

How to Apply to be a TCE in DMS

**Presented by:
The DMS Team**



DMS Application Process

- Refer to FAA Order 8000.95, Volume 7, Chapter 2.
- The TCE applicant must:
 1. Meet the minimum qualifications to be a TCE;
 2. Complete an application in DMS;
 3. Upload the training center request letter and a current résumé and/or supplemental information sheet (available in DMS); and
 4. Enter their FAA Tracking Number (FTN) for DMS integration with IACRA (Login to IACRA to find your FTN).

Note: You may save and return to your application at any time.



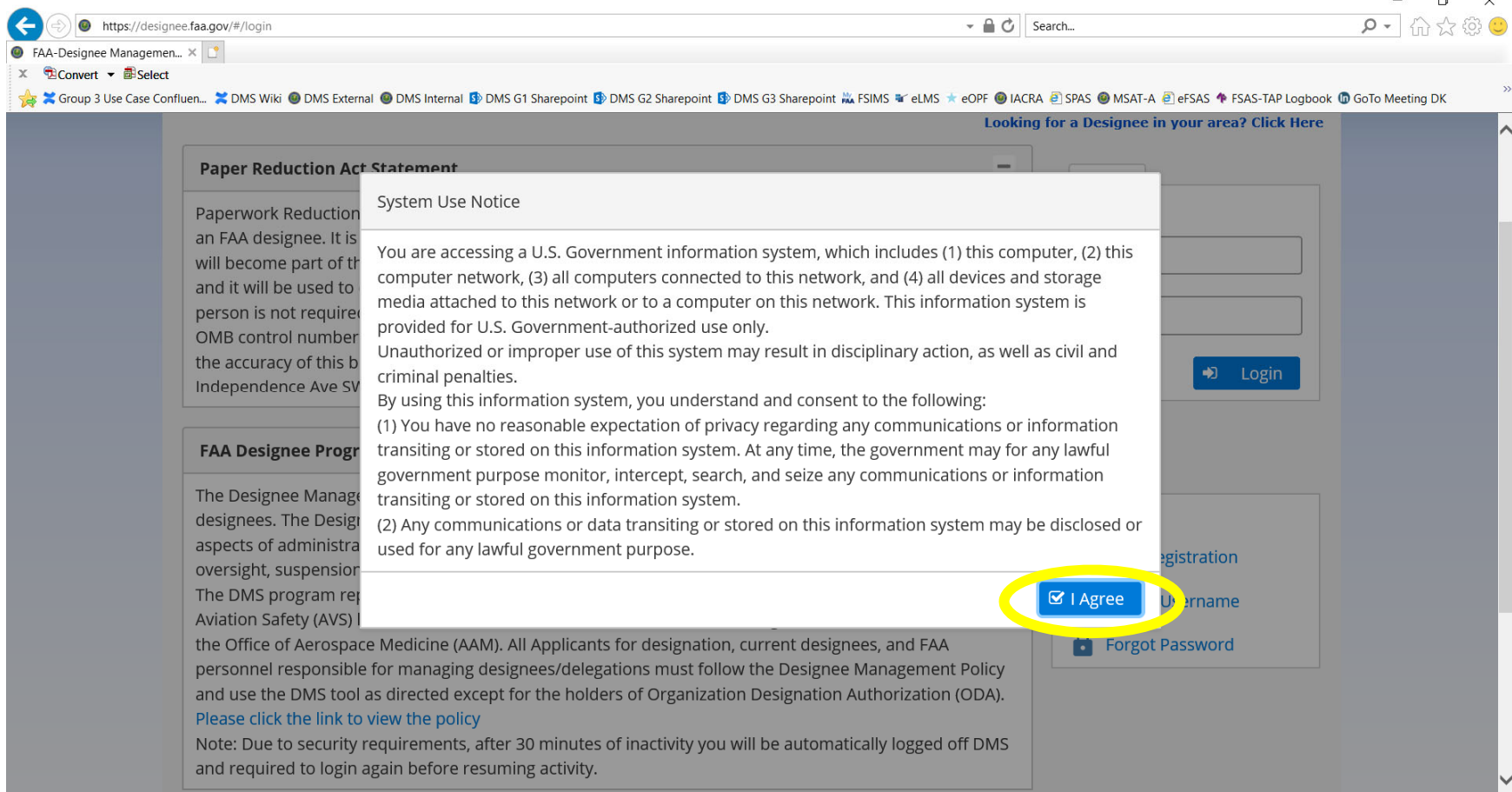
Navigate to DMS

- **Go to:**

<https://designee.faa.gov>



Navigate to DMS



- Read the System Use Notice and select “I Agree”.



First-Time User

Paper Reduction Act Statement

Paperwork Reduction Act Statement The information is necessary to determine your eligibility to become an FAA designee. It is estimated that it will take approximately one minute per response. The information will become part of the Privacy Act system of records, DOT /FAA 830, Representative of the Administrator, and it will be used to evaluate your qualifications for appointment as a designee. It should be noted that a person is not required to collect information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0033. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.

FAA Designee Program

The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination.

The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of Organization Designation Authorization (ODA). [Please click the link to view the policy](#)

Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

Login

Username:

Password:

Login

Links

- [User Registration](#)
- [Forgot Username](#)
- [Forgot Password](#)

- **Read the Paper Reduction Act Statement and FAA Designee Program information.**
- **New users select “User Registration” to obtain user name and password.**



User Name and Password

- **DMS requires:**
 1. **A 6-digit user name**
 2. **A password that is a minimum length of 12 characters that includes at least 1 upper case letter, 1 lower case letter, 1 number, and 1 special character. No character can be repeated twice in sequence.**



User Registration

The screenshot shows a web browser window with the URL <https://designee.faa.gov/#/registerDesignee>. The page is titled "Designee Management System Home Page" and features the Federal Aviation Administration logo. The main heading is "User Registration". A red asterisk indicates required fields. The form is divided into two sections: "Registration" and "Security Information".

Registration Section:

- First Name: * (Text input field)
- Last Name: * (Text input field)

Security Information Section:

- Email: * (Text input field)
- Email Confirmation: * (Text input field)
- User Name: * (Text input field)
- Password: * (Text input field)
- Confirm Password: * (Text input field)
- Security Question: * (Dropdown menu with "- Select -")
- Answer: * (Text input field)

Below the Security Information section, there is a note: "(Password must be a minimum length of 12 characters that includes upper and lower case characters, numbers and special characters as follows - at least 1 upper case, at least 1 lower case, at least 1 number, at least 1 special character, No character can be repeated twice in sequence.)". At the bottom right of the form, there are "Submit" and "Cancel" buttons.

- Fill in all required information and “Submit”.



Log In

Looking for a Designee in your area? [Click Here](#)

Paper Reduction Act Statement

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Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

Username:

Password:

Login

Links

- [User Registration](#)
- [Forgot Username](#)
- [Forgot Password](#)

- Now go back and log in using your new user name and password.



Create Application

https://designee.faa.gov/#/home

FAA-Designee Management System Home Page

Home Update Personal Profile Change Designation Location **+ Create Application** Message Center (0) Change Password Logout

Welcome Joe TCE

FAA Order 8000.95

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
No records found						

Action Required Items

Designation	Subject	Action Status	Due Date	Action(s)
No records found				

1 5

My Applications

ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
No records found						

- Once logged in, select “+ Create Application”.



Agreements Tab

http://iamcdcdvww321.ad.faa.gov:70/#/application/create

FAA-Designee Management...

Convert Select

Group 3 Use Case Confluen... DMS Wiki DMS External DMS Internal DMS G1 Sharepoint DMS G2 Sharepoint DMS G3 Sharepoint FSIMS eLMS eOPF IACRA SPAS MSAT-A eFSAS FSAS-TAP Logbook GoTo Meeting DK

Agreements Designee Types Create Personal Profile Background Questions Designation Location Document Upload

Summary Signature

Designee Acknowledgement Statement

If designated under Title 49, United States Code, §44702(d) and/or 14 CFR Part 183, I understand that:
I represent the FAA Administrator and must maintain the highest standards, knowledge and skill levels. Designation is a privilege. Designees serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. This privilege conveys responsibilities, but does not imply employment or other rights unrelated to FAA needs. The FAA has oversight responsibilities over my designation, and can observe my activity as a designee at any time. I must successfully complete required training within the timeframes established, to include passing the examinations provided during training. I will perform my tasks with integrity and cooperation, exercising sound judgement and a professional attitude in all my dealings with the public and the FAA as related to my designation. My designation is predicated on an FAA need for a designee to perform certifications and the ability of the FAA to manage my designation.

Accepted

FAA Designee Program

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[Please click the link to view the policy](#)

Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

Would you like to continue?

Accept Decline

- Read and accept the Designee Acknowledgement and FAA Designee Program statements.



Designee Types Tab

The screenshot shows the 'Designee Types' tab in the FAA Designee Management System. The page has a navigation bar with tabs: Agreements, Designee Types (selected), Create Personal Profile, Background Questions, Designation Location, Qualifications, and Summary. Below the navigation bar is a 'Signature' section. The main content area lists designee types under several categories:


- Aircraft Certification Services (AIR)
 - ☐ Designated Manufacturing Inspection Representative (DMIR)
 - ☐ Designated Airworthiness Representative - Manufacturing (DAR-F)
- Aviation Medical Examiner
 - ☐ Aviation Medical Examiner (AME)
- Flight Standards Service - Airworthiness Certification and Airman Examiners
 - ☐ Designated Airworthiness Representative (DAR-T)
 - ☐ Designated Mechanic Examiner (DME)
 - ☐ Designated Parachute Rigger Examiner (DPRE)
- Flight Standards Service - General Aviation Pilot Examiners
 - ☐ Designated Pilot Examiner (DPE)
 - ☐ Specialty Aircraft Examiner (SAE)
 - ☐ Administrative Pilot Examiner (Admin-PE)
- Flight Standards Service - Air Transportation Designated Examiners
 - ☐ Aircrew Program Designee (APD)
 - ☐ Designated Aircraft Dispatcher Examiner (DADE)
 - ☒ Training Center Evaluator (TCE)

- Select “Training Center Evaluator (TCE)”.



Designee Types Tab (Cont)

The screenshot shows a web browser window with the URL <http://iamcdcdwww321.ad.faa.gov:70/#/application/create>. The browser's address bar and tabs are visible at the top. The main content area is titled "Designee Questions" and contains the following sections:

- FAA Certificate Information**
 - Do you currently hold an unrestricted FAA pilot certificate to act as pilot in command (PIC) for the specific aircraft in which you seek authority? *
 - ☒ Yes ☐ No
 - Airman Certificate Number *
 -
 - Airman Certificate Date of Issue *
 - 
- Do you currently hold an unrestricted FAA flight engineer (FE) certificate to act as FE for the specific aircraft in which you seek authority? *
 - ☐ Yes ☐ No
- Enter your FAA Tracking Number (FTN) *
 -
- Do you currently hold a valid FAA medical certificate? (A medical certificate is not required for simulator-only evaluators.) *
 - ☐ Yes ☐ No ☐ Not Required

At the bottom right of the form, there are two buttons: "Continue" (with a checkmark icon) and "Cancel" (with a speech bubble icon).

- Complete the designee questions.



Create Personal Profile Tab

The screenshot shows a web browser window with the URL `http://iamcdcdvww321.ad.faa.gov:70/#/application/create`. The browser's address bar and tabs are visible. The main content area is titled "Welcome Joe TCE" and features a navigation bar with tabs: "Agreements", "Designee Types", "Create Personal Profile" (active), "Background Questions", "Designation Location", "Qualifications", "Summary", and "Signature". Below the navigation bar is the "User Profile" section, which includes a "Contact Information" form. The form fields are as follows:

- First Name*: Joe
- Middle Name*: (with a "No Middle Name" checkbox below it)
- Last Name*:
- Suffix: - Select - (dropdown menu)
- Date of Birth*: (with a calendar icon)
- Gender*: - Select - (dropdown menu)
- Country of Citizenship*: United States (dropdown menu)
- Contact Phone*: (with radio buttons for Domestic and International)
- Email*: tce@tce.com
- Upload Photo:

Below the "Upload Photo" section is a box labeled "Uploaded Photo" with a placeholder image.

- Enter the contact information in your user profile. Upload a photo of yourself if desired.



Create Personal Profile Tab (Cont)

Address Information

Personal Address

Street Address 1: * Required

Street Address 2:

City: * Required

State: * - Select -

Country: * United States

Postal Code: *

Mailing Address

☐ Same as Personal Address

Street Address 1: * Required

Street Address 2:

City: * Required

State: * - Select -

Country: * United States

Postal Code: *

Save Continue Cancel

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue
Washington DC 20591

Readers & Viewers

Government Sites
DOT.gov
USA.gov
Plainlanguage.gov

Contact Us
Contact FAA
OIG Hotline
FOIA

FAA Help Desk
helpdesk@faa.gov
1-844-FAA-MyIT ((844) 322-6948)

- Enter your personal address and mailing address (if different from your personal address).



Background Questions Tab

The screenshot shows a web browser window with the URL <http://iamcdcdvww321.ad.faa.gov:70/#/application/create>. The browser's address bar and search bar are visible. The page title is "Welcome Joe TCE". Below the title is a navigation bar with tabs: "Agreements", "Designee Types", "Create Personal Profile", "Background Questions" (selected), "Designation Location", "Qualifications", "Summary", and "Signature". The "Background Questions" tab is active, displaying a form with the following questions:

- During the last 7 years have you ever been other than honorably discharged from the military? *
- During the last 7 years, do you have any investigations, charged indictments, or pending actions in any local, state, federal, military, or foreign country? *
- Are you fluent in the English language (read, speak, write and understand)? *
- During the last 7 years, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could have been greater than one year regardless of the sentence. *
- During the last 7 years, have you been imprisoned, been on probation or on parole because of a felony conviction (including civilian or military felonies, firearms or explosive violations)? *
- During the last 7 years, have you had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have you paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)? *
- During the last 7 years, have you been convicted for a violation of any federal, state, or foreign statutes relating to drugs or alcohol? *

At the bottom of the form are three buttons: "Save", "Continue", and "Cancel".

- **Carefully read and answer the required background questions.**



Designation Location Tab

- Select the FAA office to which you are applying.
- Enter the parent training center name and certificate designator associated with your application (Example: FlightSafety International, Inc., UJFX).
- Enter the name and address of your primary work location facility. If appointed, you will be able to enter up to 3, with the first listed as the primary work location.
- Do not enter your personal address on this page. The address entered here will appear on your Certificate Letter of Authority (CLOA).



Designation Location Tab (Cont)

The screenshot shows a web browser window with the URL `http://iamcdcdvww321.ad.faa.gov:70/#/application/create`. The browser's address bar includes a search field. The page title is "FAA-Designee Management...". The browser's tab bar shows several open tabs, including "Convert", "Select", "Group 3 Use Case Confluen...", "DMS Wiki", "DMS External", "DMS Internal", "DMS G1 Sharepoint", "DMS G2 Sharepoint", "DMS G3 Sharepoint", "FSIMS", "eLMS", "eOPF", "IACRA", "SPAS", "MSAT-A", "eFSAS", "FSAS-TAP Logbook", and "GoTo Meeting DK".

The application interface features a horizontal navigation bar with the following tabs: "Agreements", "Designee Types", "Create Personal Profile", "Background Questions", "Designation Location" (which is the active tab), "Qualifications", "Summary", and "Signature".

The "Designation Location" tab contains the following sections:

- Select the FAA Office you are applying to ***: A dropdown menu with the text "- Select -".
- Designation Contact Information**: A section header.
- Please enter the training center name and certificate number associated with your application. Then enter the name and address of your primary work location facility. Do not enter your personal address here. If appointed, this address will appear on your certificate letter of authority (CLOA).**: A paragraph of instructions.
- Name of Training Center Certificate Holder ***: A text input field.
- Training Center Certificate Designator ***: A text input field.
- Primary Work Location Facility Name:**: A text input field.
- Street Address 1: ***: A text input field with the text "Required" below it.
- Street Address 2:**: A text input field.
- City: ***: A text input field with the text "Required" below it.
- State: ***: A dropdown menu with the text "- Select -".
- Country: ***: A dropdown menu with the text "United States".
- Postal Code: ***: A text input field.
- Phone Number:**: A text input field.

At the bottom right of the form, there are three buttons: "Save", "Continue", and "Cancel".



Qualifications Tab

- **Select the TCE authorizations for which you are qualified.**
- **You must select at least one Make/Model/Series from the dropdown to complete your application for TCE.**
- **A complete list of TCE authorizations with associated descriptions is contained in FAA Order 8000.95, Volume 7, Chapter 1, Section 2.**
- **An FAA evaluation panel will review your application to determine if you are qualified for the authorizations requested.**



Qualifications Tab (Cont)

http://iamcdcdwww321.ad.faa.gov:70/#/application/create

FAA-Designee Management... x

Convert Select

Group 3 Use Case Confluen... DMS Wiki DMS External DMS Internal DMS G1 Sharepoint DMS G2 Sharepoint DMS G3 Sharepoint FSIMS eLMS eOPF IACRA SPAS MSAT-A eFSAS FSAS-TAP Logbook GoTo Meeting DK

Welcome Joe TCE

FAA Order 8000.95

Agreements Designee Types Create Personal Profile Background Questions Designation Location **Qualifications** Summary Signature

Certifications and Qualifications

Flight Standards Service - Air Transportation Designated Examiners - Training Center Evaluator (TCE)

Please select the Authorizations you are qualified for *

Airplane ☐ Select all

☐ TCE-PE-ASEL ☐ TCE-PE-AMEL ☐ TCE-PE-ASES ☐ TCE-PE-AMES ☐ TCE-CE-ASEL ☐ TCE-CE-AMEL ☐ TCE-CE-ASES ☐ TCE-CE-AMES ☐ TCE-IRE-ASEL ☐ TCE-IRE-AMEL ☐ TCE-IRE-ASES ☐ TCE-IRE-AMES ☐ TCE-FIE-ASE ☐ TCE-FIE-AME ☐ TCE-ATPE-ASEL ☐ TCE-ATPE-AMEL ☐ TCE-ATPE-ASES ☐ TCE-ATPE-AMES ☐ TCE-FEE-RECP ☐ TCE-FEE-TPRP ☐ TCE-FEE-TJET ☐ TCE-TYPE-XXXX ☐ TCE-61.58 PPE-XXXX ☐ TCE-142.55 PPE-XXXX ☐ TCE-142.53 IE

Powered-Lift ☐ Select all

☐ TCE-PE-PLFT ☐ TCE-CE-PLFT ☐ TCE-IRE-PLFT ☐ TCE-FIE-PLFT ☐ TCE-ATPE-PLFT ☐ TCE-TYPE-XXXX ☐ TCE-61.58 PPE-XXXX ☐ TCE-142.55 PPE-XXXX ☐ TCE-142.53 IE

Rotorcraft-Helicopter ☐ Select all

☐ TCE-PE-RH ☐ TCE-CE-RH ☐ TCE-IRE-RH ☐ TCE-FIE-RH ☐ TCE-ATPE-RH ☐ TCE-TYPE-XXXX ☐ TCE-61.58 PPE-XXXX ☐ TCE-142.55 PPE-XXXX ☐ TCE-142.53 IE

Administrative ☐ Select all

☐ TCE-FPE ☐ TCE-MCE ☐ TCE-GIE ☐ TCE-FIRE ☐ TCE-RPE

Special ☐ Select all

☐ TCE-CAT II ☐ TCE-CAT III



Qualifications Tab (Cont)

The screenshot shows a web browser window with the URL <http://iamcdcdvww321.ad.faa.gov:70/#/application/create>. The browser's address bar and search bar are visible. Below the browser window, a navigation bar contains various links: 'Convert', 'Select', 'Group 3 Use Case Confluen...', 'DMS Wiki', 'DMS External', 'DMS Internal', 'DMS G1 Sharepoint', 'DMS G2 Sharepoint', 'DMS G3 Sharepoint', 'FSIMS', 'eLMS', 'eOPF', 'IACRA', 'SPAS', 'MSAT-A', 'eFSAS', 'FSAS-TAP Logbook', and 'GoTo Meeting DK'. The main content area is titled 'Designee Application Upload' and contains a series of qualification questions, each with 'Yes' and 'No' radio button options. The questions are: 1. 'Do you meet the instructor qualification and training requirements of 14 CFR part 142 subpart C? *' 2. 'Are you currently assigned as an instructor at the employing training center? *' 3. 'Are you qualified in each specific curriculum and the associated flight training equipment for which TCE privileges are requested? *' 4. 'Do you have at least one year of training center experience as a simulator instructor? *' 5. 'Have you accumulated at least 100 hours of flight simulation training device (FSTD) operating experience within the previous 12 calendar-months in the same aircraft make, model, series (M/M/S), and type (if type is applicable) of FSTD or aircraft for which the designation is requested? *' 6. 'Are you requesting authorization to conduct evaluations in an aircraft in flight? *' 7. 'Are you requesting to be an initial cadre TCE? *'

- **Complete the required TCE qualification questions in the Designee Application Upload section.**



Qualifications Tab (Cont)

The screenshot shows a web browser window with the URL <http://iamcdcdvww321.ad.faa.gov:70/#/application/create>. The page is titled "Attachments *" and contains the following text:

In order to complete your application, additional information will need to be uploaded on this page. Please upload the following:

1. A training center request letter.
2. A professional resume that describes your specific qualifications to be a TCE.
3. A supplemental information sheet, if needed, to supplement the information in your resume. (A sample supplemental information sheet is available for your use below, or you may upload the information in a similar format).

Note: For general and specific qualifications for an TCE, please refer to [FAA Order 8000.95](#) Designee Management Policy.



[Supplemental Information Sheet – TCE.doc](#)

Below the text are three buttons: "+ Choose", "Upload", and "Cancel".

Below the buttons is a table titled "Uploaded Files *". The table has four columns: "File Name", "File Type", "File Size", and "Delete?". The table is currently empty.

At the bottom of the table are three buttons: "Save", "Continue", and "Cancel".

At the bottom of the page is a footer section with the following content:

-  U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue
Washington DC 20591
1-866-TELL-FAA (1-866-835-5322)
- Readers & Viewers**

- Web Policies**
[Web Policies & Notices](#)
[Privacy Policy](#)
- Government Sites**
[DOT.gov](#)
[USA.gov](#)
[Plainlanguage.gov](#)
[Regulations.gov](#)
[Data.gov](#)
- Contact Us**
[Contact FAA](#)
[OIG Hotline](#)
[FOIA](#)
- FAA Help Desk**
helpdesk@faa.gov

- Upload the required attachments by first selecting “+ Choose”, then “Upload”. You must complete both steps to upload a document.



Required Attachments

- **TCE applicants must upload:**
 - 1. The training center request letter; and**
 - 2. A current résumé and/or supplemental information sheet (SIS) available in DMS.**

Note: TCE applicants may upload a résumé, SIS, or information in a similar format, provided TCE qualifications can be clearly established with the document(s) uploaded.



Supplemental Information Sheet

http://iamcdcdvww321.ad.faa.gov:70/#/application/create

FAA-Designee Management...

Convert Select

Group 3 Use Case Confluen... DMS Wiki DMS External DMS Internal DMS G1 Sharepoint DMS G2 Sharepoint DMS G3 Sharepoint FSIMS eLMS eOPF IACRA SPAS MSAT-A eFSAS FSAS-TAP Logbook GoTo Meeting DK

Attachments *

In order to complete your application, additional information will need to be uploaded on this page. Please upload the following:

1. A training center request letter.
2. A professional resume that describes your specific qualifications to be a TCE.
3. A supplemental information sheet, if needed, to supplement the information in your resume. (A sample supplemental information sheet is available for your use below, or you may upload the information in a similar format).

Note: For general and specific qualifications for an TCE, please refer to [FAA Order 8000.95](#) Designee Management Policy.

[Supplemental Information Sheet - TCE.doc](#)

+ Choose Upload X Cancel

Uploaded Files *

File Name	File Type	File Size	Delete?
-----------	-----------	-----------	---------

Save Continue Cancel

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue
Washington DC 20591
1-866-TELL-FAA (1-866-835-5322)

Readers & Viewers

Web Policies
[Web Policies & Notices](#)
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Government Sites
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[Regulations.gov](#)
[Data.gov](#)

Contact Us
[Contact FAA](#)
[OIG Hotline](#)
[FOIA](#)

FAA Help Desk
helpdesk@faa.gov

- Download a Supplemental Information Sheet here.



Summary Tab

The screenshot shows a web browser window with the URL <http://iamcdcdvww321.ad.faa.gov:70/#/application/create>. The browser's address bar and search bar are visible. The page title is "Welcome Joe TCE". Below the title is a navigation bar with tabs: "Agreements", "Designee Types", "Create Personal Profile", "Background Questions", "Designation Location", "Qualifications", "Summary" (selected), and "Signature". The "Summary" tab is active, displaying the "Designee - Training Center Evaluator (TCE)" information. The form is divided into three sections: "Application Profile", "Physical Address", and "Mailing Address". Each section contains a table of personal information.

Application Profile	
Application Date	
Name	Joe TCE
Date of birth	2/1/1980
Gender	Male
Country of Citizenship	United States
Phone Number	1234567890 - (Domestic)
Email Address	tce@tce.com

Physical Address	
Address Line 1	123 Main St
Address Line 2	
City	Wichita
State	Kansas
Country	United States
ZipCode	12345

Mailing Address	
Address Line 1	123 Main St
Address Line 2	
City	Wichita
State	Kansas

- Review all the information you've entered thus far in the Summary tab, make any changes if needed, then select "Continue".



Signature Tab

- **Carefully read and agree to the Release of Information and Certification Statements.**
- **Review the Privacy Act Statement.**
- **Then sign the application with your DMS password.**



Signature Tab (Cont)

http://iamcdcdvww321.ad.faa.gov:70/#/application/create

FAA-Designee Management... x

Convert Select

Group 3 Use Case Confluen... DMS Wiki DMS External DMS Internal DMS G1 Sharepoint DMS G2 Sharepoint DMS G3 Sharepoint FSIMS eLMS eOPF IACRA SPAS MSAT-A eFSAS FSAS-TAP Logbook GoTo Meeting DK

Welcome Joe TCE

Agreements Designee Types Create Personal Profile Background Questions Designation Location Qualifications Summary **Signature**

* Indicates required field.

Release of Information and Certification Statement

Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

I AGREE

*I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive. ☐

*I understand that any information given may be investigated. ☐

*I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants. ☐

*I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process. ☐

*I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or devise a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001:3571). ☐

*I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith. ☐

Privacy Act Statement

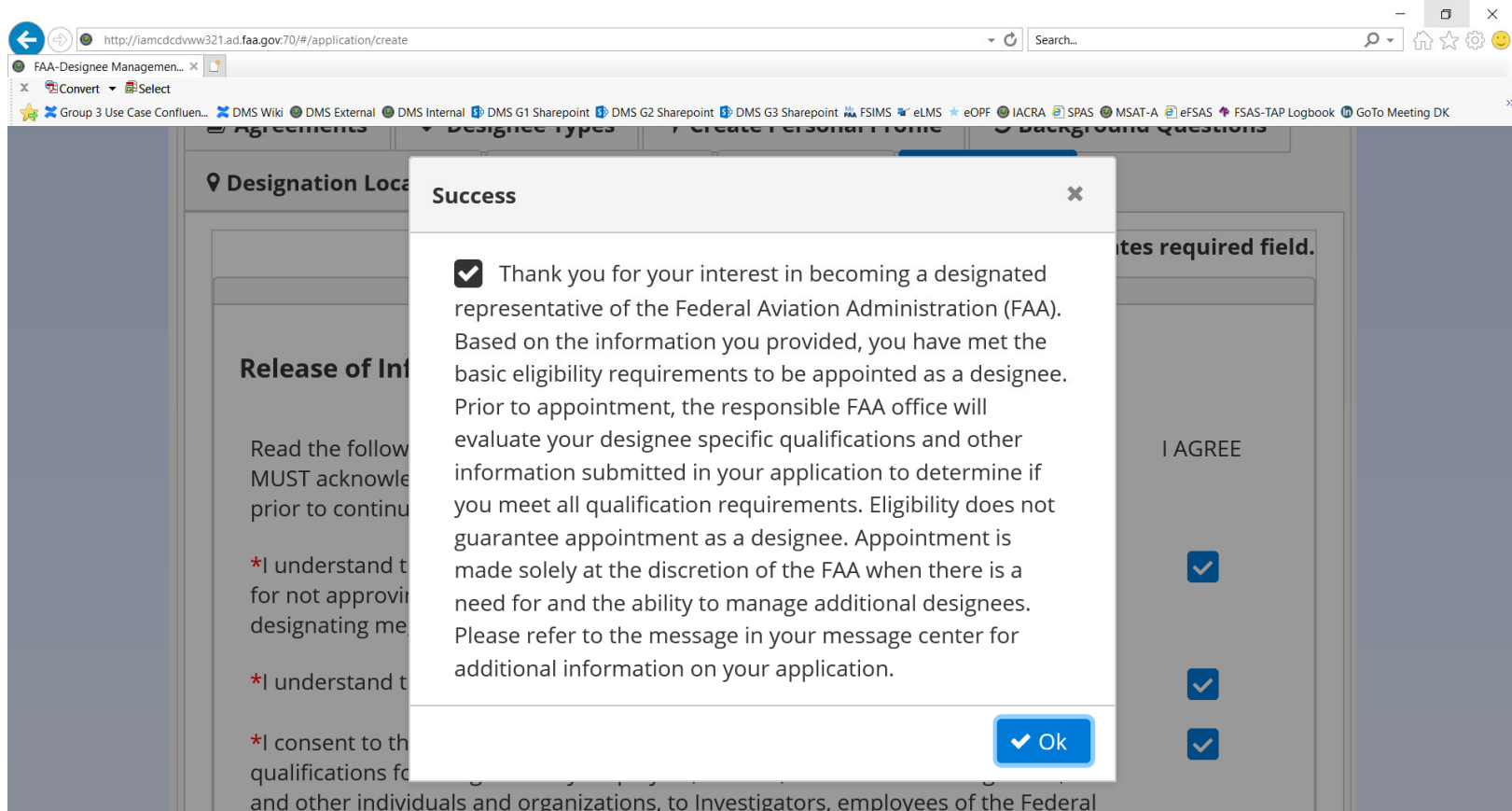
Privacy Act Statement: The information on this form is solicited under authority of the Federal Aviation Regulations Part 183. The purpose of this information is to establish your qualifications as a designee. Submission of the data is mandatory. Incomplete submission may result in delay or denial of your request. The data will be used to determine your eligibility as a designee, and for statistical purposes. In addition, the data also becomes part of the Privacy Act system of records DOT/FAA 830. Representatives of the Administrator, and is subject to the additional conditions of that published system.

Please enter your DMS password as your electronic signature.

Signature: *



Application Complete



- **You will receive the following message upon successful submission of your application.**



Evaluation

- **The FAA is required to determine if an applicant is the best qualified for appointment as a TCE.**
- **An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable) for all designee types.**
- **When a training center presents one or more TCE applicants for selection, the Flight Standards office will establish an evaluation panel to further review and determine if each applicant is appropriately qualified.**



Appointment

- If appointed as a TCE, you will be assigned a unique 9-digit DMS designee number and issued a Certificate Letter of Authority (CLOA).
- Remember, designation is a privilege, not a right.



Still Have Questions?

- For technical questions regarding system performance, contact the MyIT Service Center:
1-844-FAA-MyIT (322-6948)

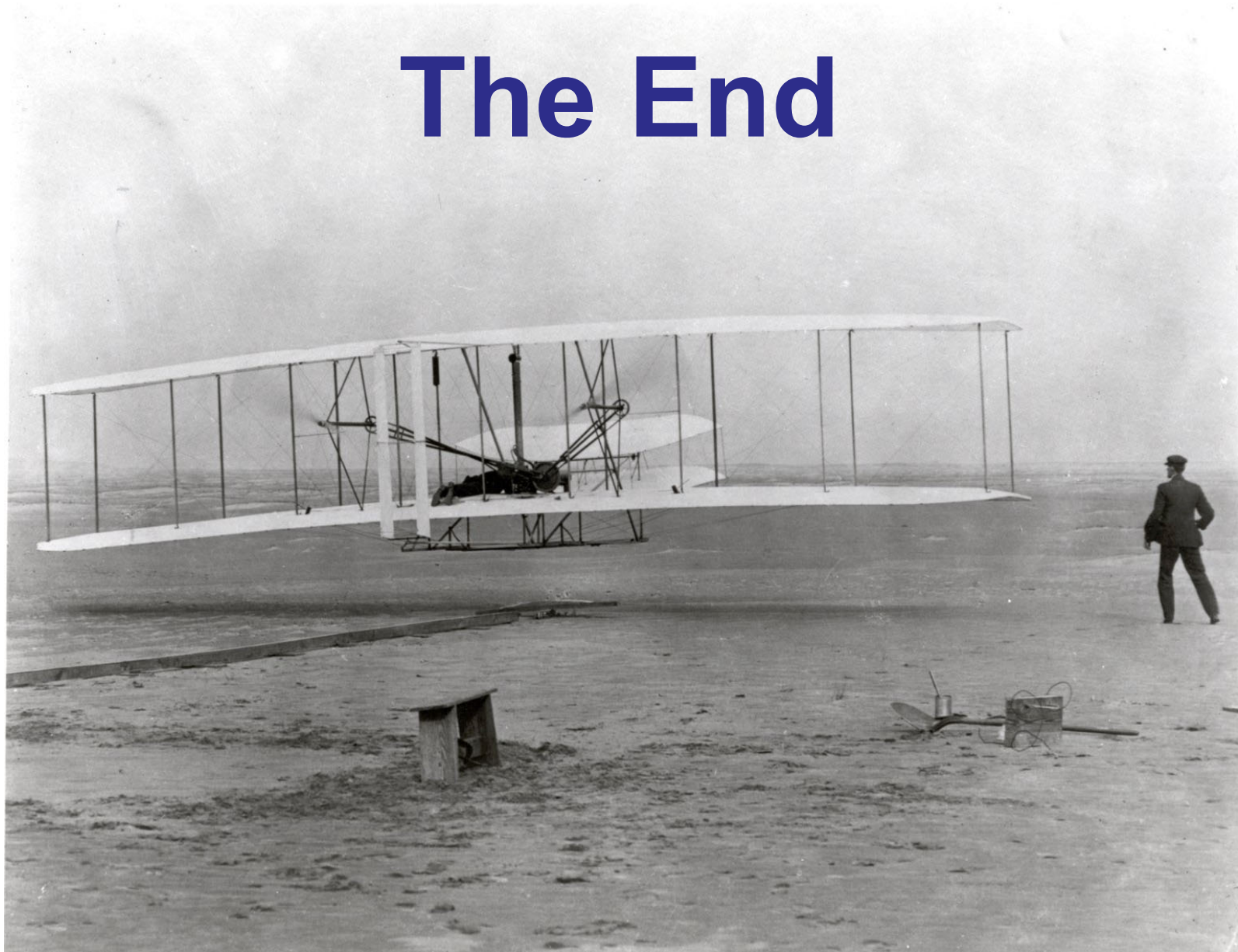
helpdesk@faa.gov

- For non-technical questions regarding DMS policy and processes, please contact:

9-AFS-650-DMS-Feedback-AirTransportationDesignees@faa.gov



The End



Federal Aviation
Administration