

Qualified Assessor Program: Application Submission

This bulletin discusses the procedure used to apply for designation as a Qualified Assessor.

How To Apply

The National Maritime Center (NMC) has posted a [Qualified Assessor Request Guide](#) that may be used to provide and forward the information needed to request approval as a QA. The QA guide is a great tool to be used to make sure that all the information needed is provided, however, use of the Guide is not required. The [Guide](#) may be accessed by clicking the **Training Approvals** button on the [NMC homepage](#), and opening the **Qualified Assessors** tab. The completed Guide and any supporting documentation may be emailed or mailed to the NMC for evaluation.

All requests for approval or renewal as a QA, or modification of existing approvals, applicants should supply the following information:

1. A completed QA guide, found on the NMC [website](#), or the same information in some other format such as a resume. Section 1 of the QA Guide requests your approval for the Coast Guard to publish your name, address, and phone number. Your choice is voluntary and will have no bearing on the disposition of your application in any way. The Coast Guard may publish this information to assist credential candidates in finding Qualified Assessors. If you chose to submit your application without using the guide, you may indicate your willingness to have your information published on the documentation you submit;
2. Documentation of completion of a Train-the-Assessor type course or program OR equivalent military experience, OR a summary of experience performing marine related assessments;
3. Mariner Reference Number, if applicable, to establish currently held Merchant Mariner Credential (MMC) and endorsements;

AND

4. Supporting documentation of:
 - a. Service and position on specific vessels, including the type, size, and mode of propulsion that the candidate has extensive experience with (Certificates of Discharge, Service letters, etc);

National Maritime Center

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AND/OR

- b. Documentation of time served under a professional industry credential and a description of how it relates to the marine industry (example: Industry Certifications).

Complete application packages may be submitted electronically to NMCCourses@uscg.mil, OR mailed to the following address:

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

The Coast Guard has issued a Navigation Vessel Inspection Circular ([NVIC 19-14](#)) that clarifies the responsibilities of and requirements to become a QA. It can be found by visiting the [NMC website](#). Use of the guide will streamline your application process and assist you in providing the appropriate information. There are no fees associated with an application for QA.

Mariners and other providers should contact the NMC Customer Service Center at IASKNMC@uscg.mil or 1-888-IASKNMC (427-5662) with any questions or feedback.

Sincerely,

/J. P. Novotny/
Captain, U. S. Coast Guard

**** IMPORTANT ****

All documents provided are subject to verification with the issuing authority. If any of the information listed above is missing at the time of application, you will receive a request to supply the missing information prior to the evaluation process. Additional information may also be requested once the evaluation has commenced. From the date of any information request, you will have 30-days to provide the information to the NMC. After the 30-day period has elapsed with no response, the NMC will notify you that your request for evaluation has been canceled for lack of appropriate information and your request will be withdrawn. You may resubmit your request once you have obtained the appropriate information.