

INSTRUCTOR QUALIFICATIONS

Instructors of approved courses are largely responsible for the successful completion of course objectives. Hence, the Coast Guard must ensure they possess the necessary qualifications. To be effective, an instructor must have specific experience, knowledge and skills, and the ability to communicate them. Knowledge that cannot be communicated is worthless, and a good communicator lacking the experience, knowledge or skills, has little to communicate. Consequently, when reviewing an instructor's credentials, the following criteria must be applied:

1. An instructor must hold a license and/or merchant mariner's document and any endorsements appropriate to the content of the course. These certifications serve as an initial indication of the individual's professional qualifications. A person without a license or holding a license below the level of the course may have significant experience, knowledge and skills and be very capable of teaching the course. In these situations, evidence must be presented to verify an equivalent level of experience, skills and knowledge.
2. An instructor should have experience in teaching (or training), and the knowledge of instructional techniques. A prospective instructor's teaching ability is to be demonstrated before the OCMI or the OCMI's representative during the conduct of a course. If this is not possible, the individual will be interviewed to review his or her background in teaching and to evaluate his or her communication skills. A working knowledge of teaching techniques is desirable; however, if an individual has good communication skills, teaching techniques can be acquired.
3. When recommending a person for acceptance as an instructor, the training facility must compare the person's background to the list of relevant experience, knowledge and skills, and explain why the person is qualified. This process must be followed in establishing a new course or replacing instructors in existing approved courses.

**GUIDELINES FOR SITE ACCEPTANCE
FOR COAST GUARD APPROVED COURSES**

46 CFR 10.303 requires each school with an approved course to have a well maintained facility that accommodates the students in a safe and comfortable environment conducive to learning. To prevent classroom overcrowding the following guidelines apply to all classroom facilities at primary and alternate, or satellite, locations.

1. The maximum number of students allowed at a training facility will be limited to the number permitted in the original Coast Guard course approval, and may be further limited by the physical size of the training facility or classroom.
2. To assist in the determination of suitability of training facilities, the OCMI should obtain a site plan for each training site or facility location. The site plan must show the arrangement of student's desks, instructor's area, training aids placement, aisles, doors and fire exits. If the classes are to be held in a local alternate training site or facility not indicated in the original Course Approval, the site plan should be accompanied by marketing brochures or other reliable information, such as signed copies of contracts, to support the information set forth in the site plan.
3. The following guidelines for determining the maximum number of students permitted for any classroom or training facility where crowding of students is a concern are based, in part, on existing DOD guidelines for classroom space requirements.

a. AREA. A minimum area of 36ft² per student is required after deducting the minimum area of 72ft² for the instructor.

EXAMPLE: A request is made to conduct training in a local hotel conference room measuring 900 square feet.

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| (1) The site plan area is: | 900ft ² |
| (2) deduct (instructor area) | <u>- 72ft²</u> |
| (3) usable student area | 828ft ² |

(4) Dividing the student area of 828ft² by 36ft²/student, the maximum number of students permitted in the class would be 23 students.

b. TABLES. In courses incorporating practical work, such as nautical chart work, each student must have sufficient table space to use the equipment, publications and/or charts without folding or overlapping another student's chart or publications. An acceptable chart table should be five feet by two and one half feet as a minimum (folding tables are acceptable).

Unless superseded by local code, the set up of tables and chairs should include aisle space between rows of desks of no less than 2.5 feet. Perimeter aisles should be no less than 3 feet wide.

4. Schools requesting approval to conduct approved training at an alternate site or facility must request, in writing, approval from the OCMI in the zone in which the alternate site is located. Schools making requests for alternate site approval should include in the letter of request:

- a. The names and starting dates of the courses to be offered;
- b. Class schedules for the classes to be offered;
- c. A list of the instructors who will be teaching the classes; and,
- d. The address and telephone number of the central location where student records are kept and where the validity of an individual student and/or instructor's certification can be validated.