5-1361 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- 1513, CERT/AIRM/DISP/LTR/COMPTENCY;
- 1524, CERT/AIRM/DISPATCHER; and
- 1563, CERT/EXMNR/REVW EXMNR/APD/TCE/F.

5-1362 OBJECTIVE. This section provides aviation safety inspectors (ASI), examiners, and office managers with the necessary directives and guidance for conducting aircraft dispatcher certification, including administering the Aircraft Dispatcher Practical Test. For the purposes of this section, an “examiner” who administers the Aircraft Dispatcher Practical Test is either an ASI—Aircraft Dispatch (ASI-AD) or a Designated Aircraft Dispatcher Examiner (DADE).

5-1363 FORMS AND FIGURES.

A. Applicable Federal Aviation Administration (FAA) Forms:

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet.
- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Form 8060-5, Notice of Disapproval of Application.
- FAA Form 8400-3, Application for an Airman Certificate and/or Rating.
- FAA Form 8710-6, Examiner Designation and Qualification Record.

B. Figures Included in This Section:

- Figure 5-214, Sample Practical Test Tracking Form.
- Figure 5-215, Sample Letter of Aeronautical Competency—Successful Applicant of Aircraft Dispatcher Certificate Less Than 23 Years of Age.
- Figure 5-216, Sample Letter of Discontinuance.

5-1364 RELATED POLICY AND GUIDANCE.

A. FAA-Approved Aircraft Dispatcher Certification Courses.

1) FAA Order 8900.1. Policy governing the approval and management of Aircraft Dispatcher Certification Courses, approved in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 65 subpart C, is contained in Volume 3, Chapter 63, Sections 1 through 3.
2) **Advisory Circular (AC) 65-34.** The current edition of AC 65-34, FAA-Approved Aircraft Dispatcher Certification Courses, contains standards and guidelines for course operators and for individuals seeking certification as an aircraft dispatcher.

**B. Designated Aircraft Dispatcher Examiners (DADE).** Policy governing the appointment and management of DADEs is contained in Volume 13, Chapter 3, Sections 1 through 5.

**C. English Language Standards for Aircraft Dispatcher Certificates.** The current edition of AC 60-28, FAA English Language Standard for an FAA Certificate Issued Under 14 CFR Parts 61, 63, 65, and 107, contains requirements and guidelines related to English language skills necessary for obtaining and holding an Aircraft Dispatcher Certificate.

**D. Flight Standards Service Schedule of Charges Outside the United States.** The current edition of AC 187-1, Flight Standards Service Schedule of Charges Outside the United States, contains a schedule of fees that includes charges for FAA services related to the certification of aircraft dispatchers.

**E. Integrated Airman Certification and Rating Application (IACRA).** Information related to IACRA can be found at https://iacra.faa.gov. There is also information in Volume 5, Chapter 2, Section 4. That particular section applies to certification of pilots under 14 CFR part 61; however, the information related to IACRA is also relevant for the certification of aircraft dispatchers under part 65.

5-1365 **AIRCRAFT DISPATCHER CERTIFICATE—GENERAL REQUIREMENTS.**

**A. Requirement to Carry an Aircraft Dispatcher Certificate.** Part 65, § 65.61 states that no person may act as an aircraft dispatcher (exercising responsibility with the pilot in command (PIC) in the operational control of a flight) in connection with any civil aircraft in air commerce unless that person has in his or her personal possession an Aircraft Dispatcher Certificate issued by the FAA in accordance with part 65. In addition, each person who holds an Aircraft Dispatcher Certificate must present it for inspection upon the request of the Administrator, an authorized representative of the National Transportation Safety Board, or any Federal, state, or local law enforcement officer.

**B. General Eligibility Requirements for an Aircraft Dispatcher Certificate.** In accordance with § 65.53, the eligibility requirements for an Aircraft Dispatcher Certificate are as follows:

1) **Minimum Age for Knowledge Test.** To be eligible to take the Aircraft Dispatcher Knowledge Test (ADX Knowledge Test) a person must be at least 21 years of age.

2) **Minimum Requirements for a Certificate.** To be eligible for an Aircraft Dispatcher Certificate, a person must meet the following criteria:

   a) Be at least 23 years of age.

   b) Be able to read, speak, write, and understand the English language.

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c) Pass the ADX Knowledge Test, as required by § 65.55.

d) Pass the Aircraft Dispatcher Practical Test, as required by § 65.59.

e) Comply with the experience or training requirements of § 65.57.

C. Knowledge Requirements. Section 65.55 contains the knowledge requirements for an Aircraft Dispatcher Certificate. The ADX Knowledge Test is based on these requirements.

D. Experience or Training Requirements. An applicant for an Aircraft Dispatcher Certificate must meet the experience or training requirements contained in § 65.57.

E. Skill Requirements. An applicant for an Aircraft Dispatcher Certificate must pass an Aircraft Dispatcher Practical Test given by the Administrator (or his/her designee). The Aircraft Dispatcher Practical Test will be based on any one type of large aircraft used in air carrier operations. The practical test will be based on the current edition of the Aircraft Dispatcher Practical Test Standards (PTS). The FAA publishes the Aircraft Dispatcher PTS, which is based on the requirements of part 65 appendix A.

5-1366 THERE ARE NO RATINGS OR LIMITATIONS ASSOCIATED WITH AN AIRCRAFT DISPATCHER CERTIFICATE. An Aircraft Dispatcher Certificate is a basic unrestricted certificate that does not expire. Unlike pilot certificates, limitations such as those based on medical conditions or English language skills will not be issued.

5-1367 WHO CAN ADMINISTER THE AIRCRAFT DISPATCHER PRACTICAL TEST. Only a fully trained and qualified ASI-AD or DADE may administer the Aircraft Dispatcher Practical Test.

A. ASI-AD. An ASI-AD (often referred to as a dispatch inspector) is an ASI who holds a valid United States Aircraft Dispatcher Certificate and is specifically designated as an “1825-AD” in an official Office of Personnel Management (OPM) position description (PD). The PD for an ASI-AD is contained in Human Resource Policy Manual (HRPM) Supplement, volume 1, and is listed as an “1825AD”. An ASI-AD is considered to be fully trained and qualified after having completed all of the required FAA Academy initial training (string training) courses, including the course specific to Aircraft Dispatcher Functions for ASIs.

B. DADEs. In accordance with 14 CFR part 183, § 183.25(f) and FAA policy applicable to DADEs (see Volume 13, Chapter 3), a DADE is a Technical Personnel Examiner (TPE) who is designated as a representative of the Administrator and who may do the following:

1) Accept applications for and conduct the Aircraft Dispatcher Practical Test; and

2) At the discretion of the managing FAA office, issue temporary Aircraft Dispatcher Certificates to qualified applicants.

5-1368 SPECIFIC ELIGIBILITY REQUIREMENTS FOR THE AIRCRAFT DISPATCHER PRACTICAL TEST. To be eligible to take the Aircraft Dispatcher Practical Test, a person must meet the following requirements:
A. **Pass the ADX Knowledge Test.** To be eligible for an Aircraft Dispatcher Certificate, an individual must pass the ADX Knowledge Test as outlined in § 65.55. The ADX Knowledge Test is a computerized test. The test is administered at an Airman Knowledge Testing (AKT) center. Information related to AKT centers can be found on the FAA’s website at www.faa.gov, under the Training and Testing tab. To access the information, select “Airman Testing” from the drop-down menu under the tab. Once on the Airman Testing page, click on the link for “Knowledge Testing.”

B. **Minimum Age.** To be eligible to take the Aircraft Dispatcher Practical Test, a person must be at least 21 years of age. This is based on the minimum age requirement for the ADX Knowledge Test (refer to § 65.53(a)). The minimum age requirement for an Aircraft Dispatcher Certificate is 23 years of age. Therefore, applicants who take the Aircraft Dispatcher Practical Test prior to reaching 23 years of age are not entitled to an Aircraft Dispatcher Certificate. Applicants under the age of 23 who pass the Aircraft Dispatcher Practical Test will be issued a Letter of Aeronautical Competency in lieu of a Temporary Airman Certificate. Letters of Aeronautical Competency are discussed later in this section.

C. **English Language Requirement.** To be eligible to take the Aircraft Dispatcher Practical Test, and be issued an Aircraft Dispatcher Certificate, a person must be able to read, speak, write, and understand the English language in accordance with § 65.53. Any applicant who fails to demonstrate this ability will not be issued an Aircraft Dispatcher Certificate.

D. **Airman Knowledge Test Report.** Each applicant for an Aircraft Dispatcher Certificate must present an original, embossed Airman Knowledge Test Report showing satisfactory test results. The applicant must have passed the test within the preceding 24 calendar-months prior to the completion of the practical test.

E. **Application.** Each applicant must complete and sign FAA Form 8400-3.

F. **Experience/Training Requirement.** Each applicant for an Aircraft Dispatcher Certificate must show evidence satisfactory to the Administrator of having obtained experience or training in accordance with § 65.57.

1) **Graduates of an FAA-Approved Aircraft Dispatcher Certification Course in Accordance with § 65.57(b).** Applicants possessing a valid statement of graduation and an instructor’s recommendation from an FAA-approved Aircraft Dispatcher Certification Course meet the training requirements of § 65.57(b) and are eligible to take the Aircraft Dispatcher Practical Test.

   a) A statement of graduation (graduation certificate) is valid for 90 days from completion of a course. A course operator may revalidate the graduation certificate for an additional 90 days only if the operator determines that the student remains proficient in the subject areas listed in part 65 appendix A.

   b) The instructor’s recommendation must be entered in section 7 of FAA Form 8400-3. The instructor’s signature indicates the applicant has met the requirements for and is ready to take the Aircraft Dispatcher Practical Test.
2) **Applicants Who Provide Documentary Evidence of Experience in Accordance with § 65.57(a)(1), (2), or (3).** Applicants who have not graduated from an FAA-approved part 65 Aircraft Dispatcher Certification Course but instead present documentary evidence of having experience, in accordance with § 65.57(a)(1), (2), or (3), may be eligible to take the Aircraft Dispatcher Practical Test, provided the Administrator finds the documentary evidence to be satisfactory. In this case, the Administrator will be represented by an ASI-AD, who will review the documentary evidence to determine if it is satisfactory. If the ASI-AD finds the documentary evidence to be satisfactory, the ASI-AD may administer the Aircraft Dispatcher Practical Test to the applicant; or an ASI-AD who is the FAA managing specialist of a DADE may authorize the DADE to administer the test. The ASI-AD must retain the applicant’s documentary evidence as part of the airman certification file.

3) **Applicants Who Provide Documentary Evidence of Experience in Aircraft Operations in Accordance with § 65.57(a)(4) Require Approval from the Air Transportation Division (AFS-200).** Section 65.57(a)(4) allows an applicant to present documentary evidence to the Administrator of having performed other duties in aircraft operations that may provide equivalent experience to what is prescribed in § 65.57(a)(1), (2), or (3). For the purposes of § 65.57(a)(4), the Administrator will be represented by AFS-200, who will make the ultimate determination as to whether or not the applicant’s documentary evidence is satisfactory and shows experience equivalent or greater than what is prescribed in § 65.57(a)(1), (2), or (3). No examiner (ASI-AD or DADE) may administer the Aircraft Dispatcher Practical Test to an applicant presenting evidence of equivalent experience in accordance with § 65.57(a)(4) without first obtaining written approval from AFS-200.

   a) Requests for approval from AFS-200 must come from the appropriate Flight Standards office manager. All requests for approval must be accompanied by documentary evidence of the applicant’s experience.

   b) Prior to requesting approval from AFS-200, all documentary evidence submitted by the applicant must be reviewed by an ASI-AD. The ASI-AD is responsible for making the initial determination as to whether or not the documentary evidence is satisfactory. If the ASI-AD’s initial determination is that the evidence is satisfactory, the office manager will document the ASI-AD’s determination in the memo requesting approval from AFS-200 to test the applicant. The office manager will then send the memo directly to AFS-200.

   c) If AFS-200 determines the applicant’s documentary evidence showing equivalent experience is satisfactory, AFS-200 will grant approval to test the applicant via memo.

   d) Upon receiving approval from AFS-200, an ASI-AD may test the applicant. An ASI-AD who is the FAA managing specialist of a DADE may authorize the DADE to test the applicant on a one-time-only basis, provided the managing specialist observes the DADE administering the entire test. Approval letters from AFS-200 must be retained as part of an applicant’s airman certification file.
4) **Required Documentation of Training and Experience to be Provided by the Applicant.** An applicant providing documentary evidence of experience in accordance with any of the provisions of § 65.57(a) must submit the following types of documents as evidence of experience:

- Letters from employers on company letterhead accompanied by applicable training records (letters must contain contact information (e.g., telephone or fax) for verification purposes);
- Logbooks;
- Military service records; and
- Employment records.

5-1369 **APPLICANT IDENTIFICATION.** The identification requirements contained in this section are based on the requirements contained in the current edition of Order 8080.6, Conduct of Airman Knowledge Tests.

A. **Verification of Identity.** The applicant must provide valid, positive proof of identification. The identification may be presented in more than one form and must contain at least the following:

- An official photograph of the applicant,
- The applicant’s date of birth,
- The applicant’s signature, and
- The applicant’s physical residential address.

B. **Acceptable Forms of Identification.**

1) **U.S. Citizens and Resident Aliens.** Acceptable forms of photo identification for U.S. citizens and resident aliens include:

- Driver’s license issued by a U.S. state or territory,
- U.S. Government identification card,
- U.S. Military identification card, or
- Passport or alien residency card.

2) **Non-U.S. Citizens.** Acceptable forms of photo identification for non-U.S. citizens must include a passport and one or more of the following:

- Driver’s license issued by a U.S. state or territory.
- Identification card issued by any government entity.

C. **Annotation of Identification Accepted.** When an examiner accepts the form(s) of identification, he or she must annotate the “Practical Test Report” section of FAA Form 8400-3. Copies of identification documentation do not have to accompany the application package; simply reference the identification in the appropriate section on the back of the form.
CONTENTS OF THE APPLICATION FOR CERTIFICATION PACKAGE. The applicant must provide the following prior to testing:

- A completed FAA Form 8400-3. For applicants who have graduated from an FAA-approved Aircraft Dispatcher Certification Course, FAA Form 8400-3 must have an instructor’s recommendation entered in section 7.
- An original, embossed Aircraft Dispatcher Airman Knowledge Test Report showing satisfactory test results.
- A statement of graduation issued or revalidated (in accordance with § 65.70(b)) showing that the applicant has successfully completed an FAA-approved Aircraft Dispatcher Certification Course. (A statement of graduation is not required if the applicant has not attended an FAA-approved part 65 Aircraft Dispatcher Certification Course).
- If the applicant does not have a statement of graduation, then the application package must include the documentary evidence required to support the previous experience listed in § 65.57(a) (see subparagraph 5-1368F2 through 4)).

APPLICATIONS PROCESSED VIA THE IACRA. The IACRA application is a web-based program that automates the airman certification application process and electronically captures and validates certain information required to complete the application and other certification documents, such as applicable knowledge test results or any uploaded graduation certificates.

A. Examiners. When an examiner uses IACRA, nothing will be mailed to the managing FAA office. The process is completely electronic. Instructions on the use of IACRA can be found on the IACRA website at https://iacra.faa.gov. There is also information in Volume 5, Chapter 2, Section 4 that could be useful to the reader.

B. Instructor’s Recommendation. The IACRA system itself does not require the instructor’s signature to process the application; however, FAA policy does require the recommending instructor to enter his or her signature. In this case, the instructor will need access to IACRA to accomplish this task.

AIRCRAFT DISPATCHER PTS. The FAA requires examiners to administer all Aircraft Dispatcher Practical Tests in accordance with the Aircraft Dispatcher PTS. While using the PTS, the examiner must evaluate the applicant’s knowledge and skill in sufficient depth to determine that the applicant met the standards of performance listed for all “Tasks.”

A. Introduction. The “Introduction” section of the Aircraft Dispatcher PTS contains general guidance, information, and examiner responsibilities. Examiners must review the “Introduction” section thoroughly and adhere to instructions contained therein.

B. Areas of Operation. “Areas of Operation” are phases of the practical test arranged in a logical sequence within the standard. They begin with “Flight Planning/Dispatch Release” and end with “Abnormal and Emergency Procedures.” The examiner, however, may conduct the practical test in any sequence that will result in a complete and efficient test.
C. Task. “Tasks” are titles of knowledge areas or procedures appropriate to an area of operation.

D. Plan of Action (POA). The examiner will develop a written POA for each Aircraft Dispatcher Practical Test he or she administers. The POA must include all required tasks in each area of operation. If the elements in one task have already been evaluated in another task, they need not be repeated. An examiner may change the sequence or combine tasks with similar objectives to conserve time. An examiner only needs to evaluate each element once if he or she has evaluated it sufficiently within a particular task. Examiners are expected to follow the POA; therefore, they must construct it in a manner that flows and is flexible enough to account for variables and unexpected situations, should they arise. A POA should account for any testing materials provided by the applicant in accordance with the PTS.

NOTE: Although the Aircraft Dispatcher PTS allows for utilization of different POAs, examiners should always administer tests in a manner that best illustrates a logical working flow of aircraft dispatcher duties and responsibilities as they would be at an air carrier. It is of the utmost importance that the examiner captures a logical workflow through the use of realistic scenarios in order to be able to evaluate the applicant’s ability to perform the duties of an aircraft dispatcher with a high degree of safety.

E. Knowledge. In accordance with the Aircraft Dispatcher PTS, there is no formal division between the knowledge and skill portions of the practical test. Evaluation of applicants must be an ongoing process throughout the test. The examiner should use oral questioning prudently to determine the applicant’s knowledge of tasks and related safety factors. Examiners must test to the maximum extent practicable the applicant’s correlative abilities, rather than rote memorization of facts, throughout the practical test.

F. Skill. The skill portion of the Aircraft Dispatcher Practical Test is the phase where the applicant demonstrates the ability to complete several intricate manual calculations, including those necessary to prepare a manual flight plan. Once the applicant completes these calculations, examiners must test the applicant in his or her knowledge of the manual calculations involved through oral questioning. In accordance with the PTS, the skill portion of the test requires the following critical calculations (refer to the PTS for the full requirements):

- Preparation of a manual flight plan and dispatch release for a flight between authorized airports selected by the examiner;
- Preparation of a load manifest;
- Calculation of takeoff data; and
- Calculation of landing data.

G. Satisfactory Performance. In accordance with § 65.17, the minimum passing grade for the Aircraft Dispatcher Practical Test is 70 percent. Although calculating a test score for the practical test can be somewhat subjective, the Aircraft Dispatcher PTS defines satisfactory performance this way: “Satisfactory performance means that, in the judgment of the examiner, the applicant is able to demonstrate skill and correctly respond to the examiner’s questions at least 70 percent of the time.” Each examiner must have a method of determining this.
H. Unsatisfactory Performance. Unsatisfactory performance is determined by the examiner. If, in the judgment of the examiner, the applicant does not meet the objectives of any task, or otherwise fails to correctly respond to the examiner’s questions at least 70 percent of the time, the examiner will deem the applicant’s performance to be unsatisfactory.

I. Typical Areas of Unsatisfactory Performance and Grounds for Disqualification. The PTS contains a list of typical areas of unsatisfactory performance and grounds for disqualification. Errors, lack of performance, and/or failures in these areas should be considered as grounds for failure of the entire Aircraft Dispatcher Practical Test.

- Failure to appropriately apply the conditions and limitations of any minimum equipment list (MEL)/Configuration Deviation List (CDL) item;
- Actions by the applicant that would constitute a violation of 14 CFR if the applicant were actually dispatching a flight;
- Exceeding any Airplane Flight Manual (AFM) limitation;
- Failure to comply with operations specifications (OpSpec); and
- Failure to properly interpret any Notices to Airmen (NOTAM).

J. Special Emphasis Areas. The Aircraft Dispatcher PTS lists several “Special Emphasis Areas.” Examiners must place special emphasis upon areas that are most critical to dispatching and flight safety. Among these are:

- Positive operational control;
- Aircraft performance and driftdown;
- Weather requirements for departure/destination and alternate airports;
- Hazardous weather awareness, recognition, and avoidance;
- Aeronautical decision-making (ADM);
- Risk management procedures (RMP);
- Dispatch resource management (DRM); and
- Other areas deemed appropriate to any phase of the practical test.

NOTE: Although these areas may not be specifically addressed under each task, they are essential to dispatching and flight safety and must be evaluated during the practical test.

K. Equipment and Documents Required for the Practical Test.

1) Examiner’s Responsibility. In accordance with the PTS, the examiner is responsible for supplying weather information and NOTAMs for the test when current weather information is not used.

2) Materials to be Supplied by the Applicant. In accordance with the PTS, the examiner determines what materials must be supplied by the applicant. Examiners must notify the applicant of what materials he or she is required to bring immediately upon the applicant scheduling the Aircraft Dispatcher Practical Test. The materials that an examiner may require the applicant to bring are listed in the PTS. An examiner may not require the applicant to bring more than what is required by the PTS.
a) Applicant supplied materials must not include any device with an enabled internet connection and/or communication capability.

b) Applicant reference materials are prohibited. Applicant reference materials are not allowed unless those items are specifically listed in the Aircraft Dispatcher PTS. Examiners must not permit applicants to have any personal notes or documents in the testing area at any time during the Aircraft Dispatcher Practical Test.

5-1373 TESTING CONDITIONS AND LIMITATIONS. The conditions and limitations contained in this section apply to all examiners who administer the Aircraft Dispatcher Practical Test. There are additional responsibilities and limitations to which DADEs must abide, listed in Volume 13, Chapter 3, Section 2.

A. Verify English Language Skills. Prior to commencing the test, an examiner must make every attempt to establish an applicant’s ability to read, speak, write, and understand the English language. Examiners must not test an applicant when it is apparent prior to testing that the applicant does not have the required English language skills. An applicant who does not demonstrate the ability to read, speak, write, and understand the English language is not eligible for an Aircraft Dispatcher Certificate or to take the Aircraft Dispatcher Practical Test.

1) Use the Current Edition of AC 60-28. In order to establish an applicant’s English language skills, examiners will use the current edition of AC 60-28. The AC provides national standards on the basic requirements for pronunciation, structure, vocabulary, fluency, interaction, and comprehension.

2) Examiners Must Administer the Test in English. An examiner must administer the entire Aircraft Dispatcher Practical Test in English. There are no exceptions to this requirement. The use of any translation method or device is strictly prohibited.

3) Demonstration of Skills by the Applicant. During the test, the applicant must be able to demonstrate the ability to communicate clearly and concisely. The examiner should attempt to simulate the use of various methods of radio telephony communications such as telephone, satellite phone, and very high frequency (VHF) and high frequency (HF) radio. Aircraft dispatchers are required for all 14 CFR part 121 domestic and flag operations. When working for a part 121 domestic and/or flag air carrier, aircraft dispatchers are required to communicate critical information to PICs using these various methods of radio telephony communications. Examiners must be able to establish that an applicant is capable of clear and concise communication using any of these methods; otherwise, the examiner may not issue an Aircraft Dispatcher Certificate to the applicant.

4) Failure by the Applicant to Demonstrate English Language Skills During the Test. If an examiner initially determines that an applicant has demonstrated adequate English language skills prior to testing, but ultimately discovers during the test that the applicant’s English language skills are not actually adequate, the examiner must consider the applicant to have failed the test. In such a case, the examiner will follow the policy regarding “Unsuccessful Applicants” in paragraph 5-1378. An examiner must conduct the Aircraft Dispatcher Practical Test entirely in the English language. The use of a translator during the test is not permitted.
B. No More Than Two Tests Per Day. An examiner must not administer more than two full Aircraft Dispatcher Practical Tests per day. (DADEs refer to Volume 13, Chapter 3, Section 2).

C. Single Applicant Only. An examiner must not administer the Aircraft Dispatcher Practical Test to more than one applicant at a time. For the purposes of this policy, “at a time” means that an examiner must initiate, conduct, and conclude the practical test with an applicant before accepting the application and/or initiating the test with another applicant. An Aircraft Dispatcher Practical Test is concluded when the examiner issues a Temporary Airman Certificate, a Notice of Disapproval, a Letter of Discontinuance, or for an applicant under the age of 23, issues a Letter of Aeronautical Competency. (DADEs complete the test and refer the applicant to the managing office for a Letter of Aeronautical Competency.)

D. Give Undivided Attention to the Applicant Throughout the Conduct of the Test. Examiners must give the applicant undivided attention during the entire test. This includes those times where the applicant is making manual calculations and completing the manual flight plan.

E. No Applicant Notes. Examiners must not permit applicants to have any notes or documents in the testing area other than those specifically listed in the current edition of FAA-S-8081-10, Aircraft Dispatcher Practical Test Standards.

F. Certain Electronic Devices are Prohibited. Applicant use of devices with an internet connection and/or communication capability is strictly prohibited during testing.

G. No Instruction During Testing. Examiners must not provide the applicant with any instruction during the practical test. If the applicant requires instruction, then it’s possible that the applicant is struggling in a particular area and could fail the test.

H. Administer Aircraft Dispatcher Practical Test in Accordance with the Full Requirements of the PTS. An examiner must administer the Aircraft Dispatcher Practical Test in accordance with the PTS. Examiners may not exempt an applicant from any portion of the PTS requirements.

I. Do Not Temporarily Suspend (Discontinue) a Test to Allow the Applicant to Study. An examiner may not discontinue a test to allow an applicant time to study. If an applicant appears deficient in a particular task or area of knowledge, then the examiner must treat that as unsatisfactory performance and either continue the test if it appears the applicant will be able to pass the test overall, or fail the applicant.

J. Policy Regarding Observers. Generally, observers must not be present during the conduct of the Aircraft Dispatcher Practical Test.

1) At no time will an examiner allow another applicant for an Aircraft Dispatcher Certificate to observe or be present in the same room or testing area during the conduct of the Aircraft Dispatcher Practical Test.

2) An FAA managing specialist may always observe a DADE conducting the Aircraft Dispatcher Practical Test.

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3) No other observers are allowed to monitor the test without permission from the managing specialist.

5-1374 ADMINISTER THE AIRCRAFT DISPATCHER PRACTICAL TEST.

A. Test Time. In accordance with the Aircraft Dispatcher PTS, an examiner should allot, on average, no less than 4 hours and no more than 6 hours to conduct a test. The PTS requirements are extensive, and examiners must ensure that they thoroughly administer the test. An applicant’s ability to complete any portion of the test in a reasonable amount of time must be part of the examiner’s evaluation criteria. Inability by an applicant to complete the Aircraft Dispatcher Practical Test in a timely manner may be an indication that the applicant lacks the ability to manage his or her workload. Workload management is a critical element of performing the duties of an aircraft dispatcher.

B. Test Scenarios. The examiner will develop at least three flight plan test scenarios, which use actual operational data to simulate irregular operations and non-normal situations. Developing multiple scenarios allows the examiner to choose which scenario he or she will use for a particular test, and it prevents applicants from sharing test information with another applicant. Examiners will update the scenarios as necessary at least once a year and will provide at least the following items to the applicant:

- Weather, including Aviation Routine Weather Reports (METAR), Terminal Aerodrome Forecasts (TAF), Winds Aloft, appropriate charts, and Pilot Weather Reports (PIREP);
- NOTAMs;
- The authorized airports upon which the manual flight plan will be calculated; and
- The Weight and Balance (W&B) Form for the appropriate aircraft.

NOTE: Refer to the Aircraft Dispatcher PTS for student supply requirements.

C. Testing Facility. The examiner must ensure that the testing facility meets requirements equivalent to those required by § 65.65 and Volume 3, Chapter 63, Section 3. The facility must be private, be free from distractions, and provide the applicant with sufficient space to complete the skill portions of the Aircraft Dispatcher Practical Test. The testing facility must be equipped with writing surfaces (e.g., desks, tables, etc.) that provide the applicant with sufficient space to use all necessary testing materials such as aeronautical en route charts and AFMs.

5-1375 EVALUATION OF THE APPLICANT. Examiners will evaluate each applicant in accordance with the requirements of the Aircraft Dispatcher PTS. Each examiner is responsible for determining that the applicant demonstrates acceptable knowledge and skill for each task within the PTS. An examiner must test to the greatest extent practicable the applicant’s correlative abilities, rather than rote memorization of facts, throughout the practical test. If an examiner determines that a task is incomplete or the outcome is uncertain, he or she may require the applicant to repeat that task or portions of it. An examiner must not provide instruction to the applicant or allow the applicant to practice for the purposes of successfully completing any task.
Examiners must inform applicants of the level of performance expected before beginning the test.

5-1376 SUCCESSFUL APPLICANTS. When an applicant has passed the Aircraft Dispatcher Practical Test, accomplish the following, according to the applicant’s age.

A. Applicants 23 Years of Age or Older. Successful applicants who have passed the Aircraft Dispatcher Practical Test and are 23 years of age or older are entitled to a Temporary Airman Certificate (FAA Form 8060-4). Complete the application as follows:

1) Prepare the Application for an Airman Certificate and/or Rating (FAA Form 8400-3). ASI-ADs who are examiners, DADEs, and the managing specialist of the DADE must complete FAA Form 8400-3 as follows:

   a) An examiner who is an ASI-AD will complete the following sections of FAA Form 8400-3:

   - Section 8, Evaluation Record;
   - Section 9, Inspector’s Record;
   - Section 10, Practical Test Report; and
   - Remarks section, as applicable.

   b) If the examination was administered by a DADE, the DADE should have completed the following sections of FAA Form 8400-3:

   - Section 8,
   - Section 10, and
   - Remarks section, as applicable.

   c) The managing specialist of the DADE will complete section 9 of FAA Form 8400-3.

      1. Select either “Temporary Airman Certificate Issued” or “Notice of Disapproval of Application Issued,” as appropriate.

      2. Select “Examiner’s Action Accepted” (unless the managing specialist intends to reject the DADE’s actions).

      3. Enter signature, date, and FAA office information.

      4. Select “Aircraft Dispatcher” located under the box provided for the FAA office information.

2) Issue FAA Form 8060-4. An ASI-AD will issue the Temporary Airman Certificate in duplicate (see Volume 5, Chapter 1, Section 5 for instructions on completing this form) and give a copy to the applicant. A DADE may only issue a Temporary Airman Certificate if permitted in the DADE’s FAA letter of authority (LOA) (see also Volume 13, Chapter 3, Section 1.)
3) **Forward the Application Package.** Airman application packages must be forwarded to the Airmen Certification Branch (AFB-720) in Oklahoma City, OK for processing. These include:

- The completed FAA Form 8400-3;
- An original copy of FAA Form 8060-4;
- The original Airman Knowledge Test Report; and
- A copy of the written statement of graduation (the applicant retains the original) if the applicant has successfully completed an FAA-approved Aircraft Dispatcher Certification Course.

**NOTE:** If using IACRA, the forwarding of the application package is done automatically through that system.

**B. Applicants Under the Age of 23.** An applicant under the age of 23 is not entitled to a Temporary Airman Certificate until he or she reaches his or her 23rd birthday. An ASI-AD or the managing specialist of a DADE will issue a Letter of Aeronautical Competency on FAA letterhead to an applicant who has passed the Aircraft Dispatcher Practical Test but is under 23 years of age. The Letter of Aeronautical Competency must contain the statement that the applicant has met all of the requirements for an Aircraft Dispatcher Certificate except for age (see Figure 5-215 for a sample letter).

**C. The Examiner Must Inform the Applicant of the Requirement to Present the Letter of Aeronautical Competency in Person to a Flight Standards Office.** An examiner must inform the applicant that he or she will be required to present the letter in person to a Flight Standards office once the applicant has reached the age of 23. Also inform the applicant that the FAA will require a positive identification check before issuing a Temporary Airman Certificate; therefore, the applicant must bring the appropriate identification (see paragraph 5-1369 for identification requirements). Examiners should also inform the applicant that it is in his/her best interest to exchange the Letter of Aeronautical Competency as soon as possible after reaching the age of 23. This will help ensure an expeditious and uncomplicated exchange.

1) **Prepare FAA Form 8400-3.** Complete sections 8 and 10 of the form and enter the following statement into the Remarks section of the form:

   a) An examiner who is an ASI-AD will enter the following statement: **APPLICANT IS UNDER THE AGE OF 23. HOLD APPLICATION. LETTER OF AERONAUTICAL COMPETENCY ISSUED.**

   b) An examiner who is a DADE will enter the following statement: **THE APPLICANT IS UNDER THE AGE OF 23, AND WILL REQUIRE A LETTER OF AERONAUTICAL COMPETENCY TO BE ISSUED BY THE MANAGING FAA OFFICE.**

2) **Forward the Application Package.** Application packages for applicants under the age of 23 must be forwarded to AFB-720 as follows:
• The completed FAA Form 8400-3, with the completed Remarks section;
• The original Airman Knowledge Test Report;
• A copy of the written statement of graduation (the applicant retains the original) if the applicant has successfully completed an FAA-approved part 65 Aircraft Dispatcher Certification Course; and
• A copy of the Letter of Aeronautical Competency.

NOTE: As of the date of publication of this section, the IACRA application cannot be used to process application packages for applicants under the age of 23.

3) **Issue a Certificate When the Applicant is at Least 23 Years of Age.** Once the applicant has reached the age of 23, he or she must go to a Flight Standards office and present the following documents in exchange for a Temporary Airman Certificate:

- The original Letter of Aeronautical Competency;
- Proof of age;
- Any other identification required by paragraph 5-1369; and
- An updated FAA Form 8400-3.

a) Letters of Aeronautical Competency do not expire. However, prior to issuing a Temporary Airman Certificate in exchange for a Letter of Aeronautical Competency, the ASI issuing the certificate must contact AFB-720 to verify that the applicant’s original application is on file. Information on how to contact AFB-720 is located on the FAA public website at http://www.faa.gov/licenses_certificates/airmen_certification/.

b) If AFB-720 does not have the original application package, cannot reconstruct the application file, or otherwise states that the applicant should not be issued a certificate, the ASI will attempt to contact the Flight Standards office that issued the original Letter of Aeronautical Competency to see if that office has the original application package or other information, such as PTRS activities, that could help reconstruct the application file. Otherwise, the ASI will instruct the applicant that a Temporary Airman Certificate cannot be issued and that the applicant will have to requalify for an Aircraft Dispatcher Certificate, in accordance with § 65.57.

c) If AFB-720 indicates that they have, or are able to reconstruct, the original application package and there is nothing that should otherwise prevent the issuance of a Temporary Airman Certificate, the ASI will issue the Temporary Airman Certificate and forward the updated application package to AFB-720. The package must contain:

- The completed FAA Form 8400-3,
- The original Letter of Aeronautical Competency, and
- The original copy of FAA Form 8060-4.
5-1377  **PTRS ENTRIES.** Each activity associated with the Aircraft Dispatcher Practical Test must be recorded in the PTRS. The PTRS activity code will depend on who actually administered the Aircraft Dispatcher Practical Test and the age of the applicant. DADEs will complete PTRS entries manually if instructed by the FAA managing specialist. ASI-ADs and managing specialists will complete PTRS entries in the Enhanced Flight Standards Automation System (eFSAS).

**NOTE:** When using IACRA, some PTRS entries may be automatic through that application.

**A. Applicants 23 Years of Age or Older.**

1) If the test was administered by an ASI-AD, that individual will complete PTRS activity code 1524 (CERT/AIRM/DISPATCHER). The ASI-AD will need to indicate if the applicant passed or failed the test by checking the appropriate box while entering the PTRS data.

2) If the test was administered by a DADE, the FAA managing specialist will complete PTRS activity code 1563 (CERT/EXMNR/REVW EXMNR/APD/TCE/F).

3) The PTRS entries for activities 1524 and 1563 are similar. Complete the appropriate sections of the electronic PTRS Data Sheet utilizing the information contained in the completed FAA Form 8400-3 and the manual FAA Form 8000-36 completed by the DADE, when provided. Enter the relevant information, based on whether the test was administered by the ASI-AD or the DADE.

   a) Check the appropriate box for “Pass” or “Fail,” depending upon whether or not the applicant passed or failed the practical test.

   b) Enter “1524/65,” which corresponds to the Aircraft Dispatcher Practical Test, in the field titled “Exam Kind.”

   c) Check the box titled “Observed by Inspector” only when the managing specialist has observed the DADE administering the test.

   d) Enter any comments as appropriate by expanding the “Comments” area and clicking on the “Add New Comment” bar.

   e) Select “J-Crewmembers” from the “Primary Area” drop-down menu.

      1. If a DADE administered the test, select code “783” for Designees in the “Keyword” drop-down menu.

      2. If the ASI-AD administered the test, select code “499,” Other Remarks–Training, in the “Keyword” drop-down menu.

   f) Enter your “Opinion Code” and comments, as appropriate.
B. Applicants Under 23 Years of Age.

1) If the Aircraft Dispatcher Practical Test was administered by an ASI-AD, that individual will complete PTRS activity code 1513 (CERT/AIRM/DISP/LTR/COMPTENCY).

2) If the test was administered by a DADE, the FAA managing specialist will complete activity code 1563 in accordance with subparagraph 5-1377A2). The specialist must also complete activity code 1513.

3) When completing activity code 1513, use the same “Primary Area” and “Keyword” selections you would use if completing activity code 1524 or 1563.

   NOTE: There are multiple selections in eFSAS for a Letter of Aeronautical Competency under activity code 1513. In order to access the correct one, use the search function by clicking on the symbol of the binoculars located to the right of the “Activity Num” field. Once the search is enabled, enter “1513” in the “Code” section of the purple highlighted field. Then select “CERT/AIRM/DISP/LTR COMPTENCY.”

5-1378 UNSUCCESSFUL APPLICANTS. If an applicant fails the Aircraft Dispatcher Practical Test, the examiner will accomplish the following:

A. Prepare FAA Form 8400-3. Prepare FAA Form 8400-3 and record the results of the practical test in the “Practical Test Report” (section 10). Annotate each unsatisfactory subject area with a “U” in the appropriate subject areas. If the unsuccessful applicant has satisfactorily completed any subject areas, the examiner may note those with an “S” for satisfactory.

B. Return the Original Written Test Report. The examiner will return the original written test report to the applicant and instruct the applicant to retain it for future presentation to an examiner when retesting.

   NOTE: The applicant always retains the original written statement of graduation.

C. Prepare the Notice of Disapproval—FAA Form 8060-5. The examiner will complete FAA Form 8060-5, in duplicate, and give the original to the applicant. Volume 5, Chapter 1, Section 6 contains instructions on completing the form and contains a sample of a completed form. The examiner will instruct the application to retain the Notice of Disapproval for future presentation to an examiner when retesting.

D. Forward the Application Package. Forward application packages for unsuccessful applicants to AFB-720 and include the following documents:

   • The completed FAA Form 8400-3, and
   • A duplicate of FAA Form 8060-5.

5-1379 RETESTING AFTER FAILURE. In accordance with § 65.19, an applicant may retest after failing the Aircraft Dispatcher Practical Test as follows:
• Thirty days after the date the applicant failed the test; or
• Before the 30 days have expired if the applicant presents a signed statement from an airman who holds an Aircraft Dispatcher Certificate certifying that the airman has given the applicant additional instruction in each of the subjects failed and the airman considers the applicant ready for retesting.

A. **Application.** Each applicant for a retest must complete and sign FAA Form 8400-3.

B. **Airman Knowledge Test.** Each applicant for a retest must present an original, embossed Airman Knowledge Test Report showing satisfactory test results.

C. **Statement of Graduation (if Applicable).** Each applicant for a retest must present a copy of a statement of graduation if he or she has successfully completed an FAA-approved part 65 dispatcher training course.

D. **Original Copy of the Notice of Disapproval of Application (FAA Form 8060-5).** Each applicant for a retest must present an original copy of FAA Form 8060-5. The form should contain the list of the subjects failed by the applicant; otherwise, the retest must be administered in its entirety.

E. **Time Period for Retest.**

1) An applicant may only be retested within the validity period of a statement of graduation issued in accordance with § 65.70(b); and

2) An applicant may only be retested within 24 months of having passed the ADX Knowledge Test in accordance with § 65.55(b).

F. **Tasks and Areas to Retest.** An examiner may credit an applicant for those areas of operation and the associated tasks that have been performed satisfactorily on the previous test under the following conditions:

1) **Retesting Within 30 Days After the Date of Failure.** An examiner administering a retest may give the applicant credit for those areas and/or tasks completed satisfactorily on the previous test. If testing within 30 days of failure, § 65.19 requires an applicant to present a signed statement from an airman who holds an Aircraft Dispatcher Certificate. In the statement, the airman must certify that he or she has given the applicant additional instruction in each of the areas and/or tasks previously failed by the applicant, and that he or she considers the applicant ready for retesting. The certifying statement must include the airman’s Aircraft Dispatcher Certificate number. In addition, the certifying instructor must sign the “Instructor’s Recommendation” block (block 7) of FAA Form 8400-3. The certifying statement and the signed FAA Form 8400-3 must be part of the certification application package for the retest. A certifying statement of this nature does not relieve an examiner from his or her duty to thoroughly evaluate an applicant. If the examiner doubts the applicant’s competency in any area or task, the examiner will retest the applicant in any and all areas and tasks the examiner sees fit.
2) Retesting After 30 Days but No More than 60 Days From the Date of Failure. Examiners should exercise caution when retesting an applicant who is applying for a retest after 30 days from failing the Aircraft Dispatcher Practical Test. Section 65.19 contains no requirement for an applicant to receive additional instruction if he or she applies for a retest 30 days after he or she failed the test. An examiner administering a retest may give the applicant credit for those areas and tasks completed satisfactorily on the previous practical test(s) if the retest occurs within 60 calendar-days of the original test. However, an examiner may also choose to retest an applicant on any and all areas and/or tasks if the examiner doubts the applicant’s competence in any area or task that was performed satisfactorily on the previous test. Whether or not a task or area needs to be retested is at the examiner’s discretion.

3) Retesting After 60 Days From the Date of Failure. An applicant who desires a retest after 60 calendar-days from having failed the Aircraft Dispatcher Practical Test is not entitled to any credit for tasks or areas previously passed. In this case, the examiner must administer the entire Aircraft Dispatcher Practical Test.

G. Retesting an Applicant Who has Qualified for Testing Under the Provisions of § 65.57(a)(4) is Prohibited. In accordance with subparagraph 5-1368F3), an examiner requires prior approval from AFS-200 in order to administer the Aircraft Dispatcher Practical Test to any applicant who provides documentary evidence in accordance with § 65.57(a)(4) as a means to qualify for testing. If the applicant fails the Aircraft Dispatcher Practical Test on the first attempt, AFS-200 will not grant approval to an examiner to administer a retest. In this case, in order to qualify for further testing:

1) The applicant would need to gain the necessary experience in order to satisfy the requirements of § 65.57(a)(1), (2), or (3); or

2) Successfully complete an FAA-approved Aircraft Dispatcher Certification Course in accordance with the requirements of § 65.57(b).

H. Forward the Retest Application Package. If the applicant passes the retest, the examiner and FAA managing specialist will forward the application package in accordance with the guidance section applicable to successful applicants.

5-1380 DISCONTINUATION OF THE PRACTICAL TEST.

A. Letter of Discontinuance. An examiner will issue a Letter of Discontinuance when reasons other than unsatisfactory performance lead to the termination of a practical test. Some examples of reasons for discontinuing a test include, but are not limited to:

- Power failure,
- Family emergency,
- Inclement weather, and
- Illness.
NOTE: Poor performance by an applicant is not a valid reason to discontinue a test. Poor performance is considered grounds for failure of the Aircraft Dispatcher Practical Test.

B. Issue the Letter of Discontinuance. When an examiner discontinues the test for reasons other than unsatisfactory performance, he or she will prepare, sign, and issue a Letter of Discontinuance to the applicant and return FAA Form 8400-3, the original Airman Knowledge Test Report, and statement of graduation (when applicable) to the applicant. A copy of the Letter of Discontinuance must be retained by the examiner and made part of an applicant’s certification file and a DADE’s designated examiner file (when the test is administered by a DADE). The examiner will identify in the Letter of Discontinuance all areas and associated tasks successfully completed by the applicant. The examiner will instruct the applicant to present the Letter of Discontinuance when he or she resumes the Aircraft Dispatcher Practical Test. The applicant should resume the test with the same examiner; however, in unusual circumstances such as prolonged illness of the previous examiner, the test may be continued with another examiner (ASI-AD or DADE). At no time will an examiner issue a Letter of Discontinuance in lieu of a Notice of Disapproval of Application, when it appears an applicant may fail any portion of the Aircraft Dispatcher Practical Test.

C. Valid Time. A Letter of Discontinuance is valid for no more than 60 days from the date the test was discontinued and the letter was issued. After 60 days from the issuance of the Letter of Discontinuance, an applicant is no longer entitled to credit for any areas or tasks previously satisfied during the initial test. In addition to the maximum of 60 days valid time of a Letter of Discontinuance, examiners must adhere to the following time limits:

1) The test must be continued within the validity period of a statement of graduation (when issued) in accordance with § 65.70(b).

2) The test must be continued within 24 months of the applicant having passed the ADX Knowledge Test in accordance with § 65.55(b).

D. Tasks and Areas to Continue. When continuing a practical test, examiners will credit the applicant for the successful completion of the areas and tasks listed in the Letter of Discontinuance. If an examiner doubts the applicant’s knowledge or competence in any area or task previously satisfied during the initial test, the examiner may retest the applicant to the extent the examiner deems necessary. When the Aircraft Dispatcher Practical Test is completed, the examiner will include a copy of the Letter of Discontinuance with the application package and forward it to AFB-720. See Figure 5-216 for an example of a Letter of Discontinuance.
**Figure 5-214. Sample Practical Test Tracking Form**

Practical Test Tracking Form

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Examination</th>
<th>Course Operator</th>
<th>Comments</th>
<th>Results</th>
</tr>
</thead>
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<td></td>
<td>Re-exam Yes/No</td>
<td>Date Given</td>
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<td>Sat</td>
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</table>
Figure 5-215. Sample Letter of Aeronautical Competency—Successful Applicant of Aircraft Dispatcher Certificate Less Than 23 Years of Age

[Flight Standards Office Letterhead]

Letter of Aeronautical Competency

This letter is evidence that:

[Name of applicant] has satisfied the eligibility requirements for an Aircraft Dispatcher Certificate, in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.53, with the exception that the applicant is under the age of 23. Upon reaching 23 years of age, the applicant may obtain a Temporary Airman Certificate (FAA Form 8060-4) from a Federal Aviation Administration (FAA) Flight Standards Office. The applicant must appear in person and present the following:

1) Proof of age (at least 23 years old);

2) A current application, FAA Form 8400-3, Application for an Airman Certificate and/or Rating;

3) This original letter; and

4) Valid photo identification. [Non-U.S. citizens are required to have two valid forms of photo identification. If the applicant is a non-U.S. citizen, state this requirement here.]

Aviation Safety Inspector Signature:__________________________________________

Aviation Safety Inspector Name (print):________________________________________

Date:________________________

Flight Standards Office Number:__________ Office Location:________________________

This Letter of Aeronautical Competency does not expire.
Figure 5-216. Sample Letter of Discontinuance

Dear ______________________.

On this date, ______________, you successfully completed a portion of the Aircraft Dispatcher Practical Test indicated below:

You have successfully completed the following areas of the Aircraft Dispatcher Practical Test:

[List successfully completed Areas of Operation and associated Tasks from the Practical Test Standards.]

____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________

The practical test was discontinued because of: [state reason] __________________________________________

You may present this letter no later than [enter 60 days from the date of the initiation of the test (same as date entered at the beginning of the letter)] as proof of your successful completion of the Areas of Operation and associated Tasks listed above. After [enter expiration date], you will be required to complete the Aircraft Dispatcher Practical Test in its entirety. This letter does not extend the expiration date of your Aircraft Dispatcher Knowledge Test results or statement of graduation issued by [enter the name of the FAA-approved part 65 Aircraft Dispatcher Certification Course, if applicable].

Sincerely,

__________________________  [ASI-AD or DADE]  Certificate/Designation Number: ______________________

RESERVED. Paragraphs 5-1381 through 5-1385.