

Top Course Approvals All Reasons

The following are the most common reasons that course approvals are delayed and result in requests for additional information:

- Course or program approval requests are missing some of the information required by 46 CFR 10 Subpart D and Navigation and Inspection Circular (NVIC) 03-14.
- Instructor Approval requests do not clearly indicate training in instructional techniques or document experience.
- Instructor Approval requests do not demonstrate technical experience meeting that listed in NVIC 03-14. Instructors for certain courses must also provide proof of certification.
- Examinations provided with the approval request contain duplicate questions as those contained in interim quizzes and other final examinations provided to meet the stated retest policy.
- Examinations provided with the approval request for courses in lieu of exams do not meet the topics, length, difficulty, or grading criteria of a Coast Guard administered examination.
- The number of unique examinations provided with the approval request does not match the stated proposed course testing policy.
- Requests for approval do not contain or sufficiently cover the all of the technical subject matter necessary to certify mariner competence. Information can be found by reviewing IMO Model Courses, Specific Regulatory Cites pertaining to the pertinent credential, Subject Matter Tables contained in various parts of the Regulations, NVICs, and policy documents, as well as industry subject matter expertise.
- Course lengths provided in requests do not meet those publicized in NVIC 03-14. This most often relates to the previous bullet. Also often relates to time allotted for practical assessment/lab work vs. the proposed student load.
- STCW course requests missing assessments and control sheets.