



IATA Authorized Training Center (ATC) Application and Authorization Process

IATA Training welcomes applications from training institutes desiring to deliver IATA distance learning training courses at their premises. Such institutes, upon approval, are recognized as IATA Authorized Training Centers (ATC). Partnerships with Authorized Training Centers (ATC) are important to IATA Training so that IATA courses can be made available to students across the globe, and the ATC provides top quality instruction.

IATA's Distance Learning Programs extensively cover the aviation value chain and are available in multiple areas of specialization:

- Airlines
- Airports
- Cargo
- Corporate
- Ground Services
- Travel & Tourism

The current portfolio is listed on our website: www.iata.org/training/distance-learning

1. New ATC Authorization Process

1.1 The training institute downloads the application form www.iata.org/training-atc-application-form, completes the application form, and submits it to atcinfo@iata.org, with the following:

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

For DGR Course Applications, please include:

- Civil Aviation Authority Approval
 - Valid DGR Certificates
 - IATA Professional Skills for DGR Instructors certificates
- 1.2 IATA Training in Montreal reviews the application. IATA subject matter experts review the instructor resumes. If more information is required, the training institute is contacted to provide missing information.
 - 1.3 All applicants are advised of the decision. Successful training institutes are advised with a list of the approved courses.
 - 1.4 IATA Training sends an ATC agreement to the newly approved ATC for review. The ATC returns two (2) original, signed copies by courier to IATA Training in Montreal, Canada.
 - 1.5 Upon receipt of the original signed agreement, IATA Montreal signs both copies and sends 1 (one) copy back to the new ATC for their records.
 - 1.6 IATA Montreal also issues the invoice for the ATC Application Fees, ATC Network Fees, and ATC Annual fees. The application fees and the network fees are a one-time fee. The annual fees are prorated to the closest quarter in the year of joining. Thereafter the annual fees are payable from January to December each year.
 - 1.7 The new ATC settles the invoice and advises IATA Montreal of the same. IATA Finance confirms payment, and then the IATA Training team provides the following:
 - a. ATC Certificate – confirming your status as a new ATC, with authorization ID
 - b. ATC Handbook – detailing operations and processes of an ATC
 - c. ATC logo – for use on the new ATC stationery, and marketing material
 - d. ATC Resource Site – Access to a repository of ATC related documents
 - e. E-textbook – copy of the training course/s the new ATC is authorized to deliver
 - f. LMS – Access to IATA’s Learning Management where the ATC will enrol and manage their student’ courses, and examination sessions etc.
 - g. IATA website listing – The new ATC is also listed on the IATA Training Partners webpage: www.iata.org/training-partner-network
 - h. IATA Training Partner Poster - Poster and e-copy of the ‘Proud IATA Training Partner’ poster for the current year are shipped for display at your new ATC.

Note: Any authorization made by IATA pursuant to the authorization process described herein is applicable only to the applicant, or applicant branch office, listed in the application form. For clarity, such authorization does not apply to any affiliate, franchise, or branch of the applicant not listed in application form.

An ATC shall not assign, transfer or delegate its rights and obligations under the ATC agreement, without the prior written consent of IATA at its sole discretion.

Any use of IATA trademarks by an ATC must be in accordance with the provisions of the ATC agreement and IATA internal policies. No material, marks or advertisement in any form whatsoever shall display IATA's name or the IATA ATC logo without IATA's prior written approval.

IATA ATC FEES SCHEDULE*		
	DNA (Developing Nations) †	Non-DNA (others) †
ATC Application fee (one time)	USD 350	USD 500
ATC Network Joining fee (one time)	USD 5,000	USD 5,000
ATC Annual Fees	USD 2,500	USD 3,000
ATC Annual Fees (year of joining)	Prorated (quarter)	Prorated (quarter)
ATC Additional Branches (1st and 2 nd branch)	Included	Included
ATC Additional Branches (3rd branch onwards)	USD 500 per branch	USD 700 per branch
ATC Student Fee ‡	Ref: ATC Price List	Ref: ATC Price List
Additional Course Authorization Fee §	NIL	NIL

* All fees are in United States Dollars (USD) and are non-refundable

† IATA list of DNA and Non-DNA is available at www.iata.org/dna-countries

‡ Student Fees includes training material, examination and certificate

§ ATC Modification form with instructor resume required

Should you have any questions or concerns regarding the authorization process, please do not hesitate to contact the Manager, Training Partners and Business Development at:

Tel: +1 514 874 0202 ext. 3546

E-mail: atcinfo@iata.org

