

OREGON BOARD OF MARITIME PILOTS

Columbia-Willamette River Pilot Trainee Application Instructions and Information

Application requirements:

All requirements for applicants are contained in Oregon Administrative Rules 856-015-0023: Applicant Examination & Ranking – Columbia & Willamette River Pilotage Ground. All individuals applying for admission to the evaluation process for licensure as a trainee for the Columbia-Willamette River pilotage ground must submit the following documents:

1. A completed application form.
2. Documentation of at least 730 active working days as captain of towing vessels on the Columbia River and its tributaries, acquired over a minimum of three years.
3. A current valid license as master of inland or near coastal vessels of 500 Registered Gross Tons or more.
4. Documentation of graduation from high school or successful passage of high school equivalency examination.
5. A current, valid First-Class Pilot License from Tansey Point, Oregon to Ryan Point, Washington on the Columbia River, and from Kelley Point, Oregon to the Ross Island Bridge on the Willamette River.
6. A photocopy of the applicant's current and valid federal mariner's license.
7. A photocopy of the "Summary to be Completed by Medical Practitioner" (page 9, depending on which version) of the applicant's most recent U.S. Coast Guard (719K) physical examination report form.
8. A copy of the applicant's most recent U.S. Coast Guard Medical Certificate.
9. One of the following:
 - Employer's documentation that the applicant has been a participant in maritime employer's random drug testing program during the 90 days preceding the date of application; or
 - Results of a test performed within the preceding 30 days for the presence in the applicant of cocaine, opiates, marijuana (THC or its metabolites), amphetamines and PCP (phencyclidine). Testing must be in accordance with the U.S. Coast Guard, Department of Homeland Security guidelines outlined in the Code of Federal Regulations.
10. A report (written statement) prepared by the applicant that identifies the following:
 - Any positive results within the preceding 60 months of any tests for the presence in the applicant of cocaine, opiates, marijuana (THC or its metabolites), amphetamines or PCP (phencyclidine); and
 - Any conviction within the preceding 60 months for any alcohol-related motor vehicle infraction; and
 - A description of any maritime incidents occurring while the applicant was master, operator or otherwise directing the movement of a vessel, that resulted in either a disciplinary proceeding against the applicant's federal license or a civil penalty

proceeding by the U.S. Coast Guard, and the final disposition of any such proceedings.

- A description of any of the following maritime incidents that occurred while the applicant was master, operator or otherwise directing the movement of a vessel, but that did not result or have not yet resulted in a disciplinary proceeding against the applicant's federal license or a civil penalty proceeding by the U.S. Coast Guard:
 - (i) An accidental grounding;
 - (ii) An intentional grounding which creates a hazard to navigation, the environment or to the safety of the vessel;
 - (iii) An unintended collision or allision with any object;
 - (iv) Loss of life related to the operation of the vessel;
 - (v) Serious physical injury related to the operation of the vessel; or
 - (vi) Any occurrence resulting in damage to the vessel or other property which may reasonably be expected to be in excess of \$75,000, excluding the cost of salvage, cleaning, gas-freeing, drydocking or demurrage.
- ❖ If none of these items are true, a statement of confirmation is required.

Only applicants who provide all the required documentation and meet all the qualifications listed are eligible to continue in the trainee license application process.

OAR 856-015-0023 provides grounds for disqualification and denial of application for not meeting these minimum qualifications.

OAR 856-015-0005 provides grounds for disqualifying applicants and denying applications for positive drug test results or failure to provide a truthful report.

Application and evaluation process:

1. Submission of the required application and documents (above)
2. First Examination – Navigation Simulation. An applicant who has submitted a complete and qualifying initial application must take the Navigation Simulation examination. This examination consists of a physical navigation simulation exercise.
 - a. An applicant must pass the Navigation Simulation examination, administered by a nationally recognized, independent, marine education and training facility designated by the Board. Applicant participation in all further evaluation processes is predicated on passing the Navigation Simulation examination.
 - b. This examination is scored by the marine education and training facility. Before administering the exam, the marine education and training facility must provide the Board with the scoring system it will use, and the Board must determine how it will convert that system into points to be awarded to each applicant who has passed the examination. Each applicant examined shall be assigned from 0 to 58 points reflecting their navigation simulation examination score.
3. Second Examination – Fundamentals of State Pilotage. An applicant who has passed the Navigation Simulation examination must take the Fundamentals of State Pilotage – Columbia and Willamette Rivers, administered by the Board.
 - a. The Fundamentals of State Pilotage Examination – Columbia and Willamette Rivers, is an oral examination, administered by the Board every two years, commencing on a date between October 1 and December 31 as determined by

Board staff. The examination may take place over the course of one or more days, depending upon the number of examinees.

- b. Each applicant examined shall be assigned an oral examination score from 0 to 58 points based upon the following guidelines: knowledge of the fundamentals of state piloting; knowledge of trade and commerce on the Columbia River; poise and confidence; and other factors as may be deemed relevant by the Board.
4. All applicants who complete the Fundamentals of State Pilotage – Columbia and Willamette River oral examination shall be placed on the Board's Roll of Candidates for the Columbia and Willamette River pilotage ground.
 - a. Candidates shall be ranked in order from the highest scoring candidates to the lowest scoring candidates, based on the results of the examination, plus any additional points earned.
 - b. Subject to Board approval, the rankings on every Roll of Candidates shall be recalculated three times, at approximately six-month intervals from the date the initial candidate rankings are approved by the Board. The rankings shall be recalculated to account for any new, optional points candidates may acquire.

A Roll of Candidates expires after approximately two years, as soon as the Board approves applicant rankings for a subsequent Roll of Candidates.

Optional Points:

Documentation for optional, additional points may be submitted at any time up to 18 months after the Board establishes the Roll of Candidates for which the applicant has most recently tested. An applicant may add up to 58 points to the applicant's oral examination score as follows:

Education

Maximum total points under this section are 20.

1. Four-year degree from an accredited Maritime Academy: 15 points.
2. Two years (90 semester credit hours) of course work, a two-year degree, or a four-year degree, from an accredited college or university program: 5 points.

An applicant who receives points for a four-year Maritime Academy degree is not eligible for points under this paragraph.
3. Master's degree or PhD in a maritime or business curriculum: 5 points

Experience and Certification

Maximum total points under this section are 35. An applicant must submit to the Board a copy of any licensure, endorsement, or certification claimed, and documentation of any experience claimed, to be awarded points.

1. Federal pilotage endorsement on the Columbia River from Ryan Point, Washington to Pasco, Washington: 15 points.
2. Federal pilotage endorsement on the Columbia River from Pasco, Washington to Hanford, Washington: 1 point.
3. 1,460 or more active working days as master of towing vessels on the Columbia River and tributaries obtained over a minimum of 6 years: 10 points.

4. 2,190 or more active working days as master of towing vessels on the Columbia River and tributaries obtained over a minimum of 9 years: 3 points.
5. Certified training in each of the following categories: Automatic Radar Plotting Aids, Bridge Resource Management, Emergency Medical Training, Hazardous Materials, Marine Firefighting, Oil Spill Control: 1 point each.

References

Each applicant may submit three maritime industry references that have knowledge of the applicant's professional skills and abilities to be a state licensed pilot. The references must have personal knowledge of such skills and abilities within the last six years; 3 point maximum if one of the references includes the most recent supervisor; 2 point maximum otherwise.

Please send your completed application form and documentation to:

Oregon Board of Maritime Pilots
800 NE Oregon Street # 507
Portland, OR 97232

OR

by email to Administrator, Kim Oster, at kim.oster@obmp.oregon.gov

800 NE Oregon Street # 507
Portland, Oregon 97232
Telephone: 971-673-1530

PERSONAL INFORMATION

Name _____

Full Address _____

Telephone _____

Email _____

Employment history in the past ten years: *(Start with most recent employer, or in the alternative, you may attach a resume.)*

Company	Position	Length of Employment
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APPLICANT'S AGREEMENT AND CERTIFICATION

I understand that information which comes into the possession of the Oregon Board of Maritime Pilots may be subject to disclosure under Oregon's public records law (ORS Chapter 192). I understand that I will be advised of any public requests for this information and may request that personal information contained in this application be kept confidential and exempted from public records disclosure in accordance with ORS 192.355(2).

I understand that nothing contained in this application or in the granting of an oral examination constitutes a promise or guarantee of acceptance as a river pilot trainee.

I understand that this application will be kept on file for five (5) years from the date completed, after which time I may have to resubmit an updated application.

Signature _____

Date _____

AFFIRMATIVE ACTION - NONDISCRIMINATION

*Your answers are strictly voluntary and will help in carrying out a statewide affirmative action program.
Your answers will not be used in considering the merits of your application.*

African American

Hispanic

Male

Asian

Native American

Female

Caucasian

Other



OREGON BOARD OF MARITIME PILOTS

Employer's Reference Pilot Applicant

Send completed reference to: Oregon Board of Maritime Pilots, 800 N.E. Oregon St. #507,
Portland OR 97232

COMPETENCY & FITNESS VERIFICATION FOR PILOT TRAINEE LICENSURE

Date: _____

Applicant Name: _____

Reference Name: _____

Business/Employer: _____

Contact Info: _____

Providing this reference is optional, but the Board will keep your individual responses confidential if you request confidentiality. Check the box on this form if you wish for your individual responses to be confidential.

I am the applicant's current supervisor

I request confidentiality for my responses below

1. Describe your business or place of employment and the nature of the professional relationship you had with the applicant.

2. During what time period did you work with the applicant?

Start MM/YYYY: _____ End MM/YYYY: _____

3. Please rate the applicant based on your knowledge on the following:

	Needs Improvement	Meets	Exceeds	Not Observed
Shiphandling skills				
Decision Making and Response During an Emergency				
Professional judgment				
Ability to Lead a Bridge Team				
Communication with others				
Ability to make good risk assessments				
Potential to serve as a state-licensed maritime pilot				
Effectiveness in a leadership position				
Ability to serve in a position of trust based on applicant's professional skills				
Ability to learn from mistakes, apply lessons learned to increase safety and improve as a mariner				

To the best of your knowledge:	Yes* *Please add a narrative	No
Was the applicant ever disciplined professionally, including performance or personnel warnings?		
Was the applicant ever placed on probation?		
Was the applicant responsible for a marine casualty?		

Print Name _____

Signature _____

Date _____