National Maritime Center

Keep 'em Safe, Keep 'em Sailing

Instructor/Proctor Submittal Checklist

This checklist is provided as an aid to assist training providers in documenting the requirements of Qualified Instructor and Proctor candidates in accordance with 46 CFR 10.402(b)(2)(iii) and NVIC 03-14 to help prevent processing delays caused by missing information.

You are not required to fill out this document. Instead, your request should be submitted via a separate document (be sure to include the listed information). Submittals should include appropriate documentary evidence meeting the Coast Guard standards outlined in NVIC 03-14. Requests must be sent by the training provider (not individual to be vetted). Submit requests in PDF format by e-mail to NMCCourses@uscg.mil (**preferred method**) or by mail to:

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

Training Providers: You will receive an e-mail acknowledgement of receipt once the request has been received and entered in our tracking system. If you do not receive an acknowledgement receipt via e-mail within 10 business days, please contact us at (206) 815-6893 to verify receipt of your request. Check SPAM folders for e-mail from NMCCourses@uscg.mil. Also ensure your e-mails meet the requirements of your internet provider.

I. **General Information (included with each request)**	✔
1. School Name/School Code (*ex: Two If By Sea- TIBSEA*)	
2. Course Name/Course Code for each requested course *(ex: AB (Able Seaman – 0001)*	
3. Name of Instructor/Proctor	
4. Date of Submittal	
II. Request Type	✔
1. For Instructor Candidates – Provide comprehensive documentation of maritime or equivalent experience supporting the request including:	
a. Level of Merchant Mariner or other credential (endorsements/certifications). Copies of the endorsement page or other credential.	
b. Experience – Detailed and specific to the course being requested to include position held and responsibilities assigned (i.e., in charge of lifeboat 1), relevant sea service details, vessel name, GRT, HP, and equipment (ECDIS, ARPA, Steam Propulsion, etc.). Ensure the information provided addresses the standards listed in NVIC 03-14	
c. Train the Trainer (required per NVIC 03-14)	

II. **Request Type** (cont'd)	✓
d. Education (relevant to requested course)	
e. Relevant Certifications (ex: First aid & CPR – to include date of expiration)	
2. For Proctor Candidates – Statement attesting to "proctor candidate being trained in schools examination procedures"	

Common issues resulting in requests for additional information (AI) letters or delays:

1. Failing to address the specific Coast Guard standards outlined in NVIC 03-14 or failing to provide explanation of equivalencies.

2. Failing to document experience in instructional techniques.

3. Superfluous information provided such as experience or employment not related to the course requested.

4. Requesting a lengthy list of courses the applicant is clearly not qualified to instruct and/or you have no intention of using the applicant to instruct.