

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

Please find these Guidelines on the website: www.guest-program.com under “downloads”.

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:

Mr/Mrs/Miss/Ms

Date of Birth:

Nationality:

Male/ Female:

Country of Birth:

Passport number:

PYA Membership number:

Full Home Address:

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

District:

Town / City:

County/State:

Post Code/Zip:

Country :

**Email
(block capitals):**

Applying for:

- GUEST Junior Yacht Stewardess / Steward CoC (No previous Sea Service required)**
- GUEST Senior Yacht Stewardess / Steward CoC**
- GUEST Chief Yacht Stewardess / Steward CoC**

Required documents for all applications:

- 1 x Jpg photo (emailed) training@pya.org
- Attested copy of Passport
- Attested copy of Valid ENG1
- 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)**
- PYA Service Record Book **or** Discharge book / papers **(if relevant)**
- Previous Certificate of Competence - if held **(All levels except Junior Level)**

Please note that anyone applying for either the “Senior” or “Chief” Levels for PYA GUEST® CoC or a CoC through the Letter of Assessment Route are required to be a PYA Full Member. Please join on line: www.pya.org before submitting application form. It is recommend to become a PYA Associate Member for those at Junior Level.

Certificates and Documents required for CoC:

Level Applying for:	Auxiliary Course	PYA GUEST approved Course
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"/> GUEST Yacht Interior Introduction Module <input type="checkbox"/> GUEST Yacht Interior Basic Food Service Module <input type="checkbox"/> GUEST Wine Bartending & Mixology Introduction Module
Advanced Level: 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 Service Record Book (or equivalent)	<input type="checkbox"/> GUEST Yacht Interior Administration and HR Module <input type="checkbox"/> GUEST Yacht Interior Advanced Service Module (inc Cigar) <input type="checkbox"/> GUEST Yacht Interior Valet Services Module <input type="checkbox"/> GUEST Yacht Interior Advanced Housekeeping Module <input type="checkbox"/> GUEST Yacht Interior Advanced Laundry Service Module <input type="checkbox"/> GUEST Floristry & Plant Maintenance Module <input type="checkbox"/> GUEST Barista & Hot Beverages Module <input type="checkbox"/> GUEST Advanced Wine Appreciation Module 1 <input type="checkbox"/> GUEST Advanced Wine Appreciation Module 2 <input type="checkbox"/> GUEST Advanced Bartending & Mixology Module 1 <input type="checkbox"/> GUEST Advanced Bartending & Mixology Module 2
Head of Department: 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 Service Record Book (or equivalent)	<input type="checkbox"/> GUEST Yacht Interior Leadership Module <input type="checkbox"/> GUEST Yacht Interior 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 formally verified by PYA Service Record Book or equivalent and 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 and GUEST Administration (including any processing necessary to establish the authenticity and validity of the issued certificate).

Please sign this form:

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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 Full Member or Associate Member
 = 65€ for a non 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) and ensure we have the correct mailing address.

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 “GUEST CoC”.

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																
Expiry date:										digit security code						
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:

Please allow 28 days for the application to be processed. The GUEST Program Administration 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'Andreossy, 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, your Captain or GUEST Approved 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 all GUEST Approved Training Providers and PYA Regional Offices worldwide please visit the website www.pya.org or the GUEST website www.guest-program.com

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 is to have been verified prior to application and backed up with Testimonials.

We accept:

- PYA Service Record Book (or equivalent)
- PYA Crew Work Book (*Junior CoC applications only*)

Required Sea Service:

- *To apply for the Yacht Junior Steward/ess CoC no previous Sea Service is required*
- *To apply for the Yacht Senior Steward/ess CoC a minimum of **12 months** Yacht Service and **60 days** Guest Service is required.*
- *To apply for the Yacht Chief Steward/ess Co C a minimum of **24 months** Yacht Service and **120 days** Guest Service whilst holding Senior Steward/ess position. (NOTE: This is a further 12 months Yacht Service and 60 days Guest Service from issue of Yacht Senior Steward/ess CoC)*