

Qualified Assessor Request Guide Cover Sheet

This guide is provided to assist you in documenting the requirements of 46 CFR 10 Subpart D. Use of the guide is optional but encouraged to prevent delays in processing your request caused by missing information.

Approval Requirements:

Please refer to [46 CFR 10.405\(a\)](#) and [NVIC 19-14](#) for complete requirements.

1. Have experience, training, or instruction in assessment techniques.
2. Be qualified in the task(s) for which the assessment is being conducted.
3. Hold or have held the level of endorsement or other professional credential that provides proof that applicant skills, and abilities for the task to be assessed. has attained a level of experience and qualifications equal or superior to the relevant level of knowledge,

Qualified Assessor Checklist	
1	Credential Information/Copy
2	Copies of sea service documentations showing experience aboard vessels
3	Successful completion of a train the trainer or assessor training course
4	Completed QA Request Guide OR Documentation (on company letterhead submitted by a company) of training or instruction in the form of performance evaluations that include evaluation of effectiveness of on-the-job conducting of assessments – Do NOT leave any fields blank in Sections I-V (if the block is not applicable, please note “NA”)

Requests may be sent by the mariner or on behalf of the mariner by his/her employer via e-mail to NMCCourses@uscg.mil (**preferred method**), by fax to (304) 433-3408, or by mail to:

Commanding Officer (NMC-2)
 USCG National Maritime Center
 100 Forbes Drive
 Martinsburg, WV 25404

You will receive an e-mailed receipt once your request has been entered into our system. Please allow 7-10 business days to process your request. If you do not receive an e-mailed receipt within this time frame, please contact us at (304) 433-3720.

Comments:



Qualified Assessor Request Guide

Qualified Assessor Information Release to NMC Website				
<input type="checkbox"/> By checking this box, you give the U.S. Coast Guard permission to publish on the NMC website, your QA ID, First and Last Name, Qualifications, and any contact information you select below. You may request to have your information removed from the website at any time by providing written notice withdrawing your consent.				
<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Primary Phone	<input type="checkbox"/> E-mail	

Section I – Qualified Assessor Candidate Information			
Mariner Reference Number (if applicable):			Date:
Name: Last	First	Middle	Suffix
Address:			
City:	State:	ZIP Code:	
Primary Phone:	Additional Phone (if applicable):		
E-mail:			
<i>If company is submitting this guide on behalf of candidate, provide company information below:</i>			
Company Name:			
POC Name:			
Address:			
City:	State:	ZIP Code:	
E-mail:	Phone:		



Reference Number:

Last Name:

First Name:

Section II – Requests

Indicate the approval type you are seeking:

Original

Renewal

Modification

Indicate the endorsement(s) you are seeking to be approved as a QA for:

Chief Mate & Master on VSL of 3K GT or More

Chief Mate & Master on VSL of 500 GT or More & Less Than 3,000 GT
Master on VSL of Less Than 500 GT

Chief Mate & Master on OSV

OIC of a Navigational Watch on VSL of 500 GT or More
OIC of a Navigational Watch on VSL of Less Than 500 GT

Master on VSL of Less Than 500 GT Limited to Near-Coastal Waters
OIC of a Navigational Watch on VSL of Less Than 500 GT Limited to Near-Coastal

Mate OSV

Able Seafarer-Deck

RFPNW

Chief Eng & Second Eng Officer on Vessels of 3,000 kW/4,000 HP or More

Chief Eng OSV

OIC of an Eng Watch on Vessels of 750 kW/1,000 HP or More

Assistant Eng and OIC of Eng Watch OSV

Chief Eng & Second Eng Officer on VSL of Between 750 kW/1,000 HP & 3,000 kW/4000 HP

Electro-Technical Officer on VSL of 750 kW/1,000 HP or More

Able Seafarer-Engine

RFPEW

Electro-Technical Rating on VSL of 750 kW/1000 HP or More

Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats
Proficiency in Survival Craft and Rescue Boats Other Than Lifeboats and Fast Rescue Boats

Notes:



Reference Number:

Last Name:

First Name:

Section III – USCG Held Endorsement (List additional endorsements in Notes section below)

Title of Endorsement:

Dates Held:

Restrictions:

Notes:

Section IV – Training Completion (Required)

Train the Assessor Completion:

Completion Date:

Training Provider:

OR

If OTHER, provide additional information/explanation in space below AND attach documentation of experience, training or instruction, which may be in the form of performance evaluations that include an evaluation of effectiveness in on-the-job conducting of assessments (see [NVIC 19-14](#)):

National Maritime Center

Providing Credentials to Mariners



Reference Number:	<input type="text"/>	Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>
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Section V – Vessel Experience (Supporting Documentation Required, see Note)					
NOTE: Provide a detailed breakdown of your experience on vessels and include supporting documentation such as sea service letters or discharges.					
Rate Example: 1 A/E	Name of Vessel Example: S.S. Astronaut	Vessel Type Example: Container	Propulsion Example: Steam	Time on Vessel <i>Must be Documented</i>	Vessel # Example: 520694

National Maritime Center

Providing Credentials to Mariners



Reference Number: Last Name: First Name: Middle Name: Suffix:

Section V – Vessel Experience (continued) (Supporting Documentation Required, see Note)					
NOTE: Provide a detailed breakdown of your experience on vessels and include supporting documentation such as sea service letters or discharges.					
Rate Example: 1 A/E	Name of Vessel Example: S.S. Astronaut	Vessel Type Example: Container	Propulsion Example: Steam	Time on Vessel <i>Must be Documented</i>	Vessel # Example: 520694