This document is designed to be read in its entirety, however, the contents page is provided for your convenience should you need help with a specific part of your application.

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Welcome to the Old Offshore Scheme Online Application Guide. It is a requirement for all DPOs applying to The Nautical Institute for a DP certificate, to first apply online before sending their physical documents to us for processing. This guide has been designed to assist you in successfully applying online for your DP certificate via the NI Alexis Platform, which was launched on 1 January 2015 as a dedicated website for DP accreditation and certification. Although we have tried to include as much information as we can in this document, it is not a comprehensive guide to the whole training and certification process. Before you start completing your online application, it is essential that you read the documents that are available in the Offshore section via the DP Help Page on the Alexis Platform website, to ensure you fully understand and have met the requirements of the Old Offshore scheme.

This application guide is for Trainee DPOs who are on the Old Offshore scheme and in possession of a small blue, green or large black Nautical Institute DP Logbook. If you own one of the other Nautical Institute DP logbooks listed below or are revalidating your DP certificate, please read the correct Online Application Guide for the scheme and logbook that you own.

Alexis Platform website: http://www.nialexisplatform.org/
New Offshore Scheme Grey Logbook: http://www.nialexisplatform.org/dp-help-page/offshore/guidance-application/ (scroll down to the bottom of the page)

How to apply
Before sending your documents for processing it is a mandatory requirement that you apply online first. Any documents received without an application firstly being completed online will be returned unprocessed by standard post (untracked). The Nautical Institute does not accept any responsibility for documents lost in the post.

You will first need to complete the online application as explained in this document. Once you have successfully attached your documents, completed, submitted and paid for your online application you are then required to send your physical documents to ‘DP Department’ at The Nautical Institute in London, UK (address on back page) for processing.

Confirmation Letters
A company confirmation letter is required to verify all of the DP sea time you are using in your application. Please go to the back page of this documents for a sample of the confirmation letter and requirements.

Why we require you to send your physical documents to The Nautical Institute
Although, you have completed an online application and attached all of your required documents the reason we ask you to send your original documents into our office is so that they can be processed and verified officially. We are unable to process scanned and attached documents.
DP Certificates
Since January 2015, The Nautical Institute started issuing DP certificates in the form of a plastic card the size of a credit card, which can be conveniently kept in your wallet. The new style DP certificate has a QR code that when scanned with a mobile phone or tablet will take you to the Alexis Platform website to show the certificate validity details. Apps for scanning QR codes can be found in the various app stores for all types of phones/tablets. Please note, if you applied online before January 2015 through our previous online application system, you will receive the older style laminated paper certificate.

Apple IT Products
Our system support team have advised us that on Apple products, the JavaScript should to be enabled for the website to run, however there may still be some compatibility issues. This is because the system is a Windows based system and is compatible with PCs and Windows products. We also recommend that you use Mozilla Firefox or Google Chrome to ensure full functionality on the website.

Five Year Validity Period
All courses and DP sea time must be dated within the previous five years. Any part of the training scheme that is dated outside of this validity period must be repeated.

The five year validity period is calculated by the date your physical paper documents are received at The Nautical Institute offices in London, after you have firstly applied online. Therefore, on receipt of your application by The Nautical Institute, all of the DP sea time/qualifying employment period and supporting documents required under the Old Offshore scheme must be dated within the previous five years.
**Old Offshore Scheme—Online Application Guide**

**Logging into an existing account or creating a new account**

**Start**

Go to the Alexis Platform website [http://www.nialexisplatform.org](http://www.nialexisplatform.org) and click on **Login** at the top of the page to access the DP Online application system.

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**DP Help Page**

The Help page contains all of the requirements, guides, FAQs, downloadable forms, etc. The Help Page is subdivided into the different schemes available. Click on **Offshore** to access these documents.

Further information can also be found by clicking on the **Certification** button.
Instructions
Please read all the instructions on this web page very carefully to ensure you complete your application properly and provide all of the documents required when attaching them to your online account and also when sending your application pack to The Nautical Institute offices in London for processing.

Disclaimer and terms of services
Lower down this page also contains the disclaimer and terms of service for DP applications.

Click Continue and Confirm to verify you have read the instruction and accept the conditions of the disclaimer and terms of services. This will then take you through to the login page.
Existing Customers
Since 2012, all students taking the Basic/Induction course were required to set up a DP application account at the training centre. If you took your Basic course since this date then you will already have an account with us.

If you took your Basic/Induction course for the first time before 2012 or have previously applied for a DP certificate, even if the application was unsuccessful, you will also have an account on our system. In this case, please do not create a new account, instead, contact The Nautical Institute's DP department to request your login details if you do not know them.

Creating multiple accounts will prevent you from being able to apply using the correct account. This is because you have two accounts on the database and the system does not know which one to use.

If you create a duplicate account, you will then need to contact us and wait for the accounts to be merged, which will cause a delay in you being able to apply for your DP certificate.

Existing customers skip to the My Account Overview on page 10.

Further help on logging into your account can be found on page 11.

Logbook Reference Numbers
For those with black logbooks, the logbook number would have been attached to your account when the Basic/Induction course was completed. If you open a second new account, the number will not be linked and you will not be able to continue with your application until we have merged the accounts together.

New Customers
Before creating a new account, please read the additional information for existing customers on this page to see if you may already have an account on our system.

Only create a new account if you are sure you do not fall into any of the categories mentioned.
Old Offshore Scheme—Online Application Guide

Creating a new account

If you click on the option to create a new account. You will be taken to this screen. Please enter your details correctly.

Name
Please ensure the spelling and capitalisation of your name is correct?
- John alan smith ✗
- JOHN ALAN SMITH ✗
- John Alan Smith ✓

Email address
You must only use your personal email address or if using a company address, it must be one only personal to you (e.g. Johnsmith@company.com) and not a shared address as other accounts may have been previously created with this address. If an account is already linked to the email address an error message will show.

Please read the Troubleshooting section on page 45 for further information on email addresses.

Contact Telephone Number
A contact telephone number is a mandatory requirement by our couriers as they may need to contact you to organise delivery of your documents.

Mailing Address
This is the address where your documents will be sent. Please note that our couriers cannot deliver to PO Boxes, as the documents need to be signed for on delivery.

Delivery to addresses in Crimea, Russia and China—You will need to provide a company address where your documents can be delivered. You will also need to provide the name of a person at the company for whose attention the documents can be addressed. This is a requirement of our couriers as they do not deliver to private home addresses in Russia. The company registration number is also required. Please also ensure that the company it is going back to is Maritime related to avoid any documents being stopped at customs.

Organisation Name—To add your company name to your mailing address you need to type the official company name otherwise the system will not recognise it.

Password
Do not use any special characters other than alphabetical letters found on a standard UK keyboard (e.g. â, é, ø), otherwise you may not be able to log back into your account.

Sign Up
Click here to save your details and be taken to the My Account Home page.
Creating a new account

My Account Home page

This is your account's main page. You are taken here after clicking on the Sign Up button to create your account or after logging back into your account.

At this stage the only data that appears on this page is your name in the top right hand corner of the screen and if you click on Update your personal details you will be able to review and change your name, postal address, email address, password, etc. Once you begin completing your application, additional data will appear here.

The next page shows a complete overview of the My Account Home page with data.

Don’t forget the Help button

After you first create your new account you will receive an email message to the email address you entered when signing up. It will be from dp@nautinst.org with the subject heading Nautical Institute - Your New Account Details containing your account login details.

Please add dp@nautinst.org to your safe senders list to ensure future emails are not directed to your junk/spam mail.
Old Offshore Scheme—Online Application Guide

My Account Home Page—Overview

1. Help is at Hand
   There is a blue question mark in the top right hand corner of each page. Hovering over the ? with your mouse brings up the help text. Please read these carefully as they contain further instructions/requirements to help you complete each page correctly.

2. Personal Details
   Click here to review and change any of the details you added on the Create new account page (e.g. name, postal address, email address, login password, etc.)

3. Status and Category
   As you start to complete your application, your status will show as "In Progress". This will change as you progress through the application. "New" will appear under Category and not change.

4. Photograph
   Click on Upload photo to attach your photograph.
   You need to upload a 3x4cm high resolution passport size photograph here. The pose should also be to passport requirements as this picture will appear on your DP certificate. If you need to change an already uploaded photograph just click on Update at the top of the photograph.

5. Attachments
   Click here to attach the required documents. Documents must be in PDF format and no more than 10 MB per file.

6. This is where your certificate details will be shown if a certificate is issued.

7. Communications Notes
   If you wish to contact us regarding an issue you are experiencing with your application, you can do so by either sending an email to the DP department or by entering a communication note from your account. To add a new note click on the Enter New Communication Note link above the Communication Notes box.

8. Payments
   When you have successfully completed your application and made your payment. The payment details will appear at the bottom of the page. Click on the payment details to download and print if required.

If there is information showing in the latest application box but you do not see the ‘Complete application’ option, please contact the DP department for assistance. Please do not start a new application.
Once you have already set up an account or are logging into an existing account, you need to enter your login details here. Your username will be your email address as in the example shown. If you did not register an email address when your certificate was originally issued, did not update your contact details on our old system, or do not know your login details, you will need to contact the DP department to update the information.

Please email dp@nautinst.org and provide the following information:

- Full name
- Date of birth
- Personal email address
- Certificate number
- Certificate issue date
- Name of Familiarisation Vessel

Please note that the email address must be a personal one and not that of a ship or a company.

Forgot your password?
This link can be used to have your password sent to your email address. Please note that the email address that you enter must be the same as the email address on your account. If you do not have an email address linked to your account, this option will not work and you will need to contact the DP department for assistance.
The Nautical Institute currently runs two Offshore DP training schemes. The date you started the scheme and the type of logbook you own determines which scheme you are on.

1. Old Offshore DP Training Scheme
If you took your Basic course for the first time before 1 January 2015 and own a Nautical Institute DP logbook that is green, blue or black, you need to select this option. If you own a red NMD DP logbook but have not yet been issued with a DP certificate (NMD or NI) you also need to choose this option.

2. New Offshore DP Training Scheme
If you took your Basic course for the first time on or after 1 January 2015 and own a Nautical Institute New Offshore grey DP logbook, you need to select this option. Please click here to download the New Offshore Online Application Guide. This includes trainee DPOs who took their Basic/Induction course before 1 January 2015 but have since surrendered their original logbooks to be entered onto the New Offshore scheme.

3. Have you applied to us before?
If you have applied to us before for a DP certificate but were unsuccessful, you will have the Complete application option on your home page as shown on page 11, item 6. If you have this option, you should use it instead of creating a new application, as it will bring up the data (courses, DP sea time, etc.) from your previous application which will save you from having to enter it again.
You are required to attach a recent photograph of yourself along with all of your application documents into your account. These will then be accessible via your My Account Home page.

Scan and save your documents to a folder on your computer that is easy for you to locate. Please use file names that describe the document scanned eg. 'Logbook.pdf' for your scanned logbook. You then need to follow the additional instructions on this page.

The maximum size per file you are allowed to upload is 10 MB. If you have a scanned multiple page document that is larger than 10 MB, try rescanning it as two or more separate documents or use an application that can split PDF documents into multiple ones to reduce the individual file size.

**Attaching a photograph** (Photo files must be in JPEG format)

1. Click on Upload photo in the photo box near the top right hand corner of the My Account Home page.

2. A File Upload box will appear. Locate the photo file you wish to upload and double-click on it, or click once to select the file then click Open at the bottom of the File Upload box to attach it. The photo will then appear in the previously blank photo box.

If you wish to change the photograph you currently have uploaded to your account, click on Update in the top right hand corner of the photo box.

**Attaching documents**

Document files must be in PDF format.

On the My Accounts Home page click on Attachments. When the File Upload box appears use it to locate the files you wish to attach. Attach one file at a time by double-clicking on it, or click once to select the file then click Open at the bottom of the dialog box. The file you have just attached will appear in the Attachments box on the My Account Home page.

You will need to repeat this process to upload and attach each of your remaining document files to your account.
Old Offshore Scheme—Online Application Guide

Logbooks Overview Page

New Offshore Application — Induction course before 2015 (Do not use for Revalidation)

You are taken to this page when you click on the New Offshore Application—Induction course before 2015 option on the My Account Home page.

There are two types of logbook available in this option.

NI Black Logbook
These logbooks were issued from January 2013—December 2014. If you own one of these logbooks, you will need to add your logbook data into this section.

NI Blue / Green (Small) Logbook
These are the original logbooks issued by The Nautical Institute and were issued up to December 2012. If you own an NI Blue or Green logbook, please note that they were not printed with numbers. The logbook number that appears on your account is automatically generated by the system to identify the source of the data. The logbook numbers have the 3-letter prefix ‘Blu’. This prefix does not change, so even if you have a green NI logbook or one of the logbooks mentioned below, the 3-letter prefix will still be ‘Blu’.

[NMD & CIAGA red logbooks]
If you own either of these logbooks, the data needs to be entered in the NI Blue / Green Logbook section.

Data appearing in wrong logbook section
If you own a black logbook but your data is appearing in the blue logbook section, please read the information in the Troubleshooting section on page 45 for further advice.

Previous applicants
If you have applied to us previously for a DP certificate, this page should have information either in the Black or Blue/Green Logbook Section.

Logbooks Overview Page

Don’t forget the Help button

Click Back to Overview to return to the My Account Home page.

Enter New Logbook

Only click on these options if data does not already exist in your application or if you are adding a new logbook that you did not have when you previously applied for your DP certificate.

Owners of two logbooks
There are some applicants who may own a blue/green and black NI logbook that both contain data. As the pages of these two types of logbooks are set out differently, you will need to enter the data from both logbooks into the appropriate logbook sections.

Any DP sea time duplicated in both logbooks must only be entered once or you will receive an error message.

If you own two logbooks of the same type e.g. two blue/green, you need to add a new logbook to your account to add the information contained in it.
Adding a new NI Blue / Green Logbook to your account

1. Click on Enter New/Another Blue / Green logbook from the Logbooks Overview page to be taken to the Logbook page.

2. The data in the shaded green boxes is automatically filled in for you. Just enter the training centre name where you took your / Basic/Induction course then click Save and Back to Logbook.

3. New logbook details will show here.

The Logbook number is not printed anywhere in your logbook. It is automatically generated by the system.

IMPORTANT

Order of Sections: The sections in the online application system are not laid out in the same order as in your logbook. This is because the system has multiple checks in place to cross-check and verify the dates of your courses, DP time, Section C tasks, etc., to ensure that your application is completed correctly. To avoid issues when filling in your online application, it is important that you complete each section in the order set out in the online application, i.e.,

1. Induction Course
2. Familiarisation
3. Simulator Course
4. STR (if applicable)
5. Watchkeeping
6. Section C
7. Suitability

Don’t forget the Help button.
Adding a new NI Black Logbook to your account

1. Click on **Enter New/Another NI Black logbook** from the Logbooks Overview page to be taken to the Logbook page.

2. **IMPORTANT**
   - *Order of Sections*: The sections in the online application system are not laid out in the same order as in your logbook. This is because the system has multiple checks in place to cross-check and verify the dates of your courses, DP time, Section C tasks, etc., to ensure that your application is completed correctly. To avoid issues when filling in your online application, it is important that you complete each section in the order set out in the online application, i.e.,
     1. Induction course
     2. Familiarisation
     3. Simulator Course
     4. STR (if applicable)
     5. Watchkeeping
     6. Section C
     7. Suitability

3. New logbook details will show here

   - This number is not printed anywhere in your logbook. It is automatically generated by the system.

4. The data in the shaded green boxes is automatically filled in for you. Just enter your logbook number and the training centre name where you took your Basic/Induction course then click **Save and Back to Logbook**

5. The logbook number is located on the inside title page of your black logbook. The system will check the number you enter against the one already linked to your account.

6. Don’t forget the Help button: The data in the shaded green boxes is automatically filled in for you. Just enter your logbook number and the training centre name where you took your Basic/Induction course then click **Save and Back to Logbook**
On the Logbooks Overview page, click on Induction course.

Repeated courses

If you have retaken the Basic/Induction course due to your previous one being over five years old, the expired course details also need to be entered into the system. This is to show the system that any DP familiarisation and/or watchkeeping time* you have dated after taking your original course but before retaking the course again is valid.

As the system currently only allows you to enter course dates dated within the previous five years, you need to contact the DP department by email with a scan of your original Basic/Induction course certificate, to have the original course added to your application.

*Only DP sea time dated within the previous five years are valid to be used towards the time required to gain a DP certificate.

Enter your Basic/Induction course date details in the spaces provided. Use the dropdown list to select the training centre name.

You need to confirm that your course details have been signed and stamped. Contact the training centre where you took your Basic/Induction course if any details are missing/incorrect to have them corrected before sending your application to us for processing.

The induction course details now appear on the Induction Courses Overview page.

Click on Back to Logbook Overview to return to the main page that contains your logbook(s).
The Basic/Induction course details now appear on the Induction Courses Overview page.

### Editing Entries

Click on ☐ in the Action column on the same row as the entry you wish to edit. This will take you to the Induction course screen where you can amend your entry.

### Deleting Entries

Click on ☐ in the Action column on the same row as the entry you wish to delete (if you have more than one course entered). Please do not delete any entries that you have asked us to add for expired courses or any pre-existing entries that you did not create yourself. Doing so will prevent you from being able to submit your application and delay you being able to apply your DP certificate.

When you return to the Logbook Overview page, you will now see the box in front of the Induction Course now contains a pencil. This means that this section now contains information. Sections without the pencil contain no data.

Don’t forget the Help button.
Finding and Entering Vessel Names in Familiarisation and Watchkeeping

Finding the Ship Name

The vessels are listed under their current name first but the system will find any previous names for the vessel listed in our database. If you cannot find the vessel you wish to enter DP sea time for, search under the IMO number instead. If the vessel is not listed on our database under its name or IMO number, please send a copy of the vessel’s classification certificate to the DP department at dp@nautinst.org so it can be added to our database.

Click on the down arrow to display the list of ships names.

Use the scroll bar to the far right of the screen to scroll down the list of names.

Typing the first letter of the ship’s name will move you down to the ships beginning with that letter eg. Typing ‘B’ will move you to the beginning of the ship names starting with the letter ‘B’.

Typing at least the first three letters of the ship’s name in quick succession will bring you to the part of the list with ships beginning with the three letters you typed. eg. type ‘BRE’ to find the ship name ‘Bremona’.

You can then either use the list’s scroll bar to the right of the screen; your mouse wheel; or the down arrow on your keyboard to move down the list and highlight the correct ship’s name.

This search method can also be used for other fields throughout the online application with drop down menus.

If the vessel you wish to enter is not showing under the ship or IMO Number do not use a sister ship to complete your application, otherwise your application will be returned to you as unsuccessful. You must enter the correct information only.

You must provide a classification certificate that was for valid for the dates you wish to enter.

Email the DP department with a copy of the vessel’s classification certificate as instructed above.
Adding your DP Familiarisation Time from your NI Blue/Green Logbook

On the Logbooks Overview page, click on Familiarisation.
If you own an NI Black logbook, go to the next page for instructions on how to add your familiarisation time.

Repeated familiarisation
If you have repeated your familiarisation due to your previous one being over five years old, or not being completed on a classed vessel, the details of the original familiarisation sea time also need to be entered into the system. This is to show the system that you had the required DP familiarisation before taking the Advanced/Simulator course.

As the system currently only allows you to enter DP sea time dates dated within the previous five years, you need to contact the DP department to have this added to your account. Please make sure a scan of your logbook is attached to your account before contacting us by email. Further information can be found in the Troubleshooting section.

*Only DP sea time dated within the previous five years are valid to be used towards the time required to gain a DP certificate.

Don’t forget the Help button

Once you select the ship’s name the IMO number is automatically inserted; or the Ship’s name is automatically inserted if you select the vessel by its IMO number.

You then need to enter the vessel’s DP Class.

The Number of Days field is automatically inserted once you fill in the dates joined and left vessel.

By ticking here you are declaring that you have a confirmation letter for this entry. Any entries not verified by a confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

Dates Joined and Left Vessel
These dates must be entered in DD/MM/YYYY format. Click in the blank space under the Date Joined/Left headings to type the date. You can also use the calendar that appears to select the date.

Clicking here will discard the current entry (without saving) and take you back to the Logbooks Overview (page 14).

Click to save the current entry and bring up a new Familiarisation screen to enter additional DP familiarisation sea time entries.

Click to save the current entry and be taken to the List of Familiarisation screen (Page 23).

Click to save the current entry and be taken to the List of Familiarisation screen (Page 23).
Adding your DP Familiarisation Time from your NI Black Logbook

**Repeated familiarisation**

If you have repeated your familiarisation due to your previous one being over five years old, or not being completed on a classed vessel, the details of the original familiarisation sea time also need to be entered into the system. This is to show the system that you had the required DP familiarisation before taking the Advanced/Simulator course.

As the system currently only allows you to enter DP sea time dates dated within the previous five years, you need to contact the DP department to have this added to your account. Please make sure a scan of your logbook is attached to your account before contacting us by email. Further information can be found in the **Troubleshooting** section.

*Only DP sea time dated within the previous five years are valid to be used towards the time required to gain a DP certificate.*

**Dates Joined and Left Vessel**

These dates must be entered in DD/MM/YYYY format. Click in the blank space under the **Date Joined/Left** headings to type the date. You can also use the calendar that appears to select the date.

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

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*Only DP sea time dated within the previous five years are valid to be used towards the time required to gain a DP certificate.*
After clicking on **Save and Add Sea Time** from the previous screen, an extended screen will appear with the **Enter Familiarisation Details** table at the bottom for you to add your Dates worked on DP.

You must add your DP days to this section. If you do not, the system will not count the entry.

2. Enter your Dates on DP here.

5. When you have finished, click on **Save** or press **Enter** on your keyboard to save the entry.

1. Click on Add

3. Enter the number of days you worked on DP here which are recorded in your logbook.

If you need to edit an entry. Click on the line containing the entry you wish to edit then click on **Edit** at the bottom of the screen.

4. Select the **Activity Code** from the dropdown menu.

6. To enter more **Dates worked on DP** for this trip, follow steps 1 to 5. Continue repeating these steps until you have added all of your Dates worked on DP for this trip on the page.

7. When you have finished entering all of your Dates worked on DP click on **Save and Back to Phase** to be taken to the **List of Familiarisation** screen (Page 23).
Important

The "No of Days" on board the vessel for each entry is displayed here and not the number of days that you spent on DP for each trip. A minimum of 30 DP days must be entered in the familiarisation section and dated before the Advanced/Simulator course. Please ensure you enter all your familiarisation dates and have a confirmation letter to verify a minimum of 30 days on DP. Applications received with less than 30 DP days for familiarisation verified by a confirmation letter will be returned as unsuccessful.

Click on Add more Familiarisation to add additional familiarisation time.
Adding your Advanced/Simulator course

On the Logbooks Overview page, click on Simulator course.

Enter your Advanced/Simulator course details in the spaces provided.

Don't forget the Help button

Clicking here will discard the current entry (without saving) and take you back to the Logbooks Overview (page 14).

The Simulator course details now appear on the Simulator Course Overview page.

Click on Save and Back to Phase once you have entered your course details.

Click to save the current entry and bring up a new Advanced/Simulator course screen to enter an additional Advanced/Simulator course.

Click to save the current entry and be taken to the logbook Simulator course screen below.

You need to confirm that your course details have been signed and stamped. Make sure that this has been done in your logbook and contact the training centre where you took your Advanced/Simulator course to have any errors/omissions corrected before sending your application to us for processing.

Click on Back to Logbook Overview to return to the main page that contain your logbook(s).
Adding your Sea Time Reduction (STR) course

STR Course Completion (optional)
For the STR course to count towards the required DP watchkeeping time needed to obtain a DP certificate; you must have completed the Advanced/Simulator course plus a minimum of 30 DP days sea time before taking the STR course. You must also have a minimum of 30 DP days sea time after taking the STR course.

On the Logbooks Overview page, click on STR.

Enter your STR course details in the spaces provided. Use the dropdown lists to select the training centre name and the number of weeks the course is equivalent to (this should be written in your logbook).

STR course details are entered in the Watchkeeping section of your logbook. You need to confirm that your course details have been signed and stamped. Contact the training centre where you took your STR course if any details are missing/incorrect to have them corrected before sending your application to us for processing.

Click on Save and Back to Phase once you have entered your course details.

The STR course details now appear on the Sea Time Reduction Overview page.

Click on Back to Logbook Overview to return to the main page that contain your logbook(s).
Once you select the ship’s name the IMO number is automatically inserted; or the Ship’s name is automatically inserted if you select the vessel by its IMO number.

You then need to enter the vessel’s DP Class.

The **Number of Days** field is automatically inserted once you fill in the dates joined and left vessel.

Complete the remaining fields on this page. If the **Location** or **DP system** for your vessel are not listed, you can leave them blank as they are not mandatory fields.

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.

On the **Logbooks Overview** page, click on **Watchkeeping**.

If you own an NI Black logbook, go to the next page for instructions on how to add your watchkeeping time.

On the **Logbooks Overview** page, click on **Watchkeeping**.

If you own an NI Black logbook, go to the next page for instructions on how to add your watchkeeping time.

**Dates Joined and Left Vessel**

These dates must be entered in DD/MM/YYYY format. Click in the blank space under the **Date Joined/Left** headings to type the date. You can also use the calendar that appears to select the date.

**Don’t forget the Help button**

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.
Adding your DP Watchkeeping Time from your NI Black Logbook

Once you select the ship’s name the IMO number is automatically inserted; or the Ship’s name is automatically inserted if you select the vessel by its IMO number.

Don’t forget the Help button

Dates Joined and Left Vessel
These dates must be entered in DD/MM/YYYY format. Click in the blank space under the Date Joined/Left headings to type the date. You can also use the calendar that appears to select the date.

You then need to enter the vessel’s DP Class.

Enter the DP certificate number or CoC number of the Master or SDPO who signed your entry.

Complete the remaining fields on this page. If the Location or DP system for your vessel are not listed, you can leave them blank as they are not mandatory fields.

Click to save the watchkeeping trip details. An extended page will then appear for you to add your Dates worked on DP. This must be completed for the system to count these days.

Click to save the current entry and be taken to the List of Watchkeeping (Page 29).

Clicking here will discard the current entry (without saving) and take you back to the Logbooks Overview (page 14).

By ticking these boxes you are declaring that the entry in your logbook is individually signed and stamped and that you have a confirmation letter for this entry. Any entries not verified by an appropriate signature, stamp or confirmation letter will not be counted towards the time needed to obtain a DP certificate and if you do not have enough DP time without the unconfirmed entries, your application will be returned as unsuccessful.
Adding your DP Watchkeeping Time from your NI Black Logbook

After clicking on Save and Add Sea Time from the previous screen, an extended screen will appear with the Enter Watchkeeping Details table at the bottom for you to add your Dates worked on DP.

1. Click on Add

2. Enter your Dates on DP here.

3. Enter the number of days you worked on DP here which are recorded in your logbook.

4. Select the Activity Code from the dropdown menu.

5. When you have finished, click on Save or press Enter on your keyboard to save the entry.

6. To enter more Dates worked on DP for this trip, follow steps 1 to 5. Continue repeating these steps until you have added all of your Dates worked on DP for this trip on the page.

7. When you have finished entering all of your Dates worked on DP, click on Save and Back to Phase to be taken to the List of Watchkeeping screen (Page 29).

If you need to edit an entry. Click on the line containing the entry you wish to edit then click on Edit at the bottom of the screen.

Don’t forget the Help button

Please read this guidance before proceeding ->
Adding your DP Watchkeeping Time from your Logbook

**Editing Entries**
Click on the **Action** column on the same row as the entry you wish to edit. This will take you to the individual **Watchkeeping** screen where you can amend your entry.

**Deleting Entries**
Click on the **Trash Can** in the Action column on the same row as the entry you wish to delete.

**Adding Additional Time**
More Watchkeeping seatime can be added from this page by clicking on the Add More Watchkeeping link. This will take you to a blank Watchkeeping page to add more information.

Don’t forget the Help button
Adding your Section C Task Dates

The system checks both your familiarisation and watchkeeping entries against your task dates in Section C, to make sure the tasks have been completed during DP sea time entered in your application. It also checks that a minimum of 50% of the mandatory tasks have been completed during your DP Familiarisation time.

On the Logbooks Overview page, click on Section C.

The Section C on the online application is the same for both the Blue/Green logbook and the Black logbook. The information on this page is for both.

**Green flag**
The green flag appears when you have entered a date that is within the date range of your familiarisation or watchkeeping entries.

**Red flag**
If you enter a date in Section C that does not match the date range of any of your familiarisation or watchkeeping entries, a red flag will appear. Check that you have entered the task date correctly, also check that your entries in the Familiarisation and Watchkeeping sections are correct and amend it if necessary.

If after checking, you find that your task, familiarisation and/or watchkeeping dates are correct and the task has been dated outside of a DP sea time entry, you will need to complete additional DP familiarisation time to repeat this task and have the new entry signed and dated again.
Adding your Section F Suitability Sign Off details from your NI Blue / Green Logbook

Suitability
The system checks to make sure the details you enter here currently matches the last watchkeeping entry in your application.
If you have retaken your familiarisation and this is your last DP sea time entry you may receive an error message. If you do, please contact DP department for assistance.

Don’t forget the Help button
The country of issue should be added into these fields.
The vessel that the Suitability Sign Off was completed should be added and the system will automatically add the IMO number. The IMO number can also be entered to automatically add the vessel name.
The Suitability form must be signed and stamped. If these are ticked and the Suitability form does not contain this information the application will be returned as unsuccessful.

The system requires either the Master’s CoC number or the Master’s DP certificate number. Both can be added.

Click to save the Suitability details and open a blank page for new Suitability details.
Click to save the current suitability entry and be taken to the List of Suitability screen (Page 33).
Clicking here will discard the current entry (without saving) and take you back to the Logbooks Overview (page 15).

On the Logbooks Overview page, click on Suitability.
If you own an NI Black logbook, go to the next page for instructions on how to add your Section F—Suitability details.
Adding your Section F Suitability Sign Off details from your NI Black Logbook

Suitability

The system checks to make sure the details you enter here currently matches the last watchkeeping entry in your application.

If you have retaken your familiarisation and this is your last DP sea time entry you may receive an error message. If you do, please contact DP department for assistance.

The system requires either the Master’s CoC number or the Master’s DP certificate number. Both can be added.

For the Black logbook, the system also requires the Senior DP Number if the Master was not a certified DPO.

The country of issue should be added into these fields.

The vessel that the Suitability Sign Off was completed should be added and the system will automatically add the IMO number. The IMO number can also be entered to automatically add the vessel name.

The Suitability form must be signed and stamped. If these are ticked and the Suitability form does not contain this information the application will be returned as unsuccessful.

On the Logbooks Overview page, click on Suitability.

Click to save the current suitability entry and be taken to the List of Suitability screen (Page 33).

Clicking here will discard the current entry (without saving) and take you back to the Logbooks Overview (page 14).

Click to save the current suitability details and open a blank page for new Suitability details.
Adding your Section F Suitability Sign Off details

The List of Suitability on the online application is the same for both the Blue/Green logbook and the Black logbook. The information on this page applies to applicants with either logbook.

Suitability Overview page
If more than one Suitability form has been added, these will show on this page.

Don’t forget the Help button

Click on Back to Logbook Overview to return to the overview page

The box in front of each section should now have a pencil, indicating that there is data in all of the sections.
Submitting your application

When you have filled in all of the sections in your application and entered all of the DP sea time required for you to qualify apply for your DP certificate and have attached your photograph and all of the required documents. Click on Submit Application.

Please ensure all documents and you photo have been attached before submitting.

Don’t forget the Help button

Make Payment is greyed out and you cannot select this until you successfully submit your application and your status changes to Eligible.
Submitting your application

On this page you are required to confirm all of the documents you have scanned and attached to your account.

If you have not scanned and attached any of the items on the list please select Cancel and attach the required documents before trying to submit again.

Please ensure you attach a scan of your original DP certificate if upgrading.

Some of the items listed are not required for all applications but you still need to tick them to be able to submit your application.

Please note the last item in the list only becomes available once you have successfully submitted and paid for your application. You will therefore need to tick this as well as all of the other mandatory items in the list to be able to progress to the next stage. Once you have submitted your application, please print the application template following the instructions on page 42.

This is also a checklist of the documents you are required to send to The Nautical Institute in your application pack when applying for your DP certificate.

Don’t forget the Help button
Submitting your application

If you receive an error message when trying to submit your application, when you return to the My Account Home page, you will see that your Status has changed to Not Eligible. You will be able to go back into your account and add/amend additional information before resubmitting.

After clicking on Submit Application as shown on the previous page, you should receive a message telling you that you are eligible for either a Limited or Unlimited certificate. If you receive a message telling you that you are eligible for a limited certificate but you believe you qualify for an Unlimited, do not make payment on your application. Please recheck your application for errors/omissions and make amendments where necessary. If after checking you are still receiving the Limited certificate message, contact the DP department for assistance.

If you receive an error message when you click on Submit, please read the message carefully and check the part of your application it is referring to and make amendments where necessary. Please also check the Troubleshooting section on page 45.

If you have fully checked your application and believe you have completed it correctly, but are still receiving the error message, please contact the DP department for assistance.
When you have successfully submitted your application and return to the My Account home page, you will see that the Status changes to Eligible and the Submit Application button is now grey. This is because the option is no longer available.

The type of certificate the system has calculated you are eligible for is now displayed here. Please note this is not a guarantee that you will be issued with a DP certificate or with the type that the system is showing you as eligible. The documents must be fully processed by the DP department before the certificate is issued. If the certificate issued is different to what was applied for, a member of the DP team will contact you.

The Make Payment option, which was grey earlier is now available to click on. Please proceed to the payment pages via this button.

Don't forget the Help button

The Make Payment option, which was grey earlier is now available to click on. Please proceed to the payment pages via this button.
Click on your chosen payment method then click on *Proceed to Payment* to complete your payment details.
Common Problems

- Use of a Non-Standard Keyboard: as this type of keyboard is common outside the UK and in particular Europe & South America, many non-UK users may encounter problems when using such a keyboard. In order to remedy the problem please ensure that characters and symbols entered match with a standard keyboard. (e.g. â becomes a; é becomes e; ø becomes o)

- Verification Process put in place by the individual's bank: this process is outside the control of The Nautical Institute as this has been set up by the user’s bank to reduce the risk of fraud. Please contact the bank.

- Repeated attempts at processing: the EPDQ system may lock-out the individual if excessive attempts have been made at processing card payments. This is a fraud preventative measure by the individual’s credit card issuer. The individual can try a different computer to attempt processing.

When completing your payment details please ensure that you check the following:

- Address Matching – address entered must match the records held with the credit card company.

- Postcode/ZIP Matching – same as with the credit card company.

- Card Verification – usually 3-digit security code.

Once you have completed your payment details, click on Submit Payment.

If the address showing on this page is incorrect and cannot be changed use a different method of payment, such as PayPal or WorldPay.
You need to click on one of the payment methods here to continue to complete your payment.

If you need assistance with completing your WorldPay payment, please use Help and FAQs on the WorldPay payment page.
Making Payment with PayPal

Existing PayPal Account Holders
If using PayPal for the payment method, please click here to log into your account and follow the instructions to complete the payment.

Non PayPal Account Holders
Non PayPal account holders can make a payment using their credit or debit card or can sign up for a new PayPal account to complete the payment.
Click on **PDF Checklist Template** to download and print the checklist. Once signed and completed, please scan and attach it using the **Attachments** button. The original signed version of this document will need to be sent in with the logbook and other supporting documents.

When you have successfully made your payment and return to the **My Account** Home page, you will see that the Status changes to **Submitted / Paid** and both Submit Application and **Make Payment** are now greyed out. Meaning both of these stages of the application have now been completed.

The Certificate **Date** and **Valid till** details are still blank and will only update once a certificate has been issued. Once your status is showing as **Certificate Issued** (and the certificate date is the current year), do not click on Revalidate or any other options. If you do, it will change your application status from **Certificate Issued** and prevent us from printing your certificate on the scheduled date. This will lead to delays with the return of your documents.
The **Signed application** referred to in the Submit checklist, is the **PDF Checklist Template**. This only becomes available on the **My Account** home page when you successfully make your payment. Please print and complete this form to add to the documents to be sent in for processing.

Please read and complete the application form fully ensuring that you have attached all of the documents listed to your online account and have also included it in your application pack.

### Application Pack Checklist

**Please make sure you have enclosed the following**

- Original DP logbook
- CoC qualifications page (if the Basic/Induction course was taken on or after 1 January 2012)
- Original Limited DP certificate (if upgrading)
- Original confirmation letters that are validating all of your DP sea time (familiarisation and watchkeeping) being used in your application.
- Additional documents (if applicable) Section F, C, etc. the PDF Checklist form has a list of the required mandatory documents.
- Copy of your passport personal details page (to verify the correct spelling and order of your names)
- Original PDF Checklist (completed, signed and dated)

Now package and send your DP documents to the address below by courier for processing.

**DP Department**  
(Old Offshore Scheme)  
The Nautical Institute  
202 Lambeth Road  
LONDON  
SE1 7LQ  
United Kingdom
Receipt and processing of documents

Once we receive your documents they are logged in and placed in a queue to await processing. Applications are processed in the order that they are received.

Three automated emails are set up on our system, which you will receive at the following stages:

- **Received**  
  Sent when we have received your documents and they have been logged into our system

- **Verified**  
  Sent when your documents have been successfully processed and verified

- **Despatched**  
  Sent when your documents have been printed. Documents are usually printed and prepared for despatch at the end of each week. Please note that once printed, your documents are subject to final checks and if an issue is found during these checks your documents will be retained to resolve the issue. This could also include any additional address checks if the stated address is not accepted by our courier.

An additional email should be received from our couriers once the documents have been collected from our office. This email will include the tracking number for the delivery.

Once you receive the ‘Verified’ automated email, please do not click on any of the options available in your account such as ‘Convert to Shuttle Tanker Scheme’ as this starts a new application and prevents us from printing your certificate. This then causes a delay in your documents being sent back to you as your account will need to be amended to revert it to its previous status before we are able to print your documents.

A member of the DP team will also contact you by email if a query has been found, that is possible to resolve while your documents are with us. If a query is found that makes your application automatically unsuccessful you will also receive an automated email from us with the subject title “Unsuccessful Application Details.”
## Troubleshooting

<table>
<thead>
<tr>
<th>Section</th>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating New black logbook</td>
<td>Failed to validate the Logbook Number</td>
<td>The logbook number is added to the account when it was opened at the training centre at the time of the Basic/Induction course. If you have opened a new account you will need to contact the DP department to merge these accounts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you are using the same account that was opened when the courses was done, please send an email to the DP department with scans of the personal details page (containing the logbook number) and the Basic/Induction course page. We can then check and update the account where necessary.</td>
</tr>
<tr>
<td>Courses</td>
<td>Basic/Advanced/STR</td>
<td>The training centre you have entered was not accredited on the date you have entered.</td>
</tr>
<tr>
<td></td>
<td>Centre is not accredited in the selected date</td>
<td>Please cross-check the information you have entered against your logbook and course certificate. If you have entered the details correctly and are still receiving this error message. Please contact the DP department at <a href="mailto:dp@nautinst.org">dp@nautinst.org</a> for assistance.</td>
</tr>
<tr>
<td>Courses</td>
<td>Basic/Advanced</td>
<td>You have entered a date for your course that is over five years old. If this is the correct date for your course, you will need to repeat it before applying for your DP certificate. Currently, the DP department will need to add this course onto your account. Please email with the subject heading of <strong>Course over 5 years old</strong>. Please also check the logbook and verification guides on the DP Help Page on Alexis Platform to check if there is any other requirements you need to fulfil before applying for your DP certificate.</td>
</tr>
<tr>
<td>Familiarisation / Watchkeeping</td>
<td>A Phase with the same dates already exists</td>
<td>You have either duplicated an entry that already exists, or are trying to enter sea time within dates that already exist in your application. Please re-check the information that you are entering against the information already on your account and in your logbook.</td>
</tr>
<tr>
<td>Familiarisation / Watchkeeping</td>
<td>Failed to validate ship and DP class</td>
<td>1. The vessel that you are trying add is not on our database for the time being claimed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. The DP class you have entered for the ship does not match the DP class we have recorded in our system. Please follow the instructions in the Help button on the Familiarisation and Watchkeeping pages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please note that you can check the dates for a specific vessel that we have on our database by going to : <a href="http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/">http://www.nialexisplatform.org/certification/dynamic-positioning/check-vessel-classification/</a></td>
</tr>
</tbody>
</table>
### Troubleshooting

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suitability</strong></td>
<td>The suitability sign-off ship does not match with the last record's ship of Phase D</td>
<td>The ship name for the entry in Phase D (watchkeeping) with the most recent date does not match with the ship name you have entered for your Suitability sign off. You may be required to have an additional Section F form signed off. These can be downloaded from our help section of our website.</td>
</tr>
</tbody>
</table>
| **Registering** | This email has already been registered. Please use Forgotten Password if you do not remember your password                                                                                             | If you receive this message do not continue creating a new account using a different email address as the message means that you probably already have an account on our system. Instead, please contact the DP department with the following information to request your login details:  
  - Full name  
  - Personal email address  
  - Certificate number  
  - Certificate issue date  
  - Name of familiarisation vessel  
  You must only use your personal email address or if using a company address it must be one only personal to you (e.g. Johnsmith@company.com) and not a shared address as other accounts may have been previously created with this address. |
| **Dates**      | Please fill out the following field(s): The selected date cannot be a future date                                                                                                                          | You have entered a date that is greater than the current date. Please note we cannot accept any dates in logbooks or confirmation letters that are dated in the future.                                                    |
| **Black Logbook** | Logbook data showing in Blue / Green Logbook section                                                                                                                                                | If you own a black NI logbook but your data is showing in the blue/green logbook section, please contact the DP department as soon as possible so that this can be rectified. Do not submit your documentation as this can cause longer delays with solving the issue. Please email the DP Department with the subject line Black logbook information in blue logbook. Please ensure that you have uploaded a full scan of your logbook onto your account. |
In order to further improve the integrity of the application process and to prevent cases of fraud, The Nautical Institute requires additional documentation, in the form of a testimonial letter from shipping companies, to be submitted with every application.

This letter must match the following criteria:

- Contain information based upon the vessel deck logs, DP logs and internal DP information. The company should only provide letters when they can confirm the actual DP time completed and not only time on board the vessel. The confirmation letter is a second check on the time completed and if required, should be able to provide evidence to The Nautical Institute to prove that the time was on DP.
- Be written by the shipping company on original company headed paper, which must also include the company contact details; a direct email address for the signatory, is very helpful as it enables us to contact them easily if further verification is required.
- Company logos must be of a high resolution and appear clear. Letters received with logos that appear pixelated and/or blurry will not be accepted by The Nautical Institute;
- Contain the company’s official stamp or seal.
- Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel with their full name. (Letters signed by Masters, Agency staff and HR personnel are not acceptable). Signatures and stamps must be ink originals, not digital scans.
- Contain the full job title of the signatory. (Not abbreviated)
- Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience).
- State that the applicant has trained/worked as a DPO on board the vessel(s) listed.
- The following information must be included for each sea time entry: Vessel name, GRT, IMO number, DP class, trip dates (from and to), total days on DP, DPO’s rank and dates on DP.
- Confirm the total time the applicant has performed as a DP operator on board the vessel(s). This must also include the seagoing familiarisation period;
- Total Days on DP and Dates on DP must only include actual DP time served on board the vessel(s). Time on leave/attending courses, or not involved in DP operations must not be included. Each entry in the letter must be broken down and listed as individual trips.
- Limited DPO certificate holders upgrading to Full certificates only need to provide confirmation of DP watchkeeping time gained at their Limited certificates were issued;
- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.

When the requested confirmation letter has been obtained, please include the original with your application documents and send them by courier to The Nautical Institute; (photocopies and emailed scans of letters cannot be accepted).

Note that this letter does not replace the entries, signatures and stamps in the logbook, which needs to be sent along with this document to The Nautical Institute.

Applications with confirmation letters not meeting with the above requirements will be subject to delay.

Here is a sample of the letter required. This is available on our website in the DP Help Page—Offshore section, together with an editable version in MSWord format.