

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 in PDF format to NMCCourses@uscg.mil, or by uploading to Homeport. For a Homeport account, please call (877) 872-4999 or e-mail OSC-Homeport@uscg.mil.

Other submittal options are by fax to (304) 433-3408, or by mail (on a CD or DVD in PDF format) 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 25MB. If the total size of attachments does exceed 25MB, 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)	✓
<u>I. Cover Letter</u>	46 CFR 10.407(c)(1)	
1. Name of the organization	46 CFR 10.407(c)(1)(i)	
2. Locations where the program components will be held	46 CFR 10.407(c)(1)(ii)	
3. General description and overview of program	46 CFR 10.407(c)(1)(iii)	
4. Category of acceptance being sought: a. A portion of sea service requirements b. Examinations required by the CG c. Professional competency requirements d. Regulatory requirements	46 CFR 10.407(c)(1)(iv) 46 CFR 10.407 (b)(1-4)	
5. Reference to regulatory requirements met by the training	46 CFR 10.407(c)(1)(v)	
<u>II. Goal Statement</u>	46 CFR 10.407(c)(2)	
1. Specific performance behaviors to be measured	46 CFR 10.407(c)(2)(i)	
2. Conditions under which the performance behavior(s) will be exhibited	46 CFR 10.407(c)(2)(ii)	
3. Level of performance behaviors(s) that is/are to be achieved	46 CFR 10.407(b)(2)(iii)	
<u>III. Performance Objectives</u>	46 CFR 10.407(c)(3)	
1. Statements which identify the specific knowledge, skill, or ability the student should gain and display as a result of the training or instructional activity. 2. Made up of three components: Expected student performance, condition, and criterion.		
<u>IV. Assessment Instruments</u>	46 CFR 10.407(c)(4)	
1. Instruments used to determine whether the student has achieved the desired level of knowledge, understanding, and proficiency.		

Components and Contents	Reference(s)	✓
<u>V. Instructor Information</u>	46 CFR 10.407(c)(5)	
<ol style="list-style-type: none"> 1. Copy of MMC and Mariner Reference Number (if applicable) 2. Evidence that the instructor/assessor have experience, training, or evidence of instruction in effective instructional techniques and/or effective assessment techniques, AND 3. Is qualified in the task for which the training is being conducted and have relevant experience, AND 4. Has attained a level of experienced and qualification equal or superior to the relevant level of knowledge, skills, and abilities described in the performance objective. 	<p>46 CFR 10.407(c)(5)(i)</p> <p>46 CFR 10.407(c)(5)(ii)</p> <p>46 CFR 10.407(c)(5)(iii)</p>	
<u>VI. Site information</u>	46 CFR 10.407(c)(6)	
<ol style="list-style-type: none"> 1. Description of the facility or facilities at which the training will be held. 		
<u>VII. Teaching Syllabus</u>	46 CFR 10.407(c)(7)	
<ol style="list-style-type: none"> 1. Instructional Strategy to include: <ol style="list-style-type: none"> A. Order of presentation B. level of interaction including student-to-teacher ratio C. feedback D. remediation E. testing strategies F. media used to present information 2. Instructional Materials including Lesson Plans: <ol style="list-style-type: none"> A. Pre-Instructional activities B. content presentation C. student participation D. assessment processed E. other instructional activities such as homework and reading assignments 3. Surveys on the relevance and effectiveness of the training completed by students 	<p>46 CFR 10.407(c)(7)(i)(A-F)</p> <p>46 CFR 10.407(c)(7)(ii)(A-E)</p> <p>46 CFR 10.407(c)(7)(iii)</p> <p>46 CFR 10.407(c)(7)(iv)(A-E)</p>	



Components and Contents	Reference(s)	✓
4. Schedule including the duration and order of lessons and an indication as to whether each lesson is: <ul style="list-style-type: none"> A. classroom lecture B. practical demonstration C. simulator exercise D. examination <u>OR</u> E. another method of instructional reinforcement 		
<u>VIII. Program Completion Certificate</u>	46 CFR 10.407(c)(8)	
1. Sample of Program Completion Certificate		