

STATE OF FLORIDA

***Candidate Information Booklet
for the***

State Pilot Licensure Examination

***Bureau of Education and Testing
Northwood Centre
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952
www.myflorida.com/dbpr***

Charlie Crist, Governor

Charles W. Drago, Secretary

Revised 9/2009

CANDIDATE INFORMATION BOOKLET FOR STATE PILOTS

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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 supersedes all previous editions.

PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE

Visit our Web Site at: <http://www.myflorida.com/dbpr>

I. THE EXAMINATION

CONTENT OUTLINE

The purpose of the examinations is to objectively measure the essential knowledge, skills, and abilities required of the State Pilot. All examination questions are reviewed by maritime consultants to ensure they cover the job-related activities essential to a State 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) F.S., 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. Local or Specific Knowledge of the specified port area
- IV. 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 STATE PILOT OPENINGS

The Florida Board of Pilot Commissioners has determined that there is a need for a State Pilot in the following Florida port area:

Jacksonville – 1 opening

SELECTION PROCESS

Qualified applicants are examined on four content areas related to piloting and knowledge of the specific port area. Applicants who pass all four (4) content areas are eligible for licensure as a State Pilot in the port for which they were examined.

REQUIRED TRAINING PROGRAM

To be eligible for examination and licensure as a State Pilot, applicants must have successfully completed the Deputy Pilot training program in the port area in which they wish to serve.

EXAMINATION SCHEDULE

September 28, 2009, 8:00 a.m. You will have 4½ hours to complete both the State Pilot and Local Knowledge examinations.

GENERAL INFORMATION – WRITTEN EXAMINATION

There are 250 questions in the 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 Federal and State Piloting Regulations Examination consists of questions 201-250. Most questions are true/false questions. Some questions are multiple choice questions with four alternatives (choices) for each question. You must mark your answers to all questions on the answer sheet.

All questions are equally weighted within each examination.

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 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 tail lights. 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 tail lights.

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.

GENERAL INFORMATION - LOCAL KNOWLEDGE EXAMINATION

Please make sure that you have the Local Knowledge examination booklet for your port. There are no more than 50 questions in this examination booklet. (The exact number of questions has not yet been determined.) 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 blue answer sheet.**

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

- 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 Publications
- F. Corps of Engineers Surveys
- G. Captain of the Port Orders and/or Recommendations
- H. Operation standards and navigation guidelines as filed with the Board and practiced in the Port
- I. Actual practices developed and followed in the Port

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 June 1, 2009.

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. Be sure to write your Candidate ID # 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.

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

FEDERAL AND STATE PILOTAGE REGULATIONS

5. 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.

6. 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. Answers recorded in the examination booklet will not be scored. The answers to the sample questions are: 1-A; 2-A; 3-B; 4-B; 5-B; and 6-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.
- 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.

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.

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, 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).
- 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 cellular 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, paper clips and or metal clamps
- 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. Unless otherwise indicated, the most recent edition of an official publication should be consulted.

Sections I and II: International and Inland Rules of the Road

Navigation Rules: International-Inland (COMDTINST M16672.2)

Nautical Rules of the Road by Farnsworth and Young.

Section III: Knowledge of Local Port

US Coast Pilot

Tide and Tidal Current Tables

United States Coast Guard Light List

Chart(s) for your Port

Port Authority Publications

Corps of Engineers Surveys

Captain of the Port Orders and/or Recommendations

Operational Standards and Navigation Guidelines as filed with the Board and practiced in the Port.

Actual Practices Developed and followed in the Port

Local Notices to Mariners (up to June 1, 2009) updating the publications in this list

Section IV: Federal and State Pilotage Laws and Regulations

46 USC (United States Code) 7101, 7106, 7112, 8501, 8502

Coast Pilot Chapter 2

14 USC 81-89, 642

33 CFR 95, 164

46 CFR 4, 10, 15, 16

Chapter 310 Florida Statutes

Board of Pilot Commissioners Rules, Chapter 61G14, Florida Administrative Code

II. ADMINISTRATIVE POLICIES

ADMISSION TO THE EXAMINATION

- Bring your admission slip to the test center. You will be required to show it to gain entry to the examination room.
- Report to the test center 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.
- You must provide one of the following legal documents bearing your picture and signature to gain admission to the test center: driver's license; state identification card; passport or notarized photograph bearing your signature. **YOU MUST BE PREPARED TO SHOW PROPER I.D. TO GAIN ADMISSION TO THE TEST CENTER.** 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 late-arriving 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.
- No questions concerning the content of the examination may be asked. Listen carefully to the instructions given by the Examination Supervisor and read all directions thoroughly.
- If you have a concern about the content of an examination question, please request a "Candidate Comment Form."
- You must have the Examination Supervisor or a 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. Candidates will not be allowed smoking breaks.

- Bottled water or drinks in spill proof containers are allowed; however, food is not. 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.

Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For those candidates that are sensitive to noise, it is recommended that you bring ear plugs.

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** or a **religious conflict** 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
1940 North Monroe Street
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.

NOTIFICATION OF RESULTS

Within approximately five (5) weeks after your examination, you will receive your official grade notice. Grade results will not be given out over the phone. **Please do not call the Board office or the Bureau of Education and Testing for this information.**

EXAMINATION REVIEW PROCEDURES

Candidates are allowed one opportunity to review the examination. Written requests for a review must be received by the Department within fifteen (15) days of the date on the original 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.

Candidates are entitled to review the examination questions, papers, answers, and answer key. You will not receive your particular examination booklets during the review. You will review examination booklets that were not used by any candidate during the examination. No candidate may copy materials provided for this review.

The review will take place during regular business hours, in the presence of a representative of the Department, at the Department's official headquarters in Tallahassee.

REEXAMINATION INFORMATION

A candidate who fails to achieve an appointment as a licensed State 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 reexamination fee and complete the entire application form, including all documents, as if he or she were 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. Information on reexamination procedures will be sent to all affected candidates with the examination results.

IV. 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
1940 North Monroe Street
Tallahassee, Florida 32399-0783
850.487.1395

Scheduling, Grade Notification and Changes of Address

Candidate Services Unit
Department of Business and Professional Regulation
Bureau of Education and Testing
1940 North Monroe Street
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
1940 North Monroe Street
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
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952

Please visit our Web Site at:

<http://www.myflorida.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.**

ADDRESS CHANGE FORM

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

State Pilot Examination

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.