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| U.S. DEPARTMENT OF<br>HOMELAND SECURITY<br>U.S. COAST GUARD | Course Approval and Records for<br>Merchant Mariner Training Schools | OMB No. 1625-0028<br>Exp: 04/30/2012 |
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| <b>Who must comply?</b>                                       | Merchant mariner training schools teaching approved courses.  |
| <b>What is this collection about?</b>                         | This information is used by the Coast Guard (CG) to ensure training courses and programs meet minimum standards for Coast Guard approval.   |
| <b>Where do I find the requirements for this information?</b> | Title 46 CFR Part 11 is available at— <a href="http://ecfr.gpoaccess.gov">http://ecfr.gpoaccess.gov</a> , select TITLE 46 – SHIPPING, and follow it to Part 11, Subpart C.  |
| <b>When must information be submitted to the Coast Guard?</b> | When a merchant mariner training school requires course approval from the U.S. Coast Guard.   |
| <b>How is the information submitted?</b>                      | In writing or electronically via e-mail to <a href="mailto:D05-PF-NMC-2-Courses@uscg.mil">D05-PF-NMC-2-Courses@uscg.mil</a> . For guidance on electronic submissions, see NMC Policy Letter 08-02 at— <a href="http://www.uscg.mil/nmc/marpers/pag/08-02.pdf">http://www.uscg.mil/nmc/marpers/pag/08-02.pdf</a> . |
| <b>What happens when complete information is received?</b>    | Respondents will be informed by Coast Guard that they meet the minimum training requirements.   |
| <b>For additional information, contact--</b>                  | Your local REC, or the NMC. <ul style="list-style-type: none"> <li>• For REC info, visit— <a href="http://www.uscg.mil/nmc/rec_information.asp">http://www.uscg.mil/nmc/rec_information.asp</a> ;</li> <li>• For the NMC, visit— <a href="http://www.uscg.mil/nmc">http://www.uscg.mil/nmc</a>.</li> </ul>        |

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number.

The Coast Guard estimates that the average burden per response for this report varies per information collection—about 10 minutes for a student record/course completion certificate; and up to 21 hours for a course approval request. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-522), U.S. Coast Guard, 2100 2<sup>nd</sup> Street SW Stop 7126, Washington, DC 20593-7126 or Office of Management and Budget, Paperwork Reduction Project (1625-0028), Washington, DC 20503.