

PLEASE WRITE
YOUR NAME ON
THE BACK OF
YOUR PASSPORT
PHOTO AND CLIP
ON HERE



RYA House
Ensign Way, Hamble
Southampton SO31 4YA
United Kingdom

Tel +44 (0) 23 8060 4100
Fax +44 (0) 23 8060 4299
www.rya.org.uk

INTERNATIONAL CERTIFICATE OF COMPETENCE RENEWAL

FAST TRACK SERVICE REQUIRED (See charges in section 5)

According to our records your International Certificate of Competence (ICC) is due for renewal. In order to renew your ICC you must still be eligible for the RYA to issue the certificate to you.

******IMPORTANT - Following changes to the eligibility criteria, proof of eligibility is now required from every applicant. The requirements are detailed on the renewal form overleaf in section 1. ******

If you chose to renew your ICC, your new certificate, valid for a further 5 years, will be issued with the same categories validated as your existing certificate. The only exception to this is for certificates issued prior to 1st April 1999, where the inland category will not be re-validated unless we have proof that the holder has passed the CEVNI test. Should you require any further categories validated you will need to pass the appropriate ICC assessment or provide the documentary evidence of competence detailed in the table below.

EVIDENCE OF COMPETENCE Applicants can present a UK certificate as detailed in this table (Please send photocopies, not original certificates)	CATEGORIES ICC MAY BE VALIDATED FOR					
	POWER		PWC	SAIL	COASTAL WATERS	INLAND WATERS (CEVNI test required)*
	Up to 10m LOA	10m LOA and over				
RYA National Powerboat Certificate (Inland) Level 2 or higher	✓		✓			✓*
RYA National Powerboat Certificate (Coastal) Level 2 or higher	✓		✓		✓	✓*
Advanced Powerboat RYA/MCA Certificate of Competence	✓	✓	✓		✓	✓*
RYA Inland Waterways Helmsman Certificate	✓	✓				✓*
RYA Helmsman's Course Completion Certificate	✓	✓				✓*
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Power)	✓	✓			✓	✓*
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Sail)	✓			✓	✓	✓*
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Power)	✓	✓			✓	✓*
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Sail)	✓			✓	✓	✓*
MCA Deck Officer Certificate of Competence [Any Grade]	✓	✓			✓	✓*
RN, Army or RAF Bridge Watchkeeping Certificate	✓	✓			✓	✓*
MCA or Local Authority Boatman's Licence	✓	✓			✓	✓*
MCA Boatmaster Certificate	✓	✓				✓*
RYA Dinghy Instructor and National Powerboat Certificate Level 2 or higher	✓			✓	✓	✓*
RYA Personal Watercraft Proficiency Certificate			✓		✓	

* Certificates will only be validated for inland waters if the applicant has passed the CEVNI Test. This is a multiple choice test, which can be taken on-line or at most RYA practical Training Centres. For details of the how and where you can take the test see: <http://www.rya.org.uk/infoadvice/boatingabroad/icc/Pages/cevnitest.aspx>

PLEASE NOTE: Where proof of competence is required under the Merchant Shipping Regulations i.e. UK pleasure vessels exceeding both 80 GT and 24m in length and for any vessel which is used for commercial purposes, the ICC is insufficient and it must be supported by the requisite certificate of competence.

If you wish to renew your ICC then please complete and return the form on the reverse of this letter and send it together with your old certificate (if possible), a passport-sized photograph (ensuring you print your name on the back of the photo), proof of eligibility and the fee as applicable to your membership status.

Please allow 21 days for your new certificate to be issued. Fast Track Service - for a small additional charge we can guarantee a 2 working day turnaround from the date we receive the application. If you require this service, please clearly mark your application with "FAST TRACK" and include the applicable additional fee (as detailed on the form).

If you have any concerns or queries please contact the Certification Department:

Direct Line: 0844 556 9520 or 023 8060 4158 E-mail: certification@rya.org.uk

CHECK LIST

- | | |
|--|---|
| <input type="checkbox"/> ICC renewal form completed in full | <input type="checkbox"/> Fast track service requested if required |
| <input type="checkbox"/> Evidence of eligibility enclosed (section 1 – required from EVERY applicant) | <input type="checkbox"/> Payment enclosed |
| <input type="checkbox"/> Evidence of competence enclosed for any additional categories | <input type="checkbox"/> Old certificate enclosed (if possible) |
| <input type="checkbox"/> Passport sized photograph with name on reverse attached | <input type="checkbox"/> Declaration signed (section 3) |

