

CHAPTER 151. STANDARDIZING TRAINING CENTER CURRICULA AND RELATED SYLLABUS AT MULTIPLE CENTERS OF ONE TRAINING COMPANY

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES. 1368, 1369, 1370.

2. PURPOSE. This task applies to Title 14 of the Code of Federal Regulations (14 CFR) part 142 Certificated Training Center companies which have more than one center or satellite offering the same category of training in simulators or which leave aircraft of the same type at a variety of locations. It will allow those companies to submit only one approved curriculum and related syllabus for each airplane type and category of training that is delivered at multiple associated training sites. Guidance provides safety, standardization, and time efficiency for the Federal Aviation Administration (FAA) and the training company, its centers and customers.

NOTE: The word curriculum as it appears shall be construed to mean curriculum and related syllabus. Those terms shall be as defined in 14 CFR part 142.

3. BACKGROUND.

A. In the preamble to the final rule on training centers (14 CFR part 142, 61 FR 34508, July 2, 1996), the FAA is committed to ensuring standardization among training centers through the coordination of training programs at the national level. Although this provides a certain review and approval latitude for each Certificate-Holding District Office (CHDO), it does not yield the level of standardization that was anticipated system wide. This is especially true for the training companies with more than one training center.

B. This task identifies a process for standardization whereby a training company can request consideration for, and seek approval of, one standardized curriculum for use at more than one of their centers. This process involves a company designated center manager, herein identified as a lead center manager, acting as a point of contact for the other associated center managers where the standardized-curriculum training will be

administered. Through the lead center manager, the companies training centers collectively submit for review and approval one curriculum for a specific aircraft type (e.g., CE560XL) and category of training (e.g., initial type rating). This process involves communications and consensus between the training company lead and associated center management on a proposed curriculum that meets regulatory requirements, practical test standards, and FAA policy prior to submission to the FAA for approval consideration. Once this is achieved, the training company's lead center manager will submit the standardized curriculum to the lead center's CHDO. The lead center's Training Center Program Manager (TCPM) will distribute the standardized curriculum to the associated CHDO TCPM who have oversight responsibility and final approval authority. At this point, review will begin and communications between TCPMs will determine curriculum changes or revisions and concurrence on disapproval or approval. When concurrence on the approval of a standardized curriculum is reached, each TCPM will independently initiate final approval and oversight of the curriculum and training center within their CHDO.

C. Training companies requesting specialty or core standardized curriculum for use in more than one center shall be processed in accordance with the procedures in this task. It must be noted that training curricula may either be unique to a specific training facility (i.e., aircraft dispatcher), or they may be used by more than one associated training center as either a specialty or core standardized curriculum. Unique training programs fall outside the scope of this task and shall be submitted directly to the CHDO by the requesting training center manager for review and approval consideration by that CHDO only.

D. TCPM assigned to each of the training company's centers herein shall use the guidance within this task to reach concurrence prior to granting final specialty or core standardized-curriculum approval or denial.

E. This task does not, nor is it intended to, diminish the authority of the TCPM or CHDO to approve a curriculum, issue the certificate, or conduct oversight over the training center programs within their area of assigned responsibility.

F. *Prior-Approved Curricula.* Differences may exist between the various curricula approved for use by more than one center of a training company before May 18, 2001. Conversion of these different curricula to standardized-curricula under the provisions of this task may be initiated at the request of the training company. TCPMs will use the guidance provided in this task to convert the presently approved curricula to the company standardized curricula, where different.

G. *Moving or Adding Curricula.* When a training company terminates training at one facility and moves the training to another facility, the training company shall notify the affected TCPM of the planned move not less than 30 work days prior to the move. The TCPM losing the training curriculum oversight shall coordinate a move of the curriculum with the receiving TCPM. The receiving TCPM should accept the pre-approved document. The receiving TCPM may either:

(1) Accept the Administrator's previous approval of the curriculum, as indicated by the TCPM approval signature; or

(2) Request that the TCPM losing the training curriculum oversight move that curriculum to the new location through the TCPM of the lead center.

H. *Initial Curricula Approval.* To standardize curricula approved by the Administrator through the guidance of this task, initial specialty or core curricula must be reviewed and either approved or disapproved in accordance with the guidance of this task.

I. *Revisions.* To maintain standardization of curricula approved by the Administrator through the guidance of this task, revisions to specialty or core curricula must be reviewed and either approved or disapproved in accordance with the guidance of this task.

J. The information in this chapter does not add to or change existing guidance concerning Training Center Evaluators.

K. Training companies operating a single training facility, respective to a specific make and model aircraft or simulator, fall outside the scope of this task, and shall submit curricula request directly to the CHDO.

L. TCPM using current review and approval procedures will perform curriculum progress tracking through the PTRS in accordance with instructions outlined in section 2, paragraph 4.

M. For recordkeeping and planning purposes, the National Training Center Program Manager (NTCPM) will retain a list of all pending and approved core and specialty curricula processed by the lead training center TCPM in accordance with instructions outlined within section 2, paragraph 3.

N. The reviewing TCPM will ensure each core or specialty curriculum, including revisions, is processed as described within this task and the general guidelines in subparagraphs (1) through (6).

(1) *Curriculum Review.* The TCPM of the lead center shall distribute the proposed curriculum to the TCPM of the associate training centers within 10 work days of receipt from the manager of the training company's lead center. Using appropriate handbook guidance, Practical Test Standards, policies, and regulations, the lead and associate training center TCPM will independently review the proposed curriculum.

(2) *Discovering Discrepancies.* Each reviewing TCPM will document any areas of concern or notify the TCPM of the lead center that the curriculum is acceptable. Discrepancies based on appropriate regulations, guidance, or policy will be noted. Should a TCPM find the curriculum unacceptable, written documentation of the unacceptable items shall be referred to the TCPM of the lead center in writing within 15 work days after receiving the curriculum. The TCPM of the lead center will confer with each of the reviewing TCPM to determine concurrence or non-concurrence on noted discrepancies within the reviewing group.

(3) *Approval/Disapproval of a Curriculum.* Utmost effort will be taken to ensure that training center approval or disapproval is completed in a timely manner. Determination of approval or disapproval will be made, and the lead center TCPM will process the concurrence action within 15 work days of beginning the period for discovering discrepancies (subparagraph (2) above). Items the TCPM collectively deems unacceptable but easily correctable should be identified to the operator for processing as early as possible.

(4) *TCPM Concurrence.* Once concurrence is reached between all reviewing TCPM to either

approve or disapprove a curriculum, the lead center TPCM will process the concurrence action in accordance with paragraph 3 within 15 work days after discovering discrepancies (subparagraph (2) above).

(5) *Resolving TPCM Non-Concurrence.* In the event that reviewing TPCM are unable to reach concurrence on approval or disapproval of a curriculum under review, the dissenting TPCM shall provide supporting information in writing to the TPCM of the lead center within 20 work days of completing the curriculum review. Supporting information should make reference to appropriate regulations, policy, and/or guidance or other material indicating why the curriculum should be either accepted or denied. The TPCM of the lead center shall make a dutiful attempt to resolve all non-concurrence issues among the TPCM within 10 work days of receipt of the dissenting report.

(6) *Unresolved TPCM Non-Concurrence.* In the event that the TPCM of the lead center is unable to resolve the dissenting TPCM concerns with 10 work days of receipt of the report, the report shall be sent through the region to the NTCPM. The NTCPM shall, within 20 work days of receipt of the report, act on behalf of the Administrator to approve or disapprove

the curriculum, or refer the matter through the Regional Flight Standards Division to the dissenting TPCM's CHDO manager for resolution. If the issue is referred to the CHDO manager by the NTCPM, the CHDO manager shall, within 10 work days of receipt of the report, notify the NTCPM and the TPCM of the lead center in writing whether the curriculum should be approved or disapproved. In this circumstance, either the NTCPM or the dissenting TPCM's CHDO manager may act on behalf of the Administrator to make a final approval or disapproval of the proposed training curriculum under dissension.

NOTE: If during the review period the TPCM agrees that the curriculum needs additional work by the training company or it must be returned to the center for correction or additional work, the approval process may take longer.

(a) A change generated by a TPCM will flow through the TPCM of the lead training center to the lead center manager as a recommendation.

(b) The companies lead center manager will make the necessary print changes and start the change process.

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SECTION 2. PROCEDURE

1. PREREQUISITES AND COORDINATION REQUIREMENTS. This task will require coordination with lead center, associate center, and national TCPMs.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Title 14 CFR parts 121, 135, and 142
- Federal Register 61 34508, July 2, 1996

B. Forms.

- None

C. Job Aids.

- None

3. PROCEDURE.

A. PTRS. Open a PTRS entry.

(1) The TCPM for the lead training center will open a PTRS code 1368 and enter code 1369 into the PTRS tracking field.

(a) In the comment section, enter the lead training center agency certificate number and the 1368 PTRS record identification number.

(b) Notify all TCPM of associated training centers via e-mail the 1368 PTRS record identification number.

(2) Each TCPM of associated training centers will open a PTRS record using code 1370 and enter 1369 in the tracking field. In the comment section enter the lead center certificate number and the PTRS record identification number.

B. Approval Process.

(1) Training Company Initial Action.

(a) The hosting 14 CFR part 142 parent training company submits a revised core or specialty training course curriculum, either prior approved, initial, moved or added, to the company's designated lead training center manager.

(b) The training center manager shall distribute the training course curriculum to the company associated training center manager.

(c) The lead and each associated training center manager shall reach consensus on the training

course curriculum indicating it meets acceptable training standards, appropriate Practical Test Standards, handbook guidance, and regulatory compliance.

(d) Upon the consensus of all affected company training center managers, the lead training center manager shall circulate among the associated training center managers, a master curriculum title page. The master title page will contain a separate signature acceptance block for each approving training center manager. The acceptance block shall include:

i. Name of the lead and each associate training center,

ii. Agency certificate number,

iii. Date of TCM acceptance, and

iv. The word accepted above and with the TCM printed name, position title, and signature line.

(e) The TCM will complete the block information on the master curriculum title page in black ink. After the master title page has been accepted by all review TCM, the lead TCM will provide to each TCM a copy of the page to insert into the curriculum book. Each TCM should keep their curriculum book, minus the title page, until the signed page is provided by the lead TCM. Curriculum usage is prohibited until final FAA approval. Final approval is indicated by TCM Approval signatures on the List of Effective Pages.

(f) After the signed master title page is received back from the TCM, the lead TCM shall insert the signed title page into each curriculum book prior to submitting to the lead center TCPM for FAA review. The company lead TCM will submit the curriculum to the TCPM of the lead center for distribution to the TCPM of the associated training center(s).

(g) When a lead TCM submits a request for FAA curriculum approval, the request shall be made in writing and only to the TCPM, or designated representative, of the lead center. The request shall contain:

i. The curriculum book with the TCM accepted with date and signatures affixed to the title page,

ii. A list containing the name and telephone number of the lead and each associated TCM,

- iii. Aircraft type or simulator level,
- iv. Location and category of training,
- v. Tracking page with the date of submission, and
- vi. A copy of the request to forward to the NTCPM for tracking and reference.

(2) *FAA Initial Action.*

(a) The TCPM of the lead center shall accept the proposed training curriculum from the training company's lead training center manager. The TCPM of the lead center shall distribute the curriculum book to all reviewing TCPMs within 10 work days of receipt, and provide a copy of the curriculum approval request form (paragraph 3A(1)(g) above) to the NTCPM.

(b) After concurrence is reached within the FAA to approve the curriculum, the TCPM of the lead center will circulate among all approving TCPM a master List of Effective Pages. The page shall contain a preprinted approval block for each reviewing TCPM to sign. The approval block shall include space for completing blocks titled:

- i. Training center agency number.
- ii. Blank space for the word, approved.
- iii. Date line.
- iv. FAA Title line.
- v. Name print line.
- vi. Signature line.

(c) After a final consensus or concurrence to approve the curriculum by either the reviewing TCPM, the NTCPM, or CHDO manager, the approving FAA representative shall sign in black ink the master List of Effective Page and return it to the TCPM of the lead center. The TCPM of the lead center will place the original signature page into his or her curriculum book and forward a copy to each TCPM and TCM of all associated centers for insertion into their curriculum books. Each TCPM shall keep the curriculum book and insert the List of Effective Pages containing the original TCPM, NTCPM, or CHDO manager signatures upon receipt. The TCPM of the lead center will supply the approved List of Effective Pages to the company lead TCM for distribution to all TCM who signed the title page.

(3) *Training Company Final Action.* Upon receipt of the approved List of Effective Pages, the TCM shall insert the page into their curriculum book and provide a copy to all accepting TCM for insertion into their books.

C. *Moving or Adding Associate Centers.*

(1) The training company must notify its TCPM of plans to add, delete, or convert a pre-approved training curriculum associated with a group of training centers having an existing standardized curriculum or training program. The notified TCPM that will be affected by the action shall report such planned company training activity to the NTCPM. Upon request from the affected TCPM, the NTCPM will provide a list of lead and associate centers for reference.

(2) When associate centers are added or moved after a standardized-curriculum is approved, the lead center of the training company will provide the new center a copy of the approved curriculum. A TCPM original signature, title and date on the curriculums List of Effective Pages signifies the approved curriculum. If there is no List of Effective Pages, the lead training center TCPM will show approval by having each associated TCPM stamp each page of their respective training center curriculum FAA-Approved.

D. *Approval of Revisions to Currently Approved and New Curriculum.*

(1) The TCPM of the lead center will accept and review revisions for approval on a regular cycle either from the TCPM or the TCM of the associated training center.

(2) All revisions must indicate a change bar in the margin, indicating the revised areas.

(3) All original and revised pages must include the month, day, and year of the revision.

(4) An updated change notice listing should be included with each revision. This listing should include the change number and date of the revision.

(5) Prior to approving any revision, all TCPM of associated centers must review and concur with the revision. This concurrence should be achieved within 15 work days of submission. (Concurrence will be reached using the process as described for concurrence on curriculum above.)

(6) Revisions must not be implemented without review and concurrence of all TCPMs and TCMs affected by that change.

E. Close PTRS Entry. At the conclusion of the approval process, all TCPM will close their open records and open another record with PTRS code 1369 to close the certification process. Enter your respective training center agency certificate number.

4. TASK OUTCOMES.

A. Approval of Curriculum.

B. Addition or Relocation of Associate Centers.

C. Non-concurrence of Training Program.

D. Approval of New or Current Curriculum Revision.

5. FUTURE ACTIVITIES. None.

**FIGURE 151-1
APPROVAL FLOW CHART**

