

## Course/Program Approval Submittal Checklist

This checklist is provided to assist you in documenting the requirements of 46 CFR Subpart D, and may help prevent processing delays caused by missing information.

Requests may be sent via e-mail to [NMCCourses@uscg.mil](mailto:NMCCourses@uscg.mil), or by uploading to Homeport. For a Homeport account, please call (877) 872-4999 or e-mail [OSC-Homeport@uscg.mil](mailto:OSC-Homeport@uscg.mil).

Other submittal options are by fax to (304) 433-3408, or by mail (on a CD or DVD) 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. If you have not received a receipt in 7-10 business days, please contact us at (304) 433-3720.

### Notes:

- E-mails should not exceed 8MB. If the total size of attachments does exceed 8MB, send the documents in separate e-mails (please put the order of attachments in the Subject line of each e-mail). The system will not accept any compressed (ZIP) files.
- USB (thumb) drives cannot be accepted.



Components and Contents	Reference(s)	✓
<b><u>I. Cover Letter</u></b>	<b>46 CFR 10.402(b)(1)</b>	
1. Name of the organization	46 CFR 10.402(b)(1)(i)	
2. Course Name	46 CFR 10.402(b)(1)(i)	
3. Locations where the course will be held	46 CFR 10.402(b)(1)(ii)	
4. General description and overview of course	46 CFR 10.402(b)(1)(iii)	
5. Category of acceptance being sought	46 CFR 10.402(b)(1)(iv)	
6. Reference to regulatory requirements met by the training	46 CFR 10.402(b)(1)(v)	
<b><u>II. Course Framework</u></b>	<b>46 CFR 10.402(b)(2)</b>	
1. Course scope	46 CFR 10.402(b)(2)(i)(A)	
2. Course objective	46 CFR 10.402(b)(2)(i)(B)	
3. Student entry standards	46 CFR 10.402(b)(2)(ii)(A)	
4. Class size limitations and student/teacher ratio	46 CFR 10.402(b)(2)(ii)(B-C)	
<p>5. Instructor Qualifications: Instructor/assessor has either experience, training, or evidence of instruction in effective instructional/assessment techniques</p> <ul style="list-style-type: none"> <li>• Evidence of training in effective instructional techniques may be in the form of performance evaluations of effectiveness in on-the-job organization and/or successful completion of a train the trainer course</li> <li>• Simulator:                             <ul style="list-style-type: none"> <li>○ Practical operational experience on particular type of simulator</li> <li>○ Guidance on instructional techniques for simulation.</li> </ul> </li> <li>• A list of previously approved instructors (except for Medical) for the specific course/school may satisfy this requirement. Medical requires documentation of current certification.</li> </ul>	46 CFR 10.402(b)(2)(iii)(A) NVIC 03-14 IMO 6.09	
6. Instructor/assessor qualified in the task for which the training is being conducted and has relevant experience	46 CFR 10.402(b)(2)(iii)(B)	
7. Instructor/assessor has attained a level of experience and qualification equal or superior to the relevant level of knowledge, skills and abilities described in the performance objective	46 CFR 10.402(b)(2)(iii)(C)	



Components and Contents	Reference(s)	✓
8. Site information including: <ul style="list-style-type: none"> <li>• Description of the facility, measurements of the instructional space, pictures showing multiple views of the space, and description of the instruction or assessment being performed.                             <ul style="list-style-type: none"> <li>○ A list of previously approved sites for the specific course/school/function may satisfy this requirement, provided there have been no changes.</li> </ul> </li> </ul>	46 CFR 10.402(b)(2)(iv)(A)	
9. Description of materials used for development, instruction, and performance measurement: Equipment, teaching aids, textbooks and presentations, reference bibliography	46 CFR 10.402(b)(2)(v)(A-D) NVIC 03-14	
10. Course Completion Requirements	46 CFR 10.402 NVIC 03-14	
11. Re-test Policy including sufficient number of final examinations to cover the number of allowed retakes	46 CFR 10.402(b)(7)(i) NVIC 03-14	
<b><u>III. Course Outline</u></b>	<b>46 CFR 10.402(b)(3)</b>	
1. Course Subjects and Topics	46 CFR 10.402(b)(3)(i)	
2. Course schedule including duration and order of lessons	46 CFR 10.402(b)(3)(ii)	
3. Is each lesson a classroom lecture, practical demonstration, simulator exercise, examination, or another method?	46 CFR 10.402(b)(3)(ii)(A-E)	
<b><u>IV. Detailed Teaching Syllabus</u></b>	<b>46 CFR 10.402(b)(4)</b>	
1. Written in learning objective format (describes what the student must do to demonstrate that specific knowledge)	46 CFR 10.402(b)(4)	
2. Learning objectives related to subjects/topics	46 CFR 10.402(b)(4)(i)	
3. The specific references from which the instruction was developed	46 CFR 10.402(b)(4)(ii)	
4. Reference materials used for instruction and performance management	46 CFR 10.402(b)(4)(iii)	
<b><u>V. Lesson Plans</u></b>	<b>46 CFR 10.402(b)(5)</b>	
1. Main element learning objective	46 CFR 10.402(b)(5)(i)	
2. Student assignments	46 CFR 10.402(b)(5)(ii)	



<b>Components and Contents</b>	<b>Reference(s)</b>	✓
3. Training outcomes containing these three elements: <ul style="list-style-type: none"> <li>(1) Expected student performance</li> <li>(2) Condition</li> <li>(3) Criterion</li> </ul>	46 CFR 10.402(b)(5)(iii)	
<b><u>VI. Instructor Notes</u></b>	<b>46 CFR 10.402(b)(6)</b>	
1. Specific instructional methodologies utilized in lesson	46 CFR 10.402(b)(6)(i)	
2. Instructional materials including instructional directions containing the following: Pre-instructional activities, content presentation, student participation, assessment process, homework, and reading assignments	46 CFR 10.402(b)(6)(ii)(A-E)	
<b><u>VII. Evaluations</u></b>	<b>46 CFR 10.402(b)(7)</b>	
1. Methods used to measure students' knowledge, performance or level of achievement: Homework, quizzes, exams, laboratory projects, competency assessments, remediation, testing strategies, etc.	46 CFR 10.402(b)(7)(i)(A-G) 46 CFR 10.403 (a)(4)	
2. Assessment instruments (tools used to determine whether the student has achieved the desired knowledge, understanding, or proficiency)	46 CFR 10.402(b)(7)(ii)	
3. Any methodology used in measuring the effectiveness of the training or instructor including instructor evaluations, course evaluations, surveys, and/or other feedback	46 CFR 10.402(b)(7)(iii)(A-C)	
<b><u>VIII. Sample Course Completion Certificate</u></b>	<b>46 CFR 10.402(b)(8)</b>	
1. Course provider number	46 CFR 10.402(b)(8)(i)	
2. Course number	46 CFR 10.402(b)(8)(ii)	
3. Terms of Approval (must match the final course approval language)	46 CFR 10.402(b)(8)(iii)	