



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. Aircraft General Knowledge, Airframe, Systems, Power plant, Instrumentation, Mass and balance, Performance, Principles of flight, VFR Communications & IFR Instructors Details.

• Applicant Name		Date & Place of Birth	
• I am applying for	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Authorization Issue	<input type="checkbox"/> Authorization Renewal
1. Aircraft General Knowledge			
2. Airframe			
3. Systems			
4. Power plant, Instrumentation			
5. Mass and balance, Performance			
6. Principles of flight			
7. VFR Communications			
8. IFR			
I hereby declare that the information given in this form is true, correct and completed.			• Applicant Signature

3. Aircraft General Knowledge, Airframe, Systems, Power plant, Instrumentation, Mass and balance, Performance, Principles of flight, VFR Communications & IFR Instructors Details Authorization Issuance Requirements.

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	Hold Aeronautical engineering degree, with a minimum of five (5) years working experience in the aviation field; or	
l	Flight crew member hold or have held Instructor Rating; or	
m	ATPL or CPL/IR with a minimum of five (5) years working experience in an Approved Training Organization or Commercial Air Transport operations.	



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4. Aircraft General Knowledge, Airframe, Systems, Power plant, Instrumentation, Mass and balance, Performance, Principles of flight, VFR Communications & IFR Instructors Authorization Renewal Requirements.

No	JCARs Requirements	Yes, or	
a	Have delivered Aircraft General Knowledge, Airframe, Systems, Power plant, Instrumentation, Mass and balance, Performance, Principles of flight, VFR Communications & IFR Communications 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.

• I hereby certify that, the applicant is an employee of our organization, and meets JCARs Requirements for Aircraft General Knowledge, Airframe, Systems, Power plant, Instrumentation, Mass and balance, Performance, Principles of flight, VFR Communications & IFR Instructor Authorization Issuance 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 Aircraft General Knowledge, Airframe, Systems, Power plant, Instrumentation, Mass and balance, Performance, Principles of flight, VFR Communications & IFR Instructors Authorization Renewal Requirements. 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"/> Aircraft General Knowledge, <input type="checkbox"/> Airframe, Systems, <input type="checkbox"/> Power plant, Instrumentation, <input type="checkbox"/> Mass and balance, <input type="checkbox"/> Performance, <input type="checkbox"/> Principles of flight, <input type="checkbox"/> VFR Communications & <input type="checkbox"/> IFR Instructors Authorization Renewal Requirements. training			
• Authorization Expiry Date		Organization Name		
•Remarks				
Inspector Name		Signature	Date	



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C. SUPPORTING DOCUMENTS.

- Cover letter from the organization for Aircraft General Knowledge, Airframe, Systems, Power plant, Instrumentation, Mass and balance, Performance, Principles of flight, VFR Communications & IFR instructor authorization 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