National Maritime Center

Keep 'em Safe, Keep 'em Sailing

First Aid/CPR Documentation

In 2023, the National Maritime Center (NMC) sent 4,646 requests for additional information or clarification associated with First Aid or CPR certificates submitted. Incomplete or expired First Aid/CPR certificates are the second-most common reason for additional information found in merchant mariner credential (MMC) applications. To reduce processing time for MMC applications and to avoid receiving an awaiting information letter requesting further clarification, the NMC would like to address specific issues regarding submission of First Aid and CPR training certificates.

For all original (first) deck and engineer officer MMC applications, First Aid/CPR training is required per 46 CFR 11.201(i). First Aid training must have been completed in the 12 months prior to submittal of the application. CPR training must be valid at time of application.

When signing up for a USCG-approved First Aid/CPR training course, please specify to the course provider that this course will be used to obtain an MMC, and request a course certificate with the appropriate course code and approval number upon completion. Not having this required number on your certificate is the **most common** reason for receiving additional information.

First Aid – For those completing the American National Red Cross Standard First Aid training or the American National Red Cross Community First Aid & Safety training, proof of completion is required, but a course code is not required.

CPR – For those completing American National Red Cross CPR training or the American Heart Association CPR training, proof of completion is required, but a course code is not required.

Coast Guard Approved Courses or Any Other First Aid/CPR Training – For those completing any USCG approved courses or First Aid/CPR training from any other provider, a course certificate with the appropriate course code and number is required to be submitted with the application. A common problem is when applicants submit a First Aid card; which does not include a course code, rather than the course completion certificate, which does include the code. An example of a course code is (AMERAHA-216) for the American Heart Association Heartsaver First Aid With CPR AED course. All approved courses and their codes can be found on the Approved Courses document on the NMC's Training & Assessment webpage.

Following these guidelines will prevent delays in the application process and **will reduce** requests for additional information.

Sincerely,

/B. W. Clare/

Bradley W. Clare
Captain, U.S. Coast Guard
Commanding Officer