NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.290

National Policy

Effective Date:
3/19/15

Cancellation Date:
3/19/16

SUBJ: Surveillance of Part 65 Aircraft Dispatcher Certification Courses (PTRS 1667)

1. Purpose of This Notice. This notice contains guidance for aviation safety inspectors (ASI) who conduct surveillance of Title 14 of the Code of Federal Regulations (14 CFR) part 65 Aircraft Dispatcher Certification Courses. This notice replaces N 8900.260, Surveillance of Part 65 Aircraft Dispatcher Certification Courses (PTRS 1667), to continue its guidance. The continuance of this guidance is necessary to allow completion of the national policy that will eventually be published in Federal Aviation Administration (FAA) Order 8900.1, Flight Standards Information Management System (FSIMS).

2. Audience. The primary audience for this notice is regional Flight Standards division (RFSD) Regional Automated Modular Planning Software (RAMPS) coordinators, Flight Standards District Offices (FSDO), and ASIs responsible for the oversight of part 65 Aircraft Dispatcher Certification Courses. The secondary audience includes Flight Standards (AFS) branches and divisions in the regions and in headquarters (HQ).

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Operators can find this notice on the FAA's Web site at http://fsims.faa.gov. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Cancellation. This notice cancels N 8900.260, Surveillance of Part 65 Aircraft Dispatcher Certification Courses (PTRS 1667), dated March 27, 2014.

5. Background. Program Tracking and Reporting Subsystem (PTRS) activity code 1667 (SURVL/AIRM/TRNG (61, 63, 65)) has existed as a Planned Surveillance Work Activity (P-item) for airmen training under part 65. The Fiscal Year (FY) 2014 National Work Program Guidelines (NPG) makes this activity a Required Surveillance Work Activity (R-item) for ASIs with oversight responsibility of part 65 FAA-approved Aircraft Dispatcher Certification Courses. ASIs will use activity code 1667 when conducting surveillance of an Aircraft Dispatcher Certification Course operator as the operator is administering the course to students.

6. Action. ASIs conducting onsite surveillance of a course in progress will accomplish the following:

a. Preparation. Prior to conducting an inspection of an operator's Aircraft Dispatcher Certification Course, ASIs will review the FAA-approved training course outline (TCO) to determine it meets the requirements of part 65 subpart C and part 65 appendix A.

> **Note:** The ASI will compare the operator's dispatcher TCO to the actual course being taught on page 2.

b. Onsite Activity. When observing an Aircraft Dispatcher Certification Course in progress, ASIs should not participate in the course activities and should hold off making comments until the end of the class or during a break. ASI activities should not disrupt or negatively impact the students' environment.

c. Courseware Inspection. ASIs will evaluate the overall quality of the courseware, such as presentations, handouts, etc. Focus on the following:

- The courseware is consistent with the FAA-approved TCO and the course operator's courseware manual; and
- The courseware has sufficient detail to ensure students comprehend the subject areas.

d. Training Facilities. Part 65 requires training facilities and instructional environments to meet certain requirements. When conducting surveillance of an Aircraft Dispatcher Certification Course in progress, ASIs should also evaluate the training facility to determine if it provides students with adequate workspace, equipment, and materials to complete intricate calculations related to aircraft performance and flight planning. ASIs should be able to determine that the workspace provides each student with enough room to properly use all necessary aeronautical charts and reference materials. An Aircraft Dispatcher Certification Course training facility must be available for inspection by the Administrator at any time. In accordance with part 65, § 65.65, each training facility room or training space must:

- Be temperature controlled,
- Lighted,
- Ventilated,
- Free from distraction, and
- Conform to all local building, sanitation, and health codes.

e. Adequate Personnel. In accordance with § 65.67, Aircraft Dispatcher Certification Course operators must have adequate instructional personnel. At least one instructor must hold an Aircraft Dispatcher Certificate and must be available to coordinate all training course instruction. In addition, ASIs will determine if the course operator complies with the following:

(1) Instructor-to-student ratio. In accordance with the requirements of § 65.67(a)(2), the ratio of students for each instructor may not exceed 25 students per instructor. ASIs must ensure that the course operator does not exceed this ratio.

(2) Section 65.67(b) requires that the instructor who teaches the Practical Dispatch Applications area of part 65 appendix A must hold an Aircraft Dispatcher Certificate.

f. Instructional Methods. ASIs should ensure instructors are conducting effective instruction. The following guidelines help determine if instruction methods are effective:

- The instructor is familiar with the course operator's policies and procedures and knows how to complete training forms;
- The instructor is knowledgeable in the specific area of instruction and is able to present the material in a factual, clear, logical, and organized manner;
- The instructor follows the applicable lesson plans, guides, or other training aids; and
- The students in the class appear engaged and able to comprehend the lesson(s).

g. Records. ASIs should review student records for compliance with § 65.70. In particular, ASIs should determine that the course operator complies with the requirement for 80 percent of its students to pass the Aircraft Dispatcher Practical Test on their first attempt (§ 65.63(c)(1)).

h. Additional PTRS Activities. ASIs may conduct separate P-items of the following, at any time, using PTRS activity code 1692 (SURVL/MISC/APRVD TRNG COURSE (63, 65)):

- Training facility inspections;
- General courseware/content/curriculum review;
- Review of student records and reports; and
- The withdrawal or cancellation of approval of a course.

7. Disposition. We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions or comments concerning this notice to the New Program Implementation Branch (AFS-240) at 202-267-8166.



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