



## MOY COASTAL/MATE SUBMISSIONS TIME LIMITS

1. All available paperwork for each candidate must BE received by the school within one month of completing the course, this to include, ALL EXAMS (PASS OR FAIL), STCW certificates, VHF radio certificate, medical, seetime, and all other documents listed on the MOY Coastal/Mate Document Checklist.
2. If any required documents are missing, the candidate will have twelve months to produce any missing paperwork. This paperwork should be forwarded to the school by the candidate.
3. School will then order the certificate for the student online.
4. In the event that all of the required paperwork for final certification is not submitted to the school within 12 months the entire course must be completely retaken.
5. We are relying on the schools to ensure that these guidelines are followed. Audits will take place to ensure compliance. The audits may be in the form of physical visits to school premise or by requesting copies of course documents.



## MOY LIMITED SUBMISSION TIME LIMITS (AND TIME BETWEEN MODULES)

### 1.1 MOY Limited Theory

1. All available paperwork for each candidate must be received by the school within one month of completing the course, this to include, ALL EXAMS (PASS OR FAIL) and all other documents listed on the “MOY Limited Theory Document Checklist”.
2. Each candidate must successfully complete all theory modules (collision regulations, meteorology, navigation and chartwork, tides & currents, and business & law) before proceeding to the practical course.
3. If a candidate fails an exam for any of the above theory modules, and timing does not allow theory exam resits to be completed before the practical course, he/she will have 30 days from the end of the practical course to pass the theory exam resits.
4. If a candidate fails a theory exam more than once or fails to pass a resit within the 30 days, he/she will have to resit the entire theory and practical course.

### 1.2 MOY Limited Practical

1. All available paperwork for each candidate must be received by the school within one month of completing the practical course, this to include, ALL EXAMS (PASS OR FAIL) STCW certificates, VHF radio certificate, medical, seetime, and all other documents listed on the MOY Limited Practical Document Checklist.
2. If any documents are missing, the candidate will have twelve months to produce any missing paperwork. This paperwork should be forwarded to the school by the candidate
3. In the event that all of the required paperwork for final certification is not completed and submitted within this 12 month timeframe the entire course must be completely retaken.

### 1.3 Time between modules:

1. Theory and final practical courses/exams must be successfully completed within a 12 month timespan and all paperwork must be submitted within 12 months of completing the practical course or the candidate will have to retake both the theory and practical courses in their entirety in order to gain certification.



2. We are relying on the schools to ensure that these guidelines are followed. Audits will take place to ensure compliance. The audits may be in the form of physical visits to school premise or by requesting copies of course documents.



## MOY UNLIMITED SUBMISSION TIME LIMITS

1. All available paperwork for each candidate must be received by the school within one month of completing the course, this to include, ALL EXAMS (PASS OR FAIL), and all other documents listed on the MOY Unlimited Document Checklist.
2. If any required documents are missing, the candidate will have twelve months to produce any missing paperwork. This paperwork should be forwarded to the school by the candidate.
3. School will then order the certificate for the student online.
4. In the event that all of the required paperwork for final certification is not submitted to the school within 12 months the entire course must be completely retaken.
5. We are relying on the schools to ensure that these guidelines are followed. Audits will take place to ensure compliance. The audits may be in the form of physical visits to school premise or by requesting copies of course documents.