



NINE STEPS TO VESSEL EXAMINER CERTIFICATION



Seventh District Member Training





OVERVIEW

1. Read the Vessel Safety Check Manual
2. Read the additional guidance on PWCs and Paddlecraft
3. Download the 7003, 7008, 7012, 7012A and 7038 forms for reference
4. Take the practice exam to gain confidence before the final examination
5. Take the VE Exam on NTC (open book)
6. Review the Vessel Examiner Workshop, sign the self-attestation form, and submit to your IS officer





OVERVIEW

- 7. Conduct at least five powerboat VSCs under supervision**
- 8. Complete Introduction to Risk Management**
- 9. Record all study and class time, except for the supervised VSCs, as 99D**





OVERVIEW

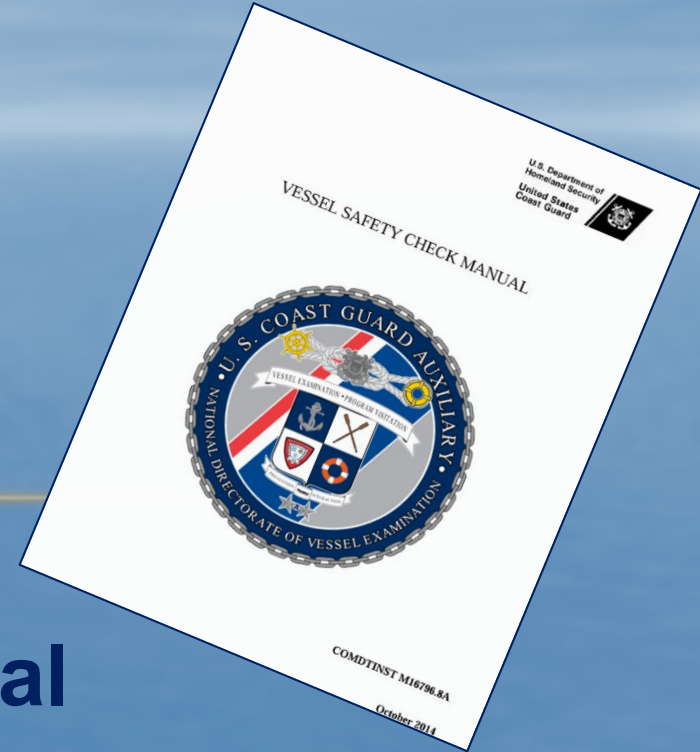
Once the supervised Vessel Safety Checks and the workshop are recorded in AUXDATA II, the Flotilla Commander or Member Training Officer submits the request for certification to DIRAUX through the district help desk.





1. DOWNLOAD AND READ THE VESSEL SAFETY CHECK MANUAL

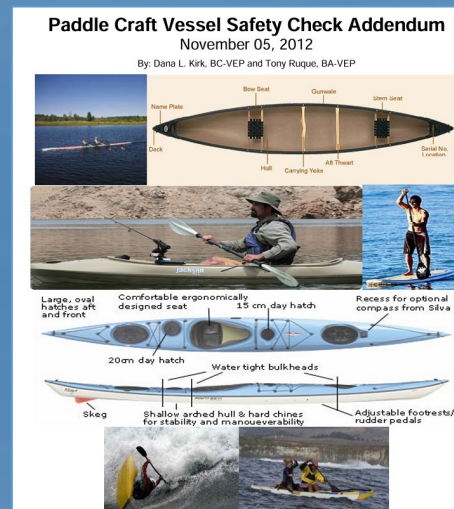
- Go to:
 - CGAUX.org
 - Select Vessel Examiner Directorate
 - Select Member Training
 - Click on Vessel Safety Check Manual





2. DOWNLOAD AND READ THE PWC AND PADDLECRAFT SUPPLEMENTS

- Go to:
 - CGAUX.org
 - Select Vessel Examiner Directorate
 - Select Member Training
 - Click on PWC and Paddlecraft supplements
 - Download the PWC and paddlecraft supplements





3. DOWNLOAD THE 7003, 7008, 7012, 7012A, AND 7038 FORMS FOR REFERENCE

- Go to:
 - CGAUX.org
 - Select Aux Members
 - Select Forms Warehouse
 - Select the PDF Forms
 - Find each form in the listing



Basic PDF Forms

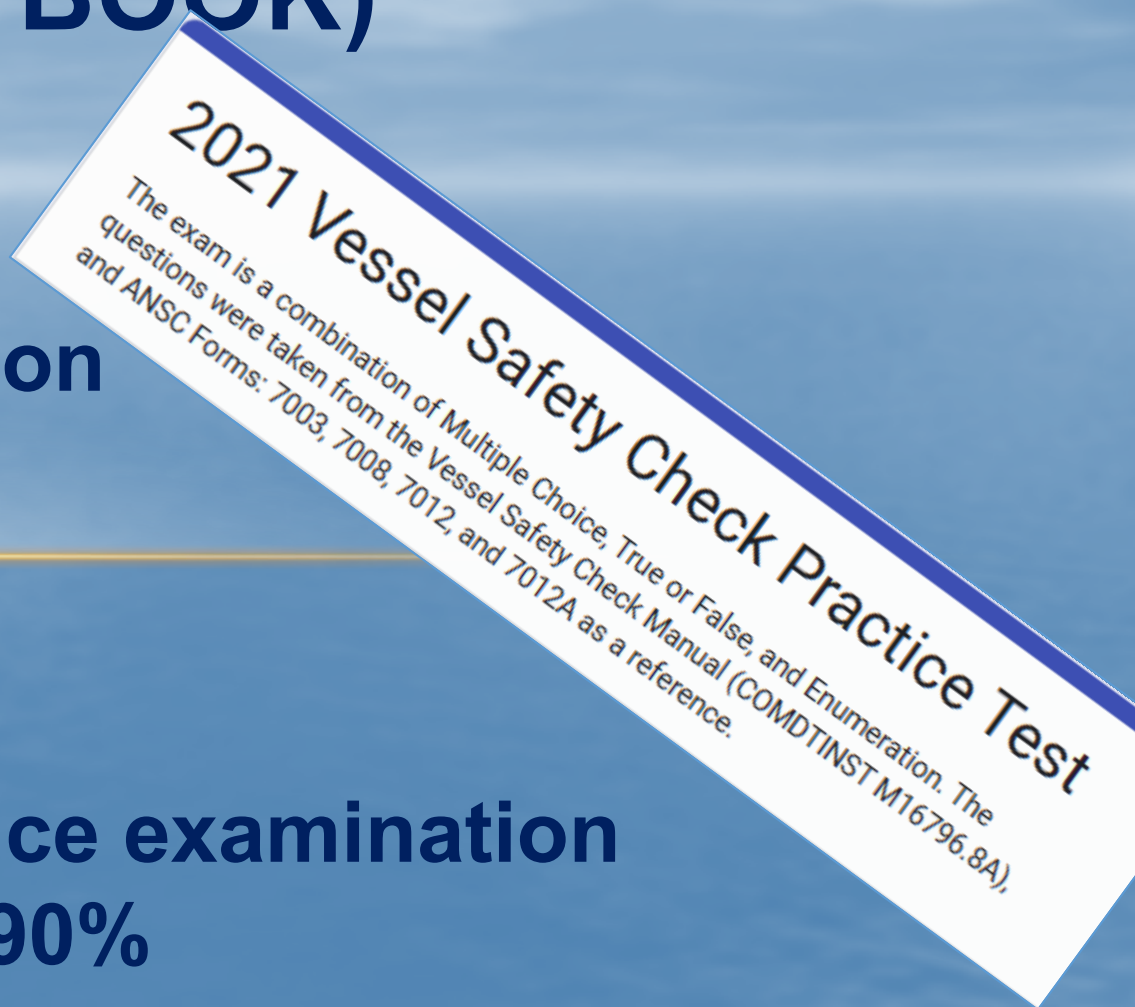
This section provides U.S. Coast Guard Auxiliary Forms

7000 (03-25) - Meeting Minutes	
7000 (03-25) - Instructions for Meeting Minutes	
7001 (02-25) - Enrollment Application	
7001 (02-25) - Instructions for Enrollment Application	
7001 (10-24) - Occupation Codes for Enrollment Application	
7002 (CG-1650) - Coast Guard Award Recommendation	
7003 - Vessel Facility Inspection and Offer of Use	
7004 - Radio Facility Insp. / Offer of Use	
7005 - Aircraft Offer of Use	
7006 - Change of Officer Report	
7007 - Annual Unit Officers Report	
7008 - PWC Facility Inspection/Offer for Use	
7009 - AUXPAD Facility Offer For Use	
7010 (CG-4886a) - Operational Specialty Course Answer Sheet	
7012 - Vessel Safety Check	
7012 - Vessel Safety Check (Fillable)	
7012A - Paddle Craft Vessel Safety Check	
7020 - Photography/Video/Audio Consent Form	
7020a - Photography/Video/Audio Consent Form (Sea Scouts Use)	
* 7023 - Notice of Intent to Teach (Online 7023 Webform)	
7025 - Financial Report of Auxiliary Unit	
7026 (CG-4887) - Operational Specialty Course (AUXOP) Examination Request	
7028 - Change of Member Information	
* 7029 WEBFORM - Member Activity Log via Webform	
* 7029 - Member Activity Log	
* 7029 - Member Activity Log (without instructions)	
* 7030 - Mission Activity Report	
* 7030 - Mission Codes and Descriptions	
7034 (CG-4612AUX) - Auxiliary SAR Incident Report	
7035 - Change of Membership Status	
* 7038 - Recreational Vessel Examination Activity Report	



4. TAKE THE PRACTICE EXAM ON NTC (OPEN BOOK)

- Go to:
 - CGAUX.org
 - Select Vessel Examination Directorate
 - Select Member Training
 - Click on practice exam
 - Continue with the practice examination until you score at least 90%
 - Suggestion: look up each answer, even if you think you know the answer





5. TAKE THE VESSEL EXAMINER EXAM ON NTC (OPEN BOOK)

- Go to:
 - <https://ntc2.cgaux.org/NTC/>

- Sign in

- Go to the test catalog

- Scroll down to the VE examination

- Take the examination and score at least 90%

- Success will be automatically uploaded to AUXDATA II within one week

FPRINTTECH	Fingerprint Exam
GMATE	GoodMate Exam
IT	Instructor Development Course (IDC) Exam - 2020 Update
MDV	Recreational Boating Safety Program Visitor Exam - NEW EXAM
MSEP	Introduction to Marine Safety and Environmental Protection (IMSEP)
NAVA	AUXNAV Exam Part A
NRUL70	Navigation Rules 70 Exam
NRUL95	Navigation Rules 95 Exam
OPS	Operations Policy Exam
PAT	AUXPAT Patrols Exam
PILPSE	Aviation Exam Part B Exam Updated 2/18/17 Test ID changed from AIR_B to PILPSE 3/7/17
SEA	AUXSEA Seamanship Exam
VE	Vessel Examiner Exam - NEW New VE Exam
WEA	AUXWEA Weather Exam Weather Exam for AUXOP (Updated Dec. 1 2016)





6A. REVIEW THE VESSEL EXAMINER WORKSHOP

- **Go to:**
 - **CGAUX.org**
 - **Select Vessel Examinations Directorate**
 - **Scroll down to Other Resources**
 - **Click on annual Workshop**
 - **Download the ID2025 Workshop and the Self-Attestation Form**
 - **Read through the workshop**





6B. SIGN THE SELF-ATTESTATION FORM SUBMIT TO YOUR IS OFFICER

- After reading through the workshop:
 - Download the Workshop Self-Attestation Form
 - Complete the fill-in items
 - Submit to your Information Services Officer



2025 Workshop Self Attestation for Vessel Examiners

Coast Guard Core Values

Honor – Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our actions. We are loyal and accountable to the public trust.

Respect – We value our diverse workforce. We treat each other with fairness, dignity, and compassion. We encourage creativity through empowerment. We work as a team.

Devotion to Duty – We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

As a member of this organization, you have taken an oath to uphold these Core Values. In order to receive completion credit for this training, please read, understand, and sign this document. Once completed, keep a copy for your records and provide a copy to your Flotilla Staff Officer for Information Services (FSO-IS) for AUXDATA II entry.

In regards to the selected training modules that I have initialed below,

I, _____ (print name) as a member of

District _____ Division _____ Flotilla _____ attest that I have completed and understand the course contents.

Signature: _____, Member ID: _____

Date: _____

2025 Workshops – Self Attestation Permitted (Please Initial Workshop Completed)

___ Vessel Examiner Workshop ___ Instructor Workshop ___ Program Visitor Workshop



7. CONDUCT FIVE VESSEL SAFETY CHECKS UNDER SUPERVISION

- Work with a certified Vessel Examiner
- Conduct a minimum of five powerboat VSCs

NOTE: There can be only one trainee per supervised VSC





8. COMPLETE INTRODUCTION TO RISK MANAGEMENT

- Go to:
 - <https://classroom2.cgaux.org/moodle/>
 - Sign in
 - Select R-Response
 - Click on Enrollment Key to get the correct key
 - Click on Risk Management and Operations Portal
 - Click on Introduction to Risk Management (ITRM)
 - Complete the course and quizzes
 - Successful completion will be automatically downloaded to AUXDATA II within a week





9. RECORD ALL STUDY AND CLASS TIME, EXCEPT FOR THE SUPERVISED EXAMINATIONS, AS 99D

- Consolidate all class time, study time, and travel time under 99D for entry into AUXDATA II
- The 7012 results are entered onto the 7038 form (or directly into AUXDATA II)
 - The certified Vessel Examiner is Lead
 - The Vessel Examiner candidate is Trainee

NOTE: There can be only one trainee per supervised VSC





FINAL STEPS

Once the supervised VSCs and workshop are recorded in AUXDATA II, the candidate's Flotilla Commander or Member Training submits the certification request to DIRAUX via the District Help Desk.

Note: To be certified as a Vessel Examiner, the member must have a current uniform inspection. They cannot be exempt.





FINAL STEPS – DISTRICT HELP DESK

The Help Desk requires specific information to certify a member as a Vessel Examiner:

- **The member's full name, member number, flotilla number, and certification requested**
- **The submitter is responsible for ensuring that the candidate has met all requirements and that they are all properly recorded in AUXDATA II**

