



Site 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 NMCSiteApprovals@uscg.mil (**preferred method**), or by mail to:

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

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 (206) 815-6893.

I. <u>General Information</u>	✓
1. School Name/School Code	
2. Primary Phone Number	
3. POC Name	
4. POC E-mail Address	
5. Date of Submittal	
II. <u>Request Type</u>	✓
1. Primary: School owns or leases a facility and student records are maintained at this location – is not required to have to have instruction space	
2. Alternate: A location that the school plans to use to conduct lecture or assessment courses in a classroom environment (i.e., hotels, Coast Guard Stations, yacht clubs)	
3. Practical: Schools conduct hands-on assessment training (i.e., fire field swimming pool, vessels)	
III. <u>Site Information</u>	✓
1. Facility Name	
2. Facility Address	
3. Facility Classroom Name	



III. Site Information (continued)	✓
4. PDF drawing with measurements (L x W) and layout of the classroom, including a floor plan of table/chair setup, as well as table/desk dimensions. If a pool is included, note the L x W and depth. Drawings are not required for military locations (the dimensions of the space and table size are still required).	
5. 4-5 photographs (JPEG): 1 photo of the front of the building, 2 photos of the classroom (front and rear views), 1 photo of the exterior, and photos of the pool (if applicable). 1 of the Pool photos should be of the deepest depth. Photos are not required for military locations.	
6. Course Name(s) and Course Code(s) being taught at facility	
7. Start and End dates of Course(s) being taught at facility	
8. Instructor(s) Name(s) of Course(s) being taught at facility	
9. Number of Students	
10. Any additional comments or instructions	