

Guideline of application for the training courses
for Japanese license of GOC and a ship station radio operator attestation

In order to obtain a certificate of the 3rd grade maritime officer (radio electronic) which is necessary when serve as a chief radio officer on Japanese flag ocean-going vessels, a foreign seafarer (officer) has to have a service record of 6 months or more and satisfy following requirements.

- (a) to get a certificate of the maritime 3rd class radio operator (Japanese license of GOC) and ship station radio operator attestation issued by the Government (Ministry of Internal Affairs and Communications).
- (b) to complete 'the Seminar of Survival Craft/Rescue Boat Course and Advanced Fire Fighting Course'.
- (c) to pass the examinations for deck officer (written and physical test) carried out by the Government (Ministry of Land, Infrastructure, Transport and Tourism).

This is a guideline of (a) mentioned above for those who will apply for the training courses.

1. Organizer: Japan Radio Institute (JRI)

2. Outline of the training courses

	Training Course for GOC	New drill for a ship station radio operator attestation
Configuration	E-learning study + Completion Examination	4 hours lecture
Requirement for applicants	1) ITU/GOC certificate 2) International seagoing service records with GOC certificate for <u>1 year or more within past 5 years</u>	

- * Applicants don't be allowed to take a completion examination without submitting a trainee's record file prior to the examination. Supplementary lecture will be carried out before starting the examination at the day.
- * After the examination, the result will be announced immediately.
- * Re-examination is not offered.
- * Seagoing service record as a cadet or a trainee are not acceptable.
- * Those who hold ROC certificates only are not allowed to attend these courses.
- * "GOC" means "General Operator's Certificate" of the Radio Regulation (RR) of the ITU.
- * "ROC" means "Restricted Operator's Certificate" of the Radio Regulation (RR) of the ITU.

3. Application

(1) Application to these courses

Please fill in the predetermined items on the application form No.1 attached and send it to SECOJ by E-mail through your company in Japan by the submission deadline date.

(2) Other documents required for application

Please submit following documents to SECOJ by ordinary mail through your company in Japan by the submission deadline date.

① One photocopy of the GOC certificate of the applicant

An applicant is required to prove he holds GOC certificate during all periods of seagoing service records listed on ②. Therefore, if GOC certificate was renewed during those periods, the applicant is required to submit a copy of previous GOC certificate together with valid GOC certificate for proof.

If it is not possible to submit a copy of previous GOC license, in some countries a copy of the GOC may be an acceptable alternative, so please contact us for assistance.

② Original of the Service Record

> Please use the form “Service record on board (for the seminar of Maritime Third-Class Radio Operator’s certificate (GOC)).

> Those who are registered to the government as the person in charge of certifying service records have to certify (sign) the above “Service record on board”.

If it is not certified effectively, please submit the photocopies of applicant’s seamen’s book which includes the page of the photograph and the page(s) of the sea service record.

③ One photocopy of applicant’s passport

④ Two photographs of applicant

> Write the name in block letters on the back of the photograph.

> Photographs that do not meet following requirements will not be accepted.

➤ A recent one (no more than 6 months old)

➤ Size of photo 3.0cm (height) x 2.4cm (width) should be strictly checked.

➤ Photographed with no cap, no shadow and plain light colored background.

➤ Photographs should present full face and shoulder.

➤ The photo should be clear.

➤ Two photos should be identical.

⑤ One application form for GOC certificate (Stick a photo to the application form)

⑥ One application form for ship station radio operator attestation

> Both application forms are provided by SECOJ.

> Use only the application forms. GOC certificate and ship station radio operator attestation could not be made if you use other forms.

> Write applicant’s full name, date of birth and company name on the application form and get signature of applicant. (Do not fill anything other than these 4 items).

> Write applicant’s full name in order of a given name, middle name, family name same as a passport name (ex: RONNEI D. DAMIAN).

> Fill in birth year with four digits (ex:1975/07/21).

> Find attached SAMPLE of application forms.

Attention: All documents required for application (from ① to ⑥) should be clipped together for each applicant to avoid mixing with other applicants.

Attention: Signatures should not extend beyond the frame.

4. E-learning study

- (1) When accept the application, SECOJ notifies the trainee's ID to each company by email approximately three weeks prior to the date of the examination. This ID is required to start E-learning, so please make sure that the ID is given to the participant.
- (2) Participants who have received the said ID are required to start learning immediately by using the learning CD-ROM distributed in advance. The minimum requirements for the PC to be used are as follows. Please refer to the manual in the CD-ROM for learning methods.
 - > CPU: Intel Pentium 4
 - > Memory: 1GB RAM
 - > HDD: 500MB
 - > OS: MS Windows XP Service Pack 1
 - > Display: XGA (1024 x 768 px)
- (3) The applicant who finishes studying all chapters and successfully passes a trial examination exports his trainee's record file and submits it to his company by email. Size of a trainee's record file is approximately 500KB. Don't edit the name of the file.
- (4) The applicant will not be allowed to take the completion examination without submitting the trainee's record file. Each company has to carry out for sure to submit it to SECOJ (iqd@secoj.com) by email up until Tuesday of previous week of the examination day.
- (5) SECOJ notifies each company as soon as possible whether or not they are eligible to take the examination.

5. Important notice on the day of Training Course and New Drill

- (1) Bring the following documents.
 - ① Original GOC certificate
 - ② Original passport
 - ③ ID card for the training courses issued by SECOJ
- (2) In order to avoid confusion, the person in charge of each shipping company is requested to lead applicants to the venue of the training courses.
- (3) Please note that participants will not be able to attend the course if they are late for the start of the course.