

# **Documentary Requirements for Accreditation as Maritime Security Training Center, Institution and School**

## **A. Application Requirements**

- Letter of Intent
- Profile of Training Center including Mission, Goals and Organizational Structure
- Securities and Exchange Commission Registration Certificate together with Articles of Incorporation and By-Laws (For Partnership Entities and Corporations) or Department of Trade Industry Registration Certificate (For Sole Proprietorship Entities)
- Map of the Training Centre Location
- Lease of Contract or Memorandum of Agreement with Five-Year Validity (For Company-Rented Training Sites) or Transfer Certificate of Title (For Company-Owned Training Site)
- City or Municipal Business Permit
- Local Fire Inspection Safety Certificate
- List of Facilities and Equipment
- List of Maritime Security Books and Other Maritime Security Reference Materials
- An Administrative Office
- A Faculty Room with Sufficient Space
- Each Classroom Area with dimensions of at least 7 meters wide and 9 meters long that can accommodate at least 30 trainees
- Library with Updated and Relevant Reference Materials
- Working Audio-Visual and Computer Equipment
- Functioning Training Tools and Security Equipment
- Declaration List of the Entire Training Staff with having at least Three Full-Time Qualified Instructors duly Certified from Office for Transportation Security

## **B. Training Center Organization**

1. Training Director
  - Resume or Curriculum Vitae, If Applicable
  - Diploma and Transcript of Records with a Postgraduate Degree, If Applicable
  - Two-Year Work Experience in the Maritime Industry, If Applicable
2. Training Officer
  - Resume or Curriculum Vitae, If Applicable
  - Diploma and Transcript of Records with a Baccalaureate Degree, If Applicable
  - Two-Year Work Experience in the Maritime Industry, If Applicable
  - Certificate of Completion for Aviation Security Awareness Course, If Applicable

### 3. Training Instructor

- Resume or Curriculum Vitae
- Diploma and Transcript of Records with a Baccalaureate Degree
- Maritime Security Instructor Certificate from Office for Transportation Security

(At Least Three Full-Time Instructors who conform the OTS Certification Process for Instructors)

### 4. Training Staff

- Resume or Curriculum Vitae
- Transcript of Records with at least Seventy-Two Credited Units in College, If Applicable
- Certificate of Completion for Maritime Security Awareness Course, If Applicable

## **C. Contained Information for a Recognized Course**

- Course Title, Description and Duration
- Reference Material
- Target Participants and Prerequisites
- Course Objective(s)
- Outline of Modules/Topics
- Teaching Methodology, Aids and Schedule
- Lesson Plans / Instructor's Guide
- Sample Handouts or Training Notes, including but not limited to Diagram, Pictures and Briefs as Part of Training / Teaching Aids
- Sample Test Materials or Examination Materials

### ❖ **Recognized Courses**

- Port Facility Security Officer Course
- Maritime Instructors Course
- Security Awareness Training for Port Facility Personnel with Designated Security Duties
- Port Security Drills and Exercises Course
- Security Awareness Training for Port Facility Personnel without Designated Security Duties
- Basic Screener Course
- Company Security Officer (CSO) Course
- Screener Refresher Training
- Maritime Security (MARSEC) Course
- Basic X-ray Operation Course
- X-ray Refresher Course