



**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. Flight Dispatcher Instructor.**

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

**3. Flight Dispatcher Instructor Authorization.**

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 a valid JCAR dispatcher license	
l	Have a minimum of 5 years working experience as a flight dispatcher in commercial air transport.	
m	Hold a valid flight dispatcher 12 months recurrent training.	



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**4. Flight Dispatcher Instructor Authorization. Authorization Renewal Requirements.**

No	JCARs Requirements	Yes, or	
a	Have delivered Flight Dispatcher 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	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"/> <b>Flight Dispatcher Instructor.</b></li> <li>• <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>			
• <b>Head of Training Name</b>		• <b>Date</b>	
• <b>Organization Name</b>		• <b>Signature</b>	

**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"/> <b>Flight Dispatcher</b> Instructor Authorization through lecture demonstration and interview		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

**2. Assessor Recommendation.**

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

**3. CARC Instructor Authorization Approval.**

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



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**C. SUPPORTING DOCUMENTS.**

1. Cover letter from the organization for **Flight Dispatcher Instructor** issue / renewal
2. This application form
3. Copy of instructional techniques course completion certificate – issue only
4. Hold a valid JCAR dispatcher license
5. Have a minimum of 5 years working experience as a flight dispatcher in commercial air transport.
6. Hold a valid flight dispatcher 12 months recurrent training.
7. Prove of delivering training within the authorization period validity (12 calendar months) - renewal only; or
8. Successfully completed skill level assessment through demonstration lecture and interview by CARC - renewal only
9. One photo