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 document, along with Volume I, establishes the training program for the Southeast Alaska Pilots Association. It applies to trainees formally accepted into the Association Training program and to general pilot members and pilot members of the Association.

Authority for this program is found in 12 AAC 56.035 and the SEAPA Bylaws.

Trainees and pilots are responsible for knowing the requirements of the Alaska Statute and Administrative Code ("Pilot Regulations"), the contents of the USCG Southeast Alaska Federal Pilotage package, the SEAPA Bylaws and Operating Rules, and a host of other Federal and State laws (for example the Marine Mammal Protection Act and Alaska Environmental regulations). In other words, this document does not purport to be a comprehensive reference for obtaining and continuing pilotage in Southeast Alaska.

Any apparent conflicts between this document and other references should be brought to the attention of the Training Chair. In the event of a conflict, Federal and State regulation, SEAPA Bylaws, and Operating Rules take precedence.

All costs associated with completion of training and continuing education requirements are the sole responsibility of the trainee or pilot.

Part II – Training Program Organization and Overview.

The key parties involved in pilot training are the Training Committee, the Training Committee Chair (“Training Chair”), training pilots and trainees.

The Training Committee is comprised of at least seven Pilot Members appointed by the President. It supports the Training Chair in managing all aspects of the training program, under the direction of the SEAPA President and Board of Directors and shall meet periodically to monitor the progress of all trainees. The Committee decides whether a trainee may advance to the next stage of training and evaluates whether a trainee has completed the training program. The Committee evaluates and approves courses and facilities submitted by pilot members to qualify for credit as continuing education. (see Part IX).

The Association President (the "President") appoints the Training Committee Chair from among the members of the Training Committee to administer the Association's training program. The Training Chair is the point of contact for trainees and the coordinator of training activities, as well as the Association lead on all training issues. He or she has the 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.

Training pilots, discussed in Part X, are the individuals who impart to trainees the knowledge, skills and abilities required in piloting.

Each trainee is responsible for his or her own progression through the training process. This includes understanding and meeting the requirements and expectations of the Training Committee, the Training Chair and training pilots.

PART III – Requirements Applicable to All Trainees

(a) Upon acceptance into the Association training program each trainee will have an orientation session with the Training Chair or their designee(s). The parties will jointly develop a training plan to align expectations between the trainee and the Training Committee, identifying:
- The training category of the trainee (deputy, apprentice, or marine pilot transfer).
- The amount of Federal Pilotage held, and projected dates to complete the routes specified in 12 AAC 56.026(2)(B), and the State marine pilot core exam.
- Projected date to obtain all Southeast Alaska Federal pilotage.

- The projected date to complete the State supervised maneuvers.
- The projected date to take the State Regional Local Knowledge Examination and obtain initial license.
- This training plan will be part of the trainee's file and may be updated as necessary.

Other elements of the orientation will be:

- Pilot ladder safety briefing including equipment and best practices. This briefing must take place before the trainee embarks on any training evolutions that involve pilot ladder use.
- Master Pilot Exchange (MPX) and Master – Pilot relations/responsibilities.
- Introductory review of the training program including this document, the state Pilot Regulations and 18 AAC 75, Oil and Other Hazardous Substances Pollution Control.
- Discussion of expectations with regard to the trainee's preparation for each voyage and passage planning.

(b) Trainees will be enrolled in the SEAPA drug and alcohol testing program prior to embarking on any SEAPA-sponsored training activities.

(c) Training evolutions. Trainees are responsible for planning training activities in accordance with their own schedule and training plan. Where vessels under State pilotage are concerned (cruise and cargo ships), requests for trips must be made through the Training Chair. Requests for observing trips aboard vessels of the Alaska Marine Highway may be made directly to the AMHS Port Captain. Additionally:

1. Trainees are responsible for making their own travel and lodging arrangements, except that trainees may travel on chartered transportation if space is available (check with the SEAPA office).
2. Trainees are responsible for their own expenses incurred in the completion of the training program.
3. Trainees should consult with other trainees and deputy marine pilots when strategizing and submitting for training opportunities.
4. Trainees may not "self-authorize" for a training opportunity, i.e. may not embark on a vessel under State pilotage without prior authorization by the Training Chair or SEAPA administrative staff.
5. Trainees are expected to present themselves professionally and always maintain clean grooming. Trainees shall wear coat, tie and slacks for cruise ships and yachts; button-down shirt and slacks for AMHS vessels; clean, functional clothing for cargo ships.
6. A trainee authorized a trip is expected to complete it. If unable to do so, the trainee shall promptly notify the SEAPA office and Training Chair so that the vessel agent can be notified.
7. Trainees should contact the training pilot(s) assigned to the vessel they desire to train on prior to the voyage.
8. It is the trainee's responsibility to get adequate rest and be fully able to participate in training opportunities, observing applicable Federal rest rules.

(d) Observer Trip Requirements. Observer trips are required for both Federal and State pilotage.

1. Trainees are expected to prepare for observer trips as if they were assuming the conn under instruction.
2. Observer trips for Federal pilotage shall be in accordance with the requirements of the USCG Southeast Alaska Federal pilot licensing requirements.
3. As allowed in 12 AAC 56.068, this training program requires observation trips in addition to those required for Federal pilotage. These trips must be made after the trainee has been formally accepted into the Association training program. Unless otherwise specified, they must be obtained on vessels of at least 1,600 gross tons. Observation trips are required for:
   A. Tracy Arm/Endicott Arm – two round trips in any combination.
   B. Misty Fjords – two round trips.

C. For all ports and waterways in the region, one observer trip before doing supervised maneuvers in that port or waterway.

4. The observation trips required under this part shall be documented on the Training Record (TR).
5. If a trainee finds that he or she is unable to complete the Misty Fjords observing requirement due to lack of tonnage traffic or berthing availability on such vessels, the trainee may request a waiver of the tonnage requirement from the Training Committee. If granted, the observing requirement may be met aboard any vessel equipped with working radar, fathometer, and compass.
6. Complete all requirements of the Observation phase of the cargo training outlined in Part VII (a).

(e) Supervised Movement Training Requirements.

1. Supervised movements at the conn may begin only after:
   A. Completion of the State Core Examination described at 12 AAC 56.070(e).
   B. The trainee holds Federal First Class pilotage without tonnage restriction for the routes listed at 12 AAC 56.026(a)(2)(B), except that this does not apply to marine pilot trainees transferring from another Alaska region.
   C. The trainee has license insurance and provides evidence to the Training Chair.
   D. Deputy and Apprentice only: the trainee has completed the shiphandling class required at Part V(a)(2) of this document.
   E. The trainee has notified the Training Chair in writing that they have met these requirements and provided a copy of all pages of their Merchant Mariner Credential showing pilotage and radar observer endorsements.
   F. The Training Chair has notified the State Marine Pilot Coordinator in writing of acceptance to begin supervised training and provided notification to training pilots.
2. The trainee must have First Class Pilotage without tonnage restriction for any given waterway before they can perform work at the conn on that waterway.
3. A Trainee requesting to assume the conn for a supervised transit or 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 in sufficient time to make security calls consistent with the guidelines of the Southeast Alaska Voluntary Waterway Guide where applicable.
4. Supervised training maneuvers may only be supervised and signed by a training pilot.
5. All maneuvers must be performed on vessels subject to AS 08.62 with two exceptions:
   A. If approved by the Training Committee due to a shortage of vessel training opportunities, not more than three dockings and three undockings at non-cruise ship ports, and three moorings and three unmoorings, may be performed using a simulator in accordance with 12 AAC 56.028(a)(1)(D) and (E). Maneuvers conducted on a simulator must be supervised and evaluated by a SEAPA training pilot as if the maneuver was real, performed in real time from port entry to berth, and performed in a Training Committee-approved simulator modelling Southeast Alaska ports.
   B. Supervised maneuvers on vessels under enrollment of not less than 1,600 gross tons may count for up to 15% of the maneuvers. These evolutions require prior approval of the Training Committee.
6. Of the maneuvers counting towards licensure:
   A. No more than 40 percent may be made under the supervision of the same training pilot.
7. Supervised transits at the conn are required as per 12 AAC 56.028(3), with at least two transits in each waterway in each direction, except that for Favorite Channel the two (2) southbound transits may be replaced by four (4) northbound trips. The waterways are:
   - Saginaw Channel, with one transit from False Pt. Retreat to Favorite Reef
   - Favorite Channel
   - Decision Passage
   - North Inian Passage

- Snow Passage
- Revillagigedo Channel
- Tongass Narrows East Channel
- Disenchantment Bay
- Glacier Bay, including from Young Island to Willoughby Island, Tarr Inlet, and John Hopkins Inlet to Jaw Point
- Tracy Arm/Endicott Arm
- Sitka from sea, one transit from The Eckholms to Eastern Anchorage and one transit from Bieli Rocks to Old Sitka Dock.
- Gastineau Channel

8. Due to the difficulty of the routes, the following additional supervised transits at the conn are required:
   A. Snow Passage, on vessels over 40,000 GT:
      i. Two north bound transits from Key Reef to Point Colpoys.
      ii. Five south bound transits from Point Colpoys to Key Reef.
   B. Supervised transits performed under ice conditions. The determination of whether conditions for a given maneuver qualify as "ice conditions" for this Part, is made by the training pilot:
      i. Four ice transits in Tracy Arm/Endicott Arm, or Disenchantment Bay, in 2-3 tenths "very open drift" ice conditions per the Observer Guide to Sea Ice from NOAA. May be combined with the bar transits of this paragraph.
      ii. Tracy Arm Bar, on vessels over 40,000 GT:
         a) Two inbound transits from two miles before Harbor Island to mile 12.
         b) Two outbound transits from Mile 12 to west of Harbor Island.
         c) The Training Committee may allow substitutions of Endicott Arm Bar for these Tracy Arm Bar transits, if there is insufficient traffic into Tracy Arm while a given trainee is doing maneuvers. At the discretion of the Training Committee, substitutions may be conditioned upon the trainee doing the Tracy Arm transits on a simulator.
      iii. Yakutat Bay, on vessels over 40,000 GT:
         a) One round trip from Yakutat Bay pilot station to Pt. Latouche.
         b) One round trip in Disenchantment Bay north of Pt. Latouche.
      iv. Glacier Bay: One round trip in Glacier Bay north of Russell Island.
9. The trainee should 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 critical. This is achieved during the pre-maneuver briefing required under 12 AAC 56.026(f).
10. 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.

(f) Training Documentation. It is the trainee's responsibility to ensure that their progress through the training program is being properly documented. Failure to manage their records as detailed below will be considered a violation of the training program.
1. The trainee shall document all supervised movements on the Training Record (TR) form provided in Appendix One. The training pilot shall include on the TR a written evaluation of the trainee's maneuver.
2. The evaluation shall clearly state whether, in the judgment of the training pilot, the maneuver was satisfactory, and whether the maneuver counts towards the trainee's State of Alaska licensing requirements.

3. 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 days of the maneuver.
4. Trainees shall submit all TRs (successful and unsuccessful) to the Training Chair within one month of completion of the maneuver and upload the TR to the trainee's Cloud folder. The Training Committee will review all TRs submitted for completeness and compliance with the training program, track the trainee's progress towards completion, and forward the TRs to the Marine Pilot Coordinator (MPC).
5. Unacceptable TRs will be addressed by the Training Chair as appropriate.

(g) The Pilot Regulations, beginning at 12 AAC 56.028(e), allow a petition to the MPC by a trainee who believes that vessel traffic has been insufficient to meet a specific regional vessel movement requirement. Any trainee considering such a petition should request a review by the Training Committee, in writing, before approaching the MPC.

(h) To become a state licensed deputy marine pilot in Region One, a trainee must hold a valid U.S. Coast Guard license with endorsements for radar observer and first class pilotage without tonnage restrictions for the entire Southeastern Alaska Region. However, with fluctuating marine traffic patterns Federal Pilotage route(s) may be unobtainable from time to time due to lack of observing opportunities. An omission of one or more Region One routes on a trainee's Federal license may be accepted by the Training Committee only upon a showing of good cause by the trainee. Reference 12AAC 56.028(a).

(i) When the trainee believes that they have met all the applicable requirements of the training program, he or she shall request, by letter to the Training Chair, the endorsement of the Association to sit for the regional local knowledge exam. The Training Committee will review the trainee's file, and if they concur the Training Chair will provide a letter to the MPC stating that the trainee has completed the Association's training program.

PART IV - Marine Pilot Trainee Requirements

(a) A marine pilot trainee is a pilot transferring from another pilotage region in Alaska. Therefore, the trainee has previously completed the State Core Examination, and 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 pilot seeking to transfer 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.

(c) A marine pilot trainee shall be authorized to commence supervised training in accordance with this Part, 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 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 (e)(1)(E) prior to commencement of supervised maneuvers.

(d) The regional requirements for a marine pilot trainee are:
1. Eighteen supervised dockings and eighteen 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:
   A. Ketchikan: Six dockings and six undockings at cruise ship berths.
   B. Juneau: Six dockings and six undockings. One of the undockings shall be performed at night.
   C. Skagway: Six dockings and six undockings.
2. Five supervised dockings and five 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 dockings and two undockings may be performed at any one port.

3. Three supervised moorings at buoys and three supervised buoy unmoorings performed in any of the ports listed in the region. No more than two moorings and two unmoorings may be performed at the same location.
4. Four anchorings with at least one in each of the ports listed in 12 AAC 56.028(a)(1)(F).

PART V – Requirements for Deputy Marine Pilot Trainees and Deputy Marine Pilot Apprentice Trainees

The following requirements, in addition to the requirements of Part III, apply to both Deputy and Apprentice Marine Pilot Trainees:

(a) Required courses.
1. Bridge Resource Management for Pilots (16 hours minimum).
2. A bridge simulator course that is region specific or emphasizes a pilot's proficiency, OR a manned model course. Reference 12 AAC 56.028(a)(4).
3. A bridge simulator class using the ports of Southeast Alaska, minimum of 16 hours, intended to provide practice on the most challenging docking and undocking scenarios in the region. The course must be approved by the Training Committee and supervised by a SEAPA training pilot. This is the training called out in 12 AAC 56.028(a)(5), *and this course will also meet the ship handling requirement, item (2) above, if not otherwise met*.
4. The above courses must be taken within three years of applying for a deputy marine pilot license. (To avoid confusion, note that an additional manned model or simulator ship handling class is also required within three years of applying for an unlimited marine pilot license.)
5. An Automated Radar Plotting Aid (ARPA) class if the trainee does not already have this endorsement on their Merchant Mariner Credential (MMC).

(b) Supervised maneuvers.
1. Trainee supervised movements are divided into two phases. The Training Committee will approve a trainee's progression from "coaching" to "assessment".
   A. Coaching Phase. Maneuvers in this phase, to count towards licensure, should be completed with assistance from the training pilot. The supervised maneuvers in this phase comprise the bulk of the training process.
   B. Assessment Phase. Prior to moving to the assessment phase, the trainee shall stand the full watch of one training pilot, for a dispatch of not less than four of the transits designated in 12 AAC 56.028(3). All maneuvers in this phase must be completed without any assistance from the training pilot. The minimum required assessments are:
      i. Two cruise vessel dockings;
      ii. One cruise vessel undocking;
      iii. One round-trip transit on a cruise vessel in ice conditions in Disenchantment Bay, or Tracy Arm, or Endicott Arm; and
      iv. No more than two assessments may be supervised by the same training pilot.
2. Maneuver requirements:

A. Twenty-four dockings and twenty-four undockings performed on vessels subject to AS 08.62 or other vessels of at least 1,600 gross tons as follows:
   i. Ketchikan: eight dockings and eight undockings at cruise ship berths;
   ii. Skagway: eight dockings and eight undockings;
   iii. Juneau Harbor: eight dockings and eight undockings; three of the undockings must be performed at night.

B. Ten dockings and ten 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 dockings and four undockings may be performed at any one port.

C. According to 12 AAC 56.028 (E), at least four moorings and four unmoorings at any mooring in the Southeastern Alaska Region as provided in the regional training program approved by the board under 12 AAC 56.035; not more than three moorings and three unmoorings performed in a board approved simulator or a manned model facility may be substituted for moorings or unmoorings at the physical site; should no active mooring port exist, all mooring maneuvers may be completed in simulation or manned model under the direction of a training pilot.
D. Six anchorings with at least one at each of the following ports: Ketchikan; Juneau, and Sitka Eastern Anchorage.
E. Two weighing anchor at any port(s).
F. *Subpart removed (6/2025)*

(c) Deputy marine pilot trainees must complete all required maneuvers within three years of entry 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). The three year clock begins once the trainee has met the requirements of 12 AAC 56.026 (a)(1)-(3).

(d) Trainees shall log training activity (either supervised maneuver or observing trip) in each and every calendar quarter, and are expected to take full advantage of all training opportunities that are made available by the Training Committee.

(e) See 12 AAC 56.025 for the application requirements for initial licensure.

(f) All maneuvers required for licensing must have been completed within three years of the date of application for licensure.

PART VI – Deputy Marine Pilot Apprenticeship, Additional Requirements

(a) The deputy marine pilot apprenticeship program provides a path to a deputy marine pilot's license for mariners who are otherwise qualified but who do not meet the requirements of AS 08.62.093(b)(1) through (5). The program is a minimum of four years in length.
(b) As noted above, trainees must perform training activity at least quarterly. Leaves of absence will only be granted to apprentices for exceptional circumstances. The maximum leave of absence will be six months and will not count towards the minimum four-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.
(c) *(Subpart remove – 5/2025)*
(d) In addition to the requirements of Part III, the apprentice trainee shall complete the following supervised transits under ice conditions:
    1. One round trip of Disenchantment Bay north of Pt. Latouche,
    2. One round trip in Glacier Bay north of Russell Island.
    3. One round trip in Tracy Arm/Endicott Arm.
(e) *(Subpart removed – 5/2025)*
(f) An apprentice trainee may convert to a deputy marine pilot trainee upon meeting the United States Coast Guard license level and sea time requirements of AS 08.62.093. Such conversion must be requested in writing to the Association and include an estimated timetable for completion of the training program as a deputy trainee.

Part VII – Cargo Vessel Training Requirements

The following requirements apply to all Deputy Marine Pilot Trainees, Deputy Marine Pilot Apprentice Trainees, and Licensed Deputy Marine Pilots.

a) Observation Phase:
    1) Two (2) observations of ship assist maneuvers onboard a ship assist tug inside the region;
    2) Two (2) observations of a cargo ship docking;
    3) Two (2) observations of a cargo ship undocking;
    4) Satisfactorily complete a region-specific tug use in port class approved by the SEAPA Training committee.
b) Coaching Phase:
    1) Two (2) docking maneuvers on cargo ship;
    2) Two (2) undocking maneuvers on cargo ship;
    3) Two (2) cargo vessel transits to anchor including anchoring can be used in place of one (1) cargo vessel docking required in subpart (b)(1);
    4) Two (2) cargo vessel transit from anchor including weighing anchor can be substituted for one (1) cargo vessel undocking required in subpart (b)(2).
c) Assessment Phase:
    All cargo coaching maneuvers must be completed, and Training Committee approval is required to advance to assessments.
    1) Two (2) docking maneuvers on a cargo ship;
    2) Two (2) undocking maneuvers on a cargo ship;
    3) At least one (1) docking in subpart (c)(1) must include an inbound transit of Hawk Inlet cut, from Pt Marsden to Hawk Inlet Entrance Light;

4) At least one (1) undocking in subpart (c)(2) shall include an outbound transit of Hawk Inlet cut, from Hawk Inlet Entrance Light to Pt Marsden.

d) Conditions to begin the cargo vessel training requirements listed in section (2) 'Coaching Phase' of this part:
   1) Trainee must have satisfied all the requirements of Volume II, Part III (e)(1) & (2).
   2) Trainee must have completed all training requirements outlined in subpart (a) 'Observation Phase' above.

e) Training Records of a trainee or deputy marine pilot performing cargo training within the scope of this part will be periodically reviewed by the Training Committee throughout the entirety of cargo vessel training. Should an individual require additional training because of this review, an individual specific training plan will be developed. Completion of this plan will be required prior to returning to cargo training evolutions outlined in subparts (2) or (3) above.

Part VIII – Deputy Marine Pilot License Upgrades

(a) Deputy marine pilot license endorsement upgrade requirements.
   1. For a not more than (nmt) 95,000 gross tons endorsement: At the initial license level complete at least 30 days of vessel movements on vessels requiring a state licensed marine pilot. Additionally, complete the following assessed supervised maneuvers: five dockings, five undockings, and five transits at the conn through waterways listed in Part III (e)(7) with no more than one transit through any one waterway. One docking and one undocking must be on vessels greater than 50,000 gross tons.
   2. For a nmt 110,000 gross tons endorsement: At the nmt 95,000 gross ton license level complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot and hold a deputy marine pilot license for at least one year. Additionally, complete the following assessed supervised maneuvers: three dockings, three undockings, and at least three transits at the conn through waterways listed in Part III(e)(7) 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. One docking and one undocking must be on vessels greater than 95,000 gross tons.
   3. All assessed movements for the above upgrades shall be completed on vessels of 25,000 GT or greater and no more than 40 percent of the dockings and undockings may be performed under the supervision of the same training pilot.

(b) Qualifications for a marine pilot license (12 AAC 56.029 and 12 AAC 56.031):
   1. Hold a deputy marine pilot license for at least three years.
   2. While holding a deputy marine pilot license for nmt 110,000 gross tons,
      A. Complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot, and
      B. Complete the following assessed supervised movements: three dockings, three undockings, one southbound transit of Snow Passage, one transit of Tracy Arm Bar/Endicott Arm Bar, and one additional transit at the conn through a waterway listed in Part III(e)(7). These maneuvers shall be completed on vessels of 60,000 GT or greater. No more than two of the dockings and undockings may be performed under the supervision of the same training pilot; one docking and one undocking must be on vessels greater than 110,000 gross tons.
   3. An applicant for a marine pilot license shall have:
      a. No geographical exclusions within Southeast Alaska;
      b. Satisfactorily completed Part VII – Cargo Vessel Training.
   4. Each deputy marine pilot shall complete a manned ship model course, or a simulator course approved by the Board of Marine Pilots within three years of application for a marine pilot license, per 12 AAC 56.029(5).

(c) 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.
(d) Deputy marine pilots seeking upgrade to marine pilot must meet the piloting sea time (day count) requirements for biennial license renewal without the use of familiarization trips. See 12 AAC 56.029(2).
(e) Deputy marine pilots shall comply with the continuing education requirements for marine pilots described in Part IX.

PART IX - Marine Pilot Continuing Education and Training Requirements

(a) Marine pilots are expected and required to keep abreast of technical, procedural and regulatory changes that affect their practice, and to maintain their skills. Each pilot applying for license renewal shall document that he or she has satisfactorily completed three continuing education credits within the three biennial license periods immediately preceding the license period for which renewal is sought. One of those courses must be a Board of Marine Pilots approved simulator or manned model course (12 AAC 56.083). A manned model course counts for two continuing education credits.
(b) Additional course requirements:
    1. 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.
    2. Must be documented by a completion certificate and course description or outline.
(c) Continuing education course credits shall be accrued on the basis of one credit for each course completion certificate except that a manned model course will count for two credits.
(d) Individual courses will be approved by the Training Committee, and a list of previously approved courses will be maintained on the SEAPA website. The following list of possible subjects is provided for guidance:
    - Shiphandling for Pilots, Emergency Shiphandling, Shiphandling Operations with Tugs, Pilot boats and Line Boats, and Shiphandling in Ice.
    - Advanced/Pilot Navigation, including Piloting Techniques, Coastal and Restricted Waters Navigation, and Electronic Navigation Systems and Technology
    - Operational Decision-Making: Decision-making under Stress, Effects of Fatigue, Medications, Illness, Health Practices and the Environment on Decision-Making, and Crisis Management.
    - Communications: Bridge Resource Management, Awareness of Cultural and Language Differences in Communications, and Media Communications.
    - Rules, Laws and Regulations Affecting Pilots, including: Maritime law for Pilots, Environmental laws and Regulations for Pilots, Marine Mammal Protection Act and Endangered Species Act, Rules of the Nautical Road/COLREGS, Safety laws and Regulations for Pilots, and Maritime Security and Maritime Domain Awareness.
    - Pilot Training including: Train the Assessor, Train the Trainer, Development of training courses approved by the Training Committee, and Instructor of a course approved by the Training Committee.
(e) One continuing education credit for each license renewal will be given for a regional waterway observer trip. Waterway observer trips must be at least one round trip aboard a vessel equipped with working radar, fathometer and compass. These trips shall be documented on the Training Record and signed by the vessel master. Authorized for credit are:
    - Wrangell Narrows
    - Peril Strait, Neva Strait and Olga Strait from Povorotni island to Dog Point
    - 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

(f) Each pilot is responsible for arranging and funding their training activities, and documenting the completion to the Training Committee Chair.
(g) Pilots are encouraged to seek out additional training and education relating to the profession. Any certificates earned should be copied to the Training Chair.

PART X – 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. The Training Chair will submit the letter of recommendation required at 12 AAC 56.016.
(b) The functions of the training pilot are to (1) impart to trainees the knowledge and skills required of the job and (2) evaluate whether the trainee's or deputy marine pilot's performance is satisfactory and counts towards the requirements of licensure.
(c) Training pilots are encouraged to refresh themselves on the provisions of this training program as it applies to the trainees and deputy marine pilots who they are supervising.
(d) It is in the best interests of the trainee and SEAPA, that the training pilot take the time to carefully complete, with comments, the training form presented by the trainee.
(e) Training pilots have no obligation to share living accommodations or expenses with a trainee.
(f) Per 12 AAC 56.016(b), a training pilot is not required to accept a trainee, but is required to notify the MPC of non-acceptance of a trainee. Valid 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 from the Training Chair, 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.
(g) 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 performance and training status of a trainee, 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.
(h) 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 III. 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.
(i) Training pilots are encouraged to submit to the Training Committee written comments regarding a trainee's skill, performance and progress.

PART XI - Misconduct, Violations, and Dismissal Procedures

(a) Trainees are subject to possible dismissal from the SEAPA training program for violating the Conduct Policies for Trainees (Appendix Two), for failing to follow the requirements of this training

manual, for violating any applicable law or regulations, or for failing to make satisfactory progress. The Training Committee is charged with resolving all such matters involving trainees.

(b) If the Training Committee determines that a trainee is not progressing in a satisfactory manner relative to their individual training plan, the Committee will provide the trainee with a written explanation of the deficiencies including specific suggestions on how to improve. The Marine Pilot Coordinator will be copied on this correspondence.

(c) If the Training Committee has reason to believe that a trainee has violated the Conduct Policies, violated any applicable State or Federal Law, falsified records, or failed to adhere to the requirements of the training program, the Committee will as soon as possible notify the trainee of the concern, providing thirty days' notice prior to convening a hearing. The trainee may attend the hearing, and is encouraged to do so.

(d) Possible actions by the Training Committee include dismissal of the charge or complaint, issuing a written warning, and dismissal of the trainee from the training program.

(e) A decision to dismiss a trainee from the training program must be ratified by a majority vote of the Association's pilot membership in accordance with Article VI of the bylaws.

(f) The Association will notify the Board of Marine Pilots within thirty days if any trainee is dismissed from the Association's training program.

(g) Appendix Two describes the process for trainees who believe they have been subject to harassment or illegal discrimination.

PART XII – Amendments, Conflicts and Assent

(a) The Training Committee may make minor and/or clarifying amendments to, or changes of, the Training Program as provided in the Association's Bylaws. Any amendments must pass by a two-thirds majority vote of the Training Committee and shall take effect upon posting notice of the amendments in the Association's office. The Training Chair shall submit all amendments to the membership for review and approval at the next meeting of the membership. The Association will then submit the amended Training Program to the BMP for final approval.

(b) Trainees and pilots subject to this training program shall agree to adhere to, and be bound by, the Association's bylaws, operating rules, and this training manual including appendices.

PART XIII – Appendices

The appendices are available for download on the SEAPA website.

Appendix One, Training Record form.

Appendix Two, Conduct Policies for Trainees and Observers.

MEMORANDUM

From: _____ (Print Trainee Name)

To: Chair, Southeast Alaska Pilots' Association Training Committee

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 xxxxxx 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