



Maritime &  
Coastguard  
Agency

## APPLICATION FOR A UK CERTIFICATE OF EQUIVALENT COMPETENCY

# CEC

**IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7 and 8 and either [MSN 1867](#) (Merchant Navy) or MSN 1825 (Fishing) as appropriate.**

**Please complete in ENGLISH using BLOCK CAPITALS and black ink. All sections must be completed.**

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to [cec@mcga.gov.uk](mailto:cec@mcga.gov.uk)

### 1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc			Sex Male / Female	
Surname / Family name				
Forename(s) in full				
Date of Birth				
Place of Birth		Country of Birth		
Nationality				
	Full Home Address	Address for return of documents (if different from home address)		
Address				
District				
Town / City				
County/State				
Post Code/Zip				
Country				
Telephone No		Fax:		
Mobile		Email:		

**Please do not write below this line**

Received:	Fee:	SDS No	
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## 2 DETAILS OF CERTIFICATE HELD

### Non-UK STCW Certificate of Competency

Title			
Number			
Date of Revalidation	Day/	Month/	Year/
Country and Town of Issue			

Give details below of capacity and limitations which apply to this certificate

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Give details below of any Tanker/Dangerous Cargo Endorsements including level of certificate and any GMDSS Certificates held. Please provide the relevant documents

<b>OIL</b>
<b>CHEMICAL</b>
<b>LIQUIFIED GAS</b>
<b>GMDSS</b>

Is English your first language? (If yes, please tick ✓ the box)

Do you have any formal English qualifications as listed in the attached notes? (If yes, please tick ✓ the box) \*

\* If you ticked yes, please enclose the relevant original certificate as proof with this application. Further details can be found in section 4 of the guidance notes.

## US Coastguard Certificates of Competency

If you hold either the US Coast Guard 500GT or 3000GT (International Tonnage) Certificates of Competency you will be required to pass one of the MCA oral examinations of competency depending upon the Certificate of Equivalent Competency for which you have applied for (an additional fee will be required). I hold the following Certificate of Competency issued by the US Coast Guard:

500 GT (International Tonnage)  3000 GT (International Tonnage)

and wish to apply for (please tick (✓) appropriate capacity

Merchant Navy	Capacity	Oral Examination Required	(✓)
	Chief Mate <500GT near Coastal	Oral D - from MGN 69	
	Master <3000GT Oceans	Oral B - from MGN 69	
Limited to Yacht Service Only	Mate <500GT near coastal	OOW oral from MSN 1858	
	Mate <500GT Oceans	OOW oral from MSN 1858	
	Mate <3000GT near coastal	OOW oral from MSN 1858	
	Mate <3000GT Oceans	OOW oral from MSN 1858	
	Master <500GT near coastal	Master 500GT oral from MSN 1858	
	Master <500GT Oceans	Master 500GT oral from MSN 1858	
	Master <3000GT near coastal	Master 3000GT oral from MSN 1858	
	Master <3000GT Oceans	Master 3000GT oral from MSN 1858	
	Chief Eng (Limited-Oceans) Motorships. (where limitations of power and tonnage are >2999kW & >2999GT)	Y2 oral from MSN 1859	
	Chief Eng (Limited-Oceans) Motorships. (where limitations of power and tonnage are >8999kW & >2999GT)	Y1 oral from MSN 1859	

Any limitation as to area of operation or capacity on the original Certificate of Competency will be carried forward to the Certificate of Equivalent Competency e.g. a "near coastal" certificate issued by the USCG will have the CEC endorsed "USA near coastal area only".

### 3 CHECKLIST OF ESSENTIAL DOCUMENTS

Please send only the original requested documents.

Please note that failure to supply the requested documents could result in delays to the application.

	Please (✓)	Official use only
Non-UK STCW Certificate of Competency *	<input type="checkbox"/>	<input type="checkbox"/>
Original CEC if already held (proof of English and Passport do not need to be resubmitted)	<input type="checkbox"/>	<input type="checkbox"/>
Passport or Discharge Book	<input type="checkbox"/>	<input type="checkbox"/>
English Certification (in accordance with the attached notes)	<input type="checkbox"/>	<input type="checkbox"/>
Two passport size photographs (see guidance note 5)	<input type="checkbox"/>	<input type="checkbox"/>
Deck Officers only: GMDSS if you require a flag state endorsement (no additional fee)	<input type="checkbox"/>	<input type="checkbox"/>
Fee of £109.00	<input type="checkbox"/>	<input type="checkbox"/>

\* Officers with a "Near Coastal" endorsement will have their Certificate limited to the near coastal area of the administration of which the CoC was issued.

## 4 YOUR SIGNATURE AND DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them. Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

**IMPORTANT – KEEP WITHIN BORDER  
FAILURE TO COMPLY WITH THIS INSTRUCTION  
WILL INVALIDATE THE APPLICATION**

Date .....

For office use only

Print name .....

Completed applications should be sent together with the items listed in Part 3  
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**AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR CEC**

**Please now complete the payment section on the next page.**

## 5 PAYMENT

You must ensure you pay the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)

Payment should be made in pounds sterling (£), by BACs transfer, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker's drafts or cash.

The fee for a CEC application is £109.

### **FOR INDIVIDUALS WHO ARE NOT APPLYING THROUGH A SHIPPING COMPANY OR CREWING AGENCY**

For applications made by an individual and not through a shipping company there is a courier fee for EU or Rest of World return courier. Please choose the appropriate fee link below. There is no charge for a UK courier.

To pay via Gov.UK Pay for delivery to the UK: £109

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-equivalent-competency>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £129

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-equivalent-competency-eu>

To pay via Gov.UK Pay for delivery to the Rest of the World: £139

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-equivalent-competency-row>

If you wish to pay by BACS transfer, please contact us.

### **OR for companies with MCA rolling accounts:**

Please withdraw the appropriate fee from our rolling account:

Reference:

Company Stamp:  
(for rolling account only)

To top up your rolling account via Gov.UK Pay please follow the link below:

<https://www.gov.uk/payments/seafarer-training-courses/cec-application-rolling-account-top-up>

**GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM  
PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM**

Please complete this form in **BLOCK LETTERS** and in black ink. If a section is not relevant to your application enter **NIL**.

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.**

Enclose all documents necessary to establish your eligibility for a Certificate of Equivalent Competency.. An essential document check list is on page 3 to help you.

## **1 PERSONAL DETAILS**

Enter your personal details in the boxes provided. Your name should be given **IN FULL**, and should be given in the same format as appears in your passport or other national identity document.

Your date of birth should be given in the format **DD/MM/YYYY**, e.g. 18 February 1960 would be written 18/02/1960.

You should give your permanent home address, where you are normally resident. You may also provide an alternative address for return of documents or correspondence relating to this application.

## **2 PRIVACY STATEMENT**

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders. The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/Certificate of Equivalent Competency (CEC) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed.

For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website:

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

## **3 DETAILS OF CERTIFICATES HELD**

Please give full details of certificates held. Should you wish to sail in a lower capacity than your Certificate of Competency allows please state clearly the capacity you require.

## **4 CHECKLIST**

Before a United Kingdom Certificate of Equivalent Competency can be issued, you will need to submit certain documentation as specified in this section. Please tick the appropriate box to show that you have included the necessary certificate/document. All the documentation indicated in this section must be submitted.

Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, in colour.

### **ENGLISH LANGUAGE**

The following is acceptable evidence of competency in English:

Satisfying the MCA that English is the candidate's mother tongue (first language).

Holding a STCW Certificate of Competency for which the examinations are conducted in English.

Holding an advanced English Language certificate issued by the British Council or an International Language Testing System (IELTS) Test Report showing an Overall Band of at least 6.

Holding a Berlitz Language School level 2+ certificate endorsed by the company.

Holding a certificate of TOEFL (Test of English as a Foreign Language) as applicable for admission to US Universities.

Passing the Marlins test at an approved Marlins Test Centre (addresses of approved Marlins Test Centres are available from the MCA). In addition to the Marlins Test Result, we require either (a) written confirmation from the owners/managers stating that the applicant has been interviewed and that his standard of spoken English was found to be satisfactory for the capacity in which he is to be employed, or (b), passing the Marlins Test of Spoken English (TOSE) at an approved Marlins test centre.

Passing the MCA English Language test administered by an MCA surveyor.

If you are unable to supply any of the above you may be required to complete the English Oral examination for seafarers. This is an oral MCA English language test, which can be undertaken through the Scottish Qualifications Authority (SQA) administered for the MCA and conducted by arrangement with SQA in any British Council offices in most places world-wide. Please note that you must first make application for a Certificate of Equivalent Competency BEFORE a Notice of Assessment can be issued allowing you to undertake the English and/or UKLAP examinations. Examinations cannot be taken prior to issue of the relevant Notice of Assessment.

### **UKLAP**

Before a Certificate of Equivalent Competency can be issued at the following levels it is necessary to complete the UKLAP examination as indicated below.

#### **Master**

UKLAP Grade 1 test

Please note that Adaptation Periods can only be served on a UK registered vessel under a Master who has a full UK Certificate of Competency or a full UK Certificate of Equivalent Competency. Prior to submitting an application for an Adaptation Period companies should contact the CEC team directly at [cec@mcga.gov.uk](mailto:cec@mcga.gov.uk) to set up an agreement.

## **5 YOUR SIGNATURE AND DECLARATION**

**YOUR SIGNATURE - please sign with your usual signature. Ensure that the whole of your signature is contained within the box on page 4 – this will be affixed to your new Certificate of Equivalent Competency. Please ensure that this is completed, as without your signature here your certificate cannot be issued.**

Please read the declaration. **Only the applicant may sign the declaration, signatures of others on behalf of the applicant cannot be accepted.** Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date.

## **6 PAYMENT**

You must enclose the appropriate fee with your application. Currently the fee for revalidating a CEC is £109. This fee includes worldwide postage. Payment must be made in Pounds Sterling (£).

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