

2023 LICENSE RENEWAL INSTRUCTIONS AND APPLICATION

A marine contractor's license is valid for a two year period. The license certificate will identify the issuance and expiration dates. The license should be signed by the representative shown on the license. The bottom portion of the license should be conspicuously displayed in the office of the entity shown on the license. The top portion of the license may be carried by the representative.

Important information regarding License requirements:

- **Keeping Licensee Information Current:** The Board must be notified of any changes in the contractors contact information or the named representative on the certificate. If the representative is no longer a part of the company (entity), then a new representative must be appointed by the entity. The Marine Contractors Licensing Board (MCLB) should be notified in writing of the new entity representative within 5 days. The new representative shall submit an application to the MCLB and pass the license test within 45 days of the change in representative.
- **Renewal Notice:** Licensees are responsible for keeping the license current. Licensees will be sent a renewal notice 60 days prior to the expiration date of the license. Expired licenses 45 days past the expiration date will require a new application process to reinstate the license.
- **Vehicle Marking:** The license number needs to be marked on at least one truck or piece of heavy equipment in at least three inch block lettering. The marked vehicle should be on any work site during the work day. Magnetic license numbers may be used to transfer from one piece of equipment to another.
- **Insurance Requirements:** The licensee must carry commercial general liability insurance with a \$300,000 total aggregate minimum and carry Worker's compensation insurance unless exempt by law. **A current Certificate of Insurance must be submitted with the renewal application showing Marine Contractors Licensing Board as the Certificate Holder**
- **Continuing Education Requirements to Maintain License:** To renew a marine contractor's license a licensee needs to submit at the time of license renewal to the MCLB satisfactory proof of completion of 12 hours of approved continuing education. Approved continuing education needs to be completed by the representative named on the license issued to the company/entity. The continuing education should be performed during the current license period.

Approved continuing education may consist of participation in any of the following types of training provided the representative receives satisfactory proof of completion, such as a certificate, attendance record, or other approved document. Acceptable continuing education can be any training that is related to business, construction, or engineering, such as: (1) College level courses, (2) Courses, seminars, workshops or lectures, (3) Extension studies and/or correspondence courses, (4) Continuing education courses, and (5) Any other training approved by the MCLB. The representative may attend several training events over the course of the 2 year license period which will equal the equivalent of 12 hours of training.

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Listed below are examples of the types of continuing education acceptable to the MCLB.

The list is not comprehensive. If you are in doubt whether a training course is acceptable, contact the MCLB for review and approval. Documentation of attendance and number of hours awarded are needed from the training authority.

- Business accounting, administration or any business management training.
- First aid or CPR Certification training.
- Materials vendor training (training in use and installation of pressure treated lumber, boat lift mechanisms, plant materials, etc.).
- Marine contractor training modules found on the Marine Contractor Licensing Board webpage is an Online course approved for **6 hours**:

<http://mesgis.com/marinecontractors/marinelogin.aspx>

- Maryland Erosion and Sediment Control “Green Card” certification. It is a self-paced Online course approved for **4 hours**:

<http://mderpc.mde.state.md.us/Account/login.aspx>

- OSHA safety training or heavy equipment operator training. The Mid Atlantic OSHA Training Institute Education Center is located in Baltimore and performs training courses throughout the year.
- OSHA Online training opportunities. Classes in Barge Safety and Construction.

Registration Page: <https://www.oshatrain.org/>

Courses: <https://www.oshatrain.org/pages/professional-training-courses.html>

- Federal, state or local regulatory compliance training.
- Safe handling of hazardous materials and spill control and response.
- Coast Guard safety and compliance for vessels as well as navigation training.
- Living Shorelines Academy has an Online self-paced course called "Living Shorelines Project Planning and Implementation." **There are 2 Parts and each is approved by MCLB for 3 continuing education hours.** The Academy will issue a certificate at completion of the course.

Parts I and Part II <https://livingshorelinesacademy.org/index.php/learn>

Part I <https://livingshorelinesacademy.org/index.php/property-owners> 3 hours

Part II <https://livingshorelinesacademy.org/index.php/for-design-and-constuction> 3 hours

- State of Delaware self-paced on-line training covering Living Shorelines found at <https://www.delawarelivingshorelines.org/trainings-workshops/2018/1/3/living-shorelines-academy-for-property-owners-e2y92> approved for 3 hours

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- Vendor Equipment Maintenance/Operation training.
- University courses or seminars associated with refresh of past or current business skill sets or future business proficiency.
- Quality Control Seminars.

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MARINE CONTRACTORS LICENSING BOARD

C/O MARYLAND DEPARTMENT OF THE ENVIRONMENT
1800 WASHINGTON BLVD., BALTIMORE, MD 21230

(410) 537-3249

2023 LICENSE RENEWAL REGISTRATION FORM

Section 1: LICENSEE INFORMATION

License Number (This number can be found on your License Certificate): _____

Are you renewing your license as an ☐ **Individual** or ☐ **Entity**? (Shown as an (I) or (E) next to the license number)

- An **Entity** is a business that employs more than one individual to provide marine contractor services in the State. If you are renewing your license as an Entity, the name below should be the designated representative shown on the license certificate to file the renewal application on behalf of the business. The license certificate will show the business representative.
- Please note below if there are any changes in the information that is on file (Address, Phone or Email)

Licensee Representative (as it appears on present license):

First Name _____ Last Name _____ M.I. _____

Business Name (if applicable): _____

Business Address: _____

Mailing Address (if different from Business Address): _____

Primary Tel. No.: _____ Secondary or Cell Phone No.: _____

Email Address: _____

Section 2: BUSINESS INFORMATION

Federal Tax Identification Number: _____

☐ I do not have a federal tax identification number. Use my Social Security Number on file
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Do you have commercial general liability insurance with a \$300,000 total aggregate minimum and workers compensation insurance? ☐ Yes ☐ No **Attach a copy of your certificate of insurance.**

Designate Marine Contractors Licensing Board as the CERTIFICATE HOLDER in the bottom left box.

If you are exempt from obtaining workers' compensation insurance, please indicate the reason (i.e. No Employees):

Section 3: CONTINUING EDUCATION

In accordance with the Marine Contractors Law (Title 17 of the Environment Article) to maintain your marine contractor's license you must complete 12 hours of continuing education training offered by a qualified instructor or conducted by an educational institution. (Please see attached information on Continuing education suggestions).

Please list and attach documentation of at least 12 hours of continuing education instruction covering marine contractor subject matter:

Name of training	Number of hours
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Section 4: CONFIRMATION

I hereby affirm that this application contains no willful misrepresentations or falsifications and that the information given herein is true and complete to the best of my knowledge and belief. I will, if necessary, submit affidavits to substantiate character, education and practical experience claimed. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application may be disapproved, or my license, if already issued, may be revoked.

Please be advised under Environment Article Title 17-403 penalties may be assessed for any person who violates any provision of Title 17. Marine Contractors, or any regulation adopted under this title.

Signature (Representative listed on License)

Printed Name

Date

Please mail this completed form to:

**Marine Contractors Licensing Board
c/o Maryland Department of the Environment
1800 Washington Boulevard, Suite 430
Baltimore, MD 21230**

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DO NOT SEND LICENSE RENEWAL FEE WITH THIS FORM.

Use the attached remittance form and mail separately:

Please mail the attached License Renewal Remittance Form with your Two Year Renewal Fee to the P.O Box address noted at the bottom of the attached Remittance Form

NOTE: LICENSE FEE IS NOW \$550

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