



IATA Accredited Training School (ATS) Application and Accreditation Process

IATA Training welcomes applications from training institutes desiring to deliver approved Dangerous Goods training courses at their premises. Such institutes, upon IATA assessment and consideration, can be recognized as IATA Accredited Training Schools (ATS). The ATS network is an international, reputable community of training organizations providing IATA approved training programs at their respective locations.

The ATS network is comprised of cargo industry stakeholders including:

- Airlines
- Airports
- Cargo Agencies
- Freight Forwarders
- Ground Handlers
- Aviation training schools

The selected training organizations are accredited to deliver dangerous goods training from the training programs below:

- Dangerous Goods Regulations - Initial
- Dangerous Goods Regulations - Recurrent
- Dangerous Goods Regulations - Awareness
- Infectious Substances Regulations
- Radioactive Materials

New ATS Authorization Process

1. Phase 1 – Application and assessment

1.1 The training institute sends an email to the ATS Manager (atsnetwork@iata.org) with a letter of intent and a company profile. This letter of intent should include the following:

- The location (country) of the head office of the school
- A list of all branches in the same country (if applicable)
- A list of courses the school is currently teaching and which courses the schools wishes to approve under the accreditation program
- Which categories of personnel are to be taught

- Description of the premises of the school and where the school intends to conduct the training (including photographs of the facility)
 - Whether the school has training materials or if the school needs to develop such content
 - The **Business Plan** which should include:
 - the industry segment to which the School intends to offer its training
 - Indication of 3-5 of their current top customers in DG training
 - How many students annually they teach and how many students are foreseen in the first year, second year and onwards
 - Who are the competitors in DGR training in their region
- 1.2 IATA will review and internally assess the candidate application and company profile. At the end of this process the final result and decision will be provided to the applicant

2. Phase 2 – Accreditation process

- 2.1 If the preliminary assessment is approved, the applicant needs to submit the fully completed ATS Application Form: <http://www.iata.org/training/Pages/ats-application-form.aspx>.
- 2.2 The School also needs to create a user profile by clicking using this link: <https://extranet.iata.org/Registration/pages/GetEmailPage.aspx?siteUrl=ats>.
- In the left column, click on Registration (external users only) and follow the registration steps.
 - You will receive an email containing your user ID and password.
- 2.3 Once the registration has been approved, the School needs to prepare and upload the documents listed below for secondary review.
- The applicant is provided with the ATS Handbook to follow the procedure to prepare all required documents and materials - please refer to the 'Evaluation report checklist' in the ATS Handbook - Appendix G:
 - a) **Documentation required for each Instructor** the applicant wishes to have considered for approval to teach an endorsed course:
 - Detailed educational and work background résumé
 - 2 professional references per Instructor
 - Copy of valid DGR Category 6 training certificate
 - Copy of Train the Trainer / Professional Skills for DGR instructors certificate
 - Copy of Local CAA Approval for instructor
 - b) **Course materials** (to be designed according to the ATS Handbook guidelines and checklist appendixes A and G)
 - The Instructor's detailed lesson plan specifying the course learning objectives, both general and specific

- Course materials (manuals, presentations, workbooks, exercises, handouts, overheads, videos, etc.)
- Final test(s) with answers and marking scheme; one blank copy of the test(s)

c) Local CAA Approval for School

2.4 IATA will review the application.

- IATA subject matter experts review the instructor resumes
- The accreditation team reviews all course material.

2.5 The assessment report will be provided on the Evaluation Report Checklist.

- Any required corrections or additions will be indicated on the checklist for the schools' corrective action.
- The applicant will fulfill any required corrective actions and indicate the changes or explanations on the same checklist

2.6 The final approval will be given after the applicant rectifies all remarks and points and the final report will be provided.

2.7 IATA sends an ATS Agreement to the newly approved ATS for review.

- The ATS returns two (2) original signed copies by courier to IATA.

2.8 Upon receipt of the original signed agreement, IATA signs both copies and sends 1 (one) copy back to the new ATS for their records.

2.9 IATA also issues the invoice for the ATS Application Fees, ATS Network Fees, and ATS 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.

2.10 The new ATS completes the payment for the invoice and advises IATA of the same.

- IATA Finance confirms payment, after which the IATA Training team provides the following:
 - a) ATS Certificate – confirming your status as a new ATS, with authorization ID
 - b) ATS logo – for use on the new ATS stationery and marketing material
 - c) ATS Extranet Guide – providing all the details on how to navigate the extranet and register students
 - d) ATS Certificate Range – unique certificate numbers for ATSs to provide to their students who successfully pass their course
 - e) IATA website listing – The new ATS is also listed on the IATA Training Partners webpage: www.iata.org/training-partner-network
 - f) 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 ATS.

Note: Any authorization made by IATA pursuant to the accreditation 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 ATS shall not assign, transfer or delegate its rights and obligations under the ATS agreement, without the prior written consent of IATA at its sole discretion.

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

ATC Fee Type	Fee Amount†
ATS Application fee (one time)	USD 350
ATS Network Joining fee (one time)	USD 5,000
ATS Annual Fees	USD 1,750
ATS Annual Fees (Year of joining)	Prorated (quarter)
ATS Additional Branches	750
ATS Additional Branches (3rd onwards)	USD 700 per branch

* 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

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: atsnetwork@iata.org

