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# Policy Letter 1-01 Pilotage Commission Continuing Education

April 10, 2001

From: Administrator

To: Maine Pilotage Commission

1. Purpose: This Declaration of Standards is provided in an effort to offer guidance to pilots licensed by the Commission, as they develop individual plans to meet the Continuing Education requirement necessary for license renewal as established by Commission rules.

2. Discussion:

CE Units

One CE unit is equal to one hour towards the minimum requirement for Continuing Education.

Acceptable Courses

Those courses, which are relevant to maritime safety and are not required to meet other license renewal criteria. Examples of courses include, but are not limited to, Bridge Team Management, Personal Safety and Social Responsibility, High Speed Ferry Bridge Team Operations, Survival Techniques and Survival Craft, Management of Environmental Hazards, etc., as well as time spent in simulators and on manned models. The Commission encourages courses that are preventative in nature.

3. Policy:

a. Type "A" CE Units.

Institutional courses. Those classes which are taught by, or through, an established educational institution will be granted CE units equal to the number of course hours as published in the institution's course catalog, or equivalent publication, for that course.

Those classes which do not have a specified hour listing will be rated based on actual classroom and/or laboratory time, as established in writing, from the instructor of the course, or administrator of the program.

b. Type "B" CE Units.

Seminars, Conferences, and Forums. Attendance and/or participation in seminars, conferences, and forums will be recognized for continuing education credit at one hour for every four hours of time actually spent engaged in the seminar, conference, or forum.

No more than 50% of the minimum continuing education requirement may be made up from Type B CE Units.

4. Equivalencies: The Commission will consider other proposals for meeting continuing education requirements. However, to avoid misunderstanding, it is highly recommended that individuals proposing an alternative CE program obtain approval from the Commission prior to beginning the curriculum.

Maine Pilotage Commission  
Administrator