



New Instructor/Proctor Request Guide Cover Sheet

NOTE: This is ONLY to be used for instructors/proctors that are not part of a course approval package submission.

This guide is provided to assist you in documenting the requirements of [46 CFR 10.402\(b\)\(2\)\(iii\)](#) and [NVIC 03-14](#). 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.

Requests may be sent 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.

