

# Appendix I Qualification Examiner In Training (QE-IT) Check Off Sheet

\_\_\_\_\_  
(QEIT NAME)

\_\_\_\_\_  
(QEIT EMPLID NO.)

1. You must contact your AQEC for instructions; they will instruct you on how you will be notified to participate on QE sessions, assignments of your mentors, and what will be expected of you while you are assigned on each QE-IT training session.

2. Initially you will participate in two evaluation sessions, one Dockside Oral Exam and an Underway Check Ride. An assigned QE Mentor will evaluate you on your seamanship knowledge and people skills. You must receive a favorable evaluation of these initial sessions in order to continue with the QE-IT Program.

Dockside session: \_\_\_\_\_  
DATE QE MENTOR SIGNATURE

Underway session: \_\_\_\_\_  
DATE QE MENTOR SIGNATURE

3. You must participate in two (2) Dockside signoff sessions with a QE:

Session #1 (Crew): \_\_\_\_\_  
DATE QE SIGNATURE

Session #2 (Cox): \_\_\_\_\_  
DATE QE SIGNATURE

4. You must participate in Two (2) underway check ride sessions with a QE:

Session #1 (Crew): \_\_\_\_\_  
DATE QE SIGNATURE

Session #2 (Cox): \_\_\_\_\_  
DATE QE SIGNATURE

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5. You must plan and coordinate one of the above underway QE sessions. You will establish initial contact with the qualifying member, schedule the sign-off session, and you will evaluate each performed task and provide your recommendation to your QE Mentor.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE

6. You must participate in one (1) sign-off session.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE

7. You must successfully complete and submit a complete set of all forms.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE

8. You must successfully complete and submit a candidate completion letter.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE