

## Course Approval Submissions

[Navigation and Vessel Inspection Circular No. 03-14 \(Ch-1\)](#) “encourages training providers to submit approval requests in electronic format, either by email or contained on a CD in MS Word or PDF format.” To prevent inadvertent changes to your submittal documentation and facilitate internal recordkeeping, the National Maritime Center (NMC) converts all MS Word documents to PDF format. This process is time-consuming and introduces unnecessary opportunities for conversion error.

The NMC recommends training providers submit requests in PDF format to save valuable processing time and alleviate conversion incompatibilities between the different Adobe and Microsoft software versions in use. If the documents are password protected, please provide the password in the cover e-mail/letter.

If you have questions, please contact [NMCCourses@uscg.mil](mailto:NMCCourses@uscg.mil).

Sincerely,

/K. R. Martin/

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Captain, U.S. Coast Guard  
Commanding Officer