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24<sup>th</sup> October 2016

**To: The Nautical Institute DP Stakeholders**  
**From: The Nautical Institute**

## **Revalidation Memorandum – Reminder of Requirements**

**Please draw this notice to the attention of DPO's in your region through newsletters and emails.**

The Nautical Institute started its Revalidation scheme in 2015, requiring all certificated DPOs to revalidate their certificates by providing evidence of a minimum of 150 days of DP operation, or for those working for training centres and other organisations, the equivalent period of time doing other DP related activities. The Revalidation scheme has been successful, however we know that there are still many DPOs who have yet to revalidate.

Applicants should apply for the revalidation and conversion options using the NI's online application. If any DPO is unable to log into their account, they should contact the DP department directly on [dp@nautinst.org](mailto:dp@nautinst.org).

**Please note that if a certificate is already held, a new account should not be registered, instead the certificate holder should contact the NI with the following details:**

- Name
- Date of birth
- Certificate number
- Certificate issue date
- Personal email address
- Name of vessel used for familiarisation

The Nautical Institute will then update the account so that they are able to log into the online application. Please note that the forgotten password option will only work if an email address is already registered on their account.

DP certificates should be revalidated in the month and relevant year that the certificate was issued, for example a certificate issued in December 2011 should be sent into our office for revalidation in December 2016. The revalidation is being phased in as shown below:

- 2015: Revalidation of certificates issued from 1984 to 2002, 2009 and 2010**
- 2016: Revalidation of certificates issued from 2003-2004 and 2011**
- 2017: Revalidation of certificates issued from 2005-2006 and 2012**
- 2018: Revalidation of certificates issued from 2007-2008 and 2013**
- 2019: Revalidation of certificates issued in 2014**

## Recognition of Norwegian Maritime Directorate Dynamic Positioning Certificate

### Background

In 2004, the NI made an agreement with the Norwegian Maritime Directorate (NMD) to accept their DP certificates for the award of an equivalent Nautical Institute DP certificate. This position was reaffirmed by DPTEG in November 2014.

The NI offers existing NMD certificate holders the opportunity to convert to a Nautical Institute DP certificate if they meet the criteria for NI revalidation.

Full details of the application can be found at [www.nialexisplatform.org/dp-help-page/revalidation/](http://www.nialexisplatform.org/dp-help-page/revalidation/)

If training centres or shipping companies are approached by NMD certificate holders, they are advised to refer them to The Nautical Institute in the first instance, to advise them on what steps to take and to ensure that their accounts have been set up to accept their online applications.

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APPLICATION FEES	Prices Non EU	Prices (EU) including VAT
Revalidation applications	£105	£126
Conversion applications (Including NMD)	£115	£138

### Remember:

If you have any questions, please contact The Nautical Institute directly on [dp@nautinst.org](mailto:dp@nautinst.org)



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