OneOcean

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# Documentation Checklist -
## Kelvin Hughes ECDIS Training Course

To be eligible to apply for a Certificate of Completion, this course must be completed under supervision, either onboard or onshore within the offices of a registered shipping company or recognised maritime institution. The following documents must be submitted to support your application:

☐ Certificate Application Form completed by the candidate and authenticating person
☐ Copy of verification of training *#4012*. For this course, you must achieve:

- 95 % (or more) completion within the last 12 months
- 75 % score (or above) in the assessment

Please submit your documents to OneOcean by email to: **courses.otg@oneocean.com**

All documents (e.g. test print outs, written assignments, passport etc.) should be scanned or photographed using a suitable device:

**Flatbed Scanner**

- Ensure the scan resolution is sufficient to capture all details clearly in colour.

**Digital Camera**

- Ensure the photographer captures all details clearly, without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour

**Mobile Device** (e.g. Smartphone or Tablet computer)

- Ensure the photographer captures all details clearly without shadow or glare
- Documents should be placed on a plain background
- All photographs should be in colour
- You may wish to download an Apple or Android App (for example CamScanner or PhotoScan) to assist you in capturing images of documents.

**Electronic documents should be sent to Ocean Technologies Group in one of the following formats:**




As part of our ongoing commitment to continuous improvement, we kindly invite you to share your feedback on the course. Please complete our feedback form by clicking the link below: **Course Feedback Form**



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