

## Frequently Asked Questions: Course Providers

### 1. How do I get my course approved through the U.S. Coast Guard?

If you want to have your course approved through the U.S. Coast Guard, follow the steps listed under the **Course/Programs/TOARs** tab located on our [Training & Assessments](#) webpage.

### 2. What is a Designated Examiner? How do I become an approved Designated Examiner?

- a. A Designated Examiner (DE) is a person who has been trained or instructed in techniques of training or assessment and is otherwise qualified to evaluate whether an applicant has achieved the level of competence required to hold a merchant mariner credential (MMC) endorsement. To become a DE for towing officer assessment records (TOARs), an applicant must have documentary evidence to establish—
  - (1) Experience, training, or instruction in assessment techniques on towing vessels;
  - (2) Qualifications on towing vessels in the task for which the assessment is being conducted; and
  - (3) Possession of the level of endorsement on towing vessels, or other professional credential, which provides proof that he or she has attained a level of qualification equal or superior to the relevant level of knowledge, skills, and abilities described in the training objectives.
  - (c) Documentary evidence may be in the form of performance evaluations, which include an evaluation of effectiveness in on-the-job organization and delivery of training, or a certificate of successful completion from an “assessor training” course.
- b. If you would like to become a Designated Examiner, follow the steps listed under the **DEs** tab located on our [Training & Assessments](#) webpage.

### 3. How do I get one of my instructors approved through the U.S. Coast Guard?

If you want to have one of your instructors approved through the U.S. Coast Guard, follow the steps listed under the **Instructors/Proctors** tab located on our [Training & Assessments](#) webpage.

#### 4. How do I get approval to be a Qualified Assessor?

If you want to be approved as a Qualified Assessor through the U.S. Coast Guard, follow the steps listed under the **Qualified Assessor** tab located on our [Training & Assessments](#) webpage.

#### 5. How do I gain a site approval for a course?

Links to information on site approval are provided on the left side of the [Training & Assessments](#) webpage.

#### 6. What are the most common reasons that a course approval is delayed and results in requests for additional information?

The most common reasons can be found in [Top Course Approvals AI Reasons](#), found on the left side of the [Training & Assessments](#) webpage.