

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 Male/ Female:	Date of Birth Country of Birth:	Nationality: 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**

Required documents for all applications:

- 1 x Jpg photo (emailed) training@pya.org
- Copy of Passport (attested)
- Copy of Valid ENG1 (attested)
- Latest CV (with photo)
- 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 GUEST Interior PYA Member or a Community Member (which is free). Please join on line: www.pya.org before submitting application form.

Certificates and Documents required for CoC:

Level	Auxiliary Course	PYA GUEST approved Course
Application for: (Entry level) 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 Module <input type="checkbox"/> PYA Yacht Interior Basic Food Service Module <input type="checkbox"/> PYA Wine Bartending & Mixology Introduction Module
Application for: Advanced 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 Administration and HR Module <input type="checkbox"/> PYA Yacht Interior Advanced Service level 1 Module <input type="checkbox"/> Cigar Service *part of PYA Advanced Service level 1 <input type="checkbox"/> PYA Yacht Interior Advanced Service level 2 Module <input type="checkbox"/> PYA Yacht Interior Advanced Housekeeping & Valet Services Module <input type="checkbox"/> PYA Yacht Interior Advanced Laundry Service Module <input type="checkbox"/> PYA Floristry & Plant Maintenance Module <input type="checkbox"/> PYA Barista & Hot Beverages Module <input type="checkbox"/> PYA Advanced Wine Appreciation Level 1 Module <input type="checkbox"/> PYA Advanced Wine Appreciation Level 2 Module <input type="checkbox"/> PYA Advanced Bartending & Mixology Level 1 Module <input type="checkbox"/> PYA Advanced Bartending & Mixology Level 1 Module
Application for: (Head of Department) Management 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 Leadership & Management Module <input type="checkbox"/> ACCOUNTING & BUDGET COURSE or equivalent <input type="checkbox"/> INTRODUCTION TO INTERNATIONAL SAFETY MANAGEMENT COURSE or equivalent

Sea Service: (must be backed up by testimonials)

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					
	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.....

FAILURE TO COMPLY WITH THIS INSTRUCTION WILL INVALIDATE THE APPLICATION

PAYMENT: DO NOT SEND CASH BY POST.

**The fees for a PYA GUEST® CoC application:
= 30€ for PYA GUEST Interior Member
= 65€ for PYA Community 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).

Payment should be made in Euros either by cash, credit card or bank transfer. Cheque must be drawn on a French bank and made payable to Professional Yachting Association.

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**

Credit Card Number

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Expiry date: **digit security code**

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Amount to be debited	Name of card holder
Signature	Date:

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

Receipt: If you would like a receipt tick the box below and 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
PYA, 23 Rue du General d'Andreossi, 06600 Antibes, France. Tel + 33 (0) 4 93 34 91 16 /email training@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 recognised 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) = Sea Service Testimonials, with **12 MONTHS** Yacht Service and **60 DAYS** Guest Service indicated. **Half the required Management entry level Yacht Service & Guest Service will be on vessels over 500tg. WHILST HOLDING SENIOR STEWARD/ESS POSITION** AND Service Record Book / Log Book **or** Discharge book.