

Frequently Asked Questions: Site Approval

1. How many pictures should be attached for a site approval request?

Not more than three pictures, including two of the classroom (front-to-rear and rear-to-front), and one picture of the outside front of the facility being used. Also include one classroom drawing with measurements and a floor plan layout with table setup noted.

2. Can I request a site approval before I get course approval?

Yes. However, the site approval will be pending until the course has been approved.

3. Can I teach at a previously approved site using someone else's site approval letter?

No. You must submit a request for a previously approved site approval. However, no pictures or drawings are necessary. You will receive a site approval letter for your school and course(s).

4. Can I teach a course prior to getting site approval and submit my request after the fact?

No. You must a site approval letter dated prior to the date of your event.

5. Can I teach ANY approved course at a previously approved site?

No. The site approval is part of each course approval. The course approval states the site that was approved for that course to be held.

6. How many sites can I get approved?

There is no limit on the amount sites or locations a course may be taught at.

7. Can someone without a Coast Guard approved course submit site approval request?

No. You must be a course provider with Coast Guard approved course(s). You must submit all site approval requests at least 21 days prior to the start of your class.

8. How deep must an STCW Practical Training Sites pool be?

The pool must be at least 8 feet deep so that students cannot stand or touch the bottom of the pool.

9. What must I do if the previously approved classroom has been modified and it is now larger or smaller?

You must submit a [Site Approval Request Guide](#) to the following e-mail address:
NMCSiteApprovals@uscg.mil.

10. Who must I contact if I have site approval questions?

You must contact the National Maritime Center by utilizing the **Contact Us** button located on the [Site Approval](#) page of our web.