

Course/Program Approval Request Guide

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.

Please fill out this guide completely, making sure to read all blocks. If the block does not pertain to you, please write or type “N/A” in the space provided. **Do not leave blocks empty.** Writing or typing “N/A” (not applicable) helps evaluators determine if you have read the complete form and have given all the information that applies to your request.

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.

National Maritime Center

Providing Credentials to Mariners



Section I - Contact Information		
School Information		
Name of School:	Date:	
Address:		
City:	State:	ZIP Code:
Phone Number:	Fax Number:	
Official E-mail:		
Official Webpage:		
Point of Contact (POC) Information		
Name (Last, First):	Position:	
Address (if different from above):		
City:	State:	ZIP Code:
Phone Number:	Fax Number:	
E-mail:		
If the POC is not the owner of the school, provide the name of the owner:		



Section II - Cover Letter

Course request must include: Course name, location where course will be held, a brief description of the course, whether the request is for an original course, a renewal (include course code), or modification (include course code) of an existing course, and type(s) of approval(s) being sought (to satisfy a specific regulatory requirement, to qualify for sea service credit, to substitute for an examination requirement). If request is for multiple courses, use additional guides. For Renewal, provide entire curriculum.

Course Name: _____

Original Renewal – Course Code: _____

Modification – Course Code: _____

Course Location: _____

Brief Description:

Satisfy Regulatory Requirement Qualify for Sea Service Credit Substitute for Exam

Section III - Site Information

Please provide site information on [Site Approval Request Guide\(s\)](#). Use one guide per site.

Section IV - Course Framework

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- Scope** – A brief description of the course
- Objective** – Goals and learning objective(s) of the course
- Professional Entry Standards** – Prerequisites for a student to attend the course
- Course Limitations** – Class size and student/teacher ratio
- Course Completion Requirements** – Lab and homework assignments, assessments, exercises, and tests
- Course Certificate or Diploma**
- Retest Policy** – Explain the school policy on re-tests of failed examinations
- Course Completion Documentation** – Filing and retention dates, attendance records
- Course Curriculum Package**
- Staff Requirements** – Instructor experience and/or professional training (résumés)
(Provide a list of previously qualified instructors that you wish to continue teaching the course. To add instructor(s), original documentation for each should be included.)
- Teaching Facilities & Equipment** – Address & description of facility/equipment used
(Provide a list of previously approved sites where you wish to continue teaching the course. To add site(s), original documentation for each should be included.)
- Teaching Aids** – Instructor manual and student guide (if applicable)
- IMO References**
- Textbooks**
- Bibliography/Non-IMO References**
- Videos**

Section V - Course Outline

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- Provide a summary of the syllabus by subject area with the number of hours for each lecture, practical demonstration, or simulation program.
- Show the focus of the course while highlighting how the course meets IMO and Coast Guard time requirements.

Section VI - Course Schedule

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- Provide the length of each lesson.
- Indicate whether the lesson is a classroom lecture, practical demonstration, simulator exercise, or examination.
- Preface subject matter in the course schedule by a number that corresponds to the lesson listed in the detailed teaching syllabus and course outline.

Section VII - Detailed Teaching Syllabus

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- Describe what the student must do to demonstrate that the knowledge or skill has been learned.
- Indicate publications and teaching aids the instructor uses when preparing/presenting course material.
- Indicate the total length, in hours, of each subject area.

Section VIII - Instructor Manual

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- Provide a lesson plan in learning objective format.
- Provide instructor notes. (Necessary if all or part of the instruction involves setup that must be repeated.)

Section IX - Examinations and Assessments

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- Written Examinations
- Practical Examinations/Assessments
- Homework (or other student observation that counts toward final grade)

Section X - Course/Instructor Critique

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- Provide the form(s) used by students to evaluate courses and/or instructors.

Section XI - Course Completion Certificate

The following information should be included in an attachment to this guide (see [CFR 10.402](#)):

- A sample certificate that allows information to be entered (Course Provider Code, Course Number Code, Terms of Approval, etc.)