



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

- IATA/UFTAA Foundation Course
- IATA/FUAAV Cours d'introduction
- Curso Básico para Consultores de Viajes
- IATA/UFTAA Consultant Course
- Stepping Into Management with Harvard ManageMentor
- 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 Regulations Awareness (cat. 4) Course
- Shipping Guidelines for Infectious Substances Course
- Shipping Perishable Cargo Course
- ULD Handling Course

Please inquire at 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: www.iata.org/ps/resellers/index . | <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 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**
- By bank transfer. Kindly send an electronic or a fax copy of the transfer to our office at **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**

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: