



June 14, 2010

## New Procedures for Coast Guard Approved Course Providers

This bulletin announces new procedure to be followed by Coast Guard approved course providers. Beginning September 1, 2010, all providers of Coast Guard approved courses and programs will be required to include additional information on the Course Completion Certificates to assist the mariner in meeting the regulatory requirements for a Merchant Mariner Credential and to improve the efficiency and effectiveness of the overall credentialing process.

Effective September 1, 2010, all certificates provided to students completing an approved course or program must contain the following information:

- Name of the course or program
- Name of the training organization
- A specific course code, which will be provided by the National Maritime Center
- Date of completion
- Location where the training was conducted
- Name of the Student
- Signature of authorized representative of the school.

The certificate of training may also contain, or the course provider may issue an addendum that contains, a description of the regulatory requirements for which the course or program is approved, as specified in the Course Approval Letter issued by the National Maritime Center. An example of the proposed Course Approval Letter is available on the NMC website for review at [http://www.uscg.mil/nmc/announcements/course\\_approval\\_letter.pdf](http://www.uscg.mil/nmc/announcements/course_approval_letter.pdf).

All course providers will begin receiving amended Course Approval Letters detailing these new conditions, including new course codes, beginning July 01, 2010.

Course certificates issued after September 1, 2010 that do not contain the required information will not be accepted by the Coast Guard and may need to be reissued if used to apply for a Merchant Mariner Credential. Failure to comply with these new procedures may result in the suspension or withdrawal of approval in accordance with 46 CFR 11.302.

For additional information, please contact the Training and Assessment Division, NMC-2 by email at [D05-DG-NMCCourses@uscg.mil](mailto:D05-DG-NMCCourses@uscg.mil) or by phone at (304) 433-3720.

Sincerely,

D. C. STALFORT  
Captain, U.S. Coast Guard