

Program Approval Submittal Guide

This guide 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:** Submittals may be e-mailed in PDF format to NMCCourses@uscg.mil. E-mails should not exceed 25MB. Multiple e-mails are acceptable. If multiple e-mails are submitted, please include “X of Y” in the subject line of each e-mail, where “X” indicates the e-mail number and “Y” equals the total number of e-mails. The system will not accept compressed (ZIP) files. If you don’t receive acknowledgment of your e-mail within 5 business days, check your spam folders and, if not found, carefully check the e-mail address and your internet provider limitations, and re-send. If no confirmation of receipt is received, reach out to us at (304) 433-3720.
- **Homeport:** After receiving their first course approval, providers may submit course completion data and upload course submittals via [Homeport](#). To obtain an account and find log-in directions for first time users, see [How to Obtain a Homeport Account \(New Users\)](#) on the National Maritime Center (NMC) website. For additional information on Homeport, see the [Homeport User Guide](#).
- **Mail:** Submittals may be sent by mail (on a CD or DVD in PDF format—no USB [thumb] drives or compressed [ZIP] files will be accepted) to:

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

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)	
<p>3. General description and overview of program, including individual courses that are part of the program.</p> <p>Summary description of the program content and purpose.</p> <p>Include course delivery and assessment method(s):</p> <ul style="list-style-type: none"> a. Classroom – Instruction conducted in person at an approved site. b. Alternate Delivery – Instruction conducted by a live instructor using an electronic delivery platform such as Zoom, Skype, Teams, etc., for some or all students. c. Computer based training (CBT) – Instruction delivered electronically without live instructor presentation. d. Blended – Instruction where all students participate in the same manner using a mix of classroom, alternate delivery and/or CBT. e. In-person Examination – Final assessment conducted by a live proctor at an approved site to include third party test sites. f. Online Examination – Final assessment not conducted in person. This includes the use of examination and proctoring software as well as a live proctor using electronic delivery platforms such as Zoom, Skype, Teams, etc. 	46 CFR 10.407(c)(1)(iii)	
<p>4. Category of acceptance being sought:</p> <ul style="list-style-type: none"> 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)	
<p>5. Reference to regulatory requirements met by the training. This should be the regulatory site for the credential endorsement. 46 CFR 10.402 and 407 are not appropriate references. Example: 46 CFR 12.405 is the appropriate reference for a course intended to satisfy the examination requirements for Able Seaman.</p>	46 CFR 10.407(c)(1)(v)	

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<u>II. Goal Statement(s), should describe</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, resulting from 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. Any tools used to determine whether the student has achieved the desired level of knowledge, understanding, and proficiency.		
<u>V. Instructor Information</u>	46 CFR 10.407(c)(5)	
1. Copy of MMC and Mariner Reference Number (if applicable).	46 CFR 10.407(c)(5)(i) 46 CFR 10.407(c)(5)(ii) 46 CFR 10.407(c)(5)(iii)	
2. Evidence that the instructor/assessor has experience, training, or evidence of instruction in effective instructional techniques and/or effective assessment techniques. May be in the form of performance evaluations of effectiveness in on-the-job organization and/or successful completion of a train the trainer course. AND		
3. Is qualified in the task for which the training is being conducted and has relevant experience. AND		
4. Has attained a level of experience and qualification equal or superior to the relevant level of knowledge, skills, and abilities described in the performance objective.		
5. Simulator: Documentary evidence of: <ul style="list-style-type: none"> ○ Practical operational experience on a particular type of simulator. ○ Guidance on instructional techniques for simulation. 		

Components and Contents	Reference(s)	✓
<u>VI. Site Information</u>	46 CFR 10.407(c)(6)	
<p>Site information including:</p> <ol style="list-style-type: none"> a. Description of the facility, measurements of the instructional space, diagram of intended layout, photographs showing multiple views of the space, and description of the instruction or assessment being performed: <ul style="list-style-type: none"> ○ A list of previously approved sites for the specific course/school/function may satisfy this requirement, provided there have been no changes. Failure to list a previously approved site will result in its removal from the approval. ○ Generally, allot 24 square feet per student and 36 for the instructor station. Courses requiring chart plots, CPR mannequins, or other equipment may necessitate different space allocation. ○ Practical sites such as pools and fire fields require additional information including photos showing pool depth and layout, firefighting equipment, structures, and turn out gear. Pools should have a sufficient area with at least 8' depth to conduct the required assessments. Simulators may not be used in place of live fire for assessments. ○ Requests for sites aboard vessels should include vessel particulars, description of equipment used for assessment, photos, and written permission from the owner. 		
<u>VII. Detailed 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: 	46 CFR 10.407(c)(7)(i)(A-F)	
	46 CFR 10.407(c)(7)(ii)(A-E)	

Components and Contents	Reference(s)	✓
<ul style="list-style-type: none"> a. Pre-Instructional activities. b. content presentation. c. student participation. d. assessment process. e. other instructional activities such as homework and reading assignments. <p>3. Course surveys on the relevance and effectiveness of the training completed by students</p> <p>4. Schedule including the order of lessons, and duration. Include specific days and times and account for scheduled breaks/meals. Where multiple schedules may be employed, provide samples for each, or provide sufficient written documentation such that a reasonable person would understand when/how you intend to present the courses for the program. Training days should generally not exceed 8 contact hours. Also, give an indication as to whether each lesson is:</p> <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. 	<p>46 CFR 10.407(c)(7)(iii)</p> <p>46 CFR 10.407(c)(7)(iv)(A-E)</p>	
<p><u>VIII. Sample Program Completion Certificate</u></p> <p><u>Sample should mirror what will be provided to a trainee including language, seals, watermarks, borders, etc.</u></p>	<p>46 CFR 10.407(c)(8)</p>	
<ul style="list-style-type: none"> 1. Course/Program provider number. 2. Course/Program number. 3. Date of completion. 4. Location. 5. Training provider signature. 	<p>46 CFR 10.402(b)(8)(i)</p> <p>46 CFR 10.402(b)(8)(ii)</p> <p>NVIC 03-14</p> <p>NVIC 03-14</p> <p>NVIC 03-14</p>	