



Commandant
United States Coast Guard

2703 Martin Luther King Jr. Ave SE
Stop 7509
Washington, DC 20593-7509
Staff Symbol: CG-MMC
Phone: (206) 815-6890
Fax: (202) 372-4908
E-Mail: MMCPolicy@uscg.mil

COMDTPUB 16721
NVIC 01-26
June 2, 2026

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 01-26

Subj: GUIDELINES FOR COAST GUARD APPROVED TRAINING

Ref: (a) 46 CFR Part 10 Subpart D
(b) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW), incorporated into regulations at 46 CFR 11.102

1. PURPOSE. This Navigation and Vessel Inspection Circular (NVIC) provides guidance concerning Coast Guard approval of courses and programs for the training of merchant mariners.
2. ACTION. The Coast Guard will use this NVIC and 46 CFR Part 10, Subpart D when evaluating requests for approval of training courses and programs.
3. DIRECTIVES AFFECTED. This NVIC cancels NVIC 03-14, *Guidelines for Approval of Training Courses and Programs*.
4. BACKGROUND/DISCUSSION.
 - a. The Coast Guard is publishing this policy in alignment with Administration priorities to ease burden on industry. This NVIC will reduce burden on training providers by reducing the number and type of documents that need to be submitted when requesting approval of training, and by reducing the number and type of records that must be maintained after the course or program has been approved.
 - b. This NVIC provides guidance for the approval of courses and programs. Enclosure (1) provides general information and guidance on submission of requests for approval of courses and programs.
 - c. Enclosure (2) provides guidance on course and program curricula, including the general standards for the content and duration of courses and programs the Coast Guard will use



This and other Coast Guard Navigation and Vessel Inspection Circulars are available at <https://www.dco.uscg.mil/Our-Organization/NVIC/> and by using this QR Code.

to approve courses and programs. This table is not an inclusive listing of the training the Coast Guard will approve, nor is it absolutely prescriptive.

- d. Enclosure (3) provides guidance on instructors, including the general standards the Coast Guard will use to evaluate and approve proposed instructors. Due to the unique nature of the maritime industry and the varied experience obtained by mariners this table is neither all-inclusive nor absolutely prescriptive.
 - e. Enclosure (4) provides guidance on the use of simulators. The Coast Guard encourages the appropriate use of simulators to ensure the quality and consistency of training and assessment, and for training that cannot be reasonably and/or safely performed aboard ship.
 - f. Enclosure (5) provides guidance on training offered by distance or e-learning.
 - g. Enclosure (6) provides guidance on acceptable delivery methods for certain types of Coast Guard approved courses (e.g. in person, on-line, or blended).
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is in itself a regulation. It is not intended to nor does it impose legally-binding requirements on any party. This guidance represents the Coast Guard's current thinking on this topic and may assist industry, mariners, the general public, and the Coast Guard, as well as other federal and state regulators, in applying statutory and regulatory requirements. Alternative approaches for complying with these requirements may be acceptable if the approach satisfies the requirements of the applicable statutes and regulations.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS

- a. The development of this NVIC and the general policies contained within it have been thoroughly reviewed by the originating office, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this NVIC implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #33 is appropriate.
- b. This NVIC will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this NVIC must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. **RECORDS MANAGEMENT CONSIDERATIONS.** This NVIC has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.
8. **FORMS/REPORTS.** None.
9. **REQUEST FOR CHANGES.** All requests for changes and questions regarding implementation of this NVIC should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (206) 815-6890 or MMCPolicy@uscg.mil. For questions regarding course or program approvals, please contact the National Maritime Center (NMC) at IAskNMC@uscg.mil or (888) 427-5662.



W. R. ARGUIN

Rear Admiral, U. S. Coast Guard

Assistant Commandant for Prevention Policy

- Encl:
- (1) General Information and Course and Program Submission Guidance
 - (2) Guidance on Course and Program Curricula
 - (3) Guidance on Qualified Instructors
 - (4) Guidance for Courses Using Simulators
 - (5) Guidance for Distance and e-Learning Courses
 - (6) Guidance on Delivery Methods

**GENERAL INFORMATION AND COURSE AND PROGRAM
SUBMISSION GUIDANCE**

1. General.

- a. As specified in [46 CFR 10.402\(a\)](#) (for courses) and [46 CFR 10.407\(b\)](#) (for programs), the Coast Guard may approve training for one or more of the following reasons:
- 1) To satisfy a portion of a requirement for sea service;
 - 2) To substitute for the following examinations administered by the Coast Guard:
 - i) The full examination for all national deck officer endorsements for less than 200 GRT, including OUPV;
 - ii) The full examination, including increase in scope from near coastal to oceans, for national deck officer endorsements for service on towing vessels;
 - iii) To add an assistance towing or auxiliary sail endorsement to a national deck officer endorsement;
 - iv) To increase the scope of the following national deck officer endorsements from near coastal to oceans;
 - A. All national deck officer endorsements for less than 1,600 GRT;
 - B. All deck officer endorsements for service on towing vessels;
 - C. Third Mate or Second Mate;
 - D. Mate (OSV) or Master (OSV); and
 - E. Mate or Master of Uninspected Fishing Industry Vessels (UFIV);
 - v) To remove a restriction on a deck officer endorsement for less than 200 GRT that limits its authority to waters that are not subject to the International Regulations for Prevention of Collisions at Sea (COLREGs);
 - vi) The full examination for all national engineering officer endorsements for Less Than 4,000 HP;
 - vii) The full examination for national officer endorsements for service on Mobile Offshore Drilling Units (MODUs); and
 - viii) The full examination for all national ratings endorsements.
 - 3) To meet professional competency requirements; and

- 4) To meet regulatory training requirements.
- b. The Coast Guard will not approve courses and programs offered at locations outside of the United States and its territories apart from United States military and government facilities and aboard United States flag vessels.
 - c. The validity period during which an applicant may use a course completion to meet credentialing requirements is as follows:
 - 1) Any time limit prescribed by regulation, e.g. five years for the *Tankship: Dangerous Liquids* course specified in [46 CFR 13.201\(c\)\(4\)](#);
 - 2) One year for courses that substitute for an examination given by the Coast Guard. Courses approved to meet the examination requirement for multiple officer endorsements may be used to meet the examination requirement for all endorsements covered by the course, if the course completion certificate is submitted within 12 months of the course completion. A course completion certificate previously submitted will not meet the examination requirement for a credential that has lapsed beyond the administrative grace period.
 - 3) Courses approved to meet competence requirements (assessments) and/or training requirements for original issue of the following STCW endorsements will be accepted if they were completed not more than 10 years prior to the date of application for the STCW endorsement:
 - Electro-Technical Rating, courses specified in [46 CFR 12.611\(a\)\(4\)](#);
 - Officer in Charge of a Navigational Watch, courses specified in 46 CFR [11.309\(a\)\(4\)](#), [11.319\(a\)\(4\)](#), and [11.321\(a\)\(3\)](#) except Radar Observer, Basic and Advanced Firefighting, Proficiency in Survival Craft (PSC), and Rescue Boats Other Than Fast Rescue Boats (PSC) or Proficiency in Survival Craft and Rescue Boats Other Than Lifeboats and Fast Rescue Boats (PSC-Limited);
 - Officer in Charge of an Engineering Watch, courses specified in [46 CFR 11.329\(a\)\(4\)](#) except Basic and Advanced Firefighting and PSC or PSC-Limited;
 - Electro-Technical Officer, courses specified in [46 CFR 11.335\(a\)\(4\)](#) except Basic and Advanced Firefighting and PSC or PSC-Limited;
 - Chief Mate, courses specified in [46 CFR 11.307\(a\)\(3\)](#) and [11.313\(a\)\(3\)](#);
 - Master, courses specified in [46 CFR 11.305\(a\)\(3\)](#), [11.311\(a\)\(3\)](#), [11.315\(a\)\(3\)](#), and [11.317\(a\)\(3\)](#) except Basic and Advanced Firefighting and PSC or PSC-Limited;
 - Second Engineer Officer, courses specified in [46 CFR 11.327\(a\)\(3\)](#); and
 - Chief Engineer, courses specified in [46 CFR 11.325\(a\)\(3\)](#);

- 4) Courses for the original issuance or renewal of an endorsement as radar observer are valid for five years;
 - 5) Courses for basic firefighting will be accepted as is specified in [46 CFR 11.201\(h\)\(1\)](#). Courses must have been completed within the past 5 years, or if completed more than 5 years before the date of application, the applicant must provide evidence of maintaining the standards of competence for STCW Basic Training as specified in [46 CFR 11.302\(b\)](#), and [12.602\(b\)](#);
 - 6) Courses for advanced firefighting will be accepted as is specified in [46 CFR 11.201\(h\)\(1\)](#). Courses must have been completed within the past 5 years, or if completed more than 5 years before the date of application, the applicant must provide evidence of maintaining the standards of competence for Advanced Firefighting as specified in [46 CFR 11.303\(b\)](#);
 - 7) Courses for PSC and PSC-Limited must have been completed within the past five years, or if completed more than five years before the date of application, the applicant must provide evidence of maintaining the standards of competence as specified in [46 CFR 12.613\(b\)](#) or [12.615\(b\)](#);
 - 8) Courses for First Aid and CPR required for original issuance of a national officer endorsement will be accepted if they were completed within the year prior to application for the endorsement, or if completed more than one year before the date of application, the applicant must provide evidence of maintaining the standards of competence for STCW Basic Training as specified in [46 CFR 11.302\(b\)](#); and
 - 9) All other courses are valid for five years.
2. Submission of course and program approval requests.
- a. Training providers are encouraged to submit their courses and programs in an electronic format. Submission of courses or programs on paper may require additional processing time. Requests for course or program approval should be submitted to the National Maritime Center (NMC) by one of the following methods:
 - 1) Email to NMCCourses@uscg.mil. If the emails should not exceed the current size limits posted on the [NMC website](#), and should be divided and sent as separate emails if necessary. Each file attachment should be labeled as described in this NVIC; or
 - 2) Mail on CD or DVD or on paper to
Commanding Officer (NMC-2)
U.S.C.G. National Maritime Center
100 Forbes Drive
Martinsburg, WV 25404

Please note that we are unable to accept submissions on USB “thumb” drives or SD or micro-SD cards.

- b. Training providers are encouraged to monitor the [NMC website](#) for details regarding any new tools developed for the submission of curricula and for compliance with regulatory requirements for the submittal of courses and course completion data.
 - c. When deficiencies are noted with a submitted course or program, the NMC may give the training provider up to 90 days to resolve the deficiencies. After 90 days, the course or program will be denied or allowed to expire and the provider will need to submit a new request for approval or renewal.
 - d. If the Coast Guard denies a request for approval, the Coast Guard will inform the applicant of the reasons for the denial and describe the corrections required for granting approval. [[46 CFR 10.402\(c\)](#) and [10.407\(d\)](#)]
 - e. The Coast Guard will in writing notify each applicant for course approval when an approval is granted or denied. If the approval granted by the Coast Guard to a course or program differs substantially from that requested by the training provider, or if all of the specific instructors proposed for the course are not being approved, the NMC will advise the training provider of the reasons for the difference in the approval granted or the denial of instructor approval.
3. Requests for original approval of courses.
- a. Requests for original approval of a course should include the information that follows. The Coast Guard encourages, but will not require, the format used in model courses of the International Maritime Organization (IMO).
 - 1) Cover letter. The cover letter should identify the course submitted, and, in general terms, describe the approval requested.
 - 2) An identification of all instructors being proposed to teach the course and a description of their qualifications. This may be included as part of the cover letter or course framework, or as a separate addendum to the request.
 - 3) A list of all locations where the course will be conducted, and for sites that have not been previously authorized for the presentation of approved training, information concerning the training site such as floor plans and photographs. This may be included in the course framework.
 - 4) Course framework, to include the:
 - i) Course scope;
 - ii) Course objective(s);

- iii) Student entry standards.
- iv) Class size limitations; and
- v) Student/Instructor ratio(s) for classroom lecture and practical exercises.
- vi) A description of the following materials used for development, instruction, and performance measurement:
 - A) Equipment;
 - B) Teaching aids;
 - C) Textbooks and presentations;
 - D) Reference bibliography.
- 5) General outline, to include:
 - i) Course subjects/topics; and
 - ii) Course schedule, including the duration and order of lessons, and an indication as to whether each lesson is:
 - A) Classroom lecture;
 - B) Practical demonstration;
 - C) Simulator exercise;
 - D) Examination; or
 - E) Another method of instruction.
- 6) Detailed outline or Detailed teaching syllabus, to include:
 - (i) The learning objectives as related to the subjects/topics. The learning objectives should use action verbs appropriate to the specific training activity. For example, a learning objective that will be assessed by a written examination should use action verbs such as *explain* or *describe*, and an objective assessed with a practical demonstration should use action verbs such as *demonstrate* or *perform*;
 - (ii) The specific references from which the instruction was developed; and
 - (iii) Reference to the specific teaching aids, textbooks, or technical materials used for instruction and performance measurement.

Enclosure (1) to NVIC 01-26

- 7) A description of the methodology that is used to determine if a student has successfully completed the course, including quizzes; laboratory exercises, examinations, competency assessments; and remediation and re-testing policies.
 - 8) Copies of all assessment instruments, which are any tools used to determine student progress toward and achievement of the required level of knowledge, understanding, or proficiency.
- b. The following documents should be prepared by the training provider and made available for audit, but need not be submitted with a request for approval:
- 1) Lesson plans;
 - 2) Instructor notes, these may be combined in a single document with the lesson plans;
 - 3) Student guides; and
 - 4) Course and instructor evaluations.
4. Requests for original approval of programs.
- a. For requests for original approval of a program, the following should be submitted:
- 1) Cover letter. The cover letter should identify the program submitted and the training provider, the location(s) where the program will be offered, and, in general terms, describe the program and any regulatory training requirements the program will meet.
 - 2) List of all proposed instructors, the component courses they will teach, and a description of their qualifications.
 - 3) A description of the program or curriculum, including its component courses, and course outlines and syllabi for each component course that includes identifies each component course's major topics, sub-topics and the number of contact hours.
 - 4) A description of all written and practical assessments of student competence and performance during the program and an identification of where in the program they are performed. This information may be provided in a summary table or matrix and should reference the requirement or competency to be assessed, identify the location in the program where conducted, the method(s) of demonstrating competence including the performance condition, performance behavior, and the performance standard. Training providers may use the assessments described in the applicable Coast Guard Navigation and Vessel Inspection Circular (NVIC) but will not be required to do so. Equivalent assessments will be considered [[46 CFR 11.301\(a\)\(3\)](#) and [12.601 \(b\)\(3\)](#)]. Alternative guidelines must be approved by the National Maritime Center before their use.

- 5) A sample course or program completion certificate that allows for the following information to be entered:
 - i. Course/Program provider number;
 - ii. Course/Program number; and
 - iii. Terms of approval.
 - 6) A description of all seagoing service provided during the program. If the training provider does not operate or man vessels, the training provider should describe the agreements with vessel operators to place students and to provide on-board training.
- b. The following documents should be prepared by the training provider and made available for inspection or audit, but need not be submitted with a request for approval:
- 1) Lesson plans and instructor notes;
 - 2) Student guides, handouts, and slide presentations for component courses; and
 - 3) Course and instructor evaluations.
5. Modifications to approved courses or programs.
- a. Training providers will only be required to submit “significant changes” for review and approval prior to enacting the change. To obtain approval for a “significant change” to an existing course or program, the training provider need only include revised copies of the documents submitted for an original approval that are affected by the proposed change. Significant changes include, but are not limited to 1) changes to curriculum; and 2) site changes (for example if the training provider is changing the site for firefighting training, it does not apply to room changes in a previously approved facility).
 - b. Changes that are not considered significant, such as a change of lesson plans, instructor notes, presentation slides or student handouts, are not required to be submitted. If it is unclear if a potential change would be considered significant, the training provider should contact the National Maritime Center for clarification.
6. Validity of course approval. Unless surrendered, suspended, or withdrawn, an approval for a course or program is valid for 5 years after issuance, unless:
- a. The training provider ceases operation;
 - b. The training provider gives notice that it will no longer offer the course;
 - c. The owner or operator fails to submit any required information;

- d. Any change occurs in the ownership of the training provider to which the approval was issued
7. Renewal of approval for a course or program.
- a. Renewal requests should be submitted to the National Maritime Center at least 90 days prior to expiration of the course approval.
 - b. If a training provider submits an application for renewal of a training course or program prior to its expiration, the prior approval will remain valid until final agency action on the application for renewal in accordance with [46 CFR 1.03-15 or 1.30-40](#).
 - c. To renew the approval of a course or program when there have been no significant changes to the course, the training provider need only submit a letter requesting that the approval be renewed, that includes a:
 - 1) Statement that there have been no significant changes to the course or program since it was last approved;
 - 2) Summary of all non-significant changes made to the course or program since the last approval;
 - 3) List of instructors currently teaching the course, and new instructors proposed for the course. For new instructors only, documentation of their qualifications should be included; and
 - 4) List of all locations where the course will be taught.
 - d. For renewals of approvals that also request approval of significant changes, the training provider should describe the changes in the cover letter along with all of the information described above and provide revised versions of all course documents submitted previously that are affected by the proposed change(s).
 - e. Schools should proactively evaluate their courses on an ongoing basis to determine if any changes to the course are needed. Schools should not rely upon the Coast Guard to advise them when changes are needed. For example, a school should, on its own initiative, identify that discussion of Loran-C in an electronic navigation course is outdated and needs to be removed.
8. Submission of course or program completion data. As is specified in [46 CFR 10.403 \(a\)\(7\)](#), for each student who successfully completes an approved course or program, in a manner specified by the Coast Guard, the school must electronically submit to the Coast Guard, within 5 business days of completion, the following information:
- a. Name of the training provider and Coast Guard-issued course provider code;

- b. Title of the approved course or program, the Coast Guard-issued course code, and the dates the course was held;
 - c. Name of the Coast Guard-approved instructor(s) who conducted the course;
 - d. Name of the student as it appears on their MMC or valid government-issued identification, along with their Coast Guard-issued Mariner Reference Number or date of birth and place of birth if they do not have a Mariner Reference Number; and
 - e. Unique course certificate identification code associated with the course or program completion certificate issued to the student for the course.
9. Course or program completion documentation provided to students. Certificates or other documents provided to students to document their completion of a course or program should include the name of the student, the course or program name as it appears on the NMC approval letter, and the course identification code assigned by the NMC. Certificates may also include the approval granted by the NMC. If a training provider elects to include the approval on its certificates, the certificate should accurately match the language in the NMC approval letter, without modification or embellishment.
10. Administration and recordkeeping.
- a. Records. The Coast Guard will accept any recordkeeping system, paper-based or electronic, that records and maintains the information listed below. Every organization offering Coast Guard approved training must keep physical or electronic copies of relevant records for at least 5 years after the end of each student's completion or disenrollment from a course or program. Organizations should keep the following records:
 - 1) A copy of each examination or, in the case of a practical test or demonstration, a report of such test or demonstration. A database or document recording the outcome of each student's examination or demonstration will suffice. The individual test papers, assessment documentation and/or other work completed by each student need not be kept;
 - 2) Identification of each student which includes their full name, Coast Guard-issued Mariner Reference Number, or date of birth and place of birth serial or reference number from a Real ID complaint document issued by the Federal or a state government if they do not have a Mariner Reference Number.
 - 3) A record of each student's examination scores, a record of which examination was administered to each student including retests and a record of each student's performance on practical exercises;
 - 4) A record of each student's attendance;

Enclosure (1) to NVIC 01-26

- 5) For programs, a record of each student's shipboard training and service that was completed as part of a program;
 - 6) A summary of changes or modification to the last complete course or program submittal; and
 - 7) For courses, a list of all locations at which the course was presented and the number of times it was presented at each location. Individual classrooms or laboratories within a specific facility need not be recorded.
- b. Audits. As is specified in [46 CFR 10.403\(a\)\(9\)](#), each training provider with a Coast Guard approved course or program must conduct an internal audit midway through the term of the course or program approval and maintain the results of the audit for a period of not less than 5 years. Internal audits are discussed in greater detail in paragraph 12, below.
- c. As is specified in [46 CFR 10.403\(a\)\(10\)](#), a training provider with approved courses or programs must, at any time, allow the Coast Guard to:
- 1) Inspect its facilities, equipment, and records, including scholastic records;
 - 2) Conduct interviews and surveys of students to aid in course evaluation and improvement;
 - 3) Assign personnel to observe or participate in the course of instruction; and
 - 4) Supervise or administer the required examinations or practical demonstrations. For courses or programs that are approved to substitute for an examination given by the Coast Guard, this may include the substitution of an applicable Coast Guard examination for the examination prepared by the training provider.

11. Suspension or withdrawal of approval.

- a. Suspension of approval. The Coast Guard may suspend the approval of a course or program approval if it determines that it does not comply with the applicable provisions of 46 CFR parts 10, 11, 12, or 13; the requirements specified in the course approval letter; or the course's approved curriculum. [[46 CFR 10.402\(g\)](#) and [10.407\(h\)](#)]
- 1) If the Coast Guard determines that a course or program is not complying with these requirements, the Coast Guard will notify the training provider in writing of the intent to suspend course or program approval and the reasons for suspension.
 - 2) The Coast Guard will notify the training provider that the course or program fails to meet applicable requirements and explain how the deficiencies can be corrected,

- 3) The Coast Guard may grant the training provider up to 90 days to correct the deficiency. If the training provider fails to correct the identified deficiencies, the course or program's approval will be suspended.
 - 4) The Coast Guard will not accept students' course or program completion certificates for training that is given during a period of suspension.
- b. Withdrawal of approval. The Coast Guard may withdraw approval of any course or program when the training provider fails to correct the deficiencies in a suspended course within 90 days or upon determining that the approval holder has demonstrated a pattern or history of:
- 1) Failing to comply with the applicable regulations or the course or program approval requirements;
 - 2) Deviating from approved program or course curricula;
 - 3) Presenting instructional material in a manner that does not achieve the learning objectives; or
 - 4) Falsifying any document required and integral to the conduct of the course or program, including, but not limited to; attendance records; written test grades; course completion grades; or assessment of practical demonstrations.
- c. Appeals of suspension or withdrawal of approvals. Anyone directly affected by the denial, suspension or withdrawal of the approval of a course or program may request reconsideration and appeal of the decision as set forth in [46 CFR 1.03-40](#).

12. Internal Audits.

- a. As is specified in [46 CFR 10.403\(a\)\(9\)](#), each training provider with a Coast Guard approved course or program must conduct an internal audit midway through the term of the course or program approval and maintain the results of the audit for a period of not less than 5 years. Audits should include an evaluation of whether:
- 1) Records are being maintained according to regulations;
 - 2) All training is being presented in accordance with the approval letter and approved curricula;
 - 3) There is an effective process for continuous improvement, including the evaluation of student feedback surveys; and
 - 4) The training provider is in compliance with its Quality Standards System (QSS).

- b. For training providers with more than one approved course, conducting a separate audit for each approved course may be unnecessarily burdensome. In addition, many issues with a single course are likely to be systemic for the training provider.
- c. Consistent with the Coast Guard's implementation of the internal audit requirement since 2014, schools with more than one approved course may conduct a single internal audit of all their processes, quality management system, and all of their approved courses. This internal audit should be conducted at intervals not to exceed five years. The internal audit should be of sufficient scope to determine that all courses or programs offered by the provider are in compliance with applicable requirements.
- d. Schools with more than one approved course should conduct their next internal audit not more than five years after their most recent internal audit.

GUIDANCE ON COURSE AND PROGRAM CURRICULA

The table that follows contains general criteria for the content and duration of courses and programs submitted for Coast Guard approval. This table is to assist training providers when developing courses and programs. This is not an inclusive list of courses that may be approved.

Courses must include written examinations appropriate to the course material and the knowledge requirements of the position or endorsement for which the student is being trained. For a course approved to substitute for a Coast Guard-administered examination, the courses must be of such a degree of difficulty that a student who successfully completes them would most likely pass, on the first attempt, an examination prepared by the Coast Guard. [[46 CFR 10.403\(a\)\(4\)](#)]

In addition, as specified in [46 CFR 10.403\(a\)\(5\)](#), students must successfully demonstrate practical skills appropriate for the course material and equal to the level of endorsement for which the course is approved.

Courses that are intended to meet training requirements for an STCW endorsement should include written and practical assessments that will establish that the trainee has met the applicable competencies and the knowledge, understanding, and proficiency (KUP). Training providers use the assessments in the applicable Coast Guard Navigation and Vessel Inspection Circular (NVIC) but are not required to do so. Alternative equivalents will be considered.

Courses may be approved to meet one or more of the categories specified in [46 CFR 10.402\(a\)](#) and [10.407\(a\)](#). A single course may be designed and approved to meet the specific training, competency, and/or examination requirements for one or more national and/or STCW endorsements. For example, a course may be developed and approved to meet the training and a portion of the cargo transfers required for a national endorsement as Tank Vessel-PIC LG and also for the training for an STCW endorsement for Advanced Liquefied Gas Tanker Cargo Operations. In such cases, the course should incorporate any applicable regulatory requirements and the guidance in the table below applicable to each component of the endorsement(s).

The curriculum guidance course hours are guidance only. When submitting requests for approval, renewal, or modification of courses or programs training providers may justify alternatives based on maximum class sizes, resources, prerequisites, training innovations etc. Training providers may not make significant changes to approved courses, including but not limited to changes to course hours, without prior approval from the National Maritime Center.

To avoid confusion, the Coast Guard encourages training providers to use the standard course names from the table that follows.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Able Seafarer-Deck Program	The program should include not less than 12 months of seagoing service in the deck department and practical assessments to ensure that the student has successfully achieved the level of competency and knowledge, understanding and proficiency specified in Table A-II/5 of the STCW Code. Mariners must have qualified for an RFPNW endorsement prior to start of the program [46 CFR 12.603(a)(3)].	Program will satisfy the following requirements for an endorsement as Able Seafarer-Deck: <ol style="list-style-type: none"> the requirements of STCW Code Section A-II/5; the training and service requirements of 46 CFR 12.603(a)(3)(ii); and the competency requirements of 46 CFR 12.603(a)(4). Mariners must provide evidence of their qualifying sea service.
Able Seafarer-Engine Program	The program should include not less than 6 months of seagoing service in the engine department and practical assessments to ensure that the student has successfully achieved the level of competency and knowledge, understanding and proficiency specified in Table A-III/5 of the STCW Code. Mariners must have qualified for an RFPEW endorsement prior to start of the program. [46 CFR 12.607(a)(3)].	Program will satisfy the following requirements for an endorsement as Able Seafarer-Engine: <ol style="list-style-type: none"> the requirements of STCW Code Section A-III/5; the training and service requirements 46 CFR 12.607(a)(3)(ii); and the competency requirements of 46 CFR 12.607(a)(4). Mariners must provide evidence of their qualifying sea service.
Able Seafarer (National) (in lieu of examination)	Courses should be at least 40 hours and cover all of the topics specified in 46 CFR 12.405(b) for the Coast Guard professional examination for national Able Seafarer endorsements.	A mariner who successfully completes the course will satisfy the professional examination requirements of 46 CFR 12.401(c)(5) for any national rating endorsement as Able Seafarer.
Advanced Firefighting	The course should be at least 32 hours in duration and be substantially similar to IMO Model Course 2.03, <i>Advanced Training in Fire Fighting</i> . Assessments of competency from national assessment guidelines may be used, or an approved equivalent alternative.	A mariner who successfully completes the course will satisfy the <i>Advanced Firefighting</i> training requirements of STCW Code Section A-VI/3 and 46 CFR 11.201(h) , and 11.303(a) .
Advanced Firefighting Refresher	The course should be at least 12 hours and include assessments of all competencies in STCW Code Table A-VI/3. Assessments of competency from national assessment guidelines may be used, or an approved equivalent alternative.	A mariner who successfully completes the course will satisfy the <i>Advanced Firefighting</i> training renewal requirements of STCW Code Section A-VI/3 and 46 CFR 11.201(h)(1) , and 11.303(e) .
Advanced Firefighting Revalidation	The course should be at least 8 hours and include assessments of competencies identified in 46 CFR 11.303(c) . Assessments of competency from national assessment guidelines may be used, or an approved equivalent alternative.	A mariner who successfully completes the course will satisfy the <i>Advanced Firefighting</i> training renewal requirements of STCW Code Section A-VI/3 and 46 CFR 11.201(h)(1) , and 11.303(d) , provided that the mariner has at least 1 year of sea service within the last 5 years.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Advanced IGF Code Operations	The course should be substantially similar to IMO Model Course 7.14, <i>Advanced Training for Masters, Officers, Ratings and Other Personnel on Ships Subject to the IGF Code</i> . The course should ensure that students who successfully complete the course will have achieved the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/3-2 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirements of Section A-V/3 and Table A-V/3-2 of the STCW Code for an endorsement for Advanced IGF Code Operations.
Advanced IGF Code Operations Refresher	The course should include all topics and sub-topics in IMO Model Course 7.14, <i>Advanced Training for Masters, Officers, Ratings and Other Personnel on Ships Subject to the IGF Code</i> . The course should ensure that students who successfully complete the course have maintained the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/3-2 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirements of Section A-V/3 and Table A-V/3-2 of the STCW Code for renewal of an endorsement for Advanced IGF Code Operations.
Advanced Meteorology	The course should be at least 35 hours and cover all topics in the applicable module of IMO Model Course 7.01, <i>Master and Chief Mate</i> with particular emphasis on the following topics: <ol style="list-style-type: none"> 1. Characteristics of weather systems including tropical revolving storms; 2. Advanced meteorological concepts, including synoptic charts and weather forecasting, and voyage planning with respect to weather conditions and wave height; 3. Use of technology to transmit and receive weather forecasts (such as navigational telex or weather-routing providers); and 4. Ship-routing services (capabilities and limitations). 	A mariner who successfully completes the course will satisfy the <i>Advanced Meteorology</i> training requirements of 46 CFR 11.305(a)(3)(iii) and 11.307(a)(3)(iii) for STCW endorsements as Master or Chief Mate on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(iii) and 11.313(a)(3)(iii) for STCW endorsements as Master or Chief Mate or Master on vessels of more than 500 GT and less than 3,000 GT.
Advanced Polar Code Operations	The course should be substantially similar to IMO Model Course 7.12, <i>Advanced Training for Ships Operating in Polar Waters</i> . The course should ensure that students who successfully complete the course will have achieved the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/4-2 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirement of Section A-V/4 and Table A-V/4-2 of the STCW Code for an endorsement for Advanced Polar Code Operations.
Advanced Polar Code Operations Refresher	The course should cover all topics and sub-topics in IMO Model Course 7.12, <i>Advanced Training for Ships Operating in Polar Waters</i> . The course should ensure that students who successfully complete the course will have maintained the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/4-2 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirement of Section A-V/4 and Table A-V/4-2 of the STCW Code for renewal of an endorsement for Advanced Polar Code Operations.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Advanced Shiphandling (3,000 GT or More)	The course should be at least 70 hours and cover all topics in applicable module of IMO Model Course 7.01, Master and Chief Mate. Lessons and exercises should be appropriate to vessels of 1,600 GRT/3,000 GT or more. The training should also include simulation of ship maneuvering in heavy weather, and launching of lifeboats and liferafts in heavy weather.	A mariner who successfully completes the course will satisfy the Advanced Shiphandling training requirements of 46 CFR 11.305(a)(3)(i) and 11.307(a)(3)(i) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(i) and 11.313(a)(3)(i) for STCW endorsements as Master or Chief Mate on vessels of more than 500 GT and less than 3,000 GT.
Advanced Shiphandling (500 GT to 3,000 GT)	The course should be at least 70 hours and cover all topics in applicable module of IMO Model Course 7.01, <i>Master and Chief Mate</i> . Lessons and exercises should be appropriate to vessels between 200 GRT/500 GT and 1,600 GRT/3,000 GT. The training should also include simulation of ship maneuvering in heavy weather, and launching of lifeboats and liferafts in heavy weather.	A mariner who successfully completes the course will satisfy the <i>Advanced Shiphandling</i> training requirements of 46 CFR 11.311(a)(3)(i) and 11.313(a)(3)(i) for STCW endorsements as Master or Chief Mate on vessels of more than 500 GT and less than 3,000 GT.
Advanced Stability (3,000 GT or More)	The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.01, <i>Master and Chief Mate</i> . Lessons and exercises should be appropriate to vessels of 1,600 GRT/3,000 GT or more.	A mariner who successfully completes the course will satisfy the <i>Advanced Stability</i> training requirements of 46 CFR 11.305(a)(3)(ii) and 11.307(a)(3)(ii) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(ii) and 11.313(a)(3)(ii) for STCW endorsements as Master or Chief Mate on vessels of more than 500 GT and less than 3,000 GT.
Advanced Stability (500 GT to 3,000 GT)	The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.01, <i>Master and Chief Mate</i> . Lessons and exercises should be appropriate to vessels between 200 GRT/500 GT and 1,600 GRT/3,000 GT.	A mariner who successfully completes the course will satisfy the <i>Advanced Stability</i> training requirements of 46 CFR 11.311(a)(3)(ii) and 11.313(a)(3)(ii) for STCW endorsements as Chief Mate or Master on vessels of more than 500 GT and less than 3,000 GT.
Apprentice Mate of Towing Vessels (in lieu of examination)	The course should be at least 90 hours and cover all topics on Coast Guard professional examination for Apprentice Mate of Towing Vessels for the applicable route specified in Table 2 to 46 CFR 11.910 .	A mariner who successfully completes the course will satisfy the professional examination requirements for any national officer endorsement as Apprentice Mate of Towing Vessels for the applicable route.
ARPA	The course should be at least 35 hours and cover all topics in the ARPA modules of IMO Model Courses 1.07 and 1.08. Course should include applicable assessments of competence for STCW endorsements as Officer in Charge of a Navigational Watch (OICNW), Chief Mate, and Master.	A mariner who successfully completes the course will satisfy the <i>ARPA</i> training requirements of 46 CFR 11.305(a)(3)(vi) ; 11.307(a)(3)(vi) ; 11.309(a)(4)(xiv) ; 11.311(a)(3)(viii) ; ; 11.315(a)(3)(v) ; 11.317(a)(3)(vii) ; 11.319(a)(4)(viii) ; and 11.321(a)(3)(vii) .
Assistance Towing (in lieu of examination)	The course should be at least 4 hours and cover all topics specified in 46 CFR 11.482 for the Coast Guard exam module for an Assistance Towing endorsement.	A mariner who successfully completes the course will satisfy the requirements of 46 CFR 11.482(b) to add an Assistance Towing endorsement to any national officer endorsement as Operator of Uninspected Passenger Vessels (OUPV) or Mate or Master on vessels of less than 200 GRT.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Auxiliary Machinery	The course should be at least 120 hours and cover all topics in applicable module of IMO Model Course 7.04, <i>Officer in Charge of an Engineering Watch</i>	A mariner who successfully completes the course will satisfy the <i>Auxiliary Machinery</i> training requirements of 46 CFR 11.329(a)(4)(vi) for STCW endorsements as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW / 1,000 HP propulsion power or more.
Basic Firefighting	The course should be at least 16 hours and be substantially similar to IMO Model Course 1.20, <i>Fire Prevention and Fire Fighting</i> . The course should include assessments of competence for STCW Code Table A-VI/1-2.	A mariner who successfully completes the course will satisfy the following requirements: <ol style="list-style-type: none"> 1. Fire Prevention and Firefighting per STCW Code Section A-VI/1; 2. Fire Prevention and Firefighting per 46 CFR 11.302(a)(2) and 12.602(a)(2); 3. Basic Firefighting per 46 CFR 11.201(h)(2) and (3) [Basic only]; and 4. the firefighting requirements for a national tank vessel endorsement in 46 CFR 13.201(c)(3), 13.301(c)(3); 13.401(d); and 13.501(c)(3).
Basic Firefighting Refresher	The course should be at least 8 hours and provide refresher training and assessments relative to all competencies and KUPs in STCW Code Table A-VI/1-2. NOTE: When Basic Training Refresher is given as a separate course for each BT element, mariners must complete courses for all elements to show continued competency.	A mariner who successfully completes the course will satisfy the continued competency requirements for STCW Basic Training limited to Fire Prevention and Firefighting in STCW Section A-VI/1, 46 CFR 11.302(e), and 46 CFR 12.602(e). Mariners must also provide evidence of continued competency in the other areas of Basic Training.
Basic Firefighting Revalidation	The course should be at least 4 hours and include practical exercises and assessments of competence for those areas identified in 46 CFR 11.302(d)(2) and 46 CFR 12.602(d)(2).	A mariner who successfully completes the course will satisfy the continued competency requirements for Fire Prevention and Fire Fighting in STCW Section A-VI/1, 46 CFR 11.302(d)(2) , and 12.602(d)(2) , provided that they have at least one year of sea service in the last five years.
Cargo Handling & Stowage (Operational Level)	The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i> . The course should also include lesson on bulk ships and substantial lessons on container and Ro-Ro ships.	A mariner who successfully completes the course will satisfy the <i>Cargo Handling and Stowage</i> training requirements of 46 CFR 11.309(a)(4)(x) for STCW endorsements as OICNW on vessels of 500 GT or more.
Basic IGF Code Operations	The course should be substantially similar to IMO Model Course 7.13, <i>Basic Training for Masters, Officers, Ratings and Other Personnel on Ships Subject to the IGF Code</i> . The course should ensure that students who successfully complete the course will have achieved the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/3-1 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirements of Section A-V/3 and Table A-V/3-1 of the STCW Code for an endorsement for Basic IGF Code Operations.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Basic IGF Code Operations Refresher	The course should cover all topics and subtopics in IMO Model Course 7.13, <i>Basic Training for Masters, Officers, Ratings and Other Personnel on Ships Subject to the IGF Code</i> . The course should ensure that students who successfully complete the course will have maintained the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/3-1 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirements of Section A-V/3 and Table A-V/3-1 of the STCW Code for renewal of an endorsement for Basic IGF Code Operations.
Basic Polar Code Operations	The course should be substantially similar to IMO Model Course 7.11, <i>Basic Training for Ships Operating in Polar Waters</i> . The course should ensure that students who successfully complete the course will have achieved the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/4-1 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirement of Section A-V/4 and Table A-V/4-1 of the STCW Code for an endorsement for Advanced Polar Code Operations.
Basic Polar Code Operations Refresher	The course should cover all topics and sub-topics in IMO Model Course 7.11, <i>Basic Training for Ships Operating in Polar Waters</i> . The course should ensure that students who successfully complete the course will have maintained the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/4-1 of the STCW Code.	A mariner who successfully completes the course will satisfy the training and competency requirement of Section A-V/4 and Table A-V/4-1 of the STCW Code for renewal of an endorsement for Advanced Polar Code Operations.
Basic Shiphandling & Steering Control Systems	The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i> .	A mariner who successfully completes the course will satisfy the <i>Ship Handling</i> training requirements of 46 CFR 11.309(a)(4)(xi) for STCW endorsements as OICNW on vessels of 500 GT or more.
Basic Training	The course should be at least 40 hours and be substantially similar to IMO Model Courses 1.13, 1.19, 1.20, and 1.21. Course should include assessments of competence for STCW Code Tables A-VI/1-1 through A-VI/1-4. NOTE: Course may be either a single course in all four elements of BT, or all individual courses for each element of BT. If the former, schools must follow their approved curricula and cannot waive portions of course if a mariner has taken courses for one or more parts of BT, but not all.	A mariner who successfully completes the course will satisfy: <ol style="list-style-type: none"> 1. the Basic Training requirements of 46 CFR 11.302(a) and 12.602(a); 2. the Basic Firefighting training requirements of 46 CFR 11.201(h)(2) and (h)(3) [Basic only]; 3. the firefighting requirements for a national tank vessel endorsement in 46 CFR 13.201(c)(3), 13.301(c)(3); 13.401(d); and 13.501(c)(3); and 4. the First Aid and CPR training requirements of 46 CFR 11.201(i)(1).
Basic Training Refresher	The course should be at least 16 hours and provide refresher training and assessments relative to all competencies and KUPs in STCW Code Tables A-VI/1-1 and A-VI/1-2.	A mariner who successfully completes the course will satisfy the continued competency requirements for STCW Basic Training in STCW Section A-VI/1, 46 CFR 11.302(e) and 12.602(e) .

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Basic Training Revalidation	The course should be at least 8 hours and include practical exercises and assessments of competence for all areas identified in 46 CFR 11.302(d) (1) and (2) and 12.602(d) .	A mariner who successfully completes the course will satisfy the continued competency requirements for Personal Survival Techniques and Fire Prevention and Fire Fighting in STCW Section A-VI/1, 46 CFR 11.302(d) and 12.602(d) , <u>provided</u> that they have at least one year of sea service in the last five years.
Celestial Navigation / Oceans Navigation (in lieu of examination)	The course should be at least 80 hours and provide training in all subjects specified in Table 1 to 46 CFR 11.910 for the Coast Guard examination for increasing the scope of an endorsement for Mate or Master 500/1600 GRT from near coastal to oceans. NOTE: This course may be combined with one that covers the navigation general subjects for Mate 500/1600, or the deck general and navigation general subjects for Master 500/1600 GRT. This course is for increasing the scope of a near coastal endorsement, it may not be for the original issuance of an oceans endorsement.	A mariner who successfully completes the course will satisfy the oceans navigation professional examination requirements for increasing the scope of endorsements as Mate or Master of self-propelled vessels of less than 500 or 1600 GRT or Third or Second Mate of unlimited tonnage from near coastal to oceans. NOTE: The following optional provisions will be included as appropriate: Deck General for Third or Second Mate and Mate 500/1600 GRT and/or Navigation General and Deck General for Master 500/1600 GRT.
Celestial Navigation (Operational Level)	The course should be at least 80 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i> . NOTE: Courses to meet this requirement may be either a single comprehensive course for terrestrial navigation, celestial navigation, and electronic navigation systems, or separate courses for each component.	A mariner who successfully completes the course will satisfy the <i>Celestial Navigation</i> training requirements of 46 CFR 11.309(a)(4)(viii) for STCW endorsements as OICNW on vessels of 500 GT or more.
Combined Basic and Advanced Firefighting	The course should be at least 40 hours and cover all subjects and assessments noted for individual courses for basic and advanced firefighting. Courses may be shorter than the sum of the recommended hours for the separate courses based on material common to both.	A mariner who successfully completes the course will satisfy the: <ol style="list-style-type: none"> 1. Fire Prevention and Firefighting requirements of 46 CFR 11.302(a)(2) and 12.602(a)(2); 2. Basic and Advanced Firefighting requirements of 46 CFR 11.201(h)(2) and (h)(3); 3. Advanced Firefighting requirements of 46 CFR 11.303(a); and 4. Firefighting requirements for a national tank vessel endorsement in 46 CFR 13.201(c)(3), 13.301(c)(3); 13.401(d); and 13.501(c)(3).

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Combined Basic and Advanced IGF Code Operations	The course should be substantially similar to IMO Model Course 7.13, <i>Basic Training for Masters, Officers, Ratings and Other Personnel on Ships Subject to the IGF Code</i> and IMO Model Course 7.14, <i>Advanced Training for Masters, Officers, Ratings and Other Personnel on Ships Subject to the IGF Code</i> . The course should ensure that students who successfully complete the course will have achieved the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/3-1 for Basic IGF Code Operations and Table A-V/3-2 of the STCW Code. For Advanced IGF Code Operations.	A mariner who successfully completes the course will satisfy the training and competency requirements of Section A-V/3 and Table A-V/3-1 for an endorsement for Basic IGF Code Operations and Table A-V/3-2 of the STCW Code for an endorsement for Advanced IGF Code Operations.
Combined Basic and Advanced Polar Code Operations	The course should be substantially similar to IMO Model Course 7.11, <i>Basic Training for Ships Operating in Polar Waters</i> and IMO Model Course 7.12, <i>Advanced Training for Ships Operating in Polar Waters</i> . The course should ensure that students who successfully complete the course will have achieved the standard of competence and knowledge, understanding, and proficiencies (KUPs) in Table A-V/4-1 for Basic Polar Code Operations and Table A-V/4-2 of the STCW Code. For Advanced Polar Code Operations.	A mariner who successfully completes the course will satisfy the training and competency requirements of Section A-V/4 and Table A-V/4-1 for an endorsement for Basic Polar Code Operations and Table A-V/4-2 of the STCW Code for an endorsement for Advanced Polar Code Operations.
Computer Systems and Maintenance	The course should be at least 120 hours and cover all applicable competencies and KUPs in STCW Code Table A-III/7.	A mariner who successfully completes the course will satisfy the <i>Computer Systems and Maintenance</i> training requirements in 46 CFR 12.611(a)(4)(i) for an STCW endorsement as Electro-Technical Rating on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.
Control Systems	The course should be at least 160 hours and cover all topics in applicable module of IMO Model Course 7.04, <i>Officer in Charge of an Engineering Watch</i> .	A mariner who successfully completes the course will satisfy the <i>Control Systems</i> training requirements of 46 CFR 11.329(a)(4)(xi) for STCW endorsements as OICEW on vessels powered by main propulsion machinery of 750 kW / 1,000 HP propulsion power or more.
CPR (w/o First Aid)	The course should be at least 4 hours and include live practical exercises and assessments involving the performance of CPR.	A mariner who successfully completes the course will satisfy the CPR training requirements of 46 CFR 11.201(i)(2)(iii) .
Crisis Management and Human Behavior	The course should be between at least 8 hours and cover all topics in IMO Model Course 1.29, <i>Proficiency in Crisis Management and Human Behaviour Training Including Passenger Safety, Cargo Safety and Hull Integrity Training</i> . <u>NOTE:</u> Courses may be applicable to all personnel, or tailored to a specific level (i.e., Support, Operational, and/or Management).	A mariner who successfully completes the course will satisfy the <i>Crowd Management and Passenger Safety, Cargo Safety and Hull Integrity</i> training requirements of STCW Code Section A-V/2 and Table A-V/2 <i><include any limitations to a specific level></i> .

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Crowd Management	<p>The course should be at least 4 hours and cover all topics in IMO Model Course 1.41, <i>Passenger Ship Crowd Management</i>.</p> <p>NOTE: Courses may be applicable to all personnel, or tailored to a specific level (i.e., Support, Operational, and/or Management).</p>	<p>A mariner who successfully completes the course will satisfy the <i>Crowd Management</i> training requirements of paragraph 3 of STCW Code Section A-V/2 <include any limitations to a specific level>.</p>
Designated Duty Engineer Less Than 4,000 HP (in lieu of examination)	<p>The course should be at least 140 hours and cover all topics specified in Table 1 to 46 CFR 11.950 for the Coast Guard exam modules for an endorsement as Designated Duty Engineer of Motor-Propelled Vessels of Less Than 4,000 HP/3,000 kW (DDE 4,000 HP Motor).</p>	<p>A mariner who successfully completes the course will satisfy the professional examination requirements for a national officer endorsement as Designated Duty Engineer Less Than 4,000 HP Motor.</p>
Designated Duty Engineer Unlimited HP (in lieu of examination)	<p>The course should be at least 160 hours and cover all topics specified in Table 1 to 46 CFR 11.950 for the Coast Guard exam modules for an endorsement as Designated Duty Engineer of Motor-Propelled Vessels of Unlimited Propulsion Power (DDE Unlimited Motor).</p>	<p>A mariner who successfully completes the course will satisfy the professional examination requirements for national officer endorsements as Designated Duty Engineer Unlimited HP Motor.</p>
Diesel Endorsement	<p>The course should be at least 140 hours and include theory, types, construction, ancillary systems, maintenance, and repair of main propulsion diesel engines.</p>	<p>A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.502(b)(4) to add an endorsement for motor propulsion to a national engineer officer endorsement valid for steam and/or gas turbine propulsion.</p>
Electrical Machinery and Basic Electronics	<p>The course should be at least 140 hours and cover all topics in applicable module of IMO Model Course 7.04, <i>Officer in Charge of an Engineering Watch</i></p>	<p>A mariner who successfully completes the course will satisfy the <i>Electrical Machinery and Basic Electronics</i> training requirements of 46 CFR 11.329(a)(4)(x) for STCW endorsements as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW / 1,000 HP propulsion power or more.</p>
Electronic Chart Display and Information Systems (ECDIS)	<p>The course should be at least 35 hours and be substantially similar to IMO Model Course 1.27, <i>Operational Use of Electronic Chart Display and Information Systems (ECDIS)</i> (2012 Edition). Course should include applicable assessments of competence for STCW endorsements as Officer in Charge of a Navigational Watch (OICNW), Chief Mate, and Master.</p>	<p>A mariner who successfully completes the course will satisfy the <i>ECDIS</i> training requirements of 46 CFR 11.305(a)(3)(vii) and (b)(2); 11.307(a)(3)(vii) and (b)(2); 11.309(a)(4)(xvi) and (c)(2); 11.311(a)(3)(vii) and (b)(2); 11.313(a)(3)(vii) and (b)(2); 11.315(a)(3)(iv) and (b)(2); 11.317(a)(3)(v) and (b)(2); 11.319(a)(4)(x) and (b)(2); and 11.321(a)(3)(v) and (b)(2). The approval should also reference specific tasks from national assessment guidelines performed in the course.</p>

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Electronic Navigation (Operational Level)	The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i> . NOTE: Courses to meet this requirement may be either a single comprehensive course for terrestrial navigation, celestial navigation, and electronic navigation systems, or separate courses for each component.	A mariner who successfully completes the course will satisfy the <i>Electronic Navigation Systems</i> training requirements of 46 CFR 11.309(a)(4)(viii) for STCW endorsements as OICNW on vessels of 500 GT or more.
Engine Room Resource Management	The course should be at least 35 hours and should be substantially similar to IMO Model Course 7.17, <i>Engine-Room Resource Management</i> The course should ensure that students who successfully complete the course will have achieved the standard of competence and knowledge, understanding, and proficiencies (KUPs) for ERM in Table A-III/1 of the STCW Code.	A mariner who successfully completes the course will satisfy the <i>Engineroom Resource Management</i> training requirements in 46 CFR 11.325(a)(3)(i) and (b)(1) ; 11.327(a)(3)(i) and (b)(1) ; 11.329(a)(4)(iv) ; 11.331(a)(3)(i) and (b)(1) ; and 11.333(a)(3)(i) and (b)(1) .
Engineering Terminology and Shipboard Operations	The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.04, <i>Officer in Charge of an Engineering Watch</i> .	A mariner who successfully completes the course will satisfy the <i>Engineering Terminology and Shipboard Operations</i> training requirements of 46 CFR 11.329(a)(4)(v) for STCW endorsements as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW/1,000 HP propulsion power or more.
Fast Rescue Boat	The course should be at least 24 hours and be substantially similar to IMO Model Course 1.24, <i>Proficiency in Fast Rescue Boats</i> . Course should include appropriate assessments of competence for STCW Code Table A-VI/2-2.	A mariner who successfully completes will satisfy the training and competency demonstration requirements of 46 CFR 12.617(a)(3) and (a)(4) for an STCW endorsement for Proficiency in Fast Rescue Boats.
Fast Rescue Boat Refresher	The course should include refresher training in all topics and sub-topics in IMO Model Course 1.24, <i>Proficiency in Fast Rescue Boats</i> . The course should ensure that students who successfully complete the course will have maintained the standard of competence and knowledge, understanding, and proficiencies (KUPs) in STCW Code Table A-VI/2-2.	A mariner who successfully completes the course will satisfy the continued competency requirements of 46 CFR 12.617(b)(4) for renewal of an endorsement for <i>Proficiency in Fast Rescue Boats</i> .
First Aid (w/o CPR)	The course should be at least 4 hours and be substantially similar to the American Red Cross First Aid course or the American Heart Association First Aid course and must include a practical demonstration.	A mariner who successfully completes the course will satisfy the first aid training requirements of 46 CFR 11.201(i)(1)(ii) .
First Aid & CPR	The course should be at least 8 hours and be substantially similar to IMO Model Course 1.13. The course should include appropriate assessments of competence for STCW Code Table A-VI/1-3.	A mariner who successfully completes the course will satisfy: 1. the Elementary First Aid requirements of 46 CFR 11.302(a)(3) and 12.602(a)(3) ; and 2. the first aid and CPR training requirements of 46 CFR 11.201(i)(1) .

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Gas Turbine Endorsement	The course should be at least 80 hours and include theory, types, construction, ancillary systems, inspection, maintenance, troubleshooting and repair of main propulsion gas turbine engines.	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.502(b)(4) to add an endorsement for gas turbine propulsion to a national engineer officer endorsement valid for steam and/or motor propulsion.
Gas Turbine Plants	The course should be at least 120 hours and cover all topics in applicable module of IMO Model Course 7.04, <i>Officer in Charge of an Engineering Watch</i> .	A mariner who successfully completes the course will satisfy the <i>Gas Turbine Plants</i> training requirements of 46 CFR 11.329(a)(4)(vii) for STCW endorsements as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW / 1,000 HP propulsion power or more.
GMDSS	The course should be at least 70 hours and be substantially similar in content to IMO Model Course 1.25 General Operator's Certificate for the Global Maritime Distress and Safety System.	A mariner who successfully completes the course will satisfy the <i>GMDSS</i> training requirements of 46 CFR 11.305(a)(3)(viii) ; 11.307(a)(3)(viii) ; 11.309(a)(4)(xv) ; 11.311(a)(3)(ix) ; 11.313(a)(3)(ix) ; 11.315(a)(3)(vi) ; and 11.319(a)(4)(ix) .
GMDSS (Restricted Operator)	The course should be at least 21 hours and be substantially similar in content IMO Model Course 1.26, <i>Restricted Operator's Certificate for the Global Maritime Distress and Safety System (GMDSS)</i> .	A mariner who successfully completes the course will satisfy the <i>GMDSS</i> training requirements of 46 CFR 11.305(a)(3)(viii) ; 11.307(a)(3)(viii) ; 11.309(a)(4)(xv) ; 11.311(a)(3)(ix) ; 11.313(a)(3)(ix) ; 11.315(a)(3)(vi) ; and 11.319(a)(4)(ix) . NOTE: The GMDSS endorsement will be limited to vessels operating exclusively in GMDSS A1 sea areas.
High-Voltage Power Systems (Operational Level)	The course should be at least 35 hours and be substantially similar to relevant parts of IMO Model Course 7.08, <i>Electro-Technical Officer</i> . The course should cover all applicable competencies and KUPs in STCW Code Table A-III/6.	A mariner who successfully completes the course will satisfy the <i>High-Voltage Power Systems</i> training requirements of 46 CFR 11.335(a)(4)(vi) for STCW endorsements as electro-technical officer on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.
High-Voltage Power Systems (Support Level)	The course should be at least 35 hours and cover all applicable competencies and KUPs in STCW Code Table A-III/7.	A mariner who successfully completes the course will satisfy the <i>High-Voltage Power Systems</i> training requirements in 46 CFR 12.611(a)(4)(ii) for an STCW endorsement as Electro-Technical Rating on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Inland and Western Rivers Towing Vessel Firefighting	The course should be at least 12 hours and be substantially similar to IMO Model Course 1.20, <i>Fire Prevention and Fire-Fighting</i> , except that the course may omit classroom lectures, practical exercises, written examinations, and practical assessments of competence related to, or requiring the use of equipment that is not required to be carried on towing vessels on western rivers and inland waters other than the Great Lakes. The course should focus on fire principles, basic firefighting strategies and tactics, fire risks, use of portable and semi-portable fire extinguishers, fire communication-general alarms and detectors, handling and operating fire pumps and hydrants, types and function of fixed firefighting systems, and place significant focus on managing a team for handling a fire emergency.	A mariner who successfully completes the course will satisfy the Firefighting training requirements of 46 CFR 11.201(h)(3)(IV)(A) for an officer endorsement as master or mate (pilot) of towing vessels for service on inland waters or Western Rivers. NOTE: This course will <u>not</u> meet Firefighting training requirements for any other officer endorsement, for a tank vessel endorsement, or any STCW endorsement.
Instrumentation & Control Systems	The course should be at least 160 hours and cover all applicable competencies and KUPs in STCW Code Table A-III/6.	A mariner who successfully completes the course will satisfy the <i>Instrumentation & Control Systems</i> training requirements of 46 CFR 11.335(a)(4)(v) for STCW endorsements as electro-technical officer on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.
Integrated Navigation Equipment	The course should be at least 35 hours and cover all applicable competencies and KUPs in STCW Code Table A-III/6.	A mariner who successfully completes the course will satisfy the <i>Integrated Navigation Equipment</i> training requirements of 46 CFR 11.335(a)(4)(iii) for STCW endorsements as electro-technical officer on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.
Leadership and Teamworking Skills	The course should be at least 8 hours and be substantially similar to IMO Model Course 1.39, <i>Leadership and Teamwork</i> . The course should provide training and written and practical assessments to ensure that the student has successfully achieved the level of competency and knowledge, understanding, and proficiency specified in Tables A-II/1 and A-III/1 of the STCW Code. A prerequisite for this course should be completion of a Bridge Resource Management or Engine Room Resource Management course. NOTE: This course is “generic” and can be used for both deck and engine departments.	A mariner who successfully completes the course will satisfy the <i>Leadership and Teamworking Skills</i> requirements of 46 CFR 11.309(c)(1) ; 11.319(b)(1) ; 11.321(b)(1) ; and 11.329(a)(4)(iv) and (c) . Approval should also include the applicable task numbers from the national assessment guidelines for OICEW and/or OICNW endorsements.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Leadership and Managerial Skills	<p>The course should be at least 35 hours and be substantially similar to IMO Model Course 1.40, <i>Use of Leadership and Managerial Skills</i>. The course should provide training and written and practical assessments to ensure that the student has successfully achieved the level of competency and knowledge, understanding, and proficiency specified in Tables A-II/2 and A-III/2 of the STCW Code.</p> <p><u>NOTE</u>: This course is “generic” and can be used for both deck and engine departments.</p>	<p>A mariner who successfully completes will satisfy the <i>Leadership and Managerial Skills</i> training requirements of 46 CFR 11.305(a)(3)(iv) and (b)(1); 11.307(a)(3)(iv) and (b)(1); 11.311(a)(3)(iv) and (b)(1); 11.313(a)(3)(iv) and (b)(1); 11.315(a)(3)(iii) and (b)(1); 11.317(a)(3)(iv) and (b)(1); 11.325(a)(3)(ii) and (b)(2); 11.327(a)(3)(ii) and (b)(2); 11.331(a)(3)(ii) and (b)(2); and 11.333(a)(3)(ii) and (b)(2).</p>
Limited Master (in lieu of examination)	<p>The course should cover all topics specified in Table 1 to 46 CFR 11.910 for the Coast Guard examination module for Master 100 GRT that are applicable to the geographic area and/or operations the endorsement will be limited to.</p> <p><u>NOTE</u>: Courses should be for an endorsement with specific geographic and/or other limitations authorized by the cognizant OCMI.</p>	<p>A mariner who successfully completes the course within 1 year of application will satisfy the professional examination requirements for a national officer endorsement as Limited Master of <i><describe endorsement and limitation></i>.</p>
Limited OUPV (a.k.a. Launch Operator) (in lieu of examination)	<p>The course should cover all topics specified in Table 1 to 46 CFR 11.910 for the Coast Guard examination for an OUPV endorsement that are applicable to the geographic area or operations the endorsement will be limited to.</p> <p><u>NOTE</u>: Courses should be for specific geographic and/or other limitations authorized by an OCMI per CG-MMC Policy Letter 01-16, Restricted Operator of Uninspected Passenger Vessels (ROUPV) Endorsements.</p>	<p>A mariner who successfully completes the course within 1 year of application will satisfy the professional examination requirements for a national officer endorsement as Limited OUPV <i><describe limitation></i>.</p>
Management of Electrical and Electronic Control Equipment	<p>The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.02, <i>Chief Engineer Officer and Second Engineer Officer</i>.</p>	<p>A mariner who successfully completes the course will satisfy the <i>Management of Electrical and Electronic Control Equipment</i> training requirements of 46 CFR 11.325(a)(3)(iii) and (b)(3); 11.327(a)(3)(iii) and (b)(3); 11.331(a)(3)(iii) and (b)(3); and 11.333(a)(3)(iii) and (b)(3).</p>
Management of Medical Care	<p>The course should be at least 4 hours and cover all topics in the applicable module of IMO Model Course 7.01, <i>Master and Chief Mate</i>.</p>	<p>A mariner who successfully completes the course will satisfy the <i>Management of Medical Care</i> training requirements of 46 CFR 11.305(a)(3)(ix); 11.307(a)(3)(ix); 11.311(a)(3)(vi); 11.313(a)(3)(vi); and 11.315(a)(3)(ii).</p>
Marlinspike Seamanship (in lieu of examination)	<p>The course should include all knots and splices required on the Coast Guard practical exam for Able Seaman endorsements. This course does not have a minimum length, but all students must pass all exercises, assessments, and tests before they can be considered to have completed the course.</p>	<p>A mariner who successfully completes the course will satisfy the knot-tying demonstration requirements of 46 CFR 12.405(c) for any national rating endorsement as Able Seafarer.</p>

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Master Less Than 100 GRT (in lieu of examination)	The course should be at least 80 hours and cover all topics specified in Table 2 to 46 CFR 11.910 for the Coast Guard exam modules for an endorsement as Master of near coastal self-propelled vessels of less than 100 GRT.	A mariner who successfully completes the will satisfy the professional examination requirements for national officer endorsements as Master of near coastal self-propelled vessels of less than 100 GRT. NOTE: This course will also satisfy the exam requirements for Master Less Than 100 GRT Great Lakes and/or Inland, and also OUPV or Mate Less Than 100 GRT Near Coastal, and Great Lakes and/or Inland.
Master Less Than 200 GRT (in lieu of examination)	The course should be at least 108 hours and cover all topics specified in Table 1 to 46 CFR 11.910 for the Coast Guard exam modules for an endorsement as Master of near coastal self-propelled vessels of less than 200 GRT.	A mariner who successfully completes the course will satisfy the professional examination requirements for national officer endorsements as Master of near coastal self-propelled vessels of less than 200 GRT. NOTE: This course will also satisfy exam requirements for Master Less Than 200 GRT Great Lakes and/or Inland, and also OUPV, Master or Mate Less Than 100 GRT and Mate Less Than 200 GRT Near Coastal, and Great Lakes and/or Inland.
Medical Care Person in Charge	The course should be at least 61 hours and be substantially similar to IMO Model Course 1.15, <i>Medical Care</i> . May be given as a 40-hour course the entry standards require completion of an approved Medical Care Provider course within 6 months of starting the PIC course.	A mariner who successfully completes the course will satisfy: 1. the requirements of 46 CFR 12.621(a)(1) and (2) for an STCW endorsement as Person in Charge of Medical Care; and 2. the Management of Medical Care training requirements of 46 CFR 11.305(a)(3)(ix) ; 11.307(a)(3)(ix) ; 11.311(a)(3)(vi) ; 11.313(a)(3)(vi) ; and 11.315(a)(3)(ii) .
Medical Care Provider (a.k.a. Medical First Aid)	The course should be at least 21 hours and be substantially similar to IMO Model Course 1.14, <i>Medical First Aid</i> .	A mariner who successfully completes the course will satisfy: 1. the competency requirements of 46 CFR 12.619(a)(2) ; and 2. the Medical First-Aid Provider training requirements of 46 CFR 11.309(a)(4)(i) ; 11.317(a)(3)(i) ; 11.319(a)(4)(i) ; 11.329(a)(4)(i) ; 11.335(a)(3)(i) ; and 12.619(a)(1) .
Meteorology (Operational Level)	The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i> . with particular emphasis on the following topics: 1. Characteristics of weather systems; 2. Weather charting and reporting; 3. Importance of sending weather observations; 4. Sources of weather information; and 5. Interpreting weather forecast products.	A mariner who successfully completes the course will satisfy the Meteorology training requirements of 46 CFR 11.309(a)(4)(xiii) for STCW endorsements as OICNW on vessels of 500 GT or more.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Motor Plants	The course should be at least 120 hours and cover all topics in applicable module of IMO Model Course 7.04, <i>Officer in Charge of an Engineering Watch</i> .	A mariner who successfully completes the course will satisfy the <i>Motor Plants</i> training requirements of 46 CFR 11.329(a)(4)(ix) for STCW endorsements as OICEW on vessels powered by main propulsion machinery of 750 kW/1,000 HP propulsion power or more.
Officer Endorsement Renewal (in lieu of examination)	The course should be at least 7 hours and cover all topics on applicable renewal exercises and be of sufficient duration to provide refresher training in all subjects on the exercise.	A mariner who successfully completes the course will satisfy the requirements of 46 CFR 10.227(e)(1)(iii) for renewal of a deck officer endorsement valid for service on vessels less than 200 GRT.
Onboard Computer Networking and Security	The course should be at least 70 hours and cover all applicable competencies and KUPs in STCW Code Table A-III/6.	A mariner who successfully completes the course will satisfy the <i>Onboard Computer Networking and Security</i> training requirements of 46 CFR 11.335(a)(4)(i) for STCW endorsements as electro-technical officer on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.
OUPV (in lieu of examination)	The course should be at least 54 hours and cover all topics specified in Table 2 to 46 CFR 11.910 for the Coast Guard exam modules for an endorsement as Operator of Uninspected Passenger Vessels (OUPV) Near Coastal.	A mariner who successfully completes the will satisfy the professional examination requirements for a national officer endorsement as OUPV Near Coastal, Inland, or Great Lakes and Inland.
OUPV Restricted (in lieu of examination)	The course should cover all topics specified in Table 2 to 46 CFR 11.910 for the Coast Guard examination for an OUPV endorsement applicable to the geographic area and/ or operations the endorsement will be limited to. <u>NOTE:</u> Courses should be for specific geographic and/or other limitations authorized by an OCMI per CG-MMC Policy Letter 01-16, Restricted Operator of Uninspected Passenger Vessels (ROUPV) Endorsements .	A mariner who successfully completes the course will satisfy the professional examination requirements for a national officer endorsement as OUPV <describe restriction>.
Personal Safety & Social Responsibilities	The course should be at least 4 hours and be substantially similar to IMO Model Course 1.21, <i>Personal Safety & Social Responsibilities</i> . Should include appropriate assessments of competence for STCW Code Table A-VI/1-4. <u>NOTE:</u> A module for prevention of violence and harassment is required to meet PSSR requirements. This may be provided as a module in a PSSR course, or as a stand-alone separate course. The Coast Guard recommends the latter, as a separate course.	A mariner who successfully completes the course will satisfy the <i>Personal Safety and Social Responsibilities</i> training and competency requirements of 46 CFR 11.302(a)(4) and 12.602(a)(4) . <u>NOTE:</u> The above is for courses that include prevention of violence and harassment. If the course does not include this content, the approval will note that completion of a prevention of violence and harassment course is also required to meet the STCW/s PSSR requirement.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Personal Survival Techniques	The course should be at least 12 hours and be substantially similar to IMO Model Course 1.21, <i>Personal Survival Techniques</i> . Course should include appropriate assessments of competence for STCW Code Table A-VI/1-1.	A mariner who successfully completes the course will satisfy the <i>Personal Safety and Social Responsibilities</i> training and competency requirements of 46 CFR 11.302(a)(1) and 12.602(a)(1) .
Personal Survival Techniques Refresher	The course should be at least 8 hours and include refresher training in all subjects in IMO Model Course 1.21, <i>Personal Survival Techniques</i> . Course should include appropriate assessments of competence for STCW Code Table A-VI/1-1. When Basic Training Refresher is given as separate courses for each BT element, mariners must complete courses for all elements to show continued competency.	A mariner who successfully completes the course will satisfy the continued competency requirements for STCW <i>Basic Training for Personal Survival Techniques</i> in 46 CFR 11.302(e) , and 12.602(e) .
Personal Survival Techniques Revalidation	The course should be at least 4 hours and include practical exercises and assessments of competence for those areas identified in 46 CFR 11.302(d)(1) and 12.602(d)(1) .	A mariner who successfully completes the course will satisfy the continued competency requirements for <i>Personal Survival Techniques</i> in 46 CFR 11.302(d)(1) , and 12.602(d)(1) , <u>provided</u> that they have at least one year of sea service in the last five years.
Prevention of Bullying and Harassment, Including Sexual Harassment, Bullying and Sexual Assault	Courses should be at least 4 hours in duration and should include content substantially similar to module 6 of the 2026 edition of IMO Model Course 1.21, <i>Personal Safety and Social Responsibilities</i>	A mariner who successfully completes the course will be considered to have demonstrated the competency standards for <i>Contribute to the prevention of and response to violence and harassment, including sexual harassment, bullying and sexual assault</i> for Personal Safety & Social Responsibilities in Table A-VI/1-4 of the STCW Code.
Proficiency in Survival Craft	The course should be at least 30 hours and be substantially similar to IMO Model Course 1.23, <i>Proficiency in Survival Craft and Rescue Boats (Other Than Fast Rescue Boats)</i> . The course should include assessments of competence for STCW Code Table A-VI/2-1.	A mariner who successfully completes the course will be considered to have met the competency standards of STCW Code Table A-VI/2-1 for an STCW endorsement for <i>Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats</i> (PSC) and will satisfy the examination and practical demonstration requirements of 46 CFR 12.407(b)(3) for endorsements for Lifeboat Operator and PSC.
Proficiency in Survival Craft Refresher	The course should include refresher training in all topics and sub-topics in IMO Model Course 1.23, <i>Proficiency in Survival Craft and Rescue Boats (Other Than Fast Rescue Boats)</i> . The course should ensure that students who successfully complete the course will have maintained the standard of competence and knowledge, understanding, and proficiencies (KUPs) in STCW Code Table A-VI/2-1.	A mariner who successfully completes the course will satisfy the continued competency requirements in 46 CFR 12.613(b)(4) for renewal of endorsements for <i>Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats</i> (PSC) and <i>Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats - Limited</i> (PSC-Limited).

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Proficiency in Survival Craft (Limited)	The course should be at least 21 hours and be substantially similar to IMO Model Course 1.23, <i>Proficiency in Survival Craft and Rescue Boats (Other Than Fast Rescue Boats)</i> except that lessons that are only applicable to lifeboats may be omitted. The course should include assessments of competence for STCW Code Table A-VI/2-1 applicable to rescue boats other than lifeboats and fast rescue boats.	A mariner who successfully completes the course will be considered to have met the competency standards of STCW Code Table A-VI/2-1 for an STCW endorsement for <i>Proficiency in Survival Craft and Rescue Boats Other Than Lifeboats and Fast Rescue Boats – Limited (PSC – Limited)</i> and will satisfy the examination and practical demonstration requirements of 46 CFR 12.409(b)(3) for endorsements for Lifeboat Operator-Limited and PSC-Limited.
Proficiency in Survival Craft (Limited) Refresher	The course should include refresher training in all topics and sub-topics in IMO Model Course 1.23, <i>Proficiency in Survival Craft and Rescue Boats (Other Than Fast Rescue Boats)</i> except that lessons that are only applicable to lifeboats may be omitted. The course should ensure that students who successfully complete the course will have maintained the standard of competence and KUPs in STCW Code Table A-VI/2-1 applicable to rescue boats other than lifeboats and fast rescue boats.	A mariner who successfully completes the course will satisfy the continued competency requirements in 46 CFR 12.615(b)(4) for renewal of an endorsement for <i>Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats – Limited (PSC-Limited)</i> .
QMED-Boiler Technician/Watertender (in lieu of examination)	The course should be at least 120 hours and cover all topics on Coast Guard examination.	A mariner who successfully completes the course will satisfy the professional examination requirements of 46 CFR 12.501(c)(5) for a national rating endorsement as QMED-Boiler Technician/Watertender.
QMED-Junior Engineer (in lieu of examination)	The course should be at least 350 hours and include all subjects specified in 46 CFR 12.505(c) and cover all topics on Coast Guard examination.	A mariner who successfully completes the course will satisfy the professional examination requirements of 46 CFR 12.501(c)(5) for a national rating endorsement as QMED-Junior Engineer
QMED-Oiler (in lieu of examination)	The course should be at least 120 hours and include all subjects specified in 46 CFR 12.505(c) and cover all topics on Coast Guard examination.	A mariner who successfully completes the course will satisfy the professional examination requirements of 46 CFR 12.501(c)(5) for a national rating endorsement as QMED-Oiler.
QMED-Boiler Technician/Oiler/Watertender (in lieu of examination)	The course should be at least 150 hours and include all subjects specified in 46 CFR 12.505(c) and cover all topics on Coast Guard examination.	A mariner who successfully completes the course will satisfy the professional examination requirements of 46 CFR 12.501(c)(5) for national rating endorsements as QMED-Oiler and QMED-Boiler Technician/Watertender.
QMED-Electrician/Refrigerating Engineer (in lieu of examination)	The course should be at least 240 hours and include all subjects specified in 46 CFR 12.505(c) and cover all topics on Coast Guard examination.	A mariner who successfully completes the course will satisfy the professional examination requirements of 46 CFR 12.501(c)(5) for a national rating endorsement as QMED-Electrician/Refrigerating Engineer.
Radar Observer (Inland)	The course should be at least 28 hours and provide training on the use of radar appropriate to mariners on inland waters.	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.480(d) for an endorsement as Radar Observer (Inland).

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Radar Observer (Rivers)	The course should be at least 21 hours and provide training on the use of radar appropriate to mariners on rivers	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.480(d) for an endorsement as Radar Observer (Rivers).
Radar Observer (Unlimited)	The course should be at least 35 hours and follow the curriculum guidance in IMO Model Course 1.07, <i>Radar Navigation at the Operational Level</i> . The course should include applicable assessments of competence for STCW endorsements as Officer in Charge of a Navigational Watch (OICNW), Chief Mate, and Master.	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.480(d) for an endorsement as Radar Observer (Unlimited) and of 46 CFR 11.309(a)(4)(ii) ; 11.317(a)(3)(vi) ; 11.319(a)(4)(ii) ; and 11.321(a)(3)(vi) for STCW endorsements.
Radar Observer Recertification	The course should have the same practical assessments as the original course for the applicable radar observer endorsement. This course does not have a minimum length, but all students must pass all exercises, assessments, and tests before they can be considered to have completed the course.	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.480(d) for maintaining the validity of an endorsement as Radar Observer.
Radar Observer Refresher	The course should have refresher training and the same practical assessment as the original course for the applicable radar observer endorsement.	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.480(d) for maintaining the validity of an endorsement as Radar Observer.
Radio Electronics	The course should be at least 240 hours and cover all applicable competencies and KUPs in STCW Code Table A-III/6.	A mariner who successfully completes the course will satisfy the <i>Radio Electronics</i> training requirements of 46 CFR 11.335(a)(4)(ii) for STCW endorsements as electro-technical officer on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.
Rules of the Road (in lieu of examination)	The course should be at least 16 hours and cover all topics on Coast Guard examination for the International and Inland Rules of the Road. Passing grade of examinations should be not less than 90%.	A mariner who successfully completes the course will satisfy the professional examination requirements for original issuance, increase in scope, or renewal of any national officer endorsement up to Master 200 GRT, Master or Mate of Fishing Vessels, and Apprentice Mate (Steersman).
Search & Rescue (Operational Level)	The course should be at least 14 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i> . Should include appropriate assessments from the relevant portions of STCW Code Table A-II/1.	A mariner who successfully completes the course will satisfy the <i>Search and Rescue</i> training requirements of 46 CFR 11.309(a)(4)(iii) for an STCW endorsement as OICNW on vessels of 500 GT or more.
Search & Rescue (Management Level)	The course should be at least 14 hours and cover all topics in applicable module of IMO Model Course 7.01, <i>Master and Chief Mate</i> . Should include appropriate assessments from the relevant portions of STCW Code Table A-II/2.	A mariner who successfully completes the course will satisfy the <i>Search and Rescue</i> training requirements of 46 CFR 11.305(a)(3)(v) and 11.307(a)(3)(v) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(v) and 11.313(a)(3)(v) for STCW endorsements as Chief Mate or Master on vessels of more than 500 GT and less than 3,000 GT.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Security Awareness	The course should be at least 4 hours and be substantially similar to IMO Model Course 3.27, <i>Security Awareness Training for all Seafarers</i> .	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 12.627(a)(1) for an STCW endorsement for Security Awareness.
Ship Propulsion & Auxiliary Machinery	The course should be at least 120 hours and cover all applicable competencies and KUPs in STCW Code Table A-III/6.	A mariner who successfully completes the course will satisfy the <i>Ship Propulsion and Auxiliary Machinery</i> training requirements of 46 CFR 11.335(a)(4)(iv) for STCW endorsements as electro-technical officer on vessels powered by main propulsion machinery of 750 kW/1,000 HP or more.
Simulator Instructor	The course should be at least 35 hours and be substantially similar to the IMO Model Course 6.10, <i>Train the Simulator Trainer and Assessor</i> .	A mariner who successfully completes the course will satisfy the simulator instructor training requirements of Section A-I/6, Paragraph 4.3.1 of the STCW Code.
Ship Construction & Basic Stability	The course should be 40 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i> .	A mariner who successfully completes the course will satisfy the <i>Stability & Ship Construction</i> training requirements of 46 CFR 11.309(a)(4)(xii) for an STCW endorsement as OICNW on vessels of 500 GT or more.
Stability & Ballast Control	The course should be at least 35 hours and cover principles of stability control applicable to MODUs.	A mariner who successfully completes the course will satisfy the <i>Stability</i> training requirements of 46 CFR 11.470(b)(2)(i) , (d)(2)(i) , (f)(2)(i) , (h)(2)(i) and (j)(2)(i) ; 46 CFR 11.472(a)(2)(i) ; and 46 CFR 11.474(a)(2)(i) . [<i>The list of CFR requirements should be revised as appropriate for the specific course.</i>]
Standard Marine Communication Phrases (SMCP)	The course should be at least 4 hours and cover all topics in IMO Model Course 3.17, <i>Maritime English</i> (core section 2). NOTE: Courses to meet this requirement may be either a single comprehensive course for watchkeeping, COLREGS, and Standard Marine Communication Phrases, or separate courses for each component.	A mariner who successfully completes the course will satisfy the SMCP training requirements of 46 CFR 11.309(a)(4)(ix) for STCW endorsements as OICNW on vessels of 500 GT or more.
Steam Endorsement	The course should be at least 180 hours and include theory, construction, operation, troubleshooting, maintenance, and emergency response for steam boilers and turbines.	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 11.502(b)(4) to add an endorsement for steam propulsion to a national engineer officer endorsement valid for gas turbine and/or motor propulsion.
Steam Plants	The course should be at least 180 hours and cover all topics in applicable module of IMO Model Course 7.04, <i>Officer in Charge of an Engineering Watch</i> .	A mariner who successfully completes the course will satisfy the <i>Steam Plants</i> training requirements of 46 CFR 11.329(a)(4)(viii) for STCW endorsements as OICEW on vessels powered by main propulsion machinery of 750 kW/1,000 HP propulsion power or more.
Tank Barge Firefighting	The course should be at least 16 hours and cover all applicable subjects in Table 3 to 46 CFR 13.121(e) .	A mariner who successfully completes the course will satisfy the firefighting training requirements of 46 CFR 13.401(d) for any endorsement as Tank Barge-PIC.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Tank Barge Dangerous Liquids	The course should be at least 32 hours and cover all applicable subjects in Table 2 to 46 CFR 13.121(e) .	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 13.301(c)(4) for an endorsement as Tank Barge-PIC DL.
Tank Barge Liquefied Gases	The course should be at least 32 hours and cover all applicable subjects in Table 2 to 46 CFR 13.121(e) .	A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 13.301(c)(4) for an endorsement as Tank Barge-PIC LG.
Tank Ship Dangerous Liquids	The course should be at least 40 hours and cover all subjects in Table 2 to 46 CFR 13.121(e) and STCW Code Tables A-V/1-1-2 and A-V/1-1-3.	<p>A mariner who successfully completes the course will satisfy:</p> <ol style="list-style-type: none"> 1. the training requirements of 46 CFR 13.201(c)(4) for a national endorsement as Tank Vessel-PIC DL; 2. the requirements of 46 CFR 13.603(a)(2), (b)(2), and (c)(2) and STCW Code Table A-V/1-1-2 for an STCW endorsement for Advanced Oil Tanker Cargo Operations; and 3. the requirements of 46 CFR 13.605(a)(2), (b)(2), and (c)(2) and STCW Code Table A-V/1-1-3 for an STCW endorsement for Advanced Chemical Tanker Cargo Operations. <p>NOTE: The course will also satisfy training requirements for national endorsements as Tank Vessel -Assistant DL, Tank Vessel -Engineer DL, and STCW endorsements for Basic Oil and Chemical Tanker Cargo Operations.</p>
Tank Ship Familiarization (Dangerous Liquids)	The course should be at least 30 hours and cover all applicable subjects in Table 1 to 46 CFR 13.121(e) and STCW Code Table A-V/1-1-1.	<p>A mariner who successfully completes the course will satisfy the requirements of:</p> <ol style="list-style-type: none"> 1. 46 CFR 13.401(e)(1) for a national endorsement as Tank Vessel-Assistant DL; and 2. 46 CFR 13.609(a)(2) and STCW Code Table A-V/1-1-1 for an STCW endorsement for Basic Oil and Chemical Tanker Cargo Operations.
Tank Ship Familiarization (Liquefied Gases)	The course should be at least 30 hours and cover all applicable subjects in Table 1 to 46 CFR 13.121(e) and STCW Code Table A-V/1-2-1.	<p>A mariner who successfully completes the course will satisfy the requirements of:</p> <ol style="list-style-type: none"> 1. 46 CFR 13.401(e)(1) for an endorsement as Tank Vessel-Assistant LG; and 2. 46 CFR 13.611(a)(2) and STCW Code Table A-V/1-2-1 for an endorsement for Basic Liquefied Gas Tanker Cargo Operations.

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Tank Ship Liquefied Gases	The course should be at least 40 hours and cover all subjects in Table 2 to 46 CFR 13.121(e) and STCW Code Table A-V/1-2-2.	<p>A mariner who successfully completes the course will satisfy the requirements of:</p> <ol style="list-style-type: none"> 46 CFR 13.201(c)(4) and 13.301(c)(4) for national endorsements as Tank Vessel-PIC LG and Tank Barge-PIC (Barge) LG; and 46 CFR 13.607(a)(2), (b)(2), and (c)(2) and STCW Code Table A-V/1-1-2 for an STCW endorsement for Advanced Liquefied Gas Tanker Cargo Operations. <p>NOTE: The course will also satisfy training requirements for national endorsements as Tank Vessel-Assistant LG, Tank Vessel-Engineer LG, and STCW endorsements for Basic Liquefied Gas Tanker Cargo Operations.</p>
Terrestrial Navigation (Operational Level)	<p>The course should be at least 80 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i>.</p> <p>NOTE: Courses to meet this requirement may be either a single comprehensive course for terrestrial navigation, celestial navigation, and electronic navigation systems, or separate courses for each component.</p>	<p>A mariner who successfully completes the course will satisfy the <i>Terrestrial Navigation</i> training requirements of 46 CFR 11.309(a)(4)(viii) for STCW endorsements as OICNW on vessels of 500 GT or more.</p>
Vessel Personnel with Designated Security Duties	The course should be at least 10.5 hours and be substantially similar to IMO Model Course 3.26, <i>Security Training for Seafarers with Designated Security Duties</i> .	<p>A mariner who successfully completes the course will satisfy the training requirements of 46 CFR 12.625(a)(1) for an endorsements as Vessel Personnel with Designated Security Duties.</p>
Vessel Security Officer	The course should be at least 16 hours and be substantially similar to IMO Model Course 3.19, <i>Ship Security Officer</i> .	<p>A mariner who successfully completes the course will satisfy the training requirements of 33 CFR 104.215(d)(1)(iv) and STCW Code Section A-VI/5 for an STCW endorsement as Vessel Security Officer.</p>
Visual Communications (Flashing Light)	<p>The course should include written or practical assessments of students' ability to use the International Code of Signals and practical assessments of ability to receive by Morse Light the distress signal "SOS" and single-letter signals. Practical assessment should be conducted at a transmission speed of at least 4 words per minute. Students are permitted to use scrap paper to record dots and dashes during transmission. This course does not have a minimum length, but all students must pass all exercises, assessments, and tests before they can be considered to have completed the course.</p>	<p>A mariner who successfully completes the course will satisfy the <i>Visual Signaling</i> requirements of 46 CFR 11.309(a)(4)(vi) and 11.319(a)(4)(vi) and will be considered to have successfully completed assessment number 8.2.A for an STCW endorsement as Officer in Charge of a Navigational Watch on Vessels of 500 GT or more.</p>

COURSE	CURRICULUM GUIDANCE	SAMPLE APPROVAL
Watchkeeping (Operational Level)	<p>The course should be at least 35 hours and cover all topics in applicable module of IMO Model Course 7.03, <i>Officer in Charge of a Navigational Watch</i>.</p> <p><u>NOTE</u>: Courses to meet this requirement may be either a single comprehensive course for watchkeeping, COLREGS, and Standard Marine Communication Phrases, or separate courses for each component. The course may also be combined with a <i>Bridge Resource Management</i> course.</p>	<p>A mariner who successfully completes the course will satisfy the <i>Watchkeeping</i> training requirements of 46 CFR 11.309(a)(4)(ix) for an STCW endorsement as OICNW on vessels of 500 GT or more and 46 CFR 11.319(a)(4)(iii) for an STCW endorsement as OICNW on vessels of less than 500 GT.</p>

GUIDANCE ON QUALIFIED INSTRUCTORS

1. As defined in [46 CFR 10.107](#), a Qualified Instructor (QI) is a person who has been trained in instructional techniques and is otherwise qualified to provide required training to candidates for an endorsement to a Merchant Mariner Credential (MMC).
2. Instructors should:
 - a. Have either experience, training, or evidence of instruction in effective instructional techniques and/or effective assessment techniques;
 - b. Is qualified in the task for which the training is being conducted and have relevant experience; and
 - c. Have attained a level of experience and qualification equal or superior to the relevant level of knowledge, skills, and abilities described in the performance objective;
3. The Coast Guard will only approve QIs as part of its approval of training courses or programs. As part of the training approval, the Coast Guard will identify the QIs approved to teach the course or program. This approval is limited to the specific course(s) or program(s) at the specified school. Additional instructors may be added, with approval, after the training is approved.
4. If an instructor has been approved to teach a course for one training provider, they will be considered qualified to teach similar courses for the same or another training provider without further evaluation of their qualifications. The training provider need only request that they be added as an approved instructor for their course(s).
5. In addition to relevant professional experience, each QI should have either experience, or training in effective instructional and assessment techniques. This training does not need to be approved by the Coast Guard; however, the Coast Guard may request documentation demonstrating the course meets the standards outlined in paragraph 5. below. This requirement applies to all approved courses and training programs, not just those required to meet STCW requirements. Instructors who were approved to teach courses or programs prior to March 24, 2014, without having had this training may continue to teach the specific courses they were approved for at the specified school(s). This does not apply to approvals to teach new courses or programs for the same training provider, or to teach similar courses or programs for another training provider.
6. Evidence of training in “effective instructional techniques” may be in the form of performance evaluations that include an evaluation of effectiveness in on-the-job organization and delivery of training and/or a certificate of successful completion from a “train the trainer” course. A person holding a college degree in education or a related field, a person holding a state certification as a primary or secondary school teacher, or current or

former military personnel who hold or have held the designation as Master Training Specialist or Master Trainer will also meet this requirement.

A “train the trainer” course should be based on the International Maritime Organization’s (IMO) model course 6.09, *Training Course for Instructors*, or another syllabus covering the following areas:

- Identification of training needs;
 - Learning processes;
 - Course design;
 - Teaching methods;
 - Recognition of individual capacity;
 - Identification of performance standards;
 - Presentation techniques and use of media;
 - Measurement of progress toward training objectives and of adequate performance, including conducting assessments of competence;
 - Favorable and unfavorable conditions for learning;
 - Role of incentive and motivation in learning;
 - Use of feedback for performance improvement; and
 - Course evaluation.
7. To become a Qualified Instructor, the training provider should submit a request for instructor approval to the National Maritime Center (NMC), either as part of a request for course approval, or a separate request for a course that has already been approved. The Coast Guard will not accept requests from individual instructors. Requests for approval of instructors should be submitted to NMCCourses@uscg.mil or to:

Commanding Officer (NMC-21)
National Maritime Center
100 Forbes Drive
Martinsburg, WV 25404

The Coast Guard encourages training providers to submit requests in electronic format. Paper submission will require additional processing time. Please note that we cannot accept submissions on USB “thumb” drives or SD and micro-SD cards

8. In addition to the requirement for experience and training in effective instruction techniques discussed above, if a simulator is used in a course, the instructor should have practical operational experience on the particular type of simulator being used and should receive guidance in instructional techniques involving the use of simulators. Such guidance or

instruction should include development of and sequencing of simulated scenarios that have specific learning objectives as found in IMO Model Course 6.10, *Train the Simulator Trainer and Assessor*.

9. The table that follows provides guidance on the qualifications for instructors for specific courses. This list is not intended to be inclusive. The Coast Guard will also consider other experience, including, but not limited to military experience, that is substantially equivalent to that noted. When evaluating proposed instructors for courses other than those listed below, the Coast Guard will consider the guidance below in their evaluation. For example, a course not listed below is similar in content and target audience to one listed should have similar instructor qualification standards. Consideration will also be given to proposed instructors who do not meet the guidance on instructor qualifications described in the table below but have an equivalent level of experience and knowledge.

COURSE	INSTRUCTOR QUALIFICATIONS
Basic Search & Rescue (STCW II/1)	At least one year of experience as Chief Mate, Master, and/or the officer in charge of a navigational watch on sea-going vessels of at least 200 GRT/500 GT or equivalent military experience; or substantial experience in maritime search and rescue in any other capacity.
Basic Shiphandling (STCW II/1)	At least two years of shiphandling experience as Master, Chief Mate, First Class Pilot and/or the officer in charge of a navigational watch on vessels of at least 1,600 GRT/3,000 GT; or equivalent experience as Commanding Officer or Executive Officer on military vessels.
Basic Cargo Handling & Stowage (STCW II/1)	Experience as Master, or Chief Mate, and/or the officer in charge of a navigational watch on cargo-carrying vessels of at least 1,600 GRT/3,000 GT. Instructors may be limited to teaching course lessons applicable to the types of ships they have sailed on.
Basic Meteorology (STCW II/1)	Experience as officer in charge of a navigational watch (OICNW), Chief Mate or Master and have substantial experience in weather forecasting; or college degree or significant college level courses or training in meteorology or atmospheric science and sea-going experience in any capacity.
Basic Stability & Ship Construction (STCW II/1)	Experience as Master or Chief Mate on sea-going vessels of at least 200 GRT/500 GT or equivalent military experience.
Basic Watchkeeping (STCW II/1)	Experience as Chief Mate or Master on sea-going vessels of at least 200 GRT/500 GT or equivalent military experience.
Celestial Navigation (STCW II/1)	Celestial Navigation experience as OICNW on vessels of at least 200 GRT/500 GT or equivalent military experience in a navigation rating E-6 or higher.
Electronic Navigation (STCW II/1)	Experience as OICNW on vessels of at least 200 GRT/500 GT or equivalent military experience in a navigation rating E-6 or higher using the equipment and systems taught in the course.
Terrestrial Navigation (STCW II/1)	Experience as OICNW on vessels of at least 200 GRT/500 GT or equivalent military experience in a navigation rating E-6 or higher.
ARPA (STCW A-II/1; A-II/2; A-II/3)	Experience using ARPA as OICNW on vessels of at least 200 GRT/500 GT or equivalent military experience using ARPA.
Bridge Resource Management (STCW A-II/1; A-II/2; A-II/3)	Experience as Master or substantial experience as Chief Mate managing an augmented bridge team on vessels of at least 200 GRT/500 GT employing a three-watch system or equivalent military experience as Commanding Officer or Executive Officer.
ECDIS (STCW A-II/1; A-II/2; A-II/3)	Experience using ECDIS as OICNW on vessels of at least 200 GRT/500 GT or equivalent military experience.
Advanced Shiphandling (STCW A-II/2)	Shiphandling experience as Master or First Class Pilot, on vessels of at least 1,600 GRT/3,000 GT; or equivalent experience as Commanding Officer or Executive Officer on military vessels.
Advanced Stability (STCW A-II/2)	Experience as Master or Chief Mate on cargo-carrying vessels of at least 1,600 GRT/3,000 GT.
Advanced Meteorology (STCW A-II/2)	Experience as OICNW, Chief Mate or Master and have substantial experience in weather forecasting; or college degree or significant college level courses or training in meteorology or atmospheric science and sea-going experience in any capacity.
Leadership and Managerial Skills (STCW A-II/2; A-II/3; A-III/2; A-III/3)	Instructors should have one of the following: (1) At least one year of experience as Master on vessels of at least 200 GRT/500 GT or experience as Commanding Officer on comparable military vessels; or (2) At least one year as Chief Engineer on vessels of at least 3,000 kW/4,000 HP with a manned engine room; or (3) Experience at the operational or and management level on commercial vessels and a graduate degree in management or a related area.
Advanced Search & Rescue (STCW A-II/2)	Experience as or equivalent to Chief Mate, Master, or equivalent military on sea-going vessels of at least 200 GRT/500 GT or experience in maritime search and rescue in any other capacity

COURSE	INSTRUCTOR QUALIFICATIONS
Rating Forming Part of a Navigational Watch Program (STCW A-II/4)	At least one year of experience as OICNW or Able Seafarer-Deck with bridge watchkeeping duties on vessels of 200 GRT/500 GT or more or equivalent military experience.
Able Seafarer-Deck Program (STCW A-II/5)	At least one year of experience as OICNW or Able Seafarer-Deck with bridge watchkeeping duties on vessels of 200 GRT/500 GT or more or equivalent military experience.
Auxiliary Machinery (STCW A-III/1)	At least one year experience as Chief Engineer, First Assistant Engineer, and/or the officer in charge of an engine watch on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Control Systems (STCW A-III/1)	At least one year experience as Chief Engineer, First Assistant Engineer, and/or the officer in charge of an engine watch on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Electrical Machinery and Basic Electronics (STCW A-III/1)	At least one year experience as Chief Engineer, First Assistant Engineer, and/or the officer in charge of an engine watch on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Gas Turbine Plants (STCW A-III/1)	At least one year experience as Chief Engineer, First Assistant Engineer, and/or the officer in charge of an engine watch on gas turbine vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Motor Plants (STCW A-III/1)	At least one year experience as Chief Engineer, First Assistant Engineer, and/or the officer in charge of an engine watch on motor vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Steam Plants (STCW A-III/1)	At least one year experience as Chief Engineer, First Assistant Engineer, or the officer in charge of an engine watch on steam vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Engine Room Resource Management (STCW A-III/1; A-III/2)	At least one year experience as Chief Engineer, First Assistant Engineer, and/or the officer in charge of an engine watch on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Engineering Terminology and Shipboard Operations (STCW A-III/1)	At least one year experience as Chief Engineer, First Assistant Engineer, and/or the officer in charge of an engine watch on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Management of Electrical and Electronic Control Equipment (STCW A-III/2)	At least one year of experience as Chief Engineer or First Assistant Engineer on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Rating Forming Part of an Engineering Watch Program (STCW A-III/4)	At least one year of experience as officer in charge of an engineering watch or Able Seafarer-Engine with watchkeeping duties on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience.
Able Seafarer-Engine Program (STCW A-III/5)	At least one year of experience as officer in charge of an engineering watch or Able Seafarer-Engine with watchkeeping duties on vessels of at least 3,000 kW/4,000 HP with a manned engine room or equivalent military experience. Instructors should hold credentials for and have experience in all propulsion modes and/or systems they will instruct or equivalent military experience
Radio Electronics (STCW A-III/6)	Hold or have held an officer endorsement as Chief Engineer or First Assistant Engineer, or hold an STCW endorsement as Electro-Technical Officer, or have other substantial experience and training in the maintenance and repair of radio electronics.
Integrated Navigation Equipment (STCW A-III/6)	Hold or have held an officer endorsement as Chief Engineer or First Assistant Engineer, or hold an STCW endorsement as Electro-Technical Officer and have experience on vessels equipped with integrated navigation equipment, or have other substantial experience and training in the maintenance and repair of radio electronics.
Ship Propulsion & Auxiliary Machinery (STCW A-III/6)	Hold or have held an officer endorsement as Chief Engineer or First Assistant Engineer, or hold an STCW endorsement as Electro-Technical Officer and have experience with the maintenance and repair of shipboard propulsion equipment and auxiliary machinery.

COURSE	INSTRUCTOR QUALIFICATIONS
Instrumentation & Control Systems (STCW A-III/6)	Hold or have held an officer endorsement as Chief Engineer or First Assistant Engineer, hold an STCW endorsement as Electro-Technical Officer, or have other substantial experience and training in the maintenance and repair of shipboard instrumentation and control systems.
High-Voltage Power Systems (STCW A-III/6)	Hold or have held an officer endorsement as Chief Engineer or First Assistant Engineer, hold an STCW endorsement as Electro-Technical Officer, or have other substantial experience and training in the maintenance and repair of high voltage power systems.
GMDSS (STCW A-IV/2)	Hold STCW endorsement authorizing service on vessels using the GMDSS and have shipboard experience using GMDSS as a Chief Mate, Master, OICNW, or Radio Operator.
Tank Ship Dangerous Liquids (STCW A-V/1-1-2 and A-V/1-1-3)	Experience as person in charge of transfers of dangerous liquid cargo aboard tank ships.
Advanced Oil & Chemical Tanker Operations (STCW A-V/1-1-2 and A-V/1-1-3)	Experience as person in charge of transfers of dangerous liquid cargo aboard tank ships.
Tank Ship Liquefied Gases (STCW A-V/1-2-2)	Experience as person in charge of transfers of liquefied gas cargo aboard tank ships.
Advanced Liquefied Gas Tanker Operations (STCW A-V/1-2-2)	Experience as person in charge of transfers of liquefied gas cargo aboard tank ships.
Tank Ship Familiarization Dangerous Liquids (STCW A-V/1-1-1)	Experience as person in charge of transfers of dangerous liquid cargo aboard tank ships.
Tank Ship Familiarization Liquefied Gases (STCW A-V/1-2-1)	Experience as person in charge of transfers of liquefied gas cargo aboard tank ships.
Tank Barge Dangerous Liquids	Experience as person in charge of transfers of dangerous liquid cargo aboard tank vessels (ships or barges).
Tank Barge Liquefied Gases	Experience as person in charge of transfers of liquefied gas cargo aboard tank vessels (ships or barges).
Crisis Management & Human Behavior (STCW A-V/2)	Experience at the operational or management level on vessels carrying passengers, or substantial numbers of non-maritime personnel under similar operating conditions or equivalent military experience.
Crowd Management (STCW A-V/2)	Experience at the operational or management level on vessels carrying passengers, or substantial numbers of non-maritime personnel under similar operating conditions or equivalent military experience.
Advanced IGF Code Operations	At least one year of experience at the management level on vessels subject to the IGF Code or equivalent military experience.
Basic IGF Code Operations	At least one year of experience at the operational and/or management level on vessels subject to the IGF Code or equivalent military experience.
Advanced Polar Code Operations	At least one year of experience at the management level on vessels operating in polar waters or equivalent military experience.
Basic Polar Code Operations	At least one year of experience at the operational and/or management level on vessels operating in polar waters or equivalent military experience.
Basic Training (STCW A-VI/1)	Instructors should meet the requirements below for each component of BT they will teach.
Personal Survival Techniques (STCW A-VI/1-1)	At least one year of shipboard experience as a deck officer or two years of experience as Able Seafarer-Deck on vessels of at least 200 GRT/500 GT or other shipboard experience in a capacity with responsibility for operation, testing, and maintenance of survival equipment, conducting of abandon ship drills; and the training of passengers and/or crew in lifesaving equipment and procedures. Equivalent military experience in a deck rating of Boatswain Mate or a Survival or Rescue Swimmer is also acceptable.
Basic Firefighting (STCW A-VI/1-2)	At least one year experience as deck or engineering officer on vessels of at least 200 GRT/500 GT; or equivalent military damage control experience, or experience as a professional fire fighter.

COURSE	INSTRUCTOR QUALIFICATIONS
First Aid & CPR (STCW A-VI/1-3)	Hold a current certification as a First Aid and/or CPR instructor from nationally recognized medical training organization; or be an EMT, Nurse or Medical Doctor; or have equivalent military experience.
Personal Safety & Social Responsibilities (STCW A-VI/1-4)	For all modules except prevention of violence and harassment, at least two years of shipboard experience on vessels of at least 200 GRT/500 GT. For the prevention of violence and harassment module, or for a separate course, instructors should have relevant experience in the prevention of, and response to, maritime workplace violence and harassment, including sexual assault and sexual harassment.
Prevention of Violence and Harassment, including Sexual Harassment, Bullying and Sexual Assault (STCW A-VI/1-4)	Have relevant experience in the prevention of, and response to, maritime workplace violence and harassment, including sexual assault and sexual harassment.
Proficiency in Survival Craft / Lifeboat Operator (STCW A-VI/2-1)	Hold endorsements as Lifeboat Operator and Proficiency in Survival Craft and have experience as deck or engine officer on vessels equipped with lifeboats with designated duties as the person in charge of a lifeboat or equivalent military experience.
Proficiency in Survival Craft-Limited / Lifeboat Operator-Limited (STCW A-VI/2-1)	Hold endorsements as Lifeboat Operator or Lifeboat Operator-Limited and Proficiency in Survival Craft or PSC-Limited and have experience as an officer with designated duties as the person in charge of a survival craft or equivalent military experience.
Fast Rescue Boats (STCW A-VI/2-2)	Experience on vessels of at least 200 GRT/500 GT with designated duties as the person in charge of fast rescue boat operations; or equivalent military or other fast rescue boat experience.
Advanced Firefighting (STCW A-VI/3)	At least one year of experience as deck or engineering officer on vessels of at least 200 GRT/500 GT; or equivalent military damage control experience; or experience as a professional fire fighter.
Medical Care Person in Charge (STCW A-VI/4-2)	Experience as a Registered Nurse, Physician Assistant, Nurse Practitioner or Medical Doctor. EMTs, paramedics, and military hospital corpsmen may teach lessons within their training and experience.
Medical Care Provider and/or Medical First Aid (STCW A-VI/4-1)	Experience as a Hospital Corpsman, paramedic, EMT, Registered Nurse, Physician Assistant, Nurse Practitioner or Medical Doctor.
Security Awareness (STCW A-VI/6-1)	Experience as a Vessel Security Officer or as a maritime security professional or equivalent military experience.
Vessel Personnel with Specific Security Duties (STCW A-VI/6-2)	Experience as a Vessel Security Officer or as a maritime security professional or equivalent military experience.
Simulator Instructor (STCW A-I/6)	Experience in presenting instruction using maritime simulators, and have completed a Coast Guard approved simulator instructor course.
Able Seafarer Program (National endorsement)	At least one year of experience as the officer in charge of the navigational watch or as Able Seafarer with bridge watchkeeping duties on vessels of 200 GRT/500 GT or more or equivalent military experience.
Apprentice Pilot Program	Experience as a 1st Class Pilot on appropriate waters and route.
Fishing Vessel Drill Instructor	Hold an endorsement as Mate or Master on vessels of at least 200 GRT/500 GT or substantial marine safety and/or fishing vessel experience.
Stability & Ballast Control (MODU)	Experience as Master, Offshore Installation Manager (OIM), Barge Supervisor (BS), or Ballast control Operator (BCO) aboard MODUs.
High Speed Craft Type Rating	Experience as Master or Chief Engineer (for engineering lessons) on high speed craft.
Designated Duty Engineer 4,000 HP	At least two years of experience as a Chief Engineer on motor vessels of at least 1000 HP or equivalent military experience. Consideration should also be given to military ratings of Engineman, Machinery Technician, or Watercraft Engineer with at least two years of shipboard experience as a qualified engineering watch supervisor or engineering officer.

COURSE	INSTRUCTOR QUALIFICATIONS
Designated Duty Engineer Unlimited HP	At least three years of experience as a Chief Engineer on motor vessels of at least 4000 HP or equivalent military experience. Consideration should also be given to military ratings of Engineman, Machinery Technician, or Watercraft Engineer with at least three years of shipboard experience as a qualified engineering watch supervisor or engineering officer.
Diesel Endorsement / Cross-Over	Hold an officer endorsement as First Assistant Engineer or Chief Engineer valid for motor vessels and have at least three years of experience as the officer in charge of an engineering watch, First Assistant, and/or Chief Engineer on motor vessels or equivalent military experience.
Diesel Engineering	At least three years of experience as First Assistant, and/or Chief Engineer on motor vessels or equivalent military experience.
Gas Turbine Endorsement / Cross-Over	At least three years of experience as the officer in charge of an engineering watch, First Assistant, and/or Chief Engineer on gas turbine vessels or equivalent military experience.
Gas Turbine Engineering	At least three years of experience as First Assistant, and/or Chief Engineer on gas turbine vessels or equivalent military experience.
Stability and Ballast Control	At least one year of experience as Ballast Control Operator, Barge Supervisor, or Offshore Installation Manager.
Steam Endorsement/Cross-Over	At least three years of experience as the officer in charge of an engineering watch, First Assistant, and/or Chief Engineer on steam vessels or equivalent military experience.
Steam Engineering	At least three years of experience as First Assistant, and/or Chief Engineer on steam vessels or equivalent military experience.
Tank Barge Firefighting	At least one year experience as a deck or engineering officer on vessels of at least 200 GRT/500 GT; or as Master or Mate (Pilot) on towing vessels of any tonnage or equivalent military damage control experience, or experience as a professional fire fighter.
Inland and Western Rivers Towing Vessel Firefighting	Hold or have held a deck officer endorsement for any gross tons or an STCW endorsement as OICNW, Chief Mate, or Master for 500 GT or more or have substantial experience sending and receiving information by Morse code.
Visual Communications (Flashing Light)	At least one year of experience as the officer in charge of the navigational watch on vessels of 200 GRT/500 GT or more or two years of experience as an Able Seafarer on vessels of 200 GRT/500 GT or more; or have equivalent military service in the deck rating of Boatswain Mate.
Able Seafarer (Exam)	At least one year of experience as the officer in charge of the navigational watch on vessels of 200 GRT/500 GT or more or two years of experience as an Able Seafarer on vessels of 200 GRT/500 GT or more; or have equivalent military service in the deck rating of Boatswain Mate.
Apprentice Mate of Towing Vessels (Exam)	At least three years of experience as Master on towing vessels on the routes for which the course is approved.
Assistance Towing (Exam)	Hold a commercial assistance towing endorsement, an officer endorsement authorizing assistance towing service, or have equivalent towing experience.
Assistance Towing (Exam)	Hold a commercial assistance towing endorsement, an officer endorsement authorizing assistance towing service, or have equivalent towing experience.
Auxiliary Sail (Exam)	Experience as Mate or Master on sail vessels or substantial sailing experience.
Celestial Navigation 500/1600 GRT (Exam)	Celestial Navigation experience as officer in charge of a navigational watch on sea-going vessels of at least 200 GRT/500 GT or equivalent military experience.
Celestial Navigation 200 GRT (Exam)	Celestial Navigation experience as OICNW on vessels of at least 100 GRT or equivalent military experience in a navigation rating E-6 or higher.
Deck & Navigation General (Exam)	Experience as or equivalent to Master on sea-going vessels of at least 200 GRT/500 GT or as Chief Mate or Master on vessels over 1,600 GRT/3,000 GT or equivalent military experience in a navigation rating E-6 or higher.

COURSE	INSTRUCTOR QUALIFICATIONS
Boiler Technician, Oiler, Watertender, QMED (Exam)	At least one year of experience in the engine room of steam ships AND motor vessels of at least 1600 GRT/3000 ITC as a QMED-Boiler Technician/Watertender AND QMED-Oiler OR as QMED-Junior Engineer, or one year experience as an officer in charge of the engineering watch for each propulsion mode (steam and motor). Consideration should be given to military ratings of Machinist's Mate, Boiler Tender, Engineman or Machinery Technician with at least three years shipboard experience on steamships and motor vessels. Consideration should also be given for equivalent shore side knowledge, experience, and credentials such as stationary steam power plant applications operational experience. Instructors only qualified in one propulsion mode may be approved for modules for that mode only.
Officer Endorsement Renewal (Exam)	Experience as mate or master appropriate to the tonnage(s) the course is approved for, or have equivalent military experience.
Limited Master (Exam)	Experience as Master on vessels of at least 25 GRT or equivalent military experience.
Limited Master (Exam)	Experience as Master on vessels of at least 25 GRT or equivalent military experience.
Limited or Restricted OUPV (Exam)	Experience as a licensed Master or operator of uninspected passenger vessels or equivalent military experience.
Master 100 Less Than Tons (Exam)	Experience as Master on vessels of at least 25 GRT or equivalent military experience.
Master 200 Less Than Tons (Exam)	Experience as Master on vessels of at least 100 GRT or equivalent military experience.
Mobile Offshore Drilling Units (Exam)	Experience as Offshore Installation Manager
OUPV (Exam)	Officer endorsement as or experience equivalent to OUPV Near Coastal or greater or equivalent military experience.

GUIDANCE FOR COURSES USING SIMULATORS

1. GENERAL.

- a. This enclosure includes guidance to organizations seeking Coast Guard approval of courses using simulators. The Coast Guard does not approve or certify simulators used for mariner training. Rather, the Coast Guard approves a comprehensive course or program curriculum, of which simulators may be a part. As part of its evaluation of a course or program, the Coast Guard will determine if the proposed use of simulators is appropriate for the course and supports the learning objectives of the course.
- b. The intent of this enclosure is not to impose restrictive standards or equipment specifications, but rather provide general guiding principles to allow discretion in the use of readily available simulation tools.
- c. The following topics are discussed:
 - 1) Simulator acceptance criteria:
 - i) Functional characteristics; and
 - ii) Performance standards.
 - 2) Course content:
 - i) Competencies;
 - ii) Learning objectives;
 - iii) Presentations and demonstrations; and
 - iv) Practical Exercises.
 - 3) Student assessment:
 - i) Assessment criteria; and
 - ii) Final examinations.
 - 4) Instructor qualifications.

2. DEFINITION OF TERMS.

- a. *Competency* – a set of defined behaviors providing a structured guide for the development and evaluation of trainees.
- b. *Learning Objective* – the desired performance outcome, constrained by the performance condition, and qualified by the performance standard.
- c. *Performance Standard* – the stated behaviors or results considered satisfactory for a student's performance.

- d. *Simulator* – a device mimicking the functional, and sometimes aesthetic, characteristics of the training object.

3. DISCUSSION.:

- a. Simulator Acceptance Criteria. The functional characteristics of any simulator used in training should imitate those of the shipboard equipment that is the subject of the training. Sections A-I/12 and B-I/12 of the STCW Code discuss performance standards for simulators used in training and assessment. These criteria will be applied in the evaluation of requests to approve training using simulators.
- b. Course Content. Course providers should identify the proposed simulator in their course submission documents (see Enclosure (1)) including manufacturer's details. If the Coast Guard is not familiar with a simulator, it may be necessary to conduct a site visit to evaluate the capabilities of the simulator.
- c. The course approval submission should indicate how the simulator will be used in meeting the learning objectives in terms of presentations, demonstrations, practical exercises, and assessments. Inclusion of pictures, screen shots, data sheets and any other practical representation of the simulator capability and use will assist the Coast Guard in evaluating the proposed use of the simulator.
- d. Student Assessment. Student assessments should effectively measure the student's competency in the stated learning objectives and provide feedback to the student and to the course provider to evaluate student progress. All students should be afforded the opportunity to adequately participate in practice and to perform all of the required exercises.
 - 1) Debriefs of each simulator exercise should be conducted to review the outcomes in terms of the learning objectives met, competencies demonstrated, lessons learned, and areas needing improvement. These debriefs will serve to reinforce and solidify the learning experience.
 - 2) Final practical assessments should correlate to the stated learning objectives of the course. The Examination and Assessment Policy should provide detailed descriptions of all practical or simulator examinations, tests, or exercises that describe the situation presented to the student; what the students must do to successfully complete each test; and how each student's performance will be evaluated and recorded. Provide a separate checklist to evaluate each practical examination and what is considered a passing score.
- e. Instructor Qualifications. Section A-I/6 of the STCW Code states any person conducting training using a simulator should have received appropriate guidance in instructional techniques using a simulator and have gained practical experience on the particular type of simulator being used. This guidance should include development of and sequence of simulated scenarios that have specific learning objectives. Accordingly, all proposed instructors for simulator-based training should have received guidance on the use of simulators. This could be in the form of a simulator "Train-the-Trainer" course, such as IMO Model Course No. 6.10, *Train the Simulator Trainer and Assessor*.

GUIDANCE FOR DISTANCE AND E-LEARNING COURSES

a. GENERAL.

The intent of this document is not to impose restrictive standards that are difficult to attain, but rather provide guiding principles that are general enough to allow the use of readily available development tools and individual creativity. This philosophy will also serve to create a level playing field for all organizations, large or small, desiring entry into the highly competitive realm of distance-learning course providers and it will help to ensure development of best practices of this methodology for delivering training. The following topics are discussed;

a. Administration:

- 1) Registration;
- 2) Student records;
- 3) Course evaluation; and
- 4) Student feedback.

b. Course navigation:

- 1) Logging on;
- 2) Functionality of controls (menus, buttons, icons, etc.); and
- 3) Advancing through the course (sequential or random).

c. Student interactivity:

- 1) Use of multimedia;
- 2) Questions from the students (e-mail, on-line chat, phone)
- 3) Discussion groups;
- 4) Access to reference materials and tools; and
- 5) Student progress.

d. Course content:

- 1) Competencies;
- 2) Learning objectives;
- 3) Presentations; and

4) Exercises.

e. Student assessment:

1) Periodic feedback;

2) Assessment criteria; and

3) Final examination.

f. Instructor qualifications:

1) On-line course;

2) Live on-line interactive classroom course

3) Blended course; and

4) Examination proctors.

2. DEFINITION OF TERMS.

a. *Blended Learning* – a combination of distance learning (on-line) and classroom learning.

b. *Competency* – a set of defined behaviors that provide a structured guide enabling the development and evaluation of trainees.

c. *Distance Learning* – learning that takes place outside of, but connected to, the institution of learning through electronic means, usually the internet (on-line).

d. *e-Learning* – another term used for distance learning.

e. *Learning Objective* – the desired performance outcome, constrained by the condition, and qualified by the standard.

f. *Multimedia* – a variety of sensory stimulations (e.g., audio, video, text, images).

g. *Proctor* – in the educational context, one who supervises the examination.

h. *Third Party* – an individual or party other than the two principals; in this context, an independent testing organization.

3. DISCUSSION.

a. Administration:

1) Administration consists of student registration, maintaining student records, course evaluation, and managing student feedback. Security and confidentiality of student identity and files is critical in each of these elements. The student registration process should be straight forward and easily

accomplished by various computer literacy levels. Student registration data is the basis for establishing student records and feedback procedures.

- 2) The student should know before committing to the course what resources will be provided by the school and how they will be provided. These resources may include reference textbooks, charts, maps, navigational tools, additional information, resources, etc. Some of these may be accessed through the course delivery software on-line, some may be mailed to the student, or the student may be required to acquire them. Also, student computer requirements should be clearly communicated to ensure that the student is technically able to participate in the course. Examples of computer requirements include processor speed, memory capacity, internet connection speed, graphics, and monitor resolution. There may be others depending on the instructional techniques used in the course.
- 3) Distance and e-learning may not be the most optimal learning modality for every student. Research has shown that different people learn in different ways. Offering a sample distance-learning lesson to prospective students could improve student attrition rates and minimize frustration. This would allow the student to get a preview of what is expected prior to making the full commitment.
- 4) Records of students' attendance and final examination scores, including practical tests administered, must be kept on file for at least 5 years following their course completion date. [[46 CFR 10.403\(a\)\(6\)](#)] These records may be kept electronically but must be readily available upon request from the National Maritime Center (NMC).
- 5) In addition to the other terms and conditions of course approval for a classroom course, the school should provide the NMC with a non-expiring user ID and password to allow access to the course and final proctored examinations at any time by course evaluators and auditors. Unless otherwise notified, the user ID and password should be the same as those used to review and evaluate the course.
- 6) Internal feedback and evaluation may be accomplished with pre or post final examination. Unbiased student survey responses are more likely to be obtained after all the course instructional material has been completed, but prior to administration of the final examination. Electronic student survey forms or paper forms may be used.

b. Course navigation:

- 1) The term "course navigation" pertains to how the student interacts with the course delivery application software to progress through the course. The course registration and log on procedure should be simple and straight forward. The means to accomplish course registration is the school's choice (i.e., mail, phone, or on-line). The school may provide the course log on ID and password for the students, or the course delivery application software may enable the students to establish it for themselves. Student personal data that is collected must be securely maintained.
- 2) The functionality of course navigation controls should be explained in the front matter after a successful course log on. Intuitive symbology will enhance ease of navigation and thereby provide

the student a measure of confidence from the beginning. Complex controls and indicators tend to stifle student progress through the course and may lead to increased attrition rates

- 3) A sequential, orderly, and logical course progression, as in a classroom course, is preferred over random selection of topics.

c. Student interactivity:

The level of student interactivity is determined by the number of human senses required to be used by the student to actively participate in the course. Options may include something as simple as reading a specific topic in a reference document or listening to an audio clip of radio transmissions from the bridge. It could involve viewing live video of an instructor giving a presentation about safety drills or participating in an on-line chat forum to discuss a reading assignment

d. Course content:

An approved course should cover specific competencies, in full or in part. Learning objectives should be developed that support the required competencies. The learning objectives should be clear statements of all intended learning outcomes. The course presentation should provide sufficient detail to enable the student to master the learning objectives.

e. Student assessment:

- 1) Student assessments should effectively measure the student's mastery of the stated objectives and provide feedback to the student and to the course provider to evaluate student progress.
- 2) Student assessments should be conducted in the form of periodic feedback throughout the course. An example of periodic feedback is a quiz at the end of a topic or module with successful completion being required in order to advance to the next topic or module. An on-line course should be designed to provide immediate feedback to the student. This will enhance student mastery of the learning objectives.
- 3) A live proctored final examination should be given that is comprehensive and measures the students' mastery of all of the course's learning objectives. The students' performance on the final examination(s) determines whether or not credit is awarded for successful completion of the course. The criteria for successful completion of the course should be clearly communicated to the students. Final examination sites as well as examination proctors should be documented in the Course Framework and be approved by the NMC. Consideration should be given to the requirements of the examination to ensure that the room can accommodate charts, maps, and any other reference material or equipment needed by the student.
- 4) The live proctored final examinations may be administered by professional testing organizations. These third-party companies should be described in the course approval request and are approved in conjunction as part of the course curriculum. When third parties and testing locations are identified and described in the course documentation, it is not necessary to request site approval prior to each testing schedule for these locations.

- 5) Student identity should be validated at the live proctored final examination sites.
- f. Instructor qualifications:
- 1) As specified in [46 CFR 10.402](#) and [10.407](#), a list of instructors with their qualifications must accompany a request for a course approval. Different instructor qualifications are needed depending on course delivery technique (e.g., on-line, live on-line interactive classroom, and blended) as discussed herein.
 - 2) Instructors for conventional on-line courses do not deliver instruction as is typical in a classroom course. Rather, distance and e-learning instructors answer questions from students who contact them by phone, e-mail, instant message, or other methods provided for in the course. Therefore, instructors should be subject matter experts, and be able to answer any questions that students ask about navigating the course delivery software, logging on, changing the password, registering for final live proctored examinations, etc.
 - 3) Instructor qualifications for a live on-line interactive classroom course are the most demanding of any of the delivery techniques. Not only should instructors possess traditional qualifications to teach the course, but they should also be capable of simultaneously operating the technology to deliver the course live to students who are at a distance. This includes the use of technology such as personal computers connecting to student audiences via the internet using web cams, microphones, speakers, smart boards, video conferencing platforms, and other audio-video training and conferencing technologies. Many colleges and universities are now offering courses in on-line instructor qualifications and techniques.
 - 4) A blended course may be a combination of one of the two delivery techniques previously discussed and a period of traditional classroom instruction. The purpose of the traditional classroom instruction is for hands-on practical exercises and assessments that may be part of the course, but cannot be effectively delivered on-line. The instructor conducting the classroom portion of a blended course should be qualified in the specific proficiency or competency to deliver the theoretical as well as the practical instruction. If the practical instruction involves the use of a simulator, the instructor must possess the qualifications of a simulator instructor as well.
 - 5) Examination proctors may be used to administer the live proctored final written examinations for a distance learning course. The proctors may not provide any instruction and must be trained in examination administration and specific exam room administration requirements of the school.
 - 6) Instructors submitted by schools should have the qualifications discussed above specific to the course approval request.

GUIDANCE ON DELIVERY METHODS

This table indicates the methods by which Coast Guard approved courses may be delivered.

Course	Delivery Methods		
	In-Person	Blended	On-Line
Able Seaman (in lieu of CG exam)	✓	✓	✓
Advanced Fire Fighting	✓	✓	
Advanced Fire Fighting Revalidation	✓	✓	✓
Advanced Fire Fighting Refresher	✓	✓	✓
Advanced Meteorology	✓	✓	✓
Advanced Shiphandling (3,000 GT or More)	✓	✓	
Advanced Shiphandling (500 GT to 3,000 GT)	✓	✓	
Advanced Stability (3,000 GT or More)	✓	✓	✓
Apprentice Mate (Steersman)- (in lieu of CG exam)	✓	✓	✓
ARPA	✓	✓	✓
Assistance Towing (in lieu of CG exam)	✓	✓	✓
Auxiliary Machinery	✓	✓	
Auxiliary Sail (in lieu of CG exam)	✓	✓	✓
Basic Fire Fighting	✓	✓	
Basic Fire Fighting Revalidation	✓		
Basic Fire Fighting Refresher	✓	✓	
Basic Cargo Handling & Stowage	✓	✓	✓
Basic Meteorology	✓	✓	✓
Basic Shiphandling	✓	✓	
Basic Training	✓	✓	
Basic Training Revalidation	✓		
Basic Training Refresher	✓	✓	
Bridge Resource Management	✓	✓	
Oceans Navigation / Celestial Navigation 500/1600 GRT	✓	✓	
Oceans Navigation / Celestial Navigation 500/1600 GRT	✓	✓	
Oceans Navigation / Celestial Navigation 200 GRT	✓	✓	
Celestial Navigation (Operational Level)	✓	✓	
Combined Basic and Advanced Fire Fighting	✓	✓	
Control Systems	✓	✓	
CPR (w/o First Aid)	✓	✓	

Enclosure (6) to NVIC 01-26

Course	Delivery Methods		
	In-Person	Blended	On-Line
Crisis Management and Human Behavior	✓	✓	✓
Crowd Management	✓	✓	✓
Designated Duty Engineer 4,000 HP	✓	✓	✓
Designated Duty Engineer Unlimited HP	✓	✓	✓
Diesel Endorsement	✓	✓	✓
Electrical Machinery and Basic Electronics	✓	✓	✓
Electronic Chart Display and Information Systems (ECDIS)	✓	✓	✓
Electronic Navigation (Operational Level)	✓	✓	✓
Engine Room Resource Management	✓	✓	✓
Engineering Terminology and Shipboard Operations	✓	✓	✓
Fast Rescue Boat	✓	✓	
First Aid w/o CPR	✓	✓	
First Aid & CPR	✓	✓	
Gas Turbine Endorsement	✓	✓	✓
Gas Turbine Plants	✓	✓	
GMDSS	✓	✓	✓
GMDSS (Restricted Operator)	✓	✓	✓
High-Voltage Power Systems (Operational Level)	✓	✓	
High-Voltage Power Systems (Support Level)	✓	✓	
Instrumentation & Control Systems	✓	✓	
Integrated Navigation Equipment	✓	✓	✓
Leadership and Teamworking Skills	✓	✓	✓
Leadership and Managerial Skills	✓	✓	✓
Limited Master (in lieu of USCG exam)	✓	✓	✓
Limited OUPV (in lieu of USCG exam)	✓	✓	✓
Management of Electrical and Electronic Control Equipment	✓	✓	✓
Management of Medical Care	✓	✓	✓
Marlinspike Seamanship (in lieu of USCG exam)	✓	✓	✓
Master Less Than 100 GRT (in lieu of USCG exam)	✓	✓	✓
Master Less Than 200 GRT (in lieu of USCG exam)	✓	✓	✓
Medical Care Person in Charge	✓	✓	
Medical Care Provider (a.k.a. Medical First Aid)	✓	✓	
Motor Plants	✓	✓	✓

Course	Delivery Methods		
	In-Person	Blended	On-Line
Officer Endorsement Renewal (in lieu of USCG exam)	✓	✓	✓
Onboard Computer Networking and Security	✓	✓	✓
OUPV (in lieu of USCG exam)	✓	✓	✓
OUPV Restricted (in lieu of USCG exam)	✓	✓	✓
Personal Safety & Social Responsibilities	✓	✓	✓
Personal Safety & Social Responsibilities Refresher	✓	✓	✓
Personal Survival Techniques	✓	✓	
Personal Survival Techniques Revalidation	✓		
Personal Survival Techniques Refresher	✓	✓	
Prevention of Violence and Harassment, including Sexual Harassment, Bullying and Sexual Assault	✓	✓	✓
Proficiency in Survival Craft	✓	✓	
Proficiency in Survival Craft (Limited)	✓	✓	
QMED-Fireman/Watertender (in lieu of USCG exam)	✓	✓	✓
QMED-Junior Engineer (in lieu of USCG exam)	✓	✓	
QMED-Oiler (in lieu of USCG exam)	✓	✓	
QMED-Fireman/Oiler/Watertender (in lieu of USCG exam)	✓	✓	
QMED-Electrician/Refrigerating Engineer (in lieu of USCG exam)	✓	✓	
Radar Observer (Rivers)	✓	✓	✓
Radar Observer (Inland)	✓	✓	✓
Radar Observer (Unlimited)	✓	✓	✓
Radar Observer Recertification	✓	✓	✓
Radar Observer Refresher	✓	✓	✓
Radio Electronics	✓	✓	
Rules of the Road (in lieu of Coast Guard examination)	✓	✓	✓
Search & Rescue (Operational Level)	✓	✓	
Search & Rescue	✓	✓	
Security Awareness	✓	✓	✓
Ship Propulsion & Auxiliary Machinery	✓	✓	✓
Simulator Instructor	✓		
Stability & Ship Construction	✓	✓	✓
Stability & Ballast Control	✓	✓	✓
Standard Marine Communication Phrases	✓	✓	✓

Course	Delivery Methods		
	In-Person	Blended	On-Line
Steam Endorsement	✓	✓	✓
Steam Plants	✓	✓	
Tank Barge Fire Fighting	✓	✓	
Tank Barge Dangerous Liquids	✓	✓	✓
Tank Barge Liquefied Gases	✓	✓	✓
Tank Ship Familiarization (Dangerous Liquids)	✓	✓	✓
Tank Ship Familiarization (Liquefied Gases)	✓	✓	✓
Tank Ship Liquefied Gases	✓	✓	✓
Terrestrial Navigation (Operational Level)	✓	✓ ¹	
Vessel Personnel with Designated Security Duties	✓	✓	✓
Vessel Security Officer	✓	✓	
Visual Communications (Flashing Light)	✓	✓	✓
Watchkeeping (Operational Level)	✓	✓	

NOTES

- 1 Chart plot lessons should be delivered in-person