

Annex 1 | ATC Application Process

IATA Training welcomes applications from training institutes desiring to deliver IATA Partner-taught / self-study 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 Partner-taught programs extensively cover the aviation value chain and are available in multiple areas of specialization:

- Airline Management, Quality & Operations
- Airports
- Cargo & Logistics
- Dangerous Goods Regulations (for Category 6 training, the Accredited Training School (ATS) partnership is required)
- Ground Operations
- Management & Leadership
- Safety
- Security
- Travel & Tourism

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

New ATC Authorization Process

1. The training institute requests an application package through the IATA Customer Portal www.iata.org/training-contact, completes the application forms and submits them again through the IATA Customer Portal www.iata.org/training-contact

Please include the following completed forms in your application:

- Annex 02 | ATC Application Form
- Annex 03a | ATC Course List (Maximum of 5 courses for new ATCs)
- Annex 03b | ATC eLearning Course List
- Annex 07 | ATC Instructor Assignment Form (with Instructor CVs and Certificates)
- Registration License (as per local requirements for a training institute)
- Business Plan (how you plan to promote IATA training courses)
- Company Profile (with an Organization Chart)
- Application Evaluation Fee (USD500) by credit card or bank transfer only.

The application fee is non-refundable irrespective of the outcome of the application.

For DGR course applications, please include:

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

2. IATA Training issues a USD500 ATC Application Evaluation Fee. Upon receipt of the payment, 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.
3. All applicants are advised of the decision. Successful training institutes are advised with a list of the approved courses.
4. IATA Training sends an ATC Authorization Agreement to the newly approved ATC for review and signatures through Adobe Sign. The email with the contract comes from echosign@echosign.com. The ATC signs and returns the contract in the same manner.
5. Upon receipt of the signed Authorization Agreement, IATA Montreal countersigns and sends a copy back to the new ATC for their records.
6. IATA Montreal issues the invoice for the ATC Network Fee USD5,000, and ATC Annual fee USD2,500 (DNA) or USD3,000 (non-DNA). The Application Evaluation Fee and the ATC Network Fee are a one-time fee. The ATC Annual Fee is prorated to the closest quarter in the year of joining. Thereafter the annual fees are payable from January to December each year. All fees are non-refundable. The current fees are provided in Annex 16 of the ATC Handbook.
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:
 - ATC Certificate – confirming your status as a new ATC, with authorization ID
 - ATC Handbook – detailing operations and processes of an ATC
 - ATC logo – for use on the new ATC stationery and marketing material
 - ATC Resource Site – Access to a repository of ATC related documents
 - E-textbook – copy of the training course/s the new ATC is authorized to deliver
 - Access to IATA's Learning Management System (LMS) where the ATC will enrol and manage their student' courses and examination sessions etc.
 - IATA website listing – The new ATC is also listed on the IATA Training Partners webpage: www.iata.org/training-partner-network
 - IATA Training Partner poster - Poster and e-copy of the 'Proud IATA Training Partner' for the current year are shipped for display at your new ATC.
8. The ATC application process can take between 8 to 12 weeks, after receipt of a completed application, and application evaluation fees.

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.

Should you have any questions or require further information regarding the authorization process, please do not hesitate to contact us using the Customer Portal www.iata.org/training-contact