



STATE OF WASHINGTON

BOARD OF PILOTAGE COMMISSIONERS

2901 Third Avenue, Suite 500 | Seattle, Washington 98121 | (206) 515-3904 | www.pilotage.wa.gov

November 16, 2020

Listed below are the documents that comprise the 2021 Marine Pilot Examination Application Package. The written examination will be administered on April 5, 2021 in Seattle, Washington.

- Application for State of Washington Marine Pilot Examination
- Sea Service Summary
- Written Examination Study Guide
- Examination Fee Schedule
- WAC 363-116 (including WAC 363-116-0751 Qualifications for Pilot Applicants)

If you cannot open any of the documents, or for any reason are not able to access these documents, you may submit a written request to PilotageInfo@wsdot.wa.gov, or by fax to 206-515-3906 to have a complete package mailed to you.



2021 APPLICATION FOR STATE OF WASHINGTON MARINE PILOT EXAMINATION

Please indicate which district you are interested in:

- Grays Harbor District only** **Puget Sound District only** **Either District**

DEMOGRAPHIC INFORMATION

Name _____
 First Middle Last Maiden

Mailing Address _____

Date of Birth _____ U.S. Citizen: Yes No Social Security Number _____
(Required for background check)

Primary contact phone # _____ E-mail _____

Do you allow us to publish your email to other applicants for study group purposes? Yes No

VOLUNTARY INFORMATION

Ethnicity: Select all that apply.

- American Indian or Alaskan Native
- Asian
- Black or African-American
- Hispanic or Latino/a/x
- Native Hawaiian or Other Pacific Islander
- White
- Other – please specify: _____

Gender Identity: Select all that apply.

- Male
- Female
- Other – please specify: _____

Recruitment: How did you hear about the exam?

- Maritime Publication print/online ad
- Maritime Academy / Institute
- Maritime Union / Association—please specify: _____
- Board of Pilot Commissioners' website
- Friend / Word of Mouth/ Current Pilot
- Social Media—please specify: _____
- Women Offshore online ad
- Other - please specify: _____

EMPLOYMENT HISTORY – Most recent six years (Use additional sheets if necessary)

Present Employer _____
Company Name Address

Hire Date _____ Immediate Supervisor _____ Phone number _____

Previous Employer _____
Company Name Address

From _____ to _____
Employment Dates (mo/yr) Immediate Supervisor Phone number Reason for Leaving

Previous Employer _____
Company Name Address

From _____ to _____
Employment Dates (mo/yr) Immediate Supervisor Phone number Reason for Leaving

Previous Employer _____
Company Name Address

From _____ to _____
Employment Dates (mo/yr) Immediate Supervisor Phone number Reason for Leaving

Previous Employer _____
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Previous Employer _____
Company Name Address

From _____ to _____
Employment Dates (mo/yr) Immediate Supervisor Phone number Reason for Leaving

REFERENCE INSTRUCTIONS

Submit (3) three letters of reference from either: your current employer or supervisor, a previous employer or supervisor, professional colleagues, or peers.

ADDITIONAL QUESTIONS

Have you been convicted of any offense involving drugs or the personal consumption of alcohol in the 12 months prior to the date of this application?

No Yes Please detail, including date(s): _____

Have you ever been directly involved in a marine incident resulting in a US Coast Guard investigation?

No Yes Please detail, including date(s). _____

Have you ever had an action taken against your US Coast Guard License?

No Yes Please detail, including date(s). _____

CHECK LIST

- Attach copies of documented sea-service time and experience.**
- Attach a complete copy (all pages) of valid US Coast Guard license.**
- Attach letters of reference, see Reference Instructions.**
- Attach a check or money order for \$400 made payable to Washington State Treasurer.**

SIGNATURE

Willful misrepresentation of such required information by a pilot applicant shall result in disqualification of the applicant.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I further authorize the above-listed employers to release any relevant information requested by the Board as part of this application process. I also give permission to the Board to do a background check as necessary to verify any information stated in this application and attached documents.

Print Name

Sign Name

Date

MAIL COMPLETED APPLICATION, WITH ORIGINAL SIGNATURE AND ALL ATTACHMENTS TO:

Board of Pilotage Commissioners
2901 Third Avenue, Suite 500
Seattle, WA 98121

Application must be postmarked by: **March 1, 2021**

ELECTRONIC OR FAXED SUBMISSIONS WILL NOT BE CONSIDERED VALID



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SEA SERVICE SUMMARY

Total your sea service in days and enter in the specific categories below. It is the policy of the Washington State Board of Pilotage Commissioners (Board) that one day of duty time equates to one day of sea service with no multiples or reductions based upon the type of industry or the watch and schedule a certain officer has to stand. One year of sea service equals 360 days of duty time on the vessel in the required capacity, excluding days off, sick leave, vacation and any other off-duty time. Applicants combining types of sea service listed below shall have a total of at least two years of the various service times, except that one day of service as master on cargo or tank vessels of at least 5,000 GRT or 10,000 GT (ITC) shall be credited as two days of service time for the purpose of calculating such combined service times. Documentary evidence, satisfactory to the Board, must be presented, certifying to the applicant's sea service as master, commanding officer or as a member of a professional pilots association. The documentation submitted shall be an itemization of the amount and nature of sea service signed by the appropriate representative of the pilot applicant's employer(s) or certificates of discharge documenting the sea-time. If the applicant is unable to produce such documentation, the applicant must obtain the Board's written approval specifying alternative documentation of equal reliability that will be acceptable to the Board.

(A) Cargo or tank vessels not less than 5,000 GRT or 10,000 GT (ITC) on Ocean or near coastal waters.

_____ days as master (minimum requirement: 1 year as master)

(B) Cargo or tank vessels not less than 700 GRT or 1,400 GRT (ITC) on Ocean or near coastal waters.

_____ days as master (minimum requirement: 2 years as master)

(C) Cargo or tank vessels not less than 1,600 GRT or 3,000 GT (ITC) on inland waters.

_____ days as master (minimum requirement: 2 years as master)

(D) Passenger or ferry vessels of not less than 1,600 GRT or 3,000 GT (ITC) on Ocean, near coastal or inland waters.

_____ days as master (minimum requirement: 2 years as master)

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(E) Towing vessels of 100 GRT or 300 GT (ITC) or towing barge combination greater than 1600 GRT or 3000 GT (ITC) on Ocean, near coastal or inland waters.

_____ days as master (minimum requirement: 2 years as master)

(F) Ship Assist on vessels of 100 GRT or 300 GT (ITC) on inland waters.

_____ days as master (minimum requirement: 2 years as master OR 4 years as a mate/master with a minimum of one year as master)

(G) Articulated Tug Barge (ATB) minimum of combined 10,000 GRT (ITC).

_____ years of service (minimum requirement: 4 years sailing as a mate/master with a minimum of 1 year as master)

(H) Commanding officer or master of US flag government vessels of not less than 3000 displacement tons.

_____ years of service (minimum requirement: 2 years as master)

(I) Special Purpose vessels of not less than 1600 GRT or 3000 GT (ITC) while holding a minimum license as a master of steam or motor vessels of not more than 1,600 GRT or 3,000 GT (ITC) with documentation per WAC 363-116-0751 (2) (c)

_____ years of service (minimum requirement: 2 years as master)

(J) Active member of an organized professional pilot association or a government employed pilot during which periods the pilot was actively engaged in piloting while holding a minimum license as a master of steam or motor vessels of not more than 1,600 GRT or 3,000 GT (ITC) upon oceans, near coastal waters or inland waters.

_____ years of service (minimum requirement: 2 years as pilot and a minimum of 120 vessel moves)

ATTACH EMPLOYER RECORDS DOCUMENTING THE ABOVE SEA SERVICE

Willful misrepresentation of such required information by a pilot applicant shall result in disqualification of the applicant. I hereby certify under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct.

Print Name

Sign Name

Date



2021 MARINE PILOT EXAMINATION FEE SCHEDULE

On Monday April 5, 2021, the Washington State Board of Pilotage Commissioners (Board) will administer a written examination in Seattle, Washington to eligible applicants for the Grays Harbor and Puget Sound Pilotage Districts. Applicants who meet or exceed the cut score set by the Board on the written examination will qualify to take a simulator evaluation which will be administered beginning the week of April 12, 2021. Applicants who meet or exceed the cut score set by the Board on the written examination and simulator evaluation will be placed on a waiting list to be called into a training program as needed. Successful completion of a training program is required in order to be eligible for the issuance of a state pilot license for the applicable pilotage district. It is necessary to meet or exceed the Board-established cut score on the written examination to qualify to take the simulator evaluation. The number of applicants who qualify to take the simulator evaluation will be determined by the Board after the results of the written examination are available.

A separate fee is assessed for each step of the application, written examination, and simulator evaluation process:

(1) There is a non-refundable application fee of **\$400.00**. A check or money order must be made payable to the **Washington State Treasurer** and included with your application.

(2) The Board has contracted with MARITIME INSTITUTE of TECHNOLOGY and GRADUATE STUDIES/ "MITAGS" to develop the written examination. Upon notification of approval of an application to sit for the written exam, the applicant will reserve his or her place in the examination room by sending a non-refundable payment in the amount of **\$1,200.00** in the form of a cashier's check, made payable to "MITAGS". Mail to: 1729 Alaskan Way S Seattle, WA 98134. It must be received within ten business days after notification by the Board.

(3) The simulator evaluation will be administered after the written examination has been scored. The Board will determine the cut score on the written examination that must be met or exceeded in order to be eligible to take the simulator evaluation. The results of the written examination and the number of applicants who qualify to take the simulator evaluation will be announced on April 7, 2021.

"MITAGS" in Seattle are the contractors to develop and administer the simulator evaluation. All applicants who qualify to take the simulator evaluation must make payment, in the amount of **\$2,000.00** in order to receive the chart and pre-voyage planning materials for the simulator evaluation. This payment must be made in the form of a cashier's check, made payable to "MITAGS". The cashier's checks are to be delivered no later than 1600 hours Pacific Daylight Time on Friday April 9th to a designated person at "MITAGS" who will be identified in the future.



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2021 MARINE PILOT EXAM REFERENCE MATERIAL

ISBN numbers (ISBN = International Standard Book Number) are unique identifying numbers for published references. To ensure that you are using the proper reference material make sure the ISBN number on the source you are using matches the number on this list.

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ELECTRONIC CODE OF FEDERAL REGULATIONS (e-CFR) data current as of November 15, 2018.

(can be obtained digitally from the Board of Pilotage Commissioners website)

33 CFR Part 26 – Vessel Bridge-to-Bridge Radiotelephone Regulations

33 CFR Part 110 - Anchorage Regulations (Section 110.1 General only)

33 CFR Part 117 Subpart A - Drawbridge Operation Regulations (Subpart A General Requirements)

33 CFR Part 160 - Ports and Waterways Safety - General

33 CFR Part 161 - Vessel Traffic Management (Subpart A (except 161.12(c)) and Subpart B)

33 CFR Part 164 - Navigation Safety Regulations

33 CFR Part 165 - Regulated Navigation Areas and Limited Access Areas (Subparts A, B, C, D, E and G)

33 CFR Part 334 - Danger Zone and Restricted Area Regulations (334.1 to 334.6)

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USCG Light List, Volume VI, Pacific Coast and Pacific Islands, 2020

(can be obtained digitally from the Board of Pilotage Commissioners website)

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U.S. Chart No. 1, Symbols, Abbreviations and Terms used on Paper and Electronic Navigational Charts
13th Edition, April 15, 2019

<https://msi.nga.mil/api/publications/download?key=16694005/SFH00000/ChartNo1.pdf&type=view>

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[Publication](#) 1310, Radar Navigation and Maneuvering Board Manual. Bethesda, MD. Prepared by the
National Imagery and Mapping Agency, Seventh Edition 2001.

The reference material from this text that will be used in the examination is: Pages 1-16; 24-38; 47-57;
139-183; 191-192; 237-238; 367-380.

Available for download at:

<https://msi.nga.mil/api/publications/download?key=16694476/SFH00000/Pub1310.pdf&type=view>

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The American Practical Navigator, Bowditch, Nathaniel 2017 Edition;

Chapters 2 and 5 only.

Available for download at:

https://msi.nga.mil/NGAPortal/MSI.portal?nfpb=true&st=&pageLabel=msi_portal_page_62&pubCode=0002

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International Maritime Organization. IMO Resolution A. 960; Recommendations on Training and
Certification and Operational Procedures for Maritime Pilots Other Than Deep-Sea Pilots including
illustration titled "Required Boarding Arrangements for Pilot"

Available for download at: <http://www.impahq.org/admin/resources/a960en-1.pdf>

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Mooring Equipment Guidelines, 3rd Edition, Issued by Oil Companies International Marine Forum;

Published by Witherby Seamanship International; www.witherbyseamanship.com

(can be obtained digitally from the Board of Pilotage Commissioners website)

The reference material from this text that will be used in the examination is: Chapters 1.1, 1.2, 1.2.1, 1.3,
1.4, 1.5, 1.6, 1.7, 1.7.1, 1.7.2, 3.4, 3.4.1, 3.6, 4.1, 4.2, 4.3, 4.4, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7,
4.6, 6.1, 6.1.1, 6.1.2, 6.1.3, 6.1.4, 7.1, 7.1.1, 7.2, 7.2.1, 7.2.2, 7.2.3, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, B.1, B.2,
B.3, B.4, B.5,

ISBN: 978 1 905331 32 1

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Tide Tables 2020: West Coast of North and South America. **(No tidal calculations will be required)**

Publisher: Prostar

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Current Tables 2020: Pacific Coast of North America and Asia. **(No current calculations will be required)**

Publisher: Prostar

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Anchor Practice: A Guide for Industry, House, David J. First Edition January 2002: Witherby

The reference material from this text that will be used in the examination is: Pages 79-86; 88-92; 96104;
111-112; 153-165; 170-174;

ISBN: 185609 212 7

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Behavior and Handling of Ships, Hooyer, H. H., Centreville, MD: Cornell Maritime Press, 1983.

ISBN: 978-0-87033-306-4

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Shiphhandling for the Mariner, MacElrevey, D. H. & MacElrevey, D. E. Centreville, MD: Cornell Maritime
Press, 5th Edition, 2018. ISBN 978-0-87033-558-7

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Shiphhandling with Tugs, Slesinger, Jeff

Publisher: Schiffer Publishing; 2nd edition (October 1, 2008)

ISBN: 978-0-87033-598-3

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USCG Navigation Rules: International-Inland

LNM 10-20/NTM 18-20, June 28th, 2019.

(can be obtained digitally from the Board of Pilotage Commissioners website)

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American Merchant Seaman's Manual, W.B.Hayler and J. M. Keever, 7th Edition; Cornell Maritime Press,
2003

Pages 9-9 through 9-11.

ISBN: 978-0-87033-549-5

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Tug Use in Port, A Practical Guide, Hensen, Henk. London: Nautical Institute, Second Edition, 2003.

ISBN: 1870077393 (can be obtained digitally from the Board of Pilotage Commissioners website)

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The Shiphandler's Guide, Rowe, R. W. London, England: The Nautical Institute, Second Edition, 2000.

ISBN: 978 1 870077 35 0

(can be obtained digitally from the Board of Pilotage Commissioners website)

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BRIDGE PROCEDURES GUIDE, 5th Edition 2016

International Chamber of Shipping

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BRIDGE TEAM MANAGEMENT, The Nautical Institute, Second Edition

“A Practical Guide” by Captain T.J. Swift FNI

ISBN: 978 1 870077 66 8

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