Welcome to the Paul Hall Center for Maritime Training and Education – the largest training facility for deep sea merchant seafarers and inland waterway boatmen in the United States.

Founded in August 1967, the center is named in honor of the late Paul Hall, the second president of the Seafarers International Union. During its early days, the center focused primarily on providing training for a manpower pool to work aboard U.S. ships. It also served as a hub where mariners could go to hone their skills and keep them up to date.

Over the years, the center has undergone far-reaching transformation and boasts an amazing story of progress and growth. During that time, however, its basic mission has remained unchanged: to educate and deliver the world’s best-trained, safest mariners.

So far, the center has accomplished its charge in impressive fashion. Enrollment is strong and the overwhelming majority of those who enter the institution successfully accomplish their goals. Tens of thousands of individuals have completed the center’s entry-level training program; many have gone on to enjoy prosperous careers as merchant seamen. Well over 100,000 have enhanced their skills by returning to the center and participating in upgrading training programs.

Thousands of honorably discharged military veterans also have secured maritime jobs through the center, and more than 1800 people have earned their GEDs while attending the school. The institution also offers college degrees in nautical science and marine engineering.

Situated on 60-plus picturesque acres of waterfront in Piney Point, Maryland, this world-class training facility includes the Joseph Sacco Firefighting and Safety School, the Seafarers Harry Lundeberg School of Seamanship, the Thomas Crowley Sr. Center for Maritime Services, the Bob McMillan Simulator Annex and the Paul Hall Library and Maritime Museum. The center currently offers dozens of U.S. Coast Guard-approved courses that are taught by highly qualified and dedicated instructors. In addition to an impressive bevy of well-equipped multi-function classrooms, the center boasts numerous maritime simulators which enable instructors to conduct training on multiple maritime platforms. Those simulators were installed in 2015 as part of a multi-million-dollar renovation.

The school is a joint trust between the Seafarers International Union, Atlantic, Gulf, Lakes and Inland Waters and its contracted employers. The school is funded and maintained through joint contributions of signatory employers. Jointly appointed trustees then manage the contributions to most effectively operate the school.

Outlined in the following pages are descriptions of the courses as well as other information on what prospective students can encounter as they embark on meaningful professions in the maritime industry. I trust that you will be excited about what you read and that you will allow the school to assist you in navigating your career path.

Michael Sacco
President
Seafarers International Union
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Paul Hall Center
for Maritime Training
and Education

2015/2016 CATALOG

Seafarers Harry Lundeberg
School of Seamanship

Joseph Sacco Fire Fighting
and Safety School

Paul Hall Library
and Maritime Museum

Thomas Crowley, Sr. Center
for Maritime Services

Lindsay Williams Building/
Bob McMillan Simulator Center

P.O. Box 75, Route 249
45353 St. Georges Ave.
Piney Point, Maryland 20674-0075
(301) 994-0010

For additional information, visit our web site at www.seafarers.org.
- Admission -
admissions@seafarers.org

The Paul Hall Center for Maritime Training and Education is an equal opportunity educational institution.
Copyright 2011 Paul Hall Center for Maritime Training and Education
The Paul Hall Center for Maritime Training and Education is the largest training facility for deep-sea merchant seafarers and inland waterways mariners in the United States. The Center has developed a pioneering approach to education that has successfully integrated vocational training, academic enrichment, and trade union responsibility.

Named for Paul Hall (1915–1980), an outstanding past president of the Seafarers International Union (SIU), the Center is the product of a unique cooperative effort between the union and SIU contracted shipping companies. The Center includes The Joseph Sacco Firefighting and Safety School, the Seafarers Harry Lundeberg School of Seamanship, the Paul Hall Library and Maritime Museum, the Bob McMillan Simulator Center, and the Thomas B. Crowley, Sr. Center for Maritime Services. The Center includes the Joseph Sacco Firefighting and Safety School, the Seafarers Harry Lundeberg School of Seamanship, and the Paul Hall Library and Maritime Museum. These entities are collectively referred to in this catalog as the “Center.” The Center is committed to providing the nation’s maritime industry with skilled, physically fit, and responsible deep-sea seafarers and inland waterways mariners.

The Center believes that the men and women who choose careers as professional seafarers or mariners must be provided with the knowledge and skills to keep pace with technological advances within their industries. As a result, the Center has developed a total program for professional advancement as a mariner or deep-sea seafarer. This program focuses on three key areas:

1. Providing men and women who have no maritime experience with the basic skills they will need to serve aboard U.S. flag ships or tugs and towboats;
2. Providing professional advancement for experienced men and women through career upgrading programs; and
3. Providing the academic education, which is an essential complement to the modern technical skills needed in today’s water transport industries.

Since its founding, the Center has provided careers for an entire generation of men and women, and, at the same time, provided qualified manpower aboard America’s merchant vessels whenever and wherever needed to ensure that vital cargo is moved safely and on time.

Originally, the Seafarers International Union maintained training facilities in five ports throughout the country.
As the programs expanded to meet the challenges of advancing technology, it became necessary to centralize the training activities. Thus, in 1966, the present site in Piney Point, Maryland was acquired to house the Seafarers Harry Lundeberg School of Seamanship.

By bringing together highly qualified educators in the specialized field of maritime training, centralization made possible the rapid expansion of the Center’s vocational programs. As vocational education became more advanced and specialized, the need for academic skills to master highly technical instructional manuals became evident. To meet that need, a reading skills program was established in 1970. The program proved to be a highly successful complement to vocational training. Since then, the academic curriculum has experienced the same rapid growth as the vocational program. Today, a complete high school equivalency program (GED) is offered.

In 1972, the Seafarers International Union recognized the need for trained personnel aboard the tugs, towboats and barges of the inland and coastal waterways. Again, the Center responded to this need, and today, basic vocational training and a complete upgrading program in all licensed and unlicensed ratings are available to America’s professional inland boatmen.

In 1978, the Seafarers Harry Lundeberg School of Seamanship entered into a contractual agreement with Charles County Community College of Maryland. This agreement made it possible for students to take college-level courses offered by Charles County Community College at the Seafarers Harry Lundeberg School of Seamanship and earn an Associate in Arts degree. Seven years later, the School developed its own degrees in Nautical Science Technology and Marine Engineering Technology. These programs received full approval from the Maryland State Board for Higher Education in that same year.

The Center continued to expand. In 1981, the Paul Hall Library and Maritime Museum was dedicated. Since opening, it has become one of the best sources for maritime labor research in the United States.

In 1984, the Seafarers Training and Recreation Center was completed, adding a new conference center and 300 modern hotel style rooms and dormitories.

In 1985, the Center undertook new programs for training crews for Military Sealift Command-contracted ships. This program has answered the Navy’s need for trained Seafarers to operate these special classes of ships. Included in the courses approved by the Military Sealift Command are damage control; material handling; underway replenishment; cargo handling; chemical, biological and radiological defense; marine environment awareness; and Level I anti-terrorism/personal protection.

A multi-function bridge deep-sea and inland simulator system was constructed in 1985. It had a full range of instructional, maritime research and developmental capabilities. The full-size, main bridge mock-up was correlated to a 180-degree beam-to-beam field of view as well as a stern view. The main bridge contained appropriate bridge controls, electronic navigation equipment, collision avoidance radar and bridge-to-bridge communication equipment. Additionally, three independently maneuvered auxiliary bridges allowed for interaction between the main bridge and traffic vessels. This simulator would remain in place until the turn of the century. In response to the demands for continued enhancement of maritime education, the Center added two specialized programs to the curriculum in 1991. The first was based on the requirements of the Oil Pollution Act of 1990, an oil spill emergency containment and cleanup course was created. Secondly, an entirely new electronics lab was set up to accommodate students for a marine electronics technician program. This course helps prepare students who wish to sit for their Federal Communications Commission (FCC) license exam.

In 1993, the Maryland Higher Education Commission authorized the Seafarers Harry Lundeberg School of Seamanship college program to change its degree award to an Associate of Applied Science degree and to a certificate program in Maritime Technology.

In the last few years, the Center has recognized the need to upgrade its technology and provide opportunities for students to learn and use computers. Computers have been installed in the library for student use for both personal and instructional purposes. A computer lab is now being used in the academic department to help teach basic language skills, English-as-a-second-language, and a variety of vocational skills.

The Center constructed and opened the state-of-the-art Joseph Sacco Firefighting and Safety School in 1999. This school and program have achieved national recognition for excellence. Instructors from the school also are training crews and mariners aboard vessels throughout the world.

New courses are constantly being developed by the curriculum department to ensure that all training meets the requirements of the United States Coast Guard and the Standards of Training, Certification and Watchkeeping (STCW). This effort ensures that seafarers receive the most modern and current approved courses.

In 2015, the Center installed a new, simulator for ship handling (including Global Maritime Distress and Safety System [GMDSS], engine room functions, crane operations and liquid cargo procedures). This simulator provides teaching support in the following areas: voyage planning and execution; coastal and offshore navigation; collision avoidance; ARPA/radar operation; electronic navigation systems; Electronic Chart Display and Information System (ECDIS); search and rescue operations; vessel traffic management; high speed navigation; bridge watchkeeping procedures including tugs and barges, towboats and piloting; GMDSS procedures; oil spill response management; port development; human factors; and bridge team management.

The engine department simulator provides training for engine room watchkeeping, diesel propulsion and electrical power plants. Additionally, the simulator
includes an auxiliary system, machinery simulator, crane and liquid cargo simulation. Through the use of the simulator, members of the Union will continue to receive realistic training and assessments. (These facilities are now housed in the Bob McMillan Annex, which is attached to the Lindsey William Building.)

In the coming months and years, the training of American merchant seamen in the handling of liquefied gas (LG) will be a growing part of the maritime industry. To prepare for this training, the Center has added a comprehensive LG program to its growing list of simulation training. The simulator is a competency and assessment based training system, which will allow students to develop the skills necessary to load and unload a vessel with liquid gas cargo. Students will learn and understand system alignment, cargo pump operations, loading and discharging alignment, ballast systems, inert gas systems and the volatility of the cargo. This training will provide new job opportunities for the members of the Seafarers International Union.

A new dormitory consisting of 100 additional single occupancy rooms for upgraders has been constructed at the Center.

The Center remains an active participant in national and international initiatives to improve the quality of life and training of the world’s seafarers. Members of the staff participate in important meetings with other maritime unions, the United States Coast Guard, and the International Maritime Organization. Other maritime organizations, recognizing the quality of the programs have taken advantage of the training and facilities offered at Piney Point. Likewise many organizations make requests to the school for instructors to teach off-campus courses throughout the United States or at maritime ports throughout the world.

These continuing changes and instructional improvements demonstrate the commitment of the Center to maintain a highly trained, current and competent work force for the maritime industry and to provide first class accommodations for seafarers.

Mission

The mission of the Center is to provide professional training to students who are just entering their maritime career and to eligible seafarers who are employed by SIU-contracted employers who wish to improve or upgrade their seafaring skills. Through this training, upgrading, and retraining, students are well prepared to work safely, capably, and effectively aboard U.S. merchant vessels.

Goals

1. To deliver vocational and academic education through programs, which are uniquely flexible and well suited to the lifestyles of seafarers.
2. To instill in seafarers a pride in their occupation, a professionalism in their job performance, and a desire to continually improve their maritime skills and vocational and academic educational levels.
3. To provide the deep sea and inland waterways maritime industry with skilled, knowledgeable, and responsible seafarers.
4. To give full and complete effect to the new training and assessment requirements of the amended Standards of Training, Certification and Watchkeeping (STCW).
5. To provide students with both the theoretical background and practical application of job skills necessary for work aboard today’s merchant vessels.
6. To provide the vocational and academic education, skills and knowledge base that are an essential foundation for the modern technical skills required in today’s water transportation industry.
7. To make available opportunities for seafarers to complete the GED program at the high school level or complete a Certificate in Maritime Technology or a two-year college program in an Associate of Applied Science degree (Nautical Science or Marine Engineering Technology).

Training

The training of men and women for jobs on privately owned, American-flagged ships and boats takes place through two vocational education programs offered at the Center: the Unlicensed Apprentice Program, for those starting out in the maritime field; and the Upgrading program, a continuing education program for those who have sailed and wish to increase and upgrade their training and job skills.

Veterans

The school is approved for benefits by the Veterans Administration.

2010 Standards of Training, Certification, and Watchkeeping (STCW) Amendments

These rules and regulations adhered to by the United States and 119 other nations, have a direct effect on the training and upgrading of seafarers. The STCW sets qualifications for masters, officers and watchkeeping personnel.
on seagoing merchant ships. These regulations are enforced in the United States by the Coast Guard. Merchant ships and smaller U.S. documented commercial vessels that operate on oceans or near coastal voyages also are subject to the provisions of the STCW.

The 2010 Amendments to the STCW are comprehensive and detailed. They concern port-state control, communication of information to the International Maritime Organization (IMO) to allow for mutual oversight, and responsibilities of all parties to ensure that seafarers meet objective standards of competence. They also require candidates for certificates (licenses and document endorsements) to establish competence through both subject-area examinations and practical demonstration of skills. Training, assessment and certification of competence are managed within a quality standard system to ensure that stated objectives are being achieved.

All seafarers employed or engaged in any capacity aboard a seagoing ship, must provide evidence of having achieved or retrained, within the previous five years, the required standard of competency in personal survival techniques, fire prevention and firefighting, elementary first aid, and personal safety and social responsibility before they are assigned any shipboard duty. These standards are taught in the Basic Training Course.

For the Center, this has meant that courses have had to be revised, new outcomes and objectives written, and that a method of practical assessment had to be developed. Instructors must meet new requirements, and assessors must be trained to be examiners in order to assess the competence and skills of individual seafarers. As the name indicates, this international treaty impacts both the content of training received by merchant mariners and the methods by which such courses are made available. During the past few years, the School Training Record Book has restructured its courses to fully comply with the provisions of the STCW.

At the same time, the Center has initiated procedures to assist mariners to maintain their licenses, certificates of endorsement, and to comply with these new provisions. A Training Record Book (TRB) was issued to members beginning in the winter of 1997. All of the courses required for STCW endorsement after January 31, 1997, have been approved. These courses include those required by the STCW Convention as well as personal survival techniques, elementary first aid, fire prevention and firefighting, and personal safety and social responsibility. As courses have been approved, seafarers have received the STCW endorsements or certifications qualifying them to sail under this treaty.

The Center and all of its schools have embraced the competency-based training and demonstration of proficiency philosophy contained in the STCW. While at the Center, students are informed of the latest STCW requirements.
The Paul Hall Center

PAUL HALL CENTER FACILITIES

Joseph Sacco Firefighting and Safety School

In 1999, the Center opened a firefighting and safety training school. This school, located on property adjacent to the Center, features state-of-the-art training aids for teaching basic and advanced firefighting, damage control, confined spaces, and helicopter-fighting. Included at the school is a mock-up of an engine room, a bilge fire, and an intricate maze that resembles those found on board many merchant vessels. Located in the instructional building, the swimming pool allows for water survival training and testing.

A small arms range is located on the site and allows for training of merchant mariners in the use of a rifle, shotgun and pistol. This training prepares Seafarers for vessel security duty aboard U.S. flagged commercial vessels.

Simulation

Recognizing the importance of simulation in training the School has installed a new 360-degree FOV (Field of View) Full Mission Bridge, which incorporates a 10-channel visual projection system and all the hardware and software needed to run multiple types of vessels. It also includes a new Full Mission Engineroom simulator which utilizes the latest touchscreen technology to simulate diesel, steam, and gas turbine engineering plants. The installation has been fully upgraded and represents a commitment to provide the highest quality training that today’s technology allows. The School gratefully acknowledges the support of our contracted operators and international carriers for assisting in this development.

The Lindsey Williams Building is home to the Radar, ARPA, ECDIS and GMDSS classrooms, two dedicated tug bridges, one full mission bridge simulator, the full mission engineroom simulator, three auxiliary bridges and two debrief areas.

The Drozak Building is now home to the new Kongsberg Crane Simulator. The Logan Building contains a twenty four person engine classroom and a ten person Liquid Cargo Handling Simulator (LCHS) which are interchangeable in their usage.

All of these simulation programs are interactive and meet the competency requirements for the demonstration of skills required by STCW 2010. These advanced training systems provide students with the opportunity to experience realistic operational situations that will lead to improved job performance and increased career opportunities.

Library

The Paul Hall Library and Maritime Museum offers a wide range of services. Printed materials include more than 17,000 volumes on maritime and labor history and reference material to support the vocational and academic courses offered at the School. The library subscribes to a variety of periodicals, many of which provide current information about the maritime industry. The museum collection includes ship models, historic nautical instruments and union memorabilia.

Desk top computers are available for student and staff use. Limited access to the Internet is available in the library.

Education Technology

The Education Technology department, located in the library, contains a multimedia production facility. Here, the Center designs, produces and distributes audiovisual programs. Additionally, the media center provides access to more than 1700 educational and entertainment programs via individual workstations and a 70 seat theater.
Computer Lab

The academic department maintains and staffs a computer lab, which contains Windows compatible PCs. Various programs and tutorials are available for student and instructor use. These include computer basics, word processing, spreadsheets, typing, Coast Guard material, Morse Code, rules of the road, and vocational study guides designed for SHLSS vocational courses. A lab instructor is available to provide assistance to students. Seafarers may schedule computer classes through the admissions office. Certificates are awarded for successfully completing the computer basics and Microsoft Windows application courses.

Health Care

A health care facility is available at the Center. It consists of a dispensary staffed by a registered nurse. Emergency medical care is available at all times at a nearby hospital, medical facilities and urgent care center.

Recreation

Recreational facilities are available to students during their free time. Swimming, basketball, baseball, volleyball, pool, tennis, arts and crafts and fishing are some of the possible activities. Color TV, video and audio-tapes are provided for students’ use.

Health Spa

The Health Spa is a modern facility equipped with Nautilus, free weights, and universal machines. The programs are designed to meet the needs of students of all ages. The spa is also equipped with aerobic machines, sauna, and an outdoor Olympic-sized swimming pool. Two tennis courts are available on the School grounds.

Arts and Crafts

The Arts and Crafts Shop is a recreational and educational facility. A fully equipped shop with a professional instructor is maintained for the purpose of training in the areas of silver-smithing, woodworking, stained glass, wood burning, leather, painting, drawing, model boat building, scrimshaw, and enameling as well as other creative arts. Lectures and discussions are conducted with emphasis on planning for leisure time activities aboard ship.

Sea Chest

The Sea Chest shop is open to students for the purchase of personal items, clothing, snacks, and souvenirs.

Laundry

Laundry services are available to all trainees free of charge. Coin-operated washers and dryers are available for upgraders and guests in the east wing of the second and third floors.
The Paul Hall Center

The Seafarers Training & Recreation Center houses all Unlicensed Apprentice trainees and upgraders. It has a large auditorium, five conference rooms, formal and informal dining areas, a health spa, an outdoor Olympic-sized swimming pool, Mooney’s Pub, and many recreational areas.

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Rules & Regulations for School of Seamanship Training and Recreation Center (TRC)

1. Visitors of the opposite sex are not permitted in a student’s room.

2. Spouses and dependents are permitted to live with a student during the time they are completing an upgrading course. Proof of marriage is required, and the student is responsible for the conduct of his or her dependent(s). There is a limit of five persons to a room. Additional rooms may be available at a special rate to accommodate larger families. There will be no charge for dependents while a student is attending classes.

3. An ATM machine is available in the main lobby.

4. All television, radio and stereo equipment is to be kept at a normal volume until 2200 hours and should be turned down after that time.

5. There is a health spa located in TRC. The hours of operation are posted at the health spa registration desk. Please check at the desk for all other Center facilities’ hours.

6. The Center accepts NO responsibility or liability for valuables unless they are checked into the safe deposit box at the purser’s office when the student arrives.

7. The Center accepts NO responsibility or liability for any personal injury to the students or dependents.

8. As soon as a course is completed, students must report to the TRC front desk to check out. Individuals are held responsible for any damages or loss of items caused by themselves, their guests, or their dependents to the assigned room or damage in any of the public areas.

9. No smoking in hotel rooms. Students are responsible for any damage to a room as a result of smoke or cigarettes.
**Academic Calendar**

The beginning and ending dates for each course and program are published monthly in the Seafarers LOG, which is sent to every SIU member, SIU hall, SIU-contracted vessels, and other interested parties, and on line at www.seafarers.org.

**Class Schedule**

Each student, regardless of the program, must attend classes during scheduled hours. Students who are ill must see the School’s nurse to be excused from class. Occasional field trips and special events may be scheduled during the normal class day. Students must attend 90% of USCG approved training course.

**Holidays**

The legal holidays observed by the Center include: New Year’s Day, Martin Luther King’s Birthday, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

**Counseling Service**

Counseling services are available to all students for their interpersonal and personal needs.

**Religious Services**

Transportation is provided to all students who wish to attend religious services.

**Veteran Benefits**

The Center is approved as an institution, qualified, and equipped to provide educational opportunities to eligible veterans. VA applications may be completed at the time of enrollment in any educational program.

**Leave of Absence**

Due to the limited length of some upgrading continuing education courses, students are not normally allowed a leave of absence. USCG courses approved in lieu of examination such as AS-D, or FOWT do not allow a student to miss more that 10 percent of the class hours, which in most cases is one day. So, if a student decides to depart or discontinue, it will be noted on their attendance card and they will be dropped from course. The student may reapply for the next scheduled course convening at a later date but must re-establish their union eligibility to attend the course. This may require additional shipping time and could delay the return for a year or more.

Students discontinued for misconduct who wish to return to the school will be evaluated on a case-by-case basis by the Trainee Review Board, or the Upgrading Review Board. Readmission to the school will depend on the nature and severity of the misconduct.

**ACE College Credit Recommendations**

The American Council on Education’s College Credit Recommendation Service (ACE CREDIT®) has evaluated and recommended college credit for 91 courses offered by Seafarers Harry Lundeberg School of Seamanship at the Paul Hall Maritime Center. ACE, the major coordinating body for all the nation’s higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE CREDIT helps adults gain academic credit for courses and examinations taken outside traditional degree programs.

All course credits are computed on a semester-hour credit system with a typical course meeting for fifteen (15), fifty (50) minute classroom sessions to equal one (1) credit. Laboratory credit hours are computed based on thirty (30), fifty-(50) minute sessions equaling one (1) credit. ACE will periodically re-evaluate courses for credit; therefore, specific credit count may vary as to the date a course was taken. Students must consult the National Guide to College Credit for Workforce Training published by the American Council on Education to determine the recommended credits assigned www.acenet.edu/nationalguide.

The School’s catalog specifies the most recently approved credit count. Students wishing to transfer vocational credits to another community college or four-year college must consult with a counselor at the receiving school. Each school reserves the right to determine the courses and credits which may be transferred. More than 2,000 colleges and universities consider ACE CREDIT recommendations in determining the applicability of coursework and examination results to their courses and degree programs. For 40 years, colleges and universities have trusted ACE CREDIT to provide reliable course equivalency information to facilitate their decisions to award academic credit. For more information, visit the ACE CREDIT website at www.acenet.edu/credit.
The Paul Hall Center

Department of Labor Apprentice Program

The Center joined with the U.S. Department of Labor (DOL) in the development of an apprentice program for training men and women for the maritime industry in 2003. This program includes apprentice training for the occupations of Fireman, Oiler and Watertender, Able Seafarer- Deck, and Chief Cook; thereby covering all three trades within the Union. The apprentice program ranges from 2760 to 4000 hours of on-the-job training supplemented by instruction in the classroom. The apprentice program is a competency based training program that meets the DOL Certification requirements.

This apprentice program created by the cooperative efforts of the U.S. Department of Labor and the SIU advances the shared goal of increasing the number of highly trained skilled American Seamen.

Permanent Record Information

The Center maintains a personal file for each student who attends classes. All students have the right to inspect their academic records and to challenge any documentation which they believe to be inaccurate or misleading. Academic records are the private property of the student, and, therefore, cannot be released without the student’s written authorization. Students who wish to have their transcripts forwarded to other colleges or prospective employers must complete a written release form. The following is a list of the types of educational records maintained by the School:

<table>
<thead>
<tr>
<th>Type of Records</th>
<th>Location</th>
<th>Office Responsible Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Application</td>
<td>Admissions</td>
<td>Admissions Office</td>
</tr>
<tr>
<td>Disciplinary</td>
<td>Admissions</td>
<td>Admissions Office</td>
</tr>
<tr>
<td>Permanent Academic</td>
<td>Academic</td>
<td>Academic Department</td>
</tr>
<tr>
<td>Diagnostic Tests</td>
<td>Academic</td>
<td>Academic Department</td>
</tr>
<tr>
<td>GED Test Scores</td>
<td>Academic</td>
<td>Academic Department</td>
</tr>
<tr>
<td>Placement Tests</td>
<td>Academic</td>
<td>Academic Department</td>
</tr>
<tr>
<td>General Education</td>
<td>Academic</td>
<td>Director of Education</td>
</tr>
<tr>
<td>Veterans</td>
<td>Vocational</td>
<td>Director of Education</td>
</tr>
</tbody>
</table>

The School does not release general information, public or directory information, including names, addresses, telephone numbers, dates of attendance, and class standings without written permission from the student.

Grading Policy

Students’ grades are determined by their performance on tests, papers, assignments, laboratory and/or on-the-job training experiences. The grading scale for most vocational courses is a percentage system. A passing grade is 70% for most Coast Guard approved courses. Some courses require a higher passing grade.

In addition, students are also evaluated on practical job factors and conduct. Students’ progress is determined by their ability to perform basic skills according to stated objectives and to develop proper work habits and cooperative attitudes toward their peers. The instructors monitor, observe, and evaluate the students on a daily basis and recommend, at the end of each course, whether a student continues or discontinues the program. These evaluations are reviewed by the students for content and accuracy of information. If a student does not complete all the requirements of a course, he/she must make up that work before receiving a passing grade; only then can a student continue in the training program.

Certification and Licensing

For upgraders, the passing of the U.S. Coast Guard examination for a Coast Guard endorsement in their subject area marks the completion of their training program. Upgraders in the special and non-endorsement programs complete their programs when they have met the requirements established by the Center and/or passed the school-administered certification examination. Certificates of achievement are awarded to all students who successfully complete a course of instruction at the Center.

Learning Assistance

The vocational classroom instructors present the course content addressing all learning modalities, visual, auditory and kinesthetic. All students are administered the Test of Adult Basic Education (TABE) when they first report to the school. When Unlicensed Apprentice students score below eighth grade level on the TABE, or have documented learning disabilities, they are placed in our academic support tutoring program, which can accommodate their disabilities. The training aids used in academic tutoring are curriculum based. For instance, students enrolled in the Vessel Familiarization course would focus on exercises related to basic maritime nomenclature. Lifeboat students would use training material addressing lifesaving equipment, etc.

Students who score higher than eighth grade on TABE who find themselves struggling with course material may request vocational tutoring from the Academic Department with the approval of the course instructor. The final approval for assignment to academic tutoring is made by the Assistant Vice President and the Director of Vocational Training and Education.
**Academic Honesty**

Students must abide by a code of honesty and understand how important it is. This code is designed to protect all students and give greater value to their educational achievements. The spirit of integrity and honesty are personal assets and essential to a rewarding life.

While at the Center, students are required to do their own work. Any assistance from another student or the use of unauthorized aids on quizzes and tests is grounds for dismissal from the School. Every student writing a paper should be aware of the following principles to prevent plagiarism:

- All directly quoted material must be identified by quotation marks or indentations and the sources given; and
- If information is not directly quoted, the student should summarize the material in his/her own words and cite the source.

**Upgraders’ Review Board**

The Center has established an Upgrader Review Board to provide seafarers with academic counseling when they are not meeting the minimum requirements for the course in which they are enrolled. The review board is a non-disciplinary committee that will ensure the student is advised of remedial assistance, basic vocational support, peer tutoring, and any other vocational or academic assistance activity that will provide the instructional tools needed to succeed.

Records and recommendations of the board will be recorded and a copy of the original given to the student. The recommendations of the board are guidance to the student based on an overall evaluation of the training received. The student may elect not to use the services recommended by the board. When the student elects not to adhere to the recommendations, he or she will indicate refusal of services by signature on the Upgraders Review Board Form.

**Vocational Training**

**Building Skills for the Future**

Vocational education is the key to success in the maritime career path. Seafarers of the past learned job skills at sea, a slow process of learning by hard knocks.

Today the Paul Hall Center teaches specialized skills for jobs in the deck, engine and steward departments. The curricula are constantly updated to keep abreast of changing maritime technology and new national and international regulatory requirements. Clearly, today’s modern automated vessel, which costs millions of dollars, cannot be entrusted to an unskilled, non-professional. Working aboard a modern vessel is a profession for the well trained mariner.

Professional training begins with basic or entry-level vocational education programs. The Unlicensed Apprentice Program provides the knowledge, skills, and work ethic necessary for people to safely and proficiently perform their assigned duties aboard ships, tugs and towboats.

The continuing education upgrading programs provide experienced seafarers, who have the necessary required sea-time, the opportunity to advance their professional skills, keep pace with changes in the maritime industry and increase their earning potential. The course offerings in the upgrading programs include unlicensed and licensed ratings in the deck and engine departments to build professional competence in the most highly skilled seafarers in the world. Admission to the Center, however, does not guarantee placement in a particular position.

**Entry Level Unlicensed Apprentice (UA) Program**

Professional training begins with basic or entry-level vocational education programs.

The purpose of the Unlicensed Apprentice (UA) Program is to train, guide and encourage men and women to make careers for themselves on the world’s oceans or on America’s network of coastal and inland waterways.

The UA Program is recommended for individuals who wish to seek employment through the hiring halls affiliated with the Seafarers International Union. The Center’s philosophy is that every new person coming into the maritime industry needs certain basic skills and knowledge before he or she embarks on more specific career training in one of the three departments: deck, engine or steward.

The Unlicensed Apprentice Program consists of five phases of instruction: (1) a thirteen-week vocational curriculum focusing on maritime organization, basic seamanship, emergency action and social responsibility; (2) twelve weeks of shipboard training focusing on ship operations and maintenance. The student serves in each of the different departments and maintains a journal of his/her activities; and (3) specialized department-specific training based on the department choice of the Unlicensed Apprentice. Successful completion of the program qualifies the student to ship as an ordinary seaman, wiper or steward assistant.

During phase IV, Unlicensed Apprentices serve for four months aboard U.S flagged vessels in a paid position as a member of the crew. During Phase V, Unlicensed
Apprentices return to SHLSS for advanced resident training to earn their ratings as Able Seafarer-Deck, Able Seafarer-Engine, or Certified Chief Cook.

Each student is required to attend classes a minimum of eight hours a day, Monday through Friday. Occasional evening and Saturday classes will be conducted. All student activities closely correspond to the working shipboard environment.

If a student does not have a high school diploma or GED, they are provided an opportunity to earn a Maryland High School diploma while enrolled at the school.

The Unlicensed Apprentice Program is conducted in a quasi-military environment. Students are required to wear uniforms, adhere to military-style grooming standards, live in group dormitories and march to and from class. Students are not permitted to have cars or leave the campus. This environment serves to develop a strong sense of teamwork and discipline necessary to work as part of a crew aboard ship.

Emphasis is placed on the academic-vocational programs and the completion of all Coast Guard requirements. Students must attend all classes unless excused by the school commandant. Students must successfully complete all modules of the program and meet the necessary international training requirements found in the Standards for Training, Certification, and Watchkeeping (STCW) as enforced by the U.S. Coast Guard. Failure in any module could result in a referral to the review board. Failure in any module will result in dismissal from the Unlicensed Apprentice Program.

Apprentices are expected to obey all rules and regulations on standards of dress and conduct. Each student reads and signs a copy of the rules and regulations when they arrive at the school. Any infraction of School rules and regulations is cause for disciplinary action. This is addressed through the Apprentice Review Board. The Apprentice Review Board is comprised of a union representative, Director of Education or designee, two staff members, chief boatswain and student council president. The review board can take action ranging from dismissal of charges to dropping the individual from training.

Admissions Requirements and Procedures

Students must fulfill the following requirements in order to be accepted into the program. All applicants must:

1. Comply with the physical fitness standards for merchant mariners, as determined by the Seafarers Health and Benefits Plan;
2. Be at least 18 years of age;
3. Meet all U.S. Coast Guard-established criteria for the issuance of a Merchant Mariner’s Credential as well as any other U.S. government requirements for merchant mariners;
4. Pass a drug screening; and
5. Not be on any form of court-ordered probation or parole.
6. Certified to be in good oral health by a qualified dentist.
7. Potential students must hold a Transportation Workers Identification Card (TWIC) issued by the Transportation Security Administration (TSA).

How to Apply

Prospective students may apply online through the Center’s website:

http://www.seafarers.org/jobs/ua.html

Applications are reviewed and evaluated by the Selection Committee. If an application is accepted, the prospective student will be notified of the start date of the training program.

Additional information regarding the program may be obtained by calling toll-free 1-800-235-3275, or 301-994-0010 extension 5342, or email the Admissions Office at Admissions@seafares.org.

Student Fee Policy

SHLSS does not charge tuition.

Unlicensed Apprentices (UAs) are charged a uniform fee which is payable prior to arriving at the school. Uniforms are issued on the second day after arrival. Should a student decide to leave the school prior to the issuance of uniforms, the full fee will be refunded. If a student decides to leave the school after the uniforms are issued, there is no refund, and the student may keep the uniforms.

Upon arrival, new UAs must deposit $200.00 into their account to cover travel expenses in case they must depart the school prior to completing training. This money is refunded on completion of Phase 1 training or if they depart before completing Phase 1 training.

Phase 1 UAs receive a weekly stipend, which is deposited into their account. This is used to cover the cost of incidentals and sundries which can be purchased from the Campus Shoppe.

Other Student Costs

Students are responsible for the costs associated with obtaining required documentation including a physical examination, U.S. Coast Guard Merchant Mariner Credential and Transportation Worker Security Card (TWIC). They must also pay for their transportation to the school.
Policy Regarding Requests for Learning Accommodations

The Seafarers Harry Lundeberg School of Seamanship has the right to set and maintain standards for admitting students and evaluating their progress and is not obligated to waive any requirements that are fundamental or essential to the integrity of the programs. Students with disabilities must meet the academic, technical and physical standards for participation in the programs. Generally speaking, applicable law does not require the School to provide accommodations that fundamentally alter the nature of a program (such as by diluting academic integrity) or that pose an undue hardship (defined as significantly difficult or expensive).

Pursuant to Title III of the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and any relevant state law, the Seafarers Harry Lundeberg School of Seamanship will consider the request for reasonable accommodations from qualified students with disabilities. Accommodations are subject to the United State Coast Guard regulations governing training and education of merchant mariners and are considered on a case by case basis.

To receive accommodations for a disability a student must provide documentation of the need for accommodation at least 30 days prior to arrival at the Seafarers Harry Lundeberg School of Seamanship. The evaluation should be less than two years old to demonstrate the current impact of the disability and to identify appropriate accommodations for merchant mariner training. Documentation should be in the form of a psycho-educational or neuropsychological evaluation conducted by a licensed or certified psychologist, educational diagnostician or other relevant professional with training and experience in identifying and diagnosing learning disabilities on professional letterhead and signed.

The School reserves the right to request additional information or evaluation. Your written permission will be required to release information to the School. The School will maintain the confidentiality of your request for accommodation and supporting documentation, unless you give the School permission to release this information.

Job Placement

Upon completion of Phase 3 training, all UAs will be assigned to fill a paid position on a union-contracted, U.S. flagged commercial vessel. Assignments are made by the Piney Point SIU hiring hall. After completing the entire UA Program, (Phases 1-5) the graduates will receive their union probationary seniority and upgraded credential and will be eligible to ship from any U.S. port where the union maintains a hiring hall.

Student Bill of Rights

1. The Center guarantees each student the right to free inquiry and expression or assembly, subject only to the requirements governing the use of grounds and facilities.

2. Each student should be free to pursue his/her educational goals at the Center because it maintains appropriate opportunities and conditions for learning in the classroom and during on-the-job training.

3. In the classroom, students have the right to express views pertinent to the subject matter. The instructors shall have authority over conduct in the classroom and judge subject matter relevancy.

4. Each student shall have the right to expect and receive unprejudiced evaluations of his/her academic and vocational performances.

5. Instructors, counselors, and administrative staff who, in the course of their work, acquire detailed personal information in confidence from their students, shall consider all such information to be strictly confidential. This information shall not be disclosed unless legally compelled.

6. The Center guarantees that no official, administrator, or faculty member shall transmit grades, records or transcripts of any kind to any person not affiliated with the Center, without an authorized written request or permission from the student concerned.

7. A student who feels he/she has been given extra duty or demerits unfairly or an excessive amount of either, shall present the facts to the review board for consideration in extenuation or mitigation during the hearing.

8. A student has the right to remain silent when charged with an offense or regulation violation that requires review board action until the case is presented before the review board. The student is only required to sign a statement acknowledging his/her awareness of the charges. Self-incrimination is not required.

Student Council

The student council plays an important role among entry-level students in the UA Program. The goal of the student council is to maintain class spirit, involvement, and high morale.

The student council president is responsible for organizing sports events, recreational tournaments, and constructive competition among the student population. The council encourages communication between students and administration. Through the student council, the UA learns teamwork and cooperation.
Unlicensed Apprentice Phases

Phase I

During Phase I, students receive 13 weeks of resident training at the Paul Hall Center. These courses provide fundamental maritime knowledge and safety skills required for a merchant mariner. Detailed course descriptions follow.

Phase II

In Phase II the unlicensed apprentices spend 12 weeks aboard a vessel contracted with the SIU as a student observer. During these weeks at sea, the students spend four weeks in each shipboard department (deck, engine, and steward). This experience provides hands-on experience learning the skills and knowledge introduced to them during the Phase I training.

Phase III

During Phase III students return to the Center for advanced formal training. First, students begin their training with Tanker Familiarization and Government Vessels, followed by their specialty courses in either Ratings Forming Part of the Navigational Watch (RFPNW) for deck department, Basic Auxiliary Plant Operations for the engine department, or Galley Operations for the steward department.

Phase IV

During Phase IV, students serve in a paid position aboard a union-contracted U.S. flagged commercial vessel for at least 120 days. Here, they will gain hands-on experience and earn sea time by working in their selected shipboard department.

Phase V

In Phase V, students will return to the Paul Hall Center for 4 weeks of advanced specialty training. Deck students will complete the Able Seafarer – Deck course, Engine Department students will complete FOWT/Able Seafarer- Engine course, and Steward Department students will complete Certified Chief Cook course. Upon successful completion of Phase V, students will receive their specialty rating and their union seniority, which will allow them to register and ship from any SIU union hall.
Course Descriptions:

**Shipboard Sanitation**

**FSM 101** 1 Credit

This course is a module with in the Unlicensed Apprentice Program and provides basic sanitation knowledge and the skills required for an entry position. Emphasis is placed on awareness of hazards, shipboard sanitation products and equipment, and duties of the steward department.

*Length of Course:* 20 Hours

**Galley Familiarization**

**FSM 103** 1 Credit

This course provides awareness and familiarization with galley equipment and utensils in preparation for shipboard operations in the steward department. This course is in the Unlicensed Apprentice Program.

*Length of Course:* 20 Hours

**Basic Firefighting**

**HTS 102** 2 Credits

The object of this course is to familiarize the student with the chemical process of fire, its behavior and the various methods and equipment used to combat it. It meets the requirements of STCW, Table A-VI/1-2, 46 CFR 10.205 (1) (2), 46 CFR 10.205 (g) and CFR requirements for firefighting-tankerman. The curriculum includes the theory of fire, fire prevention, heat transfer, types and sources of ignition, spread of fire, classification of fire, fire detection systems, fire extinguishing agents and methods, and fire extinguishing systems. Instruction also including firefighting tools, personal equipment, breathing apparatus, organization of the fire parties, and emergency procedures. A moderate amount of physical exertion is required during this course. Instruction is held at the Joseph Sacco Firefighting and Safety School.

*Length of Course:* 35 Hours

**First Aid and Cardio-Pulmonary Resuscitation (CPR)**

**HTS 103** 1 Credit

The object of the First Aid and Cardio-Pulmonary Resuscitation course is to provide students with general understanding and basic knowledge of the immediate actions required when encountering an accident or medical emergency. Those satisfactorily completing the course and examination are awarded the American Safety and Health Institute First Aid and Cardio-Pulmonary Resuscitation (CPR) Certificate.

Topics covered in the course include responding to an emergency, emergency planning, breathing emergencies, heart attacks, adult CPR and first aid. This course meets CFR and STCW standards for elementary first aid as set forth in Table A-VI/1-3.

*Length of Course:* 21 Hours
Industrial Relations I

IR 101
Industrial relations provides UA students with the basic understanding of the structure of the SIU, the benefits provided to its members, the role and responsibilities of its members, and the political activities and contributions of the labor movements in the United States.

Students study the early years of the labor movement, history of the SIU, SIU organization and structure, constitution, benefit plans, contract and negotiations, legislative, and political activities.

**Length of Course:** 20 Hours

Water Survival

MST 102 2 Credits
SHLSOS – 549 2 Credits

Water Survival is a 10-day course that provides the knowledge and skills for water survival, including launch, use and recovery of survival craft, the proper use of survival equipment and procedures necessary to take charge of the maintain a survival craft and protect embark personnel. This course satisfies the training requirements of STCW, Table A-VII-1, and 46 CFR 10.205 (1 - 1) and 46 CFR 12.10 when required sea-time is met. A moderate amount of physical exertion is required during this course.

**Length of Course:** 60 Hours

Vessel Familiarization

NST 10 2 Credits
SHLSOS – 540 2 Credits

The Vessel Familiarization course provides students with the required knowledge, understanding, and skills for the entry-level ordinary seaman, wiper, and steward assistant. The course emphasizes shipboard and industry organization, safety, departmental responsibilities, basic seamanship, and vessel familiarization.

Topics in the course include the shipping industry, basic seamanship, shipboard organization, personal safety and responsibility, vessel operations and maintenance, and emergency and disaster planning.

**Length of Course:** 54 Hours

Vessel Maintenance and Operations

NST 105 2 Credits
SHLSOS – 732 2 Credits

The Vessel Maintenance and Operations module is a part of the UA Program. The objectives of the course are to provide the knowledge and skills required for the entry-level ordinary seaman, wiper or steward assistant. In this module, emphasis is placed on vessel safety, basic marlinespike seamanship, basic deck operations and maintenance, tools and equipment, basic engine operation and maintenance, fueling operations, painting and coating, and bridge operations and watchkeeping.

**Length of Course:** 47 Hours

Physical Education

PED 101 1 Credit
PED 1011 Physical Education or Exercise and Nutrition 1 Credit

Physical Education for UAs prepares students for the physically demanding work environment aboard ship. It emphasizes calisthenics, cardiovascular and strength training, nutrition, training safety, and personal performance improvements.

**Length of Course:** 40 Hours

Social Responsibilities

SOC 099 1 Credit
SHLSOS – 465 1 Credit

The Social Responsibilities unit, when combined with Vessel Familiarization, meets the requirement of STCW, Table A VI/1-4. The course includes an understanding of human relationships, social skills necessary for living and working on board ships, and issues involving international travel. Topics in this course include “Right to Know,” addictive substances, sexual harassment, health risk awareness, shipboard life, communication, groups and group interactions, effective behavior, stress management, conflict and conflict resolution, problem solving, social behavior, personal finances and international travel.

**Length of Course:** 27 Hours
The upgrading programs at the Center are offered to mariners who wish to receive training to upgrade or improve their job skills. This continuing education training provides seafarers with the credentials and job skills they need to move up to a higher paying, more responsible position on board ships and tugs. The upgrading programs are divided into three departments: deck, engine, and steward, to match the job departments on ships, boats, and tugs. Vocational classes stress both the theoretical and practical aspects of job training. Students receive classroom instruction and on-the-job training aboard the Center’s vessels, in the vocational training shops, classrooms, and in the galleys.

In order to be accepted into an upgrading program, the applicant must meet the following requirements.

**General Admission Requirements:**

1. Possess a valid Merchant Mariner Credential
2. Meet all Coast Guard requirements, if applicable and;
3. Have a current SIU medical exam valid through the starting date of the class.
4. Have earned 125 days of seatime in the previous calendar year on an SIU contracted vessel.
5. If the course includes a U.S. Coast Guard exam, students must have drug screen results that are valid through end of course, or must satisfy Coast Guard random testing requirements.

Upgrading applicants requiring a physical examination and/or drug screen must schedule these tests in advance of the course, so that results are received prior to the course start date. Physical examinations and drug screening may be scheduled through a portal account at www.seafarers.org, or at any Union hall.

**Student Life**

While enrolled at the Center, upgraders live in the Seafarers Training and Recreation Center. They are free to come and go from the school grounds when they are not in class. Upgraders have many School facilities available to them during their free time and are allowed to have a car while enrolled at the School.
Costs

There is no tuition for seafarers attending upgrading classes. Room and board are provided free of charge. Students who successfully complete their courses are reimbursed for their travel expenses in accordance with School policy. However, travel expenses for some courses may not be reimbursable. In order to receive the reimbursement, students must present all of their original travel receipts. Specific travel reimbursement information is available at the Admissions Office.

Transfer Courses/Prerequisites

If a student can show written evidence of successfully passing a U.S. Coast Guard examination in the required courses by presenting original licenses or endorsements, acceptance into a course may be granted for those courses requiring a prerequisite.

RULES AND REGULATIONS

ALL upgraders attending the Seafarers Harry Lundeberg School of Seamanship must abide by the following rules and regulations while on base:

1. Classes begin at 0800 SHARP. Students upgrading in the Steward Department must report to their on-the-job (OJT) training at the time established in their weekly work schedule.

2. Upgraders are expected to attend ALL classes or OJT unless excused by the Director of Vocational. After one unexcused absence, you will be subject to dismissal from the school. Absenteeism and lateness cannot and will not be tolerated. Your instructor must know your whereabouts during all classroom or practical hours. Missing more than 10% of any class is cause for immediate dismissal.

3. Coffee is available in the lounge areas of the Charles Logan, Paul Drozak and Simulator buildings. Drinking and eating is restricted to the lounges or outside only and is not permitted in the classrooms or hallways.

4. Smoking is restricted to outside or designated smoking areas. There is no smoking in the classrooms, hallways, offices or hotel rooms. Any expenses accrued by the school for damage from smoking in a hotel room will be billed to the student.

5. Proper dress is to be maintained at all times. Sleeveless shirts, cut-off shorts, bathing shoes, and shower clogs will not be permitted. Casual sports dress may be worn in the recreational areas. Not hats or hoods should be worn inside the buildings or classrooms.

6. All study material must be kept in good condition and returned to the book locker at the completion of your course. Upgraders will be charged for any textbooks not returned.

7. All library books must be kept in good condition and be returned to the Library before you leave the school. Upgraders will be charged for any books not returned.

8. Upgraders are not allowed in the Trainee Area except to visit the Nurse.

9. The Anchor Bar is open to upgraders and staff only. Alcohol is not permitted in any other area, at any time. Drinks purchased in the Anchor Bar are not to be removed from the bar area.

10. Photo ID badges must be worn at all times while on base and must be shown at the main gate prior to entering the base.

11. If the course you are taking does not have a corresponding Coast Guard endorsement, you will be required to pass an examination given by the Lundeberg School before a certificate of successful completion will be awarded.

12. Certificates from the school will be awarded only after successfully completing and passing all required exams.

13. The hotel parking lot is the ONLY authorized parking area for upgraders at any time. The school is NOT responsible for any damages to personal vehicles while on the school grounds.

14. Only authorized SHLSS vehicles are permitted beyond the hotel parking lot. At no time will an upgrader be permitted to use his/her vehicle to conduct personal business on or around school grounds.
15. Students are not permitted to bring guests on the base except on the designated visitor day (first Sunday of each month from 0900 till 1700) and must obtain permission from the hotel manager or Vice President of the school.

16. Students are not permitted to entertain guests in their hotel rooms or on the base.

17. Repair work on all automobiles in the parking lot, such as changing oil, etc. is not permitted.

18. Concealed weapons are NOT allowed on schools grounds at any time. The State of Maryland classifies a concealed weapon as follows: smooth bore firearm, rifled bore firearm, knife blade more than 2 ½ in length or num chaku, bow & arrows, or a pellet gun. In order to prevent any legal embarrassment, if you have any of the above mentioned items when checking in for an upgrading course, turn them into the Vice President’s office for safe-keeping and receipt until you leave, or send them home.

19. The illegal downloading of any copyrighted material while in your room or anywhere on the school premises may be grounds for immediate dismissal from the school.

20. To prevent injury or accident to any child, some of our policies regarding authorized areas are as follows: A) Authorized areas for children over the age of 12, unsupervised by parents, are: Arts & Crafts, Swimming Pool area (during lifeguard hours), and the Paul Hall Library. B) Parental supervision is required of all dependent children or children of guests in the Waterfront Marina, Academic Classrooms, Vocational Shops, Motor Pool, or any mechanical area. C) Spouses and children are not allowed at any time in the Academic Classrooms, Vocational Shop area, Motor Pool, or any mechanical area (unless authorized by the Vice President or Director of Vocational Education). D) Children under the age of 12 must be supervised by a parent or guardian at all times.

21. Only guest permitted to stay in your hotel room is your spouse. You must provide a valid marriage license upon arrival, to the front desk or valid state ID with the same home address. No other guests are permitted to stay in your hotel room or allowed on the premises while you are attending school.

22. Any infraction of the above rules will lead to your dismissal from the school by the review board and may, if serious enough, result in charges according to the “Shipping Rules 8-A discipline”:

8. Discipline

A. Although under no indemnity obligation of any sort, the Union will not be required to ship persons who, by their behavior in the course of employment aboard contracted vessels, during programs of the Seafarers Harry Lundeberg School of Seamanship and at hiring halls subject to these shipping rules, demonstrate that their presence aboard contracted vessels, may prevent safe and efficient operations of such vessels, or create a danger or threat of liability, injury or harm to such vessel and their crews. Persons not required to be shipped shall include without limitation those guilty of the following:

1. Drunkenness or alcoholism.

2. Use, possession or sale of any controlled substance as defined by the USCG

***NOTE: If such is suspected, the school shall have the right to require the individual involved to submit to drug testing. If the individual either refuses the testing or tests positive, the individual can be immediately dismissed from the school.***

3. Use or possession of dangerous weapons or substances

4. Physical assault

5. Malicious destruction of property

6. Gross misconduct

7. Neglect of duties and responsibilities

8. Deliberate interference with efficient operation of vessels, of the Seafarers Harry Lundeberg School of Seamanship or of hiring halls subject to these rules

9. Deliberate failure or refusal to join vessels.

10. Any act or practice, which creates a menace or nuisance to the health or safety of others.

Licensing and Certification

Licensing and certification are determined by the U.S. Coast Guard, and the Standards of Training, Certification and Watchkeeping (STCW) as amended. Courses at the Center are taught to meet the training requirements and knowledge content necessary to prepare an individual for examination for specific positions and/or certification. Since there are many requirements established by laws
and regulations, individuals should plan their career paths to ensure that they have the proper credentials. Most licenses and certificates are based on job position, sea-time, gross tonnage of vessels, geographic operating area, recent service, type and horsepower of propulsion, and type of vessel.

Seafarers must be aware of any prerequisites, certification(s) and license(s) necessary to move to the next step or grade.

Many courses require Coast Guard examination(s), a limited exam and/or previous certifications. This information may be found in the Code of Federal Regulations 46 CFR Part 10, 12 and 13; Title 46 of the U.S. Code, and the Standards for Training, Certification and Watchkeeping (STCW). Information also is available from the Coast Guard, union halls or the Admissions office at the Paul Hall Maritime Center.

**PAUL HALL CENTER COURSE LIST**

All courses require a valid Merchant Mariner Credential (MMC), Transportation Workers Identification Credential (TWIC), current STCW Basic Training certificate and 125 days sailing in the previous calendar year. Applicants must have a valid union medical examination through the start date of class. Any member attending a course which requires an application to the USCG must have a valid drug test through the test date of class. In addition individual courses may have additional requirements. Each course description includes the SHLSS course code, the U.S. Coast Guard course (SHLSOS) code, and American Council on Education (ACE) credit hour recommendations, where applicable.
**Course Descriptions:**

### Able Seafarer-Deck

**NST 223**  
4 Credits  
SHLSOS – 731  
4 Credits

**Length of Course: 120 hours**

Students will be able to perform functions at the support level as specified in table A-II/5: contribute to navigation, cargo handling and stowage, controlling the operation of the ship and care for persons on board, and contribute to maintenance as well as repair, all at the support level.

**Prerequisites:**
- Must hold Rating Forming Part of a Navigational Watch (RFPNW), Lifeboatman and have 540 days sailing in the deck department.

### Advanced Meteorology

**NST 255**  
2 Credits  
SHLSOS – 18  
2 Credits

**Length of Course: 40 hours**

This course provides training for the demonstration of knowledge and skill in marine weather forecasting, including extra-tropical and tropical weather systems, wave motion theory, extreme weather phenomena, and the access and use of HF facsimile (including NWS FTP mail) weather charts for minimizing the destructive effects of weather on ship operations. This program satisfies the STCW 2010 competencies for Meteorology as defined in Table A-II/2, plan and conduct a passage and determine position, and the objectives and assessment requirements for Chief Mate and Master licenses applicable to vessels greater than 3000 GT.

**Prerequisites:**
- Basic Meteorology and meet eligibility requirements for management level license

### Advanced Navigation

**NST 251**  
3 Credits  
SHLSOS – 19  
3 Credits

**Length of Course: 80 hours**

This course meets the mandatory minimum requirements for knowledge, understanding, and proficiency in Table A-II/2 of STCW 2010 for the function, “Navigation at the Management Level.” This functional element provides detailed knowledge to support the training outcomes related to the Navigation at the Management Level. The program satisfies the STCW 2010 competencies for Advanced Navigation as defined in Table A-II/2, Plan and Conduct a Passage and Determine Position, and the objectives and assessment requirements for Chief Mate and Master licenses applicable to vessels greater than 3000 GT.

**Prerequisite:**
- Meet eligibility requirements for management level license
**Advanced Shiphandling**

**NST 256**  
**SHLSOS – 22**

**Length of Course: 80 hours**

This course meets the requirements of STCW Code Table A-II/2 for the training of Masters and Chief Officers in reference to maintaining safety and security of the crew and passengers and the operational condition of safety equipment. This functional element provides detailed knowledge to support the training outcomes related to the Navigation at the Management Level. This course also provides training for Masters and Chief Officers in reference to maintaining safety and security of the crew and passengers and the operational condition of safety equipment.

**Prerequisite:**
Meet eligibility requirements for management level license

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**Advanced Watch Keeping**

**NST 254**  
**SHLSOS – 25**

**Length of Course: 25 hours**

Students will learn how to properly manage a bridge team and build watch keeping skills through gaining a complete understanding of the International Regulations for Preventing Collisions at Sea (COLREGS 1972) and interpretations arising from court decisions and case studies. Students will be able to apply regulations correctly in all situations as master of a ship. Further, students will be able to arrange and monitor a safe navigational watch at sea and an effective deck watch in port taking into account the standards regarding watch keeping in STCW 2010.

**Prerequisites:**
Meet eligibility requirements for management level license
Apprentice Mate (Steersman)

**NST 249**

*SHLSOS – 31*

**Length of Course: 103 hours**

After obtaining the requisite sea service and fulfilling other U.S. Coast Guard requirements pertaining to this license, successful students will be able to take responsibility for the safety of an inspected towing vessel; be aware of obligations under Coast Guard regulations concerning safety and protection of passengers, crew, and the marine environment; and be able to take the practical measures necessary to meet those obligations.

**Prerequisites:**

- Radar Observer Unlimited certificate; Able Seaman endorsement (any)

Automatic Radar Plotting Aids (ARPA)

**NST 234**

*SHLSOS – 37*

**Length of Course: 32 hours**

This course satisfies the ARPA training requirements for certification as Officer in Charge of a Navigational Watch. Students use ARPA simulation equipment to operate, observe, and use the radar plotting aids. In this course students gain an understanding of the limitations of the aids as well as their performance factors, sensor inputs and malfunctions, and gain knowledge of tracking capabilities, processing, operational warnings, and target acquisition.

**Prerequisite:**

- Radar Observer

Basic Cargo Handling and Stowage

**NST 242**

*SHLSOS – 101*

**3 Credits**

**Length of Course: 40 hours**

This course specifically addresses “Cargo handling and stowage at the operational level” and “Competence: Monitor the loading, stowage, securing, care during the voyage and the unloading of cargoes” and “Knowledge, Understanding and Proficiency: Cargo handling, stowage, and securing” found in Table A-II/1 of STCW 2010.

**Prerequisites:**

- Must be eligible to sit for USCG license

Basic Ship Handling and Steering Control Systems

**NST 247**

*SHLSOS – 72*

**3 Credits**

**Length of Course: 40 hours**

This course satisfies the Basic Ship Handling and Steering Control Systems training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The functional elements of this course provide the detailed knowledge to support the training outcomes related to Navigation at the Operational Level in planning and conducting a passage and for determining position.

**Prerequisite:**

- AB with one year of sea service
**Bridge Resource Management**

**NST 232**

**1 Credit**

**SHLSOS – 75**

**Length of Course: 30 hours**

This course provides the student with an understanding of the specific objectives outlined in STCW 2010, as well as to provide the practical experience required for effective bridge resource management and bridge teamwork. Students who successfully complete this course will have the knowledge and experience needed to continually reassess the allocation and use of bridge resources using bridge management principles. (BRM unlimited)

**Prerequisites:**

Radar Unlimited, ARPA, License of 200 gross tons or greater OR in the process of getting license

**Celestial Navigation**

**NST 233**

**4 Credits**

**SHLSOS – 103**

**Length of Course: 126 hours**

This course meets Celestial Navigation requirements of STCW 2010 amendments, table A-II/1 for OICNW on ships of 500 GT or more. Students will gain knowledge and skills necessary for celestial navigation including ocean track plotting, celestial observations, time of celestial phenomenon, compass error, electronic navigation, star identification and selection.

**Prerequisites:**

Must have valid Radar, ARPA certificate and either Terrestrial and Coastal Navigation or hold a license

**Bridge Resource Management (1600 Tons or less with no simulation)**

**NST 237a**

**1 Credit**

**SHLSOS – 76**

**Length of Course: 21 hours**

This course is limited to service upon vessels of not more than 1600 GT domestic. This course provides the student with an understanding of the specific objectives outlined in the 2010 STCW amendments as well as providing the practical experience required for effective bridge resource management and bridge teamwork. (BRM limited lecture with no simulation)

**Prerequisites:**

Radar Unlimited, ARPA, License of 200 gross tons or greater OR in the process of getting license

**Bridge Resource Management (1600 Tons or less with simulation)**

**NST 237**

**1 Credit**

**SHLSOS – 77**

**Length of Course: 26 hours**

This course is limited to service upon vessels of not more than 1600 GT domestic. This course provides the student with an understanding of the specific objectives outlined in the 2010 STCW amendments as well as providing the practical experience required for effective bridge resource management and bridge teamwork. (BRM limited lecture with simulation)

**Prerequisites:**

Radar Unlimited, ARPA, License of 200 gross tons or greater OR in the process of getting license
Electronic Chart Display Information Systems (ECDIS)

**NST 238**  
2 Credits  
SHLSOS – 179  
2 Credits

**Length of Course: 35 hours**

This course provides training in the basic theory and use of ECDIS for those who will be in charge of a navigational watch on vessels equipped with ECDIS. Students learn to use, update, and verify electronic chart information. The training comprises all safety-relevant aspects and aims beyond the use of operational controls. All theoretical aspects and major characteristics of ECDIS data, such as data contents, system integration, information layers, and data updating, are covered in depth.

**Prerequisites:**  
Must have valid Radar, ARPA certificate and either Terrestrial and Coastal Navigation or hold a license.

Electronic Navigation

**NST 246**  
1 Credit  
SHLSOS – 181  
1 Credit

**Length of Course: 40 hours**

This course satisfies the Electronic Navigation training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). This course meets requirements of Table A-II/1 of the STCW 2010 Amendments.

**Prerequisite:**  
AB with 1 year of sea service, Radar and ARPA

Fast Rescue Boat

**MST 127**  
SHLSOS – 193

**Length of Course: 30 hours**

The Fast Rescue Boats course trains students to handle and take charge of fast rescue boats during or after launch in adverse weather and sea conditions. Students learn how to operate a fast rescue boat engine, use all locating devices, including communication and signaling equipment between the rescue boat, a helicopter and the ship. Students also learn search and rescue techniques.

**Prerequisites:**  
Must be rated

Fast Rescue Boat Renewal

**MST 127a**  
SHLSOS – 708

**Length of Course: 20 hours**

This course is a renewal course for fast rescue boat which is required under STCW 2010 convention every five years.

**Prerequisites:**  
Must have valid FRB within last 5 years

Global Maritime Distress & Safety System

**NST 236**  
2 Credits  
SHLSOS – 210  
2 Credits

**Length of Course: 70 hours**

This course includes topics on the principles of the global marine distress and safety system communications, distress alerting, and operational procedures for VHF DSC, INMARST, MF/HF, NAVTEX, EPIRB, SART, and VHF (SCT). The course blends classroom instruction and practical exercises.

**Prerequisites:**  
Deck and engine officers or someone who intends to become an officer with the qualifying sea time or AB with one year sea time. QMED-Any Rating with sea time as an electrician

Emergency Procedures (Operational Level)

**NST 244**  
1 Credit  
SHLSOS – 185  
1 Credit

**Length of Course: 21 hours**

This course meets the requirement toward OICNW on vessels of 500 or more gross tonnage. (Operational level)

**Prerequisites:**  
AB with 1 year of sea service
Magnetic and Gyro Compasses

NST 240 1 Credit
SHLSOS – 262

Length of Course: 20 hours
This course satisfies the Compass—Magnetic and Gyro training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course are accepted as the assessments from the National Assessment Guidelines for Table A-II/1 of the 2010 STCW convention.

Prerequisite:
AB with 1 year of sea service

Master 100 Tons

NST 250
SHLSOS – 281

Length of Course: 90 hours
Students will be able to be responsible for the safety of an inspected passenger vessel of 100 tons and its passengers; be aware of obligations under Coast Guard regulations concerning safety and protection of passengers, crew, and the marine environment; and, be able to perform the practical measures necessary to meet those obligations.

Prerequisites:
MMC or USCG license; Radar Observer Unlimited; AB

Basic Meteorology

NST 239 2 Credits
SHLSOS – 316

Length of Course: 40 hours
This course satisfies the Meteorology training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The objective of this course is to provide candidates with background knowledge to support basic meteorology.

Prerequisite:
AB with 1 year of sea service

Proficiency in Survival Craft/Personal Survival Techniques

MST 122 1 Credit
SHLSOS – 378

Length of Course: 37 hours
This course helps mariners develop the required knowledge and application skills for water survival including launch, use and recovery of survival craft, and the proper use of survival equipment. Additionally, students learn the procedures necessary to take charge, maintain a survival craft and protect embarked personnel while on board.

Prerequisites:
180 days sea time

Radar Observer Inland

NST
SHLSOS – 396

Length of Course: 5 days
This course familiarizes the student with the fundamental of radar, operation and use of radar, radar navigation techniques, interpretation and analysis of radar information and plotting. This course does not meet any STCW requirements.

Radar Observer Unlimited

NST 231 2 Credits
SHLSOS – 399

Length of Course: 10 days
This course features hands-on training and classroom work, including radar theory, observation, operation and use, interpretation and plotting, advanced radar plotting, collision avoidance and navigational exercise. Students operate modern audio-visual and radar simulation gear as they practice controlling and maneuvering a vessel, plotting courses and safely guiding a ship without jeopardizing the safety of other vessels. Also included are practical exercises and lectures covering inland waterway and river navigation and piloting.

Prerequisites:
Must be rated with one year as Able Seaman
Radar Observer Recertification

NST
SHLSOS – 402

Length of Course: 1 day

This course satisfies the requirements of any Radar Observer endorsement renewal.

Prerequisites:
Radar Observer Unlimited valid in last 6 months

Ratings Forming Part of a Navigational Watch

NST 220 4 Credits
SHLSOS – 408 4 Credits

Length of Course: 20 days

The objective of this course is to train students involved in navigation at the support level. To prepare for this role, they will learn to steer the ship and also comply with helm orders in the English language. They will learn to keep a proper look-out by sight and hearing, contribute to monitoring and controlling a safe watch, learn Rules of the Road, operate emergency equipment, apply emergency procedures, and contribute to the handling of cargo and stores.

Prerequisites:
Completion of Phase II of UA program or 6 months of sea service in deck department and Lifeboat

Search and Rescue (Operational Level)

NST 245 1 Credit
SHLSOS – 447 1 Credit

Length of Course: 16 hours

This course satisfies the Search & Rescue training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). Students learn to respond to a distress signal at sea. The course familiarizes students with the contents of the IMO International Aeronautical and Maritime Search and Rescue Manual (IAMSAR).

Prerequisite:
AB with 1 year of sea service

Ship Construction and Basic Stability

NST 243 2 Credits
SHLSOS – 449 2 Credits

Length of Course: 40 hours

This course provides training at the operational level for those whose responsibilities include maintaining the seaworthiness of the ship. It takes into account STCW Code Table A-II/1: Controlling the operation of the ship and care for persons on board at the operational level; Ship construction. Students gain general knowledge of the principal structural members of a ship and the proper names for the various parts.

Upon successful completion of this course, students will be able to use cargo plans and tables or diagrams of stability and trim data to calculate the ship’s initial stability, drafts, and trim for any given description of cargo and other weights and to determine whether stresses on the ship are within permitted limits by the use of stress data or calculation equipment, or software. They will understand safety precautions used prior to entering enclosed or potentially contaminated spaces.

Prerequisites:
AB with 1 year of sea service
### Ship Management

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NST 252</td>
<td>3</td>
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<td>SHLSOS – 451</td>
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**Length of Course: 70 hours**

This course encompasses controlling the operation of the ship by complying with legislation to ensure safety of life at sea, protection of the marine environment and maintaining safety and security of crew and passengers through the development of emergency and damage control plans. It also includes organizing and managing the crew in emergencies.

**Prerequisites:**

Unlimited 3rd mate or higher

### Terrestrial & Coastal Navigation

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>NST 241</td>
<td>3</td>
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<tr>
<td>SHLSOS – 512</td>
<td>3</td>
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</table>

**Length of Course: 80 hours**

This course satisfies the Terrestrial Navigation and Coastal Navigation training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The functional elements of this course provide the detailed knowledge to support the training outcomes related to navigation at the operational level in planning and conducting a passage and for determining position in terrestrial navigation.

**Prerequisite:**

AB with 1 year of sea service

### Visual Communication (Flashing Light)

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<th>Course</th>
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<tr>
<td>NST 235</td>
<td>3</td>
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<tr>
<td>SHLSOS – 542</td>
<td>3</td>
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</tbody>
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**Length of Course: Self-study**

This course satisfies the practical signaling examination requirements (flashing light) for OICNW.

**Prerequisites:**

No additional requirements.

### Water Survival (Lifeboatman Unlimited)

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<th>Course</th>
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<tr>
<td>MST 102</td>
<td>2</td>
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<td>SHLSOS – 549</td>
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**Length of Course: 60 hours**

The course incorporates the personal survival training requirements. Course topics include launch, use and recovery of survival craft, and the proper use of survival equipment. Additionally, the student will understand the procedures necessary to take charge of and maintain survival craft and protect embarked personnel.

**Prerequisites:**

180 days sea time

### Watchkeeping (Operational)

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<th>Course</th>
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<tr>
<td>NST 248</td>
<td>3</td>
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<td>SHLSOS – 548</td>
<td>3</td>
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</table>

**Length of Course: 80 hours**

This course satisfies the Watch keeping training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) and the Bridge Resource Management training requirements of 46 CFR 11.309.

**Prerequisite:**

AB with one year of sea service
Advanced Refrigerated Containers Maintenance

MTE 395 3 Credits  
Non-USCG

Length of Course: 4 weeks

This course consists of classroom and practical shop training. The training experience enables students to assume the duties of a maintenance electrician on board ships carrying refrigerated containers. Students receive training in refrigerated container unit operation, maintenance, repair, and troubleshooting. This includes the various types of refrigeration and electrical systems. The course is designed to help students develop a systematic approach to troubleshooting and maintenance procedures.

Prerequisites:
SHLSS Junior Engineer or QMED-Any Rating, Marine Electrician and Marine Refrigeration Technician

Basic Electricity

MTE 3401  
SHLSOS – 52

Length of Course: 70 hours

This course provides the mariner with basic electrical skills required of a rated member of the engine department. Topics include the fundamentals of electricity, electrical safety, batteries, direct current circuits, alternating current theory, D.C. machines, A.C. machines, motor controllers, distribution systems, propulsion systems and communication systems.

Prerequisites:
Must hold RFPEW. If have AS-E must show 120 days sailing in engine department after FOWT. If don’t hold AS-E must show 180 days sailing after FOWT in engine department. This course is part of the JE class.

Basic Auxiliary Plant Operations

MTE 2311  
SHLSOS – 51

Length of Course: 140 hours

This course provides students with knowledge and practical operational skills required of rated engine department watchstanders as they sail in the capacity of FOWT. Areas covered are basic mechanics, thermodynamics, piping system hardware, hydraulics and pneumatics, basic electricity, engineering materials, basic machinery, fire protection systems and miscellaneous systems.

Prerequisites:
90 days seetime in engine department

Basic Motor Plant Operations

MTE 2313  
SHLSOS – 63

Length of Course: 63 hours

The course provides skills required of rated engine department watchstanders. Diesel engineering design and operation are covered as well as motor plant simulator operations, casualty control procedures, maintenance, watchkeeping, and conducting machinery space rounds.

Prerequisites:
Must have BAPO within the past year or RFPEW and 180 days engine seetime. This is part of the FOWT class and must be taken in conjunction with Basic Steam Plant.
Basic Refrigeration & Heating, Ventilation, and Air Conditioning (HVAC)

MTE 3402  
SHLSOS – 64

**Length of Course: 70 hours**

This course provides the mariner the cognitive and practical mechanical skills required of rated engine department personnel in the area of Basic Refrigeration and HVAC as they sail in the capacity of Junior Engineer. Proficiency and competency assessments are conducted through knowledge-based written tests and practical demonstrations of skills. Areas covered are electrical and refrigeration safety, refrigeration theory, an introduction to the refrigeration cycle and systems, troubleshooting, and an introduction to HVAC systems.

**Prerequisites:**
Must hold RFPEW. If have AS-E must show 120 days sailing in engine department after FOWT. If don’t hold AS-E must show 180 days sailing after FOWT in engine department. This course is part of the JE class.

Designated Duty Engineer (Non-STCW)

IMET 241  
Non-USCG

**Length of Course: 37 hours**

This course familiarizes the student with the Code of Federal Regulations (CFR), environmental protection and oil pollution regulations, general safety precautions for engine room personnel, piping, air, hydraulics, power and control systems, refrigeration, heating, air conditioning and ventilation systems, electrical theory and shipboard lighting and auxiliary deck machinery. The subjects and topics required successfully pass the USCG examination and to prepare the student to act in these capacities as outlined in the CFR.

**Prerequisites:**
1080 days seetime in engine department with 720 days as QMED or equivalent position

Engineering Plant Maintenance

MTE 2404  
SHLSOS – 191

**Length of Course: 140 hours**

This course covers topics including the mechanics of pumps, drive couplings, heat exchangers, valves, distilling plants, oil/water separators, air compressors, marine sewage treatment plants, auxiliary boilers, and hydraulic systems. It also covers the fundamentals of diesel engines, bearings and gears, lubrication theory, lubrications systems and maintenance, fuel systems and purifiers.

**Prerequisites:**
Must hold RFPEW. If have AS-E must show 120 days sailing in engine department after FOWT. If don’t hold AS-E must show 180 days sailing after FOWT in engine department. This course is part of the JE class.

Basic Steam Plant Operations

MTE 2312  
SHLSOS – 73

**Length of Course: 70 hours**

Areas covered are the steam and water cycle, steam thermodynamics, and boiler water chemistry and treatment. Additionally, steam plant simulator operations, casualty control procedures, burner atomizer maintenance, manual light-off of non-automated boilers, and watch keeping and conducting machinery space rounds are covered.

**Prerequisites:**
Must have BAPO within the past year or RFPEW and 180 days engine seetime. This is part of the FOWT class and must be taken in conjunction with Basic Motor Plant.
Engineroom Resource Management

MTE 396
SHLSOS – 187

Length of Course: 40 hours

Topics include team organization and team building, engine room procedures and practices, engine room communications, situational and cultural diversity awareness, and factors affecting human performance. Students develop a greater understanding and awareness of correct watchkeeping procedures and have a greater practical understanding of the interdependency of the various operating machinery. Students will be able to anticipate problems and troubleshoot using critical thinking and situation awareness. They will contribute to the safe and effective operation of the vessel’s operation and machinery spaces.

Prerequisites:
Must hold an operational level license or higher or be going to original license

Instrumentation

MTE 397
SHLSOS – 230

Length of Course: 140 hours

This course covers topics including safety, electrical diagrams, and types of control, process control and programmable logic controllers (PLC’s). This course is designed for those seeking advanced skills in the electrical and electronics areas.

Prerequisites:
Must have taken SHLSS JE course or hold QMED-Any Rating

Management of Electrical and Electronic Control Equipment (MEECE)

MTE 398
SHLSOS – 269

Length of Course: 35 hours

This course teaches students how to manage the operation of electrical and electronic control equipment and manage the troubleshooting and restoration of electrical and electronic control equipment to operating condition.

Prerequisites:
Must hold upper level license and have OICEW

Marine Electrician

MTE 383
SHLSOS – 269

Length of Course: 280 hours

This course teaches the theoretical and practical knowledge and skills necessary to perform maintenance and repair operations on motors, generators, and controllers on board ship.

Prerequisites:
Must have completed SHLSS Junior Engineer, 90 days’ sea time as QMED after taking JE, or endorsed as QMED-Any Rating. Must be taken with MKT
Marine Refrigeration Technician

**MTE 391**  
SHLSOS – 274  
4 Credits

**Length of Course: 210 hours**

The objective of this course is to provide engine department personnel with the theoretical and practical knowledge, and the skills necessary to perform maintenance and repair on ship’s stores plants, air conditioning plants, cargo refrigeration, ventilation, and dehumidification equipment, as well as pantry refrigerators, water coolers, and ice machines. An introduction to refrigerated container units is also presented.

**Prerequisites:**
120 days seaitme after completion of SHLSS JE course. Must be taken with ME

Pumpman

**MTE 363**  
SHLSOS – 380  
2 Credits

**Length of Course: 10 days**

The objective is to provide engine department personnel with the theoretical and practical knowledge and the skills necessary to operate, maintain, and repair the equipment associated with the handling of liquid cargo onboard a tank ship. Topics covered in the Pumpman course are inert gas systems, crude oil washing systems, vapor recovery, and 2 days of assessment in the cargo simulator.

**Prerequisites:**
Must have SHLSS Junior Engineer or QMED-Any Rating, Tanker Assistant-DL, Machinist, Welding. This class must be taken in conjunction with the Machinist class.

Welding and Metallurgy Skills and Practices

**MST 210**  
SHLSOS – 551  
4 Credits

**Length of Course: 4 weeks**

This course features practical training in electric arc welding, cutting and oxyacetylene brazing, welding, and cutting.

**Prerequisites:**
Must be endorsed as FOWT or higher
ServSafe Manager

FSM

Length of Course: 1 week

The ServSafe Manager is an online course managed by the National Restaurant Association and is based on their text, The ServSafe Manager Book. This course prepares students to take the ServSafe Food Protection Manager Certification Exam. It covers critical principles including: personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees, and more.

Prerequisites:
Successful completion of UA Program and 180 days seetime OR successful completion of Galley Ops and one year seetime as SA.

Galley Operations

FSM 201  2 Credits

Length of Course: 4 weeks

This course introduces the topics of cleaning and sanitizing the shipboard environment, food borne illness, cross contamination, temperature control, food handling and storage, knife safety, cutting boards, salad bar production, wellness and back safety.

Prerequisites:
365 day's seetime as a SA

Advanced Galley Operations

FSM 205  4 Credits

Length of Course: 4 weeks

The course provides students with a thorough grasp of the advanced baking knowledge, wellness and skills required of a member of the steward department.

Prerequisites:
Successful completion of Galley Ops and Cert. Chief Cook and 180 day's seetime.

Chief Steward

FSM 207  7 Credits

Length of Course: 6 weeks

This course trains stewards to plan and prepare a 28-day menu including recipes used in the plan, prepare breakfast, and supervise employees in the galley. The course stresses the competencies related to the supervision of the galley, menu planning, requisitioning of supplies, inventory control, sanitation, leadership skills and wellness.

Prerequisites:
Successful completion of Galley Ops, Cert. Chief Cook, Adv. Galley Ops and 180 days seetime
Advanced Fire Fighting

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTS 104</td>
<td>2</td>
<td>2 Credits</td>
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<tr>
<td>SHLSOS – 15</td>
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</table>

**Length of Course: 35 hours**

During this course, students learn to read a blueprint of a vessel and organize emergency squads for firefighting. The class covers effective communication between crew members and land-based fire units, leadership roles and responsibilities, documentation of crew training, and emergency squad training. Students also learn to inspect and service personal shipboard fire extinguishing equipment before going through shipboard simulations and actual firefighting drills.

**Prerequisite:**
Must be rated

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Basic Fire Fighting

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
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<tr>
<td>HTS 106</td>
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<td>1 Credit</td>
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<tr>
<td>SHLSOS – 54</td>
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</table>

**Length of Course: 16-Hour**

This course covers basic safety fire prevention and firefighting. This course familiarizes students with fire prevention and firefighting fundamentals including donning of firefighting gear, search and rescue, fire attack of a class A, B and C fires and proper use of SCBA.

This course is part of the one week BT class.

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Basic Fire Fighting

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>HTS 102</td>
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<td>2 Credits</td>
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<tr>
<td>SHLSOS – 57</td>
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</tbody>
</table>

**Length of Course: 35-hours**

The objective of this course is to familiarize the student with the chemical process of fire, its behavior, and the various methods and equipment used to combat it including donning of firefighting gear, search and rescue, fire attack of a class A, B and C fires and proper use of SCBA.

This course is part of the UA to AS-D and UA to FOWT programs.

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Basic Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HTS 120</td>
<td>2</td>
<td>2 Credits</td>
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</table>

**Length of Course: 40 hours**

The Basic Training Program consists of stand-alone courses of components outlined in Basic Fire Fighting (SHLSOS-54), Elementary First Aid (SHLSOS-199), Personal Safety & Social Responsibilities (SHLSOS-359), and Personal Survival Techniques (SHLSOS-363).
Basic Training Refresher

**MST 110**
**SHLSOS – 69**

**Length of Course: 21 hours**

This course is for persons sailing aboard U.S. flagged vessels and will also satisfy the Military Sealift Command (MSC) 3-year Basic Training (BT) renewal requirement. It does not replace the requirement of 1 year of sea duty in the previous 5 nor the obligation to have completed BT, which is a prerequisite.

The course reintroduces students to the fundamental knowledge and skills of basic shipboard safety necessary for employment aboard U.S. flagged vessels as set out in the STCW Code tables A-VI/1-1 through 1-4. The topics include personal survival techniques, fire prevention and firefighting, elementary first aid, and personal safety and social responsibilities. Students successfully completing this course will be capable of recognizing and responding to an emergency at sea.

**Prerequisite:**
Basic Training within last 5 years

Combined Basic & Advanced Fire Fighting

**HTS 104**
**SHLSOS – 125**

**Length of Course: 40 hours**

The objective of this course is to familiarize students with the fundamentals of shipboard and tank barge firefighting. During this course, students learn to read a blueprint of a vessel and organize emergency squads for firefighting. The class covers effective communication between crew members and land-based fire units, leadership roles and responsibilities, documentation of crew training, and emergency squad training. Students also learn to inspect and service personal shipboard fire extinguishing equipment before going through shipboard simulations and actual firefighting drills and meets the requirements of 46 CFR 13.121(g) and STCW 2010, Section A-VI/3.

**Prerequisites:**
Must be rated

Crisis Management & Human Behavior

**HST 124**
**SHLSOS – 138**

**Length of Course: 7 hours**

The training includes organizing the safe movement of passengers when embarking and disembarking, organizing shipboard emergency procedures, optimizing the use of resources, controlling responses to emergencies, controlling passengers and other personnel during emergency situations, and establishing and maintaining effective communications.

**Prerequisites:**
No additional prerequisites

Crowd Management

**HST 123**
**SHLSOS – 142**

**Length of Course: 4 hours**

This course provides students the knowledge and skills necessary for crowd management including controlling a crowd in an emergency, locating safety and emergency equipment on board a vessel, complying with ships’ emergency procedures, effective communications during an emergency, and demonstrating the use of personal lifesaving devices.

**Prerequisites:**
No additional prerequisites
**First Aid & CPR**

**HTS 103**  
1 Credit  
**SHLSOS – 198**  
1 Credit  

**Length of Course: 21-hour**

Students in this class learn the principles and techniques of safety, basic first aid, cardiopulmonary resuscitation (CPR), and AED according to the nationally accepted standards.

This course is part of the UA to AS-D and UA to FOWT programs. No CPR cards are issued.

**Medical Care Provider**

**HTS 107**  
**SHLSOS – 310**

**Length of Course: 21 hours**

Topics include a review of cardiac and airway management, rescuer safety, body structure, examining trauma victims and medical patients, treating head and spinal injuries, burns, musculoskeletal injuries, and treating rescued persons. Also included are obtaining radio medical advice, administering medication, and sterilization techniques.

**Prerequisites:**

Must be rated. This course includes 1st aid/CPR and AED.

**Elementary First Aid/CPR**

**MST 1213**  
**SHLSOS – 199**

**Length of Course: 8 hours**

This course satisfies: (1) the First Aid training requirements of 46 CFR 11.309 AND 11.329 for original issuance of a license;—AND—(2) the Basic Safety-Elementary First Aid training requirements of Section A-VI/1 and Table A-VI/1-3 of the STCW Code and 46 CFR 11.302.

This course is part of the one week BT class. No CPR cards are issued.

**Maritime Security Awareness**

**MST 202**  
**SHLSOS – 561**

**Length of Course: 4 hours**

This course provides the knowledge required for all personnel who are not assigned specific duties in connection with a security plan but are involved in the work of ports, facilities, or vessels.

**Prerequisites:**

No additional prerequisites

**Personal Safety & Social Responsibilities**

**MST 1204**  
**SHLSOS – 359**

**Length of Course: 4 hours**

This course satisfies the Personal Safety & Social Responsibilities training requirements of 46 CFR 11.302 and Section A-VI/1and Table A-VI/1-4 of the STCW Code.

This course provides the mariner with a general understanding and basic knowledge of human relationships, social skills necessary for living and working aboard operational merchant ships, and a working knowledge of issues impacting preparedness for international travel.

This course is part of the one week BT class.
**Personal Survival Techniques**

**MST 201**  
*SHLSOS – 363*

**Length of Course: 12 hours**

This course meets the requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 11.302. Topics include: Planning Ahead, Station Bill, Lifeboats, Inflatable Life rafts, Personal Life Saving Equipment, Survival at Sea, Signaling, Rescue Procedures, and Abandoning Ship.

This course is part of the one week BT class.

**Vessel Personnel with Designated Security Duties (VPDSD)**

**MST 202**  
*SHLSOS – 747*

**Length of Course: 7 hours**

Students will be able undertake the duties assigned under the Vessel Security Officer, including knowledge of current security threats and patterns, specifically piracy and armed robbery; recognition and detection of weapons, dangerous substances and devices; recognition, on a non-discriminatory basis, of characteristics and behavioral patterns of persons who are likely to threaten security; techniques used to circumvent security measures; crowd management and control techniques; security-related communications; knowledge of emergency procedures and contingency plans; operation of security equipment and systems; testing, calibration and at-sea maintenance of security equipment and systems; inspection, control, and monitoring techniques; and methods of physical searches of persons, personal effects, baggage, cargo, and vessel stores.

**Prerequisites:**
Must have 180 days of seatime.

**Vessel Security Officer**

**MST 129**  
*SHLSOS – 573*

**Length of Course: 14 hours**

This course satisfies the requirements of those wishing to assume responsibilities as a Vessel Security Officer (VSO) with respect to the security of a ship, for implementing and maintaining a Vessel Security Plan, and for liaising with the Company Security Officer (CSO) and Port Facility Security Officers (PFSOs). Successful students will be able to assume the duties and responsibilities as Vessel Security Officer as defined in 33 CFR 104.215.

**Prerequisites:**
Hold an MMC and have 365 days of sea service
Basic Low Flash Point Fuel Operations

MTE 106
SHLSOS – 805

Length of Course: 33 hours
This course is designed to fulfill the training requirements for mariners who are employed on liquefied gas fired vessels and have responsibilities for emergencies and routine evolutions including refueling as outlined in the IGF code.

Prerequisites:
Basic Fire Fighting

Leadership and Teamworking Skills at the Operational Level

MST 203
SHLSOS – 768

Length of Course: 8 hours
This course meets STCW requirements for the application of leadership and team working skills in accordance with the 2010 STCW convention. Topics include controlling the operation of the ship and care for persons on board at the operational level.

Additional Prerequisites:
This course is open to new or junior deck and engine officers at the operational level

Leadership and Managerial Skills

MST 204
SHLSOS – 751

Length of Course: 40 hours
This course meets STCW requirements for the application of leadership and managerial skills in accordance with the 2010 STCW convention. Topics include controlling the operation of the ship and care for persons on board at the management level. Students will demonstrate application of leadership and team working skills and use of leadership and managerial skills in Tables A-II/2 or A-III/2 of the STCW Code, as amended.

Prerequisites:
This course is open to deck and engine officers at the management level
**Tank Barge Dangerous Liquids**

**MST 103**  
*SHLSOS – 491*

**Length of Course: 38 hours**

The objective of this course is to provide the student with the required knowledge and application skills to supervise the safe and pollution-free transfer of dangerous liquids on a barge.

**Prerequisites:**  
Basic Firefighting within 5 years, must be rated

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**Tank Ship Dangerous Liquids**

**MST 205**  
*SHLSOS – 501*

**Length of Course: 38 hours**

This course provides training for masters, chief engineers, officers, and any person with immediate responsibility for the loading, discharging and care in transit or handling of cargo. It comprises a specialized training program appropriate to their duties, including oil tanker safety, fire safety measures and systems, pollution prevention, operational practice and obligations under applicable laws and regulations.

**Prerequisites:**  
Basic Firefighting within 5 years. Be endorsed as Tanker Asst-DL

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**Tank Ship Dangerous Liquids (Simulator)**

**MST 130**  
*SHLSOS – 503*  
3 Credits

**Length of Course: 66 hours**

This course provides training for masters, chief engineers, officers, and any person with immediate responsibility for the loading, discharging and care in transit or handling of cargo. It comprises as specialized training program appropriate to their duties, including oil tanker safety, fire safety measures and systems, pollution prevention, operational practice and obligations under applicable laws and regulations.

**Prerequisites:**  
Basic Firefighting within 5 years. Be endorsed as Tanker Asst-DL

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**Tank Ship Familiarization (DL/LG)**

**MST 104**  
*SHLSOS – 506*  
3 Credits

**Length of Course: 67 hours**

This course applies to officers and ratings assigned specific duties and responsibilities related to cargo or cargo equipment on liquefied gas tankers and/or oil or chemical tankers. This course also applies to officers, ratings and other personnel on ships subject to the IGC/IGF code.

**Prerequisite:**  
Basic Firefighting within 5 years

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**Tank Ship Familiarization (Liquefied Gases)**

**MST 107**  
*SHLSOS – 507*  
3 Credits

**Length of Course: 34 hours**

This course of instruction is designed for mariners who are employed, or may be employed as Tankerman Assistants LG or Tankerman-Engineers LG. The objective of this course is to provide the mariner with a basic knowledge of LG tankship cargo operations and firefighting as outlined in Table 1 and 3 of 46 CFR 13.121(e) and Table A-V/1-2-1 from STCW 2010, as amended. This class will also meet renewal requirements for Tankerman Assistant LG as outlined in 46 CFR 12.0 (b)(2), and Tankerman-Engineer LG as outlined in 46 CFR 120.(d)(2).

**Prerequisite:**  
Basic or Advanced Firefighting within 5 years
The Paul Hall Center
for Maritime Training and Education

Programs

UA to AS-D Program

**SHLSOS – 733**

The Unlicensed Apprentice to Able Seafarer-Deck Program consists of a combination of five phases of training and sea service meeting the training requirements from Vessel Familiarization to Able Seafarer-Deck for an Able Seafarer-Deck international endorsement, and Able Seaman-Limited national endorsement. Students will be able to perform functions at the support level including contribute to navigation, cargo handling and stowage, controlling the operation of the ship, care for persons on board and contribute to maintenance and repair.

**Prerequisite:**
Must be accepted through UA application process

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UA to FOWT Program (AS-E)

**SHLSOS – 642**

The Unlicensed Apprentice to Able Seafarer-Engine Program consists of a combination of five phases of training and sea service meeting the training requirements from Vessel Familiarization to Able Seafarer-Engine for an Able Seafarer-Engine international endorsement and a Fireman/Watertender, Oilier national endorsement. Students will be able to perform functions at the support level including contributing to a safe engineering watch, monitor and control engine room watch, safe fueling and oil transfer, bilge and ballast operations, safe use of electrical equipment, maintenance and repair.

**Prerequisite:**
Must be accepted through UA application process
### Government Vessels

**Length of Course: 1 week**

This course is for the student who is sailing or intends to sail on U.S. Military Sealift Command and military contract vessels. Instruction includes damage control, chemical biological radiological defense (CBRD), helicopter firefighting and environmental awareness.

**Prerequisites:**

No additional prerequisites

### MSC Individual Small Arms Training and Qualifications

**Length of Course: 32 hours**

MSC’s Individual Small Arms Training and Qualification course is intended for only those mariners (CIVMAR / CONMAR) who may be required to bear small arms in the performance of their duties aboard MSC ships. This course meets the standards and content of OPNAVINST 3591.1E Small Arms Training and Qualification and MSC’s Individual Small Arms Training and Qualification and MSC’s Individual Small Arms Sustainment Training and Qualification Course.

**Prerequisite:**

Must have TWIC, Cannot have any felony, domestic violence convictions, or psychiatric illness
**Helicopter Firefighting**

*Length of Course: 1 day*

This course provides tailored team training for mariners who may serve as a member of a ship’s flight deck organization. Topics covered are helicopter nomenclature and hazards associated with helicopter operations, classes of fire, personal protective equipment, flight deck firefighting equipment, helicopter pilot, crew and passenger rescue procedures, helicopter fire suppression and extinguishment procedures and techniques. Students drill and are assessed in the procedures and techniques of pilot rescue and helicopter fire suppression and extinguishment.

**Prerequisite:**
Must have Basic Firefighting and BT certificates within the last 5 years

**MSC Readiness Refresher**

*Length of Course: 35 hours*

This is a refresher course that focuses on the assessment of a mariner’s abilities and competence in Marine Environmental Programs, Basic CBR Defense, Damage Control, Helicopter Fire Fighting, and USCG Basic Training. The course is intended for Civil Service Mariners and Contract Mariners who work aboard MSC-contracted ships.

**Prerequisite:**
Basic Training and Helicopter Fire Fighting
The Academic Department has a long history of providing support and services to students at the Paul Hall Center. Since the founding of the school in Piney Point, Md., there has been academic support for students taking vocational programs. A variety of opportunities are offered to all students. Specific questions about the programs can be answered by contacting the Academic Department at (301) 994-0010, ext. 5411.

**General Education Development (GED) Program – Maryland High School Diploma**

The GED program is open to all mariners who do not have a high school diploma. Assistance is offered to prepare students to take the new computer-based GED test in Maryland or in their home state. Emphasis is placed on writing skills, social studies, science, interpreting literature and art, and mathematics. GED students receive individualized instruction in preparation for the test. The school for many years has successfully prepared mariners to pass the test. For many students, this is a milestone in their lives. Successful students will receive a Maryland High School Diploma upon completion of this program. (A 12-week residency is required prior to taking the test in Maryland.)

**Basic Vocational Support Program**

The vocational support system assists students in improving course-specific vocational language and mathematical skills. It is designed to augment the skills introduced in their vocational training classes. This program may be taken prior to attending the vocational class or concurrently with the vocational class. It is ideal for students who have been away from the class room and may need to improve basic academic skills.

**Associates of Applied Science and Certificate Programs**

The Center offers Associate of Applied Science degrees in Nautical Science Technology (deck department students) and Marine Engineering Technology (engine department students). Both degrees require the completion of a combination of academic education courses and vocational education courses.

There also is a certificate program in maritime technology with concentrations in nautical science or marine engineering. The maritime technology certificate is awarded to those who successfully complete the Unlicensed Apprentice Program and begin their college program and their upgrading program. All programs are designed to provide the opportunity for seafarers to earn a college degree or certificate in their occupational areas and provide a solid academic foundation in general education subjects.

Both the college and certificate programs are endorsed by the Maryland Higher Education Commission (MHEC).

College level academic education courses convene for a six (6) week period, 4–6 hours per day. Students may enroll in 2 courses during the same period, attending one in the morning and the other in the afternoon.

The college courses are a mixture of lecture, multi-media review and self-study. The prospective college student must possess college level writing skills, be prepared to organize his or her time, demonstrate responsibility by completing assignments on time, and show initiative and diligence when doing outside research.
Admissions

Candidates for the college certificate or degree programs must meet the following admissions criteria:

1. Be a member in good standing;
2. Achieve an acceptable score on a college entrance examination in mathematics and English to demonstrate the ability to perform college level work.
3. Possess the prerequisite maritime vocational background for courses (have upgraded at least once in their department).
4. Have earned a high school diploma or GED.
5. Submit a written essay for Academic staff review. The essay must clearly demonstrate that the students have the ability to effectively express themselves in writing at the college level. Specific directions for completing the essay will be provided to each student upon application.

Grading Policy

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<thead>
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<th>Grade</th>
<th>Quality Point Value</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
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<tr>
<td>B</td>
<td>3</td>
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<tr>
<td>C</td>
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<tr>
<td>P (passed)</td>
<td>Not calculated</td>
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<tr>
<td>NP (not passed)</td>
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<td>WP (withdraw/passed)</td>
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<tr>
<td>WF (withdraw/failed)</td>
<td>Not calculated</td>
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<tr>
<td>I (incomplete)</td>
<td>Not calculated</td>
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</tbody>
</table>

A student’s progress in the College Program is determined by performance on tests, papers, assignments, laboratory and practical learning experiences. The grading scale for the Center is a letter grade system:

A. 90% to 100% (superior work); the student demonstrates a mastery of the subject.
B. 80% to 89% (above average work); the student demonstrates an acceptable knowledge of the subject.
C. 70% to 79% (average work); the student demonstrates an acceptable knowledge of the subject.
D. 60% to 69% (below average work); the student demonstrates only minimal knowledge of the subject.
E. 59% & below (unacceptable work); the student demonstrates an inadequate knowledge of the subject.

The minimum passing grade for any class in the degree programs is a D. However, degree candidates may not graduate with less than a C (2.0) average.

Student transcripts reflect letter grades and grade point averages. The grade point average (GPA) is computed by multiplying the number of credit hours for each course by the quality point value of the grade received (see chart). Courses having a P, NP, WP, WF, or I grade do not calculate in the GPA. All quality points for all courses are then added together and divided by the total number of credit hours completed.

Withdrawal from a Course

A student who formally withdraws from a course before the end of the first two weeks of work from an academic session receives a grade of W (withdrawn) for that course. A grade of “W” has no effect upon the calculation of the student’s grade point average. If a student withdraws after the end of the first two weeks of an academic session, a grade of F (failure) will be entered on the student’s permanent record. In unusual circumstances, the Academic Coordinator may grant an exception to the above-listed rule.

Incomplete

A grade of I (incomplete) is given only when, in the judgment of the instructor, extraordinary circumstances prevent the student from completing the course within the academic session. To give an incomplete, the instructor must file a form with the academic department which designates the work which must be completed by the student in order to have the “I” removed and a grade entered in its place. An incomplete must be removed within one year. This period may be extended in very unusual circumstances by the Academic Coordinator. An incomplete not removed within the above-listed time limit automatically becomes an F on the student’s permanent record.

Academic Standing and Dismissal

Any student who earns less than a C (2.0) average while enrolled in a sequence of courses will be placed on academic probation. The student may be required to take remedial courses or receive tutoring before being allowed to enroll in the next sequence of courses. Any student who falls below a C (2.0) average for two grading periods in a row will be dismissed from the degree program.
Students who are dismissed from the degree program may be reinstated by reapplying with evidence of work done to remediate academic problems. This could include evidence of successful completion of related course work in the applicable adult education programs. Students who request to be readmitted may be required to retake placement tests in mathematics and English.

**College-Level Examination Program (CLEP)**

Credit may be granted for examinations offered under the College-Level Examination Program (CLEP) of the Educational Testing Service of Princeton, New Jersey. These examinations provide an option for a student who has studied on his/her own. CLEP examinations are not administered at the SHLSS campus, but they may be taken by prearrangement on certain dates during the year at designated testing centers. A student who is interested in taking any of these examinations may obtain additional information from the academic department.

No student may receive credit for a CLEP examination if it duplicates in part or in total any college-level course for which he has already received credit. Credit awarded only for CLEP examinations in which the student has scored at or above the fiftieth (50th) percentile of the national norms. CLEP credit will be entered on the student’s permanent transcript with a P (pass). A grade of P will count for the appropriate number of semester-hours of credit, but it will not count in calculating the student’s grade point average. A course for which credit by CLEP is awarded does not count toward the nine hours of residency in general education courses required for the Associate of Applied Science degree. While many colleges now participate in CLEP, all do not participate to the same degree nor do all necessarily accept the credit level followed by the Center. Therefore, any student who seeks credit by CLEP does so on his/her own, so far as transfer of this credit to other colleges is concerned.

**Transfer and Credit-Hour Requirements**

The Center will evaluate credits earned at other approved or accredited academic institutions for transfer to its college programs. Acceptance of transfer credits is left solely to the discretion of the Academic Coordinator. Course work accepted should be directly related to the degree requirements of the Associate of Applied Science degrees. At least nine (9) credits of academic education course work must be earned at the Center.

Students who have formerly served in the armed services may submit their DD-214 or submit a transcript of their military course work. This transcript is available for members of the Armed Services, who have served since 1983, from the American Council on Education and may be accessed from their web site. This transcript will then be reviewed by the Director of Education and/or the Academic Coordinator.

Credit for sea-time, job experience or U.S. Coast Guard endorsements and/or licenses granted through testing may also be evaluated and accepted as credit toward a student’s program of study. Credit will be entered on the student’s transcript with a P (pass) but will not count in calculating the student’s grade point average. These credit requests are evaluated by the Director of Education, who must attest to the content, knowledge and experience as being equivalent to college-level academic work and the vocational program of the Center. Students should submit a portfolio of Licenses, Certifications or Certificates for life experience credit. Included in this portfolio should be discharges or other official documentation of shipping time spent in each position.

Some courses taken during the Unlicensed Apprentice Program are required for the degree programs. For students who did not complete this program and cannot avail themselves of the prior credit evaluation opportunity, there are options. Students who can show evidence of passing the U.S. Coast Guard or Category 1 examination in MST 102 (Water Survival) and show current certifications in HTS 101 (First Aid/CPR) and HTS 102 (Firefighting) may be given credit for those courses by submitting such evidence to the Academic Coordinator. Students not holding those endorsements or certificates will be required to take those courses.

College credit successfully earned at other colleges and universities may be applied to meet the course requirements for the SHLSS Associate Degree program.

Generally, transfer credits can only be accepted from institutions accredited by an accreditation organization recognized by the U.S. Department of Education. The exceptions are courses reviewed for college credit though the American Council on Education, or the Council for Higher Education Accreditation.
The steps for review of potential transfer of courses follows.

- Students must provide Official transcripts from the former institutions.
- Transfer courses will be evaluated by the Registrar to ensure that the course content and grade level is in alignment with the SHLSS required course. Refer to the SHLSS catalog for course descriptions.
- Only courses completed with a grade of “C” or better will be considered for transfer of general education courses.

Upon signed request of the student, the SHLSS Registrar will prepare Official and/or Unofficial transcripts of courses completed while the student was attending SHLSS. There is no charge for this service. Request for transcripts should be directed to the Academic Department at 301-994-0010, extension 5411.

**Associate of Applied Science Academic Education Requirements**

When enrolled in the Associate Degree Program there are specific academic courses which a college student must complete in order to receive a degree. These academic courses form a general education core of studies. They consist of English, mathematics, science, arts and humanities, and social science courses, and any special requirements for a particular degree. Not all of these courses are offered at SHLSS. The general education course requirements for the Nautical Science and Marine Technology Engineering Degrees include the following:

**Associate Of Applied Science Degree Nautical Science Technology**

The Nautical Science Technology (NST) program is designed to give students both the theoretical and practical background necessary to work on the deck and in the wheelhouse of today’s modern vessels. It is recommended that students complete the Maritime Technology Certificate Program (nautical science concentration) and then move on to vocational upgrading and general education courses.

Students are required to complete the vocational courses of the Unlicensed Apprentice Program, or their equivalent, and the academic education courses listed. Students seeking the NST degree must complete Math 101 and Math 102 and PHS 101 and PHS 102 (General Science) to fulfill the math and science requirements. English 101 and 102 are also required. Students must take a minimum of 60 total credits and a maximum of 70 total credits for the Associate of Applied Science degree. Three (3) credit hours of Social Science and 3 credit hours of Humanities are also required. No more than eighteen (18) hours of general education credits may be applied to the NST degree program.

Vocational credits for each of the courses are those recommended through the American Council on Education (ACE). The actual amount of credit may vary, depending on the most recent evaluation and/or awarding of credit. Students who have taken courses previously will have their transcripts audited in accordance with the credits offered at the time that the courses were taken. Elective courses should be carefully planned and discussed with the student’s advisor and must be approved by the advisor.

**Applied Science Degree Marine Engineering Technology**

The Marine Engineering Technology (MET) program is designed to give students both the theoretical and practical background necessary to work in the engine rooms of today’s modern vessels. Students may gain various QMED ratings through the vocational component of the degree program.

Students are required to take the vocational courses of the Unlicensed Apprentice Program. Students seeking the MET degree must also complete Physics; PHY 101 and PHY 102 to fulfill the science requirement, and Math 101 and Math 102 to fulfill the mathematics requirement. In addition, PET 221 and PET 222 (basic engineering) are also required as well as English 101 and 102. Three (3) credit hours of Social Science and 3 credit hours of Humanities are also required.

Students require a minimum total of 60 credits and a maximum of 70 credits for the degree.

Vocational credits for each of the courses are those originally recommended through the American Council on Education (ACE). The actual amount of credit may vary depending on the most recent evaluation and/or awarding of credit. Students who have taken courses previously will have their transcripts audited in accordance with the credits offered at the time the courses were taken.

Elective general education courses should be carefully planned, discussed and approved with the Academic Coordinator. Vocational upgrading course requirements, depending upon the student’s area of concentration, are as specified. No more than eighteen (18) credit hours of general education courses can be applied to the degree.

Students should consult with the Academic Coordinator to discuss a specific course of study.
**MARITIME TECHNOLOGY CERTIFICATE PROGRAM**

**Nautical Science or Marine Engineering Technology Concentrations**

The Center is authorized to award a maritime technology certificate in nautical science or marine engineering. This certificate program is designed for those students who are interested in increasing both their professional skills and personal education level but may not yet be interested in entering a degree program.

The maritime technology certificate is awarded upon successful completion of the Unlicensed Apprentice Program and the completion of additional academic and vocational electives. Recommended elective credits in general education courses must be taken, and some may also be applied toward the A.A.S. degree. **At least one of the required general education courses must be completed at SHLSS.** Additional requirements are as follows depending on the area of concentration:

<table>
<thead>
<tr>
<th>Certificate in Nautical Science Technology</th>
<th>Certificate in Marine Engineering Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unlicensed Apprentice Program (13 Credits)</strong></td>
<td><strong>Unlicensed Apprentice Program (13 Credits)</strong></td>
</tr>
<tr>
<td>• Shipboard Sanitation</td>
<td>• Shipboard Sanitation</td>
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<tr>
<td>• Galley Familiarization</td>
<td>• Galley Familiarization</td>
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<tr>
<td>• Basic Fire Fighting</td>
<td>• Basic Fire Fighting</td>
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<tr>
<td>• First Aid and Cardio-Pulmonary Resuscitation (CPR)</td>
<td>• First Aid and Cardio-Pulmonary Resuscitation (CPR)</td>
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<tr>
<td>• Industrial Relations</td>
<td>• Industrial Relations</td>
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<tr>
<td>• Water Survival</td>
<td>• Water Survival</td>
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<tr>
<td>• Vessel Familiarization</td>
<td>• Vessel Familiarization</td>
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<tr>
<td>• Vessel Maintenance and Operations</td>
<td>• Vessel Maintenance and Operations</td>
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<tr>
<td>• Physical Education</td>
<td>• Physical Education</td>
</tr>
<tr>
<td>• Social Responsibilities</td>
<td>• Social Responsibilities</td>
</tr>
<tr>
<td><strong>Upgrading Classes (6 Credits)</strong></td>
<td><strong>Fireman, Oiler and Watertender Able Seafarer-Engine (11 Credits)</strong></td>
</tr>
<tr>
<td>• RFPNW</td>
<td>• FOWT – Basic Auxiliary Plant Maintenance</td>
</tr>
<tr>
<td>• Able Seafarer-Deck</td>
<td>• FOWT – Basic Steam Plant Operations</td>
</tr>
<tr>
<td></td>
<td>• FOWT – Basic Motor Plant Operations</td>
</tr>
<tr>
<td><strong>General Education Courses (6 Credits)</strong></td>
<td><strong>General Education Courses (6 Credits)</strong></td>
</tr>
<tr>
<td>• ENG 101 – Composition and Rhetoric</td>
<td>• ENG 101 – Composition and Rhetoric</td>
</tr>
<tr>
<td>• MTH 101 – College Mathematics I</td>
<td>• MTH 101 – College Mathematics I</td>
</tr>
</tbody>
</table>
# General Education Course Descriptions

## The United States from 1877

**HST 102  3 Credits**
Students survey the diplomatic, economic, political and social history of the United States since the Civil War. 3

**Prerequisites:**
Permission of the Instructor
HST 101

## Independent Study in World Cultures

**HST 111  3 Credits**
This course provides an opportunity to take a particular culture of the world and study its many aspects including the historical, social, economic, political, religious and philosophical heritage. Through projects, research and travel, the student will develop an in-depth knowledge of the country or culture including its past, present and future. This class will be developed independently for each student and will require a final activity or project.

**Prerequisites:**
Permission of the Instructor
ENG 101

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## American Government

**POL 110  3 Credits**
This is a basic course in the structure and function of the United States government. Emphasis is placed on American constitutional development, the executive, legislative and judicial functions and the inter-relationship of these three branches of the federal government. Civil liberties, equality and civil rights are examined in light of the social, political and economic development of the 20th century, as are both domestic and international relations.

**Prerequisites:**
Reading placement test

## Principles of Psychology

**PSY 101  3 Credits**
This course introduces students to the scientific study of human behavior. Topics include the biological basis of human behavior, learning theory, motivation and emotion, perception, human development, language and intelligence, altered states of consciousness, social psychology, personality theory and abnormal psychology.

**Prerequisites:**
Reading placement test

## College Mathematics I

**MTH 101  3 Credits**
Students learn elementary algebra topics including equations, systems of linear equations, operations with monomials and polynomials, geometry of linear equation and inequalities and quadratic equations.

## College Mathematics II

**MTH 102  3 Credits**
This course is the second in a sequence beginning with MTH 101. It emphasizes the properties of real and imaginary numbers, noting polynomial, exponential, logarithmic and trigonometric functions. Also treated are graphs, conic sections and applications.

**Prerequisites:**
MTH 101 or Mathematics placement test
FACULTY AND STAFF

Thomas Orzechowski
Acting Vice President
Paul Hall Center for Maritime Training and Education

Bart Rogers
Assistant Vice President
Paul Hall Center for Maritime Training and Education

DIRECTOR OF VOCATIONAL TRAINING AND EDUCATION

Labanowski, Priscilla
B.S., Economics, St. Mary’s College, MD. U.S. Coast Guard; Mariner Credentialing Agent certification; Director of Admissions, Assistant Director of Education, U.S. Coast Guard Liaison.

DECK DEPARTMENT

Beck, Stan
U.S. Navy: E-8, Senior Chief Boatswains Mate, Underway; Replenishment-16 years; Combat Logistics Force Instructor, Material Handling Equipment, Crane Weight Test Director, 15 Ton Crane, Elevator Testing, Experience with 10 ton Booms, Department Supervisor and Trainer; Educational Training: Steam School, Repair Locker Leader, Firefighting, Ship Security Engagement Tactics, Oil Pollution Control, Crane Operator, Elevator Operator; Fork Truck Operator, Explosives, Craftmaster for 85-500 Ton Vessels, Helicopter Crash and Salvage Scene Leader, LSE Qualified, Chemical Biological Radiological Defense Officer; UNREP Instructor; Seafarers Harry Lundeberg School; Small Arms Instructor, Vessel Operations, Vessel Familiarization, Damage Control, Basic Safety Training (STCW), Lifeguard, Fast Rescue Craft Instructor; Certificates: Fast Rescue Boat, Specially Trained Ordinary Seaman, Able Seaman, Lifeboatman, Lifeguard; Train The Trainer; USCG approved Instructor.

Evans, Clifford E.
Train the Trainer; U.S. Navy: Ship’s Self Defense Course, Safety Supervisor School, Fuel Probe/Cargo Drop Reel Course, Boatswain’s Mate Course, Personnel Lift (JLG) Certification Course, SQUIP Rigging Course, Stream Course; USCG approved instructor.

Fagan, Susan
State University of New York Maritime College: BS Marine Transportation 2001. USCG 3rd Mate Unlimited license; ARPA, BRM, BST, Small Arms, GMDSS, Basic dynamic Positioning, 7 years underway service aboard inspected commercial vessels. TRANSAS bridge simulator course instructor and certified for Type Specific ECDIS Training. Det Norski Veritas; qualified internal auditor, U.S. Coast Guard approved Instructor.

Langrebe, Daniel
B.S. Environmental Science, State University of New York Maritime College, 2000. USCG: Second Mate, Steam and Motor Vessel, Unlimited. 15+ years service as licensed deck officer. Train the Trainer, USCG approved instructor.

Noell, Charles III
Graduate of SHLSS Entry Program, 1977. USCG License: Master of Steam and Motor Vessels NMT 1600 tons, Second Mate of Steam and Motor Vessels, Unlimited tonnage. 25+ years experience as licensed deck officer. Train the Trainer. U.S. Coast Guard approved instructor.

Pelongon, Bernabe

Schoenberger, Patrick

B.S. Marine Operations and Technology, U.S. Merchant Marine Academy, 1998; USCG Unlimited Third Mate, Oceans, Master 200 tons, Qualified member of the Engine Department (QMED). U.S. Navy Reserve Officer; Over 8 years deep sea shipping experience, plus several years’ professional experience managing and operating recreational yachts; USCG Approved Instructor.

Truitt, Thomas D.

U.S. Navy; Train the Trainer, 2006; American Military University System, certificate in Homeland Security, 2006; CBRD MSC course; Chief Petty Officer Naval Leadership; hazardous Material Control Management Technician (NEC-6955); Ships Self Defense Course; Leadership Development Program; Qualified Second Class Swimmer; 5-50 ton crane (nuclear weapons qualified); Underway replenishment; Respiratory protection manager; small boat operator; Gravity Davit operator, Slewing-Arm Davit operator, oil spill response coordinator; forklift operator; Material Handlin Equipment operator, Flight Deck Safety Officer, Helicopter Landing Signalman (LSE); Repair Locker leader. USCG approved instructor: MSC Government Vessels; Vertical Replenishment (VERTREP); Underway replenishment (UNREP), Environment Awareness, Damage Control; Vessel Familiarization; Vessel Operation and Maintenance; Water Survival, Lifeboatman, Fast Rescue; Basic Safety (STCW), Safety and Social Responsibilities, Helicopter Firefighting Instructor, RFPNW / Specially Trained Ordinary Seaman, RFPNW / Able Seaman, Able Seafarer - Deck. USCG approved instructor

Tupper, Alan

B.S., Massachusetts Maritime Academy. USCG Unlimited Master. 37+ years’ experience as licensed deck officer and Master aboard U.S. flagged deep sea commercial vessels. Train the Trainer. USCG approved Instructor.

Wheeler, Bradford L.


ENGINE DEPARTMENT

Adamson, Keith

Engineman, U.S. Navy; 20 years’ service supervising and maintaining a wide range of propulsion and auxiliary engineering systems, Train the Trainer, U.S. Coast Guard approved instructor.

Barnett, Kenneth

A.A.S. Marine Engineering Technology, Great Lakes Maritime Academy, 1997; B.A. History, Seton Hall University, 1984; USCG License: Chief Engineer, Limited Horsepower, Second Assistant Engineer, Unlimited Horsepower; U.S. Army Officer. Train the Trainer, U.S. Coast Guard approved instructor.
Henderson, Jay


Joiner, Paul

USCG License: Chief Engineer (Limited-Oceans) motor or gas turbine vessels of not more than 1600 GT (3000T ITC) of any horsepower; OICEW motor or gas turbine. 35+ years service on commercial vessels with a variety of engineering systems. Train the Trainer. U.S. Coast Guard approved instructor.

Raley, Christopher

St. Mary’s County Technical Center Welding program, honor graduate; Over 28 years’ experience as field welder and mechanic, Safety Director, Site Manager and Shop Foreman at several welding firms. MIG, TIG, Heliarc certified. Extensive continuing education in industrial worksite and shop safety from OTI Continuing Education Center, Maryland Occupational Safety and Health Administration, U.S. Occupational Safety and Health Administration (OSHA) and College of Southern Maryland. OSHA certified instructor; USCG Approved Instructor.

Sanderson, Vance

Graduate, SHLSS Entry Program 1977. USCG: Chief Engineer limited to Motor OSV vessels of not more than 500GT (6000T ITC); Chief Engineer of Motor or Gas Turbine vessels of not more than 1600GT (3000T ITC); Chief Engineer (Limited-Oceans) of motor or gas turbine vessels of any HP; Second Assistant Engineer of motor or gas turbine vessels of any HP; Third Assistant Engineer of steam Vessels of any HP; 20+ years experience as marine engineer aboard vessels with a variety of engineering systems. Train the Trainer. U.S. Coast Guard approved instructor.

Shafter, James

A.S. Management and Administration, Jones College; U.S. Navy: Engineering B&C School, Marine Engineering School, Automation and Calibration School, Tankership (DL) Tankerman PIC; Instructor Course; Train the Trainer Course (1998); Instructor Course for Supervisors; National Environmental Training Association Train the Trainer Course; Certified Gas Free Engineering Technician; HazTrain Courses: Site Supervisor, Hazardous Waste Operations and Emergency Response, Incident Commander; Hazardous Waste Management, OSHA Hazmat Site Worker, Hazardous Materials Transportation, Tanker Operations Course; MSC: Chemical-Biological-Radiological Warfare Defense; Member, National Environmental Trainers Association; USCG approved instructor.

Toedtemeier, Freddie

B.S. Marine Engineering, U.S. Merchant Marine Academy. USCG License: Chief Engineer, Steam and Motor Vessels, Unlimited Horsepower. 40+ years service as engineering officer on a variety of large commercial vessels, steam and diesel. Former shipyard inspector for major shipping companies. U.S. Coast Guard approved instructor.

Wiegman, John C. Jr.

U.S. Navy – Propulsion and Auxiliary Control Console Operator Training, Gas Turbine Electrical, Class A Advanced Damage Control School; Train the Trainer Course; Welding training; HAXWOPER training; USCG approved instructor.

Dobson, John

A.A., Baltimore International Culinary Arts Institute, 1985; Certification: ServSafe, Journeyman Meat Cutter; National Restaurant Association: Foodservice Management Professional, Certified ServSafe Instructor; Executive Chef: Tom and Terry’s Restaurant Fenwick Island Delaware; Train the Trainer Course; Vice President Seafarers’ Chapter American Culinary Federation; Member: American Culinary Federation.

Gelrud, Paul

University of Maryland: Business and Marketing Degree; Chef/Owner: Cedar Cove Restaurant, Stop, Look, and Listen Video, Showtime Catering; 35 years’ experience as Owner, Caterer, and Chef; Blood borne Pathogens; Train the Trainer Course Member: American Culinary Federation ServSafe Management Certificate.
Hetmanski, John

Baltimore International Culinary College: Chef Instructor; American Culinary Federation (A.C.F.): Certified Executive Chef, Certified Working Chef; Bon Appetit Management Corporation: Executive Chef; Martins Catering Inc: Chef De Cuisine; Commercial Fishing-Otanka Corp, Mid-Atlantic Region; President, Seafarers Chapter, American Culinary Federation; Train the Trainer Course.

Johnson, Robert


Sunga, Jesse

21 years service as Certified Chief Cook and Chief Steward aboard contracted deep sea ships. Train the Trainer.

Watts, Paul

A.A, Hotel and Restaurant Management, Northern Virginia Community College B.A., Hotel and Restaurant Management, Armed Forces Culinary School Master Sargent, U.S Army, Executive Chef; 40 years’ experience in commercial restaurant, culinary, and catering management. Train the Trainer Course.

HEALTH AND SAFETY

Cates, Mark

US Navy: CPO2, Duty Enlisted Surface Warfare Specialist, Training, Chemical, Biological and Radiological Defense Officer, Shipboard Firefighting Team Leader Training, Damage Control Team Leader Training, Portable Emergency Pump Operation and Maintenance, Damage Control Man “A” School, Helo-Fire Fighting Training, Post Fire Gas Free Engineering Test Assistant; Compartment Air Testing, US Navy Damage Control Technician and Console, Leadership Skills Training, Operator, Hazardous, Material Technician, Hazmat Operations; Certification: Maryland Fire Fighter I; Registered Maryland Emergency Medical Technician (Maryland Institute Emergency, Medical Services), Train the Trainer (1998); Member: Lexington Park Volunteer Rescue Squad, St Mary’s Advanced Life Support Unit; USCG approved instructor.

Fusco, Kenneth F.

A.A.S., B.S. Columbia Southern University, Fire Science, Occupational Safety and Health: Certified Emergency Medical Technician, Assistant Fire Chief, Prince Georges County, Maryland: 30+ years supervisory professional and military Firefighting experience. U.S. Coast Guard approved instructor.

Gallagher, John

ED. D. (ABD), LCADC, MAC, SAP

Doctoral Candidate Counseling Psychology at Argosy University, M.A Addictions, Rehabilitation and Psychological Counseling, LaSalle University; B.S. Biology, Drexel University; Minor: Psychology; CHI Sigma Iota, Argosy University; Licensed Clinical Alcohol and Drug Counselor (LCADC) Maryland Dept. of Mental Health and Hygiene, Board of Professional Counselors and Therapists; national Master Addictions Counselor (MAC) and federal Substance Abuse Professional (SAP) National Association Alcohol and Drug Addiction Counselors (NAADAC). Director Seafarers Addictions Rehabilitation Center – manages and trains clinical personnel in counseling protocol and group dynamics, case manager, clinical director, administrator, lecturer and therapist; experienced trainer for union personnel in OSHA HAZMAT, EPA, DOT, and U.S. Coast Guard Regulations; DOT return to duty and USCG alcohol and other drug regulations; educator and trainer in vocational, undergraduate and graduate level programs. Adjunct professor: Seafarers Harry Lundeberg School of Seamanship, College of Southern Maryland, University of Maryland University Campus, and Argosy University. Affiliated/ member Seafarers International Union (SIU). Southern Maryland Psychological Association (SMPA), National Association of Alcohol and Drug Addiction Counselors (NAADAC), National Honor Society for Psychology, Menergy, Counseling Academic and Professional Honor Society International, and multiple divisions of the American Counseling Association (ACA).

Johnson, Leonard Wayne, Jr.

IHM Academy of EMS, St. Louis, MO. - Nationally Registered Paramedic, 2010-2011: St. Louis County Fire Academy, St. Louis, MO. - Certified Professional Firefighter, 2009: Maryland Fire and Rescue Institute, Leonardtown, MD. - Emergency Medical Technician-Basic, 2009. Skills and certification: IFSAC
Firefighter I, II; HAZMAT Awareness, Operations; NREMT Paramedic (P8063395); PALS, ACLS, PHTLS, CPR; Search and Rescue I, II; Auto Extrication; Shipboard Helicopter Firefighting (NAVAI 00-80R-14); USCG approved instructor.

Joy, Gary

Maryland Fire and Rescue Institute – College Park, MD; Certified Maryland Emergency Medical Technician since 1978; Maryland Instructor Certification Review Board - Certified as a Level II Emergency Services Instructor 1980; National Academy for Nuclear Training - Certified Instructor 2004: American Red Cross - CPR/First Aid Instructor. U.S. Coast Guard approved instructor.

Roberts, Michael R.


Russell, Robert

American Red Cross: Instructor Certificate for Workplace; 50 year Member Second District VFD/RS, Life Member - 2nd District Rescue Squad; Training: Standard First Aid; Train the Trainer Course; USCG approved instructor.

Springer, Robert

National Rifle Association: Small Arms Training, Range Safety Officer; SHLSS: Basic Firefighting; Train the Trainer (2003); USCG approved instructor.

Thomas, John Robert

Bay District Volunteer Fire Department, Lexington Park, MD; Maryland Fire Service Personnel Qualifications Board: Firefighter I and II; Hazardous Material First Responder, Awareness and Operational levels; Fire Officer; Fire Service Instructor; Airport Fire Fighter; Vehicle and Machinery Technical Rescuer I and II; Emergency medical Technician Basic; Hazardous Materials Operations On line; Pump Operator, 30 hours; Emergency medical Technician Refresher; NIMS Incident Command System for Fire Service; Emergency Medical Technician Basic; Rescue Technician Site Operation; Rescue Technician, Vehicle and Machinery Extraction; Aircraft Rescue Firefighter; Rescue technician Instructor, Hazardous materials Technician Basic; Hazardous Material Technician, Operational. USCG Approved Instructor.

Thompson, Sharon

Charles County Community College, R.N. Nursing; St. Mary’s County Technical Center, LP; 27 years nursing experience, Head Nurse on Cardiac Step-Down Unit; ACLS Certificate, Diabetic Educator.

Tyson, Richard

Yannayon, Glen W.


Zienda, Joseph W.


UNLICENSED APPRENTICE PROGRAM
Talley, Raymond J.

A.A. Electronics; U.S. Army Veteran; U.S. Army: UHF/VHF Radio Equipment School, Toposscatter and Satellite School, Advanced Electronic School, Air Assault and Jungle Warfare School, Instructors’ Training School, Air Loading and Rail Loading School, Military Writers School, General’s Staff, Pre-Commission Officers School, Drill Sergeant Training School; Cable TV Technician and Lineman’s School.

MANPOWER/ASSISTANT VICE PRESIDENT
Rogers, Bart

B.S. Major- Business, Minor- Physical Education, George Meany; Institute Labor Studies; William Patterson College; Monmouth College; Assistant Vice President, Seafarers Harry Lundeberg School of Seamanship; Director of Manpower.

QUALITY STANDARDS
SYSTEM COORDINATOR
Loughran, Michael

B.A. History, St. Mary’s College of Maryland; M.S. Human Resources Development, Towson University. Maryland State Department of Education Advanced Professional Certificate, Certification in Administration and Supervision. 40+ years’ experience in St. Mary’s County School system.

ADMISSION AND STUDENT SERVICES DEPARTMENT
Latham, Tracy

Director of Admissions. 11 years’ experience as a professional Administrative Assistant and business officer manager. 4 years as a Special Education paraeducator in the St. Mary’s County public school system.
**UNION EDUCATION**

**Vandegrift, Patrick A.**


**ACADEMIC DEPARTMENT**

**Densford, Margaret E.**

B.A. Liberal Arts, The University of Texas at Austin; A.A., Liberal Arts, Schiller College; Post Graduate: Texas Tech, UM Baltimore County; University of Maryland: University College, Business Management; Member: Learning Disabilities Association; Train the Trainer Course

**Olguin-Evans, Cassandra**

A.A.S., Central New Mexico College, Hospitality and Tourism with concentration in Human Resources/Resort Management, 10 years’ experience in health club management, 15 years’ experience in restaurant industry.

**Prucha, Richard C.**

M.S., Business Management, Troy University; M.S., Applied Mathematics, University of Missouri; B.S., Mathematics, City College of New York; U.S. Air Force: Officers Training School, Space Systems Staff Officer, Squadron Officers School; Train the Trainer (1998).

**Rausch, Dale M.**

M.S., Management, Troy University; Trade and Industrial Teaching Certification, University of Maryland; B.A., History, St. Mary’s College of Maryland. Graduate of Command and Staff Curriculum, U.S. Naval War College; USCG retired; USCG approved instructor.

**LIBRARY SERVICES**

**Smolek, Janice**

M.S., Library Science, University of Tennessee; B.A., Library Science, University of Florida; Maryland State Advanced Professional Teaching Certificate; Educational Media Specialist.

**EDUCATION TECHNOLOGY**

**Gieske, Harry**

B.A., Communications, University of Dayton; A.A., Broadcast Technology, Montgomery College, Maryland; Summer Film School, International Film and Television Workshop; Train the Trainer.

**ARTS AND CRAFTS**

**Stonebraker, Elaine**

B.A. Fine Arts, Frostburg State University; Design and Production Seminar: Smithsonian Institution; Red Cross Certifications: Instructor of Canoeing, Standard First Aid, CPR.

**Kuehnle, Cat**

B.A. History, Greensboro College; B.F.A. (equiv.) Fine Arts, Greensboro College

**CURRICULUM DEVELOPMENT**

**McNeely, Stacey**

<table>
<thead>
<tr>
<th>Employer Trustees</th>
<th>Union Trustees</th>
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<tbody>
<tr>
<td><strong>Anthony Naccarato</strong></td>
<td><strong>Ambrose Cucinotta</strong></td>
</tr>
<tr>
<td>Vice President Labor Relations</td>
<td>Assistant Secretary-Treasurer</td>
</tr>
<tr>
<td>Crowley Maritime Services</td>
<td>Seafarers International Union</td>
</tr>
<tr>
<td><strong>William Pagendarm</strong></td>
<td><strong>Nick Celona</strong></td>
</tr>
<tr>
<td>Vice President</td>
<td>Vice President, West Coast</td>
</tr>
<tr>
<td>Great Lakes Dredge and Dock</td>
<td>Seafarers International Union</td>
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<tr>
<td><strong>Philip Fisher</strong></td>
<td><strong>Joseph Soresi</strong></td>
</tr>
<tr>
<td>Vice President/Comptroller</td>
<td>Vice President, Atlantic Coast</td>
</tr>
<tr>
<td>Keystone Shipping</td>
<td>Seafarers International Union</td>
</tr>
<tr>
<td><strong>Robert Rogers</strong></td>
<td><strong>Augie Tellez</strong></td>
</tr>
<tr>
<td>Manager Marine Personnel</td>
<td>Executive Vice President</td>
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<tr>
<td>Inter-Ocean Management</td>
<td>Seafarers International Union</td>
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<tr>
<td><strong>William Cole</strong></td>
<td><strong>Patrick Vandegrift</strong></td>
</tr>
<tr>
<td>Labor Relations Team Leader</td>
<td>Seafarers Harry Lundeberg</td>
</tr>
<tr>
<td>Alaskan Tanker Company</td>
<td>School of Seamanship</td>
</tr>
<tr>
<td><strong>Todd Johnson</strong></td>
<td><strong>Joseph Baselice</strong></td>
</tr>
<tr>
<td>President &amp; CEO</td>
<td>Port Agent</td>
</tr>
<tr>
<td>Pacific-Gulf Marine Inc</td>
<td>Seafarers International Union</td>
</tr>
<tr>
<td><strong>Rudy Leming</strong></td>
<td><strong>Archie Ware</strong></td>
</tr>
<tr>
<td>Vice President, Latin America and Puerto Rico</td>
<td>Assistant Vice President</td>
</tr>
<tr>
<td>Vice President, Labor and Marine Personal</td>
<td>Seafarers International Union</td>
</tr>
<tr>
<td>Crowley Maritime Corporation</td>
<td></td>
</tr>
</tbody>
</table>
The Seafarers Harry Lundeberg School of Seamanship respects the privacy rights of students and applicants to the Unlicensed Apprentice Program with regard to their School records. These records include the application to the Unlicensed Apprentice Program, attendance records, disciplinary records, tests results, grades and personal information such as phone number, address, etc. The School will not release this information to anyone other than the student or applicant without a signed and dated written consent form from the student. The School recognizes that parents, other family members and friends are concerned about the student’s education and career, and their progress in the Apprenticeship Program. We encourage students to discuss these issues with concerned family and friends directly. If the student would like to give someone access to their personal information, they should go on-line to seafarers.org under “jobs” and then “UA program application.” At the bottom of the page is a release form.
Compliance Officers for the
Paul Hall Center for Maritime Training and Education

Thomas Orzechowski
Acting Vice President

Bart Rogers
Assistant Vice President

Priscilla Labanowski
Director of Vocational Training and Education

The Paul Hall Center for Maritime Training and Education is a private, non-profit, equal opportunity institution and admits students, who are otherwise qualified, of any race, nationality or sex. The School complies with applicable laws with respect to admission, access or treatment of students in its programs or activities.

This catalog is intended to be a fair summary of matters of interest to students. The catalog is not intended to be a complete statement for all procedures, policies, rules and regulations of the School. The School reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules and regulations or requirements whether or not contained in this catalog. The student is responsible for meeting all requirements for certification or graduation.

Whenever the words he, his or him appear in this catalog, such references shall have equal application to students irrespective of sex and in no way represent sexual discrimination.
The Paul Hall Center

SIU PORTS

**Headquarters:**
5201 Auth Way, Camp Spring, MD 20746  
(301) 899-0675

**Algonac:**
520 St. Clair River Drive, Algonac, MI 48001  
(810) 794-4988; Fax (810) 794-0909

**Anchorage:**
721 Sesame St., #1C, Anchorage, AK 99503  
(907) 561-4988, Fax (907) 563-0122

**Baltimore:**
2315 Essex St., Baltimore, MD 21224  
(410) 327-4900; Fax (410) 522-2867

**Guam:**
P.O. Box 315242, Tamuning, Guam 969931-5242  
Cliffline Office Ctr. Bldg., Suite 103B, or 422 West O’Brien Dr, Hagatna, Guam 96910  
(671) 477-1350; Fax (671) 477-1360

**Honolulu:**
606 Kalihi Street, Honolulu, HI 96819  
(808) 845-5222; Fax (808) 841-1191

**Houston:**
1730 Jefferson Street, Houston, TX 77063  
(713) 659-5152; Fax (713) 650-8629

**Jacksonville:**
5100 Belfort Road, Jacksonville, FL 322666  
(904) 281-2622; Fax (904) 251-0471

**Joliet:**
10 E. Clinton Street, Joliet IL 60432  
(815) 723-8002; Fax (815) 723-3759

**Mobile:**
1640 Dauphin Island Parkway, Mobile, AL 36605  
(251) 478-0916; Fax (251) 478-4658

**New Orleans:**
3911 Lapalco Blvd, Harvey, New Orleans, LA 70058  
(504) 328-7545; Fax (504) 328-7549

**Jersey City:**
104 Broadway, Jersey City, NJ 07306  
(201) 434-6000; Fax (201) 434-6036

**Norfolk:**
115 Third Street, Norfolk, VA 23510  
(757) 622-1892; Fax (757) 640-0480

**Oakland:**
1121 7th Street, Oakland, CA 94607  
(510) 444-2360; Fax (510) 444-5507

**Philadelphia:**
2604 South Fourth Street, Philadelphia, PA 19148  
(215) 336-3818; Fax (215) 271-5127

**Piney Point:**
P.O. Box 75, Piney Point, MD 20674  
(301) 994-0010; Fax (301) 994-9061

**Ft. Lauderdale:**
1221 S. Andrews Avenue, Ft. Lauderdale, FL 33316  
(954) 522-7984; Fax (954) 522-7983

**Santurce:**
1057 Fernandez Juncos Avenue, Stop 16½,  
Santurce, PR 00907  
(787) 721-4033; Fax (787) 725-8018

**St. Louis/Alton:**
4581 Gravois Avenue, St. Louis, MO 63116  
(314) 752-6500; Fax (314) 832-0283

**Tacoma:**
3411 South Union Avenue, Tacoma, WA 98409  
(253) 272-7774; Fax (253) 272-4121

**Wilmington:**
510 North Broad Avenue, Wilmington, CA 90744  
(310) 549-4000; Fax (310) 549-4044
Distance to Paul Hall Center:

Norfolk - approx. 200 miles
Baltimore - approx. 100 miles
D.C. - approx. 75 miles
| 1. Main Gate                                      | 16. Arts and Crafts Center                       |
| 3. Paul Drozak Building                          | 18. Lifeboat Training Davit                       |
| 5. Charles Logan Building                        | 20. Waterfront Park                               |
| 7. Purchasing Department                         | 22. Motor Pool                                   |
| 8. Supply Department                             | 23. SHLSS Training and Recreation Center          |
| 10. Joseph Sacco Fire Fighting School            | 25. Tennis Court                                 |
| 12. Paul Hall Circle                             | 27. Thomas Crowley, Sr. Center for Maritime Services|
| 13. PHC Valley Lee Farm                          | 28. Romeo Lupinacci Steward Lab                  |
| 14. Seafarers Addiction Rehabilitation Center    | 29. Port Agent’s Office                           |
| 15. Training Vessel                              | 30. Hotel Annex                                  |
The Paul Hall Story

Paul Hall’s amazing story begins in the tiny town of Inglewood, Alabama. His early years were marked by poverty. The son of a railroad engineer, Hall managed to get through eight years of schooling. His lack of education in no way deterred him from becoming one of the truly remarkable public speakers of our time. He was a self-made man in the best traditions of America.

Hall started shipping as a teenager in the very early ’30s. He shipped mostly in the black gang as wiper and FOWT. He earned an Original 2nd Engineers license, but never sailed under it, choosing to stay with his unlicensed brothers.

He shipped throughout the ’30s and into World War II. When the SIU was founded in 1938, Paul Hall was there with a small group of other seamen determined to block the East Coast seamen’s movement from the very real threat of a takeover by card-carrying communist party members. He was very proud of his charter member book in the SIU, H-1.

His first official post in the union was as patrolman in the port of Baltimore in 1944. He rapidly moved up to become port agent in New York and then Director of Organizing for the SIU Atlantic and Gulf District, (AGLIWD). Then in 1947, at the age of 32, he became chief executive officer of the SIU-AGLIWD, and held this post until his death. Paul Hall led the SIU in the General Strike of 1947 when seamen won unprecedented gains in wages and conditions. He also keyed organizing breakthroughs for the SIU in bringing Isthmian Lines (125 ships) and Cities Service Tankers under the SIU banner. The Isthmian victory was the single largest organizing victory in the history of the deepsea sailor’s movement. Cities Service was the most notoriously anti-union company on the waterfront.

Paul Hall, through collective bargaining, also established for the SIU membership the Seafarers Welfare, Pension and Vacation Plans, which today provide SIU people with the best, most secure benefits in the industry.

In 1957, Paul Hall became president of the SIUNA, succeeding the late Harry Lundeberg, a post he held until his death. In the same year, he became president of the AFL-CIO Maritime Trades Department. When Hall took over the MTD, it was a struggling organization made up of only six small unions. He built it into the most active and effective political force in the family of the trade union movement. At his death, the MTD comprised 43 national and international unions representing nearly 8 million American workers.

Paul Hall was elected by his peers to the AFL-CIO Executive Council in 1962. When he died, he was senior vice president of the AFL-CIO and one of its most influential members.

Paul Hall’s dream for American seamen was all inclusive. He wanted the best of everything for SIU members. He realized better than anyone that no one was going to hand it to the union on a silver platter. He fought continually at the bargaining table.

Nevertheless, Paul Hall wanted more than top pay and benefits for the SIU. He wanted SIU members to have an opportunity to advance. Paul Hall wanted young people to have the opportunity to take a crack at a career at sea.

This is why he established the Seafarers Harry Lundeberg School of Seamanship in Piney Point, Md. in 1967. Since then, the school has developed into the finest maritime training school in the country. Thousands of SIU members have advanced their skills, and thousands of young people from deprived backgrounds have found employment and a chance in life because of the school.

The School is a living, thriving monument to Paul Hall’s belief in education and his desire to see SIU members get a better shake in life.

The one thing Paul Hall understood better than anyone is that the future of the American merchant marine depends on the success of this organization in the political arena.

Under his leadership, the SIU became deeply involved in politics at a very early date. Paul Hall helped lobby through Congress the 50-50 Cargo Preference Act in 1954, which reserved for American ships at least 50 percent of all government-generated cargoes.

There were many political victories for Paul Hall, some big, some small. The biggest victory came with passage of the Merchant Marine Act of 1970, which gave the American maritime industry new life and a future when it appeared that the U.S. merchant marine might not survive the decade. He spearheaded the bill through Congress. Several U.S. Congressmen, in eulogies to him, entitled Paul Hall, “The Father of Modern American Merchant Marine.”

Paul Hall was named to committees and commissions by Presidents Johnson, Ford, Nixon and Carter. He also received numerous awards for his contributions in and outside the labor movement.

A Legend in His Time

Paul Hall was truly a legend in his time. From the famous Wall Street Beef of 1947 where Seafarers wearing white hats keyed a strike victory for financial workers, to the tremendous battles between Hall and Jimmy Hoffa’s Teamsters Union, Paul Hall stood head and shoulders above his opposition. He reached out to help seamen of other nations. He was a key figure in developing trade union democracy for Canadian seamen. Toward the end of his career, Paul Hall was one of the most powerful men in the country. He hated fanfare and publicity. He preferred to work behind the scenes and let others take the credit.

But no matter how important he became, Paul Hall always preferred the company of seamen. He said time and time again that he would rather sit around a table “talking to a few of the boys” than sit in the Oval Office of the White House with the president of the United States. To the end, he supported the underdog.

Paul Hall never forgot where he came from. The SIU was his life. Seamen were his brothers. His long-term dream for the maritime labor movement was to have one union for unlicensed seamen and one union for licensed seamen. He was a tremendous proponent of merger and consolidation for strength. He believed deeply in the SIU motto, “Strength in Unity.”

The Paul Hall Center for Maritime Training and Education is dedicated to the memory of Paul Hall.