

Course/Program Approval Correspondence

On May 10, 2021, the National Maritime Center (NMC) will begin using e-mail as the primary delivery method for course-related and program-related correspondence to training providers. Based on Privacy Act concerns, we remain unable to provide the same service for Designated Examiner and Qualified Assessor communications.

Training providers should ensure the NMC has up-to-date contact information. E-mail NMCCourses@uscg.mil to update your contact information. If we have no e-mail address on file, we will continue to mail correspondence via the U.S. Postal Service.

E-mailed correspondence will originate from NMCCourses@uscg.mil. Ensure your spam/junk mail filters are set accordingly. Adobe PDF files attached to the e-mail will contain the documents previously delivered in hard copy, including a color copy of the course approval certificate. Training providers may print the certificate on plain certificate stock for display.

We recommend that every training provider take advantage of the electronic course completion and curriculum upload application in Homeport. Using the tool to upload course completions streamlines mariner application processing and reduces the opportunity for fraud. The tool also allows training providers to upload large curriculum files, preventing the need to send multiple e-mails. To obtain a Homeport account, click [here](#).

If you have questions or suggestions to improve the process, please contact NMCCourses@uscg.mil.

Sincerely,

/K. R. Martin/

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