

Site Approval Request Guide

Instructions and Information for Completing the Guide

Please note, once the Site Approval Request Guide is completed, guide and attachments should be sent via e-mail to the National Maritime Center at NMCSiteApprovals@uscg.mil (click e-mail link).

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.

Request Type: There are three request types/site approvals:

1. Primary Site – School owns or leases a facility and student records are maintained at this location.
2. Alternate Site – A temporary location that the school plans to use to conduct lecture or assessment courses in a classroom environment (i.e., hotels, Coast Guard stations, Bass Pro Shops, Yacht clubs, etc.).
3. Practical Training Site – Schools conduct hands-on assessment training (i.e., fire field, YMCA or Boys and Girls club swimming pool, vessels).

Date: The date of request submittal.

School Name/School Code: The official name with code printed on your Coast Guard Course Approval Certificate.

Contact Name: The person or people from the Course Provider School to contact in case there are questions regarding site request.

E-mail: The address used to reach someone via e-mail.

Facility Name and Address: A physical location name of a facility/building (Hoffman bldg, Bass Pro Shop, Holiday Inn, etc.) including room name or number (Maryland Room or Room 202).

Phone: The phone number of the person submitting the request.

Room Length and Width: The size of the classroom, for example: 20'x33', will be used to determine the number of students authorized to be in a classroom. Please ensure room measurements are included on drawing(s) submitted with guide.

Pool Depth, Length, and Width: The depth and size of the pool, if applicable.

Start and End Dates: Start and End Dates are only required for Alternate/Temporary site requests.

Instructor(s): CG-approved instructor(s) for the particular course(s).

Enrollment: The number of students enrolled or participated for the course(s). Only required for an Alternate/Temporary site request.

Course Number(s): A list of all courses to be taught at requested site.

Comments: This is for additional information, for example the facility/site point of contact person and their phone number. Can be used for particular instructions, etc.



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NOTES:

1. All fields are required for processing site approval request, **EXCEPT**: Start Date and End Date fields, which are necessary for Alternate site requests only, and the Comments field.
2. Attach 1 PDF drawing with measurements and layout of the classroom with dimensions (width and length) with a teacher island or floor plan demonstrating table/chair setup. All drawings should be done to scale. **PLEASE NOTE: Images (drawings and/or photographs) of military facilities are not required.** Only facility room measurements and address, and military education officer/contact name, e-mail address, and phone number are required for military facilities.
3. Attach 4-5 photographs (JPEG): 1 of front of the building, 2 of classroom (1 front of class and 1 rear of class), 1 exterior, and if applicable, 1 of pool and markings noting pool depth.
4. All images must be saved in JPEG format.

Request Type:	<input type="text"/>	Date:	<input type="text"/>
School Name/ School Code:	<input type="text"/>		
Contact Name:	<input type="text"/>	E-mail:	<input type="text"/>
Facility Name:	<input type="text"/>	Phone:	<input type="text"/>
Room Name:	<input type="text"/>	Room Length:	<input type="text"/> Room Width: <input type="text"/>
Pool Depth: (if applicable)	<input type="text"/>	Pool Length: (if applicable)	<input type="text"/> Pool Width: (if applicable) <input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Physical Address:	<input type="text"/>	Instructor:	<input type="text"/>
		Enrollment:	<input type="text"/>
Course Number(s):	<input type="text"/>		
Comments:	<input type="text"/>		