



Ahoy VEs,

It has come to my attention that there is much confusion about the proper process for certifying new Vessel Examiners. There seems to have been an incorrect understanding of the process. There was never an approved procedure in which the forms are sent to headquarters with the student VEs information. The correct process is and has always been:

- a. The potential VE passes the VSC exam with a score of 90% or more.
- b. The potential VE performs his/her five mentored/supervised VSCs.
- c. The mentoring/supervising VE records the five VSCs to his/her own credit.
- d. The mentoring VE informs the Squadron VSC Chair that the student has completed all the requirements for certification.
- e. The Squadron VSC Chair or the Commander submits the signed VSC 2 Certified Vessel Examiner form to headquarters via email/fax or mail.
- f. Headquarters adds the new VE to the certified list.

This process is on the USPS VSC Policies and Procedures on the VSC web site. The VSC-2 Certified Vessel Examiners Form is also on the web site on the Forms and Tools page.

If there are any questions, please contact me.

Bob Miller
National VSC Committee