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**PROFESSIONAL MARINER TRAINING**  
**YACHT & SMALL CRAFT SURVEYING**  
**YAMAHA MARINE MAINTENANCE CERTIFICATION**  
**CONSUMER CATALOG**

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Our mission ...

Founded in 1971, Chapman School of Seamanship provides certifications for professional mariners, and safe boating instruction for recreational boaters, through “Learn at the helm” and classroom instruction.

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Charles F. Chapman School of Seamanship, Inc.

4343 S.E. St. Lucie Blvd.

Stuart, FL 34997

Ph: (772) 283-8130 Fax(772) 283-2019

Email: [info@chapman.org](mailto:info@chapman.org)

Website [www.chapman.org](http://www.chapman.org)

## **Campus and Equipment**

The school's waterfront campus occupies 8 acres on the Manatee Pocket just south of the City of Stuart. The campus classrooms are air conditioned for year-round comfort. There are workshops for instruction in marine electronics, basic boat and engine repair and preventive maintenance. The school maintains a fleet of power and sailing vessels for teaching practical, underway boating skills. Campus housing consists of dormitory style apartments that are available on a first-come, first served basis. For those wishing off-campus accommodations, there are several motels and resort accommodations available in the area. A maritime reference library for student use is maintained on campus. There is also a large swimming pool on campus with a sundeck and covered patio.

## **Career Programs**

Our career education courses provide the basis for entrance into many marine occupations. The Professional Mariner Training program will teach the skills needed to become a professional crewperson aboard privately owned or commercial transportation vessels. Graduates serve aboard vessels owned by some of the world's most famous people and corporations. Pleasure boat owners also take these courses to learn all they can about operating their vessels, especially if they are planning long ocean voyages or living aboard for extended periods of time.

The Yacht & Small Craft Surveying program prepares graduates to enter the field of marine surveying. If you have already taken the Professional Mariner Training program or have related experience in the yachting and the marine industry, this course will provide you with additional practical knowledge about boats, how they are constructed, materials used in their construction and on-board auxiliary systems used in their operation. Such knowledge will serve you well as you advance in your maritime career.

The Yamaha Marine Maintenance Certification Program (YMMCP) is a series of modules focused on providing comprehensive outboard training based on portable, midrange, inline (4 cylinder), and V-engine platforms to support the education of marine technicians. Through YMMCP, entry-level students are developed into confident and competent Yamaha certified maintenance technicians, utilizing theoretical and hands-on training provided by the program. Graduates of the program are capable of advancing into Maritime Industry careers as Marine Technicians specializing in outboard engine operation and maintenance.

## **Student Services**

### **Job Search Assistance**

Graduates of our career programs are offered assistance in finding suitable and desirable employment. Because of Chapman School's reputation for providing the marine industry with qualified personnel, our graduates are well received in the marketplace. Graduates who maintain acceptable employment records can use the job referral system on a continuing basis. The school cannot, however, guarantee jobs for any of its graduates. There is no additional charge for job search assistance.

### **Financial Assistance 'for those who qualify'**

Depending on the availability of funds and individual student needs, the school offers full and partial scholarships to qualified applicants through its Scholarship Fund for the Professional Mariner Training, Yacht & Small Craft Surveying, and Yamaha Marine Maintenance Certification programs. Other opportunities to consider in planning for financial aid assistance are:

### **Veterans Education Benefits**

If you are a U.S. military veteran, you may be eligible for U.S Department of Veterans Affairs (VA) educational benefits.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not: prevent the student's enrollment; assess a late penalty fee to the student; require the student to secure alternate or additional funding; deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to provide; VA Certificate of Eligibility (COE) by the first day of class, a written request to be certified; and any additional information needed to properly certify the enrollment as described in other institutional policies.

### **Vocational Rehabilitation Benefits**

You may be eligible for education benefits due to job related injuries which preclude continued employment in your present trade or profession.

### **Retraining Opportunities**

You may be able to secure retraining benefits if you are a dislocated worker or eligible for programs offered by other retraining agencies.

## **Consumer Information**

The school does not discriminate on the basis of age, sex, religion, race, ethnic group, or marital status in the administration of its policies and programs. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law. Classes are taught in English.

Curriculum, fees, expenses, and other matters described herein are subject to change without notice at the discretion of the Chapman School of Seamanship. Currently enrolled students will not be affected by such fee changes. Students will be promptly notified of any such changes.

Chapman School of Seamanship is licensed by the Commission for Independent Education, Florida Department of Education License number 122. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., #1414, Tallahassee, FL 32399-0400, toll-free telephone number 888-224-6684, business number 850-245-3200. Academic appeal, disciplinary action, or complaints are referred to the school's Executive Director. If unresolved, the student may refer to the above address.

Chapman School will maintain graduate student records permanently; however, non-graduate student records will remain on file for one year.

One-clock hour consists of a minimum of 55 minutes of instruction in the presence of an instructor, plus appropriate breaks. The course numbering system consists of alpha /numeric identifiers made up of an abbreviation of the program name and a sequential number order for each course. This catalog is available to all students upon enrollment. In fact, it is available at any time upon request.

The school does not participate in Federal Student Financial Assistance Programs. Transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

The School does not offer specific procedures for granting credit for work experience or by examination.

Chapman School shall not be liable for failure to provide any of the training or equipment listed herein, or for the delay in providing such, where such failure or delay results from strike, riot, civil commotion, war, government regulations, unavoidable casualty, acts of God, weather, or any other cause beyond the control of Chapman School. Since the longest program offered by the institution is less than 450 hours no remedial training is offered by the institution.

This catalog is a binding contract. The application for Enrollment in addition to the catalog constitutes a binding agreement between the student and the school upon acceptance. (Initials) \_\_\_\_\_.

# **Professional Mariner Training**

## **Total: 360 hours (240 hours theory/120 hours lab) 9 weeks (PMT)**

### **EDUCATIONAL OBJECTIVES**

- To prepare men and women to operate and maintain vessels in a safe, efficient manner.
- To provide training and testing for eligible students who wish to obtain an OUPV or Master/Mate license up to 100 Ton Near Coastal.
- To promote awareness of the need to operate in the spirit of teamwork and cooperation with fellow crew members, captains, and owners.
- To produce graduates capable of advancing into marine industry careers, including deck hands, mates, navigators, and captains.

Courses are approved by the United States Coast Guard. Students who wish to pursue licensing may choose to do so as a part of this program. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

### **COURSE DESCRIPTION**

**Seamanship - Total: 29 hrs.** - (20 hrs. theory/9 hrs. lab)

**Seamanship Principles** - 4 hrs. (4 hrs. theory) A study of basic nautical terminology, legal requirements, and Maritime Law (PMT1)

**Marlinspike Seamanship** - 7 hrs. (4 hrs. theory/3 hrs. lab) A “hands-on” study of bends, hitches, splices, blocks and tackle, the care and inspection of wire rope, as well as other shipboard “arts of the sea.” (PMT2)

**Aids to Navigation** - 2 hrs. (2 hrs. theory) Identification and understanding of the use of Aids to Navigation on waterways. (PMT3)

**Vessel Maneuvering / Handling/Docking/Anchoring** - 2 hrs. (2 hrs. theory) The theory of operation of power-driven vessels. (PMT4)

**Boating Laws & Regulations** - 4 hrs. (4 hrs. theory) Review of Boating Laws and Regulations as pertain to vessels. (PMT5)

**Emergency Procedures** - 2 hrs. (2 hrs. theory) Application of vessel emergency procedures to vessel operations. (PMT6)

**Search Pattern Theory** - 1 hr.- (1 hr. theory) Theory of planning drifting search patterns. (PMT7)

**Search pattern Lab** - 3 hrs. - (3 hrs. lab) Planning and execution of drifting search patterns. (PMT7)

**Visual Distress Signals** - 1 hr. - (1 hr. theory) Understanding the types and application of USCG and SOLAS visual distress signals. (PMT8)

**Visual Distress Signals** - 3 hrs.- (3hrs lab) Pyro techniques exercise aboard fleet vessels. (PMT8)

**Meteorology/Oceanography- Total 4 hrs.** - (4 hrs. theory)

**Weather Characteristics** – 4 hrs. (4 hrs. theory) Science of the atmosphere and its phenomena. Includes basic principles of meteorology and practical aspects of oceanography. Also covered are winds, weather warnings and displays, basic cloud formations, using a barometer, weather disturbances and storms, and simple forecasting methods. (PMT9)

**Basic Engines** - **Total 4 hrs.** (4 hrs. theory) - (PMT10)

Provide a practical understanding of the operation & routine maintenance of basic mechanical systems aboard vessels, with emphasis on diesel & gasoline inboard engines. The subject matter is presented in the classroom & demonstrated in Chapman School’s engine shop facility & on our vessels.

**Engineering Systems** - **Total 8 hrs.** (8 hrs. theory)

A hands-on approach to learning and maintaining various electrical/mechanical systems onboard most types of vessels. Includes identification, tracking, drawing, and developing inspection and maintenance procedures for equipment such as engines, generators, water makers, air conditioners, AC/DC systems, fresh and hot water systems, waste systems, galley equipment, steering and control systems, stability and other systems found throughout a vessel. Cargo operations, pollution prevention and trailering are also covered. (PMT11)

**Navigation & Position Determination** - **Total 64 hrs.** (43 hrs. theory/21 hrs. lab)

**Piloting** – 55 hrs. (35 hrs. theory/20 hrs. lab) Using nautical charts & the marine compass, students are shown various methods to accurately establish a vessels position & project later positions via deduced reckoning. Additional elements cover the effects of currents & tides through use of publications & tide tables. (PMT12)

**Electronic Navigation** - 5 hrs. (4 hrs. theory/1 hr. lab) Includes the theory and operation of marine electronic equipment such as VHF and SSB radios, GPS, Radar, Weather Fax, and Chart Plotters. This training is supplemented by simulation exercises. Practical applications are taught in both the electronics lab and onboard training vessels. (PMT13)

**Marine Radio Operators Permit** - 4 hrs. (4 hrs. theory) Course confers the authority to operate licensed radio stations in the aviation, marine and international fixed Public Radio Services. The course includes 1-hour FCC Exam. (PMT14)

**Watchkeeping** - **Total 2 hrs.** (2 hrs. theory)

**USCG Credentialing** – USCG credentialing options and processing requirements 2 hrs. (2 hrs. theory) (PMT15)

**Underway Boat Handling Exercises** - **Total 69 hrs.** (69 hrs. lab)

**Vessel Maneuvering Handling & Practical Assessments** – 69 hrs. (69 hrs. lab) Covers vessel theory & operation of power & sail boats. Instruction in all basic aspects of boat handling & safety procedures, building on theoretical skills learned. This practical training includes dockside procedures, underway maneuvering, anchoring, & man overboard drills. Assessment & sign off of competencies by qualified instructors through practical demonstration of skills by students as listed in logbook and assessment sheets. (PMT16)

**STCW Basic Training** - **Total 40 hrs.** (24 hrs. theory/16 hrs. lab)

**Personal Safety & Social Responsibilities** - 4 hrs. (4 hrs. theory) Individual shipboard responsibilities, teamwork, communications, health & hygiene, safety equipment, oil pollution and waste regulations, and managing shipboard emergencies. (PMT 17)

**Personal Survival Techniques** - 12 hrs. (8 hrs. theory/4 hrs. lab) Designed to teach students the principles of survival at sea. (PMT18)

**First Aid** - 8 hrs. (4 hrs. theory/4 hrs. lab) Designed to prepare the student for emergency treatment of injuries that can occur in a Maritime or Industrial environment. Graduates may receive credit for meeting the CPR and First Aid requirement for U.S. Coast Guard Licensing. (PMT 19)

**Basic Firefighting** – 16 hrs. (8 hrs. theory / 8 hrs. lab) Students are taught the theory and application of shipboard firefighting. (PMT20)

**Maritime Security Awareness** – **Total 4 hrs.** (4 hrs. theory)

Provides knowledge for crew members working at port facilities & on vessels. Includes definitions of the different security levels; emergency procedures & contingency plans; recognition and detection of weapons, dangerous substances, and devices; non-discriminatory recognition of the characteristics and behavioral patterns of persons who are likely to threaten security; and techniques used to circumvent security measures. Course contains the cybersecurity training topics specified in 33 CFR 101.650 (d)(1)(i)-(v). Operational Technology specific training is not covered in this course.(PMT21)

**Operator of Uninspected Passenger Vessel ("OUPV") Less than 100 GRT - 64 hrs.** (64 hrs. theory) - Preparation and USCG testing (PMT22)

**Upgrade from OUPV to Master Not More Than 100 GRT- 24 hrs.** (24 hrs. theory) - Preparation and USCG Testing (PMT23)

**Assistance Towing Endorsement - 4 hrs.** (4 hrs. theory) Towing theory & USCG testing (PMT24)

**Auxiliary Sail Endorsement - 4 hrs.** (4 hrs. theory) Sailing Theory & USCG Testing (PMT25)

**Able Seaman ("AB") - 40 hrs.** (35 hrs. theory / 5 hrs. lab) – Preparation and USCG testing (PMT26)

## **JOB SEARCH & RESUME PREPARATION**

A group seminar with discussion of job opportunities, maritime qualifications necessary, avenues of approach, attitudes, and qualities most often successful in the job search area, and an introduction to the resume preparation service that is available for students.

## **ADMISSION**

To qualify for admission, the student must be 18 years of age or older and in overall good health. The successful student must be able to use mathematical skills and the English language in order to fully benefit from the program. Foreign students must score at least 500 in the TOEFL exam or its equivalent. A high school graduation certificate or state secondary equivalency diploma (GED) or evidence of student's ability to benefit from instruction is required.

Please have a copy of your high school, college or previous training transcript sent to the Director of Student Services. Although previous experience can be helpful, it is not essential for successful completion of this program. Previous training and education will be evaluated, and appropriate credit given. The Enrollment Agreement must be completed, signed, and returned to the School along with the \$150 non-refundable registration fee and the refundable Tuition Deposit. Students must have an official photo ID on the first day of class. Class starting dates are listed in the program schedule. Students may enroll in this course through the third day of class. Once classes start, students may not change or downgrade to another program. Every effort is made to provide as much attention as possible to individual student needs. Class enrollment varies from 10 to 30 depending on the time of year. The usual student/instructor ratio for boat handling is 5 to 1.

## **TUITION & FEES**

- Registration Fee . . . \$150 (Non-refundable) Tuition Deposit. . . . \$2,000.00 Tuition Balance. . . \$7,650.00 Total Program Cost . . . \$9,800.00
- Non-refundable Registration Fee and refundable Tuition Deposit must accompany the Enrollment Agreement.
- Tuition Balance and Housing Fees are due 30 days prior to the start of class.
- Tuition includes the cost of books but does not include the cost of housing, board, or transportation.
- All costs are payable in U.S. currency only. Visa, MasterCard, Discover, & American Express accepted.

## **REFUND POLICY**

Our outlined refund policy is designed in accordance with Fair Consumer Practices. Should student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- All cancellations must be in writing and presented in person or by certified mail.
- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days of signing the Enrollment Agreement and making initial payment, providing textbooks and lab equipment is returned.
- Cancellation after the third (3) business day and prior to the first day of class, all monies paid will be refunded, except the registration fee (not to exceed \$150).
- Cancellation after attendance has begun through 40% completion of program will result in a pro rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completion of more than 40% of the program will result in no refund.
- Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- All Refunds are made within 30 days after termination or receipt of cancellation notice.
- If a credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions.
- Chapman School will maintain graduate student records permanently; however, non-graduate student records will remain on file for one year.
- **Veteran's Refund Policy** is in accordance with the federal code of regulations chapter 38 section 21.4254 (c) (13) & 21-4255. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

## **STUDENT HOUSING**

Campus housing consists of dormitory apartments. Each efficiency apartment contains a bedroom, convertible living room/ bedroom, bath, and kitchenette. All units are air-conditioned, fully furnished, and equipped with a refrigerator, countertop range and cooking utensils. Housing fee includes utilities. The number of students per unit during this program is a maximum of three. Campus housing must be booked in advance to ensure availability. Sorry, no pets. The school is not responsible for the loss of any personal property.

Please note 2 days of the program will be conducted in Port Canaveral, Florida. Students should make their own housing arrangements for this period.

Housing Fee . . . \$3,150.00 Total Housing Fees . . . \$3,150.00 (Shared Housing Rate)

## **Housing Refund**

Student Housing fees are due 30 days prior to the start of class. If a student cannot attend the classes in which he or she is registered, housing fees are refundable. Once a student moves into the facilities, no fees will be refunded. If a credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions. In the event any student does damage to the accommodations, he or she will be responsible for the replacement cost and labor required to repair the damaged School property.

## **ATTENDANCE**

**Attendance Requirements** – For 184 hours of the total program hours, covering; USCG STCW Basic Training; USCG up to 100 GRT License preparation and testing; USCG Assistance Towing and Auxiliary Sail Endorsements; USCG Maritime Security Awareness; USCG Able Seaman; and the FCC Marine Radio Operator Permit, 100% attendance is required. For the remaining 176-hour portion of the program, 157 hours (89%) attendance is required. These requirements are strictly enforced whether the absence is excused or unexcused.

**Class Schedule** – For all weeks 1 through week 9 classes meet daily, Monday through Friday from 8:00 am to 5:00 pm.

**Unexcused Absences** - More than 14 hours of unexcused absences in any three-week period is considered excessive and may cause dismissal from school. Veteran's benefits are interrupted at this point.

**Excused Absences** - A request for absence must be submitted in writing by the student and approved by a member of the administrative staff prior to the absence, except in case of illness or another emergency. If the excused absence is during a testing period, the student must notify instructors promptly and make arrangements to take a makeup test.

**Tardiness** - Lateness for any part of an hour will be counted as a full hour of absence.

**Leaves** - A student, who must take extensive leave beyond the allowed attendance policy limits due to special circumstances such as prolonged illness, family emergency, called to active duty, etc., will be permitted to re-enter at the phase of training that is identical to the one he/she left. Earlier phases of training may be repeated at no additional tuition cost as determined by the school. Veteran students must be terminated for pay purposes.

**Re-Admittance Policy** - If a student has been terminated for attendance reasons and can give evidence that the cause for poor attendance has been eliminated, the student may be re-admitted to the same class on a probationary basis for a three-week period at no additional cost. Seven hours or one full class day of unexcused absence during this period will result in termination. Veteran's benefits may be resumed during the probationary period.

#### **GRADING POLICY**

**Tests & Examinations** - Examinations will be scheduled during each course. Instructors may average quizzes or other grades with the examination to determine each course grade. These grades may be reviewed by the student upon request.

**Final Grade** - The final program grade for the 360-hour program will be based on the weighted average of all course grades depending on the number of hours in each course to the total overall program hours. To qualify for graduation, the final average must be a minimum of 70%.

**Student Progress** - All student records will be kept on file for viewing by the student and authorized parties. A standard system of weighted percentages is used for recording student progress. To remain in good standing, a student must maintain an average of 70% or better. If a student's average falls below 70, he or she may be permitted to continue in school for an additional time period established at the time of a progress report. During this time, the student is required to pass coursework with grades that will bring his or her average up to a satisfactory grade. This period, not to exceed 3 weeks will be considered probationary. If grades are not brought up to passing, the student will be terminated for unsatisfactory progress. Re-entry will be at the discretion of the school's administration. At this point Veterans benefits may be interrupted.

**Academic Advising** - Students who have academic concerns should refer to the Director of Training and Education.

**Licensing** - Successfully passing the exams in compliance with U.S. Coast Guard ("USCG"), Federal Communications Commission ("FCC") & National Association of State Boating Law Administrators ("NASBLA") standards will qualify the graduate for the following:

1- Certificate(s) which satisfy the USCG examination requirements for original issuance of a MMC as Master or Mate of Steam and Motor Vessels of Not More Than 100 GRT, (Inland or Near Coastal), Operator of Uninspected Passenger Vessel, Auxiliary Sail Endorsement, Assistance Towing Endorsement, STCW VI/1 Basic Training, STCW VI/6 Maritime Security Awareness, & Able Seaman ("AB")

2- FCC Marine Radio Operators Permit & NASBLA Safe Boating Certifications.

3- Sea Time for all boat handling components of the program. Sea Time will be credited as deck department sea service associated with bridge watchkeeping duties under the supervision of the Master or qualified officer.

For those desiring licensing options, it is the responsibility of the applicant to determine his/her eligibility for USCG licensing. For complete information on rules and forms, see the USCG website at [www.uscg.mil/nmc](http://www.uscg.mil/nmc). All licenses are issued by the USCG to persons 18 years and older. Foreign students may apply for a USCG License but will be limited to undocumented vessels.

**Student Responsibilities** - Students are required to observe proper standards of personal conduct. Justification for dismissal from the School would include any action that would be considered offensive by the faculty, the student body or community at large. Proper dress, including shoes, shirt and pants or shorts must be worn in the classroom and Administration Building. Work clothes are recommended for shop and boat maintenance lab work. To safeguard against infection from minor scrapes or punctures, we suggest obtaining a current tetanus booster before arrival on campus. Students must provide their own deck shoes.

#### **GRADUATION & JOB SEARCH ASSISTANCE**

**Requirements for Graduation** - The Chapman School awards a Diploma. All attendance requirements must be met and any financial obligations to the School satisfied. A final average of 70% or better is required.

**Job Search Assistance** - An active job search assistance program is maintained without fee with additional help being provided in preparing for job interviews and writing resumes. Assistance is afforded to those who maintain satisfactory academic progress and proper standards of personal conduct. The instructors and administration are consulted in these matters. Students are encouraged to obtain a current passport and (TWIC) Transportation Workers Identification Credential to enhance their employment opportunities. The School has contact with employers in all major areas of the boating industry. These include charter and private yacht owners, offshore, mineral and oil operations, maritime research organizations, and sport fishermen. Graduates who maintain an acceptable employment record are afforded this service on an ongoing basis. The School cannot guarantee job placement.

#### **PMT FACULTY**

**Thomas D. Swank-Lawrence**, Instructor

USCG 200 GRT Master NC

USCG 500 Ton Master ITC

Master of Towing Vessel Near Coastal

Master's degree in education, 1993

BA in Psychology / Biology, 1990

Temple University, Philadelphia, PA

**Aaron L. Zimmer** Director of Training & Education

USCG 200 GRT Master NC

Assistance Towing Endorsement

STCW Proficiency in Survival Craft, Lifeboatman

STCW Basic Training, Advanced Fire Fighting

STCW Vessel Personnel with designated Security Duties

Master of Arts, Intelligence, Homeland Security,

BA Criminal Justice, American Military University

Charles Town, WV

First Aid / CPR Instructor

**Roger R. Smith**, Instructor

USCG 10,000 GT (LOSV) Oceans

Master 1,600/3,000 GT upon Oceans

STCW with NCDIS and ARPA

GMDSS Operator, Medical First Aid

Provider, Vessel Security Officer

Able Seaman Unlimited

BA Social Studies/ Geography

Glassboro State College, Glassboro NJ

**Matthew D. McKenzie**, Instructor

100 GRT Master License

Assistance Towing Endorsement

**John P. Haggerty**, Director of Operations

USCG Master 100GRT NC

Assistance Towing Endorsement

BS Business Administration

Villanova University, Villanova, PA

**James W. Allen II**, Executive Director

USCG 200 GRT Master NC

Assistance Towing Endorsement

Retired USCG Officer

**Robert F. White**, Instructor

USCG 100 GRT Master License

STCW 11/3 Master, Mates <500GT

Assistance Towing Endorsement

**Patrick K. Dowling**, Instructor

USCG Master Inland/Mate 25 GRT NC

Master's Degree Meteorology

College of William and Mary

Williamsburg, VA

BS Meteorology

State University of New York, Albany, NY

#### **SCHEDULE**

<u>CLASS #</u>	<u>START</u>	<u>END</u>	<u>HOLIDAY</u>
01-26	01/12/26	03/13/26	
03-26	03/30/26	05/29/26	05/25/26
08-26	08/03/26	10/02/26	09/07/26
10-26	10/12/26	12/11/26	11/26/26 – 11/27/26

# **Yacht & Small Craft Surveying**

## **Total: 180 hours (120 hours theory / 60 hours lab) / 6 weeks (YSCS)**

### **EDUCATIONAL OBJECTIVES**

- To prepare men and women for entry into the field of yacht and small craft surveying.
- To impart to them the needed technical knowledge and the highest sense of ethical, business, and professional honesty.
- To provide others in the marine industry, such as insurance adjusters and underwriters as well as corporate, government and military personnel with in-depth knowledge of boat systems and values.

A competent marine surveyor requires in-depth technical and market knowledge. Involved is the knowledge of hull design, construction methods & materials and what happens to them under various conditions of use and service. The same applies to vessel propulsion, navigation, communication, electrical systems, and waste disposal systems.

The course is designed to equip the student to recognize, evaluate and communicate findings in such a manner as to leave no doubt as to the condition of the vessel at the time of the survey. Instructional methods include classroom lecture and on-board demonstration, field trips to boatyards, guest lecturers noted for their expertise in the field, practice surveys and report preparation. Our goal is to provide a balanced curriculum developing technical knowledge coupled with high business integrity.

### **COURSE DESCRIPTION**

#### **Yacht & Small Craft Surveying – Total: 180 hours (120 hours theory / 60 hours lab)**

**Hull Design, Construction and Materials – 53 hours (41 hours theory / 12 hours lab)** – The hull is a boat's essential element, and hull integrity is the result of proper design and construction. Students will study design and give consideration to fiberglass, wood, steel, aluminum, ferro cement and other boat building materials and methods. Special emphasis is given to the detection of deficiencies. (YSCS1)

**Propulsion & Support Systems – 54 hours (50 hours theory / 4 hours lab)** – An examination of sail and engine powered propulsion systems, including all components and test methods. Navigation, communication, fresh water, galley, heating, venting, air conditioning, waste disposal, running rigging, electrical and fuel systems will also be examined. (YSCS2)

**Business, Professional & Legal Considerations – 29 hours (29 hours theory)** – An exploration of marine surveying as a business, and its professional, ethical, and legal aspects. (YSCS3)

**Surveys & Survey Reports – 44 hours (44 hours lab)** – A professional surveyor follows a step-by-step procedure that begins with an assessment of the hull's seaworthiness and a detailed inspection of the vessel's systems. Each student will conduct three (3) complete surveys and prepare Reports of Survey. (YSCS4)

### **ADMISSION**

To qualify for admission, the student must be 18 years of age or older and in overall good health. The successful student must be able to use basic mathematical skills, the English language, and possess basic computer skills in order to fully benefit from the program. Foreign students must score at least 500 in the TOEFL exam or its equivalent.

A high school graduation certificate or state secondary equivalency diploma (GED) or evidence of student's ability to benefit from instruction is required. Please have a copy of your high school, college or previous training transcript sent to the Director of Student Services. Previous training and education will be evaluated, and appropriate credit given. With this in mind, the applicant may be a graduate of the Professional Mariner Training Program at the Chapman School or have related marine industry experience.

The Enrollment Agreement must be completed, signed, and returned to the school along with the \$150 non-refundable registration fee and the refundable Tuition Deposit. Students must have an official photo ID on the first day of class. Students may enroll in this program through the second day of classes. The average class size is 10 students; maximum class size is 16 students. Early registration is encouraged for the January and March classes, which generally fill early.

### **TUITION & FEES**

Registration Fee. . \$150 (non-refundable) Tuition Deposit. . \$1,500.00 Tuition Balance. . \$5,350.00 Total Program Cost ...\$7,000.00

- Non-Refundable Registration Fee, and refundable Tuition Deposit must accompany Enrollment Agreement.
- Tuition Balance and Housing Fees are due 30 days prior to the start of class.
- Tuition includes the cost of books but does not include the cost of housing or transportation.
- All costs are payable in U.S. currency only.
- The school does not charge interest charges of any kind.
- Visa, MasterCard, Discover & American Express accepted.

## REFUND POLICY

Our outlined refund policy is designed in accordance with Fair Consumer Practices. Should student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- All cancellations must be in writing and presented in person or by certified mail.
- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days of signing the Enrollment Agreement and making initial payment, providing textbooks and lab equipment is returned.
- Cancellation after the third (3) business day and prior to the first day of class, all monies paid will be refunded, except the registration fee (Not to exceed \$150.00).
- Cancellation after attendance has begun through 40% completion of program will result in a pro rata refund computed on the number of hours completed to the total program hours.
- **Cancellation after completion of more than 40% of the program will result in no refund.**
- Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- If a credit card was used as the original method of payment, a convenience fee of 3% of the total amount refunded will apply for all transactions.
- All Refunds are made within 30 days after termination or receipt of cancellation notice.
- Chapman School will maintain graduate student records permanently; however, non-graduate student records will remain on file for one year.
- **Veteran's Refund Policy** is in accordance with the federal code of regulations chapter 38 section 21.4254 (c) (13) & 21-4255. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

## STUDENT HOUSING

Campus housing consists of dormitory apartments. Each unit contains a bedroom, convertible living room/bedroom, bath, kitchenette, and a screened porch. The number of students per unit during this program is a maximum of two. All units are air-conditioned, fully furnished and equipped with refrigerator, countertop range and cooking utensils. Dormitory fee includes utilities. Housing offered on a space available basis. Sorry, no pets. The School is not responsible for the loss of any personal property.

Shared Housing Fee . . . \$2,100.00  
TOTAL . . . \$2,100.00

### Housing Security Deposit & Refund

Student Housing fees are due in full 30 days prior to the start of class. If a student cannot attend the class in which he or she is registered, housing fee is refundable.

If a credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions.

Once a student moves into the facilities, no fees will be refunded. In the event any student does damage to the accommodations, he or she will be responsible for the replacement cost and labor required to repair the damaged School property.

The school is not responsible for the loss of any personal property.

## ATTENDANCE

### Class Schedule

Classes meet daily, Monday through Friday from 8:30 to 3:30. Lunch is from 12:30 to 1:30.

### Minimum Attendance Requirements

A student must attend at least 153 hours (85%) of the 180-hour program. An accumulation of 27 hours of absences from classes is considered excessive and may result in dismissal from School. Veteran's benefits are interrupted at this point.

### Tardiness

Lateness for any part of an hour will be counted as a full hour of absence.

### Leaves

A student, who must take extensive leave beyond the allowed attendance policy limits due to special circumstances such as prolonged illness, family emergency, called to active duty, etc., will be permitted to re-enter at a phase of training that is identical to the one he or she left. Earlier phases of training may be repeated at no additional tuition cost as determined by the School. Veteran students must be terminated for pay purposes.

### Re-admittance Policy

If a student has been terminated for attendance reasons and can give evidence that the cause for poor attendance has been eliminated, the student may be re-admitted on a probationary basis for a two-week period. Six hours or one full class day of unexcused absence during this period will result in termination. Veteran benefits may be resumed during the probationary period.

## GRADING POLICY

### Tests & Examinations

Periodic quizzes and test will be given throughout the 6 weeks as a measure of each student's progress. The comprehensive final exam will be given at the end of the course.

### Final Grade

The final program grade will be based on the average of all quiz and exam scores and the students final Survey Report as follows:

Academic average of 3 quizzes and Final examination . . . 50%

Final Survey Report Grade . . . 50%

A minimum final grade average of 80% must be achieved in order to qualify for a graduation certificate.

### Student Progress

All student records will be kept on file for viewing by students and authorized parties. Student progress will be carefully monitored on a regular basis. If a student's average falls below 80, he or she will be considered on academic probation until the average is brought up to passing. If grades are not brought up to passing grade within two weeks, the student will be terminated for unsatisfactory progress. Re-entry will be at the discretion of the School's administration.

**Academic Advising** – Students who have academic concerns should refer to the Director of Training and Education.

### Important Notice -

**The School requires that all student survey reports be typed. In order to comply with this requirement, students must have a personal computer available.**

### Student Responsibilities

Students are required to observe proper standards of personal conduct. Justification for dismissal from the School would include any action that would be considered offensive by the faculty, the student body or community at large. Student conduct is taken into consideration for employment recommendations. Proper dress, including shoes, shirt and pants or shorts must be worn in the classroom and Administration Building. Work clothes are recommended for shop and boat maintenance lab work. To safeguard against infection from minor scrapes or punctures, we suggest obtaining a current tetanus booster before arrival on the campus.

## GRADUATION & JOB SEARCH ASSISTANCE

### Requirements for Graduation

The Chapman School awards a certificate. All attendance requirements must be met and any financial obligations to the School satisfied. A final average of 80% for the YSCS program is required for graduation.

### Job Search Assistance

Most surveyors are self-employed individuals who have worked to gain the recognition of marine insurers, influential yacht dealers, brokers, and owners. Through its influence in the marine industry, the Chapman School is building its contacts with the same clientele in order to assist successful graduates in gaining entry into the profession. The School cannot guarantee job placement. These services including resume preparation are offered to graduating students without fee.

## YSCS FACULTY

### George M. Zeitler, AMS

*Director, Yacht & Small Craft Surveying*  
BS, Marine Engineering  
USCG Academy, New London, CT  
Diploma Marine Surveying  
Lloyd's Maritime Academy, London UK  
Master of Science, Marine Operations  
Middlesex University, London, UK  
Accredited Marine Surveyor  
Society of Accredited Marine Surveyors

### John P. DeGoede IV, AMS Instructor

USCG Master 100 GRT NC  
Assist Towing & Aux Sail Endorsement  
ABYC, Standards & Electrical Certified  
Accredited Marine Surveyor  
Society of Accredited Marine Surveyors

### David J. Leonetti, AMS Instructor

USCG Master 100 GRT NC  
Assistance Towing Endorsement  
ABYC, Business Certification  
Accredited Marine Surveyor  
Society of Accredited Marine Surveyors

## CLASS SCHEDULE

<u>CLASS #</u>	<u>START</u>	<u>END</u>	<u>HOLIDAY</u>
01-26	01/19/26	02/27/26	
03-26	03/23/26	05/01/26	
05-26	05/11/26	06/19/26	05/25/26
08-26	08/24/26	10/02/26	09/07/26
10-26	10/12/26	11/20/26	



# Yamaha Marine Maintenance Certification Program

**360 Hours - (188 Hours Theory / 172 Hours Lab) – 9 Weeks**

## EDUCATIONAL OBJECTIVES

- To facilitate mastery of maintenance tasks associated with various Yamaha outboard engines, as per the service interval requirements in the applicable service manual for 20, 100, 500, and 1000 hours of engine operation.
- Training is provided using a balance of lectures, real-world interactive labs and competency testing.
- Students who successfully complete the courses within the program will receive the Yamaha Marine Maintenance Certifications for each course as follows: Introduction to Outboard Systems, Portable Engines F/T 9.9, Midrange Engines F30/40, Inline Engines F/LF 150B and V-Engine 4.2L Offshore Platforms.
- Graduates who successfully complete the Yamaha Marine Maintenance Certification Program will receive a Certificate.
- Graduates of the program are capable of advancing into Maritime Industry careers as Marine Technicians specializing in outboard engine operation and maintenance.

## COURSE DESCRIPTION

### **Introduction to Outboard Systems (IOS)**

**Total: 80 hours (80 hours theory) 2 weeks**

#### ***Boating Basics - 4 hrs. (4 hrs. theory)***

Study of the modern boating industry, careers, marine motor designs, major components; steering systems & gauges. Basic nautical terminology for vessels, trailers, and different hull types. (IOS 1)

#### ***Materials, Parts & Tools - 4 hrs. (4 hrs. theory)***

Standardized measuring units, common materials; Fasteners and common parts assembly, gears, and seals. Tools used to include wrenches, measurement tools, measuring clearances and forces, as well as testing leads. (IOS 2)

#### ***Electrical - 8 hrs. (8 hrs. theory)***

Basic Electrical - Including, types of electricity, voltage, current and resistance. Conventional current vs electron flow, Ohm's Law, creating voltage, voltage drop and batteries.

Electrical Circuits - Closed circuit, open circuit, series, and parallel circuits. Analyzing circuit problems electrical symbols and diagrams.

Outboard Electrical Systems - Battery and battery free outboards; starting and charging systems, including checking a starting system and checking a charging system. (IOS 3)

#### ***Outboard Ignition Systems - 8 hrs. (8 hrs. theory)***

Compression, Fuel and Ignition - The importance of reliable ignition, electricity basics, self-induction, and manual induction.

Components - Spark plug and maintenance. Ignition coil: ignition coil secondary circuits. Pulser coil, ignition timing, firing order of outboards, and timing adjustment.

Types of Ignition Systems - Power source, ignition system control and related ignition system terminology. (IOS 4)

#### ***Fuel Systems - 8 hrs. (8 hrs. theory)***

Fuels, Gasoline and gasoline properties. Analyzing fuel problems. Fuel system components; Air-fuel mixture; Venturi.

Carburetor principles and systems; Changing the Air-Fuel ratio.

Electronic fuel injection (EFI), Advantages, EFI system, EFI Classifications, number of injectors, components of EFI systems. EFI modes and methods.

High Pressure Direct Injection (HPDI). Why HPDI, key words terminology. (IOS 5)

#### ***Powerheads - 8 hrs. (8 hrs. theory)***

Powerheads Basics - Torque and Horsepower; Internal Combustion Engines, motor displacement; comparing motor types.

Two Stroke Motors - Basic operation of two stroke motors and port timing.

Four Stroke Motors - Basic operation of four stroke motors; valve timing; engine balancing; four stroke valve trim; camshafts and timing; valves, valve arrangement and servicing.

Cooling System - Intake and exhaust manifolds; exhaust gases & emissions; Nitrogen Oxide emissions; recirculation of crankcase gases.

Crankshaft and Pistons - Crankshafts; flywheels; engine bearings and their selection; installing bearings; pistons, piston rings and ring gap; cylinder bore measurement: powerhead terminology. (IOS 6)

#### ***Lubrication - 8 hrs. (8 hrs. theory)***

Friction and Lubricants; oil designations; grease designations.

Two stroke motor lubrication: premixing the oil; two stroke oil injection.

Four stroke motor lubrication: Splash type; wet sump lubrication; dry sump lubrication.

Why service needed / Why parts wear prematurely; four-stroke oil service; other areas of outboard lubrication; lubrication terminology. (IOS 7)

#### ***Drive Unit - 8 hrs. (8 hrs. theory)***

Drive Unit - Components of the upper case; cooling system water flow; water pump service; path of exhaust gas; exhaust noise reduction.

Lower Unit - Lower unit operation, components, lubrication, gear systems, and types of shift mechanisms.

Gear Assembly and Adjustment - Gear assembly and adjustment; bevel gears; lower unit adjustment; mounting the propeller and drive unit terminology. (IOS 8)

### ***Propellers - 8 hrs. (8 hrs. theory)***

What is a propeller? Marine propulsion; requirements of a propeller; propeller materials; propeller hub exhaust system.

Number of propeller blades; basic propeller design; parts of the propeller blade; cavitation: ventilation

Propeller hubs; shear pin hub; pressed in rubber hubs; Shift Dampener System (SDS).

Propeller matching, testing and maintenance; annual inspection; propeller failures and causes. (IOS 9)

### ***Brackets - 4 hrs. (4 hrs. theory)***

Outboard Mounting Brackets: Bracket components, attaching the outboard to the boat, motor mounts, transom information.

Steering: Steering and digital steering.

Trim and Tilt : Power tilt, power trim and tilt (PT & T); reverse operation.

Shock Absorber: After impact, mechanical.

Valves: Manual, relief, main, absorber, servicing a PT & T Unit. (IOS 10)

### ***Corrosion - 8 hrs. (8 hrs. theory)***

Types of Corrosion: What is corrosion? Corrosion around us; main causes of corrosion; chemical corrosion; potential difference between metals; environmental influences; what it is made of matters.

How to control corrosion: Painting; plating; sacrificial anode method; corrosion resistant materials.

Protection of boat and outboard motors: Managing boat corrosion; managing outboard motor corrosion; corrosion terminology. (IOS 11)

### ***Rigging - 4 hrs. (4 hrs. theory)***

What is Rigging?

Mounting an outboard motor: Transom mounted motor brackets; water level guidelines; boats with multiple outboard motors; horsepower limitations; estimating maximum boat speed.

Rigging connections: Mechanical remote controls; instruments; steering; fuel line routing and filters; boats and modern-day electrical requirements; data networks. (IOS 12)

## **Portable Engines / Midrange Engines (PME)**

**Total: 160 hours (64 hours theory/ 96 hours lab) 4 weeks**

Students of this course **must** have completed **the prerequisite level** Introduction to Outboard Systems (IOS) course.

Using a balance of lectures and real-world interactive labs combined with competency testing, students will become proficient in performing 20, 100, 500, and 1000-hour service procedures.

### ***Core Competencies***

- Understanding routine maintenance intervals – (8 hrs. theory) (PME 1)
- Engine oil and filter changes - (6 hrs. theory) (PME 2)
- Lower unit gear oil changes - (6 hrs. theory) (PME 3)
- Water pump service - (6 hrs. theory) (PME 4)
- Spark plug service - (6 hrs. theory) (PME 5)
- Timing belt service - (6 hrs. theory) (PME 6)
- Valve train adjustments - (6 hrs. theory) (PME 7)
- Fuel filter service - (6 hrs. theory) (PME 8)
- Compression tests - (6 hrs. theory) (PME 9)
- Understanding and utilizing maintenance manuals and charts - (8 hrs. theory) (PME 10)

### ***Additional Learning Outcomes***

Students will also be introduced to the following - Yama lube® lubricants, Corrosion prevention, Electrical System basics, Entry level rigging procedures, Service and Owner's manuals, Propellers

### ***Labs***

Maintenance Training Courses:

- Portable - F9.9B/T9.9B - Section 7

- Midrange - F30A/F40A - Section 7

- Battery Inspection Lab - (6 hrs. Lab) (PME 11)
- 703 Remote Control Lab - (6 hrs. Lab) (PME 12)
- Grease Points /Cowling Manual Tilt and Hydro Tilt Lab - (6 hrs. Lab) (PME 13)
- Tiler Handle Lab - (6 hrs. Lab) (PME 14)
- Spark Plug/Resistor Caps Lab - (6 hrs. Lab) (PME 15)
- Propeller Lab - (6 hrs. Lab) (PME 16)
- Compression Test Lab - (6 hrs. Lab) (PME 17)
- YMBS Pick List Lab - (6 hrs. Lab) (PME 18)

- Carburetor/ VST/ Fuel System Lab - (6 hrs. Lab) (PME 19)
- Oil Change Lab - (6 hrs. Lab) (PME 20)
- Mechanical Fuel Pump Lab - (6 hrs. Lab) (PME 21)
- Lower Unit / Water Pump Lab - (6 hrs. Lab) (PME 22)
- Thermostat / Anode Lab - (6 hrs. Lab) (PME 23)
- Mid-Section Servicing Lab - (6 hrs. Lab) (PME 24)
- Timing Belt Lab - (6 hrs. Lab) (PME 25)
- Valve Adjustment Lab - (6 hrs. Lab) (PME 26)

### **Inline Engines / V-Engines (INV)**

**Total: 120 hours ( 44 hours theory/ 76 hours lab) 3 weeks**

Students of this course **must** have completed **the prerequisite level** Introduction to Outboard Systems (IOS) course.

Using a balance of lectures and real-world interactive labs combined with competency testing, students will become proficient in performing 20,100,500, and 1000-hour service procedures.

When a technician passes the Yamaha Marine Maintenance certification exam, marine service employers can feel confident the verified technician can demonstrate proficiency in real-world, marine service competencies.

### ***Core Competencies***

- Understanding routine maintenance intervals – (6 hrs. theory) (INV 1)
- Engine oil and filter changes - (4 hrs. theory) (INV 2)
- Lower unit gear oil changes - (4 hrs. theory) (INV 3)
- Water pump service - (4 hrs. theory) (INV 4)
- Spark plug service - (4 hrs. theory) (INV 5)
- Timing belt service - (4 hrs. theory) (INV 6)
- Valve train adjustments - (4 hrs. theory) (INV 7)
- Fuel filter service - (4 hrs. theory) (INV 8)
- Compression tests - (4 hrs. theory) (INV 9)
- Understanding and utilizing maintenance manuals and charts - (6 hrs. theory) (INV 10)

### ***Additional Learning Outcomes***

Students will also be introduced to the following - Yamalube® lubricants, Corrosion prevention, Electrical System basics, Entry level rigging procedures, Service and Owner's manuals, Propellers

### ***Labs***

Maintenance Training Courses:

- Inline 2.7L - F 150B - Section 7

- V-Engine – 4.2L Offshore - Section 7

- Battery Inspection Lab - (4 hrs. Lab) (INV 11)
- 703 Remote Control Lab - (4 hrs. Lab) (INV 12)
- Grease Points /Cowling Lock Lever Lab - (6 hrs. Lab) (INV 13)
- Spark Plug/Wires/Ignition Coil Lab - (4 hrs. Lab) (INV 14)
- Propeller Lab. - (4 hrs. Lab.) (INV 15)
- Compression Test Lab - (6 hrs. Lab) (INV 16)
- Vapor Separator Tank Lab - (4 hrs. Lab) (INV 17)
- YDIS Lab. - (8 hrs. Lab.) (INV 18)
- YMBS Pick List Lab - (8 hrs. Lab) (INV 19)
- Fuel System Lab - (4 hrs. Lab) (INV 20)
- Oil Change Lab/ Lower Unit Lab - (4 hrs. Lab) (INV 21)
- Thermostat/Pressure Control Valve/ Exhaust Cover Anode Lab - (4 hrs. Lab) (INV 22)
- Oil Change / Mid-Section Lab - (4 hrs. Lab) (INV 23)
- Timing Belt / Cylinder Block Anode Lab - (4 hrs. Lab) (INV 24)
- Valve Clearance Measurement Lab - (4 hrs. Lab) (INV 25)
- Cooling Water Cover Anodes/ Oil Cooler Anodes Lab - (4 hrs. Lab) (INV 26)

## ADMISSION

To qualify for admission, the student must be 18 years of age or older, in overall good health, and must be able to use mathematical skills and the English language in order to fully benefit from the program.

A high school diploma, GED, or evidence of student's ability to benefit from the course of instruction is required. Please have a copy of your high school, college or previous training transcript sent to the Director of Student Services.

Although previous experience can be beneficial, it is not essential for the successful completion of this course. Previous training and education will be evaluated and appropriate credit given.

The Enrollment Agreement must be completed, signed, and returned to the school along with the \$150.00 (Non-Refundable) Registration fee and the refundable Tuition Deposit. Students must have an official photo ID on the first day of class.

Once classes start, students may not change or downgrade to another program. Every effort is made to provide as much attention as possible to individual student needs. Class enrollment varies but is a maximum of 12 students.

## TUITION & FEES

- Registration Fee. . . \$150.00 (non-refundable), Tuition Deposit ...\$2,000.00 Tuition Balance . \$7,650.00 Total Program Cost . . \$9,800.00
- Registration Fee and Tuition Deposit must accompany the Enrollment Agreement.
- Tuition Balance is due in full 30 days prior to the first day of class.
- Tuition includes books but does not include housing, board, or transportation.
- All costs payable in U.S. currency only. Visa, MasterCard, Discover, and American Express are accepted.

## REFUND POLICY

Our outlined policy is designed in accordance with Fair Consumer Practices. Should a student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- All cancellations must be in writing and presented in person or by certified mail.
- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days of signing the Enrollment Agreement and making initial payment, providing text books and lab equipment is returned.
- Cancellation after the third (3) business day and prior to the first day of class, all monies paid will be refunded, except the \$150.00 non-refundable registration fee (Not to exceed \$150.00).
- Cancellation after attendance has begun through 40% completion of the program will result in a pro rata refund computed on the number of hours completed to the total program hours.
- **Cancellation after completion of more than 40% of the program will result in no refund.**
- Termination date: for refund purposes is the last date of actual attendance by the student unless earlier written notice is received.
- If credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions.
- Refunds are made within thirty (30) days after the date the student fails to enter or terminates training.

### *Veteran's Refund Policy*

The Veteran's Refund Policy is in accordance with the Federal Code of Regulations Chapter 38 Section 21.4254(c)(13) & 21.4255.

The pro-ration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the program.

## STUDENT HOUSING

Campus housing consists of dormitory apartments. Each efficiency apartment contains a bedroom, convertible living room/bedroom, bath, kitchenette, and covered porch. All apartments are air conditioned, fully furnished and equipped with refrigerator, countertop range and cooking utensils. Housing fee includes utilities. The maximum number of students per unit is usually two.

Campus housing must be booked in advance to assure availability. *Sorry, no pets.*

The school is not responsible for the loss of any personal property .

Housing Fee Shared Rate (63 nights) ...\$3,150.00

Student Housing fees are due 30 days prior to the start of class.

## HOUSING REFUND

- If a student cannot attend the class for which they are registered, housing fees are refundable.
- Once a student moves into the facilities, no fees will be refunded.
- If a credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions.
- In the event any student does damage to the accommodations, he or she will be responsible for the replacement cost & labor required to repair the damaged School property.

## ATTENDANCE

### *Attendance Requirements*

90% attendance is required. This requirement is strictly enforced whether the absence is excused or unexcused.

### *Class Schedule*

Monday through Friday from 8:00 am to 5:00 pm each week of training.

### ***Absences***

More than 10 hours is considered excessive and may cause dismissal from the school. Veterans' benefits are interrupted at this point.

### ***Excused Absences***

A request for absence should be submitted in writing by the student and approved by a member of the administrative staff prior to the absence, except in case of illness or another emergency. If the excused absence is during a testing period, the student must notify instructors promptly and make arrangements to take a makeup test.

### ***Tardiness***

Lateness for any part of an hour will be counted as a full hour of absence.

### ***Leaves***

A student who takes extensive leave beyond the allowed attendance policy limits due to exceptional circumstances such as prolonged illness, family emergency, called to active duty etc., will be permitted to re-enter at the phase of training that is identical to the one he or she left.

Earlier phases of training may be repeated at no additional tuition cost as determined by the school.

Veteran students must be terminated for pay purposes.

### ***Re-Admittance Policy***

If a student has been terminated for attendance reasons and can provide evidence that the cause of the poor attendance has been eliminated, then the student may be re-admitted (subject to approval by the school's administration) on a probationary basis for a two-week period. Eight (8) hours or one full class day of unexcused absence during this period will result in termination.

Veterans' benefits may be resumed during the probationary period.

### **SAFETY**

Each Student is responsible to follow all safety policies and regulations as detailed by their school administration and instructor.

### **OTHER REQUIREMENTS**

Students are required to have the following available for class:

- Laptop or tablet computer.
- Protective work shoes or boots

### **GRADING POLICY**

**Tests & Examinations** - Examinations will be scheduled during each course. Instructors may average quizzes or other grades with the examination to determine each course grade. These grades may be reviewed by the student upon request.

**Final Grade** - The final program grade for the 360-hour program is the average of the Final Examinations and Labs grades for each of the 5 modules being: Introduction to Outboard Systems, Portable Engines, Midrange Engines, Inline Engines and V-Engines.

To qualify for graduation, the final overall program average must be a minimum of 75%.

Students who successfully complete the courses within the program, based on the following grading requirements will also receive Yamaha Marine Maintenance Certifications for each course as follows:

#### **Introduction to Outboard Systems**

Quizzes and Examinations will be scheduled during the course. Students must achieve a minimum of 80% in quizzes to qualify for the final examination. These grades may be reviewed by the student upon request.

#### ***Final Grade***

The final program grade for the course will be based on the average of all quizzes and the final examination. To qualify for graduation, the final average must be a minimum of 80%.

#### **Portable Engines, Midrange Engines, Inline Engines and V- Engines**

A grade average of 75% is required to *receive a Certificate of Completion for each* of the following modules:

- Portable - F9.9B/T9.9B platforms
- Midrange- F30A/F40A platforms
- Inline Engines F/LF 150B platforms
- V- Engines 4.2L Offshore platform

There will be short written quizzes throughout the course to evaluate the curriculum and the student. Quizzes are learning tools, designed to help students retain the material, and they also help to improve the course.

The final student grade for each of the above four (4) engine modules is based on the following weighted grading criteria:

- Labs 75%
- Final Exam 25%

Grading emphasis will be on the student's performance in the labs (75%).

The instructor will observe the student demonstrating the competencies twice consecutively and independently . Grading criteria are as follows:

- 1 = Student cannot complete the tasks even with assistance.
- 2 = Student needs assistance on both attempts.
- 3 = Student needs assistance on one of two attempts.
- 4 = Student can complete the tasks without assistance on both attempts.

## ***Final Grade***

To receive the Certificate of Completion the student must complete the following:

- Successful completion of the Introduction to Outboard Systems (IOS) course.
- Overall passing grade of 75% **and achieve at least 80% in each Final Exam**
- Completion of the following study modules: Maintenance Matters 1, Maintenance Matters 2, and Maintenance Matters 3.

## ***Student Progress***

All student records will be kept on file for viewing by the student and authorized parties.

A standard system of weighted percentages is used for recording student progress. To remain in good standing, a student must maintain an average of 75% or better. If a student's average falls below 75%, he or she may be permitted to continue in school for an additional period established at the time of a progress report. During this time, the student is required to pass coursework with grades that will bring his/her average up to satisfactory. This period is considered probationary. If grades are not brought up to passing, the student will be terminated for unsatisfactory progress. At this point, veterans' benefits may be interrupted. Re-entry will be at the discretion of the school's administration.

**Academic Advising** - Students who have academic concerns should refer to the Director of Training and Education.

## **GRADUATION & JOB SEARCH ASSISTANCE**

### ***Requirements for Graduation***

The Chapman School awards a Certificate. Yamaha Marine Maintenance certifications will also be awarded to the successful course graduates as set out in the grading policy section of this catalog. All attendance requirements must be met and any financial obligations to the school must also be satisfied.

### ***Job Search Assistance***

An active job search assistance program is maintained.

Assistance is afforded to students who maintain satisfactory academic progress and proper standards of personal conduct. The instructors and administration are consulted in these matters.

The school has contact with employers in all major areas of the boating industry. These include charter and private yacht owners, offshore mineral and oil operations, maritime research organizations and sport fishermen. Graduates who maintain an acceptable employment record are afforded this service on an ongoing basis. The school cannot guarantee job placement.

## **FACULTY**

### **Shane C. Bowlin**

Certified Yamaha Master Technician  
Advanced Installations, Advanced Troubleshooting,  
Fuel Systems, Drivetrain, YDIS, V-Engines Systems,  
Electrical Systems, In-Line Engine Systems and  
Outboard Systems.

### **James W. Allen II**

Executive Director  
USCG 200 GRT Master NC License  
Assistance Towing Endorsement  
Retired USCG Officer

## **CLASS SCHEDULE**

<u>CLASS #</u>	<u>START</u>	<u>END</u>	<u>HOLIDAY</u>
01-26	01/12/26	03/13/26	
03-26	03/30/26	05/29/26	05/25/26
08-26	08/03/26	10/02/26	09/07/26
10-26	10/12/26	12/11/26	11/26/26 – 11/27/26

## **ADMINISTRATION**

James W. Allen II  
Executive Director

### Administration and Corporation Structure

The Executive Director serves as the Chief Executive Officer of the corporation, providing strategic vision, financial oversight, and institutional leadership in accordance with the policies of the Board of Trustees. This position manages all departments and staff, directs daily operations, ensures compliance with regulatory bodies, and oversees fiscal planning, budgeting and reporting. The Executive Director represents the corporation within the community, builds relationships with donors and partners, and ensures that all programs maintain the highest standards of quality and professionalism.

John P. Haggerty  
Director of Operations

The Director of Operations is responsible for the daily management and coordination of all school operations, including educational, administrative, and facility functions. This role oversees instructors, marketing, maintenance and student service staff to ensure seamless scheduling, compliance with institutional and safety standards and operational efficiency across the campus.

Aaron L. Zimmer  
Director of Training & Education

Director of Training & Education oversees all educational programs, ensuring the delivery of high-quality instruction which meets or exceeds U.S. Coast Guard, STCW and State and standards. The position manages instructor performance, develops and maintains course curricula and reviews student evaluations to enhance training outcomes.

Bruce L. Robertson  
Director of Student Services

The Director of Student Services manages the admissions and registrations of students, student Financial Aid, and Job Placement Assistance. The role maintains the accuracy of student records in compliance with State and federal requirements.

The Charles F. Chapman School of Seamanship, Inc is a nonprofit corporation recognized by the Internal Revenue Service as a 501(c) (3) corporation headquartered in Stuart, Florida. The board members/officers are as follows:

Executive Director – James W. Allen II, President – Shields F. McManus, Vice President – Thomas E. Danti, Secretary – Aleta Smith, Treasurer – Kyle Offringa, General Counsel – Shaun T. Plymale.