PYA

G.U.E.S.T. PROGRAM

# 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:*** | | |

***Full Home Address:***

***District:***

***Town / City:***

***County/State:***

***Post Code/Zip:***

***Country :***

***Email (block capitals):***

***Address for return of documents***
*(if different from home address)*

***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.***

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***Certificates and Documents required for issue of PYA GUEST CoC:***

| Level | Auxiliary Course | PYA GUEST approved Course |
|---|---|---|
| Application for: Junior Steward /Stewardess CoC | ☐ STCW'95 training courses x 5<br>☐ Food Hygiene module in Catering (level 2) or equivalent<br>☐ ENG 1 or equivalent | ☐ PYA YACHT INTERIOR INTRODUCTION COURSE<br>☐ PYA WINE & COCKTAIL INTRODUCTION COURSE<br>☐ PYA YACHT INTERIOR BASIC FOOD SERVICE COURSE |
| Application for: Operational Senior Steward/Stewardess CoC | ☐ STCW (A-VI/4-1) MEDICAL FIRST AID<br>☐ RYA POWERBOAT LEVEL 2 / TENDER DRIVER LICENSE or equivalent<br>☐ Training Record Book | ☐ PYA YACHT INTERIOR INTERMEDIATE SERVICE COURSE<br>☐ PYA YACHT INTERIOR INTERMEDIATE HOUSEKEEPING COURSE<br>☐ PYA WINE INTERMEDIATE COURSE or equivalent<br>☐ PYA COCKTAIL & SPIRIT INTERMEDIATE COURSE<br>☐ PYA BARISTA & HOT BEVERAGES COURSE |
| Application for: Head of Department (under500gt) Chief Steward/Stewardess CoC | ☐ STCW (A-VI/4-2) MEDICAL CARE COURSE<br>☐ STCW (A-VI/3)ADVANCED FIRE FIGHTING<br>☐ ADVANCED SEA SURVIVAL or PSC&RB STCW (A-VI/2-1)<br>☐ Level 3 Supervision OF FOOD SAFETY IN CATERING or equivalent<br>☐ Training Record Book | ☐ PYA YACHT INTERIOR ADVANCED SERVICE COURSE<br>☐ PYA YACHT INTERIOR ADVANCED HOUSEKEEPING COURSE<br>☐ PYA YACHT INTERIOR MANAGEMENT COURSE<br>☐ PYA WINE ADVANCED COURSE or equivalent<br>☐ PYA COCKTAIL & SPIRIT ADVANCED COURSE |
| Applications for: Head of Department (overr500gt) Chief Steward/Stewardess CoC | ☐ STCW HELM OPERATIONAL COURSE or equivalent<br>☐ YACHT ACCOUNTING & BUDGET COURSE or equivalent<br>☐ 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 | | | | | |
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| | to | | | | | |
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| | 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……..***

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***PAYMENT:*** ***DO NOT SEND CASH BY POST.*** *Payment should be made in Euros either by cash, credit card of 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.