



MARITIME INSTITUTE INC.

Maritime Training Center • Maritime Continuing Education

UPGRADING A LOWER LEVEL LICENSE (OUPV, Master Inland, Mate Near Coastal)

To upgrade your license you must meet the USCG requirements for the level you are requesting. We recommend you submit the following paperwork to the USCG REC for evaluation. The approval letter you will receive will let you know if you will be required to complete any examinations.

Maritime Institute Inc. has an approved **Upgrade Course** in lieu of testing at the USCG. Mariners successfully completing this course will satisfy all examination requirements for upgrade of a merchant mariner credential from **OUPV Near Coastal, or Great Lakes and Inland or Inland Waters to a credential of Master or Mate of not more than 100 gross tons upon Near Coastal, or Great Lakes & Inland, or Inland Waters; OR increase the scope of a credential of Master or Mate of not more than 100 gross tons upon Great Lakes and Inland, or Inland Waters to Master or Mate of not more than 100 gross tons upon Near Coastal Waters.** The Upgrade course is offered as an Online Course with a USCG Approved Proctored exam taken at one of our many class locations. If it has been more than 1 year since you last took a Rules of the Road exam you will be required to take one. MII has the **Rules of the Road course** with an approved exam, either online or classroom, that can be taken in lieu of the exam at the USCG REC.

ONCE YOUR PACKET IS COMPLETE YOU CAN MAIL IT TO YOUR LOCAL USCG REGIONAL EXAM CENTER, TAKE IT IN PERSON OR SCAN IT AND EMAIL IT. We recommend you make a copy of everything you submit to the USCG for your records. If you plan on sending it electronically please go to WWW.USCG.MIL/NMC for complete scanning and email directions.

THE REC WILL ACCEPT A COPY OF YOUR PAPERWORK; KEEP THE ORIGINALS IN A SAFE PLACE IN CASE THEY REQUEST TO SEE THEM.

_____ **PAYMENT:** The Evaluation fee is \$100 and the Issuance Fee is \$45.00. **THEY WILL ACCEPT A CREDIT CARD, CHECK OR MONEY ORDER** if paying by check or money order make it payable to The United States Coast Guard. You are also able to pay these fees with a credit card at www.Pay.gov be sure and make a copy of the payment receipt to include in your paperwork. If you plan on testing at the USCG instead of taking an approved course there will be a \$45.00 testing fee.

_____ **APPLICATION:** The application is available in a fillable format at www.USCG.mil/NMC. If you are doing it by hand use black ink and make it legible. Sign all the applicable spots in Section IV. The oath may be administered by any USCG designated official or a Notary licensed in your state. **If you answered yes to any of the questions in Section III you can complete the USCG Conviction Statement Form (CG-719C) or write (or type) an explanation statement (what, when, how did you clear the issue up) Make sure it is has your full name on it and is dated and signed.**

_____ **TWIC (Transportation Worker Credential):** Enclose a copy of your TWIC.

_____ **Merchant Mariner Credential:** Enclose a copy of your current mariner credential (license).

_____ **Physical Exam:** If you have submitted a physical to the USCG within the past 3 years they may not require a current physical. You will need to contact the local USCG REC to confirm this.

_____ **CHEMICAL TESTING REPORT:** this must be dated *within* 6 months of your application, it is a 5 Panel DOT drug urinalysis and must be completed by a SAMSHA approved lab. (Look under Drug Detection in the phone book) OR if you are in a random drug testing program you can submit a letter from your employer or the manager of the program, it should contain the following information: **“during the previous 185 days, Mr. Doe was subject to an approved random drug testing program as required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.**

_____ **SMALL VESSEL SEA SERVICE WORKSHEET(S) OR SEA TIME LETTER(S):** make sure they are signed and completed. If you are the owner of the vessel you *MUST* attach proof of ownership of the vessel. Time on other people's boats *MUST BE SIGNED BY THE OWNER OR CAPTAIN.*

Southern California Office:

U.S. Coast Guard
Regional Exam Center
501 W. Ocean Blvd, Suite 6200
Long Beach, CA 90802
(562) 495-1480
Hours: Mon. - Fri. 7:00 am- 3:00pm

Northern California Office:

U.S. Coast Guard Regional Exam Center
Oakland Federal Building, North Tower
1301 Clay Street, Room 180 N
Oakland, CA 94612-5200
(510) 637- 1124
Hours: Mon. - Fri. 8 am- 4:00pm