

## Frequently Asked Questions: Site Approval

### **1. How many pictures should be attached for a site approval request?**

Attached four to five photos (JPEG): one of the front of the building, two of classroom (one front of class and one rear of class, one exterior, and if applicable, one of pool and markings noting pool depth). Also, a PDF drawing should be included, to show the measurements and payout of the classroom with dimensions and table/chair set up.

The [Site Approval Submittal Checklist](#) provides more details and is helpful when submitting sites for approval.

### **2. Can I request a site approval before I get course approval?**

Yes. The site approval request should be included with the course approval request. The site will be evaluated in conjunction with the course request.

### **3. Can I teach at a previously approved site using someone else's site approval letter?**

No. You must submit a request for a previously approved site approval. You will receive a site approval letter for your school and course(s).

### **4. Can I teach a course prior to getting site approval and submit my request after the fact?**

No. You should submit a site approval letter dated prior to the date of your event.

### **5. Can I teach ANY approved course at a previously approved site?**

No. The site approval is part of each course approval. The course approval states the site that was approved for that course to be held.

### **6. How many sites can I get approved?**

There is no limit on the amount of sites or locations a course may be taught.

### **7. Can someone without a Coast Guard approved course submit site approval request?**

No. You must be a training provider with Coast Guard approved course(s). You must submit all site approval requests at least 21 days prior to the start of your class.

## **8. How deep must an STCW Practical Training Sites pool be?**

The pool must be at least 7-8 feet deep so that students cannot stand or touch the bottom of the pool.

## **9. What must I do if the previously approved classroom has been modified and it is now larger or smaller?**

You must submit a [Site Approval Submittal Checklist](#) to the following e-mail address:  
[NMCSiteApprovals@uscg.mil](mailto:NMCSiteApprovals@uscg.mil).

## **10. Who must I contact if I have site approval questions?**

You can submit an e-mail to [NMCSiteApprovals@uscg.mil](mailto:NMCSiteApprovals@uscg.mil).