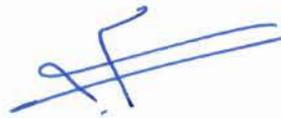


**PART 142**  
**TRAINING CENTERS**

This part of Jordanian Civil Aviation Regulations is hereby adopted under the authority and provisions of the Civil Aviation Law No. 41 dated 2007 and its amendments.



**Capt. Mohammad Amin Al-Quran**  
**Chief Commissioner/CEO**  
**Civil Aviation Regulatory Commission**





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**Subpart- A****General****142.1 Applicability.**

(a) This subpart prescribes the requirements governing the certification and operation of aviation training centers.

(b) Certification under this part is not required for training that is:

- (1) Approved under the provisions of JCAR's OPS 1;
- (2) Approved under JCAR's FCL 1.

(c) Except as provided in paragraph (b) of this section, no person may conduct training, testing, without, or in violation of, the certificate and training specifications required by this part.

**142.3 Definitions.**

For the purpose of this part:

**Core Curriculum:** means a set of courses approved by the Chief Commissioner/CEO, for use by a training center. The core curriculum consists of training which is required for certification. It does not include training for tasks and circumstances unique to a particular user.

**Course:** means

- (1) A program of instruction to obtain certification, qualification, or authorization;
- (2) A curriculum, or curriculum segment, as defined in JCAR's and / or National Civil Aviation Security Training Programme (NCASTP).

**Courseware:** means instructional material developed for each course or curriculum, including lesson plans, instructor Guide, computer software programs, audiovisual programs, workbooks, and handouts.

**Evaluator:** means a person employed by a training center certificate holder who performs tests for certification, authorizations, and who is authorized by CARC to administer such tests.

***Instructor:*** means a person employed by a training center and designated to provide instruction in accordance with subpart C of this part.

***Specialty Curriculum:*** means a set of courses that is designed to satisfy a requirement of CARC Regulations and that is approved by CARC for use by a particular training center. The specialty curriculum includes training requirements unique to one or more training center clients.

***Training center:*** means an organization governed by the applicable requirements of this part that provides training, testing, and checking under contract or other arrangement subject to the requirements of JCAR's.

***Training program*** consists of courses, courseware, facilities, training equipment, and personnel necessary to accomplish a specific training objective. It may include a core curriculum and a specialty curriculum.

***Training specifications:*** means a document issued to a training center certificate holder by CARC that prescribes that center's training, checking, and testing authorizations and limitations, and specifies training program requirements.

#### **142.5 Certificate and training specifications required.**

(a) No person may operate a certificated training center without, or in violation of, a training center certificate and training specifications issued under this part.

(b) An applicant will be issued a training center certificate and training specifications with appropriate limitations if the applicant shows that it has adequate facilities, equipment, personnel, and courseware required by 142.11 to conduct training approved under 142.37.

#### **142.7 Duration of a certificate.**

(a) Except as provided in paragraph (b) of this part, a training center certificate issued under this part expires at the end of the 24<sup>th</sup> month after the month in which it is issued or renewed unless sooner surrendered, suspended, revoked, or cancelled.

(b) Unless sooner surrendered, suspended, revoked, or cancelled, a certificate issued under this part for a training center located outside Jordan expires at the end of the 12<sup>th</sup> month after the month in which it is issued or renewed.

(c) If CARC suspends, revokes, or cancels a training center certificate, the holder of that certificate shall return the certificate to CARC within 5 working days after being notified that the certificate is suspended, revoked, or cancelled.

**142.9 Exemptions.**

(a) The Chief Commissioner may issue an exemptions from any of the requirements of this part in accordance with JCAR Part 11.23.

**142.11 Application for issuance or amendment.**

(a) An application for a training center certificate shall:

- (1) Be made on a form and in a manner prescribed by CARC;
- (2) Be filed with CARC; and
- (3) Be made at least 120 calendar days before the beginning of any proposed training or 60 calendar days before effecting an amendment to any approved training, unless a shorter filing period is approved by CARC.

(b) Each application for a training center certificate shall provide:

- (1) A statement showing that the minimum qualification requirements for each management position are met or exceeded;
- (2) A statement acknowledging that the applicant shall notify CARC within 30 calendar days of any change made in the assignment of persons in the required management positions;
- (3) The proposed training authorizations requested by the applicant;
- (4) The proposed evaluation authorization;
- (5) A description of the applicant's training facilities, equipment, qualifications of personnel to be used and proposed evaluation plans;
- (6) A training program curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the items required in subpart B of this part, upon request by CARC;
- (7) A description of a record-keeping system that will identify and document the details of training, qualification, and certification of students, instructors, and evaluators;
- (8) A description of quality control measures proposed; and
- (9) A method of demonstrating the applicant's qualification and ability to provide training for a certificate.

(c) The facilities and equipment described in paragraph (b) (5) of this section shall:

- (1) Be available for inspection and evaluation prior to approval; and
- (2) Be in place and operational at the location of the proposed training center prior to issuance of a certificate under this part.

(d) An applicant who meets the requirements of this part and is approved by CARC is entitled to:

- (1) A training center certificate containing all business names included on the application under which the certificate holder may conduct operations and the address of each business office used by the certificate holder; and
- (2) Training specifications, issued by CARC to the certificate holder, containing:
  - (i) Authorized exemptions from this part; and
  - (ii) Any other items CARC may require or allow.

(e) CARC may deny, suspend, revoke, or cancel a certificate under this part if CARC finds that the applicant or the certificate holder:

- (1) Held a training center certificate that was revoked, suspended, or cancelled within the previous 5 years; or
- (2) Employs or proposes to employ a person who:
  - (i) Was previously employed in a management or supervisory position by the holder of a training center certificate that was revoked, suspended, or cancelled within the previous 5 years;
  - (ii) Exercised control over any certificate holder whose certificate has been revoked, suspended, or cancelled within the last 5 years; and
  - (iii) Contributed materially to the revocation, suspension, or cancelation of that certificate and who will be employed in a management or supervisory position, or who will be in control of or have a substantial ownership interest in the training center.

(3) Has provided incomplete, inaccurate, fraudulent, or false information for a training center certificate;

(4) Should not be granted a certificate if the grant would not foster aviation safety.

(f) At any time, CARC may amend a training center certificate:

(1) On CARC's own initiative, under applicable rules and regulations; or

(2) Upon timely application by the certificate holder.

(g) The certificate holder must file an application to amend a training center certificate at least 60 calendar days prior to the applicant's proposed effective amendment date unless a different filing period is approved by CARC.

### **142.13 Management and personnel requirements.**

An applicant for a training center certificate must show that:

(a) For each proposed curriculum, the training center has, and shall maintain, a sufficient number of instructors who are qualified in accordance with subpart C of this part to perform the duties to which they are assigned;

(b) The training center has designated, and shall maintain, a sufficient number of approved evaluators to provide required tests to graduation candidates within 7 calendar days of training;

(c) The training center has, and shall maintain, a sufficient number of management personnel who are qualified and competent to perform required duties; and

(d) A management representative, and all personnel who are designated by the training center to conduct direct student training, are able to understand, read, write, and fluently speak the English language.

### **142.15 Facilities.**

(a) An applicant for, or holder of, a training center certificate shall ensure that:

(1) Each room, training booth, or other space used for instructional purposes is heated, lighted, and ventilated to conform to local building, sanitation, and health codes; and

(2) The facilities used for instruction are not routinely subject to significant distractions caused by flight operations and maintenance operations at the airport.

(b) An applicant for, or holder of, a training center certificate shall establish and maintain a principal business office that is physically located at the address shown on its training center certificate.

(c) The records required to be maintained by this part must be located in facilities adequate for that purpose.

(d) An applicant for, or holder of, a training center certificate must have available adequate courseware at a location approved by CARC.

**142.17 thru 142.25 [Reserved].**

**142.27 Display of certificate.**

(a) Each holder of a training center certificate must prominently display that certificate in a place accessible to the public in the principal business office of the training center.

(b) A training center certificate and training specifications must be made available for inspection upon request by:

- (1) The Chief Commissioner; or
- (2) CARC inspector; or
- (3) Any authorized government enforcement agency.

**142.29 Inspections.**

Each certificate holder must allow the Chief Commissioner or CARC inspector to inspect training center facilities, equipment, and records at any reasonable time and in any reasonable place in order to determine compliance with or to determine initial or continuing eligibility under Civil Aviation Law No. 41 for the year 2007, as amended, and the training center's certificate and training specifications.

**142.31 Advertising limitations.**

(a) A certificate holder may not conduct, or advertise to conduct, any training and testing, that is not approved by CARC if that training is designed to satisfy any requirement of JCAR's and / or NCASTP.

(b) A certificate holder whose certificate has been surrendered, suspended, revoked, or cancelled must:

(1) Promptly remove all indications, including signs, wherever located, that the training center was certificated by CARC; and

(2) Promptly notify all advertising agents, or advertising media, or both, employed by the certificate holder to cease all advertising indicating that the training center is certificated by CARC.

**142.33 [Reserved].**

**Subpart –B**  
**Curriculum and Syllabus Requirements**

**142.35 Applicability.**

This subpart prescribes the curriculum and syllabus requirements for the issuance of a training center certificate and training specifications for training and testing, conducted to meet the requirements of this part.

**142.37 Approval of training program.**

(a) Except as provided in paragraph (b) of this section, each applicant for, or holder of, a training center certificate must apply to CARC for training program approval.

(b) A curriculum approved under applicable sections of JCAR's is approved under this part without modifications.

(c) Application for training program approval shall be made in a form and in a manner acceptable to CARC.

(d) Each application for training program approval must indicate which courses are parts of the core curriculum and which courses are parts of the specialty curriculum;

(e) If, after a certificate holder begins operations under an approved training program, CARC finds that the certificate holder is not meeting the provisions of its approved training program, CARC may require the certificate holder to make revisions to that training program.

(f) If CARC requires a certificate holder to make revisions to an approved training program and the certificate holder does not make those required revisions, within 30 calendar days, CARC may suspend, revoke, or cancel the training center certificate.

### **142.39 Training program curriculum requirements.**

Each training program curriculum submitted to CARC for approval must meet the applicable requirements of this part and must contain:

- (a) A syllabus for each proposed curriculum;
- (b) Minimum instructor and evaluator qualifications for each proposed curriculum;
- (c) A curriculum for initial training and continuing training of each instructor or evaluator employed to instruct in a proposed curriculum; and
- (d) For each curriculum that provided for the issuance of a certificate, a means of tracking student performance.

### **142.41-142.43 Reserved.**

## **Subpart- C Personnel and Training Equipment Requirements**

### **142.45 Applicability.**

This subpart prescribes the personnel and training equipment requirements for a certificate holder that is training to meet the requirements of this part and /or National Civil Aviation Security Training Programme.

### **142.47 Training center instructor eligibility requirements.**

- (a) A certificate holder may not employ a person as an instructor in a training course that is subject to approval by CARC unless that person:
  - (1) Is at least 20 years of age;
  - (2) Is able to read, write, speak and understand in the English language;

(3) For aviation security instructors, to meet the requirements of National Civil Aviation Security Programme.

(b) A training center must designate each instructor in writing to instruct in each approved course, 10 working days prior to that person functioning as an instructor in that course.

(c) Prior to initial designation, each instructor shall:

(i) Have appropriate experience in aviation and shall, before appointment, give proof of their competency by giving a test lecture based on material they have developed for the subjects they are to teach.

(ii) An authorization from CARC to conduct specific training in a training center.

(iii) The validity period for a specific authorization shall not exceed (1) year.

#### **142.49 Training center instructor / evaluator privileges and limitations.**

(a) A certificate holder may allow an instructor to provide:

(1) Instruction for each curriculum for which that instructor is qualified.

(2) Testing for which that instructor is qualified.

(3) Instruction and testing, intended to satisfy the requirements of any part of JCAR's.

(b) A training center may not allow an instructor to:

(1) Conduct more than 8 hours of instruction in any 24-consecutive-hour period;

(2) Provide training instruction unless that instructor meets the requirements of 142.53.

#### **142.51 Aviation security instructor certification and re- certification**

(a) Certification shall consist of the following elements:

(1) A multiple-choice questionnaire or any other form approved by CARC (i.e. Written or oral examination); and

(2) A practical exam (i.e. Presentation of a training module).

(3) The certification exams shall be conducted every two years.

(4) The passing grade is 75 per cent.

(5) A candidate must pass all the required exams.

(6) Upon successful completion of the certification process, the candidate shall be given an official certificate containing a statement of competence.

(b) Re-Certification. The instructor authorization period of validity is two years.

#### **142.53 Training center instructor training and testing requirements.**

Except as provided in this paragraph, prior to designation and every 12 calendar months beginning the first day of the month following an instructor's initial designation, a certificate holder must ensure that each of its instructors must satisfactorily demonstrate to a CARC inspector and or an authorized evaluator knowledge of, and proficiency in, instructing in a representative segment of each curriculum for which that instructor is designated to instruct under this part.

#### **142.55 Training center evaluator requirements.**

A training center must ensure that each person authorized as an evaluator:

(1) Is approved by CARC;

(2) Is in compliance with 142.47, 142.49, and 142.53 and any applicable fee statute of the CARC;

#### **142.57-142.59 [Reserved]**

### **Subpart- D Operating Rules**

#### **142.61 Applicability.**

This subpart prescribes the operating rules applicable to a training center certificated under this part and operating a course or training program curriculum approved in accordance with subpart B of this part.

#### **142.63 [Reserved].**

#### **142.65 Limitations.**

(a) The holder of a training center certificate may not recommend a trainee for a certificate, unless the trainee:

(1) Has satisfactorily completed the training specified in the course approved under 142.37, and

(2) Has passed the final tests required by 142.37.

(b) The holder of a training center certificate may not graduate a student unless the student has satisfactorily completed the curriculum requirements of that course.

**142.67-142.69 Reserved.**

**Subpart- E  
Record-keeping**

**142.71 Applicability.**

This subpart prescribes the training center record keeping requirements for trainees enrolled in a course, instructors and evaluators designated to instruct a course, approved in accordance with subpart B of this part.

**142.73 Record-keeping requirements.**

(a) A certificate holder shall maintain and retain the training records and report for a period of at least 5 years, using appropriate administrative staff for each trainee that contains:

(1) The name of the trainee;

(2) A copy of the trainee's certificate;

(3) The name of the course;

(4) The trainee's prerequisite experience and course time completed;

(5) The trainee's performance on each lesson and the name of the instructor providing instruction;

(6) The date and result of each end-of-course practical test and the name of the evaluator conducting the test; and

(7) The number of hours of additional training that was accomplished after any unsatisfactory practical test.

**(b) Each training center shall submit training records and reports as required by CARC.**

(c) A certificate holder shall maintain a record for each instructor or evaluator designated to instruct a course approved in accordance with subpart B of this part that indicates that the instructor or evaluator has complied with the requirements of 142.13, 142.45, 142.47, 142.49, and 142.53, as applicable.

**142.75-142.79 Reserved.**

**Subpart- F**  
**Other Approved Courses**

**142.81 Conduct of other approved courses.**

(a) An applicant for, or holder of, a training center certificate may apply for approval to conduct a course for which a curriculum is not prescribed by this part.

(b) The course for which application is made under paragraph (a) of this section may be for airmen other than flight crewmembers, material handlers, ground servicing personnel, security personnel, and others approved by CARC.

(c) An applicant for course approval under this subpart must comply with the applicable requirements of subpart A through subpart F of this part.

(d) CARC approves the course for which the application is made if the training center or training center applicant shows that the course contains a curriculum that will achieve a level of competency equal to, or greater than, that required by the appropriate part of JCAR.

-END-