



## Instructor/Proctor Submittal Checklist

This checklist is provided to assist you in documenting the requirements of 46 CFR 10.402(b)(2)(iii), and may help prevent processing delays caused by missing information.

Requests may be sent by the mariner or on behalf of the mariner by his/her employer via e-mail to [NMCCourses@uscg.mil](mailto: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.

<b>I. <u>General Information</u></b>	✓
1. School Name	
2. School Code	
3. Name of Instructor/Proctor	
4. Date of Submittal	
<b>II. <u>Request Type</u></b>	✓
1. For Instructors Only – Provide an inclusive résumé for Instructor Candidate, if applicable, including:	
a. Experience	
b. Training	
c. Education	
d. Certifications	
e. Train the Trainer	
2. For Proctors Only – Has the Proctor Candidate been trained in the school's examination procedures?	
a. Yes	
b. No	
<b>III. <u>Courses Intended to Instruct/Proctor</u></b>	✓
1. List each as Course Code and Course Name	