



Authorized  
Training Center

# New ATC Application Form

**Please indicate which program you are applying for and complete the list on page 2:**

- International Travel & Tourism Program
- International Aviation Training Program
- International Cargo Training Program
- IATA - Harvard Leadership & Management Program\*
- Stanford - IATA Aviation Management Program\*

## 1. a) Identification – Head Office location

Last Name:

Mr. /Mrs. /Ms:

First Name:

Job Title:

Organization Name:

Address:

City:

Country:

Tel number:

Fax number:

*Country code / Area code / Tel no*

*Country code / Area code / Tel no*

Email 1:

Email 2:

Website : http://

Registration or licence number (if applicable):

Date of registration:

## 1. b) Identification – Branch location(s)

*If you seek authorization for more than one branch location, please copy and complete this page for each branch.*

Last Name:

Mr. /Mrs. /Ms:

First Name:

Job Title:

Organization Name:

Address:

City:

Country:

Tel number:

Fax number:

*Country code / Area code / Tel no*

*Country code / Area code / Tel no*

Email 1:

Email 2:

Website : http://

Registration or licence number (if applicable):

Date of registration:

\*The logo of Harvard Business Publishing and Stanford cannot be used in your website, signature, or any stand-alone marketing material. They can only be used when affiliated with the IATA Authorized Training Center (ATC) logo and when you wish to indicate the IATA-Harvard or Stanford-IATA program and/or course you are authorized for.

## 2. Application for IATA Distance Learning Programs and Courses

### International Travel and Tourism Program

Head Office  Branch

- Foundation Course
  - Cours d'introduction
  - Curso Básico para Consultores de Viajes
  - Travel & Tourism Consultant Course
  - Managing the Travel Business Course (Stepping into Mngt)
  - GDS Fares and Ticketing Course
- Please specify GDS type:  Amadeus  Galileo  Sabre

#### e-learning courses:

- IATA Geography in Travel Planning Course
- IATA Destination Geography Course
- IATA Travel Agent Fees: Best Practices Course
- BSP Essentials for Travel Agents Course
- Comercialización de productos turísticos
- e-Business para Agencias de Viajes
- Las Nuevas Formas de Comunicación con el Cliente

### International Cargo Training Program

Head Office  Branch

- Cargo Introductory Course
- International Air Cargo Rating Course
- Live Animals Regulations Course
- Dangerous Goods Regulations – Initial Course \*
- Dangerous Goods Regulations - Recurrent Course \*

#### e-learning courses:

- Dangerous Goods Awareness (cat. 4, 5, 7, 8, 9, 10, 11, 12)
- Shipping Guidelines for Infectious Substances Course
- Shipping Perishable Cargo Course
- ULD Handling Course
- IATA Electronic Airwaybill (e-AWB)

**Please inquire at [atcinfo@iata.org](mailto:atcinfo@iata.org) to obtain our course price lists.**

Please indicate the language of instruction:  English  Other - please specify:

### \*Instructor Profile – for Dangerous Goods Regulations Instructors ONLY

*NOTE: If you are submitting the profile of more than one instructor, please make a copy and fill in this page for each instructor.*

Name of Instructor:

Mr. /Mrs. /Ms.

First Name

Family Name

#### You must include the following with your application:

- Letter of instructor appointment. (signed by both the organization's director and the instructor)
- Instructor's CV. (including details of Cargo Industry working experience - preferably 5 years in the handling and acceptance of dangerous goods or in hazardous materials safety operations.)
- Valid IATA Dangerous Goods Regulations Certificate (date: \_\_\_\_\_ )
- Valid equivalent Dangerous Goods Regulations Certificate (date: \_\_\_\_\_ ) or
- Proof of approval issued by local civil aviation authority to instruct DG courses. If applicable (date: \_\_\_\_\_ ) and
- IATA Professional Skills for DGR Instructors course marked 80% or higher (date: \_\_\_\_\_ ) and
- Equivalent course with a mark of 80% or higher (date: \_\_\_\_\_ ) or
- Professional references of previous instructing experience (min. 100 hours) (# hours: \_\_\_\_\_ ) or

*"I certify that the information provided here and in any attachment hereto is true and correct."*

Instructor Signature:

Date:

## \*Instructor Profile – for Aviation Management Level Courses ONLY

*NOTE: If you are submitting the profile of more than one instructor, please make a copy and fill in this page for each instructor.*

Name of Instructor:

Mr. /Mrs. /Ms.

First Name

Family Name

- Instructor's CV. (including details of 2 years working experience at supervisory or management level in the subject matter of the respective Aviation courses) and
- Professional references from current or previous employer(s) and
- Recognized teaching certificate (date: \_\_\_\_\_) or
- IATA Instructional Techniques Course (within 12 months of engagement by the School) or
- Equivalent teaching experience

### 3. Programs, Classroom and Equipment

*Please specify whether the below information is for the Head Office or Branch location(s).*

- Head Office Location     Branch name:

*If you seek authorization for one or more branch locations, please copy and complete this page for each location.*

#### Courses / programs offered at your organization

- Aviation     Cargo     Travel and Tourism     Hospitality     Business Management
- Other - please specify:

#### Classroom and Equipment available at your organization

- |  |      |   |      |
|--|------|---|------|
| <input type="checkbox"/> Number of classrooms for course instruction | Qty: | <input type="checkbox"/> Classroom seating capacity | Qty: |
| <input type="checkbox"/> Personal Computer(s) with CD ROM            | Qty: | <input type="checkbox"/> LCD Projector              | Qty: |
| <input type="checkbox"/> Internet Access                             | Qty: | <input type="checkbox"/> Cargo Booking Terminal(s)  | Qty: |
| <input type="checkbox"/> Air Waybill Printer                         | Qty: | <input type="checkbox"/> Other - please specify:    |      |

### 4. Business Planning (accurate information required)

*If you are applying for more than one course, please copy and fill in this page for each course.*

Course name:

Number of planned courses per year:

Expected number of students per course:

Students

Your organization's enrolment deadline for each term:

Planned date of first examination (MM/YYYY):

Duration of each course in total: hours

Student tuition fee (including IATA Enrolment Fee):

US Dollars

Is the IATA course stand-alone or part of another program you are offering?     Yes     No

If yes, please describe the program

#### How will you attract your audience and promote the IATA course?

- |   |   |
|---|---|
| <input type="checkbox"/> Your organization's website:   | <input type="checkbox"/> Internet               |
| <input type="checkbox"/> Newspaper (please name : _____)  | <input type="checkbox"/> Mass Mailing           |
| <input type="checkbox"/> IATA Website: <a href="http://www.iata.org/ps/resellers/index">www.iata.org/ps/resellers/index</a> . | <input type="checkbox"/> Seasonal Discounts     |
| <input type="checkbox"/> Student Fairs - please specify:  | <input type="checkbox"/> Promotions             |
| <input type="checkbox"/> Magazines - please specify:  | <input type="checkbox"/> Other - please specify |

## 5. Authorized Training Center Requirements for Authorization

### Minimum Student Enrolment Criteria

Each Head Office and Branch location is required to enrol a minimum of 30 students per location per annum to maintain the ATC status.

### ATC Application Evaluation Fee, Network Access Fee & Annual Authorization Fee

- A non-refundable Application Evaluation Fee of 350 USD is required for all new applications. *Not required for application from existing ATCs.*
- A one-time ATC Network Access Fee of 5,000 USD **and**
- Annual Authorization Fee: 2,500 USD Developing Nations (DNA) **or** 3,000 USD Non-Developing Nations (NDNA).  
For new ATCs, the Annual Fee is prorated for each full quarter of operations in the first year.

***Current applicable fees and minimum student enrolment criteria are published on the IATA website at [www.iata.org](http://www.iata.org) and are subject to change without prior notice.***

### Payable

- By cheque. Provided that it is drawn on a North American bank and micro-encoded.
- By credit card. Kindly send an email or a fax with the following information: credit card number, the name of the credit card holder as well as the expiry date to our office at **[atcinfo@iata.org](mailto:atcinfo@iata.org)**
- By bank transfer. Kindly send an electronic or a fax copy of the transfer to our office at **[atcinfo@iata.org](mailto:atcinfo@iata.org)**

The Royal Bank of Canada

Main Branch: 1 Place Ville Marie, Montreal, Quebec, Canada, H3C 2B5

Bank Number: 003

Transit Number: 00001

IATA ACCOUNT NUMBER: 400-749-8

Swift Code: ROYCCAT2

### Shipping Instructions

Please send your application and your evaluation fee to either of the following two addresses:

Email to : **[atcinfo@iata.org](mailto:atcinfo@iata.org)**

Mail to : **IATA Training & Development Institute (ITDI)  
Distance Learning Programmes  
Manager, Channel Partners Business Development  
800 Place Victoria  
P.O. Box 113  
Montreal, Quebec  
Canada H4Z 1M1**

Signature:

Date: