

**[ MTC MEMORANDUM CIRCULAR NO. 02, S. 1995,  
March 01, 1995 ]**

**STANDARD ACCREDITATION EVALUATION AND CLASSIFICATION  
OF MTC ACCREDITED TRAINING CENTERS**

In order to determine the classification standing of maritime training centers in terms of their compliance to the MTC prescribed accreditation standards for a particular course, the following criteria and procedures shall be strictly observed:

A. Criteria	Weight Percentage
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1. Physical facilities

1.1. Training sites and structures	20%
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1.2 Training aids, equipments and materials	20%
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1.3 Library facilities and reference materials	20%
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1.4 Administrative and training staff	20%
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1.5 Curriculum and Plan of Instructions	20%
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100%

2. Training Administration

Training center shall be given full credit as indicated below if it does not commit the following:

2.1 Non-improvement of training facilities	20%
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2.2 Offering course(s) without permit or expired permit	20%
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2.3 Issuance of training certificates without or less attendance required of the course	20%
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