



BOARD OF PILOT COMMISSIONER FOR THE BAYS OF  
SAN FRANCISCO, SAN PABLO, AND SUISUN  
**APPLICATION FOR PILOT TRAINEE TRAINING PROGRAM  
SELECTION EXAMINATION**

**2019—Application Due Date: April 1, 2019 (postmarked)**

There is a \$1,000.00 fee to be submitted with the application (see **Application Fee** Section below).

This application can be found on the Board of Pilot Commissioners' website at the following link:  
<http://www.bopc.ca.gov/application/>

The form has been created in Adobe as a fillable form. Attach additional pages to the application if space on the application is insufficient.

<b>Section 1. Personal Data</b>				
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>	<b>Suffix (Jr., Sr. III)</b>	<b>Alias(es) or Maiden Name</b>
<b>Address (street, city, state, zip code):</b>				
<b>Primary Phone Number:</b>		<b>Alternate Phone Number:</b>		
<b>E-Mail Address:</b>				
<b>Section 2. USCG License Information</b>				
<b>Type of USCG License Held:</b>		<b>Issue Date of Merchant Mariner Credential or Federal License:</b>		
<b>List License Endorsements or Limitations:</b>				
<input type="checkbox"/> <b>Provide a copy (front and back) of current Merchant Mariner Credential or Federal License (Label as "Section 2 Attachment," and append to the completed application)</b>				



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**Section 3: Experience Documentation**

The following documents verify the minimum eligibility requirements, and for the calculation of experience points.  
(Label as Section 3 Attachment(s), write the document number below on the documentation, and append the documentation to the completed application):

See "Application Instructions" for further directions.

Document #	Description of Documentation	Date of Documentation
3.1		
3.2		
3.3		
3.4		
3.5		
3.6		
3.7		
3.8		
3.9		
3.10		
3.11		
3.12		
3.13		
3.14		
3.15		
3.16		
3.17		
3.18		
3.19		
3.20		



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**Section 4. Suitability**

A. Have you ever been convicted of a criminal offense, felony, misdemeanor, or entered a plea of nolo contendere other than for a minor traffic offense?

- No
- Yes—If yes, explain below (include date occurred, description of offense, charge, disposition, etc.)

B. Are you currently in violation of a court order to provide child or spousal support?

- No
- Yes—If yes, provide the date of the order and describe the steps you are taking to resolve the matter.

C. Do you have any condition which may limit your ability to satisfactorily perform the duties of a trainee or pilot, or to pass a physical examination?

- No
- Yes—If yes, describe any accommodations that can be made for your condition.



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**Section 5. Application Fee**

A personal check, money order or cashier's check for \$1,000.00 made out to the "Board of Pilot Commissioners" must accompany the submittal of an application. There is no provision for accepting cash, credit, or debit cards for this fee.

**Section 6. Pilot Trainee Training Program Equal Opportunity Precepts**

The Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun in selecting applicants to participate in the Pilot Trainee Training Program adheres to equal opportunity precepts. All applicants meeting minimum eligibility requirements shall receive consideration without regard to age, sex, race, religion, national origin, lawful political affiliation, physical handicap (within the SHIPS limitations), marital status, membership or non-membership in any employee organization, or any other personal condition unrelated to the applicant's basic ability to perform satisfactorily as a pilot trainee and as a pilot.

**Section 7. Applicant Acknowledgement / Statement / Signature**

**Applicant Acknowledgement:**

A false answer to any question in this application may be grounds for disqualification from further participation in the selection process, acceptance into the training program, or dismissal from the program after entry, and recovery of any training stipend provided and/or any costs incurred by the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun.

All application statements and documentation are subject to investigation, including verification by former employers, the U.S. Coast Guard, and the appropriate authorities. All of the information provided will be considered in determining a candidate's qualifications to meet the minimum qualifications to take the Pilot Trainee Training Program Selection Examination.

**Applicant Statement:**

I certify under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, and acknowledge that all statements made in this application are subject to investigation, and that any false or dishonest answer to any question may be grounds for denial of the application, dismissal from the Pilot Trainee Training Program, or subsequent revocation of a pilot license.

I authorize the release of information concerning my current and prior employment and sea service by my employers, the U.S. Coast Guard, law enforcement agencies, and other individuals and agencies to members, employees, or authorized designees of the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun.

**Applicant Signature:**

**Date:**



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**OPTIONAL Marketing and Applicant Data Survey**

To assist the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun in its efforts to effectively reach viable Pilot Trainee Training Program Selection Examination applicants, and to collect information on the diversity of those applicants, applicants are requested to voluntarily provide the following information.

This survey will be separated from the application prior to the Pilot Trainee Training Program applicant minimum qualification determination, and will not be used in any application decisions.

**Marketing Feedback**

Please tell us how you heard about the Pilot Trainee Training Program Selection Examination (mark all that apply):

- gCaptain* online ad
- Professional Mariner* online ad
- Professional Mariner* print ad
- Pacific Maritime* print ad
- Maritime Academy / Institute
- Maritime Union / Association
- Board of Pilot Commissioners' website
- Friend / Word of Mouth
- Other—please specify: \_\_\_\_\_

**Applicant Ethnicity/Heritage Data**

Please check one of the boxes that best describes your race/ethnicity heritage:

<u>Asian Group</u>	<u>Hispanic Group</u>	<u>Pacific Islander Group</u>	<u>Other Groups</u>
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Cuban	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Aleut
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Mexican/Mexican American	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> American Indian/Native American
<input type="checkbox"/> Chinese	<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> Samoan	<input type="checkbox"/> Black/African American
<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Hispanic/Latino Groups	<input type="checkbox"/> Other Pacific Islander Group	<input type="checkbox"/> Eskimo
<input type="checkbox"/> Japanese			<input type="checkbox"/> White
<input type="checkbox"/> Korean			<input type="checkbox"/> Other Racial Group
<input type="checkbox"/> Laotian			<input type="checkbox"/> Choose Not to Identify
<input type="checkbox"/> Vietnamese			
<input type="checkbox"/> Other Asian Group			



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----- APPLICATION CHECKLIST AND SUBMITTAL INFORMATION -----

*Remove this document before submitting application*

**APPLICATION CHECKLIST**

- Completed and signed application
- Attached copy of Merchant Mariner Credential or Federal License (both sides)
- Attached experience documentation
- Attached OPTIONAL Marketing and Applicant Data Survey
- Included personal check or money order made out to "Board of Pilot Commissioners" in the amount of \$1,000.00

**APPLICATION SUBMITTAL INFORMATION**

Completed applications with supporting documentation and payment of the application fee may be hand-delivered or mailed to the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun as follows.

Type of Delivery	Date/Time
Hand Delivery	<b>DELIVERED:</b> to BOPC No later than 5:00 p.m., Monday <b>April 1, 2019</b>
Mail (can be U.S. Mail, or other mail carrier)	<b>POSTMARKED:</b> Mailed application package must be postmarked no later than Monday <b>April 1, 2019</b>

Submit the completed application package along with the application fee to:

Board of Pilot Commissioners for the Bays of  
San Francisco, San Pablo, and Suisun  
660 Davis Street  
San Francisco, CA 94111  
(415) 397-2253  
bopc@bopc.ca.gov



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----- APPLICATION INSTRUCTIONS -----

*Remove this document before submitting application*

### Section 1. Personal Data

- Provide the personal information requested.

### Section 2. USCG License Information

- See Title 7, California Code of Regulations (CCR) §213(e)(1) for the minimum eligibility licensing requirements.
- Provide the license information requested.
- Submit a copy (front and back) of your current Merchant Mariner Credential or Federal License (Label as "Section 2 Attachment," and append to the completed application).

### Section 3: Experience Documentation

- Provide the requested documentation. Number each piece of documentation starting with 3.1 (write, type or label the documentation number on the upper right hand front side of the document). Provide a description of the the documentation in Section 3 of the application, and insert the date of the documentation. If at all possible, order the documentation in date order by the date of your experience.
- See CCR §213(e)(3) for minimum experience requirements, and CCR CCR §213(f) for experience points information.
- Experience documentation consists of any of the following:
  - Certificates of Discharge.
  - Original letters from your employer signed by an appropriate official or licensed master (include contact information).
  - Pilotage Receipts.
- **Original letters** must include a declaration signed by **both** the applicant and the person verifying the experience that complies with Code of Civil Procedure, §2015.5. The following declaration would comply with this requirement:

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
(Date)                      (Signature)

- Applicants submitting documentation of service on vessels that are of a configuration or in a service other than that of a standard class commercial vessel (e.g., mobile offshore drilling units, self-propelled dredges, integrated tug/barge units, etc.) must submit a copy of the vessel's certificate of inspection.
- Days of service are calculated in calendar days. Days of service **may not** be calculated by totaling command hours and dividing by eight.
- Thorough documentation of your experience may make a difference in your final examination passing score and ranking on the program eligibility listing. **Read CCR §213(f) very carefully.** Contact Board staff before the application due date if you have any questions about experience points documentation.

### Section 4. Suitability

- See CCR §213(e)(2) and (6) for applicant suitability requirements.
- Provide the requested information.

### Section 5. Application Fee

- Submit a personal check, money order or cashier's check made out to the "Board of Pilot Commissioners" in the amount of \$1,000.00.
- There is no provision for accepting cash, credit or debit cards for this fee.
- The full application fee (\$1,000.00) will be refunded to any applicant who is determined to not meet the minimum qualifications, or to any applicant that meets the minimum qualifications and is invited to take the written examination component, but does not take the written examination.
- One half of the application fee (\$500.00) will be refunded to any applicant who participated in the written examination component, but does not participate in the simulator exercise component.
- Please allow up to four to six weeks for processing a refund.

### Section 6. Pilot Trainee Training Program Precepts

- Self-explanatory. See CCR §213(d).

### Section 7. Applicant Acknowledgement / Statement / Signature

- Self-explanatory.

### **OPTIONAL** Marketing and Applicant Data Survey

- Self-explanatory.