



July 17, 2012

Mariner Training and Assessment Data (MTAD) Program Recommendations for Mariner Training Providers (MTPs)

With the purpose of eliminating the possibility of fraudulent certificates, and in following the intent of the Paperwork Reduction Act, the National Maritime Center (NMC) will be recommending that all USCG approved Marine Training Providers (MTPs), whose courses are being approved, renewed or modified after January 01, 2013, submit their mariner course completion data electronically utilizing MTAD.

The Mariner Training and Assessment Data, (MTAD) program allows maritime education providers to submit student course completion information via the Coast Guard's "Homeport" website. After a MTP submits via Homeport, the encrypted course completion information is then merged with the mariner's electronic record. The data is electronically available to NMC evaluators when the mariner applies for Coast Guard issued Merchant Mariner Credentials. This paperless method will further streamline the credentialing process, reduce the possibility of fraudulent course completion certificates, and ultimately increase the efficiency for mariners' applications. Also, this opportunity is made available free of charge to the MTPs.

To register for a Homeport account, an education provider must submit an email request to NMCMTAD@USCG.MIL. Email account requests must contain a scanned letter, on school letterhead, designating representatives who will be conducting the data entry. Include position/title, email address, and phone number for these personnel. The letters must be signed by the school president, director, CEO, or similar school official.

Registered users will receive an email containing a username and password with a link to the Homeport website. Included in the email is a link to a users guide related to MTAD functions. Please allow five business days for processing of account requests.

For additional information, please contact the NMC MTAD Administrators at NMCMTAD@USCG.MIL.

Sincerely,

/A. S. Lloyd/

Anthony S. Lloyd
Captain, U.S. Coast Guard