



Authorized
Training Center

New ATC Application Form

1. Applicant Head Office Location

Organization Name:

Last Name:

Mr. /Mrs. /Ms:

First Name:

Job Title:

Address:

City:

Country:

Tel number:

Fax number:

Country code / Area code / Tel no

Country code / Area code / Tel no

Email 1*:

Email 2:

** Professional Email Address Required*

Website : http://

1a. Applicant Branch Office Location

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:

Address:

City:

Country:

Tel number:

Fax number:

Country code / Area code / Tel no

Country code / Area code / Tel no

Email 1*:

Email 2:

** Professional Email Address Required*

Website : http://

2. Application for IATA Distance Learning Programs and Courses

Travel and Tourism Program

Head Office

Branch

Advanced Skills in Journey Pricing and Ticketing
 Cours d'introduction en voyage et tourisme. **Avec:**
Abacus Amadeus Galileo Sabre
 Curso Básico para Consultores de Viajes
 Esenciales en tarifas aéreas y emisión de billetes
 Foundation in Travel and Tourism. **Please specify type:**
Abacus Amadeus Galileo Sabre
 Fundamentals in Journey Pricing and Ticketing
 GDS Fares and Ticketing. **Please specify type:**
Amadeus Galileo Sabre
 Managing the Travel Business
 Notions essentielles en tarification et billetterie
 Travel Agency Financial Management and Accounting
 Travel & Tourism Consultant

e-learning courses:

BSP Essentials for Travel Agents
 Destination Geography
 Geography in Travel Planning
 Social Media for the Travel Industry
 Travel Agency Fees: A Professional Approach

e-textbook courses:

Le service au client voyageur
 Serving the Travel & Tourism Customer
 Selling International Rail Transportation
 Selling and Managing Airline Reservations and Travel.
Please specify type:
Amadeus Galileo Sabre
 Ticket Repricing, Exchange and Reissue

Cargo Training Program

Head Office

Branch

Cargo English
 Cargo Introductory
 Cargo Rating and Marketing
 Cargo Security Awareness
 Dangerous Goods Regulations – Recurrent Course*
 Dangerous Goods Regulations – Initial Course*
 Live Animals Regulations
 Perishable Cargo
 Shipping Guidelines for Infectious Substances
 Supply Chain and Transport Modes

e-learning courses:

Dangerous Goods Awareness (cat. 4, 5, 7, 8, 9, 10, 11, 12)

Please inquire at atcinfo@iata.org to obtain our course price lists.

Airline Management and Operations Program

Head Office

Branch

Air Transport Fundamentals
 Airline Cabin Crew Training
 Airline Customer Service
 Airline Finance & Accounting Mngt*
 Airline Marketing
 Airline Revenue Management*
 Aviation Security Awareness
 Introduction to Safety Management Systems (SMS)
 Introduction to the Airline Industry

e-learning courses:

Fatigue Risk Management Awareness
 Instructional Design
 Introduction to Learning and Instruction
 Introduction to Safety Management Systems (SMS)
 Leading Instruction
 Measuring and Evaluating Learning
 Selecting and Using Instructional Aids
 Selecting and Using Instructional Methods

Leadership & Management Training Program (with Harvard ManageMentor modules)

Head Office

Branch

McGill Project Management: Practice & Certification

Head Office

Branch

Airport and Ground Operations Program

Head Office

Branch

Airport Operations
 Airport Ramp Services
 Ground Operations Management*
 Passenger Ground Services

e-learning courses:

Basic Airside Safety

*Instructor Profile

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 course/s) **and**

Recognized course certifications (date: _____) **or**

IATA Instructional Techniques Course (within 12 months of engagement by the School) **or**

Equivalent teaching experience

*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:

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: _____))

6. Authorized Training Center Requirements for Authorization

Minimum Student Enrolment Criteria

The Head Office and each 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 500 USD is required for all new applications.
- 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 are published on the IATA website at www.iata.org and are subject to change without prior notice.

Payable

By credit card. Please contact atcinfo@iata.org for the payment link.

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

Recap - Application Checklist

Please ensure your application includes the following:

- Completed Application Form
- Instructor CVs & Certificates
- Registration License
- Business Plan
- Company Profile

For DGR Course Applications:

- Civil Aviation Authority Approval
- Valid DGR Certificates
- IATA Professional Skills for DGR Instructors certificates

Application Instructions

Please send your application and your evaluation fee to the following contact:

Email to: atcinfo@iata.org

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

Signature:

Date: