

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD	Course Approval and Records for Merchant Mariner Training Schools	OMB No. 1625-0028 Exp: 11/30/2016
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Who must comply?	Merchant mariner training schools teaching approved courses.
What is this collection about?	This information is used by the Coast Guard (CG) to ensure training courses and programs meet minimum standards for Coast Guard approval.
Where do I find the requirements for this information?	Title 46 CFR Part 10 is available at— http://www.eCFR.gov , select TITLE 46 – SHIPPING, and follow it to Part 10, Subpart D.
When must information be submitted to the Coast Guard?	When a merchant mariner training school requires course approval from the U.S. Coast Guard.
How is the information submitted?	In writing or electronically via e-mail to D05-PF-NMC-2-Courses@uscg.mil or online at http://www.uscg.mil/nmc/training/audit/mtad.asp . For guidance on submissions, see— http://www.uscg.mil/nmc/training/default.asp .
What happens when complete information is received?	Respondents will be informed by Coast Guard that they meet the minimum training requirements.
For additional information, contact--	Your local REC, or the NMC. <ul style="list-style-type: none"> • For REC info, visit— http://www.uscg.mil/nmc/rec_information.asp ; • For the NMC, visit— http://www.uscg.mil/nmc.

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; 31 hours for a course approval request; and up to 206 hours for Quality Standards System (QSS) manual development, 9 hours for an annual QSS review, and 10 hours for a periodic QSS audit. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-MMC), U.S. Coast Guard Stop 7509, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593-7509 or Office of Management and Budget, Paperwork Reduction Project (1625-0028), Washington, DC 20503.