



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Aviation Training Organization
Flight Dispatcher Instructor Authorization Issuance/Renewal Application Form

Instructor Authorization is Valid For 12 Calendar Month

A. FOR OPERATOR USE ONLY

1. Organization Details.

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

2. Flight Dispatcher Instructor Details.

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

3. Flight Dispatcher Instructor Authorization Issuance Requirements.

No	Requirements		
a	Hold valid dispatcher license	Yes	
b	Have a minimum of five (5) years working experience as a flight dispatcher in commercial air transport with a valid flight dispatcher 12 month recurrent training	Yes	
c	Have completed operator conversion, differences training course and ETOPS initial training course	Yes	
d	Full time employment with training organization	Yes	
e	Successfully completed a course on instructional techniques	Completed	
f	Complete operator internal training concerning the applicable administrative procedures, contents of training manuals as well as training related documents, forms and records in accordance with training manual. (See appendix A Operator Internal Training for Ground Instructors of Ground Instructors and Examiners Authorizations)	Completed	
g	Successfully completed skill level assessment through demonstration lecture and interview by CARC		
h	Be supervised by a suitably qualified flight dispatcher instructor when conducting their first flight dispatcher training course lectures		

4. Flight Dispatcher Instructor Authorization Renewal Requirements

No	Requirements		
a	Have delivered flight dispatcher training courses during the authorization period validity (12 calendar months); or	Yes, or	
b	In the absence of this attend flight dispatcher recurrent training	Yes	

5. Head of Training Recommendation.

• I hereby certify that, the applicant is an employee of our organization, and meets Requirements for Flight Dispatcher Instructor Authorization <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	



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B. FOR CARC USE ONLY

1. Assessor Designation.

<ul style="list-style-type: none"> The under signed, Chief of Flight Crew Licensing and Training Section authorisesto conduct skill level assessment for Flight Dispatcher Instructor Authorization through lecture demonstration and interview 		
Name	Signature	Date

2. Assessor Recommendation.

<ul style="list-style-type: none"> Lecture and Interview Date 		<ul style="list-style-type: none"> Skill Level Assessment 	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
<ul style="list-style-type: none"> Remarks 				
Assessor Name	Signature		Date	

3. CARC Flight Dispatcher Instructor Authorization Approval.

<ul style="list-style-type: none"> Authorisation application 	<input type="checkbox"/> Authorization Issuance	<input type="checkbox"/> Authorization Renewal
<ul style="list-style-type: none"> Authorisation issue 	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
<ul style="list-style-type: none"> Instructor Authorization 	<ul style="list-style-type: none"> Flight Dispatcher Instructor Authorization for (Operator Name) 	
<ul style="list-style-type: none"> Authorization Privileges 	<ul style="list-style-type: none"> Exercise the privilege of conducting flight dispatchers: <ul style="list-style-type: none"> Initial training Bridge training Conversion training Differences training ETOPS initial training Requalification training Annual recurrent training and checking 	
<ul style="list-style-type: none"> Authorization Expiry Date 		
<ul style="list-style-type: none"> Remarks 		
Inspector Name	Signature	Date

Note: The flight dispatcher conversion, differences and the annual recurrent training are applicable for the airplanes type that, the instructor has a type qualification for

C. SUPPORTING DOCUMENTS.

- Cover Letter from the organization for Flight Dispatcher Instructor Authorization issue / renewal
- This application form
- Copy of valid flight dispatcher license
- Copy of valid passport - issue only
- Prove of a minimum of five (5) years working knowledge and experience as Flight Dispatcher in commercial air transport with valid cabin crew 12 month recurrent training - issue only
- Prove of for completion conversion training, differences and ETOPS initial training course
- Copy of instructional techniques course completion certificate - issue only
- The expired Flight Dispatcher Instructor Authorization - renewal only
- Prove of delivering flight dispatcher initial and recurrent training within the authorization period validity (12 calendar months) - renewal only; or
- Prove of attending flight dispatcher recurrent training– renewal only
- One photo