



**KYSTVERKET**

*SafeSeaNet Norway*  
*PEC Administration Guide*

**Kystverket Vest**  
**Flathauggata 12**  
**5525 Haugesund**  
**Telephone: +47 52 73 32 00**  
**Telefax: +47 52 73 32 01**  
**E-post: [vest@kystverket.no](mailto:vest@kystverket.no)**  
**Web: <http://www.kystverket.no>**

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# 1 Introduction

This user guide highlights the most important PEC administration features available to navigators in SafeSeaNet Norway. It focuses especially on how to deliver PEC applications.

This guide can be found under “Documents” (see top menu bar inside SafeSeaNet) or via the help option in the PEC Admin menu.

For a more in-depth overview of the PEC system, visit:

<http://www.kystverket.no/Maritime-tjenester/Farledsbevis/Fakta-om-farledsbevis/>

## 2 SafeSeaNet Norway PEC Administration

When you log in as a navigator you will have a menu on the left called PEC Admin.

There are four menu options available (five for assessors):

My PEC  
My Applications  
My Exams  
My PEC Pilotages  
(My PEC Evaluations)\*

\*: Only available to assessors. Assessor evaluations are covered in a separate user guide.

The following chapters describes each menu option.

## 2.1 My PEC

My PEC is only available if you have a PEC or if you have applied for PEC. If you try to access My PEC without a PEC, you will be redirected to My Applications.

PEC Admin » My Applications

 You currently have no pilotage exemption certificate. Create a new application by clicking the appropriate link below.

### Cadet

**Information:**  
The cadet PEC can be used where the Captain's PEC is valid. It is valid for 3 years and can not be renewed. The intention with the Cadet PEC is to enable navigators to undertake safe watchkeeping duties as early as the captain sees fit. The Cadet PEC holder can not act as captain when sailing in waters where pilotage is required.

**Requirements:**  
When applying you need to have:

1. a valid navigators certificate
2. passed course - "Coastal navigation"
3. a signed contract between you, your company and the captain's who will act as your mentors.

[Apply »](#)

**Active Applications**  
No active applications

**Previous Applications**  
No previous applications

### Class 3

**Information:**  
You can not apply for new areas to your Class 3 PEC yourself. The assessor will take care of this when he registers his evaluation after the exam is passed. Please contact your assessor to agree on the process and documents he will need from you.

**Requirements:**  
In order to obtain a Class 3 PEC you need:

1. to hold a valid navigators certificate
2. to hold a diploma for an ECDIS course (not required if your navigators certificate is issued by Norwegian Maritime Authority (Sjofartsdirektoratet))
3. to have passed a PEC exam with a verified assessor
4. to fulfill the requirements regarding coastal experience for the areas you are tested in

[View More Information »](#)

**Active Applications**  
No active applications

**Previous Applications**  
No previous applications

### Class 2

**Information:**  
The class 2 PEC is valid on board vessels up to 150 metres of length. Some vessel may still require a pilot if the cargo or area of operation should require a pilot. More information on these regulations and the requirements for obtaining and using a class 2 PEC, can be found by visiting - [www.kystverket.no](http://www.kystverket.no)

**Requirements:**  
In order to obtain a Class 2 PEC you need:

1. to hold a valid navigators certificate
2. to have passed a PEC exam with a pilot
3. to fulfill the requirements regarding coastal experience for the areas you are tested in

[Apply »](#)

**Active Applications**  
No active applications

**Previous Applications**  
No previous applications

### Class 1

**Information:**  
The class 1 PEC is a certificate for areas where there are need for higher experience than the experience levels required for class 2 and class 3 certificates. These areas are listed in the table in appendix 3 in the regulation regarding pilotage. More information on these regulations and the requirements for obtaining and using a class 1 PEC, can be found by visiting - [www.kystverket.no](http://www.kystverket.no)

**Requirements:**  
In order to obtain a Class 1 PEC you need:

1. to hold a valid navigators certificate
2. to have passed a PEC class 1 exam for the area with a pilot
3. to fulfill the requirements regarding coastal experience for the areas you are tested in

[Apply »](#)

**Active Applications**  
No active applications

**Previous Applications**  
No previous applications

Figure 1: My PEC

## 2.2 My Applications

### 2.2.1 Overview

PEC Admin » My Exams

#### My Exams

**Declared Exams**

This is only a list of the exams you may undertake. To take an exam, you have to register the exam to a voyage in SafeSeaNet Norway.  
To register a voyage, you need access to the "Ship Reporting" menu in SafeSeaNet Norway. The voyage must be registered on one of the exam's eligible ships listed below.

No exams declared

**Scheduled Exams**

The exams listed below are registered on a voyage in SafeSeaNet Norway. A pilot will come on board during the voyage to conduct the exam.  
You will be notified by e-mail if there are no pilots available for the exam.

No scheduled exams found

**Exam History**

No exam history found

Figure 2: My Applications

My Applications gives an overview of all active and previous applications for each PEC class. Here you will be able to update, view and cancel active applications. You can also view previous applications.

## 2.2.2 Available applications

The following table shows the available application types for each class:

	Class 1	Class 2	Class 3	Cadet
New	Yes	Yes	See notes	Yes
Add ships	Yes		Yes	N/A
Add fairways			See notes	N/A
Renew				No
Add mentors	N/A			Yes

Please note:

- Merged cells indicate application types that can be combined, e.g. you may apply for new fairways and ships for Class 1 and Class 2 and apply for renewal in the same application.
- Renew is only available within 6 months of PEC class expiry date.
- Only assessors can deliver new Class 3 applications.
- You can only apply for new ships in Class 3; new fairways must be added by an assessor.
- Cadet PEC can not be renewed.

You can have a maximum of 2 active applications at any given time (active assessor applications are not counted):

- One Class 1, Class 2 or Class 3 (or a combination) application.
- One Cadet application

Refer to chapters Class 1 and Class 2 PEC Applications, 4 and 5 for how to deliver applications for each PEC class.

## 2.3 My Exams

[PEC Admin](#) » My Exams

### My Exams

#### Declared Exams

This is only a list of the exams you may undertake. To take an exam, you have to register the exam to a voyage in SafeSeaNet Norway. To register a voyage, you need access to the "Ship Reporting" menu in SafeSeaNet Norway. The voyage must be registered on one of the exam's eligible ships listed below.

No exams declared

#### Scheduled Exams

The exams listed below are registered on a voyage in SafeSeaNet Norway. A pilot will come on board during the voyage to conduct the exam. You will be notified by e-mail if there are no pilots available for the exam.

No scheduled exams found

#### Exam History

No exam history found

*Figure 3: My Exams*

On this page you can view your declared exams, exams that have been scheduled and previously scheduled exams that have been taken.

Declared exams are created by a caseworker based on your PEC applications. To schedule an exam, register a voyage on one of the ships listed in the "Ships for Exam" column. You will then be able to select which declared exam you want to take during the voyage.

When the voyage has been processed and approved by a caseworker, an entry will appear under "Scheduled Exams". A pilot will come on board during the voyage to conduct the exam. You will be notified by email if there are no pilots available for the exam.

Exam history shows your previously scheduled exams, and whether you passed or not.

## 2.4 My PEC Pilotages

[PEC Admin](#) » My PEC Pilotages

### My PEC Pilotages

No pilotages found

*Figure 4: My PEC Pilotages*

On this page you can view the voyages where your PEC has been used. This history can be used when renewing your PEC.

## 3 Class 1 and Class 2 PEC Applications

### 3.1 Introduction

Class 1 and Class 2 PEC applications have a similar application flow and will be presented as one chapter.

### 3.2 Qualification

The qualification step is only shown when applying for a new PEC class. This step is skipped when adding ships and fairways or applying for renewal.

[PEC Admin](#) > [My Applications](#) > PEC Application

#### Pilotage Exemption Certificate Application

**Qualification** > Tips And Tricks > Fairways > Ships > Documentation > Invoice > Confirmation

**Declare Your Qualification**

**One year seagoing service**  
At least one year of effective seagoing service, during the last five years, as officer in charge of the watch along the Norwegian coast, where the sailing covers the fairways or areas in the certificate application, or

**Cadet**  
During the last five years have undergone the cadet PEC regime for the fairways or areas included in the certificate application, or

**At least 5 sailings**  
In the previous 12 months completed at least five sailings each way in the fairways or areas included in the certificate application. The sailings have been conducted with the ship or ships for which the certificate application applies to, or with equivalent vessels. At least two sailings each way must have been made in the dark.

I fulfill one or more of the requirements mentioned above 

Next »

*Figure 5: Qualification*

Review the requirements and if you fulfill one or more, mark the checkbox I fulfill one or more of the requirements mentioned above. Click the Next button to proceed to the Tips And Tricks step.

### 3.3 Tips and Tricks

In the Tips And Tricks step you can watch a video that contains more information about administration of your PEC. You can choose to skip this step in the future by marking the Don't show me this again checkbox. You can still view the tips and tricks video at any time by clicking the link at the bottom of the screen.

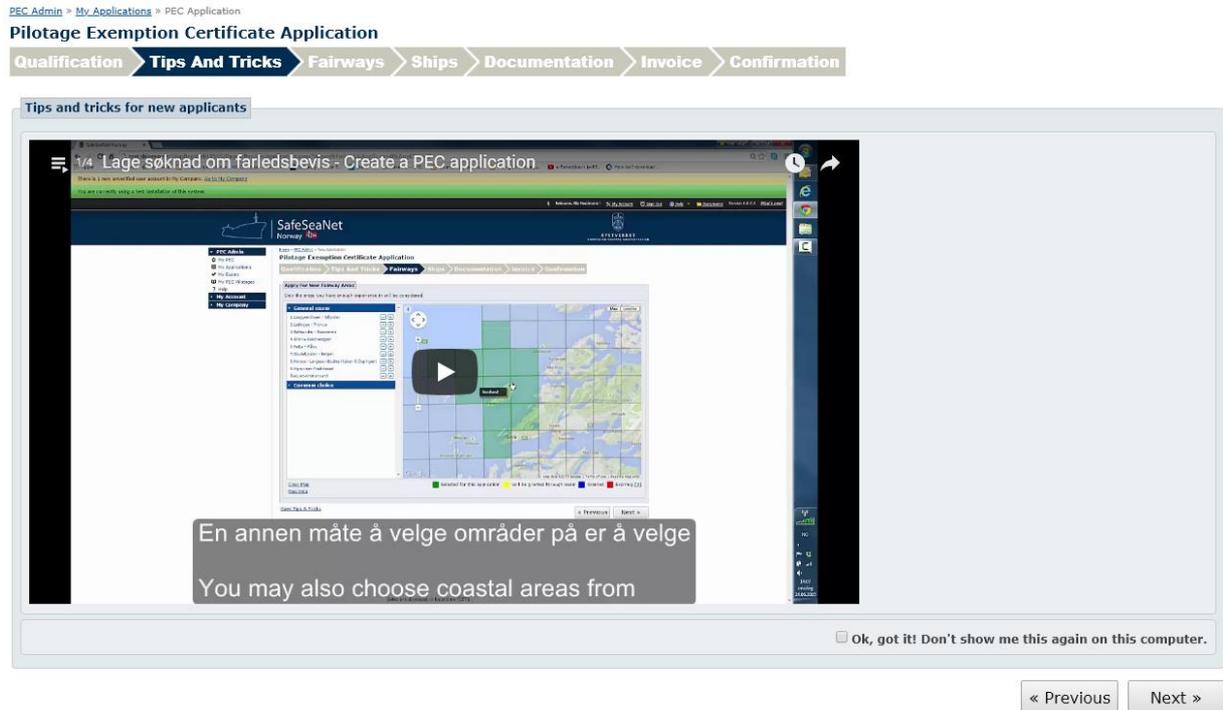


Figure 6: Tips And Tricks

Click the Next button to proceed to the Fairways step.

### 3.4 Fairways

If you apply for PEC Class 1, the Fairways step will be split in two: one step for Class 1 and one step for Class 2. You may add fairways for both classes.

PEC Admin » My Applications » PEC Application

**Pilotage Exemption Certificate Application**

Qualification » Tips And Tricks » **Fairways** » Ships » Documentation » Invoice » Confirmation

Class 2 » **Class 1**

**Apply for Class 1 fairways with local restrictions**

Only the areas you have enough experience in will be considered.

- Local restrictions
  - Oslofjorden
  - Skagerrak
  - Rogaland
  - Vestlandet
  - Møre og Trøndelag
  - Nordland
  - Troms og Finnmark

Map data ©2018 Google, INEGI Terms of Use

[Clear Map](#)  
[Map Help](#)

« Previous    Next »

Figure 7: Fairways – two steps

Right-clicking a Class 1 fairway will show details about the local restrictions.

If you apply for PEC Class 2, there will be only one fairway step.

PEC Admin » My Applications » PEC Application  
**Pilotage Exemption Certificate Application**

Qualification » Tips And Tricks » **Fairways** » Ships » Documentation » Invoice » Confirmation

**Apply For New Fairway Areas**  
Only the areas you have enough experience in will be considered.

General exam  
Common choice



Clear Map  
Map Help

Open Tips & Tricks

« Previous    Next »

**Figure 8: Fairways – single step**

Select the fairway areas you wish to apply for by clicking the segments in the map or use the list to the left. The list contains collections of segments for predefined exam sets or other common choices. If you select segments manually, please ensure that you select a sufficient number of segments to cover the entire fairway area you are applying for. You will be required to provide documentation for experience in these fairways in a later step.

The segments in the map are colored:

- **GREEN** – Segments selected for the application.
- **BLUE** – Granted segments. Cannot be selected.
- **YELLOW** – Will be granted through a declared exam. Can be selected.
- **RED** – Expiring fairways. Can be selected.

To undo all selections, click "Reset map" at the bottom left.

You can hide the list to the left of the map by clicking the arrow at the top left of the map.

When you have finished your selection, click the **Next** button to proceed to the **Ships** step.

## 3.5 Ships

[PEC Admin](#) » [My Applications](#) » [PEC Application](#)

### Pilotage Exemption Certificate Application

[Qualification](#) » [Tips And Tricks](#) » [Fairways](#) » **[Ships](#)** » [Documentation](#) » [Invoice](#) » [Confirmation](#)

**Apply for new Ship**

Ship Name:  Call Sign:  IMO No:   Unable to find your ship? [Click here to create a new ship](#)

Flag	Ship Name	Call Sign	IMO No	Gross Tonnage	Length	Actions
	EDDA FERD	LAZO7	9625504	4870	92,2	<a href="#">Add to application</a>
	EDDA FIDES	9HA2357	9456290	20382	130	<a href="#">Add to application</a>
	EDDA FJORD	LACU8	9246114	6643	98,16	<a href="#">Add to application</a>
	EDDA FLORA	LJW3	9386380	6074	95	<a href="#">Add to application</a>
	EDDA FONN	LMER3	9273662	4505	84,7	<a href="#">Add to application</a>
	EDDA FRAM	LNQ3	9356995	3706	85,8	<a href="#">Add to application</a>
	EDDA FRENDE	LCOB	9409730	3693	85,8	<a href="#">Add to application</a>
	EDDA FREYA	LKRV3	9715660	17078	149,8	<a href="#">Add to application</a>
	EDDA PASSAT	MAGI3	9794367	4873	81,02	<a href="#">Add to application</a>

**Ships In Application**

Flag	Ship Name	Call Sign	IMO No	Gross Tonnage	Length	Actions
	EDDA FAUNA	JWMZ3	9368948	9464	108,7	<a href="#">Remove from application</a>

**Granted Ships**

No granted ships

[Open Tips & Tricks](#)

**Figure 9: Ships**

In the **Ships** step you can administer the ships tied to your PEC. You can see which ships have been granted previously, you can remove ships from your PEC, or you can apply for new ships by adding them to your application. Only ships with length exemptions or shorter than 150 meters can be added.

### 3.5.1 Apply for new ship

You can search by Ship Name, Call Sign or IMO number. Click the **Add to application** link to add any ship from the search result. You can remove a ship from your application by clicking the **Remove from evaluation** link.

If you can't find your ship you can create it by clicking the **Click here to create a new ship** link. The link will only appear after you have made a search attempt.

### 3.5.1.1 Create new ship

The screenshot shows the 'Apply for new Ship' section of the application. A search bar at the top contains 'Edda'. Below it is a table of existing ships with columns for Flag, Ship Name, Call Sign, IMO No, Gross Tonnage, Length, and Actions. A 'Create new ship' dialog box is open in the foreground, containing the following fields:

- Ship Name:
- IMO No:
- Call Sign:
- MMSI No:
- Ship Type:
- Gross Tonnage:
- Length:  m
- Breadth:  m
- Draught:  m
- Height:  m

Buttons for 'Create' and 'Cancel' are located at the bottom of the dialog. The background interface includes navigation tabs (Qualification, Tips And Tricks, Fairways, Ships, Documentation, Invoice, Confirmation) and sections for 'Ships In Application' and 'Granted Ships'.

Figure 10: Create New Ship

When registering a new ship the following fields are required: Ship Name, IMO no, Call Sign and Length. After entering the information, click the Create button to register the ship with your application. The newly registered ship is subject to verification by SafeSeaNet Norway.

## 3.6 Documentation

PEC Admin » My Applications » PEC Application

### Pilotage Exemption Certificate Application

Qualification > Tips And Tricks > Fairways > Ships > **Documentation** > Invoice > Confirmation

**Navigator Certificate**

Class: Navigator certificate class 1

Issued: 24.09.2017

Valid To: 24.09.2019

**Documents**

Use english language in documentation correspondence.

Upload relevant documentation to your Pilotage Exemption Certificate application. Please upload files in their corresponding category.  
**Note!** All uploaded documentation will be converted to PDF.

**Discharge Book**

Upload discharge book or equivalent attestations to verify ship affiliation and rank.

Drop files here or click to select files

[discharge\\_book.pdf](#) 21 KB Delete

**Navigator Certificate**

Upload your navigator certificate.

Drop files here or click to select files

[navigation\\_certificate.pdf](#) 21 KB Delete

**Attachments**

Upload attestation(s) to document your experience in the selected fairway(s), including your self declaration. Cadet training logs are valid as attestation. [\(More information\)](#)

Drop files here or click to select files

[attestation.pdf](#) 19 KB Delete

**Remarks**

Use this field to supply additional information regarding the application.

[Open Tips & Tricks](#) 
« Previous
Next »

**Figure 11: Documentation**

In the Documentation step you are required to upload documents relevant to the application.

Start by making sure Navigator Certificate level, Issued date and Valid To date are filled out and correct. These fields will be pre-filled if you already have a PEC.

Use the corresponding file upload boxes to upload your Navigator Certificate\* and Discharge Book. Any other relevant documentation should be uploaded using the Attachments upload box.

Click Browse to locate and select the files on your computer. When you have selected a file, click Upload. You can remove a file that you have uploaded by clicking the Remove link next to the file. If you need to you can upload more than one file in each box.

\*: Navigator Certificate must be uploaded if you don't have a PEC or if the navigator certificate fields are changed.

If you have any remarks you can use the Remarks field to add relevant information.

You can choose whether you want correspondence in English rather than Norwegian, by checking the Use english language in documentation correspondence check box.

### 3.6.1 Renew PEC

You may renew any PEC class that expires in less than 6 months. The renew dialog is only visible if there is at least one PEC class eligible for renewal.

You will be required to document your certificate renewal. You can upload documentation that you have the required experience, or you can use SafeSeaNet pilotage history to document your experience.

[PEC Admin](#) » [My Applications](#) » [PEC Application](#)

## Pilotage Exemption Certificate Application

**Documentation** Invoice Confirmation

**Navigator Certificate**

Class: Navigator certificate class 1

Issued:

Valid To:

**Renew PEC**

Choose which fairway classes to renew: [?]

Class 1 There are no Class 1 fairways in your PEC

Class 2 and Class 3

**Document Experience**

Choose how you would like to document your experience for the certificate renewal:

**Reported PEC Usage**

Use my PEC history from SafeSeaNet

Document certificate renewal through relevant registered certificate usage.

[View PEC history from SafeSeaNet](#)

**And/Or**

**Other Documentation**

Upload documents that in one way or the other prove that you have maintained fairway knowledge through relevant experience.

Drop files here or click to select files

**Documents**

Use english language in documentation correspondence.

Upload relevant documentation to your Pilotage Exemption Certificate application. Please upload files in their corresponding category.

**Note!** All uploaded documentation will be converted to PDF.

**Navigator Certificate**

Upload your navigator certificate.

Drop files here or click to select files

**Remarks**

Use this field to supply additional information regarding the application.

Next »

Figure 12: Renewal

Click the **Next** button to proceed to the **Invoice** step.

### 3.7 Invoice

Set the application invoice receiver. The step defaults to the your associated company, if possible.

Use the search field to change company.

PEC Admin » My Applications » PEC Application

**Pilotage Exemption Certificate Application**

Qualification > Tips And Tricks > Fairways > Ships > Documentation > **Invoice** > Confirmation

**Invoice Information**

Send invoices to:  Company  My Personal Address

**Search**

Company Name

**Invoice Receiver Address**

Company Name: Schumm - Mueller IX Guinea-Bissau  
 Customer No:

Address Line 1: Nedre Kirkerøa 04  
 Address Line 2: Leil. 900  
 Postal Code/City: 9200 Aalborg sv  
 Country: DENMARK

Mark invoice with:

Use English language on invoices

[Open Tips & Tricks](#)

Figure 13: Invoice

If your search gave more than one result, use the **Select** link to select the correct company.

PEC Admin » My Applications » PEC Application

**Pilotage Exemption Certificate Application**

Qualification > Tips And Tricks > Fairways > Ships > Documentation > **Invoice** > Confirmation

**Invoice Information**

Send invoices to:  Company  My Personal Address

**Search**

Company Name

Company Name	Organization No	Location	
HAVØY KYSTFISKE A/S	988770795	6260 Skodje	<a href="#">Select</a>
KGJS KYSTANK AS	983581706	5147 Fyllingsdalen	<a href="#">Select</a>
KNUTSEN KYST LNG KS	984616848	5504 Haugesund	<a href="#">Select</a>
KYST1	994841297	5006 Bergen	<a href="#">Select</a>
KYSTBUNKER AS	995583976	6006 Ålesund	<a href="#">Select</a>
KYSTEKADREN KE	984496397	5886 Bergen	<a href="#">Select</a>
KYSTMUSEET I SOGN OG FJORDANE	970125442	6901 Florø	<a href="#">Select</a>
KYSTVAKTEN KV	986147756	8401 Sortland	<a href="#">Select</a>
KYSTVERKET	874783242	3191 Horten	<a href="#">Select</a>
KYSTVERKET REDERI	986141936	6025 Ålesund	<a href="#">Select</a>
MAUSUND KYSTFISKE AS	915242855	N/A	<a href="#">Select</a>
MIDT NORSK KYSTSERVICE AS	895053082	7771 Flatanger	<a href="#">Select</a>
NORDNES KYSTFISKE AS	914524822	6058 Valderøya	<a href="#">Select</a>
PARTREDERIET KYSTEKSPRESSEN ANS	970920110	7486 Trondheim	<a href="#">Select</a>
TOPAS KYSTFISKE AS	995542889	N/A	<a href="#">Select</a>

Mark invoice with:

Use English language on invoices

[Open Tips & Tricks](#)

Figure 14: Search for company

If the invoice should be sent to you personally, select My Personal Address. Enter your address in the form.

[PEC Admin](#) » [My Applications](#) » PEC Application

### Pilotage Exemption Certificate Application

Qualification > Tips And Tricks > Fairways > Ships > Documentation > **Invoice** > Confirmation

#### Invoice Information

Send invoices to:  Company  
 My Personal Address

#### Invoice Receiver Address

Address Line 1:

Address Line 2:

Postal Code/City:

Country:

Mark invoice with:

Use English language on invoices

[Open Tips & Tricks](#)

**Figure 15: Invoice to personal address**

If you prefer to have your invoice in english, mark the check box Use English language on invoices.

Click the Next button to go to the Confirmation step.

### 3.8 Confirmation

PEC Admin > My Applications > PEC Application

#### Pilotage Exemption Certificate Application

Qualification > Tips And Tricks > Fairways > Ships > Documentation > Invoice > **Confirmation**

**Fairways**

**Class 2**

DMT Area [?]	Segments	Actions
Møre and Trøndelag	1 of 435	<a href="#">Show on map &gt;</a>

**Class 1**

No class 1 fairways selected for this application

**Ships In Application**

Flag	Ship Name	Call Sign	IMO No	Gross Tonnage	Length
	EDDA FAUNA	JWMZ3	9368948	9464	108,7

**Documentation**

**Navigator Certificate**

Class: Navigator certificate class 1  
 Issued: 24.09.2017  
 Valid To: 24.09.2019

**Documents**

Use english language in documentation correspondence.

Document Name	Document Category
discharge_book.pdf	Discharge book
navigation_certificate.pdf	Navigator certificate
attestation.pdf	Attestation

**Invoice Information**

Send invoices to: Fadel LLC VIII Romania

Address Line 1: Elvegrenda 88  
 Address Line 2: Løll, 257  
 Postal Code/City: 5736 Granvin  
 Country: NORWAY

Use English language on invoice

« Previous
Finish

**Figure 16: Confirmation**

In the confirmation step you will see a summary of the information you have entered in the previous steps of the application. Review the information, and click **Finish** to send the application to SafeSeaNet Norway.

## 4 Class 3 PEC Application

### 4.1 Introduction

You may apply for renewal and adding of ships to your Class 3 PEC. Class 3 fairways can only be added by an assessor.

### 4.2 Ships

The `Ships` step is the same as for Class 1 and Class 2 applications (see 3.5), but there is a length limit of 100 meters for Class 3.

Click the `Next` button to proceed to the `Documentation` step.

### 4.3 Documentation

The `Documentation` step is the same as for Class 1 and Class 2 applications (see 3.6).

Click the `Next` button to proceed to the `Invoice` step.

### 4.4 Invoice

The `Invoice` step is the same as for Class 1 and Class 2 applications (see 3.73.6).

Click the `Next` button to proceed to the `Confirmation` step.

### 4.5 Confirmation

The `Confirmation` step is similar to the one for Class 1 and Class 2 applications, only there is no section for fairways (see 3.8).

Click the `Finish` button to send the application.

## 5 Cadet PEC Application

### 5.1 Introduction

The cadet PEC is subject to the PECs of the mentors in it. This means that a cadet PEC only can be used on the ships and in the areas that are in the mentors PECs. To receive a cadet PEC you must conduct a coastal navigation course, hold a valid navigators certificate and have a signed contract with at least one mentor with a valid PEC

### 5.2 Mentors

The screenshot shows a web interface for the 'Mentors' step. At the top, there is a breadcrumb trail: 'PEC Admin > My Applications > PEC Application'. Below this is the title 'Cadet Pilotage Exemption Certificate Application' and a progress bar with four steps: 'Mentors' (active), 'Documentation', 'Invoice', and 'Confirmation'. The main content area is titled 'Apply for new Mentors' and contains the following text: 'Mentors are required when applying for a Cadet Pilotage Exemption Certificate. Note: A legal contract between mentor and cadet is required for each added mentor. The contract is uploaded in the "Documentation" step. To add a mentor, type in the certificate number from the mentor's Pilotage Exemption Certificate and click the "Add Mentor" button.' Below this text is a form with a 'Certificate Number:' label, an input field, and an 'Add Mentor' button. Underneath the form, there is a text box that says 'No new mentors added'. Below this is another section titled 'Existing Mentors' with a text box that says 'No existing mentors'. At the bottom right of the form area, there is a 'Next >>' button.

Figure 17: Mentors

The first step in the cadet application process is the `Mentors` step. Enter your mentor's Pilotage Exemption Certificate number in the `Certificate Number` field and click `Add Mentor`. You can add more than one mentor to your certificate application. Existing mentors will be shown in the `Existing Mentors` field.

Click the `Next` button to proceed to the `Documentation` step.

### 5.3 Documentation

The `Documentation` step is similar to the step for `Class 1` and `Class 2` applications, but with different document categories (see 3.6).

Use the file upload boxes to upload your `Navigator Certificate`, `Course Diploma` and `Contract`.

Click the `Next` button to proceed to the `Invoice` step.

## 5.4 Invoice

The *Invoice* step is the same as for Class 1 and Class 2 applications (see 3.7).

Click the *Next* button to go to the *Confirmation* step.

## 5.5 Confirmation

PEC Admin > My Applications > PEC Application

**Cadet Pilotage Exemption Certificate Application**

Mentors > Documentation > Invoice > **Confirmation**

**Mentors**

Apply for new Mentors

Name	PEC Number
Alf Inge Taranger	2231

**Documentation**

**Navigator Certificate**

Class: Navigator certificate class 1  
 Issued: 24.09.2017  
 Valid To: 24.09.2019

**Documents**

Use english language in documentation correspondence.

Document Name	Document Category
navigation_certificate.pdf	Navigator certificate
course_diploma.pdf	Course diploma
contract_cadets.pdf	Contract

**Invoice Information**

Send invoices to: Walker, Spinka and Wuckert VIII Malawi

Address Line 1: Bruskrenten 9  
 Address Line 2: Leil. 143  
 Postal Code/City: 473 93 Henån  
 Country: SWEDEN

Use English language on invoice

**Figure 18: Confirmation**

The *Confirmation* step presents a summary of the application. You will receive a copy of the confirmation by email (to the email address registered in *My Profile*).

Review the information, and click *Finish* to register the application.