

# CANDIDATE INFORMATION BOOKLET

Deputy Pilot Licensure Examination



Effective October 2022

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### Statement of Nondiscriminatory Policy

The Department of Business and Professional Regulation does not discriminate among candidates based on age, sex, race, religion, national origin, handicap, or marital status.

This edition of the Candidate Information Booklet for Deputy Pilots supersedes all previous editions.

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## **The Examination**

### **Content Outline**

The purpose of the examination is to objectively measure the essential knowledge, skills, and abilities required of the Deputy Pilot. Maritime consultants review all examination questions to ensure they cover the job-related activities essential to a deputy pilot; they are clearly and unambiguously worded and technically correct. The Bureau of Education and Testing staff reviews and edits the questions to ensure adherence to testing and measurement principles.

Under Section 455.217(1) Florida Statutes, the Board of Pilot Commissioners specifies that the Department of Business and Professional Regulation administers the licensing examination. The examination shall pertain to the management of vessels and knowledge of channels, waters, harbors, and ports where the candidate for examination wishes to serve and shall include the following content areas:

- I. International Rules of the Road (72 COLREGS)
- II. Inland Rules of the Road (33 CFR 83)
- III. Seamanship and Shiphandling
- IV. Aids to Navigation
- V. Local or Specific Knowledge of the Specified Port Area
- VI. Chartwork of the Specified Port Area
- VII. Federal and State Pilotage Laws and Regulations

Unless otherwise specified, questions will deal with typical merchant vessels, full-bodied and relatively low powered, rather than high-powered military vessels with fine lines.

### **Ports with Declared Deputy Pilot Openings**

The Florida Board of Pilot Commissioners has determined that there is a need for Deputy Pilots in the following Florida ports:

Jacksonville/Fernandina— One or more  
Port Canaveral – One or more  
Biscayne Bay (Miami)- One or more  
Tampa Bay – One or more

The Board declares openings for Deputy Pilot positions whenever it determines that a need exists. Therefore, information as to future openings is unavailable at present. Examinations to fill declared openings are typically scheduled for March of each year. The examination to fill the openings in these ports is scheduled for March 15 and 16, 2023.

### **Obtaining Information about the Open Positions**

Before the day of the examination, DBPR recommends that applicants discuss local conditions with the local pilots association, including, but not limited to: number of pilots; available training programs; present and projected volume of business; compensation as a deputy pilot and as a harbor pilot. For more information, visit The Florida State Pilots' Association website at <http://floridapilots.com/>.

St. Johns Bar Pilots Association  
4910 Ocean Street, Mayport, Fl 32233  
904-249-5631  
[www.jaxpilots.com](http://www.jaxpilots.com)

Canaveral Pilots Association  
P.O. Box 816  
Cape Canaveral, FL 32920  
321-783-4707  
[www.canaveralpilots.com](http://www.canaveralpilots.com)

Biscayne Bay Pilots Association  
2911 Port Blvd., Miami, Fl 33132  
305-375-9453  
[www.bbpilots.com](http://www.bbpilots.com)

Tampa Bay Pilots Association  
1825 Sahlman Drive  
Tampa, FL 33605  
813-247-3737  
[www.tampabaypilots.com](http://www.tampabaypilots.com)

### **Selection Process**

Qualified applicants are examined on the previously noted seven content areas related to piloting and knowledge of the specific port area. Appointments to review the exam results may be made following the initial scoring when the review period expires. Appointments will be made according to the provisions established in Chapter 310.081(2), Florida Statutes.

All candidates should carefully review the provisions of 61G14-11.002 (3)(f) Florida Administrative Code regarding acceptable sea service. A copy of this rule has been enclosed as part of the application packet. Applicants submitting service on vessels, which are of a configuration or in a service other than that of the usual commercial vessel, are advised to submit a copy of the vessel's Certificate of Inspection. This will ensure full credit for service presented in accordance with the legally required manning standards of the Coast Guard.

Such non-conforming vessels may include mobile offshore drilling units, self-propelled dredges, tug/barge units, and offshore supply vessels. Candidates presenting service on towing vessels must document the tonnage of the tug and the barge/vessel being towed.

### **Examination Schedule**

The examination reporting times to accommodate all candidates are as follows:

#### **Session One - Content Areas: I, II, III, IV, and VII**

	<u><b>Exam Date</b></u>	<u><b>Reporting Time</b></u>
All Candidates:	March 15, 2023	7:30 a.m.

## Session Two - Content Areas: V and VI (Chartwork and Local Knowledge)

	<u>Exam Date</u>	<u>Reporting Time</u>
Port Canaveral and Miami:	March 15, 2023	1:30 p.m.
Tampa and Jax/Fernandina:	March 16, 2023	7:30 a.m.

### Written Examination – General Information

#### Session One

There are 350 questions in this examination booklet. The International Rules of the Road Examination consists of questions 1-100. The Inland Rules of the Road Examination consists of questions 101-200. The Seamanship and Shiphandling Examination consist of questions 201-250. The Aids to Navigation Examination consists of questions 251-300. The Federal and State Piloting Regulations Examination consists of questions 301-350. Most questions are multiple-choice questions with four alternatives (choices), and some are true/false. Candidates must mark their answers to all questions on the answer sheets. Use the first answer sheet to respond to questions 1-200 and the second answer sheet for questions 201-350, starting at number one.

While all questions are equally weighted within each examination, all examinations are not equally weighted to select applicants to fill the open position(s). The scores on the International Rules, Inland Rules, and Seamanship examinations will count one and one-half (1.5) times as much as your scores on the Aids to Navigation and Federal and State Regulations examinations.

Many questions ask candidates to distinguish between what is permitted and what is required under the laws and rules. For example, a statement that an automobile **MAY** stop at a stop sign is considered false or incorrect. According to the laws and rules, the driver **MUST** also stop if lights indicate that a vessel is underway; a statement that the vessel **COULD** be underway would be false or incorrect. A vessel displaying such lights **WOULD** be underway.

Alternatively, if lights indicate that a vessel **COULD** be underway or at anchor, a statement that the vessel **WOULD** be underway would be false or incorrect. For this reason, candidates must attend to words in the questions such as must, may, shall, would, could, etc.

While many examination questions are challenging and require that the candidate have detailed knowledge to respond correctly, no attempt is being made to trick or fool the candidate. Therefore, candidates should not read more into the question than is there, as that could result in the candidate being unable to demonstrate his/her knowledge fully. For example, if a question refers to automobile headlights, a statement that an automobile must show headlights at night is considered a valid or correct statement, even though no mention is made of the required taillights. However, if a question refers to automobile lights required to be displayed (rather than referring only to headlights), then the correct or accurate statement would have to include both headlights and taillights.

Be sure to read the lead-in paragraphs before each examination section.

Unless otherwise stated or implied in the questions, assume that:

1. there is ample time and sea room to make whatever maneuvers are called for in the situation;

2. vessels are in sight of each other (reduced or restricted visibility implies vessels are NOT in sight of each other);
3. all vessels are power-driven vessels and are to be considered fully functioning vessels with no maneuvering restrictions; do not assume special conditions if none are specified;
4. any lights referred to are displayed from sunset to sunrise and any shapes referred to are displayed during the day;
5. lights shown or referred to are the MINIMUM lights required by the rules for their size, class, condition, etc. (for example, a 12-meter vessel would show the lights of a 12-meter vessel, not of a 50-meter vessel);
6. use of "requires," "displays," or "shows" concerning navigational lights indicates that you can see these lights, but the vessel may also display additional lights when presenting another aspect.
7. "requires only," "displays only," or "shows only" indicates these are the only navigational lights on the vessel, regardless of aspect;
8. towed vessels are NOT inconspicuous or partly submerged unless so specified;
9. vessels comply with the rules applicable to the waters upon which they are operating at the time; and
10. regulations for navigational lights on vessels reflect those for the harbors and approaches in Florida and do NOT reflect unique lights permitted on Western rivers, the Great Lakes, etc.

Terms used in the Rules of the Road such as "keep out of the way of," "shall not impede," "restricted in ability to maneuver," "constrained by her draft," "engaged in fishing," etc., are used per the definitions contained in the Rules.

Some questions direct candidates to refer to a figure. Candidates will find these figures in the two booklets labeled "Light Configurations" and "Figures and Diagrams." Candidates must be sure that they have a copy of each of these booklets. Be sure to read the NOTES on the cover of the "Light Configurations" booklet. "Figures and Diagrams" are used to illustrate aspects of the vessels or the situations and are NOT drawn to scale.

Candidates may request a Question-Comment Form to record any comments that they have on a question or questions. This form is used to improve the overall quality of the examination, not to challenge its contents. Be sure to write the Candidate ID # on the form and turn it in with the examination materials after completing the examination.

## **Session Two**

Session two of the examination comprises the Local Knowledge and Chartwork examination sections for the specified port areas. Candidates for Port Canaveral, and Biscayne Bay (Miami) will be allowed four and one-half (4½) hours to complete both the examinations' Local Knowledge and Chartwork sections. Jacksonville/Fernandina and Tampa Bay time constraint is increased to five and one-half (5½) hours.

The Local Knowledge section of the examination will be a true/false examination. The information covered is courses to steer; characteristics of berths/docks; tides; currents; weather; any unique signals or procedures about the Port; channel characteristics; anchorage, danger, prohibited, restricted, or security areas; and shoreline characteristics which aid in determining location. For the Chartwork

examination, candidates will be asked to draw all relevant navigational information shown in all Chart(s) sections for the port area.

Both the Chartwork and Local Knowledge examinations are based on the latest edition of the following publications and charts. These are readily available to the public before the examination date. Any updates and corrections to that information are contained in Notices to Mariners through January 1, 2023:

1. United States Coast Pilot
2. Tide and Tidal Current Tables
3. U.S. Coast Guard Light List
4. Chart(s) for your Port: Print-on-Demand (POD)NOAA are the only available charts as of this date – therefore, the chart review will be based upon a POD chart for the area dated the first week of January of the exam year.

If candidates use information from sources more recent than those indicated above, the source must be indicated so that the information can be verified and proper credit is given. Information based on direct personal observations is neither required nor desired. Responses and drawings must be based upon information disseminated through official sources, which can be verified. If there is a conflict between official sources, use the most recently available information by publication date or last correction.

### **Chartwork - General Information**

Candidates will be provided with scale tracings of the landmass of the area involved to complete the chart drawing. These tracings will be to the approximate scale of the Chart(s). Sufficient information is provided, such as the north up arrow, distance scales, and latitude and longitude, to allow candidates to locate positions and determine direction.

Candidates must title and plot all navigable channels used by vessels that require or may request pilot service from the vicinity of the sea buoy to include all docks and channels utilized by such vessels.

All buoys and other aids to navigation (whether government or private) must be shown along with their complete characteristics, which allow them to be identified day or night. At any channel intersections, with either a main or a secondary channel which are not otherwise required to be plotted, candidates must show the first aid or aids which mark the entrance to or location of that intersecting channel.

**BUOYS AND DAY BEACONS MUST BE COLORED APPROPRIATELY** to indicate their purpose clearly. Other aids such as ranges and major seacoast aids need not be colored. Their characteristics should be indicated next to their location. Characteristics to be indicated include the name of aid, type of aid, color, shape, number, light and sound characteristics, and heights for those which are elevated (such as range lights and major seacoast aids). Standard abbreviations from the appropriate chart or light list may be used and are preferred.

Whatever symbols are used to show complete characteristics of aids should be used consistently throughout the drawing and be fully explained, if necessary, to ensure full credit. Candidates must include anchorage areas and any hazards noted on the Chart in proximity to these channels or the approaches to the Port. Such hazards include disposal areas; spoil areas, dumpsites; regulated areas;

cable crossings (submerged or overhead); prohibited areas, danger areas, restricted areas, fish havens, security zones, pipelines, obstructions (including those located in the approach to the sea buoy); and shoal areas.

Candidates must show turning basins and the limits of fairways and dredged channels. Candidates must indicate the horizontal and vertical clearance of all structures such as bridges and power cables. Candidates must indicate all project depths of concern to a mariner transiting the area and the year when the depth was charted, if possible.

Candidates must indicate the EXACT true course on all ranges and the true course to steer on straightaways. Indicate channel project limits by dashed lines. Where no project limits are shown, candidates must indicate their recommended course to stay clear of danger. Candidates must indicate all project depths of concern to a mariner transiting, in the approaches and channels, where knowledge is necessary to determine where vessels may operate safely under normal or emergency conditions.

Candidates must indicate the COLREGS demarcation line.

### **Areas Covered in the Chart Drawing**

#### **Local Knowledge Examination - General Information**

##### **Jacksonville/Fernandina**

Pilot Boarding area Bravo, inbound Jacksonville Harbor Bar Cut, into St. Johns River to Dames Point Bridge. Drawing will not include the navigational details offshore north and south of Jacksonville Harbor Cut, Intracoastal Waterway (ICW) south of the St. Johns River and north on Sisters Creek. Chart 11491 – lower plate.

Pilot Boarding area, inbound St. Marys Entrance Channel, into the St. Marys River north to Buoy #26 in Cumberland Sound, thence south on the Amelia River to Beacon #12. Drawing will not include the navigational details offshore north or south of the entrance channel. Chart 11503.

##### **Port Canaveral**

The area from the vicinity of the seaward end of the Project Channel including approaches from the south as well as from the north around Southeast Shoal to and including the locks leading to the Banana River and the ICW. This includes the east, middle and west basins. Offshore approaches chart information such as launch warnings and undersea cables should be shown from the latitude 28° North to 28°-23' North, and seaward to Longitude 080°-15' West.

(Charts 11476 and 11478)

##### **Biscayne Bay/Miami**

The area from the vicinity of the sea buoy to and including all docks and channels utilized by commercial vessels. The main channel is to include the turning basin located at the NW corner of Dodge Island and the ICW and facilities north of that to the Venetian Causeway. The channel south of Lummus and Dodge Island is to include the approaches to the Miami River as far as Brickell Point and that section of the ICW between the Miami River approach and the Main Channel. (Affirmed by BBP on Aug. 15, 2022)

(Chart 11468)



## **Tampa Bay**

### **Section I - Approach into Tampa Bay**

The approach into Tampa Bay from the vicinity of the sea buoy, as well as by Southwest Channel, to the intersection of E and F Cuts, including buoy "1F" as well as the South and North range lights of F Cut. In addition, the following port approaches/areas will be included:

- a) Port Manatee
- b) South approach to Bayboro (St. Petersburg) to and including junction light "S".

Chart 11415

### **Section II – From the intersection of E and F Cuts, including buoy "1F", to:**

- a. The intersection of Hillsborough Cut C and Port Sutton Channel and Cut D, but including the Rear Range Light for Cut C. It will not be necessary to include any of the aids located on the channel into Big Bend, the Alafia, Port Sutton, or into Cut D.
- b. The approaches to and the facilities at Rattlesnake (south of the Gandy Br.) including Port Tampa and the Bayboro (St. Petersburg) via the northern approach. Use of 1:20,000 chartlet of St. Petersburg is expected.

Chart 11416

### **Additional Requirements to Sections I or II**

#### **Port Areas and their Approaches:**

- a. All channels in Port Tampa including Seddon, Garrison, East Bay and Port Sutton located above the intersection of Hillsborough Cut C, Cut D, and the Port Sutton Channel including Port Sutton ranges. Use of 1:20,000 chartlet of the Port of Tampa is expected. It will not be necessary to include any of the aids in Hillsborough Cut C.
- b. From the intersection of Hillsborough Cut C and the Alafia Range, to and including the facilities in the Alafia River at East Tampa as well as the Alafia Range. It will not be necessary to include any of the aids in Hillsborough Cut C.
- c. From the intersections of Hillsborough Cut A, Cut C and Big Bend Channel, to and including the facilities at Big Bend and the Big Bend Range. It will not be necessary to include any of the aids in Hillsborough Cut C or Cut A.

At the start of Session 2 (chart drawing and local knowledge) of the deputy pilot examination, the candidates will be notified what areas they must draw, namely:

1. Either Section I or Section II, and
2. One of the three port areas a, b or c.

Please make sure the Local Knowledge examination booklet is for the correct Port. All questions are true/false questions with two alternatives (choices) for each question. All questions are equally weighted. Candidates must mark their answers to all questions on the answer sheet.

Responses to this examination are to be based upon the most recent edition of the following publications, which are readily available to the public before the examination date:

- A. United States Coast Pilot
- B. Coast Guard Light List
- C. Chart(s) for your Port
- D. Tide and Tidal Current Tables

- E. Port Authority or Pilot Association's informational pamphlets or published guides, if available, may be utilized for examination responses.

In addition, candidates are responsible for any updates or corrections to the above, and any other information vital to mariners contained in all Notices to Mariners published through January 1, 2023. If candidates use information from sources more recent than those noted above, they must indicate the source to verify it and give proper credit. Information regarding direct personal observation is neither required nor desired. Responses to this examination must be based upon information disseminated through official sources which can be verified. If there is a conflict between official sources, use the most recently available information.

Candidates may request a Question-Comment Form to record any comments that they have on a question or questions. This form is used to improve the overall quality of the examination, not to challenge its contents. In order to identify the problem, be sure to write the Candidate ID #, the Port, and the number of the question on the form. Turn it in with the examination materials after completing the examination.

### References

Listed below are some general sources that may aid candidates in preparing for the examination. If there is a conflict between two official publications, the most recent will be used.

#### International and Inland Rules of the Road

- Farnsworth, B. A. *Nautical Rules of the Road*. 4th ed., Cornell Maritime Press, 2006.
- Allen, Sr., Craig, and Craig Allen, Jr. *Farwell's Rules of the Nautical Road*. 9th ed., Naval Institute Press, 2020.
- *Navigation Rules: International-Inland*, U.S. Coast Guard Navigation Center, [www.navcen.uscg.gov/pdf/navRules/navrules.pdf](http://www.navcen.uscg.gov/pdf/navRules/navrules.pdf)

#### Seamanship and Shiphandling

- Hooyer, Henry. *Behavior and Handling of Ships*. 1st ed., Schiffer, 2009.
- Slesinger, Jeffrey. *Shiphandling with Tugs*. 2nd ed., Cornell Maritime Press, 2008.
- MacElrevey, Daniel. *Shiphandling for the Mariner*. 5th ed., Cornell Maritime Press, 2018.
- Baudu, Hervé. *Ship Handling*. 2nd ed., Dokmar, 2018.
- Clark, I., et al. *Mooring, and Anchoring Ships: Principles and Practice*. Volume 1, Nautical Institute, 2009.
- Livingstone, George. *Tug Use Offshore in Bays and Rivers: The Towmaster's Manual*. The Nautical Institute, 2006.
- Blank, John S. *Modern Towing*. 3rd ed., Cornell Maritime Press, 2009.

#### Aids to Navigation

- Chart Number 1: Nautical Symbols and Abbreviations
- 33 CFR 62
- *Light List (2021 Annual Publication)*, U.S. Coast Guard Navigation Center, [www.navcen.uscg.gov/?pageName=lightlists](http://www.navcen.uscg.gov/?pageName=lightlists)

## Knowledge of Local Port

- *United States Coast Pilot*®, [nauticalcharts.noaa.gov/publications/coast-pilot/index.html](https://nauticalcharts.noaa.gov/publications/coast-pilot/index.html).
- *Light List (2021 Annual Publication)*, U.S. Coast Guard Navigation Center, [www.navcen.uscg.gov/?pageName=lightlists](https://www.navcen.uscg.gov/?pageName=lightlists).
- Chart(s) for your Port
- Weekly Notices to Mariners (up to the January 1 of exam year) updating the publications in this list (<https://msi.nga.mil/>)

## Chartwork

- Chart(s) for your Port (Print-on-Demand (POD NOAA)) are the only available charts as of this date – therefore, the chart review will be based upon a POD chart for the area dated the first week of January of the exam year.
- *Light List (2021 Annual Publication)*, U.S. Coast Guard Navigation Center, [www.navcen.uscg.gov/?pageName=lightlists](https://www.navcen.uscg.gov/?pageName=lightlists).
- *United States Coast Pilot*®, [nauticalcharts.noaa.gov/publications/coast-pilot/index.html](https://nauticalcharts.noaa.gov/publications/coast-pilot/index.html).

## Federal and State Pilotage Laws and Regulations

- 46 USC (United States Code) 7101, 7106, 7112, 85 01, 8502, 8701, 8702
- 33 CFR 95, 164
- 46 CFR 4, 10, 15, 16
- Coast Pilot, Chapter 2
- Chapter 310, Florida Statutes
- Board of Pilot Commissioners Rules, Chapters 61G14, FAC

## Sample Questions

These questions are typical of those used on the examination; however, these questions will NOT appear on the examination. The headings shown for each examination section will appear on the examination.

## International Rules

Answers to all questions in this section are based on the International Rules and the generally accepted interpretation of these rules from recognized, authoritative texts. Unless otherwise specified, assume vessels to be power-driven.

1. Circumstances permitting, a vessel engaged in fishing shall avoid impeding the safe passage of a vessel constrained by her draft.
  - A. True
  - B. False
2. A rigidly connected composite unit would be lighted as if it were a
  - A. Power-driven vessel.

- B. tug proceeding with no tow.
- C. tug with tow alongside.
- D. tug with tow being pushed ahead.

### **Inland Rules**

Answers to all questions in this section are based on the Inland Rules and the generally accepted interpretation of these rules from recognized, authoritative texts. Unless otherwise specified, assume vessels to be power-driven.

- 3. A vessel engaged in fishing is also a vessel restricted in her ability to maneuver.
  - A. True
  - B. False
  
- 4. In an overtaking situation involving two power-driven vessels, the overtaken vessel may sound the danger signal if in doubt.
  - A. True
  - B. False

### **Seamanship and Shiphandling**

Answers to questions in this section are based upon the basic premises of ship-handling as presented in recognized, authoritative texts. Questions refer to typical merchant vessels rather than to military vessels with fine lines and higher horsepower. Unless otherwise specified, vessels are conventional, right-hand, single-screw vessels. Unless otherwise specified, do not make any allowances for, or assumptions about, external conditions, including wind and current effects.

- 5. Compared to a conventional, single-screw ship, a twin-screw, single rudder ship is more likely to take a strong sheer when operating in a restricted channel.
  - A. True
  - B. False
  
- 6. Generally, directional stability increases as the block coefficient increases.
  - A. True
  - B. False

### **Aids to Navigation**

The following questions are based on the International Association of Lighthouse Authorities (IALA) Maritime Buoyage System Region B. They may also include unique characteristics of aids on the Intracoastal Waterway, but do NOT include unique characteristics for the Western Rivers, the Uniform State Waterway Marking System, or the cardinal marks provided for Regions A and B. The conversion to the IALA Maritime Buoyage System has been completed.

7. When entering from the sea, number 4 buoy could show a white light.
- A. True
  - B. False
8. Safe water aids, if lighted, would show only white lights.
- A. True
  - B. False

### **Federal and State Pilotage Regulations**

9. If a coastwise U.S. steam vessel is in Florida waters that usually require a pilot, and that vessel does not have a federal pilot, the vessel shall:
- A. accept a pilot who has only a state license.
  - B. accept a pilot who has only a federal license.
  - C. accept a pilot who has either a state license or a federal license (either one is acceptable).
  - D. do nothing since a coastwise vessel does not require a pilot.
10. On a foreign flag vessel of 2500 GRT operating in confined or congested U.S. waters, propulsion machinery must be capable of operating ahead and astern.
- A. True
  - B. False

### **Answer Sheet**

The candidate's answers must be recorded on the answer sheet provided at the examination. If the answers are recorded in the exam booklet, they will not be scored. The answers to the sample questions are 1-A; 2-A; 3-B; 4-B; 5-A; 6-B; 7-B; 8-A; 9-B; and 10-A.

### **Pilot Testing**

The examination may contain a small number of experimental or "pilot" test questions. Including pilot test questions within the examination aims to expand and improve the bank of questions from which future examinations will be drawn. Pilot items are a common practice used by many national and state examination programs and are critical in ensuring these examinations' continued reliability and validity. If pilot test questions are included within the examination, these questions will NOT be counted when computing scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure adequate time for completing test questions and pilot questions.

Pilot questions are NOT identified. If the pilot questions were identified, many candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

## **Test-Taking Advice**

The advice offered here is presented primarily to help candidates demonstrate their knowledge and maximize their chances of passing the examination. Read all instructions carefully. For best results, keep pace by periodically checking the progress of the exam. Doing so will allow time to make any necessary adjustments. Remember that the more questions answered, the better the chances of achieving a passing score. There is no penalty for guessing, so answer every question.

Immediately alert the proctor of any problems involving the examination materials. Do not wait until the examination is over to inform someone of a problem. Be sure to record an answer to each question on the answer sheet when proceeding through the examination. Candidates may mark the questions in their examination booklet and return to them later. Make sure that all answers are marked on the answer sheet before time is called. No additional time will be allowed for transferring answers from the examination booklet to the answer sheet. Remember, candidates will **ONLY** receive credit for answers marked on their answer sheet.

## **Supplies**

Each candidate expressly understands that the State of Florida, and the Department of Business and Professional Regulation, and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site. It is further understood that the candidate's admission to the examination shall now constitute the candidate's entire, knowing, and complete waiver of any such claims against the State of Florida and the Department of Business and Professional Regulation and the Department's staff.

## **What to Bring**

Any personal items should be encased in a clear plastic bag, eight and a half by eleven inches, and any other drafting tools candidates feel may be helpful in a large, clear bag or by itself. Candidate Information Booklet will be subject to removal by the Department's representative at the examination site. No purses, cell phones, pagers, briefcases, portfolios, fanny packs, or backpacks will be allowed in the examination room.

Bring several sharpened No. 2 lead pencils with erasers to record examination answers on the answer sheet(s). In addition, candidates should bring an adequate supply of colored pens and pencils for coloring buoys in the Chartwork section of the examination and any other drafting tools they feel may be helpful.

Bottled water or drinks in spill-proof containers are allowed; however, food is not. A lunch break will be provided, if applicable. Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For candidates that are sensitive to noise, it is recommended that candidates bring earplugs.

## **What not to Bring**

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by the Department's representative at the examination site. Personal items are not permitted in the examination room. Any personal items such as toiletries or snacks must be encased in a clear plastic bag, no larger than 8" X 11" in size, and kept in the locker provided by the vendor.

The following items are NOT allowed in the examination room:

- Cameras, tape recorders, or computers
- Pagers, electronic transmitting devices, or telephones (watches with alarms or beepers should be set so that they will NOT sound or go off during the examination administration)
- Any bound or loose-leaf reference materials and notes
- Dictionary, thesaurus, or other spelling aids
- Canisters of mace, pepper spray, or other personal defense items
- Purses, briefcases, portfolios, fanny packs, or backpacks

### **Translation Dictionaries**

To better serve our "English as a second language" candidates, the Bureau of Education and Testing is permitting the use of foreign language translation dictionaries during the examination. Translation dictionaries shall contain word-for-word or phrase translations ONLY. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may not be used. Testing center staff will inspect and approve each dictionary before it can be used during the examination. In order to maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.

If there are any questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at 850.488.5952, or fax questions to 850.922.1228.

### **Administrative Policies**

#### **Admission to the Examination**

Report to the test site no later than the time indicated on the admission slip/examination schedule. It is recommended that candidates arrive at the examination site fifteen (15) minutes prior to the examination reporting time. Bring the admission slip to the test site. Candidates will be required to show it to gain entry to an examination room.

Candidates must provide one of the following legal documents bearing their picture and signature to gain admission to the test site: driver's license; state identification card; passport, or notarized photograph bearing their signature. **CANDIDATES MUST BE PREPARED TO SHOW PROPER PHOTO IDENTIFICATION IN ORDER TO GAIN ADMISSION TO THE TEST SITE.** Student and employment I.D. cards are not acceptable.

#### **Late Arrivals**

If a candidate arrives at the designated examination site after the examination start time, these procedures will be followed:

1. If a candidate arrives after one candidate has finished and left an examination room, the candidate will not be permitted to sit for the examination.
2. If a candidate arrives after the start time but before a candidate has finished and left an examination room, the late-arriving candidate will be permitted to take the examination only after signing a statement indicating his or her late arrival time. The candidate will only receive the time remaining and will not be given additional time to complete the examination.

### **Rules for the Examination**

No examination materials, documents, or memoranda of any kind are to be taken from the examination room. Listen carefully to the instructions given by the Examination Supervisor and read all directions thoroughly. Examination Supervisors and proctors are NOT qualified or authorized to answer questions concerning examination content. However, if candidates have any procedural questions, they will do their best to assist them.

Candidates must have the Examination Supervisor/Proctor's permission to leave the examination room. Candidates will not be allowed additional time to make up for time lost. The Examination Supervisor and Proctors are the Department's designated agents in maintaining a secure and proper examination administration.

Smoking will not be permitted in the examination room or the restrooms, based on the October 1985 Florida Clean Indoor Air Act.

### **Apparel**

Please dress comfortably but appropriately for the examination. The examination room is usually climate-controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time, there are maintenance problems beyond the Department's control. It is suggested that candidates bring a sweater or jacket if the temperature is colder than their individual preference. There always is the possibility of extraneous noise at an examination site. Those candidates sensitive to noise will be permitted to use earplugs.

### **Change of Address**

All candidates will be allowed to file a change of address at the examination site. If an address change occurs after the administration, please notify the Board Office by completing the change of address form provided at the end of this booklet.

### **Change or Correction of Name**

If candidates have a name change or correction, please send a copy of notarized legal documentation to the Board Office immediately.



## **Special Testing Accommodations**

The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.

All applicants for an examination or a reexamination who desire special testing accommodations due to a disability must submit a written request to the Special Testing Coordinator before each examination. Do not submit the accommodation request with the application. Please send it directly to the following address:

*Department of Business and Professional Regulation  
Bureau of Education and Testing  
Special Testing Coordinator  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791*

For more information regarding special testing accommodations, please call 850.488.5952.

## **Scoring Information and Grade Notification**

### **Scoring Procedures**

The minimum passing score for Sections I and II (International and Inland Rules of the Road) is 90% correct. The minimum passing score for all other sections is 75% correct. Scores for each section of the examination will then be multiplied by a factor to obtain a weighted score for each section. The factors to be used are one and one-half (1.5) for Sections I, II, III, and VI (Inland Rules, International Rules, Seamanship, and Chartwork), and one (1.0) for sections IV, V, and VII. The weighted scores for each section are then summed to produce an overall weighted score.

### **Notification of Results**

Approximately six (6) weeks after your examination, you will receive your official preliminary grade notice. Grade results can NOT be given out over the phone. Please do not call the Board Office or the Bureau of Education and Testing for this information. Candidates will be provided information regarding the examination review process and may request a review if they desire. The Department will evaluate all written objections submitted by candidates during their review. The candidate's preliminary score may be adjusted as a result of the evaluation of candidate objections. Candidates will then receive their final grade notice. Appointments are made based on the final scores and per Chapter 310.081 (2), Florida Statutes.

### **Examination Review Process**

Candidates are allowed one opportunity to review the examination. Written requests for a review must be postmarked within fifteen (15) days of the date on the preliminary grade notification letter. Any review shall be completed within sixty (60) days after receiving a timely request for review. Information on review procedures is mailed to all candidates along with the examination results. The

candidate's responsibility is to make arrangements for requesting a review even if the candidate is not in a location where mail services are available.

Candidates are entitled to review the examination questions, papers, answers, and answer keys. No candidate may copy materials provided for this review. You will not receive your particular examination booklets during the review. Candidates will be provided with unused copies of exam booklets.

The review will take place during regular business hours, in the presence of a Department representative. If a candidate disagrees with the administration or scoring procedures, he/she may submit written objections to the examination items or procedures during this review. Such objections must specify the reason(s) as to why the candidate is objecting.

When an objection is received, the Department shall review the candidate's examination and submitted objection(s). If an error was made in the original scoring of the candidate's examination, the Department might alter the score received by the candidate to reflect the correction. The candidate shall be notified as to the Department's final decision.

### **Reexamination Information**

A candidate who fails to achieve an appointment as a certified Deputy Pilot will be eligible to participate in subsequent examinations for declared openings. Upon application to participate in a later examination, the candidate must submit the prescribed fee and complete the entire application form, including all documents, as if he or she was submitting an initial application. However, any candidate who consecutively fails to achieve a passing grade on two (2) examinations and fails to achieve an overall average score of 85% on each of those two examinations, whether for the same Port or not, shall not be certified as eligible for an examination for any port for a three (3) year period, from the date of the first such failure.

Information on re-application procedures will be sent to all affected candidates with the examination results.

## **Appendix**

### **Points of Contact**

Please contact the appropriate office for questions regarding the following:

#### **Application Policies and Fees**

Board of Pilots  
Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
850.487.1395

#### **Scheduling, Grade Notification, and Changes of Address**

Candidate Services Unit  
Department of Business and Professional Regulation  
Bureau of Education and Testing  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
850.488.5952

#### **Examination Review and Formal Hearings**

Review Unit  
Department of Business and Professional Regulation  
Bureau of Education and Testing  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
850.488.5952

#### **Requests for Special Testing Accommodations**

Examination Administration Unit - Special Testing  
Department of Business and Professional Regulation  
Bureau of Education and Testing  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
850.488.5952

Please visit our Web Site at:

<http://www.myfloridalicense.com/dbpr>

For information on hotels or directions to the examination site, contact the site or the chamber of commerce where the examination is scheduled.

Please fill out the change of address form below and return it to:

Florida Department of Business and Professional Regulation  
Central Intake Unit – License Maintenance  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
Fax: 850.487.9529

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### Address Change Form

Please type or print in the appropriate spaces below if there is a change of address correction.

Name: \_\_\_\_\_

\*Social Security #: \_\_\_\_\_

Examination Date: \_\_\_\_\_

Candidate Number: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Area Code/Home Number

Area Code/Work Number

Old Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE: If your name has changed, please use your prior name on this form and contact the Central Intake Unit for name change information.

\*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.