CHAPTER 2 - APPLICATIONS FOR EXAMINATION

PART I - ELIGIBILITY, APPLICATION, SPECIAL CASES AND INQUIRIES

Eligibility

- 2.1 (1) In later chapters, examinations are associated with specific certificates. Nevertheless, the gaining of a certificate is essentially a process of accumulating credits by passing specific examinations. The eligibility to attempt a particular examination is described at the beginning of each chapter.
- 2.2 (1) This examination system is modular. It allows a candidate flexibility to attempt an examination when suitably prepared. It produces a more rapid movement to the highest grade that the candidate desires or can achieve.
- 2.3 (1) The following tables summarize the examination credits required at the various levels of certification. To determine eligibility, it must be used in conjunction with the general requirements in the later chapters.

Nautical Examinations

S U B J	01	0	2	0	4	0	5	0	6	07		0	19			11		12	2		13	3		14	15			16		
E C C E R T I																														
F I C A T E	C o m m.	S I M	I N S T	C h a r	S I M	Oce Na		Na Saf		Met.	1	Sl Manas	nip gemen	t	Arc	Naval hitect tabilit	ure/	Cor & Car	Ł		Mecha Engine			Electricity	G S K			Genera amans		
/	2	1	3	1	2	1	2	1	2	3	0	1	2	3	2	3	4	2	3	1	2	3	4	1	1	0	1	2	3	4
MM			0 2 3		2									0 9 3			1 1 4						1 3 4							1 6 4
CIV					2		0 5 2		0 6 2	0 7 3			0 9 2						1 2 3			1 3 3							1 6 3	
CLV					2				0 6 2	0 7 3			0 9 2						1 2 3		1 3 2								1 6 3	
1MIV		1				0 5 1						0 9 1				1 1 3		1 2 2			1 3 2							1 6 2		
1MLV		1										0 9 1			1 1 2			1 2 2										1 6 2		
WKMS	0 1 2	1		0 4 1		0 5 1		0 6 1																	1 5 1		1 6 1			
WKMR	0 1 2	1		0 4 1				0 6 1																	1 5 1		1 6 1			
CLV 350					2					0 7 3	0 9 0				1 1 0											1 6 0				

Examinations 012, 023, 134 and 141 have no pre-requisites.

Engineer Examinations

Engineer Examinations										
SUBJECT	M A T H	A M P E P C H	T H E R M	D S R K A E W T I C N H G I N G	E L E C	N A A R V C A H L .	E G . E K N	E M . O K T . O R	E S . T K E . A	O R A L S
FIRST-CLASS MOTOR.		X	X		X	X	X	X		X
FIRST-CLASS STEAM		X	X		X	X	X		X	X
SECOND-CLASS MOTOR		X	X	X	X	X	X	X		X
SECOND-CLASS STEAM		X	X	X	X	X	X		X	X
THIRD CLASS MOTOR	X	X	X		X		X	X		X
THIRD CLASS STEAM	X	X	X		X		X		X	X
FOURTH-CLASS MOTOR							X	X		X
FOURTH-CLASS STEAM							X		X	X
CHIEF ENG. MDFV	X	X	X		X		X	X		X
W. K. ENG MDFV							X	X		X
RESTRICTED ENGINEER										X
ELECTRICAL					X		X	OR X	OR X	X
MAINT. SUPER MODU/SURFACE		X	X		X	X	X	X		X
MAINT. SUPER MODU/SELF-ELEVATING	X	X	X	X	X	X	X	X		X

NOTE 1: MDFV means motor-driven fishing vessel.

NOTE 2: MODU means mobile offshore drilling unit.

Fishing Examinations

S U B J C C T E R T I	01	0	2		04		05	0	6	07	09	11	15	5		1	6	
F I C A T E	C o m m.	I N S T.	S I M	(F 7	I A R	S I M	Nav.	Ni Saf	av čety	Met.	Sh Mgt	Stability	GS	K		Gen	. Sea	
11/	2	0	1	0	1	2	0	0	1	3	9	1	7	8	6 .	7	8	9
Class I						2	050		061	073		111		158				169
Class II	011		1		041				061	073	099	111	157				168	
Class III	011	020			041				061	073		111	157			167		
Class IV		020		040					061						166			

MODU Examinations

SUBJECT CERTIFICATE	M O D U M A N A G	R I G C O N S T	E N G K N O	P R A C	M E T E O R O L G	S T A B & B A L	S I M	C O M M U N I C A	C H A R T W O R K	N A V S A F E T Y	G E N R I G K
OIM MODU/SURFACE	X	X	X	X							
BARGE SUP. MODU/SURF.		X		X	X	X	X				
WKM MODU/SURF.				X			X	X	X	X	X
OIM MODU/SELF-ELEVAT	X	X	X	X							
BARGE SUP. MODU/SELF.		X		X	X	X	X				
WKM MODU/SELF-ELEVAT				X			X	X	X	X	X
OIM MODU/INLAND	X	X	X	X							X
BARGE SUP.MODU/INLAND	-	X		X	X	X	X				X
WKM MODU/INLAND				X			X	X	X	X	X

MODU Courses

COURSE	M E D	M E D	M E D	M E D	B O S	D R I L B A S I	D R I L A D V A	B O P	H 2 S A L I V E	S T A B I L I T	S E N I
OIM MODU/SURFACE	X	X	X	X	X		X	X			
OIM MODU SELF-ELEV	X	X	X	X	X		X	X			
OIM MODU INLAND	X	X	X	X	X		X	X			
BARGE SUP.MODU SUR	X	X	X	X	X	X		X			X
BARGE SUP.MODU SEL	X	X	X	X	X	X		X			X
BARGE SUP.MODU INL	X	X	X	X	X	X		X			X
WKM MODU/SURFACE	X	X	X		X				X	X	X
WKM MODU/SELF-ELEV	X	X	X		X				X	X	X
WKM MODU/INLAND	X	X	X		X				X	X	X

BOS: basic offshore survival BOP: blowout prevention H₂S: hydrogen sulphide

- (2) The examinations associated with lower-grade certificates are as important as those associated with higher certificates. No final certificate can be issued until all credits listed in the applicable table have been passed or credited. For credits covering old-style certificates, refer to Appendix F.
- (3) A Canadian certificate may be obtained on the basis of a foreign certificate by applying for direct examination at any Marine Safety office (refer to Part III for details).

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2.4 (1) In certain cases, approved training courses must have been taken before an examination may be attempted, as indicated below:

Examination	Approved Course
SIM 1	Simulated Electronic Navigation Course 1 (SEN 1) (Parts A and B)
SIM 2	Simulated Electronic Navigation Course 2 (SEN 2)
Oral Examinations for Fourth-Class Engineer, Third-Class Engineer, Chief Engineer Motor- Driven Fishing Vessel	Propulsion Plant Simulator (PPS Level 1) (Ship Watchkeeping Practices) Practical Skills for Marine Engineer (PSME) MED A1, B1, B2 and C, Marine 1 ST Aid
Oral Examinations for Third-Class Chief Engineer, Second- Class Engineer, First-Class Engineer	Propulsion Plant Management (PPS Level 2) (Ship Management Practices) Practical Skills for Marine Engineer (PSME) MED A1, B1, B2, C and D, Marine 1 ST Aid
169	Marine Emergency Duties courses C and D
168	Marine Emergency Duties courses A1, B1 and B2
166. 167	Marine Emergency Duties Course A1
161	Marine Emergency Duties courses B1, B2 and C

- (2) A pass in a written examination or successful completion of an approved credit course is valid for 60 months, except where "locked-in" by issue of the certificate of competency for which it was written and except for credits from an approved cadet program, issued upon graduation, which do not expire.
- (3) Holders of deck certificates of competency will have unlimited validity for an examination if that examination was a regulatory requirement for that certificate.
- (4) Examinations passed before the coming into force of the Marine Certification Regulations (July 30, 1997) for an engineering certificate of competency will have unlimited validity.

Application

- 2.5 (1) Completed forms, supporting documents and testimonials must be submitted to an examiner not less than two FULL weeks before the commencement date of the examination. Applications for written examinations received after this time may be disallowed. All documents will be returned to the candidate.
 - (2) It is important that application be made as early as possible to allow time for the verification of discharges and testimonials. The examination is not conducted until this verification is complete.

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- 2.6 (1) With every application for an examination, the candidate must submit:
 - (a) a general application on form EXN-3; and
 - (b) the correct fee (refer to chapter 7).
 - (2) Upon application for examination for a first certificate, the candidate must also submit:
 - (a) a general application on form EXN-3;
 - (b) the original birth or baptismal certificate (refer to subsection 2.12 [2]);
 - (c) proof of Canadian citizenship or permanent resident status;
 - (d) a statement of qualifying service on form EXN- 2;
 - (e) a discharge book or other proof of service claimed on EXN-2;
 - (f) testimonials (refer to section 2.15); and
 - (g) in the case of a first application for examination for a deck certificate where no certificate has been held before, a testimonial signed by a master under whom the applicant has served certifying the applicant's ability to steer (refer to subsection 2.14 [1]).
 - On all subsequent applications for an examination, the candidate must submit, in addition to the requirements in subsection (1):
 - (a) a statement of subsequent qualifying service on form EXN-2 if this service affects the eligibility;
 - (b) a discharge book or other proof of service claimed on EXN-2 (refer to section 2.13);
 - (c) a watchkeeping certificate to cover watchkeeping service claimed on the Testimonial of Sea Service form in Appendix A or on EXN-25 in Appendix J; and
 - (d) a certificate of completion for a SEN 1 or SEN 2 course, if required, as set out in TP 4958 at a school listed in TP 10655.
- 2.7 (1) On application for the final examination for the certificate, a candidate shall submit, in addition to the requirements of subsection 2.6 (1);
 - (a) a medical certificate, including sight and hearing:
 - (b) a valid, applicable first aid certificate (refer to section 2.19);
 - (c) a valid radiotelephone certificate, where required (refer to section 2.20);
 - (d) a certificate of completion for a SEN 1 or SEN 2 course, as required:
 - (e) an applicable MED certificate as set out in TP 4957 from a school listed in TP 10655 (refer to section 2.18);

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- (f) a propulsion plant simulator certificate Level 1 or Level 2, as required; and
- (g) Practical Skills for Marine Engineers (PSME), Training Record Book (TRBE) for Engineering Certificates.

Note: To receive a certificate, all regulatory requirements must be fulfilled.

2.8 Not in use

Special Cases

2.9 An applicant holding an old-style certificate may be granted credits according to the table in Appendix F when converting to the new structure.

Holders of certificates endorsed "radar observer" and "radar simulator" may be accepted in lieu of an EXN-24 for SEN 1 or SEN 2, respectively, for continued proficiency requirements. Certificates not so endorsed will have to satisfy alternative requirements.

2.10 An applicant who holds an approved engineering diploma may be granted exemption from all mathematical subjects for engineering examinations up to the second-class certificate level.

Inquiries

2.11 Requests for information concerning examinations should be directed to the nearest examination centre. Refer to Chapter 9, Appendix D – List of Marine Safety Offices.

PART II - Not in use

2.12	Not in use.
2.13	Not in use.
2.14	Not in use.
2.15	Not in use.
2.16	Not in use.
2.17	Not in use.
2.18	Not in use.
2.19	Not in use.
2.20	Not in use.
2.21	Not in use.
2.22	Not in use.
2.23	Not in use.

PART III - SPECIAL PROVISIONS FOR DIRECT EXAMINATION

Certificates Issued by Foreign Administrations

- 2.24 "Direct examination" is a process whereby Canadian citizens or permanent residents of Canada may be assessed for the purpose of obtaining an equivalent certificate without having previously held a Transport Canada, Marine Safety Branch certificate of competency.
- 2.25 The examiner may, with the approval of Headquarters, permit the lawful holder of the following certificates to be examined directly for a certificate of equivalent or lower grade, class and rank after having satisfied that the requirements of the Marine Certification Regulations are fully met:
 - (a) a certificate issued by a "white-list" country that is accompanied by an STCW 95 endorsement issued by that country, is valid for use at sea, and is without tonnage or geographical area limitations. Certificates of equivalent competency or STCW 95 endorsements are not considered a certificate.
 - (b) a certificate of service issued by Canada;
 - (c) a Canadian Navy Upper Deck Watchkeeping Certificate or an official document from the Department of National Defence awarding a command qualification; or
 - (d) a Canadian Coast Guard (Fleet Systems) Watchkeeping or Command certificate.

Conditions of Acceptance

- 2.26 An applicant must:
 - (a) hold one of the certificates listed in 2.25;
 - (b) be a Canadian citizen or a permanent resident of Canada, as defined by the *Immigration Act*; and
 - (c) have qualifying sea and watchkeeping service or their equivalent not less than that required for the certificate for which application is being made.
- 2.27 If the applicant meets the conditions as listed in 2.26, he/she may choose to be examined at any certificate level up to the level at which acceptance was initially granted. Irrespective of the examinations taken or certificates obtained, the applicant retains the right to be examined at any level up to the level of initial acceptance.

Assessment Process

2.28 The onus is on the applicant to provide the required documentation in English or French. If the original documentation is not in English or French, the documentation must include the original of a certified translation into one of these languages.

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2.29 The applicant must submit:

- (a) a completed application for a certificate at the level of the highest certificate currently held;
- (b) the original certificate, as stated in 2.25;
- (c) proof of civic status claimed in 2.26 (b);
- (d) proof of the qualifying service claimed in 2.26 (c); and
- (e) a completed record of sea service and watchkeeping service on form EXN-2.
- 2.30 The examiner will forward an authenticated photocopy of the applicant's certificate to the Director, Marine Personnel Standards and Pilotage, Ottawa, for verification with the country of issue and, on receipt of confirmation of the certificate's authenticity, shall:
 - (a) determine the authenticity and completeness of all other documents submitted by the applicant;
 - (b) determine the highest certification level at which the applicant may be accepted;
 - (c) complete the tombstone information in the Automated Certification and Examination System (ACES); and
 - (d) issue a letter to the applicant indicating the level of acceptance established in (b).
- 2.31 Unless specified in the following requirements, no exemption from the requirement to take an examination or to successfully complete an approved course may be granted to an applicant for having completed a course that has not been approved by Transport Canada or for possessing a qualification that has no Canadian equivalent. Any exemption from the requirement to take an examination or to successfully complete an approved course may only be granted on the basis of original transcripts or original authenticated communication from the country that issued the certificate, as listed in 2.25 (a).

Requirements for Nautical Certificates

- 2.32 An applicant who holds a certificate listed in 2.25 (a) must meet the following requirements to attempt direct examination:
 - (a) eligibility criteria, as set out in Table I;
 - (b) the sea and watchkeeping service, as set out in Table II; and
 - (c) the examinations, training courses and ancillary certificates, as set out in Table III.

Table I - Eligibility to Attempt Direct Examination for a Nautical Certificate

Required Certificate	Person holding certificate in this column may attempt direct examination for any certificate to its left and below
Master Mariner	STCW II/2 Master, Unlimited
Master, Intermediate Voyage	STCW II/2 Chief Mate, Unlimited
Master, Local Voyage	STCW II/2 Chief Mate, Unlimited
First Mate, Intermediate Voyage	STCW II/2 Chief Mate, Unlimited
First Mate, Local Voyage	STCW II/2 Chief Mate, Unlimited
Master, Fishing Class I	Master, Foreign-Going Fishing

Table II - Sea and Watchkeeping Requirements for a Nautical Certificate

Certificate Required	
Master Mariner	24 months sea service + 24 months watchkeeping service holding any certificate + 12 months watchkeeping service holding Chief Mate Certificate.
Master, Intermediate Voyage Master, Local Voyage	24 months sea service + 12 months watchkeeping service holding any certificate + 12 months watchkeeping service holding Chief Mate Certificate.
Master, Fishing Class I First Mate, Intermediate Voyage	24 months sea service + 12 months watchkeeping service holding any certificate.
First Mate, Local Voyage	

Table III - Examinations and Training Courses Required to be Successfully Completed for Direct Examination for a Nautical Certificate

Master Mariner	Master, Intermediate Voyage	Master, Local Voyage	First Mate, Intermediate Voyage	First Mate, Local Voyage	Master, Fishing Vessel Class I
062	062	062	061	061	050
093	092	092	091	091	061
114	123	123	113	112	158
123	163	163	162	162	169
164	SIM 2	SIM 2	SIM 1	SIM 1	SIM 2
SIM2	MED B1*	MED B1*	MED B1*	MED B1*	MED B1*
MED B1*	MED B2**	MED B2**	MED B2**	MED B2**	MED B2**
MED B2**	MED C	MED C	MED C	MED C	MED C
MED C	MED D	MED D	MED D	MED D	MED D
MED D	SEN 2	SEN 2	SEN 1B	SEN 1B	SEN 2
SEN 2	ROC-MC	ROC-MC	ROC-MC	ROC-MC	ROC-MC
ROC-MC	MARINE F/A ADVANCED	MARINE F/A ADVANCED	MARINE F/A ADVANCED	MARINE F/A ADVANCED	MARINE F/A ADVANCED
MARINE F/A ADVANCED	MEDICAL	MEDICAL	MEDICAL	MEDICAL	MEDICAL
MEDICAL					

^{*} If Proficiency in Survival Craft course (issued under STCW Regulation VI/2) not completed.

- 2.33 An applicant who holds a Canadian Forces (Naval) Certificate of Service as Master, issued under section 119 of the CSA (1985) and Canadian Navy qualifications listed in 2.25 (b) and 2.25 (c), respectively, will receive credits as follows:
 - (a) Table IV outlines credits to be deducted from the requirements in Table III.
 - (b) The holder of a Canadian Forces (Naval) Certificate of Service as Master, issued under section 119 of CSA (1985) between August 25, 1961, and September 1, 1974, may be accepted without proof of sea or watchkeeping service.

^{**} If Advanced Fire Fighting course (issued under STCW Regulation VI/3) not completed.

(c) Naval qualifications are not generally proved by a certificate produced on demand by the holder. Although a certificate is presented when an Upper Deck Watchkeeping qualification is obtained, any other qualification is generally promulgated in message form. This may be the only proof that a serving officer will have in his/her possession. There are no credits for the partial completion of a qualification. It must have been completed in its entirety, including any oral board, and the results promulgated.

Table IV - Credits for Canadian Naval Qualifications

	Upper Deck Watchkeeping	Destroyer, Navigating Officer	Surface Ship Command	Reserve Upper Deck Watchkeeping	Minor War Vessel Command (Patrol)
012	X	X	X	X	X
023		X	X		
041	X	X	X		X
051	X	X	X		X
052		X	X (Part A written)		
061		X (after 1991)	X (after 1991)		X (after 1991)
062		X (after 1991)	X (after 1991)		X (after 1991)
072		X	X		X
073		X	X		X
132		X	X		X
SEN1		X	X		
SEN2		X	X		

- 2.34 An applicant who holds a Canadian Coast Guard (Fleet) Certificate, as listed in 2.25 (d), will receive credit as follows:
 - (a) Table V outlines credits to be deducted from the requirements in Table III.
 - (b) Applicants must produce appropriate certificates and a graduation certificate indicating year of graduation.

Table V - Credits for Canadian Coast Guard (Fleet) Qualifications

	Year of Graduation from the Canadian Coast Guard College			
By virtue of	A. 1969-1982	В. 1983-1987	С. 1989 -1998	
Graduation and then Certificate Held			(There were no Nautical Graduates in 1988)	
1. Upon Graduation.	023, 072, 073, 112, 113, 132, 133, 134, and 141.	012, 051, 072, 073, 112, 113, 132, 134, and 141.	012, 023, 051, 072, 073, 112, 113, 132, 133, 134, and 141.	
	Credits are not subject to limitation on the period of validity.	Also 023 and 133, if the respective examination was passed, passes credited are not subject to limitation on the period of validity.	Credits are not subject to limitation on the period of validity.	
2. M.O.T. Watchkeeping Mate (issued from 1983 - 1997), or the M.O.T. Watchkeeping Mate, Ship (first issued 1998).		Credits in cell 1.B and, by virtue of examination, SIM 1, 041, 061, 091, 122, 151, and 161.	Credits in cell 1.C and, by virtue of examination, SIM 1, 041, 061, 091, 122, 151, and 161.	
		(Credits are not subject to the limitation on period of validity of passes in examinations, unless the M.O.T. Watchkeeping Mate with a Fleet Systems Operations Endorsement was not completed within 30 months of graduation).	(Note that for these years of graduation, the CCG Fleet Systems endorsement is not a Marine Safety requirement and is therefore not required to obtain the credits).	
3. Coast Guard (Fleet) Watchkeeping.	Credits in cell 1.A and 012, SIM 1, 041, and 061.			
4. Coast Guard (Fleet) Command completed in the year stated in this row.	A. 1972-1976: Credits in cells 1.A and 3.A and 051, and 114. 1977-1979: Credits in cells 1.A and 3.A and SIM 2, 051, 052, and 114. 1980-1982: Credits in cells 1.A and 3.A and SIM 2, 051, 052, 092, 093, and 114.		B. Other M.O.T. examinations written after 1982 and passed were to have been recorded in the usual manner in M.O.T. records on an individual candidate basis, and are therefore not part of this Table of Credits.	

Acceptance and Requirements for Engineering Certificates

- 2.35 The lawful holder of an engineer certificate issued by another country that is accompanied by STCW 95 endorsement issued by that country and valid for use at sea must meet the following conditions of acceptance, including service examinations and courses:
 - (a) provide satisfactory proof of qualifying service as required by the Marine Certification Regulations;
 - (b) complete marine emergency duties training courses appropriate to the certificate applied for; and
 - (c) complete propulsion plant simulator training at the appropriate level for the certificate applied for.
- 2.36 Tables VI and VII below list countries from which an applicant, by Board decision, can be granted credits for certain examination subjects.

Table VI - Conditions to be Satisfied to Obtain a Marine Engineer Certificate by Direct Examination

Country	Board Minute & Date	Highest Foreign Certificate Held	Eligible to be Examined For	Examinations Required & Credits
UK & Commonwealth	3773 82/02/04 3980 84/05/01	Class 1	1M 1S 1C 2M 2S 2C 3M 3S 3C 4M 4S 4C	EK and oral at appropriate level. Credits for all other subjects previously passed for certificate held.
		Class 2	2M 2S 2C 3M 3S 3C 4M 4S 4C	
		Class 3	3M 3S 3C 4M 4S 4C	
		Class 4	4M 4S 4C	No credits for any subjects. No exemptions from qualifying service.
France	2666 69/09/16	Class 1	1M 1S 1C 2M 2S 2C 3M 3S 3C 4M 4S 4C	No credits for any subjects.
		Class 2	2M 2S 2C 3M 3S 3C	EK and oral at appropriate level. Credits for all other subjects
			4M 4S 4C	No credits for any subjects. No exemptions from qualifying service.

Table VII - Conditions to be Satisfied to Obtain a Marine Engineer Certificate by Direct Examination

Country	Board Minute & Date	Highest Foreign Certificate Held	Eligible to be Examined For	Examinations Required & Credits	
Denmark Germany Greece	Germany 4200 Greece 3559 Norway 4977 Poland 2686 Romania 3005 Russia 3535 The Netherlands 3032 Juited Arab Emirates 3614	Class 1	1M 1S 1C 2M 2S 2C 3M 3S 3C 4M 4S 4C	Credits for certain subjects upon application.	
Norway Poland Romania		2686	Class 2	2M 2S 2C 3M 3S 3C 4M 4S 4C	
Russia The Netherlands United Arab Emirates		Class 3	3M 3S 3C 4M 4S 4C		
Yugoslavia		Class 4	4M 4S 4C		
All other countries not listed in this table		Class 1	1M 1S 1C 2M 2S 2C 3M 3S 3C 4M 4S 4C	Forward authenticated copies of all documentation and recommended action to Headquarters for evaluation and ruling.	
		Class 2	2M 2S 2C 3M 3S 3C 4M 4S 4C		
		Class 3	3M 3S 3C 4M 4S 4C		
		Class 4	4M 4S 4C		

2.37 An engineer Certificate of Service issued by a foreign government does not have an equivalent in the Marine Safety Branch Certification System. An applicant with this qualification must furnish full documentation relevant to qualifying service ashore and at sea and transcripts of marks obtained in examination subjects for the purpose of obtaining the certificate. All these documents are to be forwarded to Headquarters in Ottawa for evaluation and ruling. Each case will be treated on its merits.

PART IV - REPLACEMENT OF CERTIFICATES

Loss of Certificates

2.38 In the event of the loss or mutilation of a certificate, application for a replacement certificate should be made to the nearest Marine Safety office or to the Director, Marine Personnel Standards and Pilotage, Transport Canada, 330 Sparks Street, Ottawa, Ontario, K1A 0N8. Use form EXN-9, which may be obtained from any Examination Centre, and enclose the appropriate fee.

Change of Name

2.39 Where the lawful holder of a certificate legally changes his/her name, application for a certificate in the new name should be made to the nearest Marine Safety office.