



CHECKLIST APPLICATION REQUEST EMCI Registered Maritime Specialist®

Essential facts

Document type: Checklist - English
 Subject: Checklist application request maritime specialist
 Version number: 1
 Version date: August 1st 2010

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1. INSTRUCTIONS

- Your certification request must be completed in accordance with this checklist
- EMCI does not accept an incomplete certification request
- AND document: compulsory
- OR document: select the applicable document
- IF document: only applicable if separately requested by EMCI
- Questions? Please contact EMCI by email info@emci.nl or phone +31 (0)88 0038735

2. ANTECEDENT TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original positive declaration antecedents & security Issued by the national authority	NOT APPLICABLE	YES	
OR: IF on the recommendation of EMCI The official EMCI recommendation	NOT APPLICABLE	YES	
OR: If not nominated by EMCI Nine original letters of reference Issued by a none related party or organization, such as a principal	NOT APPLICABLE	YES	
OR: If not nominated by EMCI One original letter of reference Issued by an official branch organization	NOT APPLICABLE	YES	
IF: Other documents as specified separately to the applicant	NOT APPLICABLE	IF APPLICABLE	

3. EDUCATION TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Copy certificate(s) general education (attainment level: relevant to your specialism)	NOT APPLICABLE	YES	
IF: Other documents as specified separately to the applicant	NOT APPLICABLE	IF APPLICABLE	





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4. EXPERIENCE TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original current curriculum vitae	NOT APPLICABLE	YES	
AND: Positive test result four years relevant professional experience Based on your curriculum vitae	NOT APPLICABLE	YES	
IF: Other documents as specified separately to the applicant	NOT APPLICABLE	IF APPLICABLE	

5. IDENTIFICATION TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original and signed certification application form + the official certification declaration	NOT APPLICABLE	YES	
AND: Copy valid official identification document	NOT APPLICABLE	YES	
AND: Original proof of nationality including birth certificate Issued by the national authority	NOT APPLICABLE	YES	
OR: If entrepreneur: Copy registration chamber of commerce, not older than six months	NOT APPLICABLE	YES	
OR: If employee: Original declaration of employment	NOT APPLICABLE	YES	
IF: Other documents as specified separately to the applicant	NOT APPLICABLE	IF APPLICABLE	





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6. KNOWLEDGE TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
Not applicable	NOT APPLICABLE	NO	
IF: Other documents as specified separately to the applicant	NOT APPLICABLE	IF APPLICABLE	

7. PROFICIENCY TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
Not applicable	NOT APPLICABLE	NO	
IF: Other documents as specified separately to the applicant	NOT APPLICABLE	IF APPLICABLE	

8. More information?

With pleasure we answer all your questions. Please do not hesitate to contact us by phone or email or simply make an appointment (no costs) for a personal conversation at our office / a personal phone (VOIP) conference.

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9. ISO 9001:2008 statements

List of version numbers

Version	Active per	Expired per	Status	Reference
1	01.08.2010	n.a.	valid	WCEI Board 31.07.2010

List of changes

Version	Changes	Specification
1	New document	Introduction new document

