



**REPUBLIC OF  
THE MARSHALL ISLANDS**  
**MARITIME ADMINISTRATOR**

**Marine Notice**

**No. 7-047-2**

**Dec/2021**

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**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS, AGENTS AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: Approval or Recognition of Maritime Training Institutions, Programs, and  
Courses**

**References:** (a) **STCW Convention**, *International Convention on Standards of Training, Certification and Watchkeeping for Seafarers*, 2017 Edition, as amended  
(b) **STCW Code**, *Seafarers Training, Certification, and Watchkeeping Code*, 2017 Edition, as amended  
(c) **RMI Requirements for Seafarer Certification** ([MI-118](#))  
(d) **RMI Marine Notice** [2-011-13](#), *International Safety Management (ISM) Code*

**PURPOSE**

This Notice provides the Republic of the Marshall Islands (RMI) Maritime Administrator's (the "Administrator") requirements and procedures for approving or recognizing maritime training institutions, programs, and courses under the STCW Convention and STCW Code.

This Notice supersedes Rev May/2019 as Section 1.0 has been amended to establish criteria that must be met to become an RMI-approved training provider.

**APPLICABILITY**

This Notice applies to:

**Maritime Training Institutions** seeking approval for programs and courses for:

- qualifying seafarer-candidates for original and renewal certificates of competence (CoCs), special qualification certification (SQC), and certification by endorsement (CoEs); or
- training that is not required for service aboard an RMI-registered vessel when the course is part of an approved, comprehensive training program.

**Non-governmental Agencies or Entities:** seeking authorization from the Administrator to assess and certify training institutions.

**Filing Agents:** accepting and processing seafarer documentation which includes certificates of completion from Maritime Training Institutions.

## REQUIREMENTS

### 1.0 Training Provider Prerequisites

To become an RMI-approved training provider, the institution must meet one of these criteria. They must:

- 1.1 be based and registered in the Republic of the Marshall Islands;
- 1.2 be run by a shipowner or technical manager operating RMI-flagged vessels, or
- 1.3 have a written agreement to provide training to a shipowner or technical manager operating RMI-flagged vessels.

### 2.0 General

- 2.1 All maritime training maintained or accepted by the Administrator must meet the mandatory minimum standards specified in the STCW Convention and Code (Part A).
- 2.2 Without evidence of compliance with the STCW Convention and Code, no training certificate of completion will be approved or recognized unless the entry providing the training:
  - .1 maintains a certified quality standards system under STCW Reg. I/8 and Code Section A-I/8 that is acceptable to the Administrator; or
  - .2 is accredited by a national government reported by the International Maritime Organization (IMO) as giving full and complete effect to the Convention.
- 2.3 Course curricula must meet, at a minimum, the STCW Code requirements and should be equivalent to the “model” courses developed by the IMO. The Administrator will use these models as a guide to approving training courses and programs to ensure that their detailed learning objectives are suitably covered.<sup>1</sup>
- 2.4 A certificate, diploma, or document issued for successful program or course completion must be in a form prescribed by the training institute and acceptable to the Administrator.
- 2.5 The Administrator will issue Letters of Recognition (LOR), rather than an Approval Letter, for training that is not required for service aboard an RMI-flagged vessel when the course is part of an approved, comprehensive training program.
- 2.6 No major changes in an approved curriculum may be made unless that change is approved in writing by the Administrator.

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1. In accordance with STCW Code A-I/2, section 6, the relevant IMO Model Courses may be used as guidance to assist in approval of training courses and programs, but they are **not** a requirement.

- 2.7 All documentation must be submitted in English or have an English translation attached.

### **3.0 New Approvals**

- 3.1 A written request must be made to the Administrator to apply for an approval or recognition of a training institution, program, or course. This should be submitted electronically to: [seafarers@register-iri.com](mailto:seafarers@register-iri.com). At a minimum, the written request must: (1) identify the need for the approved training; and (2) be accompanied by:
- .1 documentation on accreditation by a national government reported by the IMO as giving full and complete effect to the Convention;
  - .2 documentation showing proof of ISO 9001 quality standard system certification, or equivalent, showing compliance to STCW standards;
  - .3 a list of instructors, including the individual's experience, background, and qualifications (each instructor must have completed a training course for instructors based on the relevant IMO Model Course or the equivalent)
  - .4 a curricula list including the following:
    - a. descriptions of and the number of classroom hours required in each subject area
    - b. the number of students enrolled per course with instructor, trainee, and equipment ratio
    - c. a description of the facility and equipment
  - .5 samples of course completion certification to be issued.
- 3.2 On application, the Administrator will undertake a thorough document review to assess the management and delivery of the maritime training programs. The *Training Institution, Program, and Course Evaluation Checklist* ([MI-278](#)) will be used in the review process.
- 3.3 If the document review demonstrates compliance with the Convention requirements, then the Administrator will issue either an Approval Letter or LOR, as appropriate, that is valid for five years. In addition, the Administrator will issue an Approval Certificate to accompany the Approval Letter.
- 3.4 If compliance with the Convention requirements is not demonstrated, the Administrator will inform the applicant in writing including what, if any, additional information is necessary for further consideration.

#### **4.0 Reapprovals and Additional Approvals**

- 4.1 The training institution has primary responsibility for initiating the reapproval process by contacting the Administrator before the Letter of Approval's expiry and its accompanying Certificate or LOR. If the Administrator is not contacted within 30 days of the approval or recognition's expiry, it will be assumed there is no wish to renew.
- 4.2 To apply for a reapproval, additional approvals, or a renewed LOR, the following must be submitted:
  - .1 any government approval certificates for the courses;
  - .2 most recent quality audit results;
  - .3 CVs of any new teaching staff added since the initial approval;
  - .4 if any course material has changed, the new course curriculum and syllabus; and
  - .5 if any course certification, diploma, or document has changed, the new documentation.

#### **5.0 Certification by Authorized Non-Governmental Agencies**

- 5.1 An authorized non-governmental agency or entity may review and certify training institutions on the Administrator's behalf, provided that:
  - .1 it is a member of the International Association of Classifications Societies (IACS);
  - .2 it provides quality systems certification according to ISO 9001 standards;
  - .3 it has submitted an STCW compliance assessment scheme to the Administrator; and
  - .4 the Administrator has verified that the STCW compliance assessment scheme meets the criteria listed in § 5.2.
- 5.2 An STCW compliance assessment scheme must ensure that:
  - .1 the training institution review is conducted so that it meets the applicable Convention requirements and the Administrator requirements and procedures that are specified in this Notice;
  - .2 each training course or program is reviewed to verify compliance with the Convention and Code's mandatory minimum standards;

- .3 for each training institution reviewed, the authorized non-governmental agency or entity submits an Audit Report to the Administrator that:
  - a. identifies the training institution;
  - b. identifies the non-governmental agency or entity auditors and verifies their qualifications;
  - c. identifies the quality system standards or terms of reference (e.g., ISO 9001 or equivalent, STCW, etc.) and the scope of the certification upon which the review was made;
  - d. specifies the Administrator audit requirements which have been met;
  - e. specifies the dates on which the audit was performed;
  - f. specifies the courses reviewed and approved; and
  - g. provides a copy of the certification issued to the training institution which identifies the quality system standard used and the scope of courses approved and the authority (i.e., government under which the certificate has been issued);
- .4 the certification issued to the training institution is valid for not more than five years;
- .5 annual surveillance audits are conducted, and the results made available to the Administrator when requested; and
- .6 the Administrator is notified in cases where major nonconformities are raised, or it becomes necessary to withdraw certification.

5.3 This information will be communicated to the IMO Secretary-General in accordance with Article IV, Regulation I/7, STCW Code Section A-I/7, and Regulation I/10, Paragraph 3 of the Convention.

## **6.0 Training Institution On-Site Visits**

- 6.1 The Administrator may conduct an onsite evaluation of a training institution at any time during the application process and within the five-year approval. On request, the Administrator's representatives must be allowed to:
  - .1 observe a demo station course and verify records;
  - .2 inspect its facilities, equipment, and records, including scholastic records;

- .3 conduct interviews and surveys of students to aid in course evaluation and improvement;
- .4 assign Administrator or representative personnel to observe or participate in the course; and
- .5 supervise or administer the required examination or practical demonstrations.

## **7.0 Filing Agents**

Filing Agents are instructed to advise any maritime training institution that wishes to be recognized by the Administrator for STCW certification to submit an electronic, written request to the Administrator or an authorized non-governmental agency or entity, following the procedures in this Notice.