

New or Alternative Site Approval Requests

All Coast Guard-approved courses and programs must be provided at a location (site) that is deemed suitable for the training provided.

Original and **Renewal** course/program requests require the submittal of site information as part of the Course Framework and should be e-mailed to NMCCourses@uscg.mil. The site approval is an enclosure to the course approval letter.

Alternate or **New** sites submitted outside of a course submission must be submitted at least 21 days prior to the training date. These requests should be submitted to NMCSiteApprovals@uscg.mil.

All requests should:

- Identify the approved course(s) to be given at the proposed location.
- Include a description of the proposed space: photographs of multiple views including the exterior, detailed floor plan layout with table/chair set-up and room measurements, pool details (if applicable).
 - Proposed spaces are required to have a minimum of 24 square feet per student.

Please refer to Page 5 of [NVIC 03-14](#) for complete requirements.

Use the **Site Approval Submittal Checklist** to help ensure that all of the required information is included with your submission.