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# United States Coast Guard Regulatory Compliance Requirements for Training U.S. Mariners

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The [National Maritime Center](#) (NMC) is a unit of the United States Coast Guard (USGC) under the U.S. Department of Homeland Security. NMC has been granted authority to regulate the training and licensing of U.S. mariners, guided by the U.S. Code of Federal Regulations [Title 46, Chapter I, Subchapter B](#). A current first aid and cardiopulmonary resuscitation (CPR) certification is required for a Merchant Mariner. HSI Adult First Aid | CPR AED (*Version 9.0*) is approved *effective May 1, 2022*, by the USGC/NMC for this purpose (attached). There are specific conditions of that apply to every HSI approved Training Center and authorized instructor or instructor trainer.

1. Each student's **identity must be verified before training.**
2. The Adult First Aid | CPR AED must be taught as designed.
3. Deliberate classroom hands-on practice using video-guided practice, skill sheet, or scenario sheet as directed by the Instructor Guide Lesson Plans is required.
4. Performance Evaluation is required. Each student must demonstrate skill competency according to the skill criteria on the performance evaluation sheets.
5. The Class Roster must be maintained for **at least 5 years** for each student.
6. An HSI Adult First Aid | CPR AED certification card **AND** the attached Recognition of Participation USCG Course Code HSINST-203 document **MUST** be issued to each student who successfully completes the course.

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*HSI, AND ITS APPROVED TRAINING CENTERS AND AUTHORIZED INSTRUCTORS ARE REQUIRED TO COMPLY WITH ALL LAWS AND ADMINISTRATIVE RULES GOVERNING OCCUPATIONAL LICENSING AS THEY PERTAIN TO THE APPROVAL, DELIVERY, AND ADMINISTRATION OF REQUIRED TRAINING. FAILURE TO COMPLY MAY RESULT IN SUSPENSION OR REVOCATION OF TRAINING CENTER APPROVAL AND INSTRUCTOR AUTHORIZATION.*

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If you have questions concerning USCG Regulatory Compliance Requirements for Training U.S. Mariners, please contact us at 800-447-3177



# CERTIFICATE OF ACCEPTANCE



## First Aid/CPR/AED (HSINST-203)

*course offered by*

### Health & Safety Institute

*is hereby recognized as an accepted training course as outlined in Subpart D of Part 10, Title 46, Code of Federal Regulations.  
This acceptance is valid through the expiration date below, unless sooner surrendered or withdrawn as set forth in 46 CFR 10.402, or by  
the requirements within the course acceptance.*

**May 1, 2022**

**Effective**

**December 31, 2027**

**Expires**

A handwritten signature in blue ink, appearing to read "Bradley W. Clare", is written over a horizontal line.

**B. W. CLARE**

**Commanding Officer, National Maritime Center**

U.S. Department of  
Homeland Security  
  
United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
National Maritime Center

100 Forbes Drive  
Martinsburg, WV 25404  
Staff Symbol: NMC-0  
Phone: (304) 433-3403  
FAX: (304) 433-3408

16721  
ATID# 80436  
HSINST-203  
April 19, 2022

Health & Safety Institute  
ATTN: Mr. Ralph M. Shenefelt  
1450 Westec Drive  
Eugene, OR 97402

Dear Mr. Shenefelt:

This is in response to your letter dated January 28, 2022, requesting acceptance of your proposed First Aid/CPR/AED (HSINST-203) course.

The course satisfies applicable requirements, and the following acceptance is granted subject to the conditions specified below and in Enclosure (1):

We have determined that this course meets or exceeds:

- The standards of the American National Red Cross Standard First Aid or American National Red Cross Community First Aid & Safety courses and satisfies the First Aid training requirements of 46 CFR 11.201(i)(1)(ii) for a merchant mariner credential; AND
- The standards of the American National Red Cross or the American Heart Association for CPR courses and satisfies the CPR training requirements of 46 CFR 11.201(i)(2)(iii) for a merchant mariner credential.

This course does not satisfy the requirements for training, standards of competence, or practical assessment required by the STCW Code, as amended 2010, for any STCW endorsement.

Instructors: All instructors for this course must be trained and approved by your organization.

Certificates: Your certificate of training must contain the following information:

- Name and code of the course as *First Aid/CPR/AED (HSINST-203)*
- Name of the educational institution
- Date of completion and location where the training was conducted
- Name of the student
- Signature of an authorized representative of the school

Your certificate of training may contain or you may issue, in addition to a completion certificate, an addendum that contains the approval paragraph as written in this letter. The verbiage appearing on the certificate or addendum must be verbatim as found in this acceptance.

Acceptance Dates: This acceptance is effective May 1, 2022, and expires on December 31, 2027. Subsequent five year renewals may be granted upon a written request to this office made at least 90 days before this acceptance expires.

Failure to comply with the conditions of this acceptance may result in the suspension or withdrawal of this acceptance in accordance with 46 CFR 10.402(g).

If you have questions contact Course Approvals at [NMCCourses@uscg.mil](mailto:NMCCourses@uscg.mil) or (304) 433-3720.

Sincerely,



B. W. CLARE  
Captain, U.S. Coast Guard

Enclosure: (1) Terms of Course Acceptance  
(2) Certificate of Course Acceptance

Terms Of Course Acceptance  
Health & Safety Institute  
First Aid/CPR/AED (HSINST-203)

Providers of Coast Guard Approved training must follow the provisions of 46 CFR Subchapter B and additional Coast Guard Policy documented in the NVIC 03-14 (Ch-1) including:

1. All examinations the student takes to successfully pass the course must be different from any examination previously taken. Examinations must be equivalent in scope and difficulty to the examination that the Coast Guard would have administered. (46 CFR 10.403(a)(4))
2. Any demonstration of practical skills must be appropriate to the subject material presented and equal to the level of endorsement for which the course is approved. (46 CFR 10.403(a)(5))
3. For at least 5 years after the end of each student's enrollment, you must maintain a file of their record as prescribed. (46 CFR 10.403(a)(6))
4. Any changes to the course, including a change of simulators or training aids, or changes or additions of instructors must be submitted to the NMC for evaluation and written approval prior to implementation; submitted to NMCCourses@uscg.mil. (46 CFR 10.403(a)(7))
5. Conduct an internal audit midway through the course's approval period and maintain the results of the audit for a period of not less than 5 years. (46 CFR 10.403(a)(8))
6. Training may only be conducted at a site preapproved by the Coast Guard. Should you wish to provide training at a site other than those included on your site approval letter, a request must be submitted to the NMC via email at NMCSiteApprovals@uscg.mil , or call 304-433-3720 at least 21 days in advance.
7. You must allow, at any time, the National Maritime Center, or a designated representative, to:
  - a. Inspect your facilities, equipment and records, including scholastic and assessment records and administrative and instructional applications of your course delivery software, as applicable;
  - b. Interview and survey students to aid in course evaluation;
  - c. Assign personnel to observe or participate in the course of instruction, with or without prior notification; and,
  - d. Supervise or administer the required examinations or practical demonstrations.
  - e. For distance learning courses, access and review the course on-line at any time after the approval. The username and password must remain active indefinitely. (46 CFR 10.403(a)(9))
8. All Course renewal requests should be submitted to the National Maritime Center, via Homeport or NMCCourses@uscg.mil, at least 90 days before the current approval expires. (NVIC 03-14 (Ch-1), para 5.c.2)
9. All providers with approved training creditable towards STCW endorsements must implement the Quality Standard System requirements of 46 CFR 10.410 by January 1, 2017.
10. Live fire fighting training exercises may be subject to U.S. EPA regulations and other federal, state and local government requirements. Training providers are responsible for ensuring that these requirements are met prior to conducting training.
11. Providers are required to verify student's identity before training commences.

**ENCLOSURE (1)**