



A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2133-0547. Public reporting for this collection of information is estimated to be approximately 40 hour per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Maritime Administration, MAR-390, 1200 New Jersey Avenue, SE, Washington, DC 20590.

## MARITIME ADMINISTRATION CERTIFIED CRUISE VESSEL SECURITY AND SAFETY TRAINING PROVIDER AGREEMENT

I, \_\_\_\_\_ (NAME) AM AUTHORIZED BY AND IN BEHALF OF  
\_\_\_\_\_ (THE CORPORATION) A CORPORATION  
ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF  
\_\_\_\_\_ (HEREINAFTER CALLED THE “CORPORATION”), WITH  
OFFICES AT \_\_\_\_\_, (BUSINESS ADDRESS) IN EVIDENCE OF  
WHICH INCORPORATION A CERTIFIED COPY OF THE ARTICLES OF  
INCORPORATION (OR ASSOCIATION) IS FILED HERewith (OR HAS BEEN FILED).  
I AM AUTHORIZED BY AND IN BEHALF OF THE CORPORATION TO EXECUTE  
AND DELIVER THIS AGREEMENT AS A CONDITION OF MARITIME  
ADMINISTRATION (MARAD) APPROVAL AND CERTIFICATION:

**(I) The Corporation agrees that:**

- (a) The content of approved training courses will conform to the Model Course CVSSA 11-01 Crime Prevention, Detection, Evidence Preservation and Reporting, or other model courses that may be approved by MARAD.
- (b) A complete administrative record to include the student’s assessment reports, a report of practical tests administered, and a record of classroom attendance, will be maintained at the training facility or other location approved by MARAD and will be made available for MARAD review within 3 business days of notice for at least 5 years from the student’s date of enrollment.
- (c) Training courses will be conducted as approved and certified by MARAD.
- (d) All administrative records will be provided electronically to MARAD within 3 business day of a request for review by MARAD officials.

- (e) It will accommodate MARAD attendance in CVSSA training classes and training facilities whether unannounced or otherwise.
- (f) It will authorize course instructors to answer MARAD inquiries and provide course material as requested.
- (g) The identity of students will undergo verification and be evidenced through one of the forms of photo identification listed under section (h) below. For E-Learning, equivalent arrangements for student identity will be established, controlled, provided, and administered at the training provider's centralized location.
- (h) Acceptable forms of identification are:
- (1) Merchant Mariner Document;
  - (2) National Passport;
  - (3) Armed Forces Identification Card;
  - (4) Photo identification cards issued by U.S. Federal, state, or local government agencies; or
  - (5) Driver's license with photo of the driver.
- (i) It will maintain, for audit purposes, a copy of the identification of all students who successfully complete the course.
- (j) E-learning student projects and work will be reviewed by an assessor meeting the same qualification standards as an instructor in a live course.
- (k) Instructors or training provider personnel will not assist or coach students in any way during the evaluation process.
- (l) It will issue consecutively numbered certificates to students who successfully complete the approved course.
- (m) Blank course completion certificates will be kept secure at all times.
- (1) The paper stock of course completion certificates will contain micro printing, watermarks and/or other effective measures to help prevent production of fraudulent certificates.
  - (2) Course completion certificates will be in a standardized format and contain the following:
    - (i) the name of the course as stated in the course certification letter;
    - (ii) the name of the school or training provider;
    - (iii) the date the training began and was completed;
    - (iv) the signatures of the course instructor and director or department head;
    - and
    - (v) the student's full name.

**(II) The Corporation agrees to provide:**

- (a) The class schedule to MARAD one month before any CVSSA training class enrollment.
- (b) Copies of training textbooks upon request from MARAD.
  
- (c) Notice to MARAD of any instructor changes no fewer than 10 days prior to course commencement.
  
- (d) Notice to MARAD in writing within 30 calendar days of any changes in information previously provided and relied upon for approval and certification, including but not limited to Corporation status, the course curriculum, teaching staff, maximum teacher/student ratio, class size, training facility, or training equipment.
  
- (e) Photographs, diagrams, or plans of the training site upon request.
  
- (f) A description of the equipment that will be used during the course. This includes all equipment to be used during hands-on training and/or testing, and any simulators or simulation programs to be used. If a simulator or simulation program is to be used, include technical specifications and brochures provided by the manufacturer.
  
- (g) A request for renewal of course approval and certification at least 90 days before the approval and certification expiration date.

**(III) The Corporation agrees to:**

- (a) Schedule audits of its CVSSA Training Program by qualified independent auditors at the Corporation's expense, according to the schedule stated in the MARAD training provider certification policy;
  
- (b) Require the auditor to provide a copy of all audit results and any corrective action plan directly to MARAD;
  
- (c) Implement expeditiously any corrective action plan provided by the auditor or by MARAD;
  
- (d) Immediately report to MARAD any nonconformity with a certified training program, whether detected in an audit or otherwise;
  
- (e) Allow MARAD personnel to participate in scheduled audits, and allow MARAD to conduct unscheduled audits of the Training Program at MARAD expense.

**(IV) The Corporation acknowledges, understands, and further agrees that:**

- (a) MARAD certification is effective for a period of five years from the date of certification, or until the certification is suspended or revoked.
  
- (b) MARAD may suspend or revoke its certification at any time, without notice and with immediate effect.

(c) Upon written notice of suspension or revocation of certification, the Corporation will immediately cease any display, marketing or other use of MARAD certification.

(d) The corporation may request reconsideration of a disapproval of certification, or the suspension or revocation of certification, through a written request to the Maritime Administrator discussing in detail the reasons why relief should be granted.

(e) MARAD approval of an application is at the discretion of the agency. Nothing in this agreement or in the Agency's policy requires MARAD to issue a certification.

---

Signature of Authorized Official and Title

---

Date

*PENALTY FOR FALSE STATEMENT: A fine or imprisonment, or both, are provided for violation of the proscriptions contained in 18 U.S.C. 1001 (see also 18 U.S.C. 286 and 287).*