



Koror State Government

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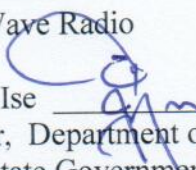
Department of Conservation and Law Enforcement

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Main Office
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24 May 2016

To: All Tour Agencies and Operators
Palau Visitors Authority
Belau Tourism Association
Eco Paradise
Palau Wave Radio

From: Jose A. Ise 
Director, Department of Conservation and Law Enforcement
Koror State Government

**SUBJECT: TOUR GUIDE CERTIFICATION PROGRAM (TGCP)
First Course/Testing Starts June 06, 2016**

PUBLIC ANNOUNCEMENT

This is a public announcement to all Tour Operators, Tour Guides, and the general public conducting commercial tours in Koror State: The Koror State Department of Conservation and Law Enforcement (KSG-DCLE) and the Palau Community College (PCC) has commenced the Tour Guide Certification and Recertification Program (TGCP) Course and Testing this Summer 2016. Applications, screenings, trainings, and processing for certification and re-certification for all tour guides in the Koror State jurisdiction began May 2016, and is currently on-going.

All new applicants as well as persons seeking renewal of their Tour Guide Licenses MUST undergo the renewal course and or pass the renewal test administered by PCC. The First TGCP Course and Testing will begin on June 06, 2016 thru June 20, 2016. Subsequent classes/courses and testing thereafter, will continue pending further processing and scheduling between KSG-DCLE and PCC. Applicants must enroll with KSG-DCLE at the Rangers Field Office in the Malakal area before proceeding with the registration procedures with PCC. The registration fee for the Regular Full TGCP Course is \$200.00. Applicants may forgo enrollment in the full course, and just take the Challenge Test at a fee of \$50.00. KSG-DCLE recommends all potential TGCP enrollees to partake in the full course as new and updated additional materials pertaining to the tourism industry have been included in the TGCP course and testing materials.

All Tour Guides and any person, who wishes to apply to be a certified Tour Guide or seeking to renew their Tour Guide License, must ensure the required components of the Tour Guide Certification Program which includes the CPR and First Aid Training Certification and a Division of Labor-issued valid Work Permit, listing applicant as a Tour Guide, and or related approved occupation. DCLE maintains a listing of recognized and approved administering and verifiable local and international agencies for the CPR and First Aid Training as follows: *Red Cross Society; American Heart Association (Belau National Hospital); PADI; NAUI; and Emergency First Response (EFR)*. Other verifiable agencies will be determined on a case by case basis. Upon enrolling in the Tour Guide Certification Program, an applicant must already have completed and/ or in the process of completing the CPR and First Aid Training or have a valid CPR and First Aid Certificate for a period of 1 year in conjunction with the validation of the Tour Guide Certification Card for 1 year. Issuance of the Tour Guide License will ONLY take place after (1) Possession of Certification of CPR and First Aid; (2) Possession of a valid Work Permit with appropriate occupation; (3) Passing Grade for PCC Administered TGCP Test; and (4) Payment of appropriate fees. All Tour Guides and any person, who need to be certified, MUST pick up and complete application form with required attachments at the Rangers Field Office in Malakal.

KSG-DCLE reminds that all persons acting as tour guides and all associated activities must hold and possess an actual valid Koror State Tour Guide License while operating and conducting tours, both on land and in waters of the Koror State. Failure to do so constitutes a violation of the Koror State Public Law K9-263-2013, and violators will be subject to citations. Please respect and observe all state and national laws pertaining to all activities conducted in the Rock Islands Southern Lagoon (RISL) to ensure safety and the protection of the environment and resources.

For additional information or questions, please contact KSG-DCLE, Rangers Field Office at 488-2150/8738 or Email: rorrangers@kororstategov.com.

Thank you!