

Candidate Information Booklet for the Deputy Pilot Licensure Examination



CANDIDATE INFORMATION BOOKLET FOR DEPUTY PILOTS

I. THE EXAMINATION	1
CONTENT OUTLINE.....	1
PORTS WITH DECLARED DEPUTY PILOT OPENINGS.....	1
OBTAINING INFORMATION ABOUT THE OPEN POSITIONS.....	2
SELECTION PROCESS	2
EXAMINATION SCHEDULE.....	2
GENERAL INFORMATION – WRITTEN EXAMINATION.....	3
SESSION ONE.....	3
SESSION TWO.....	4
GENERAL INFORMATION - CHARTWORK.....	5
AREAS COVERED IN THE CHART DRAWING.....	6
GENERAL INFORMATION - LOCAL KNOWLEDGE EXAMINATION.....	7
SAMPLE QUESTIONS.....	8
ANSWER SHEET.....	10
PILOT TESTING.....	10
TEST TAKING ADVICE.....	10
SUPPLIES.....	10
TRANSLATION DICTIONARIES.....	12
REFERENCES.....	12
II. ADMINISTRATIVE POLICIES	13
ADMISSION TO THE EXAMINATION.....	13
LATE ARRIVALS.....	13
RULES FOR THE EXAMINATION.....	14
APPAREL.....	14
CHANGE OF ADDRESS.....	14
CHANGE OR CORRECTION OF NAME.....	14
SPECIAL TESTING ACCOMMODATIONS.....	14
III. SCORING INFORMATION AND GRADE NOTIFICATION	15
SCORING PROCEDURES.....	15
NOTIFICATION OF RESULTS.....	15
EXAMINATION REVIEW PROCESS.....	15
RE-EXAMINATION INFORMATION.....	16
ADDRESS CHANGE FORM.....	17
IV. APPENDIX	17
POINTS OF CONTACT.....	18

STATEMENT OF NONDISCRIMINATORY POLICY

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

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

PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE

Please visit our website at: www.MyFloridaLicense.com/dbpr

I. THE EXAMINATION

CONTENT OUTLINE

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

The Board of Pilot Commissioners, pursuant to Section 455.217(1) Florida Statutes, specifies that the licensing examination administered by the Department of Business and Professional Regulation shall pertain to the management of vessels and a 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
- II. Inland Rules of the Road
- 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:

- Port Canaveral – One opening
- Port Tampa – One opening
- Palm Beach – One opening
- Port Everglades – One opening
- Panama City – One opening

The Board declares openings for Deputy Pilot positions whenever it determines that a need exists. Therefore, information as to future openings is unavailable at the present time. Examinations to fill declared openings are normally scheduled for March of each year. The examination to fill the opening in this port is scheduled for March 7 – 8, 2019.

OBTAINING INFORMATION ABOUT THE OPEN POSITIONS

Prior to the day of the examination, it is recommended that applicants discuss with the local pilots association local conditions 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 web site at <http://floridapilots.com/>.

Port Canaveral	(321) 783-4707
Tampa Bay	(813) 247-3737
Palm Beach	(561) 845-2628
Port Everglades	(954) 522-4491
Panama City	(850) 785-2524

SELECTION PROCESS

Qualified applicants are examined on seven content areas related to piloting and knowledge of the specific port area. Appointments will be made following the final scoring of the examination which occurs after the review process is completed. 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 insure full credit for service presented in accordance with the legally required manning standards of the Coast Guard.

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

EXAMINATION SCHEDULE

To accommodate all candidates, the examination reporting times will be scheduled as follows:

SESSION ONE - Content areas: I, II, III, IV, and VII

	Exam Date	Reporting Time
All Candidates:	March 7, 2019	7:30 a.m.

SESSION TWO - Content Areas: V, VI (Chartwork and Local Knowledge)

	Exam Date	Reporting Time
Port Canaveral:	March 7, 2019	1:30 p.m.
Palm Beach:	March 7, 2019	1:30 p.m.
Port Everglades:	March 8, 2019	7:30 a.m.
Panama City:	March 8, 2019	7:30 a.m.
Tampa Bay:	March 8, 2019	1:30 p.m.

GENERAL INFORMATION – WRITTEN EXAMINATION 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 consists of questions 201-250. The Aids to Navigation Examination consists of questions 251-300. The Federal and State Piloting Regulations Examination consist of questions 301-350. Most questions are true/false questions. Approximately fifty (50) questions are multiple-choice questions with four alternatives (choices) for each question. **You must mark your answers to all questions on the answer sheets.** You must use the first answer sheet for responding to questions 1-200 and the second answer sheet for responding to questions 201-350, starting at number one.

While all questions are equally weighted within each examination, all examinations are not equally weighted for the purpose of selecting applicants to fill the open position(s). Your 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 of the questions ask you 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 a false or incorrect statement. According to the laws and rules, the driver **MUST** stop. Also, if lights are shown which indicate that a vessel **IS** underway, a statement that the vessel **COULD** be underway would be a false or incorrect statement. A vessel displaying such lights **WOULD** be underway.

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

While many examination questions are difficult and require that the candidate have detailed knowledge in order 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 actually there, as that could result in the candidate being unable to fully demonstrate his/her knowledge. For example, if a question refers to automobile headlights, a statement that an automobile must show headlights at night is to be considered a true or correct statement, even though no mention is made of the also required taillights. However, if a question refers to automobile lights required to be displayed (rather than referring only to headlights), then the correct or true 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 at night 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" with regard to 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 are in compliance 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 special 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 in accordance with the definitions contained in the Rules.

Some questions direct you to refer to a figure. You will find these figures in the two booklets labeled "Light Configurations" and "Figures and Diagrams." Please make sure that you 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.

You may request a Question-Comment Form to record any comments that you 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 your Candidate ID # on the form and turn it in with your examination materials at the conclusion of your examination.

SESSION TWO

Session two of the examination is composed of the Local Knowledge and Chartwork examination sections for the specified port area. Candidates for Port Everglades, Port Canaveral, Palm Beach, and Panama City will be allowed four and one half (4½) hours to complete both the Local Knowledge and Chartwork sections of the examination. Tampa candidates will be allowed five and one half (5½) hours.

The Local Knowledge section of the examination will be a true/false examination covering information on: courses to steer; characteristics of berths/docks; tides; currents; weather; any special signals or procedures pertaining to the port; channel characteristics; anchorage, danger, prohibited, restricted, or security areas; and shoreline characteristics which aid in determining location. For the Chartwork examination, you will be asked to draw in all relevant navigational information shown in all sections of the Chart(s) for the port area.

Both the Chartwork and Local Knowledge examinations are based upon information contained in the latest edition of the following publications and charts. These are readily available to the public prior to the examination date, and on any updates and corrections to that information contained in Notices to Mariners through January 1, 2019:

1. United States Coast Pilot
2. Tide and Tidal Current Tables
3. U.S. Coast Guard Light List
4. Chart(s) for your Port

If you 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 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 recent available information by date of publication or last correction.

GENERAL INFORMATION - CHARTWORK

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

You must plot all navigable channels used by vessels which require or may request pilot service from the vicinity of the sea buoy to and including 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, you must show the first aid or aids which mark the entrance to or location of that intersecting channel.

Characteristics to be indicated include: 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). **BUOYS AND DAY BEACONS MUST BE COLORED APPROPRIATELY** to clearly indicate their purpose. Other aids such as ranges and major seacoast aids need not be colored. Their characteristics should be indicated next to their location. Standard abbreviations from the appropriate chart or light list may be used and are preferred.

Whatever symbols are used in showing complete characteristics of aids should be used consistently throughout the drawing and be fully explained, if necessary, to insure that full credit is given. You must include anchorage areas and any hazards noted on the chart in proximity to these channels or to the approaches to the port. Such hazards include: disposal areas; spoil areas; dump sites; regulated areas; cable crossings (submerged or overhead); prohibited areas; danger areas; restricted areas; security zones; pipelines; obstructions (including those located in the approach to the sea buoy); and shoal areas.

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

You must indicate the **EXACT** true course on all ranges, as well as the true course to steer on straightaways. Indicate channel project limits by dashed lines. Where no project limits are shown, you must indicate your recommended course to stay clear of danger. You must also include depth contours of interest to the mariner, in the approaches as well as in the channels, where knowledge is necessary to determine where vessels may operate safely under normal or emergency conditions.

You must indicate the COLREGS demarcation line.

AREAS COVERED IN THE CHART DRAWING

Tampa:

Section I

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".

Section II

From the intersection of E & F Cuts, including buoy 1F & F-Cut North and South range lights to:

- a. the intersection of Hillsborough Cut C with the Port Sutton Channel including Light #1 and buoy#2 and Cut D but including the upper range lights 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 located south of the Gandy Bridge including Old Port Tampa, and the Bayboro (St. Petersburg) via the northern approach to buoy #3.

Approaches to various facilities:

- a. All channels in the Port of Tampa including Seddon, Garrison, channels, East Bay and Port Sutton located above the intersection of Hillsborough Cut C, Cut D, and the Port Sutton Channel including port Sutton ranges. 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 River, 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 intersection 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.

Candidates will be required to draw either section 1 or section 2 and one additional port area, either a, b, or c. (Charts 11415, 11416)

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 east, middle and west basin. (Charts 11476 and 11478)

Palm Beach:

The area including all the approaches to the sea buoy and the channels leading to all docks utilized by

commercial vessels. This includes all slips and berths in the Port of Palm Beach, the turning basin and the ICW north and south as shown on the chart. (Chart 11459)

Port Everglades

The area from the vicinity of the sea buoy to and including all docks and channels utilized by vessels which require or request pilotage. This will include all slips and berths in Port Everglades, the turning basin, the north extension to and including the 17th Street causeway bridge, the south extension, the ICW south to the Dania Cut-off Canal, and the Dania Cut-off Canal to and including the US 1 Highway Bridge. (Chart 11470)

Panama City

The area from the vicinity of (a) the St. Andrews Bay Entrance Buoy into the bay and then north to and including the Hathaway Bridge and south to and including the Dupont Bridge and the ICW. (Chart 11391)

GENERAL INFORMATION - LOCAL KNOWLEDGE EXAMINATION

Please make sure that you have the Local Knowledge examination booklet for your port. All questions are true/false questions with two alternatives (choices) for each question. All questions are equally weighted. **You must mark your 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 prior to 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

In addition, you are responsible for any updates or corrections to the above and for any other information vital to mariners contained in all Notices to Mariners published through January 1, 2019. If you use information from sources more recent than those noted above, you must indicate the source so that it can be verified and proper credit given. 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 recent available information.

You may request a Question-Comment Form to record any comments that you 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 clearly identify the problem, be sure to **write your Candidate ID #, the port, and the number of the question on the form** and turn it in with your examination materials at the conclusion of your examination.

SAMPLE QUESTIONS

These questions are typical of those which will be 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 upon the International Rules and the generally accepted interpretation of these rules as contained in 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 upon the Inland Rules and the generally accepted interpretation of these rules as contained in 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 shiphandling 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 effects of wind and current.

5. As 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 and may also include special characteristics of aids on the Intracoastal Waterway, but do **NOT** include special 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 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

Your answers must be recorded on the answer sheet provided to you at the examination. If your 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. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations. In the event that pilot test questions are included within the examination, these questions will **NOT** be counted when computing your scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are **NOT** identified. If the pilot questions were identified, many of the 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 you demonstrate your knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember: the more questions you answer, the better your chances of achieving a passing score. There is no penalty for guessing, so you should answer every question.
- Immediately alert your proctor of any problems involving your 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 your answer sheet as you proceed through the examination. You may mark the questions in your examination booklet and return to them later.
- Make sure that all answers are marked on your answer sheet before time is called. **No additional time** will be allowed for transferring answers from your examination booklet to your answer sheet.

Remember you will ONLY receive credit for answers marked on your answer sheet.

SUPPLIES

It is expressly understood by each candidate that the State of Florida, and/or 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 hereby constitute the candidate's full, knowing and complete waiver of any and all such claims against the State of Florida, and/or 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 you feel may be helpful in a larger 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 for use in recording examination answers on the answer sheet(s). In addition, you 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 you 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 you bring ear plugs.

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. The following items are **NOT** allowed in an examination room:

- Purses, briefcases, portfolios, fanny packs, or backpacks
 - Cameras, tape recorders, or computers
 - Pagers, electronic organizers, electronic transmitting devices or cell phones. (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 (other than one of the approved **strict translation dictionaries**), thesaurus, or other spelling aids
 - White or colored paper, writing tablets, notepads. (We provide scratch paper. Please perform all calculations during the examination on the scratch paper provided.)
 - Programmable calculators
 - Canisters of mace, pepper spray, or other personal defense items

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 you have questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at (850) 488-5952 or you may fax your question to 850.922.1228.

REFERENCES

Listed below are some general sources that may aid you 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

Navigation Rules and Regulations Handbook (New, was COMDTINST M16672.2E)
Nautical Rules of the Road by Farnsworth and Young
Farwell’s Rules of the Nautical Road by Bassett and Smith

Seamanship and Shiphandling

Behavior and Handling of Ships by Hooyer
Shiphandling with Tugs by G.H. Reid
Shiphandling for the Mariner by MacElrevey
Primer of Towing by G.H. Reid
The Shiphandler’s Guide by R.W.Rowe (NEW)
Knight’s Modern Seamanship 18th Edition (NEW)
Ship Handling by D. House (New)

Aids to Navigation

Chart Number 1: Nautical Symbols and Abbreviations
33 CFR 62
Coast Guard Light List

Knowledge of Local Port

- US Coast Pilot (<http://www.nauticalcharts.noaa.gov/nsd/cpdownload.htm>)
- Tide and Tidal Current Tables
- United States Coast Guard Light List
- Chart(s) for your Port
- Weekly Notices to Mariners (up to the January 1 of exam year) updating the publications in this list
(http://msi.nga.mil/NGAPortal/MSI.portal?nfpb=true&pageLabel=msi_portal_page_61)

Chartwork (In order of priority)

- Chart(s) for your Port
- United States Coast Guard Light List (<http://www.navcen.uscg.gov/?pageName=lightlists>)
- Weekly Notices to Mariners (up to January 1 of exam year) updating the publications in this list (http://msi.nga.mil/NGAPortal/MSI.portal?_nfpb=true&_pageLabel=msi_portal_page_61)
- US Coast Pilot

Federal and State Pilotage Laws and Regulations

- 46 USC (United States Code) 7101, 7106, 7112, 8501, 8502, 8701, 8702
- 14 USC (United States Code) 81-89, 642, etc.
- 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, F.A.C.

II. ADMINISTRATIVE POLICIES

ADMISSION TO THE EXAMINATION

- Report to the test site no later than the time indicated on your admission slip/examination schedule. It is recommended that you arrive at the examination site fifteen (15) minutes prior to the examination reporting time.
- Bring your admission slip to the test site. You will be required to show it to gain entry to an examination room.
- You must provide one of the following legal documents bearing your picture and signature to gain admission to the test site: driver's license; state identification card; passport; or notarized photograph bearing your signature. **YOU MUST BE PREPARED TO SHOW PROPER PHOTO I.D. 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:

- 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.
- 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 clearly 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 you have any procedural questions, they will do their best to assist you.
- You must have the Examination Supervisor/Proctor's permission to leave the examination room. You 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 in the restrooms, based on the October 1985 Florida Clean Indoor Air Act.
- Do not bring food or drink into the examination room. If applicable, a lunch break will be provided.

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 you bring a sweater or jacket in case the temperature is cooler than your 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 given an opportunity to file a change of address at the examination site. If an address change occurs after your examination 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 you 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 prior to each examination. **Do**

not submit your accommodation request with your examination 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

III. 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 results of the final scores and in accordance with 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 the receipt of a timely request for review. Information on review procedures is mailed to all candidates along with the examination results. It is the candidate's responsibility 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 key. You will not receive your particular examination booklets during the review. Candidates will be provided with unused copies of exam booklets. No candidate may copy materials provided for this review.

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

RE-EXAMINATION 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.

IV. APPENDIX

If your address has changed, please fill out the change of address form below and return to:

**Florida Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, Florida 32399-0783
Fax: 850.487.9529**

ADDRESS CHANGE FORM
Deputy Pilot

Please type or print in the appropriate spaces below if you have 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 Board Office 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.

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 REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE, CONTACT THE SITE OR THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION HAS BEEN SCHEDULED.