



Maritime Administration (MARAD) CVSSA
Training Provider Application & Submission
Requirements



Application Requirements

Applications to become a MARAD CVSSA Certified Trainer Provider must contain all of the following information and materials:

1. Training Provider Information:

- a. Company name;
- b. Business address;
- c. State of incorporation;
- d. Articles of Incorporation;
- e. Name, address, and contact information of the individual who will be the training provider's point of contact with MARAD and
- f. Signed Training Provider Agreement.

2. Instructor Information:

Include a list of instructors with a description of their experience, background and qualifications that demonstrate that they have the subject matter expertise to answer student questions, as well as the instructional capability to impart the required information to students. Where cruise lines are applying for certification of in-house training, the names, positions and backgrounds of shore side and shipboard staff members who will evaluate, review and monitor any element of the CVSSA course must be provided. Independent training organizations must provide this information if known.

3. Course Schedule:

Include a course schedule, including the length of each lesson and indicate whether the lesson is presented through a classroom lecture, distance E-learning, practical demonstration, or simulator exercise and the particulars of how the assessment of students will be administered. For each lesson, where applicable, indicate the number of the corresponding subject area from the Model Course CVSSA 11-01.

The purpose of the Model Course is to provide training standards and curricula to allow for the certification of passenger vessel security personnel, crewmembers and law enforcement officials on the appropriate methods for prevention, detection, evidence preservation and reporting of criminal activities in the maritime environment. Training providers that are voluntarily seeking certification must meet the minimum requirements found in the [[Model Course](#)].

4. Syllabus and Instructor Manual:

Include a course outline, containing a summary of the teaching syllabus and learning objectives by subject area indicating the number of hours to be allocated



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for each lecture, practical demonstration or simulation program. A detailed instructor manual must be submitted. Submissions should demonstrate the focus of the course while highlighting how the course conforms to the standards and content contained in the Model Course.

5. E-Learning Requirements:

For E- Learning courses, include an estimate of the time required for a student to complete the lesson and any applicable time limits for lesson completion. Also, include information describing the method for distance learners to obtain prompt feedback and assistance from someone meeting the same qualification standards as an instructor in a “live” course.

6. Course Evaluation Form:

Include the course evaluation form that will be used to obtain student feedback on the effectiveness of the instruction and instructors.

7. Training Facility Information:

For live training courses, include the following information for the training facility:

- a. Address;
- b. Description of the training facility rooms including capacity of rooms; and
- c. Description of the equipment that will be used during the course, including all equipment to be used during hands-on training and/or testing and any simulators or simulation programs to be used. If a simulator or simulation program is to be used, include technical specifications and brochures provided by the manufacturer.

8. Class Size Information:

Provide the maximum class size for classroom lessons and, if appropriate, for practical demonstrations or simulation exercises and assessments, including the number of the students per simulator. State the maximum student to instructor ratio allowed.

9. Visual Aids:

Include copies of all visual aids and a discussion of how audiovisual and other aids will be used during the training course, and which performance objectives they will impact. This information may be a part of the curriculum documentation that discusses the make-up of the lesson plans.



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10. Written Teaching and Testing Materials:

Include copies of all student handouts, homework assignments, workbooks and a bibliography of textbooks to be used. Include copies of all tests and examinations. Describe the grading procedures and what will be considered a passing score.

11. Practical Testing Materials:

Include a detailed description of any practical or simulator assessments, tests or exercises that will be conducted. For these exercises, describe the situation presented to the student, what the students must do to successfully complete each assessment and how each student's performance will be evaluated and recorded. Include a separate checklist to evaluate each practical assessment. Indicate what is considered a passing score. This checklist must indicate the condition under which the practical demonstration will occur, the behavior to be observed and the criteria for successful completion of the demonstration. Include a discussion of how the instructor(s) will determine final grades by proportioning written and practical examination scores as appropriate.

12. Re-testing:

Include a description of the training provider's policy on re-tests of failed assessments or written examinations.

Application Submission Requirements

MARAD recommends that applications be submitted in electronic format (e.g. CD, DVD or memory stick) via UPS, FedEx, DHL, TNT or other courier service to:

U.S. Department of Transportation
Maritime Administration
Attention: Mail Stop 1: MAR-420 CVSSA Program Manager
1200 New Jersey Avenue SE.
Washington, DC 20590

Once the package has been mailed, MARAD recommends that applicants send an email notification of shipment to CVSSA-MARAD@dot.gov. Once the application has been received, MARAD's Office of Security will acknowledge receipt via the email provided in the initial notification.



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You may also submit applications electronically via the external CVSSA Sharepoint Site. In order to use this option, you must first send an email to the CVSSA Program Manager at CVSSA-MARAD@dot.gov detailing the following:

1. Company Name;
2. First Name;
3. Last Name;
4. Position Title;
5. Email Address and
6. Telephone Number.

After receiving your CVSSA Username and Temporary Password, you will be able to upload your CVSSA information for review.