

Documentation of Instructor Time for Renewal or Raise of Grade of an MMC

The National Maritime Center (NMC) has observed significant variation in documenting instructor experience to meet the requirements for renewal or raise of grade of a merchant mariner credential (MMC) in accordance with 46 CFR 10.227(e) and 10.232(g).

To facilitate the timely evaluation of documentation submitted with an MMC application, the NMC recommends training providers issue instructors a letter verifying 3 years of employment or verifying the courses they have taught during the previous 5 years (as applicable) to meet the renewal requirements listed in 46 CFR 10.227(e). For a raise of grade, provide a letter verifying the period of employment, per 46 CFR 10.232(g). The evidence provided should be signed by an authorized school official, not the instructor.

Issuing a course completion certificate to document instructor time creates issues in the evaluation process and may add to the time required to complete the evaluation process.

Questions, concerns, or feedback should be addressed to the NMC Customer Service Center by e-mailing IASKNMC@uscg.mil or calling 1-888-IASKNMC (427-5662).

Sincerely,

/B. W. Clare/

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