

Site Approval Process



The Coast Guard considers a suitable training facility an important component in providing quality training.

46 CFR, 10.403 requires:

"Each school with an approved course must: (a) Have a well maintained facility that accommodates the students in a safe and comfortable environment conducive to learning."

New and Alternate Site Approval Requests will include a description of the facility, measurements of the instructional areas, pictures showing multiple views, and a description of the instruction or assessment being performed.



National Maritime Center
100 Forbes Drive
Martinsburg, WV 25404



Send Site Approval Requests
to:

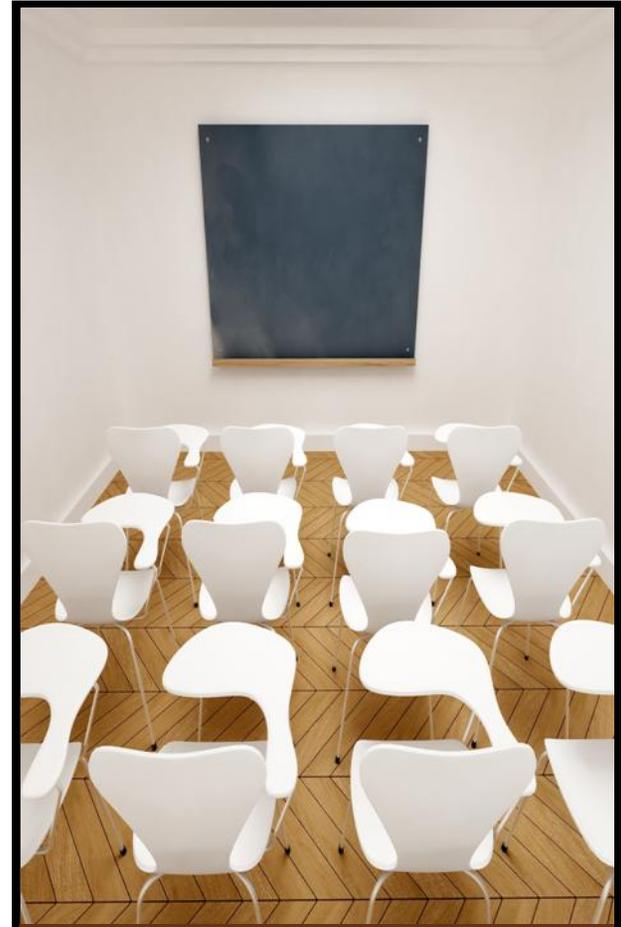
Email

NMCSiteApprovals@uscg.mil

Contact Us

1-304-433-3730

www.uscg.mil/nmc



The National Maritime Center

Site Approval Process

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Types of Site Approval

Primary Alternate Practical

New Course Site Approval (Primary)

Mariner Training Providers (MTPs) will submit to National Maritime Center's Mariner Training and Assessment Division (NMC-2) a complete course application package. NMC-2 will conduct a preliminary review of the course application package to determine if the package contains the necessary documentation to proceed with the evaluation process. If the course approval application package is complete, NMC-2 will notify NMC's REC Operations Division (NMC-1), that a site course approval request has been received. If the package is incomplete, the package will be returned to the MTP.



Alternate Site Approval

If a particular course is to be taught in various locations, other than the original approval location, (e.g., conference rooms, rented office spaces, etc.), a 21-day notice to NMC-1 is required for initial approval of an alternate training or testing site. The intent of this standard term of 21 calendar days, or 15 business days (three weeks) is in order to give the NMC-1 personnel time to plan and schedule a site evaluation if necessary. Once that site information is received at NMC-1 and is approved, the site is entered into the NMC database and no further evaluation of that site is required. The site approval duration will run concurrently with the expiration of the course approval.

Practical Training Sites

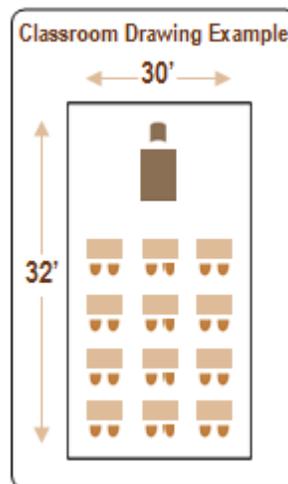
Practical training sites (e.g., firefighting fields, swimming pools) are approved by NMC-2 and NMC-1. Approval requests will be generated in the same

manner as a new site approval and evaluated in the same manner.

Simulators are solely approved by NMC-2 to determine whether the simulators meet training and applicable performance requirements. These sites may be visited by the NMC or REC to verify approved simulation equipment is installed as per the course documentation.

Required Site Approval Request Info

- Type of Site Request (Primary / Alternate / Practical)
- Location Description
- School/Course Code
- Site Address: Street/City/State/Zip
- POC Name/Phone Number/E-mail Address
- Name of the approved instructor(s)
- Room Dimensions:
 - Width
 - Length
 - Square Feet
- Max Students
- Detailed Site Plan—A labeled and detailed diagram to scale with the following items are required:
 - Arrangement of student desks and list of training aids/equipment
 - Drawing of the classroom with measurements. Ensure this is set-up for training and include instructor areas
 - Aisles, doors and fire exits marked.



-Digital Pictures—At least two digital pictures of the classroom and one of the front of the building should be supplied.

Digital Picture Examples



Two examples of class room pictures



Example of exterior pictures

General Guidelines

MTPs offering Coast Guard approved courses must have an approved site prior to conducting training.

Previously approved site locations that are entered in the NMC database will only need to be verified. Once a site is approved, it is approved for the duration of the effective course dates.

Example Classroom Calculation

Room Size 30' x 32'-----> 960 Total Square Ft
Area----> divide by 24 Sqft.

Divide 960 by 24 (student area) = 40 students

Charting

A reasonable area that creates an environment for the student to achieve the goals stated in the learning objectives and be conducive to learning.