

## Site Approvals for Approved Courses and Programs

All Coast Guard-approved courses and programs must be provided at a location (site) that is deemed suitable for the training provided. [46 CFR Part 10 Subpart D](#) requires the submittal of site information with original and renewal course and program requests. Providers can expect to receive their site approval by mail as part of the course or program approval package. Information regarding requests for approval of new or alternate training sites submitted outside of the course approval process can be found in [Navigation Vessel and Inspection Circular 03-14](#) and on the [National Maritime Center website](#).

Site approval requests must include:

- The course(s), program(s), or specific instructions to be given at the proposed location
- A description of the proposed space/facility
- Photographs of multiple views including the exterior. If practical, the photos should show the facility as it would be set up for instruction
- A floor plan detailing room measurements with the intended or actual location of tables, chairs, podiums, and training aids. This should be reasonably to scale
- A minimum of 24 square feet per student, not including the instructor's space, mechanicals, walkways, etc.

The National Maritime Center (NMC) will use the information provided to ensure each site is safe and suitable to the needs of the training and students. NMC staff may conduct a site visit to determine suitability.

All original and renewal course submissions may be submitted via e-mail to [NMCCourseApprovals@uscg.mil](mailto:NMCCourseApprovals@uscg.mil) (attachments limited to 8MB), Homeport (for registered users), or by mailing directly to the NMC. All sites, including those previously approved, must be included in the "Course Framework."

Requests for new or alternate site approvals submitted outside the course approval process must be submitted at least 21 days prior to the requestor's desire to conduct training at the site and may be documented on a [Site Approval Request Guide](#). Requests should be submitted via e-mail at [NMCSiteApprovals@uscg.mil](mailto:NMCSiteApprovals@uscg.mil). The NMC will respond to all requests by mail, usually within 15 business days.

If you have questions or feedback regarding site approvals, please contact the NMC by using our [Online Chat or Ticketing System](#), by e-mailing [IASKNMC@uscg.mil](mailto:IASKNMC@uscg.mil), or by calling 1-888-IASKNMC (1-888-427-5662).

Sincerely,

/K.R. Martin/

Kirsten R. Martin  
Captain, U. S. Coast Guard  
Commanding Officer