

DEPARTMENT: On Board Training Office

Procedure in Online Validation, Assessment and Approval of Sea-Going Service

Instruction:

Before Applying for a Certificate of Validation, Assessment and Approval of Sea-going Service, prepare the following documents and online applications: (Scan copy in Portable Document Format PDF)

- a. Official TOR (6 semester) issued by UC-METC
- b. Notarized Company Sea Service (Certificate of Service)
- c. Cadet On Board Evaluation form
- d. Cadet Agreement (Contract of Employment), Crew list 1/per month minimum of 12 months
- e. SIRB
- f. Passport
- g. 2X2 Picture
- h. Official UCMETC letter to Master (Cadet endorsement of OBT)
- i. Accomplished UCMETC issued Training Record Book, Daily Journal and Workbook
- j. Gmail account with format (yourname@gmail.com)
- k. Google hangout account using gmail.com account on item no. 11

Equipment and online applications

- l. PC/Laptop with camera
 - m. PC/Laptop with camera/Cell phone
 - n. Stable and good internet connection
 - o. UC-METC Type B uniform
1. Send all documents A to K EXCEPT "i" (TRB, journal & Workbook) and online information K and L to obto.sec-metc@uc.edu.ph (Student)
 2. Wait for approval and confirmation. (Student)
 3. If all documents are validate and authenticated, you will received an email/call from the OBT Office and your online assessment review access will be activated;
 4. Take the Assessment review until you build your confidence
 5. When you are ready for Assessment, communicate with OBTO via email/hangout then, do the following:
 - 5.1A Request schedule for online CBA Assessment; (*stu dent*)
 - 5.1B once confirmed, prepares all the necessary equipment requirements;
 - 5.1C On the day of the schedule wait for the call of OBT Office for the instruction

Prepared By:

ON BOARD TRAINING Supervisor