



16720/4

NMC Policy Ltr No. 4-98

From: Commanding Officer, National Maritime Center

To: Distribution

Subj: REQUESTS FOR APPROVAL OF INSTRUCTORS AFTER INITIAL COURSE
APPROVAL

Ref: (a) 46 Code of Federal Regulations 10.302(a)(3)
(b) Marine Safety Manual, Volume III, Chapter 7
(c) Navigation and Vessel Inspection Circular 6-97

1. Reference (a) requires all schools seeking U.S. Coast Guard course approval to include in the request a list of the instructors with their experience, background and qualifications. Section 7.H.3 of reference (b) recommends proposed instructors be observed teaching a class or be interviewed to determine the instructor's communication skills. Since schools from throughout the nation request course approval, the instructor observation or interview is done by the appropriate Regional Examination Center (REC). If the course and instructors are satisfactory, the National Maritime Center (NMC) approves both the course and instructors. NMC Policy Letter 7-98 announced changes to the course submission process.
2. Subsequent to the initial course approval, schools often add additional or replacement instructors as the staffing needs of the course change. Section 7.J.4 of reference (b) states that the REC will review instructor training and qualifications for acceptance as additional or replacement faculty after the initial or original course approval. The REC notifies the NMC by letter of the acceptance of new instructors.
3. Beginning April 15, 1998, all requests for instructor changes or approval of new instructors are to be sent the NMC. This action will ensure more consistent evaluation and approval of proposed instructors. The NMC will have an accurate record of who is teaching approved courses. The workload of the RECs will be eased since they will no longer be required to duplicate instructor evaluations also performed by the NMC.
4. After April 15, 1998, schools seeking to add or replace instructors in a Coast Guard approved course shall submit requests for instructor approval directly to the NMC. Schools should include a resume of the proposed instructor, including their experience, background and qualifications, in the request. If the instructor or examiner is to teach or assess in a course or program required by the International Convention on Training, Certification and Watchkeeping for Seafarers, 1978 as amended in 1995, he or she must satisfy reference (c).

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5. Requests for instructor approval must be received by the NMC at least fifteen (15) days before the scheduled starting date of the class in which the instructor is scheduled to teach. The NMC will notify the school whether the proposed instructor is approved prior to the starting date of the class. Schools with approved courses may, and as a matter of good professional practice should, have instructors approved prior to the time they are actually needed, in order to meet any short notice, unforeseen demand for instructors.

W. C. BENNETT
By direction

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