

## Qualified Assessor and Designated Examiner Requests

A significant number of original and renewal requests for qualification as a qualified assessor (QA) or designated examiner (DE) require additional information before the National Maritime Center (NMC) can process them. [46 CFR 10.405](#) and Navigation Vessel Inspection Circulars (NVIC) [19-14](#) and [03-16](#) provide the regulatory requirements and Coast Guard policy regarding qualification as a QA or DE. Additional process information is located on the [Training and Assessment page of the NMC website](#). Requests for qualification as a QA or DE should be submitted in accordance with the instructions on the website, not with an application for a Merchant Mariner Credential. Below is a list of information commonly missing from requests:

### Original:

- Documentation of training or experience in assessment techniques (course completion certificates, professional certifications, performance evaluations, etc.).
- Qualification in the tasks requested (e.g., documentation provided indicates service on passenger vessels, when the request includes assessment of cargo handling tasks).
- Records of sea service should include vessel names and document numbers, days, position served, tonnage and/or horsepower, and route.
- Proof of having attained the level of experience to assess others. The NVICs outline the level of experience the Coast Guard considers necessary to meet the regulatory requirement. For DEs this is generally 1 year of experience serving as a Master of Towing Vessel on the route requested.

### Renewal:

- Evidence of training, instruction, and/or experience in assessment techniques in the last 5 years. If a QA or DE actively assessed others during the previous 5 years, provide evidence of those ongoing assessments (records of assessment, company statements, etc.). Companies should provide positive statements clearly indicating ongoing assessment of others during the previous 5 years. If the QA or DE has not been actively assessing others, provide proof in the form of course completion certificates or other records of having received training in assessment techniques during the previous 5 years.

If you have any questions, concerns, or feedback, contact the NMC Customer Service Center by e-mailing [IASKNMC@uscg.mil](mailto:IASKNMC@uscg.mil) or calling 1-888-IASKNMC (427-5662).

Sincerely,

/B. W. Clare/

Bradley W. Clare  
Captain, U.S. Coast Guard  
Commanding Officer