



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. Human Performance.

• Applicant Name	Date & Place of Birth		
• I am applying for	<input checked="" type="checkbox"/> Authorization Issue	<input type="checkbox"/> Authorization Renewal	
1. Human Performance			
I hereby declare that the information given in this form is true, correct and completed	• Applicant Signature		

3. Human Performance.

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	Aviation Medical Specialist with a minimum of five (5) years working experience in the aviation field.	



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4. Human Performance. Authorization Renewal Requirements.

No	JCARs Requirements	Yes, or	
a	Have delivered Human Performance , 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"> I hereby certify that, the applicant is an employee of our organization, and meets JCARs Requirements for <input type="checkbox"/> Human Performance. <input type="checkbox"/> Issuance <input type="checkbox"/> Renewal, 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 			
• Head of Training Name		• Date	
• Organization Name		• Signature	

B. FOR CARC USE ONLY

1. Assessor Designation.

The under signed, General Aviation & Training Section authorisesto conduct skill level assessment for <input type="checkbox"/> Human Performance . Instructor Authorization through lecture demonstration and interview		
Name:	Signature:	Date:

2. Assessor Recommendation.

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

3. CARC Instructor Authorization Approval.

• Authorisation application	Authorization Issuance	<input type="checkbox"/> Authorization Renewal
• Authorisation issue	Approved	<input type="checkbox"/> Not approved
• Instructor Authorization	• Instructor Authorization	
• Authorization Privileges	• Exercise the privilege of conducting <input type="checkbox"/> Human Performance training	
• Authorization Expiry Date	Organization Name	
•Remarks		
Inspector Name:	Signature:	Date:



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C. SUPPORTING DOCUMENTS.

- Cover letter from the organization for **Human Performance** 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
- Aviation Medical Specialist with a minimum of five (5) years working experience in the aviation field
- 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