

THE CENTER FOR
WOODEN BOATS
PRESENTS:

THE CASEWORKER'S GUIDE TO THE MARITIME INDUSTRY



First Jobs, Training Opportunities, and Resources | Ruth Sawyer

Forward: Why a Caseworker's Guide?

This guide came out of collaborations between the Center for Wooden Boats, Seattle-area caseworkers and youth development organizations, Rotary International, and various maritime businesses and organizations. Through our youth programs (especially the Job Skills Training Program), the Center for Wooden Boats found itself in an amazing in-between position – a position which connects many of these different communities to each other. Moreover, we learned that there is a need in all sectors for clear pathways into maritime jobs – the workforce is shifting, creating opportunities for new workers at the same time young people are struggling to find stable, well paid jobs. We hope this guide can help bridge the gap!

Our initial conversations with stakeholders in maritime and youth development organizations revealed two basic facts about what kind of a guide we wanted:

1. That it should be a guide specifically aimed at **underserved youth**. Though there are lots of opportunities for other populations, we felt that this was a clear first step in connecting people to maritime jobs. These youth often need steady, well-paid careers that don't necessarily require a four-year college degree – and many maritime jobs fit the bill. The guide can certainly still be quite useful for the general population, and contains links to other excellent sources of information that provide relevant information.
2. That the guide should be aimed at the people who work with underserved youth. As of this writing, most **caseworkers** have very little working knowledge of the maritime industry and few resources to get that knowledge. As people who have a bit more access than the youth they serve, caseworkers can more effectively build young peoples' pathways into the maritime world.

We are very excited to see where this work leads, and hopeful that it will only be a first step in building conversation between maritime industry and people looking for living wage career opportunities. We also welcome any questions, comments, or additions! Our contact information is below. Good luck!

Best,

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Introduction: What is a Maritime Career?

In short, maritime jobs are anything that involves boats and the water. People drive tugboats, ferries, and fishing boats; fix and manufacture boats; install electrical, refrigeration, and mechanical systems; load and unload cargo and passengers; and various other tasks. There is a huge variety of well-paid jobs in the maritime field, and great prospects for employment in the Puget Sound. There are opportunities both on land and at sea, training programs that will pay their students to learn, and maritime academies that offer free tuition and guaranteed first jobs. There are also jobs that require little to no training and experience. It's a great time to go into the maritime industry!

Here is a quick look at some of the advantages the field offers:

- **Great Pay.** Average annual wage for maritime occupations in King County (2012) ranged from \$48,755 for sailors and marine oilers, to \$77,454 for captains, mates and pilots of commercial vessels, to \$87,768 for marine engineers and naval architects.
- **A Growing Job Market.** Regional employment is projected to grow faster than the average for all occupations, and there currently aren't enough seamen and marine oilers to meet the needs projected through 2019.
- **Advancement Options.** Although some jobs in maritime, especially in engineering, require four-year college degrees or above, the industry offers a wide variety of jobs that require much shorter term training or education.

These statistics are from reports by the Workforce Development Council of Seattle–King County and the Department of Labor's Bureau of Labor Statistics. More information on maritime careers is available at www.mapyourcareer.org.

How to Use this Guide

This guide is divided into several sections, depending primarily on what kinds of opportunities an individual wants and is qualified for. "Exploring the Industry" is designed to help you assess what kinds of jobs and programs are the best fit for each individual. It contains a number of important questions to explore as you move forward. Each subsequent section is divided broadly by type of opportunity, and contains an overview of all of the opportunities in that section. The numbers that appear next to each program summary indicate that there is a more detailed description later in the section.

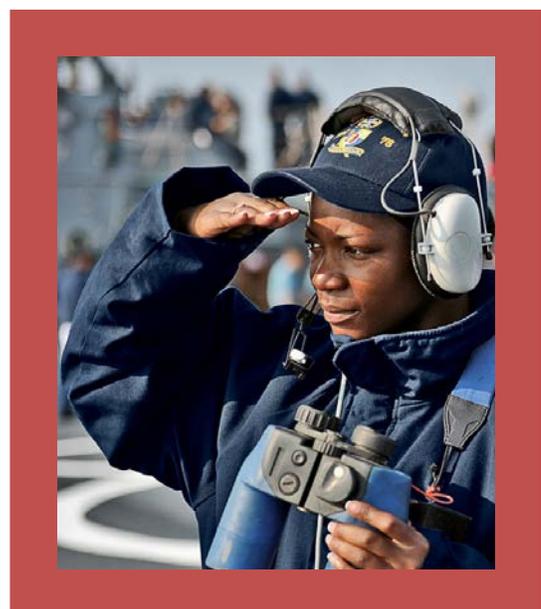


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More about Maritime Careers

The *Maritime Industry* is a broad term that refers various jobs and industries that relate to water and boats. It is a thriving industry with great pay, a growing job market, challenging hands-on work, and quick advancement for hard workers.

Who is a Good Fit for the Industry?

- People who have a strong interest in maritime careers or going to sea, like being outside, or like to work with their hands.
- Have an ability to adapt to rapidly changing situations.
- Are going towards or already have a GED (most positions in the industry will require this).
- Don't have DUIs or drug offenses on their record.*

*These convictions will make it hard – but not impossible – for you to get most maritime jobs. If you have any drug offenses or DUIs, you won't be able to get a Merchant Mariner's Document (which is a Coast Guard document required for most jobs on the water) without having to jump through extensive hurdles.

Do Maritime Workers Need to be Able to Swim??

No! Very few positions in the industry require workers to actually be *in* the water, and in fact industry boats are specifically designed to keep crew members out of the water. The water is a dangerous place whether you can swim or not, so each boat's emergency procedures do as much as possible to keep crew members dry and afloat.

Areas of Industry

The Maritime Industry can be divided broadly into two categories – jobs that take place primarily on boats, and jobs that take place primarily on land.

Sea-Based Careers

The three main departments of a workboat are the deck, the engine room and the galley. On the deck, officers lead the crew of the ship. In the engine room, engineers and others maintain all mechanical and electrical aspects of ship. In the galley—the kitchen—the chief steward and others care for the crew.

Sailors, or **deckhands**, operate and maintain the vessel and deck equipment. They make up the deck crew and keep all parts of a ship, other than areas related to the engine and motor, in good working order. Entry level deckhands are called **ordinary seamen** and do the least-complicated tasks.

Experienced deckhands are called **able seamen** and usually make up most of a crew. Some large ships have a **boatswain**, who is the chief of the deck crew. Sailors typically do the following:

- Stand watch, looking for other vessels or obstructions in their ship's path, and for navigational aids, such as buoys and lighthouses
- Steer the ship and measure water depth in shallow water
- Do routine maintenance, such as painting the deck and chipping away rust
- Keep the inside of the ship clean
- Handle lines when docking or departing
- Tie barges together when they are being towed
- Load and unload cargo
- Help passengers, when needed

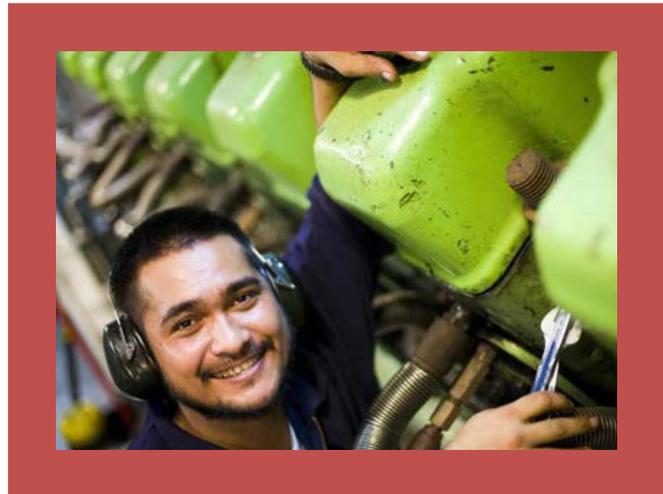


Ship engineers operate and maintain a vessel's propulsion system. This includes the engine, boilers, generators, pumps, and other machinery. Large vessels usually carry a **chief engineer**, who commands the engine room and its crew, and a first, second, and third assistant engineer. The assistant engineer oversees the engine and related machinery when the chief engineer is off duty. Small ships may only have one engineer. Engineers typically do the following:

- Maintain the electrical, refrigeration, and ventilation systems of a ship
- Start the engine and regulate the vessel's speed, based on the captain's orders
- Record information in an engineering log
- Keep an inventory of mechanical parts and supplies
- Do routine maintenance checks throughout the day
- Calculate refueling requirements

Marine oilers work in the engine room, helping the engineers keep the propulsion system in working order. They are the engine room equivalent of sailors. New oilers are usually called **wipers**, or **pumpmen**, on vessels handling liquid cargo. With experience, a wiper can become a Qualified Member of the Engine Department (QMED). Marine oilers typically do the following:

- Lubricate gears, shafts, bearings, and other parts of the engine or motor
- Read pressure and temperature gauges and record data
- Help engineers with repairs to machinery
- Connect hoses, operate pumps, and clean tanks
- May assist the deck crew with loading or unloading of cargo



Motorboat operators run small, motor-driven boats that only carry a few passengers. They work for a variety of services, such as fishing charters, tours, and harbor patrols. Motorboat operators typically do the following:

- Check and change the oil and other fluids on their boat
- Pick up passengers and help them board the boat
- May act as a tour guide

Employment Projections Data for Water Transportation Occupations (National), 2012-22

Occupational Title	Employment, 2012	Projected Employment, 2022	Change, 2012-22		Median Pay
			Percent	Numeric	
Water Transportation Occupations	81,600	92,400	13	10,900	\$48,980
Sailors and Marine Oilers	31,900	36,900	16	5,000	\$38,190
Captains, Mates, and Pilots of Water Vessels	35,400	40,200	14	4,900	\$66,150
Motorboat Operators	3,400	3,600	6	200	\$35,190
Ship Engineers	10,800	11,700	8	800	\$70,890

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections Program

What Kinds of Boats Could I Work On?

- Shipping & Transportation (Container ships, cargo workboats, tankers, supply vessels, etc.)

- Commercial Fishing (Some of the most challenging and dangerous work in the industry)
- Cruises & Ferries (The Washington State Ferry system is the largest in the US)
- Offshore Operations (Includes any work done at sea on platforms—most notably, drilling for oil. The platforms are similar to land-based factories, except that ships are used alongside for various tasks – like laying cables, bringing in supplies, and cleaning up spills)
- Government Operations (Includes the U.S. Navy, port police, rescue services, military sealift command, and the U.S. Coast Guard, which enforces maritime law and assists in emergencies)
- Science and Research (Scientific organizations like NOAA study weather and other ecological patterns, including the effects of fishing and other human activity)



Land-Based Careers

There is an incredible diversity of land-based careers in the maritime industry – everything from manufacturing boats to coordinating logistics and hiring shipboard workers. There are three main segments of the industry:



- **Shipbuilding and Repair** (This area of the industry includes not only the engineering, design and construction of new vessels, but ship repair as well. Shipyard activities include ship construction, repair, conversion and alteration, as well as the production of prefabricated ship and barge sections and other specialized services. The industry also includes manufacturing and other facilities outside of the shipyard.)
- **Port Operations** (Port activities include cargo and passenger loading; unloading and distribution; fish processing; port security; tugboat guidance; spill cleanup and more.)
- **Shore-Based Crossover Positions** (Many people have to do business with the maritime industry, including lawyers, scientists, warehouse workers)

Many jobs in these segments have significant overlap with each other or with other manufacturing, transportation, and construction jobs, so the skills needed for maritime jobs are often useful in other industries as well! Below is a sampling of some of the most common land-based maritime job titles:

Shipbuilding and Repair Jobs:

- Rigger (set up or repair rigging for construction projects)
- Ship Fitter (lay out materials for manufacturing)
- Painter or Construction Laborer
- Welder, Plumber, Electrician, Machinist, or Diesel Mechanic
- CNC Operator (operate computer-controlled machines)
- Marine Engineer (design and evaluate marine vessels)

Port Operations Jobs:

- Port Security Officer
- Longshoreman and Freight Movers
- Bridge and Lock Tenders
- Harbor Truckers and Truck and Ship Loaders

- Cargo and Freight Agents and Clerks

Shore-Based Crossover Positions:

- Clerks and Warehouse Workers
- Office Assistants and Receptionists
- Marine Underwriters (reviews applications for insurance)
- Systems Analysts

National Employment Data for Ship and Boat Building, 2012

Occupational Title	Average Hourly Wage	Mean Annual Wage
Plumbers, Pipefitters, and Steamfitters	\$22.65	\$47,110
Boilermakers	\$21.49	\$44,700
Electricians	\$22.65	\$47,110
Riggers	\$21.74	\$45,210
Motorboat Mechanics and Service Technicians	\$19.70	\$40,980
Metal Workers and Plastic Workers	\$20.32	\$42,270
Welders, Cutters, Solderers, and Brazers	\$19.69	\$40,960
Painting Workers	\$18.78	\$39,050
Transportation and Material Moving Occupations (including Longshoremen)	\$19.27	\$40,080
Crane and Tower Operators	\$22.19	\$46,150

SOURCE: U.S. Bureau of Labor Statistics

Training Needed

Getting started and moving up in the maritime industry can be very different from other industries, especially water-based work. Many people start from:

- A maritime training program or academy
- A community or technical college program
- An entry-level job
- An apprenticeship
- Pre-existing skills, for example as an electrician or IT specialist

From there, workers move up based on experience, additional training or specializing and, for sea-based jobs, hours logged out on the water.

Example Paths

Deck Employee (Ordinary Seaman) for WSDOT Ferries Division – Hiring is done through the Inland Boatmen’s Union (IBU), which requires a Merchant Mariners Document (MMD) and a TWIC card

(Transportation Worker's Identification Credential) - both identification/security documents. The IBU has some entry level positions available, and also refers applicants to the Tongue Point Seamanship Program in Oregon, where students receive free housing and tuition and are qualified with an Able-Bodied Seaman document by the end of the program. (Students who complete the program are not guaranteed employment with WSDOT, but have better prospects getting jobs with the ferries or elsewhere in the industry). All Ordinary Seaman (OS) positions with the Washington State Ferries are entry level, on-call and last only through the summer season. As you build seniority, you will be called back earlier each year and work longer until you are working full-time (this usually takes three to four years or longer).



Exploring the Industry

Caseworkers should use these questions to assess what types of opportunities are a good fit for any given individual. The questions (in bold) are directed at the student; any commentary is written on behalf of the caseworker.

Step One: Are you ready for your first maritime job? (None of these factors entirely disqualify an applicant from a maritime job, but they may severely limit someone's options or prevent them from advancing, so it's worth knowing about these limitations up front)

- **Do you have a High School Diploma or GED?**
- **Can you legally work in the US?**
- **Are you over 18?**
- **Can you read?**
- **Do you have any drug, violent, or alcohol-related offenses on your record – adult or juvenile?** (DUIs or drug offenses will disqualify a student from most shipboard positions, but a lot of other criminal history is fine if it is disclosed up-front)
- **Do you have any felonies on your record?** (Certain types of felonies will make it hard or impossible to get a TWIC (Transportation Workers Identification Card) – and thus, any Coast Guard approved maritime certification. For a full listing of felonies that will disqualify an applicant, visit the [TSA website](#) or look in the appendix of this guide)
- **Are you colorblind? Do you have good balance, dexterity, and the ability to lift heavy loads?**
- **Are you drug free?** (Students will need to pee clean for most maritime jobs)
- **Are you interested in being outside and/or working with your hands?**

If a job-seeker is under 18, can't read, needs a GED or to get drug free, we recommend that you start with the section "Taking First Steps," on Pre-Apprenticeship programs. Programs in this section, however, do not specifically address challenges facing young people who are not already on the way to becoming drug free or getting a GED. There are a lot of resources out there to support these folks – just not in this guide! Young people (under 24) with a very clear and committed desire to go into the maritime field may also want to take a look at the Job Corps Seamanship Program, which is described in the section "Taking Next Steps." People with felonies, colorblindness, or drug offenses may be able to work in some entry-level positions on boats, but to advance they will probably need to take up a land-based vocation.

Is the person you're working with not interested in maritime, but still interested in local programs that offer increased support for jobseekers? See the Appendix for other pre-apprenticeship opportunities.

Step Two: Do you love being on the water or have a strong interest in maritime careers? ("I don't know" is a perfectly appropriate answer! This question will help assess what would be an appropriate starting place within the industry – a seasonal job, school, an apprenticeship, or something else)

- **“I’ve never been on the water!”** Excellent answer! Many on-the-water positions require a great deal of commitment and a certain degree of isolation, so it’s good to be sure before investing in a one or two year school or apprenticeship program. People who have never been on the water before – and are interested in trying it out – might want to start in “Ways to Get on the Water,” under the section “Taking First Steps.” A seasonal first job, under “Getting a First Job” might also be a good way for people to test the waters.
- **“What’s a maritime career?”** Another excellent question! The More about Maritime Careers section at the beginning of this document is a good place to start – and so is the website www.mapyourcareer.org. A quick flip-through of this guide may also be a helpful start.
- **“Yes! I love being on the water and I want to do it as a job!”** People with an informed interest in on-the-water maritime careers can skip to the section “Taking the Next Steps,” where there is more information on various programs that can lead to officer or entry level certifications in the industry.
- **“I’m interested in working in maritime, but I want a land-based career!”** Great! There are several programs in the “Taking the Next Steps” and “Room for Advancement” sections that focus on land-based maritime positions. Qualified workers enjoy stable, well-paid careers in local shipyards and ports.

Step Three: Some clarifying questions before you get going! (These questions will help you focus within each section, so get a clear idea of your needs before jumping in)

- **Are you willing to travel? If so, how far?** Though there are many opportunities in the Seattle area, someone’s options might be significantly expanded if they also are excited to travel to Alaska for seasonal jobs in the fishing industry. Each section is organized roughly by geographic location, so it should be reasonably easy to find opportunities where you need them.
- **Do you need to get paid *right away*?** Many of the opportunities in each section are seasonal or require a specific time frame. Make sure to know what a student’s needs are so you can eliminate opportunities that won’t be helpful to them.
- **Do you want a job that will provide housing?** Many jobs on boats – and even some training programs – provide housing for workers. Especially if someone is willing to travel, they may have the opportunity to live in free or subsidized housing.
- **Do you want to go back to school?** Even if someone is not sure school is right for them, check out some of the training programs listed in the “Taking the Next Steps” section. Many offer great chances for advancement – so it may be worth looking ahead. If a student is excited about going to school now, many programs are free, easily pay for themselves, or pay the student to attend.

Taking First Steps: Pre-Apprenticeship Programs and More!

There are a variety of reasons someone might not be ready for their first job – they are under 18, need more support learning basic job skills, or aren't yet drug free. The programs in the section are specifically designed to address some of these challenges. Here is an overview of these opportunities:

Ways to Get on the Water:

Many young people have no idea whether or not they would be a good fit for the maritime industry simply because they've never had the opportunity to get on the water or have no idea what opportunities are available. The following opportunities are a good starting place for youth who need to get their feet wet (so to speak!):

- **Day Sailing at YouthCare:** This program brings homeless young people to the Center for Wooden Boats for an afternoon out on the water. Contact Johnny Ohta at johnny.ohta@gmail.com for more information.
- **Visit the Center for Wooden Boats:** CWB runs several programs that may be of interest to young people looking to get involved in the maritime field. **The Center for Wooden Boats Job Skills Training Program (1)** is an internship program for youth interested in maritime careers. Youth can also get involved through an internship with the woodshop (especially if they have access to WIA funding), or simply a tour of the docks. Contact Tyson Trudel (ttrudel@cwbo.org) for more information.
- **Get in Touch with Sound Experience:** The Schooner Adventuress has been a leader in connecting the maritime world with sustainable practices. They are currently looking to create more workforce development programs that get youth on the water, and can also serve as a link between industry and interested individuals. Contact Captain Joshua Berger at joshua@soundexp.org for more information.

Job Training Programs and Extra Support:

- The Center for Wooden Boats' **Job Skills Training Program (1)** is for underserved young people from 16-22 with an interest in exploring maritime careers.
- **Sound Experience** is piloting a low-cost program focused on Sustainable Maritime Workforce Training. It is a multi-day program designed to enhance existing curriculum and provide a "primer" for Sustainable Marine Trades and Workforce Development. Contact Captain Joshua Berger at Joshua@soundexp.org for more information.

- **The Apprenticeship Opportunities Program (2)** is for adults (over 18) who need extra one-on-one support to get into the jobs in the skilled trades (including construction, manufacturing, and more!)
- **Goodwill Industries** offers free job training and education classes at various centers in the Puget Sound. These classes are a good fit for job-seekers (16 years and older) who need basic English classes, support getting into the right program, and basic skills or GED training. Of special note is the Youth Year-Round Program (15 and older) and the Career Pathways Program. See the Goodwill Seattle [website](#) for more information.
- **Other Non-Maritime Pre-Apprenticeship Opportunities** are listed in the appendix, for job seekers who need to brush up on basic skills or explore various types of opportunities. Of particular interest is ANEW's pre-apprenticeship trades rotation program, which is a free program that helps women (18+) get into apprenticeships.

High School Programs:

- Youth interested in maritime careers can gain experience through a variety of career-focused **high school programs (3)**. Options include the Ballard Maritime Academy or the Marine Science and Technology Program at the Puget Sound Skills Center. The Seattle School District may also add a new maritime program to their offerings as well – stay tuned! Programs focusing on the construction trades are also available through CWEST and ACE.



Program Descriptions: Pre-Apprenticeship Programs and Extra Support

1. The Center for Wooden Boats Job Skills Training Program

The Job Skills Program is designed to help young people build employment skills for a variety of careers – with a special focus on the maritime trades. Students will explore various skills and career pathways through field trips, guest speakers, and hands-on experience on the water. The program is designed around the school calendar, and offers a weekly stipend.

Minimum Qualifications:

- 16-22 years of age
- Working towards a GED or High School Diploma
- From a low-income and/or underserved background
- Legal to work in the US

More Information / To Apply: Contact Tyson Trudel at ttrudel@cwbc.org or visit <http://cwbc.org/classes/job-skills-training/>.

2. Apprenticeship Opportunities Program

This is an ANEW program that can provide various types of support to King County residents who are unemployed or under-employed and looking for help getting into livable wage jobs or apprenticeship positions. Qualified individuals can receive links to jobs, help on resumes and job applications, and even financial assistance to buy tools, pay union dues, and a variety of other job-related costs. ANEW also offers a trades-focused pre-apprenticeship training program – more information can be found at <http://anewaop.org/programs/pre-apprenticeship-trades-rotation-training-program/> or in the appendix of this guide.

Minimum Qualifications:

- Resident of Seattle or King County
- 18 years of age or older
- Must meet financial qualifications
- Pre-apprentice or under-employed apprentice

More Information / To Apply: Orientations are held every Tuesday at 2pm at 550 SW 7th. St, Suite B305 (3rd Floor), Renton, WA 98057. Call (206) 381-1384 for clarification on any details. See <http://anewaop.org> for more information

Program Descriptions: School Programs

3. Seattle-Area High School Programs

See below for more information about each program – including who to contact to learn more.

- **Ballard Maritime Academy:** A program for Ballard High School students, including oceanography and practical hands-on trips. Contact John Foster at (206) 252-1137 or jffoster@seattleschools.org for more information.
- The **Marine Science and Technology Program at the Puget Sound Skills Center** is part of the Highline Public Schools system. For more information, contact Joe Weiss at psscmarinelab@gmail.com or (206) 433-2107.
- The **Career Workplace Exploration in Skilled Trades (CWEST)** is open to any 16-or-older Seattle Public Schools high school student. It is intended for students who want to find out about careers in the skilled trades like carpentry, electrician, plumbing, welding, concrete, etc. To get this kind of experience, the students work two days a week for 3 hours on an actual jobsite in a one-to-one relationship with a journeyman mentor. (One of the jobsites is the Marine Maintenance Department at the Port of Seattle!) In the other three days, they work in the classroom and shop at Rainier Beach High School. For more information, contact Richard Ely at (206) 909-5566 or rbely@seattleschools.org.
- The **Apprenticeship and Construction Exploration (ACE)** is a school-to-work program based out of Cleveland and Franklin High Schools. Students attend a class at South Seattle Community College and the apprenticeship training centers for half a day, five days a week. For more information, contact (206) 605-7043.



Getting a First Job: Entry Level Opportunities

As a rule, the jobs in this section don't require much (if any) previous work experience, won't make you get any maritime licenses, and don't require a college education – though they do often require applicants to be over 18 years of age. Many offer good prospects for advancement and a good way to save money relatively quickly. Here's a quick overview of the jobs in this section:

Seasonal Positions in Seattle:

- **Argosy Cruises (1)** – These jobs are seasonal (with both summer and winter seasons), customer-service oriented jobs that offer low barriers and an opportunity to advance in both the maritime and hospitality industries – especially if the applicant is over 21 years of age. Pay is \$10-\$12 per hour.
- **Holland America (2)** – Offers seasonal customer-service jobs from April to September.
- **Small Boat Yards** – There are hundreds of jobs in the Seattle area that don't hire through big HR companies and offer excellent experiences for first-time workers. They are harder to find, though! Reach out to your local maritime resource people for more information!
- **Helper Positions at VIGOR Industrial** – Occasionally VIGOR posts entry-level “helper” positions on their website. Interested? Look at www.vigorindustrial.com/jobs for current listings.

Seasonal Positions in Alaska:

Fish Processing Jobs are generally available from early spring to early fall, and are an excellent opportunity for almost anyone who is willing to live in Alaska and work extremely hard. They do not require applicants to have any work history or ability to read English. Companies that hire seasonal fish processors include:

- **Trident Seafoods (3)**, US Seafoods, Icicle Seafoods, Peter Pan, and many more! Application procedures are not detailed for each company, but all are very similar to the process detailed under the entry for Trident Seafoods.
- **Gillnets in Bristol Bay (4)** have a slightly different hiring process because they are generally smaller, family-owned operations, so there is a separate listing for this entry.

Job Descriptions: Seattle-Based Jobs

1. Argosy Cruises in Seattle, WA

These jobs are seasonal, customer-service oriented jobs that offer low barriers and an opportunity to advance in both the maritime and hospitality industries – especially if the applicant is over 21 years of age. Pay is \$10-\$12 per hour.

Minimum Qualifications:

- Must be over 18, but **over 21 is preferred** as the boats serve alcohol
- Able to pass a drug test
- Legal right to work in the United States

Other Information:

- Argosy “hires the smile, then trains the skills” – which means that applicants with a positive demeanor but few skills will do very well in the hiring process.
- Summer season is the busiest, followed by December. Argosy hires year-round.
- A background check is part of the application process, as some employees will have direct contact with children and the elderly. Concerns include child abuse and/or sex-related crimes.

Advantages: Excellent opportunities to gain sea time and advance in the hospitality industry – many employees go on to work at Victoria Clipper or the Washington State Ferry system. Boats are based mainly in Seattle, but there are also lines running out of Kirkland, Everett, and the South Sound.

To Apply: Send a resume and short cover letter stating your qualifications and your available start date to: jobs@argosycruises.com. Make sure to state if you are over or under the age of 21. You can also apply in person at 1101 Alaskan Way, Seattle, WA 98101.

For More Information: Contact Captain Ralph Pease, VP Operations, (206) 396-0262, ralphp@argosycruises.com.

2. Holland America Line in Seattle, WA

Pier Agent jobs are seasonal, customer-service oriented jobs that offer low barriers and an opportunity to advance in both the maritime and hospitality industries. Holland America also hires Airport Agents and year-round Call Center staff.

Minimum Qualifications:

- Legal right to work in the United States
- Able to pass a background check (minor offenses are okay, but crimes related to the job – including theft and violent crimes will not be overlooked)

Other Information:

- Holland America is looking for people with excellent customer service skills, so experience in that area is a plus.
- Hiring begins in early spring, and the season lasts from April to September.

To Apply: Go to <https://www.hollandamerica.apply2jobs.com> to look for available seasonal positions.

Job Descriptions: Alaska-Based Jobs

3. Seasonal Fish Processor at Trident Seafoods

These jobs are demanding seasonal jobs that pay reasonably well – mostly because there is a lot of overtime work and very little opportunity to spend money. But for the right candidate, they can be an excellent opportunity to save a lot of money in not much time.

Minimum Qualifications:

- Must be interested in working 12-16 hours per day, seven days a week
- Can work legally in the US
- Must pass a drug test



Advantages:

- Summer processing jobs do not require work history and it is not necessary to be fluent in English. You also can get a job with drug or alcohol convictions - the hiring managers are mostly concerned that your record does not show a pattern of such offences.
- If you finish the season, your airfare and most of your expenses (including room and board) will have been paid for - so it's an excellent way to save up money quickly.
- If you work on a floating processor, you can advance onto the deck or engine crew through hard work and positive interactions with the existing crew. You can also get jobs on a salmon tender without an AB or OS through your experience as a processor.
- Year-round opportunities also exist in Seattle at Pier 91 and in Everett - especially if you have welding or electrical skill. Temp agencies like Labor Ready also contract often with Trident.

Other Qualifications: Ideal applicants for seasonal seafood processing have a consistent work history and are willing to be flexible and transfer to different processing plants throughout Alaska.

Pay Rate: Pay varies depending on the season and how many fish are being caught, but entry level workers can expect to work for \$7.75/hour (with overtime at \$11.62/hour) for about 100 hour weeks. A good six week season could net about \$6000

How to Apply: Fill out an application online at <http://www.tridentseafoods.com>, under "Join Our Team." Pick the button that says "Seasonal Jobs," then find one of the jobs listed under the title "processor."

Don't worry too much about where you choose to go - the recruiter will finalize that with you at your interview, and can help you match your location to the kind of work you want to do and your time frame. Then, attend an interview. The interviewer will spend about five minutes with each applicant. If you are offered a job you must then complete a health questionnaire and show up on the day you are scheduled to start.

When to Apply: Trident does major hiring for its seasonal jobs twice per year (early winter and early summer), and then a smaller amount of hiring in early spring.

Caseworker Note: Email Sean Casady (scasady@tridentseafoods.com) names of applicants and the email they used to apply online or the last four digits of their social, and he will look out for your applicants.

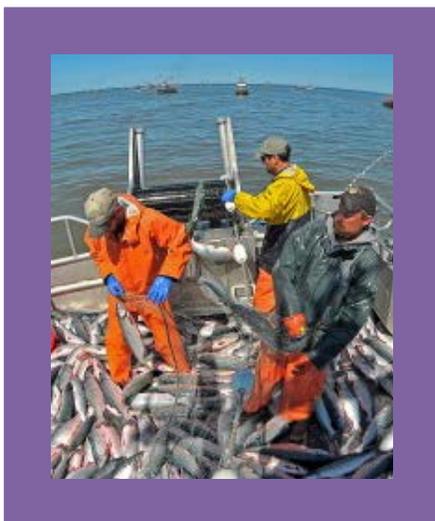
4. Gillnets in Bristol Bay, Alaska

This is a summer-time position fishing for salmon in beautiful Bristol Bay, Alaska. Pay depends on the year's catch, the pay structure (by the hour vs. a percentage of the boat's catch), and the particular boat you work on (set-net vs drift gillnet) – but it can average to about \$5,000 a summer.

Minimum Qualifications: Willing to work hard and potentially without much sleep; can get along with people while living in close quarters.

- Must be over 18
- Must have a state ID

Some employers will do drug testing and expect employees to be drug and alcohol free for the season; others don't necessarily care.



Advantages: Applicant does not need any maritime licenses or paperwork; employer will often pay for food, housing, and transportation to Alaska; colorblindness isn't a problem; room for advancement in smaller boats. Pay is either a certain percentage of the catch or a flat wage rate.

Other Information: The salmon season runs from mid-June to July or August; canneries will open a bit earlier and close a bit later. Strong applicants will have strong references, as most hiring is through word of mouth.

To Apply: Most of the jobs in this area tend to be gotten through word of mouth and family connections, but there are jobs posted on Craigslist and the classifieds on naitonalfishermen.com, wwoofish.com, and workboat.com. Also

feel free to contact Danielle Rynning at danielle.rynning@gmail.com for possible family connections.

Room for Advancement: Apprenticeship and Training Programs

The opportunities listed in this section are job-based training programs that provide training for a variety of maritime careers. All are paid and will eventually lead to a journeyman certification in the industry. The apprenticeship programs listed in this section currently focus on shore-based vocations like painting, bright work (having to do with varnishing wood on a boat), repair, electrical, rigging, sail-making, welding, cabinetry, longshoremen (a person who loads and unloads ships), and much more! Also keep in mind that several of the programs listed in previous sections can help applicants navigate the application process for these jobs – most notably ANEW's Apprenticeship Opportunities Program. You don't have to go it alone!

- **Boilermakers (1)** assemble, install, and repair boilers, close vats, and other large vessels or containers that hold liquids and gases. Median pay for a boilermaker is \$27.19 per hour.
- **Refrigeration Fitters (2)** install and service all types of refrigeration and air conditioning systems.
- **South Seattle Community College (3)** offers boilermaker and marine electrician apprenticeships at their Georgetown Campus. Descriptions of these (and other non-maritime specific) programs can be found at <http://georgetown.southseattle.edu/AEC/apprenticeships.aspx>.
- **Other Apprenticeship Opportunities (4)** are always being posted at the Labor and Industries website. Some relate to maritime and others do not, but all are good opportunities!



Apprenticeship Opportunities:

1. Boilermaker Apprenticeships in Seattle, WA

Boilermakers assemble, install, and repair boilers, close vats, and other large vessels or containers that hold liquids and gases. Median pay for a boilermaker is \$27.19 per hour.

Minimum Qualifications:

- Must be over 18
- High school diploma or GED
- Must provide photocopies of Birth Certificate and Diploma or GED
- Legal right to work in the United States

Other Information:

- Must be physically capable of performing the work of the trade, including the possibility of working in confined spaces or at great heights.
- Complete at 6000 hour comprehensive training program.
- Attend 144 hours of classroom instruction per year on personal time.
- Drug/alcohol test required after taking apprenticeship

To Apply: Call (928) 645-0277 for more information, email westernstatesjac@gmail.com, or look for more information at Boilermakers Local #502, 16621 110th Avenue East, Puyallup, Washington, 98374, (253) 435-0332.

2. Refrigeration Fitters Apprenticeship in Seattle, WA

Refrigeration fitters install and service all types of refrigeration and air conditioning systems. This includes commercial, industrial, and residential applications and, in addition to the related piping, they also set and connect all of the specialized equipment necessary for the job.

Minimum Qualifications:

- Must be over 18
- High school diploma or GED
- Passed the Compass Exam
- Legal right to work in the United States
- Valid WA Driver's License

Other Information:

- Must be physically capable of performing the work of the trade, including the possibility of working in confined spaces or at great heights.

For More Information: Call (360) 486-9400, or visit the Southwest Washington Pipe Trades Training Center, 8501 Zenith Court NE, Lacey, Washington, during normal business hours. Currently, the JATC office is open Monday through Friday 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm; excluding holidays.

3. South Seattle Community College Apprenticeship Programs:

The Georgetown Campus of SSCC offers a variety of apprenticeship programs, including Marine Electrician and Boilermakers. Visit <http://georgetown.southseattle.edu/AEC/apprenticeships.aspx> for the most up-to-date information.

Information on Boilermaker Apprenticeship:

Boilermakers are complete metal fabricators who build and repair ships, fishing boats, ferries, barges, cranes, offshore drilling platforms, boilers, tanks, pressure vessels, plate and structural fabrications. Boilermakers perform welding, automatic and manual burning, blueprint reading, layout and template making, CAD (computer aided drawings), rigging, operation of mobile and stationary cranes, operation of shears, brakes, rolls, drill press, saws and all other metal fabrication equipment.

Contact: Phone: (206) 624-470, Email: boilermakerapprenticeship@gmail.com

Information on Marine HVAC and Electricians:

This program includes basic electrical training, blueprint reading, power tool skills training, repair of electrical boxes, electrical materials, ship construction techniques, including tanks, wire-ways, welding brackets, cabling, tagging, power generation, power distribution, load testing of AC/DC systems, lighting, phones, propulsion system cabling, weapon systems, communication systems, combat information center systems, welding, testing and industrial safety courses. The Marine Electrician is able to install, repair and maintain marine electrical systems. Completion of the apprenticeship allows the student to apply for an EL01 License.

Contact: Phone: (253) 395-6500, Email: harry@ibew46.com

4. Labor and Industries Approved Apprenticeship Programs:

The Washington Department of Labor and Industries keeps a list of apprenticeship programs that have current openings in the state. Prospective applicants can search by county, type of program, or availability. Most of these are focused on the construction trades, but are certainly worth taking a look at. See <http://www.lni.wa.gov/TradesLicensing/Apprenticeship/Programs/default.asp> for more information.

Taking the Next Steps: Maritime School and Training Programs

The programs in this section offer unparalleled opportunities to gain traction in the maritime industry, but they require a level of commitment and screening that may be a huge barrier to some. However, many of the programs are free or easily pay for themselves, and some even guarantee first jobs upon graduation! A strong desire to go into a maritime career is a prerequisite for any of these programs.

Seattle-Based Programs:

- The **Vigor/SCC Shipyard Welding Program (1)** is a partnership between South Seattle Community College and Vigor industrial. Students will be prepared for shipyard-specific welding positions in this two quarter program.
- The **Seattle Maritime Academy (2)** offers on-the-water training in marine engineering and deck technology, preparing students for an entry level position on a boat. Seattle Central also offers a certificate in Marine Carpentry (Boatbuilding).

Regional Programs:

- The **Job Corps Seamanship Program (3)**, in Astoria, Oregon, is a free program that prepares students to work on boats with some of the most basic certifications needed for both deck and engine room positions.
- The **Skagit Valley College Marine Maintenance Technology (4)** program in Anacortes, is focused on boat-building and repair. For those interested in the new field of sustainable maritime careers, this program is one of the best local schools to learn innovative new techniques.
- The **Apprentice Program at the Puget Sound Naval Shipyard & Intermediate Maintenance Facility (5)**, in Bremerton, WA offers paid tuition, on-the-job training, and career opportunities through a four year school program at Olympic College.
- **Clatsop Community College (6)** offers practical, on-the-water courses for entry-level deck positions. An introduction to maritime careers is also offered.
- **Other Regional Programs (7)** that offer certificates in marine manufacturing and technology are listed, along with the type of certificate they offer.

National Programs:

- The **Paul Hall Center (8)**, in Piney Point, Maryland, offers free tuition and a guaranteed first job after graduation to students who can pay to get to and from the training center.
- Several **Other Maritime Academies (9)** offer excellent programs for students looking to train as officers.

Other Concerns:

- **Free Tuition:** Job Corps, Puget Sound Naval Shipyard, Paul Hall Center
- **On-the-Water Training:** Paul Hall, Job Corps, Seattle and Other Maritime Academies
- **Land-Based Training:** VIGOR, Puget Sound Naval Shipyard, Skagit Valley College Marine Maintenance Technology Program
- **Financial Aid Resources** are listed in the descriptions for various opportunities, but many low-income students qualify for aid in the form of grants or loans. See www.startnextquarter.org for some options in the Seattle area. Generally, the best advice for funding is to go to the Workforce Office – not the regular financial aid office – because most of the funding (basic food, worker retraining, WorkFirst, etc). is only through the Workforce office. WIA funding is also available through WorkSource agencies and could be a potential source of funding.



Program Descriptions: Seattle-Based Programs

1. Vigor/SCC Shipyard Welding Program in Seattle, WA

You'll be prepared for shipyard-specific welding and fitting positions with wages of \$14-\$20 an hour—and begin a career path to higher-level training and higher-paying jobs.

Minimum Qualifications: Mechanical abilities and interests and in need of updated skills or retraining for the manufacturing industry

- Must be over 18
- Able to pass a drug test
- High school diploma or GED
- Math skills at a pre-algebra level
- Can understand, read, and write English at an intermediate level

Funding Eligibility: Some funding may be available if you are any one of the following:

- Low income and/or unemployed
- Receiving unemployment or basic food stamps
- A Veteran

Important Dates and Class Times:

- Information Sessions – May 29 and June 5
- Preparation Training – June 10 – June 28
- Class Times – July 1 – December 13 (two quarters), 9am-2pm Monday-Friday

To Apply: Call (206) 934-5814, email Mary.Lockman@seattlecolleges.edu, or look for more information at www.southseattle.edu.

2. Seattle Maritime Academy (Seattle Central Community College)

This program, though Seattle Central Community College, trains students for a career in the maritime industry. It includes classroom instruction, on-the-water training, and an at-sea internship. 95% of graduates find work in the maritime industry.

Minimum Qualifications:

- Must be over 18
- High school diploma or GED

Funding Eligibility: Seattle Central offers funding in the form of grants, federal loans, and scholarships. See <http://seattlecentral.edu/payforcollege/index.php> for more information.

To Apply / More Information: Call (206) 934-2647, dflath@seattlecolleges.edu, or look for more information at <http://seattlecentral.edu/maritime/>

Program Descriptions: Regional Programs

3. Job Corps Seamanship Program in Astoria, OR

For young people (16-24) who know they want to work on boats, Job Corps offers the chance to get credentials, a GED, and gain experience in the industry. Individuals are expected to commit up to two years to the program.

Requirements:

- Be age 16-24
- Meet income guidelines
- Legal to work in the US
- Be able to test clean by the first day of the program
- Be able to read at the 9th grade level

To Apply: Applying for the Seamanship Program can take quite a while, as there is a 6-12 month waiting list (it is the only program of its kind in the US).

- Attend an orientation (which are held every single week in various locations)
- Complete an application packet (including birth certificate, passport, social security card, school information, a TWIC card, a union referral from the IBU)
- Have a one-on-one interview and complete a health questionnaire (seamanship applicants cannot have major unmanaged medical issues and must have color vision)

For More Information: Contact Donelle Akers at (206) 622-6593 x 15, or akers.donelle@jobcorps.org

4. Marine Maintenance Technology at Skagit Valley College in Anacortes, WA

In this one to two-year program, you'll learn the skills and receive the training you need to launch your career in boat and shipbuilding and repair-refit industries.

Minimum Qualifications:

- Must be over 18
- High school diploma or GED
- Can understand, read, and write English at an intermediate level

For More Information: See http://www.skagit.edu/directory.asp_Q_pagenumber_E_209

5. Apprentice Program at the Puget Sound Naval Shipyard & Intermediate Maintenance Facility in Bremerton, WA

Student Trainees (Apprentices) are paid while attending classes at Olympic College during regular working hours Monday through Friday, every two weeks. The two weeks following the school weeks are full on-the-job training workweeks.

Minimum Qualifications:

- 18 years old
- US Citizenship
- Placement Exam Scores or Equivalent Transcripts
- Physical Capacity Exam
- Medical Exam
- Security Clearance

For More Information: See <http://www.navsea.navy.mil/shipyards/puget/page/StudentTrainee.aspx>

6. Clatsop Community College in Astoria, OR

Clatsop Community College offers three options for students seeking a degree in the field – a two-year program for students aiming to gain an entry level position, a one-year certificate, and an introductory course to the maritime industry. Keep in mind that Washington residents will need to pay out-of-state tuition for this program.

For More Information: Visit the Clatsop Community College [website](#).

7. Marine Manufacturing & Technology Programs and Related Programs

An updated version of this list can be found on the Northwest Center of Excellence for Marine Manufacturing and Technology [website](#).

- Bellingham Technical College: www.btc.ctc.edu
 - Welding Technology
 - Heating, Ventilation, Air Conditioning & Refrigeration (HVAC)
- Big Bend Community College: www.bigbend.edu
 - Welding
- Clark College: www.clark.edu
 - Mechatronics (Combines electronics and engineering)
 - Welding Technology
- Clover Park Technical College: www.cptc.edu

- Material Science: Composites
- Welding Technology
- Columbia Basin College: www.columbiabasin.edu
 - Manufacturing Technology
 - Welding Technology
- Compass Courses: www.compasscourses.com
 - Basic Safety Training
 - Radar
 - Firefighting
 - PSC/Lifeboatman
 - Able Seaman
 - Bridge Resource Management
 - Captain/Mate
- Crawford Nautical School: www.crawfordnautical.com
 - Tankerman PIC
 - Radar
 - Bridge Resource Management
 - Engineering
- Edmonds Community College: www.edcc.edu
 - Materials Science Technology
 - Manufacturing & Materials Technology
- Everett Community College: www.everettcc.edu
 - Advanced Manufacturing & Composites
 - Welding & Fabrication
- Grays Harbor College: www.ghc.edu
 - Welding Technology
- Green River Community College: www.greenriver.edu
 - Machining & Manufacturing Technology
 - Welding Technology
- Lake Washington Institute of Technology: www.lwtech.edu
 - Electronics Technology
 - Motorcycle, Marine & Power Service Technology
 - Welding Fabrication & Maintenance
- Lower Columbia College: www.lowercolumbia.edu
 - Mechanical Engineering Technology
 - Manufacturing
 - Welding
- North Pacific Fishing Vessel Owners Association:
www.npfvoa.org



- Basic Safety Training
- Firefighting & Personal Survival Techniques
- Emergency Drill Instructor Workshop
- Medical Emergencies at Sea
- North Seattle Community College: www.northseattle.com
 - Electronics Engineering Technology
 - Electronics Technology
- Olympic College: www.olympic.edu
 - Electronics
 - Industrial Trades
 - Manufacturing Technology
 - Welding
- Peninsula College: www.pc.ctc.edu
 - Composite Structures
 - Welding
- Renton Technical College: www.rtc.edu
 - Welding
 - Refrigeration Technology
- Shoreline Community College: www.shoreline.edu
 - Manufacturing
- Skagit Valley College: www.skagit.edu
 - Composites Technology
 - Marine Systems
 - Marine Propulsion
 - Welding Technology
- South Puget Sound Community College: www.spscc.ctc.edu
 - Welding
- South Seattle Community College: www.southseattle.edu
 - Diesel and Heavy Equipment
 - Engineering Technology
 - Welding Fabrication Technology
- Spokane Community College: www.scc.spokane.edu
 - Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R)
 - Hydraulic and Pneumatic Automation Technology
 - Welding and Fabrication
- Walla Walla Community College: www.wvcc.edu
 - Welding Technology
- Wenatchee Valley Community College: www.wvc.edu



- Electronics
- Welding and Fabrication
- Pacific Maritime Institute: www.mitags-pmi.org
 - AB to Mate Program
 - Chief Mate/Master Program
 - Workboat Academy Program
- Fremont Maritime: www.fremontmaritime.com
 - Basic Safety Training
 - Firefighting
 - Damage Control
 - Lifeboatman, Towing, and Fast Rescue Boat
 - Fishing
 - Medical Care Provider
 - Superyacht Training
 - Tankerman PIC
- Northwest School of Wooden Boat Building: www.nwboatschool.org
 - Contemporary Boatbuilding
 - Traditional Large Craft
 - Traditional Small Craft

Program Descriptions: National Programs

8. Paul Hall Center at Piney Point, MD

For applicants who want to take a maritime career to the next level and can pay for the costs of a passport and various other sundries - this may be the place!

Minimum Qualifications:

- Must be 18 or older.
- Must be eligible to work in the United States. Must be able to get an MMC and TWIC card.
- Cannot be on any form of probation or parole.
- Physical Requirements: Teeth in good medical condition, normal blood pressure, color vision, have good corrected vision.

Advantages: The school's apprenticeship program is completely free (except transportation to Piney Point, MD), and students will be guaranteed a first job after graduation.

To Apply: Go to <http://www.seafarers.org/jobs/ua.html> and fill out the application. It is a very involved, several part application process, including an essay and getting your MMC and TWIC card. You can also call 1-877-235-3275 for more information.

9. American Maritime Academies

These schools will prepare students for work at the officer level on a workboat. As such, they require students to have a very good command of academic tasks as well as the discipline to live on their own. Financial aid is available in many forms; however, many students are easily able to pay off their loans within a couple of years.

School Options:

- [California Maritime Academy](#), (Vallejo, CA)
- [Great Lakes Maritime Academy](#), (Traverse City, MI)
- [State University of New York Maritime College](#), (Throggs Neck, NY)
- [U.S. Coast Guard Academy](#), (New London, CT)
- [U.S. Merchant Marine Academy](#), (King's Point, NY)
- [U.S. Naval Academy](#), (Annapolis, MD)
- [Texas Maritime Academy](#), (Galveston, Texas)
- [Maine Maritime Academy](#) (Castine, ME)
- [Massachusetts Maritime Academy](#) (Buzzards Bay, MA)

Several Colleges and Universities also offer programs in Naval Engineering, Naval Architecture, Marine Engineering, and Ocean Engineering. For a complete listing of these schools, see the Society of Naval Architects and Engineers at <http://www.sname.org/educationoptions/careersinthemaritimeindustry>.



CASEWORKER'S
GUIDE

APPENDIX

Beyond Maritime: Opportunities in Other Industries

There are a variety of reasons someone might not want to be in the maritime industry at the moment, but there is a lot of crossover potential for folks who just need a little more support learning basic job skills. The programs in the section are not maritime-specific, but they could be a stepping stone towards a stable, well-paid career in various sectors – maritime or otherwise:

Pre-Apprenticeship Programs and Extra Support:

- **Programs Specifically for Court-Involved and Homeless Youth (1)** include the Tile Program (YouthCare), Barista Program (YouthCare), WAGES Internship (YMCA Young Adult Services), Zine Project (UDYC), YouthTech (Youth Care), and YouthBuild (Youth Care).
- **The Apprenticeship Opportunities Program (2)** is for adults (over 18) who need extra one-on-one support to get into the jobs in the skilled trades.
- The **Pre-Apprenticeship Trades Rotation Program (3)** is for low-income women who are looking to get into an apprenticeship but need some support exploring their opportunities.
- **Labor and Industries Pre-Apprenticeship Programs (4)** could be a good match for any individual needing to improve their basic skills before applying to an apprenticeship.
- **Goodwill Industries** offers free job training and education classes at various centers in the Puget Sound. These classes are a good fit for job-seekers who need basic English classes, support getting into the right program, and basic skills or GED training. See the Goodwill Seattle [website](#) for more information.

Program Descriptions: Pre-Apprenticeship Programs and Extra Support

1. YouthCare Programs

YouthCare offers a variety of paid programs for homeless and marginally housed youth throughout the Seattle area Youth ages 15-24 may qualify – find out more at <http://www.youthcare.org/find-help/employment>.

2. Apprenticeship Opportunities Program

This is an ANEW program that can provide various types of support to King County residents who are unemployed or under-employed and looking for help getting into livable wage jobs or apprenticeship positions. Qualified individuals can receive links to jobs, help on resumes and job applications, and even financial assistance to buy tools, pay union dues, and a variety of other job-related costs.

Minimum Qualifications:

- Resident of Seattle or King County

- 18 years of age or older
- Must meet financial qualifications
- Pre-apprentice or under-employed apprentice

More Information / To Apply: Orientations are held every Tuesday at 2pm at 550 SW 7th. St, Suite B305 (3rd Floor), Renton, WA 98057. Call (206) 381-1384 for clarification on any details. See <http://anewaop.org> for more information.

3. Pre-Apprenticeship Trades Rotation Program (Training)

This ANEW (Apprenticeship and Non-Traditional Employment for Women) program is a great option for women who are not sure exactly what kinds of apprenticeships they are interested in. The 12-14 week program offers several useful certifications, math and technical tutoring, and exposure to various different apprenticeship programs.

Minimum Qualifications:

- 18 years of age or older
- GED or High School Diploma (or ability to finish before end of program)
- Valid WA State Driver's License (or ability to reinstate license by end of program)
- Social Security Card
- Reliable Transportation
- Ability to pass a drug test

More Information / To Apply: Orientations are held every Tuesday at 2pm at 550 SW 7th. St, Suite B305 (3rd Floor), Renton, WA 98057. Call (206) 381-1384 for clarification on any details. See <http://anewaop.org> for more information.

4. Labor and Industries Approved Pre-Apprenticeship Programs

The Washington Department of Labor and Industries keeps a list of pre-apprenticeship programs for people who need to improve their basic skills before applying to an apprenticeship program. Most of these are focused on the construction trades. See

<http://www.lni.wa.gov/tradeslicensing/apprenticeship/about/introprog/> for more information.



Getting a TWIC Card: Appendix of Disqualifying Offenses

Getting a TWIC Card: Disqualifying Offenses

DISQUALIFICATION, WAIVERS, AND APPEALS

Disqualification

What can disqualify me from getting a TWIC?

- An individual who lacks lawful presence and certain immigration status in the United States, has a connection to terrorist activity, has been determined to lack mental capacity or was convicted of certain crimes will be ineligible for a TWIC.

What if I do not meet the qualification standards?

- Applicants who are denied a TWIC will be notified of the reason for denial and instructed on how to apply for an appeal or waiver. Once issued a TWIC, the applicant has the continuing obligation to inform TSA if he or she is no longer eligible for a TWIC.

What are the disqualifying offenses? What are the waiver policies for each type of offense?

- Parts A and B provide a comprehensive list of disqualifying offenses and the waiver policies for each.

Part A – Permanent Disqualifying Offenses

Conviction for one of the following felonies is disqualifying regardless of when it occurred, and the applicant is not eligible for a waiver.

1. Espionage or conspiracy to commit espionage.
2. Sedition, or conspiracy to commit sedition.
3. Treason, or conspiracy to commit treason.
4. A federal crime of terrorism as defined in 18 U.S.C. 2332b(g), or comparable State law, or conspiracy to commit such crime.

Conviction for one of the following felonies is disqualifying regardless of when it occurred, and the applicant may apply for a waiver.

5. A crime involving a transportation security incident. A transportation security incident is a security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area, as defined in 46 U.S.C. 70101. The term "economic disruption" does not include a work stoppage or other employee-related action not related to terrorism and resulting from an employer-employee dispute.
6. Improper transportation of a hazardous material under 49 U.S.C. 5124, or a State law that is comparable.



Getting a TWIC Card: Appendix of Disqualifying Offenses

7. Unlawful possession, use, sale, distribution, manufacture, purchase, receipt, transfer, shipping, transporting, import, export, storage of, or dealing in an explosive or explosive device. An explosive or explosive device includes an explosive or explosive material as defined in 18 U.S.C. 232(5), 841(c) through 841(f), and 844(j); and a destructive device, as defined in 18 U.S.C. 921(a)(4) and 26 U.S.C. 5845(f).
8. Murder.
9. Making any threat, or maliciously conveying false information knowing the same to be false, concerning the deliverance, placement, or detonation of an explosive or other lethal device in or against a place of public use, a state or government facility, a public transportation system, or an infrastructure facility.
10. Violations of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. 1961, *et seq.*, or a comparable State law, where one of the predicate acts found by a jury or admitted by the defendant, consists of one of the crimes listed in Column A.
11. Attempt to commit the crimes in Part A, items 1 – 4.
12. Conspiracy or attempt to commit the crimes in Part A, items 5 – 10.

Part B – Interim Disqualifying Offenses

Conviction for one of the following felonies is disqualifying if the applicant was convicted, pled guilty (including 'no contest'), or found not guilty by reason of insanity within 7 years of the date of the TWIC application; OR if the applicant was released from prison after conviction within 5 years of the date of the application. The applicant may apply for a waiver.

1. Unlawful possession, use, sale, manufacture, purchase, distribution, receipt, transfer, shipping, transporting, delivery, import, export of, or dealing in a firearm or other weapon. A firearm or other weapon includes, but is not limited to, firearms as defined in 18 U.S.C. 921(a)(3) or 26 U.S.C. 5845(a), or items contained on the U.S. Munitions Import List at 27 CFR 447.21.
2. Extortion.
3. Dishonesty, fraud, or misrepresentation, including identity fraud and money laundering where the money laundering is related to a crime described in Columns A or B. Welfare fraud and passing bad checks do not constitute dishonesty, fraud, or misrepresentation for purposes of this paragraph.
4. Bribery.
5. Smuggling.
6. Immigration violations.
7. Distribution of, possession with intent to distribute, or importation of a controlled substance.
8. Arson.
9. Kidnapping or hostage taking.
10. Rape or aggravated sexual abuse.



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11. Assault with intent to kill.
12. Robbery.
13. Fraudulent entry into a seaport as described in 18 U.S.C. 1036, or a comparable State law.
14. Violations of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. 1961, *et seq.*, or a comparable State law, other than the violations listed in Part A, item 10
15. Conspiracy or attempt to commit felonies listed in Part B.

What if a conviction is "exonerated?"

- If a conviction is expunged or pardoned, the criminal records may reveal this. If they do not, TSA sends the applicant a Preliminary Determination of Ineligibility letter explaining what the records show and how the applicant can correct inaccurate records.

What if my initial disqualifying crime is no longer applicable? Can I reapply for a TWIC?

- Applicants are encouraged to reapply if their initial disqualifying offense is no longer applicable. Applicants will need to understand the nature of the initial disqualification and the corresponding look-back periods of 5 or 7 years if applicable. Reapplying can occur as long as there are no secondary disqualifying events.

What if I have a disqualifying crime that was expunged from my record?

- The applicant should proceed with TWIC enrollment as though they do not have a disqualifying offense, as long as the record is truly expunged. Per 49 C.F.R. §1570.3, a conviction is expunged when "the conviction is removed from the individual's criminal history record and there are no legal disabilities or restrictions associated with the expunged conviction, other than the fact that the conviction may be used for sentencing purposes for subsequent convictions." However, if the applicant is a credentialed mariner or intends to apply for a mariner credential, he or she must report convictions that were expunged on their application to obtain the MMC. Failure to disclose expunged convictions could result in a determination that the application for the mariner credential is fraudulent.

Can a person under indictment apply for a TWIC? Do they still have the appeal and waiver process available to them?

- An individual under indictment for a disqualifying criminal offense may not hold a TWIC until the indictment is dismissed. If the applicant has an indictment pending, the applicant could apply for a waiver; however, a request for a waiver does not guarantee that a waiver will be granted.

Waivers and Appeals

What options are available to me if I am initially determined to be ineligible for a TWIC?

- Applicants who are initially determined to be ineligible for a Transportation Worker Identification Credential (TWIC) will be provided with TSA's justification for denial, and



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instruction for how to apply for an appeal or waiver. The process is straight forward, and no legal knowledge is needed, nor is legal representation necessary. Requests may be typed or handwritten.

- Appeal -- If you believe you that you should not have been determined to be ineligible for a TWIC (i.e. you may think the decision was based on incorrect court records or incorrect information provided at enrollment), you may request an appeal. You may request copies of the materials that TSA used to make the determination to assist you in deciding whether a correction must be made to your court records and/or what information must be provided to justify your appeal.
- Waiver -- If you have a disqualifying offense, meet the description of mental incapacity, or are an alien under temporary protected status, you may request a waiver. When completing a waiver request, the applicant should describe why he/she no longer poses a security threat. Information that assists TSA with this determination includes:
 - The circumstances surrounding the conviction.
 - The length of time the applicant has been out of prison if sentenced to incarceration.
 - The applicant's work and personal history since the conviction.
 - Whether the applicant made restitution or completed mitigation remedies, such as probation or community service.
 - References from employers, probation officers, parole officers, clergy, and others who know the applicant and can attest to his/her responsibility and good character.
 - If denied due to mental incapacity, court records or official medical release documents that relate to the applicant's mental health may also be included with the waiver request.
 - If an alien under temporary protected status, information attesting to that.

What options are available if I am denied an appeal or waiver?

- Appeals and Waivers Related to Immigration Status
 - If an applicant's appeal or waiver is denied because he or she was unable to prove immigration eligibility to hold a TWIC, then the applicant may re-enroll when he or she has documents that prove immigration eligibility.
- Appeals Related to Disqualifying Criminal Offenses
 - If an applicant's appeal is denied because he or she was unable to prove that a disqualifying criminal offense has been expunged or that the applicant has been pardoned, then the applicant may file a waiver.
- Waivers Related to Disqualifying Criminal Offenses
 - If an applicant's waiver for a disqualifying criminal offense has been denied, then the applicant may request a review by an Administrative Law Judge (ALJ), a third



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party who reviews the information pertaining to an individual's case.. Additional information on the ALJ process is available in section 49 CFR 1515.111.

What is the timeframe for submitting a request for an appeal or a waiver?

- Applicants must send appeal and waiver requests to TSA within 60 days of receiving TSA's Preliminary Determination of Ineligibility letter. If the applicant does not respond to TSA within 60 calendar days, TSA's decision regarding the applicant's eligibility for a TWIC automatically becomes final, and the applicant is disqualified from holding a TWIC.
- If an applicant needs more than 60 days to respond, then the applicant should send a letter to TSA asking for an extension. Any requests for time extensions will automatically be granted by TSA.

Where do I send appeals or waivers requests?

- Fax Number: 540-710-2763 OR 540-710-2783
- Mailed via U.S. Postal service (note: Registered Mail is accepted) to:
Transportation Security Administration
TSA TWIC Processing Center
P.O. Box 8118
Fredericksburg, VA 22404-8118
Please remember to include the cover sheet (that was provided with your letter from TSA) and all supporting documentation when faxing or mailing your material.

Can I see a sample Preliminary Determination of Ineligibility letter?

- [Click here](#) to see a sample letter. Note these letters are tailored to the individual and their circumstances.
- **If someone has received an initial determination of ineligibility, can he or she access secure areas of a port pending the appeal/waiver process or does the applicant have to wait for its completion?**
 - Access to these areas will depend on the owner/operator security plan and their escorting procedures, as well as the enforcement and compliance date for that particular USCG Captain of the Port zone.

Maritime Licensing Requirements

Coast Guard Licensing with the New STCW Requirements

Over the past few years, licensing has become more difficult because of the recently implemented STCW (Standards of Training, Certification, and Watchkeeping) requirements. It is very important that you take some time reading over the requirements specific to your situation so that you are well-informed of the latest changes. Know what your training, sea time, and experience entitle you to before going to a Coast Guard Regional Exam center with your paperwork. More information can be found about licensing and STCW at the National Maritime Center (NMC) website <http://www.uscg.mil/nmc/default.asp>.

Starting Out

To get almost any entry level position in the maritime industry, you will need to apply for a Transportation Worker Identification Credential (TWIC) Card and a Merchant Mariner's Document (MMD). These credentials will allow you to apply for entry-level positions in the industry – or, if your experience is sufficient, to apply for higher-level positions and certifications as well.

Following is a list of the major certifications in the three main departments of a workboat:

Deck Department	Engineering Department	Steward's Department
Ordinary Seaman (Entry Level – Only need MMD & TWIC Card)	Wiper (Entry Level)	Steward's Assistant (Entry Level – Only needs MMD and food handler's permit – which can be obtained online for \$10)
Able Seaman (Certification requires a certain number of hours' experience – depending on the specific license needed – and passing a practical test)	Qualified Member of the Engineering Department (Must pass QMED General Knowledge Examination as well as at least one specialized test for specific systems, like refrigeration or fireman)	Chief Cook (Unlicensed position – may require specialized training and/or a certain amount of experience)
Boatswain (Requires further experience and testing)	Oiler (Requires further experience and testing)	Chief Steward (Requires further experience and testing)
Third Mate / Officer (Some training programs can lead directly to this certification)	Junior Engineer	Purser (Ship's supplier – Requires administrative and logistics training)
Second Mate / Officer	Third Engineer (Some maritime academies prepare mariners directly for this position)	
Chief Mate / Officer	Second Engineer	
Captain	Chief Engineer	

Getting your Transportation Worker Identification Credential (TWIC) Card

The **Transportation Worker Identification Credential** (or **TWIC**) program is a [Transportation Security Administration](#) and [U.S. Coast Guard](#) initiative in the [United States](#). The TWIC program provides a tamper-resistant biometric credential to maritime workers requiring unescorted access to secure areas of port facilities, outer continental shelf facilities, and vessels regulated under the [Maritime Transportation Security Act of 2002](#), or MTSA, and all U.S. Coast Guard [credentialed merchant mariners](#). (Wikipedia)

(from http://www.tsa.gov/what_we_do/layers/twic/twic_faqs.shtm#twic_process)

- **Step One: Check Eligibility**
 - An individual must be a U.S. citizen or fall into an eligible immigration category (click [here](#) for immigration categories) and cannot have been convicted of [certain crimes](#). In addition, individuals cannot be connected to terrorist activity or lack mental capacity.
- **Step Two: Pre-Enroll and Schedule an Appointment**
 - During pre-enrollment, applicants will:
 - Enter biographic information required for the security threat assessment. (This will require your Social Security Number, Alien Registration Number, or Visa Number)
 - Make an appointment at the enrollment center
 - Pre-enrollment is available by [clicking here](#).
- **Step Three: Gather Documents**
 - TWIC applicants are required to provide identity verification documents to complete the enrollment process. The attached document covers U.S. citizens born within the United States, as well as U.S. citizens born abroad. Applicants are required to present acceptable documentation from this list at the time of enrollment. [Click here](#) to access the latest listing of acceptable documents.
- **Step Four: Enroll**
 - Applicants must visit an enrollment center where they will:
 - Complete a TWIC Disclosure and Certification Form
 - Pay the enrollment fee (currently \$129.75)
 - Provide biographic information (if applicant did not pre-enroll) and a complete set of fingerprints
 - Sit for a digital photograph
- **Step Five: Pick up TWIC**
 - Applicants will be notified by email or phone, as specified during enrollment, when their TWIC is available at the enrollment center
 - Applicants must return to the center at which they enrolled to pick up their TWIC (unless they specify another enrollment center at the time of enrollment)
 - TWICs will be issued to workers 6 – 8 weeks after enrollment
 - Applicants can check the status of their card and schedule a pick-up appointment by [clicking here](#)

Getting your Merchant Mariner's Document (MMD)

An entry-level **Merchant Mariner's Document** (MMD), previously called a **Z-Card**, allows a mariner to work on the deck as an Ordinary Seaman (OS), in the engine department as a Wiper, or in the steward's department as a Food Handler (FH). With experience and testing, qualified ratings such as Able Seaman (AB) or Qualified Member of the Engine Department (QMED) can be obtained. (Wikipedia)

- **Step Zero: Apply for a TWIC Card**
 - The first item in the MMC application is proving that you either hold a valid TWIC (photocopy of TWIC) or have applied for a TWIC (TWIC application receipt). So make sure to apply for a TWIC Card first!
- **Step One: Check Eligibility**
 - With few [exceptions](#) you must be a United States citizen in order to obtain a Mariner Credential.
 - Depending on the endorsement(s) you are applying for, the minimum age can range from 16 (with parental consent) to 21. If you are between the age of 16 and 18, then you must present a notarized statement of consent from a parent or legal guardian providing written permission for you to go to sea.
- **Step Two: Get a Physical**
 - In order to obtain an MMC you must pass a physical exam. Have your Doctor complete CG-719K or CG-719K/E. Medical forms can be downloaded [here](#).
 - Make sure your application is complete and error-free - forms with missing information will incur delays. See [here](#) to read about common errors in filling out the physical forms.
 - Certain medical conditions may delay your application or even cause it to be denied. Check [here](#) for a list of conditions that will need to be addressed by your doctor.
- **Step Three: Complete a Drug Test**
 - In order to obtain an MMC you must complete a DOT 5 Panel Drug Test ([CG-719P](#)) from a certified lab or be enrolled in and Approved Drug Testing Program.
 - A listing of approved laboratories is available online at www.drugfreeworkplace.gov. When the main page comes on screen click on "Drug Testing" and then click on "Certified Labs". By contacting one of these labs they will direct you to the collection facility that is nearest to your location.
- **Step Four: Pay User Fees**
 - Mariners are encouraged to pay user fees on-line using <https://www.pay.gov>. The Coast Guard is currently working with the U. S. Department of the Treasury to update this system to reflect the new MMC fee schedule. A copy of your payment receipt should be included with your application, so make sure to print it out.

- **Step Five: Assemble Application Packet**
 - Complete form [CG Form 719B Application](#). If you are applying for an entry-level position, make sure to indicate that in the application.
 - Gather all of your documents, and click [here](#) for a checklist of all the documents you will need.
- **Step Six: Visit a Regional Examination Center (REC)**
 - Contact the nearest REC and speak to an evaluator!

Next Steps

Having your TWIC and MMD should qualify you for entry level maritime positions, but what if you want to go further? There are a lot of different possibilities and different requirements for each, so we're not going to cover them all here. However, to give you an idea of what some of the requirements are like, we've included a guide to getting certified to be an Able Seaman. The guide – which is partly adapted from the SEA [website](#) – is below. (Specific guidelines for various positions can be found [here](#))

Merchant Marine or Able Seaman

Before submitting an application to your REC (Regional Examination Center), all US Mariners MUST have or be in the process of applying for a Transportation Worker Identification Card (TWIC). If you have obtained your TWIC you may mail in your application to your local REC. To learn more about getting a TWIC, visit [this](#) website (and see above!).

The first step in the process is to obtain your Able Seaman card, which is a Merchant Mariner Documentation (MMD). For different types of vessels the requirements will be slightly different – the checklist below is for an AB-Sail card with the STCW endorsement. Notes about what other types of certification you may need are in italics:

Checklist for an AB-Sail card w/ STCW:

- 180 days of sea time on a sailing school vessel or equivalent sail vessel. *Different types of ratings will require differing amounts of sea time and experience – for example Able Seaman – Special would require 360 days of service on the oceans or navigable waters of the US, including the Great Lakes.*
- Submission of Application ([Download Application Form-pdf](#))
- Social Security Card (You need to have your actual card, not just the number)
- Proof of Identity (Two current forms of ID, Must be government issued and one with photo)
- Physical Examination Report ([Download Physical Examination Report-pdf](#))
- Drug Test or a letter saying that you have been involved in a random drug-screening program ([Download Drug Testing Form-pdf](#)).

- Qualified Lifeboatman-Limited/PSC – (Lifeboatman-limited is for vessels not equipped with lifeboats. You will get certification as Proficient in Survival Craft (PSC) and Rescue Boats) All you need to do is attend Basic Safety Training and complete the following: *(Most craft will require a certification for PSC/Lifeboatman.*
 - Documentation of participation in 12 abandon ship drills ([Download Abandon Ship Drills Form – ONLY pages 13 and 14 are necessary for Lifeboatman – Limited-pdf](#))
 - Checklist of assessments of launching and recovery of rescue boats ([Download Rescue Boat Form – ONLY page 15, Section II is necessary for Lifeboatman – Limited-pdf](#))
- Qualified Rating Forming Part of a Navigational Watch (RFPNW) ([Download RFPNW checklist -pdf](#)) *If you plan to be part of a navigational watch on a seagoing ship of 500 gross tonnage (GT) or more you will need RFPNW.*

*You will need your captain's help in checking you off on practical training in rescue boats, abandon-ship drills, and RFPNW.

- Basic Safety Training (BST) course at an approved training facility. There are four categories to this course which must be completed (Personal Survival Techniques, Firefighting/Fire Prevention, First Aid, Personal Safety and Social Responsibilities) Courses are offered throughout the country. ([Find an Approved Course](#))

You will need your completed application, completed physical, proof of completion of a BST course, sea time letters, and all other items found on the MMD packet. You will need to be fingerprinted at the REC and have a passport-sized photo taken. The Coast Guard evaluators are very precise, so make sure that all items are filled out completely and correctly and all copies you bring are notarized. After receiving approval, you will then be able to schedule a date for testing. **Make sure that you take whatever tests you need for the specific endorsements your position requires!**

Ordinary Seaman

- Submission of Application ([Download Application Form-pdf](#)).
- Contact the nearest REC and speak to an evaluator - after completing application.

Although you must complete basic safety training, an STCW-95 form will not be issued. You will only receive your OS card.

Merchant Mariner License and STCW-95 Form

One of the most complicated and confusing parts of the licensing process is figuring out what license you are qualified to test for. We recommend that before you visit the REC, do a little research to determine what your sea time and experience rate you in the way of tonnage and on what waters. Each level of license has a checklist of requirements specific to it, refer to the website below to find what matches your situation. Regardless of the level of license, some

training courses will need to be completed (Advanced Firefighting, Radar, Bridge Resource Management, etc.).

[\(Find an Approved Course\)](#)

Fill out necessary forms after completion of all course work. Questions regarding requirements for original licensing and information about applying for a raise in grade are also in these documents.

You may now proceed to the nearest Coast Guard REC and speak to an evaluator. To this meeting, you will need to bring all required and completed forms, proof of completion of the aforementioned courses, and the other items mentioned in the documents. After receiving approval you will then be able to schedule a date for testing. When you have passed the tests, you will be issued not only a license but also an STCW-95 form.

License Renewal

Some of the training and course work will need to be renewed on a regular basis. Your license and MMD will need to be renewed every five years. Basic Safety Training will need to be renewed every five years unless the mariner can demonstrate one year of sea service within the last five years. Radar observer will need to be renewed every five years. Bridge resource management and advanced fire-fighting are one-time courses and will not need to be repeated.

Additional information for any STCW questions ([U.S. Coast Guard Web site](#)) or by calling a Coast Guard REC and speaking to an evaluator. The process can be very time consuming, especially with all of the course work and studying involved. It is recommended that you start as early as possible.



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