

APPLICATION FOR GUEST® CERTIFICATE OF COMPETENCE

Professional Yachting Association Certificate of Competency Application is subject to the requirements of Qualifications and Sea Service, as laid out in the PYA GUEST® Guidelines.

IMPORTANT – BEFORE completing this form, please ensure you have read the guidance notes and instructions on page 4 of this form. Please provide an email address in block capitals in order for us to inform you of the receipt of your application. We do not offer a counter service for this application.

Forename(s) in full :

Surname / Family name:

Title Mr/Mrs/Miss/Ms	Date of Birth	Nationality:
Male/ Female:	Country of Birth:	Passport number:
PYA Membership number:		Address for return of documents (if different from home address)
Full Home Address:		
District:		
Town / City:		
County/State:		
Post Code/Zip:		
Country :		
Email (block capitals):		

Applying for:

- Junior Yacht Stewardess / Steward CoC (previous Sea Service not required)
- Senior Yacht Stewardess / Steward CoC
- Chief Yacht Stewardess / Steward CoC <500gt
- Chief Yacht Stewardess / Steward CoC >500gt

Required documents for all applications:

- 1 x Jpg photo (emailed) training@pya.org
- Copy of Passport (attested)
- Copy of Valid ENG1 (attested)
- Latest CV
- Food Hygiene level 2 in Catering or Food Safety level 2 in Catering module (or equivalent)
- STCW'95 basic training modules
- Sea Service Testimonials, with Yacht Service and Guest days indicated (if relevant)
- Service Record Book / Log Book **or** Discharge book / papers (if relevant)
- Previous Certificate of Competence - if held (All levels except Junior Level)

Please note that anyone applying for a PYA GUEST® CoC or a CoC through the transitional route is required to be a PYA Sea going Member or a Community Member (which is free). Please join on line: www.pya.org before submitting application form.

Certificates and Documents required for issue of PYA GUEST CoC:

Level	Auxiliary Course	PYA GUEST approved Course
Application for: Junior Steward /Stewardess CoC	<input type="checkbox"/> STCW'95 training courses x 5 <input type="checkbox"/> Food Hygiene module in Catering (level 2) or equivalent <input type="checkbox"/> ENG 1 or equivalent	<input type="checkbox"/> PYA YACHT INTERIOR INTRODUCTION COURSE <input type="checkbox"/> PYA WINE & COCKTAIL INTRODUCTION COURSE <input type="checkbox"/> PYA YACHT INTERIOR BASIC FOOD SERVICE COURSE
Application for: Operational Senior Steward/Stewardess CoC	<input type="checkbox"/> STCW (A-VI/4-1) MEDICAL FIRST AID <input type="checkbox"/> RYA POWERBOAT LEVEL 2 / TENDER DRIVER LICENSE or equivalent <input type="checkbox"/> Training Record Book	<input type="checkbox"/> PYA YACHT INTERIOR INTERMEDIATE SERVICE COURSE <input type="checkbox"/> PYA YACHT INTERIOR INTERMEDIATE HOUSEKEEPING COURSE <input type="checkbox"/> PYA WINE INTERMEDIATE COURSE or equivalent <input type="checkbox"/> PYA COCKTAIL & SPIRIT INTERMEDIATE COURSE <input type="checkbox"/> PYA BARISTA & HOT BEVERAGES COURSE
Application for: Head of Department (under500gt) Chief Steward/Stewardess CoC	<input type="checkbox"/> STCW (A-VI/4-2) MEDICAL CARE COURSE <input type="checkbox"/> STCW (A-VI/3)ADVANCED FIRE FIGHTING <input type="checkbox"/> ADVANCED SEA SURVIVAL or PSC&RB STCW (A-VI/2-1) <input type="checkbox"/> Level 3 Supervision OF FOOD SAFETY IN CATERING or equivalent <input type="checkbox"/> Training Record Book	<input type="checkbox"/> PYA YACHT INTERIOR ADVANCED SERVICE COURSE <input type="checkbox"/> PYA YACHT INTERIOR ADVANCED HOUSEKEEPING COURSE <input type="checkbox"/> PYA YACHT INTERIOR MANAGEMENT COURSE <input type="checkbox"/> PYA WINE ADVANCED COURSE or equivalent <input type="checkbox"/> PYA COCKTAIL & SPIRIT ADVANCED COURSE
Applications for: Head of Department (over500gt) Chief Steward/Stewardess CoC		<input type="checkbox"/> STCW HELM OPERATIONAL COURSE or equivalent <input type="checkbox"/> YACHT ACCOUNTING & BUDGET COURSE or equivalent <input type="checkbox"/> INTRODUCTION TO INTERNATIONAL SAFETY MANAGEMENT COURSE or equivalent

Sea Service: (must be backed up by testimonials) not applicable for Junior CoC.

Yacht name	Yacht Service Dates	Yacht Service Mths / days	GUEST DAYS	No. of Crew	Size of Vessel	Position held (signed on)
	to					
	to					
	to					
	to					
	to					
	to					
	to					
	to					
	to					
	to					
	TOTAL					

Please use separate page for further sea service details.

Self Declaration:

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the PYA (including any processing necessary to establish the authenticity and validity of the issued certificate).

Please sign this form:

Date.....



PAYMENT: DO NOT SEND CASH BY POST. Payment should be made in Euros either by cash, credit card or bank transfer. Cheques must be drawn on a French bank and made payable to Professional Yachting Association.

The fees for a PYA GUEST® CoC application:

For Junior PYA GUEST® CoC it is 30 Euros

For Senior PYA GUEST® CoC it is 65 Euros (or 30 Euros if you are a fee paying PYA member)

This fee includes administration, the PYA GUEST® CoC and postage (If you want courier postage this will be an additional fee).

Tick for Courier postage – please email to enquire about cost of courier (subject to location).

Bank Transfer: kindly instruct your bank to transfer the full amount to the PYA, and debit any bank charges to yourselves, to the following account:-“Professional Yachting Association” and mark subject matter.

To: Barclays Bank, 11 bd Albert 1er, 06600 ANTIBES, France. - Tel. +33 (0)4 92 90 40 00.

Account No. (1)792 542 60101 45 Euro

IBAN: FR76 3058 8610 5079 2542 6010 145 SWIFT/BIC: BARCFRPP

Credit Card: Please tick the appropriate box below to indicate your chosen method of payment.

- Amex
- Visa
- MasterCard

The Security Code is the last three digits of the numbers on the reverse of the card, near the signature strip

Credit Card Number															
Expiry date:						digit security code									
Amount to be debited								Name of card holder							
Signature								Date:							

If you would like a receipt please confirm the email address you would like it sent to: **Email address:** _____

Guidance Notes for completing this form:

Assessment: The PYA will make an assessment for a Certificate of Competence based on the correct documentation & sea service being presented on application. Your application will be delayed if you have not sent us the correct or complete documentation.

Documents: Do not send original documents. Please send attested copies only by email or by post to the PYA HQ Professional Yachting Association, 23 Rue du General d’Andreossy, 06600, Antibes, France Tel + 33 (0) 4 93 34 91 16 /email info@pya.org Please have the documents attested by a PYA Regional Officer or PYA staff, a Captain or Training provider. The person certifying should write “I certify this to be a true copy of the original” and their name, signature, contact details & the date. Advice on PYA Regional Offices worldwide please visit the website www.pya.org

Payment: The application will not be processed without the fee being paid in full.

Photos: Please provide jpg photo by email.

Information on Sea Service: All Sea Service to be verified, needs to be in a PYA recognized Log Book / Discharge Book or Service Record Book and backed up with Testimonials.

We accept:

PYA Service Record Book, PYA Crew Work Book, RYA Log Book, IYT Log Book, All administrations Seaman’s Discharge Books

Required Sea Service:

YACHT JUNIOR STEWARD/ESS = Nil

YACHT SENIOR STEWARD/ESS = Sea Service Testimonials, with 12 MONTHS Yacht Service and 60 DAYS Guest Service indicated Service Record Book / Log Book or Discharge book AND Service Record Book / Log Book or Discharge book.

YACHT CHIEF STEWARD/ESS Head of Department (HoD) under 500gt = Sea Service Testimonials, with 12 MONTHS Yacht Service and 60 DAYS Guest Service indicated TIME WHILST HOLDING SENIOR STEWARD/ESS POSITION AND Service Record Book / Log Book or Discharge book.

YACHT CHIEF STEWARD/ESS Head of Department (HoD) over 500gt = Service Record Book / Log Book or Discharge book. Half the required Management entry level Yacht Service & Guest Service will be on vessels over 500gt for those applying for above 500gt Management level AND Service Record Book / Log Book or Discharge book.