (c) Volume II of the Association Training Program applies only to Trainees formally accepted into the Association Training Program and to General Pilot Members and Pilot Members of the Association.
- (d) The requirements of 12 AAC 56.035 and the SEAPA Bylaws Article VI provide the authority for the SEAPA Training Program. The Association Training Program does not replace the USCG Southeast Alaska Federal Pilot Licensing requirements for the Southeastern Alaska Region, the State of Alaska Statutes and Regulations for Marine Pilots (herein after referred to as the “Pilot Regulations”), the SEAPA Bylaws and Operating Rules or other Federal or State laws. Any apparent conflicts shall be brought to the attention of the Training Chair. USCG COTP requirements, State Pilot Regulations, SEAPA Bylaws and Operating Rules, or other Federal and State laws and regulations shall take precedence until apparent conflicts are formally resolved.
- (e) All costs associated with completion of training and continuing education requirements are the sole responsibility of the Trainee.

Part II – Training Program Organization and Overview.

- (a) The Association Training Program key elements are the Training Committee Chair, the Training Committee, Training Pilots and Trainees.
- (b) Training Committee Chair. The President shall appoint a Chair from among the members of the Committee (herein after referred to as the “Training Chair”). The Training Chair shall be responsible for the administration of the Association's Training Program. Specific duties include, but are not limited to:
 - 1) Chair of the Training Committee, including scheduling and conduct of periodic meetings.
 - 2) Administration of the Trainee application, evaluation, and selection process.
 - 3) Notification to candidates of selection or non-selection into the Training Program.
 - 4) Communication with the State of Alaska Marine Pilot Coordinator (MPC), the Board of Marine Pilots (BMP) and others on training and continuing education issues of interest to the Association. The Training Chair is responsible for all reports, notifications, and evaluations required by the Association, the MPC and BMP.
 - 5) Communication with the SEAPA membership on training program issues and Trainee status, including notification to Training Pilots of a Trainee's authorization to begin supervised movements.
 - 6) Oversight, review and monitoring of Trainee progress in the Association Training Program.
 - 7) Coordination, conflict resolution and authorization of training opportunities for Trainees.
 - 8) Receive reports from Training Pilots on non-acceptance of Trainees and make required reports.

- 9) Authority to direct Trainees to train or to refrain from training with specific pilots or on specific ships or classes of ships or on specific waterways.
 - 10) Maintenance and publication of a list of Training Committee approved Continuing Education courses that satisfy the requirements of Part VIII.
 - 11) Administrative duties of the Training Chair may be delegated to other members of the Training Committee or the Association's office.
- (c) Training Committee. The President of SEAPA will appoint Pilot Members to the Training Committee. The Committee shall be comprised of at least 7 of the Association's Pilot Members.
- 1) The Training Committee will provide assistance to the Training Chair in supervising and directing all aspects of the Training Program, under the direction of the SEAPA President and Board of Directors.
 - 2) The Training Committee is required by the Bylaws to meet periodically to review and monitor the progress of all Trainees. Additionally, the Bylaws require that the Training Committee members be responsible for the coordination of a Trainee's training with other Trainees and the vessels or facility at which the training will occur; this coordination will be under the direction of the Training Chair.
 - 3) To ensure the most complete training experience and compliance with the intent of the Training Program, the Training Committee may direct Trainees to train with specific pilots, or on specific ships or classes of ships, or on specific waterways or ports. The Training Committee may also instruct Trainees to refrain from training with specific pilots.
 - 4) The Training Committee is responsible for conducting a final assessment of a Trainee's completion of the SEAPA Training Program and informing the SEAPA Board of Directors that a Trainee is ready to begin work as a Deputy Marine Pilot upon successful completion of the Regional Local Knowledge Examination.
 - 5) The Training Committee shall evaluate and approve courses and facilities submitted by the membership for approval under the Continuing Education requirements of Part VIII.
- (d) Training Pilots; Part IX of this Training Program addresses the role and responsibilities of Training Pilots. Training Pilots are a critical element in the development of appropriate knowledge, skills and abilities by Trainees in the process of becoming a licensed Pilot.
- (e) Trainee; Each Trainee has direct, individual responsibility for their own progression within the Association Training Program as well as individual responsibility for determining, understanding and meeting the requirements and expectations of the Training Committee, the Training Chair and Training Pilots to which assigned.
- (f) Training Committee approval of specific courses under Part VIII(a)(2)(ii) is required under Part II(c)(5). To facilitate prior approval, courses shall be submitted for review prior to a scheduled Training Committee meeting. Approved courses will be posted on the Association website in accordance with Part II(b)(10).

PART III – Requirements Applicable to All Trainees

- (a) Upon acceptance into the Association Training Program, Trainees will meet with the Training Chair to develop a tailored Trainee training plan and align expectations for the accomplishment of the Association Training Program. The Chair shall submit this plan to the Training Committee for approval prior to training. Trainees will be categorized according to their status under applicable State regulations as either a Marine Pilot Trainee; a Deputy Marine Pilot Trainee; or a Deputy Marine Pilot Apprentice Trainee. Each Trainee Training Plan will address at a minimum:
- (1) The specific training category of the individual Trainee.
 - (2) The amount of Federal Pilotage held and projected date to accomplish full Federal Pilotage in Southeast Alaska.
 - (3) The accomplishment of specific training curriculum required under this Part.
 - (4) The projected date to take the State Core Examination.
 - (5) The projected date to complete the State supervised maneuvers.
 - (6) The projected date to take the State Regional Local Knowledge Examination.
 - (7) The projected date for initial licensure in Region One.
 - (8) In accordance with each individual Trainee Training Plan, Trainees shall complete the following training curriculum as directed by the Training Chair. At a minimum, topics to be addressed include:
 - (a) Passage planning and transits in pilotage waters.
 - (b) Emergency maneuvers and use of anchors.
 - (c) Moorings and unmoorings from buoys, including use of lineboats.
 - (d) Dockings and undocking of cruise and cargo vessels.
 - (e) Maneuvers in ice.
 - (f) Master Pilot Exchange (MPX) and Master – Pilot relations/responsibilities.
 - (g) Completion of a Bridge Resource Management Course, if not previously completed, that meets the requirements of 12 AAC 56.028(a) (5).
 - (h) Successful completion on the Association simulator, of a routine transit of a waterway, under the supervision of a Training Pilot.
 - (i) Successful completion on the Association simulator, of an emergency maneuver, under the supervision of a Training Pilot.
- (b) Specific requirements, in addition to the requirements of this Part, for Marine Pilot Trainees; Deputy Marine Pilot Trainees; or Deputy Marine Pilot Apprentice Trainees are provided in Parts IV, V and VI of this program respectively.
- (c) All Trainees shall be enrolled in the SEAPA drug and alcohol testing program.

- (d) Trainees shall comply with all applicable federal and state laws. Violation of applicable federal or state laws may be grounds for disciplinary action, up to and including dismissal from the Training Program.
- (e) In order to become a state licensed Pilot in Region One; A Trainee must possess a valid U.S. Coast Guard license, with radar endorsement and endorsement for first class pilotage without tonnage restrictions for the entire Southeastern Alaska Region. Due to fluctuating marine traffic patterns, a Federal Pilotage observer requirement designated by the USCG COTP may be unobtainable from time to time. An omission of one or more of the required routes on a Trainee's Federal license may be accepted by the Training Committee only upon a showing of good cause by the Trainee. A Trainee, who has otherwise completed all of the Federal Pilotage observer requirements, may request the Training Committee to review the availability of vessel traffic to meet specific Federal observer requirements that the Trainee believes are unobtainable. The request for review must be in writing and accompanied by documentation that demonstrates the completion of all other Federal Pilotage requirements.
 - (1) Upon a receipt of a request to review a particular Federal observer requirement, the Training Committee will review the vessel traffic of the area in question to determine whether during the period commencing from time of acceptance into the Training Program to present, the vessel traffic did not support accomplishment of the requirements.
 - (2) If the Training Committee determines that insufficient vessel traffic existed for the completion of the Federal observer requirement, the Training Committee may recommend to the State Marine Pilot Coordinator a waiver of the specific requirement for the purposes of meeting the requirements to commence supervised maneuvers.
 - (3) If the Training Committee determines that sufficient vessel traffic existed for the completion of the training requirement, the Training Committee shall direct the Trainee to complete the requirement.
 - (4) If a requirement for which vessel traffic has been determined to be inadequate subsequently becomes viable, the Training Committee shall inform any Trainees affected, that all remaining observer trips for that requirement must be completed in the area as specified by USCG.
 - (5) Failure to comply with the Association Training Program, when training opportunities have been reasonable available, may not be deemed as sufficient evidence of non-availability for a waiver request.
- (f) Trainees are responsible for determining the observer and supervised maneuver requirements, planning specific training opportunities to meet those requirements, and submitting requests for training opportunities as directed by the Training Chair.
 - (1) The Association provides support by sponsoring Trainees for observer trips on various vessels, including but not limited to cruise ships, cargo ships and ships of the Alaska Marine Highway System.
 - (2) Trainees are responsible for making their own travel and lodging arrangements for training opportunities. The office will advise if space is available on chartered transportation. If space

is not available, each Trainee is responsible for arranging their own transportation to or from an assignment.

- (3) Trainees are responsible for their own expenses incurred in the completion of the Training Program.
 - (4) Trainees should consult other Trainees and Deputy Marine Pilots for assistance in strategizing and submitting for training opportunities
 - (5) The Training Chair will provide for a fair and equitable Trainee dispatch subject to the best interests of the Association. Trainee availability for training opportunities is an individual decision and will be equitable (consistent with the best interests of the Association) for all Trainees that make the decision to be in-region, available for training.
 - (6) Trainees may not “self-authorize” for a training opportunity. A Trainee may not embark on a training opportunity without prior authorization by the Training Chair or office staff.
 - (7) Trainees must complete a Pilot Transfer Safety curriculum, as directed by the Training Officer, prior to dispatching on any training opportunity that involves the use of any pilot ladder (regardless of height of ladder). Trainees shall carry, use and maintain the minimum personal safety gear required by the Training Committee while engaged in transfer to or from a vessel underway.
- (g)** Trainees are expected to present themselves professionally at all times. The Training Chair is authorized to modify or supplement Trainee training protocol as necessary.
- (1) A Trainee authorized a training opportunity is expected to complete it. If unable to complete an authorized training opportunity, Trainees shall promptly notify the SEAPA office.
 - (2) Trainees should make a reasonable effort to contact the Training Pilot(s) assigned to the vessel they desire to train on.
 - (3) The following dress guidelines apply to Trainees:
 - (a) Training on Cruise Ships and yachts: Coat and tie, slacks, clean grooming.
 - (b) Training on AMHS Vessels: Slacks, button-down shirt, clean grooming.
 - (c) Training on Cargo Ships: Clean functional clothing, clean grooming.
- (h)** It is the Trainee’s responsibility to ensure adequate rest so that he or she is fully able to participate in training opportunities. Trainees shall observe applicable rest rules in place by Federal or State law or regulation.
- (i)** Observer Trip Requirements. Observer trips are required for both Federal and State pilotage. Requirements for recording observer trips are in section III (m).
- (1) Trainees are expected to be prepared for observer trips as if they were planning on assuming the conn under instruction. The minimum standard that Trainees should use for preparations any time they embark on a training opportunity is the Training Evaluation Forms as indicated under Part III, (j)(2).

- (2) Observer trips for Federal Pilotage shall be in accordance with the requirements of the USCG Southeast Alaska Federal Pilot Licensing requirements. Trainees are expected to be present on the bridge prior to vessel arrival into designated areas as required by the USCG Southeast Alaska Federal Pilot Licensing requirements (for Federal observer trips) or as designated by the Training Chair (for State observer trips). (Appendix 4, Region One Designated Areas)
- (3) The observer requirements of the State Pilotage program may be run concurrently with the completion of Federal Pilotage observer trips by a Trainee. It is not mandatory that a Trainee have completed their Federal Pilotage prior to conducting observer trips for their State Pilotage requirements.
- (4) In addition to the requirements for Federal Pilotage under the USCG, additional trips as a pilot observer in other areas may be directed by the Training Committee. State Pilotage Observer Trips are required in the following areas:
 - (a) Tracy Arm/Endicott Arm – two round trips in any combination.
 - (b) Misty Fjords – two round trips
 - (c) One observer trip is required in each area prior to commencement of supervised maneuvers in that area in accordance with Part III(j)(4).
- (5) Observer trips required under Part III (h) (4) (A)-(C) must be on vessels of at least 1,600 gross tons.
- (6) Observer trips required under Part VIII must be made on vessels equipped with working radar, fathometer, and compass.
- (j) Supervised Movement Training Requirements.** Supervised movements may be commenced only upon completion of the specific requirements identified under Part VI, VII or VIII of this Training Program as appropriate to respective Trainee categories. A Trainee shall be authorized to commence supervised training subject to the following:
 - (1) Each Trainee shall notify the Training Chair, in writing, of completion of the core exam and all applicable requirements necessary for the commencement of supervised movements and provide the following:
 - (a) A full-sized copy of both sides of the Trainee’s valid USCG license, with radar endorsement and an endorsement of first class pilotage without tonnage restrictions for the routes as designated in 12 AAC 56.026(a)(2)(B). Trainees may commence supervised movements after holding all the minimum Federal Pilotage required AND Federal Pilotage for the area in which the training is to occur except for areas that are unavailable-as approved by the Training Committee. See Part V for exceptions applicable to Marine Pilot Trainees with respect to Federal Pilotage endorsements.
 - (b) The date of completion of the State of Alaska Core Examination, and
 - (c) Proof of license insurance prior to participating in supervised maneuvers.
 - (d) Completion of a Board of Marine Pilots approved shiphandling course within three (3) years before training at the conn. Marine Pilot Trainees are exempt from this requirement.

- (2) Trainees may commence supervised training only after the Training Chair has notified the State Marine Pilot Coordinator in writing of acceptance to begin supervised training and provided notification to Training Pilots.
- (3) Trainee supervised movements are divided into three (3) phases. The Training Committee will approve each Trainee's progression from each phase to the next. The requirements of this paragraph do not apply to individuals qualifying as Marine Pilot Trainees under Part IV of this program.
 - (a) Training Phase. This phase is the beginning stage of supervised movements and may be completed with minimal assistance, however may involve structured demonstration by the Training Pilot. This phase may not count for more than three (03) cruise vessel and two (02) cargo vessel movements of the overall requirements. Additional Training Phase maneuvers may be required by the Training Committee or requested by the Trainee, however they will be in addition to the requirements in the Coaching and Assessing Phases.
 - (b) Coaching Phase. Maneuvers in this phase should be completed with minimal assistance from the Training Pilot. There is no limit on the number of maneuvers in this phase, in that the Trainee will not progress into the final phase (Assessment) without review and authorization by the Training Committee. The supervised maneuvers in this phase form the bulk of the training process.
 - (c) Assessment Phase. All maneuvers in this phase must be completed without any assistance from the Training Pilot. This phase requires that all maneuvers be completed satisfactorily. Assessments must be completed subject to the following:
 - (A) A minimum of
 - (1) Two (02) assessments docking cruise vessels;
 - (2) One (01) assessment undocking a cruise vessel;
 - (3) Two (02) assessments docking cargo vessels;
 - (4) One (01) assessment undocking a cargo vessel;
 - (5) One (01) round-trip transit on a cruise vessel in ice conditions in Disenchantment Bay, or Tracy Arm, or Endicott Arm;
 - (6) All assessments in this phase must be satisfactorily completed before completion of the Association Training Program.
 - (B) No more than two (02) assessments may be completed by the same Training Pilot.
- (4) A Trainee requesting to assume the conn-under-supervision for the purpose of completing a required supervised transit or supervised maneuver, is expected to be on-the-bridge in sufficient time to thoroughly assess the navigational and maneuvering situation on the bridge, the status of pending bridge operations, brief the Training Pilot as required by 12 AAC 56.026(f), and assume the conn-under- instruction in sufficient time to make security calls consistent with the guidelines of the Southeast Alaska Voluntary Waterway Guide appropriate to the evolution. Where no specific security call checkpoint is provided for, the Trainee is expected to be on the bridge in sufficient time to establish situational awareness, brief the Training Pilot, and assume the conn-under-instruction in an orderly, professional and thorough

manner, while allowing ample time for the Trainee to make appropriate communications calls as described above.

- (5) Supervised training maneuvers may only be supervised and signed by the Training Pilot.
- (6) All maneuvers must be performed on vessels subject to AS 08.62 except that upon a showing of cause by the Trainee and prior approval by the training Committee, not more than three (03) dockings and three (03) moorings and three (03) undockings and three (03) unmoorings at non-cruise ship ports that were performed in a board approved simulator may be substituted for the supervised maneuvers at the physical site. Supervised maneuvers on vessels under enrollment of not less than 1,600 gross tons require prior approval of the Training Committee. Additional requirements for port-specific training by simulator, as follows:
 - (a) supervision by a licensed marine pilot for Southeastern Alaska Region with a training pilot endorsement if the training is being used to fulfill a requirement of this subsection;
 - (b) performed in real time from port entry to berth;
 - (c) performed in an Association-approved simulator;
 - (d) performed on a model of each port for which the maneuver is required;
 - (e) evaluated in accordance with 12 AAC 56.026(f) on a form required under Part III (j) (2)
 - (f) performed under the Training Committee requirements for that port.
- (7) Supervised transits at the conn are required as provided in 12 AAC 56.028(4), with at least one (01) transit in each waterway in each direction except as indicated in Part III(i) (8) below:
 - a. Saginaw Channel;
 - b. Favorite Channel;
 - c. Decision Passage;
 - d. North Inian Passage;
 - e. Revillagigedo Channel;
 - f. Tongass Narrows;
 - g. Disenchantment Bay;
 - h. Glacier Bay, including from Young Island to Willoughby Island, Tarr Inlet and John Hopkins Inlet to Jaw Point;
 - i. Tracy Arm/Endicott Arm;
 - j. Snow Passage;
 - k. Sitka from sea;
 - l. Gastineau Channel
- (8) In ***addition to the requirements*** above, additional supervised transits at the conn may be directed by the Training Committee in those areas identified by the Committee where the difficulty of the route and the volume of shipping make additional supervised transits necessary. The following areas require *additional* transits as indicated:
 - (a) Snow Passage: on vessels over 40,000 GT
 - i. 2 north bound transits from Key Reef to Point Colpoys.
 - ii. 5 south bound transits from Point Colpoys to Key Reef.

- (b) Supervised transits performed under ice conditions
 - i. Tracy Arm: on vessels over 40,000 GT
 - 1. 2 inbound transits over the bar from 2 miles before Harbor Is. to mile 12.
 - 2. 2 outbound transits over the bar from mile 12 to west of Harbor Is.
 - 3. 1 round trip in Tracy Arm/Endicott Arm (may be combined with Part III(i)(8)b.i.1 and 2.
 - ii. Yakutat Bay: on vessels over 40,000 GT
 - 1. 1 round trip from Yakutat Bay pilot Station to Pt. Latouche.
 - 2. 1 round trip in Disenchantment Bay north of Pt. Latouche (may be combined with Part III (i) (8) b. ii. 1),
 - iii. Glacier Bay
 - 1. one round trip in Glacier Bay north of Russell Island.

(9) The regional requirements for a Marine Pilot Trainee; Deputy Marine Pilot Trainee and Deputy Marine Pilot Apprenticeship for supervised dockings and undockings; supervised moorings and unmoorings; and supervised anchorings are established in Parts IV, V and VI to this program respectively.

(10) The Trainee shall ensure that he or she fully understands what will be required to achieve a successful maneuver, prior to the commencement of the maneuver. Trainee and Training Pilot alignment of expectations is particularly critical for pre-supervised maneuver and pre-supervised transit preparations of a Trainee. Per 12 AAC 56.026(f), the Trainee is required to give a briefing of a planned maneuver to the Training Pilot before the maneuver. At a minimum, this briefing shall be in writing, prior to the maneuver, on a form required under Part III(j)(2).

(11) The Training Pilot may prevent the maneuver before it begins, if the Training Pilot believes that the Trainee has not sufficiently prepared to undertake the maneuver. Part X provides additional guidance for Training Pilots.

(k) A key element in the assessment of a Trainee's progress in the Association Training Program is the proper completion and submission of required reports. It is the Trainee's responsibility to ensure reporting requirements established by the Training Chair are met, including but not limited to the following:

- (1) At the completion of an observer transit, the Trainee shall provide the Pilot (or vessel Master if no state licensed pilot onboard) with the properly completed form for signature.
 - i. Observer trips conducted for Federal pilotage requirements shall be on the form required by the USCG Southeast Alaska Federal Pilot Licensing requirements.
 - ii. Observer trips conducted for State pilotage requirements shall be on a form designated by the Training Chair.
- (2) The Trainee shall document all supervised movements on the proper form provided in this Training Program and at the completion of a supervised movement, the Trainee shall provide

the Training Pilot this form for the purpose of evaluating the Trainee's maneuver. Maneuvers completed under the Training and Coaching Phases shall be evaluated on the Training Evaluation Report (TER). Maneuvers completed under the Assessment Phase shall be evaluated on the Trainee Assessment Report (TAR) as provided in the appendix to this Training Program. The Training Pilot shall provide on the appropriate form a written evaluation of the Trainee's maneuver.

- i. The evaluation shall clearly state whether, in the judgment of the Training Pilot, the maneuver was satisfactory.
- ii. The evaluation shall clearly state whether the maneuver counts towards the Trainee's State of Alaska licensing requirements.
- iii. Any unsatisfactory evaluation shall have a detailed explanation as to why it was unsatisfactory. Any Trainee who has received an unsatisfactory mark on an evaluation for a maneuver shall provide the Training Chair with a copy of the evaluation within five (05) days of the maneuver.

(3) Trainees shall submit the original and two copies of all "TER" and "TAR" forms (successful and unsuccessful) to the Training Chair within one month of completion of the maneuver. The Training Chair and pilot members designated by the Training Chair will review all Training Evaluation Records submitted for completeness and compliance with the Training Program. Each existing TER and TAR form received will be forwarded as follows:

- i. The original to the State Marine Pilot Coordinator;
- ii. A copy to the Training Pilot, and
- iii. A copy placed in the Trainee's office file.

(4) Unacceptable TER's and TAR's will be addressed by the Training Chair as appropriate.

(I) Quarterly reports are required to be submitted by Trainee's not later than 01 February, 01 May, 01 August and 01 October each year for the quarter ending 30 days previous. The Training Chair shall establish the format and content of the quarterly reports. At a minimum, each quarterly report shall be submitted as follows:

- (1) Quarterly reports submitted to the State Marine Pilot Coordinator shall contain a summary of completed training activity for the previous quarter, proposed activity for the next quarter, estimated date of licensure, and a copy of the Trainee's Federal License each time there are changes to the endorsements of First Class Federal Pilotage.
- (2) Trainees shall maintain a training file as directed by the Training Committee. At a minimum, the following requirements apply to the training file:
 - i. Trainees shall update their office training file (not later than one month after the end of the quarter) with copies of all information submitted directly to the State Marine Pilot Coordinator (including copies of previously provided unsatisfactory supervised maneuvers).
 - ii. Trainees shall maintain a Training Log as directed by the Training Committee. Trainees shall log training activity (see Part XI, 'Definitions') in each, and every, calendar quarter. The Trainee shall encourage Training Pilots to make written comments in their Training

- Log concerning all aspects of training. These entries need not be limited to matters pertaining solely to ship's maneuvers conducted by the Trainee.
- iii. The Training Committee may request to review the Trainee's training file at any time.
 - iv. Trainees shall provide additional copies of their quarterly reports as directed by the Training Chair.

(3) Failure to properly submit reports as required will be considered a violation of the Training Program.

(m) If the Training Committee has made a determination that a Candidate has not progressed in a satisfactory manner, consistent with the individual Training Plan, or that the Trainee has not conducted themselves in a professional manner, the Committee will provide the Trainee with a written explanation of the deficiencies including specific suggestions on how to remedy the deficiencies. The Association shall provide a copy of this correspondence in the Trainee's training file and to the State Marine Pilot Coordinator. A Trainee may be dismissed from the Association's Training Program as provided in Part X for failure to make satisfactory progress or repeated conduct inconsistent with the written expectations provided.

(n) Due to fluctuating marine traffic patterns, a training requirement specified in this program may be unobtainable from time to time. A Trainee, who has otherwise completed all of the training requirements of the Association Training Program, may request the Training Committee to review the availability of vessel traffic to meet specific training requirements that the Trainee believes are unobtainable. The request for review must be in writing and accompanied by documentation that demonstrates the completion of all other training requirements.

- (1) Upon receipt of a request to review a particular training requirement, the Training Committee will review the vessel traffic of the area in question to determine whether during the period commencing from time of acceptance into the Training Program to present, the vessel traffic did not support accomplishment of the requirements.
- (2) If the Training Committee determines that insufficient vessel traffic existed for the completion of the training requirement, the Training Committee may:
 - i. Recommend to the State Marine Pilot Coordinator a waiver of the specific requirement, and
 - ii. Substitute the waived requirement with the same number and type of required maneuvers at another location in the region. The location of the substituted maneuvers must be one already identified in 12 AAC 56.028(a) for the same type of training.
- (3) If the Training Committee determines that sufficient vessel traffic existed for the completion of the training requirement, the Training Committee shall direct the Trainee to complete the requirement.
- (4) If a requirement for which vessel traffic has been determined to be inadequate subsequently becomes viable, the Training Committee shall inform any Trainees or Deputy Marine Pilots affected, that all remaining maneuvers for that requirement, previously substituted, must be completed in the area specified by regulation before licensure as a Marine Pilot in Region One.

(5) Failure to comply with the Association Training Program, when training opportunities have been reasonably available, may not be deemed as sufficient evidence of non-availability for a waiver request.

(o) Trainees will prepare for the State's local knowledge examination as best they can, and the Association will assist without providing specific information on what the examination questions may be, should this information be known. Pilotage is local knowledge and no training program is complete without imparting this knowledge to the Trainee.

(p) When all of the applicable requirements of the Training Program have been completed, the Trainee shall provide a statement, in writing, to the Association, stating that he has completed the applicable requirements and request the endorsement of the Association to sit for the regional local knowledge exam.

(1) The Training Chair will review the Trainee's training file and ensure compliance with all applicable requirements. Upon completion of this review, the Training Chair shall coordinate with the Training Committee one of the following actions:

- i. If the Training Committee concurs that all applicable training requirements have been satisfactorily completed, the Training Committee shall direct the Training Chair to notify the State of Alaska, in accordance with 12 AAC 56.025(a) (3), that the Trainee has satisfactorily completed the Association Training Program and that the Trainee has the recommendation of the Association to sit for the regional local knowledge examination and oral examination.
- ii. If the Training Committee determines that all applicable training requirements have not been satisfactorily completed, the Training Committee shall direct the Training Chair to notify the Trainee in writing of specific deficiencies and the corrective course of action.
- iii. The Association will not prevent a Trainee from taking the regional local knowledge examination without the endorsement of the Association however; without said endorsement in writing, a Trainee shall not be considered to have completed the Association's Training Program.

(q) The Association will require Trainee attendance at an American Pilot Association (APA) recognized Bridge Management Resource Course and an ARPA course within three years before applying for a Deputy Marine Pilot License. The Association will encourage its Trainees to have attended an Emergency Ship Handling course within the past five years. This course may be combined with other courses, but should be designed for marine pilots.

(r) The Association will require its Trainees to attend one of the established and board-approved Ship Handling Simulator Training Facilities, as defined in 12 AAC 56.028 (a)(5) and (6)(B),(C), and (D), within three years of applying for a Deputy Marine Pilot License.

(s) The Association will require satisfactory proficiency on the Association's ship simulator.

PART IV - Marine Pilot Trainee Requirements

(a) The requirements of the Marine Pilot Trainee Program are based on the fact that, by definition, a Marine Pilot Trainee is a Pilot transferring from another Pilotage Region in Alaska. Therefore, the Trainee has previously completed the State Core Examination, completed a training program

approved by the State (albeit for another Region), and successfully served as a Marine Pilot in Alaska, prior to acceptance into the Association's Training Program.

- (b) In order to be licensed as a Marine Pilot in Region One, A Marine Pilot seeking to qualify to transfer their marine pilot license must possess a valid U.S. Coast Guard license, with radar endorsement and an endorsement for first class pilotage without tonnage restrictions for the entire Southeastern Alaska Region. An omission of one or more of the required ports or routes on a Marine Pilot Trainee Federal license will be accepted by the Training Committee only upon a showing of good cause by the Trainee.
- (c) A Marine Pilot Trainee shall be authorized to commence supervised training in accordance with Part IV, for all areas within Region one, for which the trainee has first class pilotage, without tonnage restrictions, and for those areas where no specific Federal pilotage requirement exists. A Marine Pilot Trainee shall have at least one (01) endorsement of first class pilotage in Region One, before commencing any supervised training. Marine Pilot Trainees shall comply with the notification requirements of Part III (k) (1) prior to commencement of supervised maneuvers.
- (d) The regional requirements for a Marine Pilot Trainee shall be as follows:

 - (1) Twenty (20) supervised dockings and twenty (20) supervised undockings, at least 50% of which shall be on vessels over 60,000 gross tons. Completion of supervised movements must be performed on vessels subject to AS 08.62, or other vessels of at least 1,600 gross tons as follows:

 - i. Ketchikan: Six (06) dockings and six (06) undockings at cruise ship berths.
 - ii. Juneau: Six (06) dockings and six (06) undockings. One (01) of the undockings shall be performed at night.
 - iii. Skagway: Six (06) dockings and six (06) undockings.
 - (2) Five (05) supervised dockings and five (05) supervised undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C). No more than two (02) dockings and two (02) undockings may be performed at any one port.
 - (3) Three (03) supervised moorings and three (03) supervised unmoorings performed in any of the ports listed in the region. No more than two (02) moorings and two (02) unmoorings may be performed at the same location.
 - (4) Four (04) anchorings with at least one in each of the ports listed in 12 AAC 56.028(a) (1) (G).
 - (5) The Trainee shall complete the requirements for observer trips and supervised transits listed in Part III. Additionally, at least two (02) supervised transits shall be performed under ice conditions.
- (e) Of the movements required in this part, the following applies:

 - (1) no more than 15 percent may be made on vessels not subject to AS 08.62;
 - (2) no more than 40 percent may be made under the supervision of the same training pilot;
 - (3) at least 15 percent must be performed within the period beginning October 1 and ending April 1;

- (4) at least 15 percent must be performed with tug assistance;
- (f) All required maneuvers shall be completed within 36 months of acceptance into the Training Program. Marine Pilot Trainees shall notify the Training Chair in writing if they are unable to comply with this requirement. Extensions to this time period may be allowed as provided for in 12 AAC 56.026(e).

PART V - Deputy Marine Pilot Trainee Requirements

(a) The regional requirements for a Deputy Marine Pilot Trainee shall be as follows:

- (1) Twenty four (24) supervised dockings and twenty four (24) supervised undockings performed on vessels subject to AS 08.62 or other vessels of at least 1,600 gross tons as follows:
 - i. Ketchikan: eight (08) dockings and eight (08) undockings at cruise ship berths;
 - ii. Skagway: eight (08) dockings and eight (08) undockings;
 - iii. Juneau Harbor: eight (08) dockings and eight (08) undockings; three (03) of the undockings must be performed at night;
- (2) Ten (10) supervised dockings and ten (10) supervised undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C); No more than four (04) dockings and four (04) undockings may be performed at any one port.
- (3) Four (04) supervised moorings at buoys and four (04) supervised buoy unmoorings performed in any of the ports in the region. No more than three (03) moorings and three (03) unmoorings may be performed at the same location.
- (4) Eight (08) anchorings with at least one at each of the following ports;
 - i. Ketchikan Harbor;
 - ii. Juneau Harbor;
 - iii. Sitka Eastern anchorage;
- (5) The Trainee shall complete the requirements for observer trips and supervised transits listed in Part III
- (6) All Deputy Marine Pilot Trainees are required to complete at least one (01) cargo ship docking and one (01) cargo ship undocking in each active cargo port in the Region and a total of no less than two (02) cargo ship dockings and two (02) cargo ship undockings overall. An active cargo port is one that has a minimum of eight (08) each cargo ship dockings and undockings in a twelve-month period. Cargo ship docking and undocking requirements may not be accomplished via simulator without prior approval of the Training Committee. Deputy Marine Pilot Trainees shall address this requirement with the Training Committee if they have any questions concerning the requirement of whether a cargo port is considered active.
- (7) Cargo ship mooring and unmooring to buoy requirements may not be accomplished via simulator without prior approval of the Training Committee.
- (8) Of the movements required in this part, the following applies:

- i. no more than 15 percent may be made on vessels not subject to AS 08.62;
- ii. no more than 40 percent may be made under the supervision of the same training pilot;
- iii. at least 15 percent must be performed within the period beginning October 1 and ending April 1;
- iv. at least 15 percent must be performed with tug assistance;

(b) All required maneuvers shall be completed within 36 months of the commencement of supervised training and within 42 months of acceptance into the Training Program. Deputy Trainees shall notify the Training Chair in writing if they are unable to comply with this requirement. Extensions to this time period may be allowed as provided for in 12 AAC 56.026(e).

(c) Deputy Trainees are expected to take full advantage of all training opportunities that are made available by the Training Committee; shall log training activity (see Part XII, 'Definitions') in each, and every, calendar quarter; and upon completing the Association Training Program, the individual shall meet the requirements of 12 AAC 56.025, prior to application for State licensure.

PART VI – Deputy Marine Pilot Apprenticeship Requirements

(a) The Deputy Marine Pilot Apprenticeship Program is a more intense course of training intended to provide a path to a Deputy Marine Pilot's License for an individual who is otherwise qualified, but has not had access to the maritime employment opportunities required to qualify for entry into the pilotage profession under AS 08.62.093(b)(1) through (5). The program is a minimum of four (4) years in length.

(b) The Deputy Marine Pilot Apprentice (herein after referred to as the "Apprentice") shall document in each quarterly report activity within the Region during any twelve (12) month period.

(c) Leaves of absence will only be granted to Apprentices for exceptional circumstances. The maximum leave of absence will be six (6) months and will not count towards the minimum four (4) year training requirement. A leave of absence must be requested by the Apprentice in writing to the Training Chair and approved by the Training Committee.

(d) As stated above, the Apprentice Training Program is a more intense course of training and therefore contains additional training requirements above that required of a Deputy Trainee. The Apprentice Training is divided into two stages:

(1) The first stage is an observation and study of piloting, shiphandling, use of tugs and conning techniques.

(2) The second stage is supervised training consisting of ship maneuvers, navigation, piloting, working with tugs, and assuming the conn during supervised transits and movements.

(e) Apprentice Observer Training. This stage is a minimum of one year in length commencing upon the Apprentice acceptance into the Association Training Program. This training is in addition to the individual needs of each Apprentice for obtaining their first class pilotage endorsement without tonnage restrictions for the entire Southeast Alaska Region and includes the following:

(1) Observation of one ship assist maneuver from a ship assist tug.

- (2) Observation of two dockings and undockings on cargo ships. This may be completed concurrent with Federal and State observer trip requirements.
 - (3) Completion of a Bridge Resource Management Course (BRMP), that meets the requirements of 12 AAC 56.028(a)(5), within 3 years before beginning supervised movements at the conn.
 - (4) Completion on the Association simulator, of two routine transits of waterways, as directed by the Training Committee, under the supervision of a Training Pilot.
 - (5) Completion on the Association simulator, two emergency maneuvers, as directed by the Training Committee, under the supervision of a Training Pilot.
- (f) An Apprentice shall be authorized to commence supervised training upon completion of 12 months of observer training and the applicable requirements of Part III.
- (1) All required maneuvers shall be completed within 36 months of the commencement of supervised training and within 54 months of acceptance into the Training Program. Apprentice Trainees shall notify the Training Chair in writing if they are unable to comply with this requirement. Extensions to this time period may be allowed as provided for in 12 AAC 56.026(e).
- (g) The regional requirements for an Apprentice Trainee shall be as follows:
- (1) Twenty four (24) supervised dockings and twenty four (24) supervised undockings performed on vessels subject to AS 08.62 or other vessels of at least 1,600 gross tons as follows:
 - i. Ketchikan: eight (08) dockings and eight (08) undockings at cruise ship berths;
 - ii. Skagway: eight (08) dockings and eight (08) undockings;
 - iii. Juneau Harbor: eight (08) dockings and eight (08) undockings; three (03) of the undockings must be performed at night;
 - (2) Ten (10) supervised dockings and ten (10) supervised undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C); No more than four (04) dockings and four (04) undockings may be performed at any one port.
 - (3) Four (04) supervised moorings and Four (04) supervised unmoorings performed in any of the ports in the region. No more than three (03) moorings at buoys and three (03) buoy unmoorings may be performed at the same location.
 - (4) Eight (08) anchorings with at least one at each of the following ports;
 - i. Ketchikan Harbor;
 - ii. Juneau Harbor;
 - iii. Sitka Eastern anchorage;
 - (5) The Trainee shall complete the requirements for observer trips and supervised transits listed in Part III, and in addition complete the following:
 - i. Supervised transits performed under ice conditions

- (A). One (01) round trip of Disenchantment Bay north of Pt. Latouche,
- (B). One (01) round trip in Glacier Bay north of Russell Island.
- (C). One (01) round trip in Tracy Arm/Endicott Arm.

(6) All Apprentice Trainees are required to complete at least one (01) cargo ship docking and one (01) cargo ship undocking in each active cargo port in the Region and a total of no less than three (03) cargo ship dockings and three (03) cargo ship undockings overall. An active cargo port is one that has a minimum of eight (08) each cargo ship dockings and undockings in a twelve-month period. Cargo ship docking and undocking requirements may not be accomplished via simulator without prior approval of the Training Committee. Apprentice Trainees shall address this requirement with the Training Committee if they have any questions concerning the requirement or whether a cargo port is considered active.

(7) Cargo ship mooring and unmooring to buoy requirements may not be accomplished via simulator without prior approval of the Training Committee.

(8) Of the movements required in this part, the following applies:

- i. no more than 15 percent may be made on vessels not subject to AS 08.62;
- ii. no more than 40 percent may be made under the supervision of the same training pilot;
- iii. at least 15 percent must be performed within the period beginning October 1 and ending April 1;
- iv. at least 15 percent must be performed with tug assistance;

(h) Apprentice's shall be expected to take full advantage of all training opportunities that are made available by the Training Committee; shall log training activity (see Part XII, 'Definitions') in each, and every, calendar quarter; and upon completing the Apprenticeship Program, the individual shall meet the requirements of 12 AAC 56.025, prior to application for State licensure.

(i) An Apprentice may convert from the Apprenticeship Program to the Deputy Marine Pilot Training Program upon meeting the United States Coast Guard License level and sea time requirements of AS 08.62.093. Conversion from the Apprenticeship Program to the Deputy Marine Pilot Training Program must be requested in writing to the Association, clearly delineating why conversion is requested; in addition, an estimated timetable for completion of the Deputy Marine Pilot Training Program shall be included.

Part VII – Deputy Marine Pilot Upgrade and Continuing Education Requirements

(a) Deputy Marine Pilot license endorsements upgrade requirements.

(1) Deputy Marine Pilot endorsement upgrade: An applicant for a Deputy Marine Pilot license endorsement upgrade shall comply with the following:

- i. Qualifications for a not more than (nmt) 65,000 gross tons endorsement: At the nmt 25,000 gross tons license endorsement level complete at least 30 days of vessel movements on vessels requiring a state licensed marine pilot. Additionally, complete the following supervised movements:

(A) Five (05) supervised dockings;

- (B) Five (05) supervised undockings;
 - (C) Five (05) supervised transits at the conn through waterways listed in Part III (i) (7) (a)-(l), with no more than one transit through any one waterway;
- ii. All supervised maneuvers for this Part shall be completed on vessels of 25,000 gross tons or greater while holding a nmt 25,000 gross tons Deputy Marine Pilot endorsement; no more than 40 percent of the dockings and undockings may be performed under the supervision of the same training pilot;
- (2) Qualifications for a nmt 90,000 gross tons endorsement:
- i. At the nmt 65,000 GT license endorsement level complete at least 60 days of vessel movements on board vessels requiring a state licensed marine pilot and hold a Deputy Marine Pilot license for at least one (01) year. Additionally complete the following supervised movements:
 - (A) Three (03) supervised dockings;
 - (B) Three (03) supervised undockings;
 - (C) And at least three (03) supervised transits at the conn through waterways listed in Part III(i)(7)(a)-(l), with no more than one transit through any one waterway and a minimum of one transit under ice conditions and one southbound transit of Snow Passage.
 - ii. All assessed movements for this Part shall be completed on vessels of 25,000 GT or greater while holding a nmt 65,000 gross tons Deputy Marine Pilot endorsement; no more than 40 percent of the dockings and undockings may be performed under the supervision of the same training pilot;
- (3) Qualifications for a Marine Pilot License, (unlimited) endorsement: An applicant for a Deputy Marine Pilot license upgrade to Marine Pilot License shall comply with the following:
- i. At the nmt 90,000 GT license endorsement level, complete at least 60 days of vessel movements on board vessels requiring a state licensed marine pilot and hold a Deputy Marine Pilot license for at least three (03) years. Additionally, complete the following assessed movements:
 - (A) Three (03) dockings;
 - (B) Three (03) undockings;
 - (C) One (01) southbound transit of Snow Passage;
 - (D) One (01) transit of Tracy Arm Bar;
 - (E) One (01) additional transit at the conn through a waterway listed in Part III(j)(7)(i)-(xii).
 - ii. All assessed maneuvers for Part VII(a)(3)(i)(A)-(E) shall be completed on vessels of 60,000 GT or greater while holding a nmt 90,000 GT Deputy Marine Pilot endorsement; no more than two (02) of the dockings and undockings may be performed under the supervision of the same training pilot;

- iii. An applicant for a Marine Pilot License shall have no geographical exclusions within Region One, except as provided for in 12 AAC 56.029.
- iv. Each Deputy Marine Pilot shall complete a manned ship model course or a simulator course approved by the Board of Marine Pilots within three (03) years of application for a Marine Pilot License.

(4) The Association will provide assistance to the Deputy Marine Pilot as follows:

- i. The cooperation of the Association in allowing the Deputy Marine Pilot to perform supervised dockings and undockings as required.
- ii. The supervision and periodic review of the Deputy Marine Pilot's progress and evaluations on forms approved under Part III, (j)(2).
- iii. The cooperation in dispatch, where possible, to assist the Deputy Marine Pilot in accomplishing the training requirements while engaged in the business of piloting.

(5) Each Deputy Marine Pilot is encouraged to complete additional professional training and/or education, including satisfactory proficiency on the Association's ship simulator, to stay abreast of changes in technology, procedures, and other skills relating to the profession of Marine Piloting. Copies of certificates of successful completion of training and/or education should be provided to the Association office by the Deputy Marine Pilot.

(6) Deputy Marine Pilots are encouraged to seek, and shall be responsible for requesting, additional training in any area (type of ship or port/waterway) for which they perceive themselves to be deficient or not fully prepared.

(b) Deputy Marine Pilot Continuing Education Requirements.

- (1) Deputy Marine Pilots shall comply with the continuing education requirements for Marine Pilots established in Part VIII.
- (2) Familiarization trips are required for biennial license renewal if the Deputy Marine Pilot has not engaged in piloting vessels in the Southeast Region during at least 120 days in the licensing period immediately preceding the licensing period for which renewal is sought. The requirements Deputy Marine Pilot familiarization trips are contained in section VIII (d) (1)-(2).

PART VIII - Marine Pilot Continuing Education and Training Requirements

(a) Marine Pilot Continuing Education Requirements.

- (1) The purpose of continuing education is to maintain competency and update professional knowledge and skills to keep pace with changes in operating practices, technology, policy, rules and regulations and to promote pilot proficiency. For the purposes of this part, pilot proficiency includes recognized activities in the practice of professional piloting and is represented by a distinct procedure, technique, or applied skill-set used in the safe navigation and handling of vessels, including safe workplace practices, awareness and deep understanding of the maritime domain, and the protection of life, property and the marine environment while engaged in the provision of pilot services. Options for addressing

continuing education needs can be as varied as the needs themselves and no one approach provides the full range of professional development. Some options are suited for individual instruction (e.g. computer based training), while others may be better suited for field work (e.g. observer trips) or through specialized maritime training facilities (e.g. marine simulation) or some combination thereof. A competent program of continuing education must address the various needs and approaches to satisfy those needs.

- (2) The SEAPA Marine Pilot continuing education program is developed to facilitate maximum tailoring of continuing education to individual pilot needs, aimed at effective and efficient maintenance of professional competence while ensuring credibility and integrity of the Association Training Program. The minimum level of continuing education is based on the requirements of 12 AAC 56.083 incorporating the concepts of recency, accountability for information and individual pilot need. Each marine pilot applying for license renewal for a license period that begins on or after January 1, 2009, shall document that the pilot has satisfactorily completed three (03) continuing education credits as follows:
- i. Each pilot shall satisfactorily complete a Board of Marine Pilots approved simulator or manned model course at a Board of Marine Pilots approved facility within one of the three biennial license periods immediately preceding the license period for which renewal is sought.
 - ii. Each pilot shall satisfactorily complete additional courses of continuing education that promote pilot proficiency and meet the following standards:
 - (A) Courses must be conducted at an accredited college, maritime academy, U.S. Coast Guard approved training facility, or conducted by an expert in their specific field.
 - (B) Courses must be documented by a completion certificate and published course description or outline.
 - (C) All simulator shiphandling courses must also be conducted at a Class-A Full Mission bridge simulator as defined by the DNV standards for certification.
 - (D) Continuing education course credits shall be accrued on the basis of one credit for each course completion certificate with the following exceptions:
 1. A manned model course completed under Part VIII (a)(2)(A) will count for two (2) continuing education requirements.
 2. An Alaska State Marine Pilot Training and Assessment Course at STAR Center, Dania Beach, FL will count for three (3) continuing education credits for the 2011-2012 license renewal if the course has been used for continuing education credit within one of the three biennial license periods immediately preceding the license period for which renewal is sought.
 3. Association-approved continuing education course will remain valid for biennial license renewal if completed within three biennial license periods immediately preceding the license period for which renewal is sought, regardless if the course is subsequently removed from the approved course list by the Training Committee.

(E) Courses must be completed within the three biennial license periods immediately preceding the license period for which renewal is sought. Course selection shall be limited to the following general subject matter categories intended to promote pilot proficiency:

1. Advanced/Pilot Shiphandling, including:
 - I. Shiphandling for Pilots,
 - II. Emergency Shiphandling,
 - III. Shiphandling Operations with Tugs, Pilot boats and Line Boats, and
 - IV. Shiphandling in Ice.
2. Advanced/Pilot Navigation, including:
 - I. Piloting Techniques,
 - II. Coastal and Restricted Waters Navigation, and
 - III. Electronic Navigation Systems and Technology, including INS, IBS, ECDIS, ECS, ARPA and PPNS/PPU
3. Operational Decision-Making, including:
 - I. Decision-making under Stress,
 - II. Effects of Fatigue, Medications, Illness, Health Practices and the Environment on Decision-Making, and
 - III. Crisis Management Decision-Making
4. Communications, including:
 - I. Bridge Resource Management,
 - II. Awareness of Cultural and Language Differences in Communications, and
 - III. Media Communications.
5. Rules, Laws and Regulations Affecting Pilots, including:
 - I. Maritime law for Pilots,
 - II. Environmental laws and Regulations for Pilots,
 - III. Marine Mammal Protection Act and Endangered Species Act,
 - IV. Rules of the Nautical Road/COLREGS
 - V. Safety laws and Regulations for Pilots, and
 - VI. Maritime Security and Maritime Domain Awareness.
6. Pilot Training including:
 - I. Train the Assessor
 - II. Train the Trainer
 - III. Development of training courses approved by the Training Committee, and
 - IV. Instructor of a course approved by the Training Committee.
7. Local Knowledge, including:
 - I. Local Environmental Factors (weather, tides, currents), and

II. Route-specific Knowledge and Experience, including Waterway Observer Trips. Waterway observer trips may only be used to satisfy one continuing education course requirement within three biennial licensing periods. Waterway observer trips are authorized for:

- a. Wrangell Narrows – one routine trip; in accordance with Part III(i)(6),
- b. Peril Strait, Neva Strait and Olga Strait from Povorotni island to Dog Point – one round trip; in accordance with Part III (i) (6), and
- c. West Coast of Prince of Wales, including Warren Channel, Bocas de Finas Channel, San Christoval Channel, San Alberto Bay, Ulloa Channel, Tlevak Narrows and Tlevak Strait from Warren Island to Shoe island – one trip; in accordance with part III (i) (6).

(F) Each Marine Pilot shall be responsible for arranging, funding, completing and providing satisfactory documentation of his/her own continuing education accomplishment to satisfy the above requirement.

(b) Marine Pilot Training Requirements.

(1)Familiarization trips are required for biennial license renewal under 12 AAC 56.080(a)(4) if the Marine Pilot has not engaged in piloting vessels in the Southeast Region during at least 120 days in the licensing period immediately preceding the licensing period for which renewal is sought.

(2)Familiarization trips required by 12 AAC 56.082(a)(1) shall be completed on vessels of not less than 1,000 gross tons or tug and tows exceeding 1,000 combined gross tons that are not subject to AS 08.62.

(3)Familiarization trips required by 12 AAC 56.082(a)(2) shall be completed on vessels of 1,000 gross tons or more, with one round trip or two one-way trips in each of the following waterways:

- i. Snow Passage
- ii. Decision Passage;
- iii. North Inian Passage;
- iv. Sitka Eastern Channel;
- v. Gastineau Channel;
- vi. Tracy Arm Bar;
- vii. Glacier Bay.

(c) Each Marine Pilot will be encouraged to complete additional professional training and/or education, including satisfactory proficiency on the Association's ship simulator, to stay abreast of changes in technology, procedures, and other skills relating to the profession of Marine Piloting. Copies of certificates of the successful completion of training and/or education should be provided to the Training Committee Chair by the Marine Pilot.

PART IX – Training Pilots

- (a) A Training Pilot is a licensed Marine Pilot who has qualified for and sought a Training Pilot Endorsement under 12 AAC 56.016 and AS 08.62.097(b). 12 AAC 56.016 establishes the requirements for Training Pilots. Training Pilots must:
- (1) Have First Class pilotage without tonnage or area restrictions for the waters in which the Training Endorsement is sought, and
 - (2) Must meet the 120 day dispatch requirement for the previous licensing period (the familiarization trips required to renew a license do not qualify), and
 - (3) For initial endorsement as a Training Pilot, have at least three (03) consecutive years experience as a Marine Pilot in Region One and have completed the SEAPA Training Course for Training Pilots.
- (b) The Association will submit a letter to the Board of Marine Pilots listing all qualified Training Pilots; unless a pilot has notified the Association in writing that he or she does not intend to participate as a Training Pilot.
- (c) The responsibilities of a Training Pilot include:
- (1) Familiarization with and acceptance of the provisions within the SEAPA Training Program. Specific areas of attention are ensuring proper Trainee authorization for each training opportunity and Trainee accountability to the requirements of Trainee professionalism, preparation, conduct, availability and performance of training.
 - (2) A key element of the success of the Training Program and the success of each individual Trainee in becoming a good Pilot is the degree to which Training Pilots impart their local knowledge and experiences to Trainees. The rapport established between a Pilot and a Trainee is an individual issue and as such the degree of information exchange will always be subject to the individual discretion of each Pilot. It cannot be understated, the importance of educating a Trainee on the transferable skills and behaviors necessary to become a good Pilot. For a Trainee to become a good Pilot, he or she must have more than an academic background in local knowledge, legislation and regulations, vessel performance (with emphasis on specific features of the Southeast Alaska operating environment, including emergency procedures), and management of the human factor in Piloting. The Training Pilot is a primary source of this information. This is not to misconstrue where the initiative and emphasis must lie in obtaining that information - that initiative and emphasis will always rest with the Trainee.
 - (3) Review Trainee preparations and suitability for the training opportunity. Training Pilots should ensure a Trainee has presented himself properly authorized and prepared for the training opportunity. Of specific note is to ensure that a Trainee is present on the bridge for training in ample time, has verified that actual conditions are consistent with the plans and expectations, and adjusted their thinking accordingly. Guidelines for Observer Trips and Supervised movements are provided later in Part IV.
 - (4) It is in the best interests of the Trainee and SEAPA, that the Training Pilot take the time to ensure quality entries are made as appropriate, particularly with respect to the TERs and

TARs. Training Pilots are responsible for appropriate review and entries into the various Trainee records, including:

- i. Federal Pilotage Observer Trip verification forms,
- ii. State Pilotage Observer Trip verification forms,

- (d)** Training Pilots have no obligation, to share living accommodations or expenses with a Trainee.
- (e)** Per 12 AAC 56.016(b), a Training Pilot is not required to accept a Trainee. A Training Pilot is required to notify the Training Chair of non-acceptance of a Trainee. The Training Chair will make additional notifications of Trainee non-acceptance as appropriate. Qualifying reasons for non-acceptance of a Trainee include (but are not limited to) the following types of concerns:
- (1) Unauthorized presence of a Trainee. If the Training Pilot determines that the Trainee is presenting himself for training without proper authorization, the Training Pilot may choose to not accept the Trainee.
 - (2) Trainee not in a suitable condition for training. If the Training Pilot reasonably suspects a Trainee is impaired for any reason, or that the Trainee does not present him/herself for training in a professional manner, and/or the Trainee is not properly rested and therefore not properly prepared for the training opportunity, the Training Pilot may decline acceptance of the Trainee.
 - (3) Lack of preparation for a training opportunity. If the Trainee presents himself for the training opportunity with a substantive lack of preparation for the training opportunity, the Training Pilot may decline acceptance of the Trainee.
- (f)** Non-acceptance of a Trainee should not be confused with denying a Trainee the opportunity for supervised work based on the training conditions and environment that exist at the moment of training. It is always the Training Pilot's judgment call as to whether an evolution can be safely and productively accomplished via a Trainee. Factors include the progression in training performance and status of a Trainee in their training plan combined with the onsite navigational, maneuvering and environmental challenges of the specific situation. Denying a Trainee a specific training opportunity due to on-site conditions and through no fault of the Trainee is not considered "non-acceptance" of a Trainee for the purposes of this part, and accordingly no reporting requirement exists.
- (g)** A Trainee MAY NOT be allowed to assume the Conn under instruction for any purpose, until the Training Chair has notified the State Marine Pilot Coordinator of a Trainee's acceptance to begin supervised training in accordance with Part IV. An otherwise qualified Trainee MAY NOT be allowed to assume the conn without the presence of a Training Pilot on the bridge with the Trainee.
- (h)** Training Pilots are encouraged to submit to the Training Committee written comments regarding a Trainee's skill, performance and advancement levels.

PART X - Misconduct, Violations, Dismissal, and Grievance Procedures

- (a) Misconduct, violations, dismissals, and grievances; including appeals, hearings, and arbitration, shall be governed by the procedures set forth in Article X of the Association's Bylaws. The Association Bylaws and Training Program have been approved by the State of Alaska Board of Marine Pilots. Disputes regarding applications related to selection and processing of Trainees should be addressed to the Board of Marine Pilots in care of the State of Alaska Marine Pilot Coordinator.
- (b) Violations of the Training Program that can result in sanctions imposed by the Training Committee include those set forth in Article X of the Association's Bylaws, and violating any part of this Training Program and failure to comply with a directive of the Training Committee. The Training Committee may impose any sanction it deems appropriate, including, but not limited to those set forth in Article X of the Bylaws.
- (c) Failure of a Trainee or Apprentice to make satisfactory progress as per Part V (f) (for Marine Pilot Trainees), Part VI (b) (for Deputy Marine Pilot Trainees), or Part VII (f) (1) (for Apprentices), shall constitute a violation of the Training Program and will be subject to sanctions as established by the Training Committee.
- (d) The Trainee is responsible for accurately assessing, planning, completing and recording their training requirements and accomplishments; falsification of any records is grounds for immediate dismissal from the Training Program.
- (e) The Association will notify the Board of Marine Pilots within thirty (30) days if any Trainee or Apprentice is dismissed from the Association's Training Program.

PART XI – Definitions

- (a) *“Marine Pilot Trainee”*: A Marine Pilot licensed by the State of Alaska in a pilotage region of Alaska, other than Region One, desiring to be transferred to Region One and who has been accepted into the Association's Training Program.
- (b) *“Deputy Marine Pilot Trainee”*: An individual who has been accepted into the Association's Deputy Marine Training Program and has submitted evidence to the Association that he/she has met the sea time and experience requirements for entry into the Deputy Marine Pilot Training Program.
- (c) *“Deputy Marine Pilot Apprentice Trainee”* (also referred to as “Apprentice”): An individual, who has been accepted into the Association's Deputy Marine Pilot Apprenticeship Program, approved by the Board of Marine Pilots under AS 08.62.093(b) (6) and 12 AAC 56.033.
- (d) *“Applicant”*: An individual who has applied to the Association for acceptance as a Marine Pilot Trainee, Deputy Marine Pilot Trainee or Apprentice but has not begun the Association selection process. See “Trainee Candidate”.
- (e) *“Trainee Candidate”*: An individual who has submitted an application for a training position, who has met the initial minimum eligibility requirements, in the Trainee selection process, who has not yet been either accepted or denied acceptance as a Trainee in the Association Training Program.
- (f) *“Training Activity”*: Training, within Region One, toward the attainment of State and federal pilotage requirements including, but not limited to: pilot observing; supervised movements and maneuvers, as defined in 12 AAC 56.990, including conning, docking and undocking, mooring and unmooring, anchoring and weighing anchor; attainment of federal pilotage not required by the

- State; and, upon completion of federal trip requirements, preparation and completion of federal and State pilotage exams.
- (g) “Incompetent”: The exercise of pilotage duties in a manner which endangers life or property, or the failure to exercise the requisite knowledge and skill expected and required of a Trainee and/or Apprentice.
 - (h) “Trainee”: An individual accepted into the Association Training Program independent of their categorization as a Marine Pilot Trainee, Deputy Marine Pilot Trainee, or a Deputy Marine Pilot Apprentice Trainee. The Federal Pilotage requirements are the same for all three categories of Trainees. It is under the State system that important distinctions are made for the three categories of Trainees. In the Association Training Program, requirements that apply to all three categories of Trainees will be referenced by the use of the term “Trainee”. If a requirement is specific only to a category of Trainee, then the appropriate qualifier (i.e. Marine Pilot Trainee, Deputy Marine Pilot Trainee, or a Deputy Marine Pilot Apprentice Trainee) will be used.
 - (i) “Apprentice”: See the definition for Deputy Marine Pilot Apprentice Trainee.
 - (j) “Supervised movement”: A term applied to all situations in which a Trainee has the Conn under instruction of a Training Pilot for supervised dockings, undockings, moorings, unmoorings, anchorings, underway from anchor, and transits of specific waterways.
 - (k) “Observer Trips”: Embarkation of a Trainee on a vessel for the purpose of learning the characteristics of a waterway or port, the navigation procedures and concerns, conning techniques and standard practices, and the local knowledge issues specific to that waterway or port. Observer Trips do not involve assumption of the Conn under instruction by a Trainee. Observer trips must be signed by the Master or Pilot-of-record.
 - (l) “Training Opportunity”: A training opportunity is the availability of one observer trip, supervised maneuver, or supervised transit; one evolution.
 - (m) “Office”: The SEAPA office managers.
 - (n) “Assessment”: Evaluation of a supervised movement by a Training Pilot. The supervised movement is unassisted by the Training Pilot and is a pass/fail evaluation documented on the form provided in this program.
 - (o) “Ice condition”: A concentration of ice in which the Training Pilot believes the objectives for conning in ice can be met given the conditions encountered.
 - (p) “Transit”: Consistent with the USCG requirements for Federal Pilotage, a one-way traverse of the waterway from one end to the other (but not back again).
 - (q) “Round Trip”: Consistent with the USCG requirements for Federal Pilotage, traveling from one of the geographical boundaries (for the waterway) inbound (or northbound/eastbound) and then back again in the opposite direction outbound (or southbound/westbound) to the geographical boundary.
 - (r) “TER” Training Evaluation Report.
 - (s) “TAR” Trainee Assessment Report.

PART XII – Amendments, Conflicts and Assent

- (a) The Training Committee, in consultation with the Association’s President, may recommend amendments to, or changes of, the Training Program for adoption by the Association’s membership. A majority of the entire membership entitled to shall approve amendments to the Associations’ Training Program.
- (b) Trainees, Apprentice Trainees, Marine Pilots, and Deputy Marine Pilots subject to this Training Program shall agree to adhere to, and be bound by, the Association's Bylaws, Operating Rules, and Training Program as they may be amended.

- (c) Trainees shall receive, and be required to adhere to the terms, conditions, and requirements set forth in the Training Committee Policies Handbook provided separately.

PART XIII – Appendixes To Training Program Volume II

- Appendix (1) “TAR” Training Assessment Report.
Appendix (2) “TER” Training Evaluation Report.
Appendix (3) Policies for Trainees and Observers.
Appendix (4) Southeast Alaska Pilot’s Association Region One Designated Areas.
Appendix (5) Southeast Alaska Pilot’s Association published continuing education course list.

SUBMISSION, REVIEW AND APPROVAL

Approved: Per State of Alaska Board of Marine Pilots Date: April 28, 2010

Adopted: Southeast Alaska Pilot’s Association, Date: April 15, 2010

Amended: Training Committee, Southeast Alaska Pilot’s Association, Date: April 2, 2010

MEMORANDUM

From: _____ (Print Trainee Name)

To: Chair, Southeast Alaska Pilots' Association Training Program

Subj: SOUTHEAST ALASKA PILOTS' ASSOCIATION TRAINING PROGRAM
ACKNOWLEDGEMENT

1. I hereby acknowledge receipt of a copy of the Southeast Alaska Pilots' Association Training Program dated April 28, 2010 and agree to comply with the provisions contained therein.

2. The original of this signed agreement will be maintained by the Training Committee Chair and a copy shall be placed in the individual Trainee's file.

Signed: _____ Date: _____ (Trainee)

Submitted: _____ Date: _____
Chair, Training Committee

Reviewed: _____ Date: _____
President