



**Flight Operations Standards Department**  
**General Aviation & Training Section**  
**Theoretical Knowledge Instructor's Authorization Issuance/Renewal Application Form**  
 Instructor Authorization is Valid For 12 Calendar Months

**A. FOR OPERATOR USE ONLY**

**1. Organization Details.**

• Organization Name			
• Address			
• Head of Training Contact Details	Name	E-Mail	Phone No.

**2. Air Law, Flight Planning and Monitoring, General Navigation, Radio Navigation and Operational Procedures.**

• Applicant Name	Date & Place of Birth		
• I am applying for	<input checked="" type="checkbox"/>	<input type="checkbox"/> Authorization Issue	<input type="checkbox"/> Authorization Renewal
1. Air Law			
2. Flight Planning and Monitoring			
3. General Navigation			
4. Radio Navigation			
5. Operational Procedures			
I hereby declare that the information given in this form is true, correct and completed		• Applicant Signature	

**3. Air Law, Flight Planning and Monitoring, General Navigation, Radio Navigation and Operational Procedures.**

No	JCARs Requirements	X
a	A person shall not act as a Theoretical Knowledge instructor for an Approved Training Organizations unless the person holds a valid Theoretical Knowledge Instructor's Authorization.	
b	Theoretical Knowledge Instructor's Authorization holders cannot exercise the privileges of their authorization if that authorization has not been renewed prior to the expiry date.	
c	Theoretical Knowledge instructor changing operators shall submit a new Theoretical Knowledge Instructor's Authorization application.	
d	Maximum of three (3) subjects will be allocated as an initial authorization. Maximum of five (5) subjects may be authorized at CARC discretion for subsequent authorizations.	
e	CARC Theoretical Knowledge Instructor's Authorization is issued to persons whom are employed by an Approved Training Organizations	
f	A minimum educational level of successful completion of high school (Tawjihi) or equivalents.	
g	The applicant can read, write, speak and understand English language.	
h	Knowledge of Jordan Civil Aviation Regulations on the related training subjects.	
i	Successfully completed a course on instructional techniques / teaching and learning.	
j	Successfully completed skill level assessment through demonstration lecture and interview by CARC .	
k	Flight crew member hold or have held Instructor Rating; or	
l	ATPL or CPL/IR with a minimum of five (5) years working experience in an Approved Training Organization or Commercial Air Transport operations; or	
m	Navigator with a minimum of five (5) years working experience in the aviation field.	



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**4. Air Law, Flight Planning and Monitoring, General Navigation, Radio Navigation and Operational Procedures.**

No	JCARs Requirements	Yes, or	
a	Have delivered <b>Air Law, Flight Planning and Monitoring, General Navigation, Radio Navigation and Operational Procedures.</b> training during the authorization period validity (12 calendar months); or	Yes, or	
b	Successfully completed skill level assessment through demonstration lecture and interview by CARC Inspectors.	Yes	

**5. Head of Training Recommendation.**

<ul style="list-style-type: none"> <li>I hereby certify that, the applicant is an employee of our organization, and meets JCARs Requirements for <input type="checkbox"/> Air Law, <input type="checkbox"/> Flight Planning and Monitoring, <input type="checkbox"/> General Navigation, <input type="checkbox"/> Radio Navigation and <input type="checkbox"/> Operational Procedures. <input type="checkbox"/> Issuance <input type="checkbox"/> Renewal,</li> <li>I have checked the applicant record, this application attachments, and I am satisfied that the information contained in this application is true, correct and completed</li> </ul>			
• Head of Training Name		• Date	
• Organization Name		• Signature	

**B. FOR CARC USE ONLY**

**1. Assessor Designation.**

The under signed, <b>General Aviation &amp; Training Section</b> authorises .....to conduct skill level assessment for <input type="checkbox"/> Air Law, <input type="checkbox"/> Flight Planning and Monitoring, <input type="checkbox"/> General Navigation, <input type="checkbox"/> Radio Navigation and <input type="checkbox"/> Operational Procedures. Instructor Authorization through lecture demonstration and interview		
Name:	Signature:	Date:

**2. Assessor Recommendation.**

• Lecture and Interview Date		• Skill Level Assessment	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
• Remarks				
Assessor Name:		Signature:		Date:

**3. CARC Instructor Authorization Approval.**

• Authorisation application	<input type="checkbox"/> Authorization Issuance	<input type="checkbox"/> Authorization Renewal
• Authorisation issue	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
• Instructor Authorization	• Instructor Authorization	
• Authorization Privileges	• Exercise the privilege of conducting <input type="checkbox"/> Air Law, <input type="checkbox"/> Flight Planning and Monitoring, <input type="checkbox"/> General Navigation, <input type="checkbox"/> Radio Navigation and <input type="checkbox"/> Operational Procedures. training	
• Authorization Expiry Date	Organization Name	
• Remarks		
Inspector Name:	Signature:	Date:



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**C. SUPPORTING DOCUMENTS.**

- Cover letter from the organization for **Air Law, Flight Planning and Monitoring, General Navigation, Radio Navigation and Operational Procedures** issue / renewal
- This application form
- Copy of flight crew license ATPL or CPL/IR with five (5) years working experience in aviation training organization or commercial air transport operations prove – issue only
- Copy of instructional techniques course completion certificate – issue only
- The expired Instructor Authorization - renewal only
- Prove of delivering training within the authorization period validity (12 calendar months) - renewal only; or
- Successfully completed skill level assessment through demonstration lecture and interview by CARC - renewal only
- One photo