

Designated Examiner and Qualified Assessor Submissions

The National Maritime Center (NMC) has noted an increase in the number of Designated Examiner (DE) and Qualified Assessor (QA) requests being included with Merchant Mariner Credential (MMC) applications. This has delayed the processing of some DE and QA requests. DE and QA approvals are not MMC endorsements and are not requested through the MMC application process.

Mariners who wish to serve as a DE or QA should send an e-mail request to NMCCOURSES@uscg.mil. Alternatively, submissions can be mailed to:

Commanding Officer (NMC-2)
USCG National Maritime Center
100 Forbes Drive
Martinsburg, WV 25404

The documentary evidence that must be provided as part of the request to become a DE is listed in [Title 46 Code of Federal Regulations \(CFR\) 10.405](#), and described in [Navigation and Vessel Inspection Circular \(NVIC\) 03-16](#), paragraph 5.c.2.

The documentary evidence necessary to become a QA is listed in [46 CFR 10.405](#). Additional guidance is found in [NVIC 19-14](#), Enclosure 1, on how to obtain approval as a QA. Enclosure 2 provides guidance on professional qualification criteria for assessors for various STCW endorsements.

Additional information can be found on the [Training and Assessment Page](#) of the NMC Website. For general questions, please see the [NMC Website](#) or contact the Customer Service Center by e-mail at IASKNMC@uscg.mil, by [Chat](#), or by calling 1-888-IASKNMC (427-5662).

Sincerely,

/K. R. Martin/

Kirsten R. Martin
Captain, U.S. Coast Guard
Commanding Officer