



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy**

**ORDER
8000.90B**

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**SUBJ: Air Traffic Safety Oversight Credentialing and Control Tower Operator
Certification Programs**

In March 2005, the Federal Aviation Administration (FAA) established the Air Traffic Safety Oversight Service (AOV) under the Associate Administrator for Aviation Safety (AVS) to provide independent oversight of the Air Traffic Organization (ATO).

A key component of this oversight is the Credentialing program managed by AOV. This program covers personnel who perform direct safety-related air traffic control services and/or certify systems/subsystems/services in support of the National Airspace System (NAS).

This order sets forth how to issue and maintain Credentials and Control Tower Operator (CTO) certificates.

A handwritten signature in blue ink, appearing to read "Anthony Ferrante".

Anthony Ferrante
Director, Air Traffic Safety Oversight Service
Federal Aviation Administration

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Chapter 1. General Information

1. Purpose of This Order.

a. This order specifies procedures for Control Tower Operator (CTO) Certificates, governed by Title 14 of the Code of Federal Regulations (14 CFR) part 65; and Air Traffic Safety Oversight Credentials (Credentials) authorized by Federal Aviation Administration (FAA) Order 1100.161 Air Traffic Safety Oversight. In addition, consistent with the regulations, this order eliminates the requirement for an air traffic control tower operator to hold a CTO certificate if the individual also holds a Credential with a tower rating. The requirement to hold both the CTO certificate and the Credential is redundant since the underlying requirements for the Credential encompass those of the CTO Certificate. CTO certificates will only be issued to those individuals who do not hold a Credential and who meet the requirements of 14 CFR part 65, subpart B.

b. Part I of this order specifies procedures for CTO certification in accordance with Title 14 Code of Federal Regulations (14 CFR) part 65 for those facilities whose employees do not hold a Credential with a tower rating (excluding Department of Defense (DoD) personnel). CTO certification and ratings for the DoD are contained in FAA Order 7220.1 Certification and Rating Procedures for Department of Defense (DoD) Personnel. CTO certificates are airman certificates issued under Title 49 of the United States Code (49 USC) § 44702 and 14 CFR part 65.

c. Part II of this order specifies procedures for Credentials in accordance with FAA Order 1100.161, Air Traffic Safety Oversight, for those personnel who certify or perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/services in support of the NAS.

2. Audience. FAA organizations and personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/services in support of the NAS.

3. Where can you find this Order? You can find this order on the Directives Management System (DMS) website: FAA Orders and Notices.

4. Cancellation. This order supersedes Order 8000.90A, *AOV Credentialing and Control Tower Operator Certification Programs*, dated February 21, 2011.

5. Explanation of Changes. This order makes conforming changes in accordance with Notice 8000.373 and changes to 14 CFR part 65, which eliminated the need for an air traffic controller working in a control tower to hold both a CTO certificate and a Credential with a tower rating. This order also adds a 60-day timeframe to notify AOV when a Credential holder is no longer assigned duties requiring a Credential. In addition, this order makes minor clarifications and corrections throughout the document.

Chapter 2. Proficiency Managers/Co-proficiency Managers

1. General.

a. Proficiency Managers are designated by AOV. Proficiency Managers are generally air traffic managers, district managers, or Technical Operations Managers (TOMs).

b. Co-proficiency managers are managers (MSS-3 or above) selected by the proficiency manager and designated by AOV to perform all proficiency manager duties as outlined in this order. Co-proficiency managers must be assigned to the same home facility as the proficiency manager, no more than one per facility.

c. Proficiency managers and Co-Proficiency managers are authorized to designate Credential examiners and CTO examiners for whom they are accountable. Proficiency managers maintain liaison with AOV, designated examiners, and CTO examiners when problem areas must be dealt with.

2. **Duties.** Each proficiency manager/co-proficiency manager must ensure compliance with all associated requirements of this order. This means he or she shall:

a. Designate Credential examiners who recommend individuals for Credentials and ratings; and take action to ensure that each designated examiner meets the requirements standards noted in chapter 7 and 8 of this order.

b. Designate district designated examiners as required (ATCS only). District designated examiners are required for any satellite facility within a proficiency manager's area of responsibility that lack at least two qualified designated examiners.

c. Process requests for issuance of Credential examiner designations in accordance with Chapter 11 of this Order.

d. Process withdrawals of designations and Credentials in accordance with Chapter 11 of this order.

e. Process request for removal of Credentials, designations, and ratings in accordance with Chapter 10 of this order.

f. Distribute interpretations in those areas wherein a national policy or procedure has been established.

g. Assist designated examiners with respect to problem areas, obtaining materials, etc.

NOTE: In addition to the above, the duties listed below (h-o), apply only to ATCS proficiency managers who are responsible for the Control Tower Operator program and designating CTO Examiners.

- h.** Designate CTO examiners and takes action to ensure that each CTO examiner meets the qualification standards outlined in chapter 4 of this order.
- i.** Process requests for issuance of the CTO examiner designation. When necessary, this designation will be withdrawn from the Credential in accordance with chapter 11 of this order.
- j.** Monitor the activities and overall competence of each CTO examiner associated with the facilities within their area of responsibility.
- k.** Provide AOV with reports of unusual CTO certification problems within his or her area of responsibility.
- l.** Inform staff of the security measures imposed by “For Official Use Only” markings. Ensure that proper precautions are taken to maintain file security, ensure the destruction of obsolete tests, and limit access to test materials. (See Appendix J)
- m.** Assist CTO examiners in dealing with problem areas and obtaining materials.
- n.** Coordinate with appropriate offices in the service area/headquarters level concerning CTO certificate matters that may involve legal enforcement action. Notify AOV of these matters when necessary in accordance with FAA Order 2150.3, FAA Compliance and Enforcement Program.
- o.** Ensure CTO facility-rating tests are developed and maintained for the facilities within their geographical area of responsibility.

PART I – Control Tower Operator Certificates

Chapter 3. Responsibilities

- 1. General.** The FAA is responsible for the Control Tower Operator (CTO) Certificate program. Several organizations have responsibilities under this program. The purpose of this chapter is to delineate the areas of general responsibility of the organizations involved.
- 2. Air Traffic Safety Oversight Service (AOV).** AOV shall:
 - a. Establish policy and guidance for the CTO program.
 - b. Establish requirements for CTO examiners.
 - c. Monitor the CTO program.
 - d. Establish requirements for the responsibility of proficiency manager designation.
 - e. Designate proficiency managers.
 - f. Process requests for CTO facility rating/certificate revocations in accordance with the current version of FAA Order 2150.3 *Compliance and Enforcement Program*.
 - g. Accept new or modified CTO airman written tests prepared by the ATO in compliance with Title 14 of the Code of Federal Regulations (14 CFR) part 65, subpart B.
 - h. Oversee DoD management of the CTO program in accordance with the current version of FAA Order 7220.1 *Certification and Rating Procedures for Department of Defense (DoD) Personnel*.
- 3. Air Traffic Organization (ATO).** ATO shall:
 - a. Ensure that all applicants meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, subparts A and B, Air Traffic Control Tower Operators.
 - b. Ensure that any person assigned duties as a CTO examiner and/or proficiency manager holds a Credential with required designations for the functions noted on the certificate.
 - c. Notify the appropriate AOV Area Office within 60 days, through the Credentialing system, when those holding a CTO examiner designation are no longer assigned the functions noted on the certificate.

d. Notify AOV at 9-AWA-AVS-AOV-Credentials/AWA/FAA@FAA, immediately when ATO determines that a person is no longer qualified to perform the functions on the certificate, or has failed to comply with the responsibilities and duties of a CTO examiner.

e. Perform day-to-day administrative functions such as designating CTO examiners. Ensure that certification practices and procedures employed by CTO examiners are in accordance with applicable regulatory and legal requirements, and ensuring that their activities are within the procedural guidelines contained in this order;

f. Establish air traffic control certification procedures for individual positions and facilities;

g. Administer air traffic control training and certifications;

h. Notify AOV when a CTO test has been compromised;

i. Develop and print the CTO airman written tests within the guidelines of 14 CFR part 65, subpart B; and

j. Notify AOV of any request for certificate action.

4. Flight Standards Service (AFS). AFS shall:

a. Score and report grades for the CTO Airman written tests;

b. Validate information furnished by CTO examiners and applicants in preparation for the issuance of CTO certificates;

c. Maintain airman records;

d. Coordinate with AOV regarding day-to-day problem areas, providing guidance on form usage, and make suggestions to improve the process; and

e. Issue CTO certificates.

Chapter 4. Control Tower Operator (CTO) Examiners

1. General. CTO examiners must administer the Airman Written Test for CTO and facility rating tests. The CTO examiner conducts facility rating evaluations in accordance with published standards and instructions. The CTO examiner designation will be recorded on the examiner's Credential (FAA Form AC 8060-66). This designation will be withdrawn from the Credential when the person is no longer assigned duties or no longer meet the qualifications to perform duties. Individuals who are not employees of the FAA will not be designated as CTO examiners.

2. Qualifications of a CTO Examiner. Each CTO examiner must:

- a. Possess a current medical clearance; and
- b. Currently possess, or have held, a CTO certificate with a facility rating.

NOTE: The proficiency manager may designate a CTO examiner without a current medical clearance, but that examiner is only allowed to proctor written tests. The proficiency manager must note this limitation on the CTO examiner's Credential.

3. Responsibilities. CTO examiners shall:

- a. Administer CTO airman written and facility rating tests as required by 14 CFR part 65.
- b. Conduct tests in accordance with applicable orders and directives.
- c. Complete and submit forms and records in accordance with the procedures contained in this order and as required by 14 CFR part 65.
- d. Maintain security of facility rating tests and the CTO Airman Written Test (Appendix J).

4. CTO Examiner. A CTO examiner shall:

- a. Administer CTO airman written and facility rating tests prescribed for the certification of control tower operators;
- b. Ensure each applicant for the CTO certificate meets the eligibility requirements in 14 CFR part 65 and this Order before administering the facility rating test;
- c. Issue a temporary certificate (FAA Form 8060-4);
- d. Report any problem relating to test administration, test security, or facility rating test to the proficiency manager and AOV;
- e. Complete and submits the necessary certification forms as required by this order;
- f. Maintains records of CTO examiner activity for 24 months.

5. CTO Airman Written Tests. Only a CTO examiner may request the CTO airman written test.

- a. Request the CTO airman written test from:

Federal Aviation Administration Academy
Air Traffic Quality Assurance Section, AMA-505B
P.O. Box 25082
Oklahoma City, OK. 73125-0082

or

9-AMC-AMA-505 Quality-Branch@faa.gov

- b. Written test forms must be completed and submitted in accordance with instructions accompanying FAA Form 8080-3, Airman Written Test Application.

6. Obligations of a CTO Certificate Holder.

- a. Each holder of a CTO certificate must meet the requirements of 14 CFR part 65, Subpart A and Subpart B before exercising the privileges of his or her certificate.

- b. The holder of a CTO certificate must notify the FAA of any change in permanent mailing address within 30 days. Notifications must include the certificate number; submit it either online at FAA Licenses and Certificates or in writing to the following:

Department of Transportation
Federal Aviation Administration Airmen Certification Branch, AFS-760
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

- c. Instructions for replacing lost or destroyed certificates are contained in 14 CFR part 65, Subpart A.

7. FAA Airmen Certification Branch Web Address. Information regarding changes to and replacement of lost or destroyed CTO certificates can be found at FAA Licenses and Certificates or by e-mail at airmen@registry.jccbi.gov.

Chapter 5. The Facility Rating

1. General. Only a CTO examiner may issue a CTO facility rating. Prior to achieving a CTO facility rating, individual position qualifications will be recorded in official training records. A person may perform duties as a controller only at positions for which individual position qualifications are recorded, provided he/she is under the general supervision of the holder of a facility rating for that facility.

2. Eligibility of Applicants.

a. Before issuing any test materials (for initial or retesting), the CTO examiner must ensure that the applicant for a CTO certificate is properly identified and meets the requirements outlined in 14 CFR part 65.

b. An applicant for a CTO certificate who meets the requirements of 14 CFR part 65 (excepting section 65.33(a)) may be permitted to take the test for knowledge requirements, provided he/she is previously informed that, should he/she pass, he/she will not be eligible for a CTO certificate until he/she has reached the required age.

3. Preparation of the CTO Facility Rating. CTO examiners are responsible for the administration of standardized CTO facility rating tests for the location(s) under their jurisdiction. CTO rating knowledge, skills, and practical experience requirements are specified in 14 CFR part 65. The rating test must also include information on current operations and procedures. The facility rating on a certificate does not authorize the certificate holder to operate at any facility other than the one for which she/he is rated.

4. Temporary Control Locations. At locations where temporary air traffic control facilities are necessary (such as those required by air shows), the facility rating test must include subject matter pertaining to the temporary location. The CTO examiner should visit the temporary location to establish control procedures upon which the facility-rating test is developed. If such a visit is not possible, then the facility rating test may be developed from a study of known facts relating to the temporary location such as information found in appropriate maps, charts, planned communications channels, emergency procedures, etc. Upon satisfactory completion of the facility rating test, a Temporary Airman Certificate (FAA Form 8060-4) will be issued to the applicant for the temporary location. If duty at a temporary control facility is expected to last for less than 120 days, the CTO examiner is not required to process the request for a permanent CTO facility rating.

5. Administering the CTO Facility Rating.

a. The CTO examiner must ensure compliance with the knowledge and skills requirements outlined in 14 CFR part 65, subpart B.

b. If the applicant fails the test, he/she may be retested in accordance with 14 CFR part 65, Subpart A.

c. A grade of "S" (satisfactory) or "U" (unsatisfactory) is required on all applicable items on the back of FAA Form 8400-3 under Item D. In the form Remarks section, provide an explanation of reasons for not grading items.

d. A CTO examiner may not give advice or assistance to the applicant except in cases where there is a risk to safety. If advice or assistance must be given, the applicant will be issued FAA Form 8060-5 (Notice of Disapproval of Application). The CTO examiner is not responsible for the position during the facility rating test.

6. Application for CTO Certificates and Disposition of Forms for Facility Ratings.

a. An applicant must submit the following to a CTO examiner:

- (1) Application Form (FAA Form 8400-3);
- (2) A current second-class medical certificate (excluding persons employed by the FAA, or employed by or on active duty with the Department of the Air Force, Army, Navy, or the Coast Guard);
- (3) Airman Written Test Report with a passing grade or AC Form 8060-1;
- (4) FAA Form 8060-5 (if previously tested and disapproved); and
- (5) (Proof of experience requirements as described in 14 CFR part 65.39 (if application is for a facility rating).

b. If the applicant passes the facility rating test, the CTO examiner provides and/or returns the following to the applicant:

- (1) Copy of Temporary Airman Certificate (FAA Form 8060-4);
- (2) Medical clearance or certificate, as applicable; and
- (3) Proof of experience requirements.

c. If the applicant does not pass the facility rating test, the CTO examiner provides and/or returns to the applicant the following:

- (1) Copy of Notice of Disapproval (FAA Form 8060-5);
- (2) Medical clearance or certificate presented; and
- (3) Proof of experience requirements.

d. If the applicant passes the facility rating test, the CTO examiner sends the following documents to the Airmen Certification Branch, AFS-760, via certified mail:

- (1) Application FAA Form 8400-3 (signed by applicant and CTO examiner);
- (2) Original FAA Form 8060-4 Temporary Airman Certificate; and
- (3) Original Airman Written Test Report (for first time applicants) or AC Form 8060-1, FAA Airman Certificate.

e. If the applicant does not pass the facility rating test, the CTO examiner sends the following documents to AFS-760, via certified mail:

- (1) Application FAA Form 8400-3 (signed by applicant and CTO examiner).
- (2) FAA Form 8060-5 (if the applicant was previously tested and disapproved); and
- (3) Disapproval Notice (FAA Form 8060-5) original.

7. Suspension of a CTO Facility Rating. A proficiency manager, CTO examiner, or AOV may suspend a CTO facility rating when the controller's performance of required duties adversely affects the efficiency of the facility, aviation safety, or when there is other just cause. In cases of suspension, ATO will notify AOV after which AOV will initiate appropriate action in accordance with FAA Order 2150.3 Compliance and Enforcement Program.

PART II –Credentials

Chapter 6. Responsibilities

1. General. The Credentialing of ATO safety personnel is a responsibility shared by ATO and AOV. Credentials are issued under Title 49 of the United States Code (49 USC) §44502(a) and this Order. The Credentialing program incorporates the current training, certification, and qualification requirements that form the basis from which AOV issues, amends, withdraws, and removes Credentials. Program responsibilities for each organization are as follows:

2. AOV. AOV shall:

- a. Develop, implement, and maintain a Credentialing program for ATO safety personnel.
- b. Adopt, modify, or develop training and proficiency standards for air traffic control specialist (ATCS) and airway transportation system specialist (ATSS) Credentials.
- c. Authorize persons or organizations to request and issue Credentials, ratings, or designations.
- d. Develop standards for the issuance, maintenance, withdrawal, and removal of Credentials, ratings, and designations.
- e. Issue, amend, withdraw, or remove Credentials, ratings, or designations.
- f. Provide the implemented processes to review the removal of Credentials, ratings, or designations.
- g. Notify ATO when a decision has been made to remove Credentials, ratings, or designations.
- h. Conduct oversight of the Credentialing program primarily through audits and periodic reviews of standards and processes.
- i. Process requests for acceptance for changes to the current editions of FAA Orders JO 3120.4 Air Traffic Technical Training; JO 3000.57, Air Traffic Organization Technical Operations Training and Personnel Certification Programs; or other directives related to training and proficiency programs proposed by the ATO.
- j. Provide program policy guidance and maintaining this order.
- k. Respond to ATO requests for review and approval of *Return to Duty* (RTD) requirements within five business days.

3. ATO. ATO shall:

a. Ensure that no person provides direct safety-related air traffic control services or certification on certifiable systems/subsystems/services unless that person holds a Credential with the appropriate ratings, and/or designations for the duties assigned.

b. Ensure that no person provides direct safety-related air traffic control services unless, that person has passed the biennial skills evaluation for the services provided within 24 months. Ensure that no person provides certification on certifiable systems/subsystems/services unless that person has passed the biennial skills evaluation for the services provided within 24 months.

c. Adhere to the requirements in FAA Orders regarding the training, proficiency, and certification of personnel. These include FAA Order JO 3120.4 *Air Traffic Technical Training and FAA Order JO 3000.57, Air Traffic Organization Technical Operations Training and Personnel Certification Programs*.

d. Ensure that changes to FAA Orders JO 3120.4 and JO 3000.57 or other directives related to training, proficiency, and certification, are submitted for AOV acceptance.

e. Ensure that any person assigned duties as a designated Credential or CTO examiner has completed all required training and certifications in accordance with ATO regulations, and holds a Credential with the required designation and rating for that function.

f. Administer the Technical Operations Personnel Certification Program;

g. Ensure that any person assigned duties as a proficiency manager holds a Credential with the required designation for that function.

h. Notify the appropriate AOV area office within 60 days, through the Credentialing system, when a person holding a CTO examiner, designated examiner, or proficiency manager designation is no longer assigned those functions.

i. Ensure that ATO personnel with responsibilities regarding training, proficiency, and certification of personnel adhere to the provisions in this order.

j. Ensure compliance with the provisions of this order in the ATO internal quality, evaluation, and audit programs.

k. Ensure that applications for Credentials with ratings and/or designations are properly completed, authorized, and submitted, and that the appropriate proficiency manager approves recommendations from designated examiners for Credentials.

l. Obtain AOV approval for *Return to Duty* requirements when:

(1) A Credential holder has been decertified or has had his/her certification authority revoked for reasons relating to performance; or

(2) A determination has been made that a Credential holder has contributed to the cause of an aircraft or air traffic incident or accident, or that the Credential holder's performance is determined to have been egregious.

m. Notify AOV that a *Return to Duty* package is forthcoming:

(1) During normal duty hours (Monday-Friday 0730-1600 EST) by contacting the AOV duty officer through the AOV listed phone number; or

(2) After normal duty hours by contacting the AOV duty officer through the Washington Operations Command Center (WOCC).

n. Ensure that a Credential holder does not perform any direct safety-related air traffic control services or certification on certifiable systems, subsystems, or services in support of the National Airspace System (NAS) pertaining to the rating for which they are awaiting AOV approval for *Return to Duty* requirements.

o. Notify AOV when a Credential holder fails to meet *Return to Duty* requirements or the skills evaluation required by this order.

p. Ensure that air traffic controller skills evaluations for initial issuance and biennial renewal are recorded (e.g., RADAR, voice, and/or video recording, checklists, or other means of recording such evaluations), and are available in an auditable form for at least 24 months.

q. Ensure that ATSSs with active certification authority have performed certification on systems/subsystems/services for the rating they hold at least once in the past two years.

Chapter 7. Requirements for Air Traffic Control Specialist (ATCS) Credentials

1. Requirements for Issuing Credentials to an Air Traffic Control Specialist (ATCS).

In accordance with FAA Order 1100.161 *Air Traffic Safety Oversight*, the ATO must ensure any individual performing direct safety-related air traffic control services holds a Credential with the appropriate rating and/or designation issued by AOV, and that individual complies with air traffic control orders and directives. A Credential will be issued to those who meet the requirement for proficiency manager or to an ATO employee who:

- a. Successfully completes training and certification as required by FAA Order JO 3120.4 *Air*
- b. Traffic Technical Training;
- c. Holds at least one position certification (a Credential with a tower rating will only be issued to those who have completed all Local Control certification(s). Before the issuance of a Credential with a tower rating, an individual may work other positions (ground control, clearance delivery, or flight data) provided a certification was performed and those certifications are annotated on their training records. These duties must be performed under the general supervision of the holder of a Credential with a tower rating for that facility);
- d. Passes the skills evaluation; and
- e. Has an appropriate medical clearance.

2. ATCS Ratings, Designations, and Proficiency Requirements.

a. Tower Rating. Authorizes the holder to perform tower air traffic control services at a specified facility. Initial tower rating will be issued to an employee who:

- (1) Successfully completes the required training; a performance verification or equivalent, facility classroom training, and facility on-the-job training;
- (2) Holds local control position certification(s), as annotated on the Credential holder's FAA Form 3120-1 (or equivalent);

NOTE: Prior to issuance of a Credential with a tower rating, an individual may work other positions (Ground Control, Clearance delivery, or Flight Data) provided a certification was performed and those certifications are annotated on their training records. The individual must perform these duties under the general supervision of the holder of a Credential with a tower rating for that facility; and

- (3) Has an appropriate medical clearance.
- (4) To renew and maintain a tower rating, the holder must:
 - (a) Comply with the proficiency training requirements in FAA Order JO 3120.4; and

- (b) Pass a skill evaluation biennially.
- (c) Have an appropriate medical clearance.

b. Radar Approach Control Rating. Authorizes the holder to perform radar approach control air traffic services at a specified facility.

(1) A radar approach control rating will be issued to a person who:

(a) Successfully completes the required training; a performance verification or equivalent, facility classroom training, and facility on-the-job training and;

(b) Holds at least one position certification annotated on the Credential holder's FAA Form 3120-1 (or equivalent) identifying that he/she is certified on a specific position or sector in an area of specialization. Flight data and clearance delivery positions are excluded.

(c) Has an appropriate medical clearance.

(2) To renew and maintain a radar approach control rating, the holder must:

(a) Comply with the proficiency training requirements in FAA Order JO 3120.4;
and

(b) Pass skills evaluation biennially.

(c) Has an appropriate medical clearance.

c. En-route Rating. Authorizes the holder to provide en route air traffic services at a specified facility.

(1) An en route rating will be issued to a person who:

(a) Successfully completes the required en route training, a performance verification or equivalent, facility classroom training, and on-the-job training;

(b) Holds at least one position certification annotated on the Credential holder's FAA Form 3120-1 (or equivalent) identifying that he/she is certified on a specific position or sector in an area of specialization. Flight data and clearance delivery positions are excluded.

(c) Has an appropriate medical clearance.

(2) To renew and maintain an en route rating, the holder must:

(a) Comply with the proficiency training requirements in Order JO 3120.4; and

(b) Pass skills evaluation biennially.

(c) Have an appropriate medical clearance.

d. Examiner/District Examiner designations. Authorizes the holder to perform skills evaluations for rating or ratings indicated on the holder's ATCS Credentials. This designation will be withdrawn from the Credential when the person is no longer assigned those duties.

(1) A designated examiner designation may be issued to a person who:

- (a) Holds an ATCS Credential;
- (b) Is an operational supervisor or manager;
- (c) Is certified and operationally current; and
- (d) Is recommended by his/her proficiency manager.

(2) A district designated examiner designation will be issued to a person who:

- (a) Holds an ATCS Credential at his home facility;
- (b) Is a designated examiner at his home facility;
- (c) Reports to a proficiency manager with a network of facilities.

(3) To maintain either examiner designations, the holder must:

- (a) Perform the AOV-approved skills evaluations, as prescribed;
- (b) Ensure that Credentialed employees comply with the requirements of this order;
- (c) Be certified and operationally current at their home facility; and

(d) Make recommendations to the Proficiency Manager with regards to specific ratings for ATCSs for whom he/she is responsible.

e. Proficiency manager designation. An authorization granted by AOV that permits a Credential holder to approve the recommendation for the issuance of Credentials, ratings, and designations at specified locations. The holder of this designation is referred to as a proficiency manager. This designation denotes a managerial function.

(1) A proficiency manager designation will be issued to an air traffic facility manager. When there is no first-line supervisor between the facility manager and Credential holders the proficiency manager designation will be issued to the district manager.

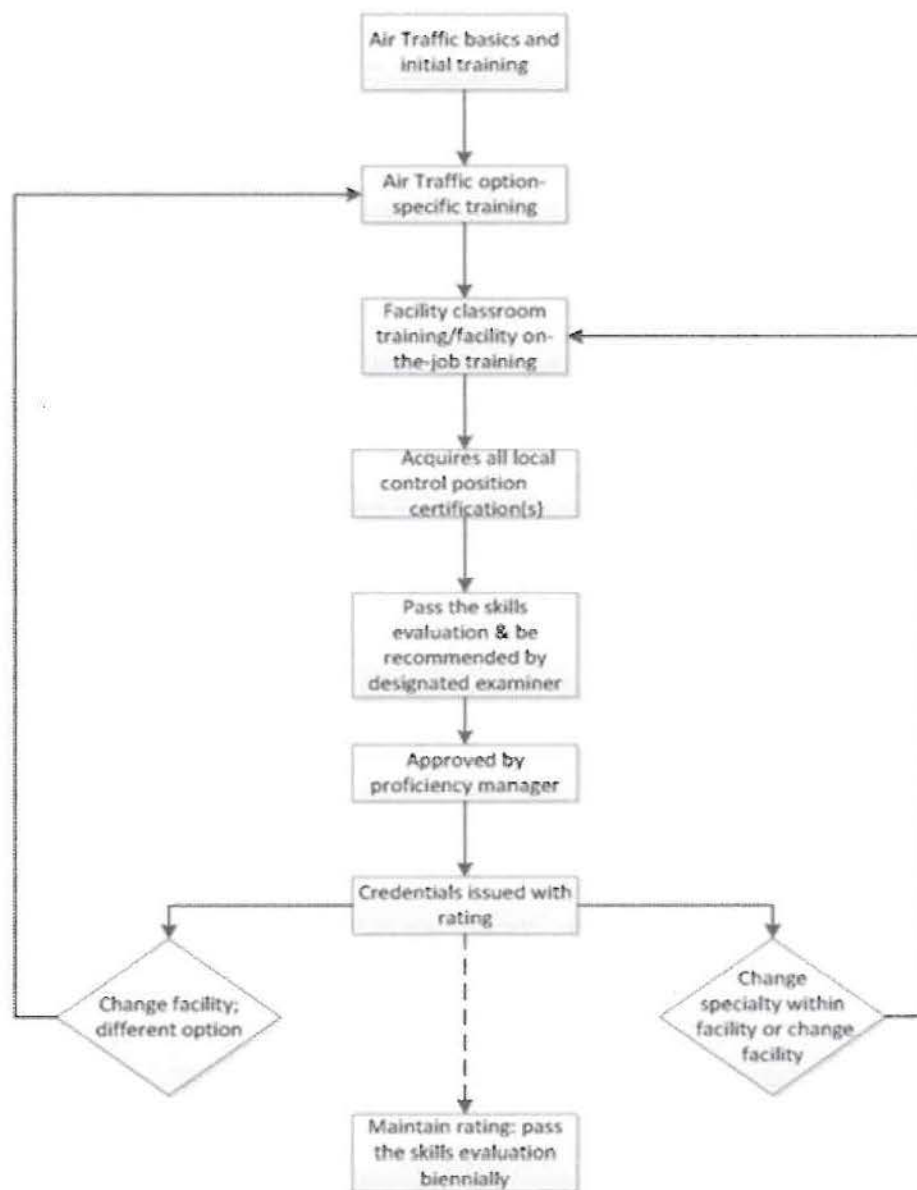
(2) To maintain a proficiency manager designation, the holder must have defined roles and responsibilities for CTO examiners and designated examiners under his/her control, and ensure that those responsibilities are met.

(3) The holder of the designation must ensure compliance with air traffic control orders, other directives, and skills evaluations standards.

3. Certification that rating requirements have been met. AOV may accept rating recommendations made by the designated examiners, and approved by proficiency managers that individuals have met all the requirements of this Order.

4. Temporary control facilities. If duty at a temporary control facility (such as those required by air shows) is expected to last for less than 120 days, no site specific Credentials, other than the controller's home facility Credentials, are required to work at locations where temporary air traffic control facilities are necessary.

Figure 7-1. ATCS Path to Credentials



Chapter 8. Requirements for Airway Transportation System Specialist (ATSS) Credentials

1. Requirements for Issuing Credentials to Airway Transportation System Specialists. In accordance with FAA Order 1100.161 *Air Traffic Safety Oversight*, the ATO must ensure any individual performing certification on certifiable systems/subsystems/services in support of the National Airspace System (NAS) holds a Credential with the appropriate rating and/or designation issued by AOV, and that person complies with Technical Operations orders, directives, and handbooks. An ATSS Credential will be issued to those who meet the requirements for proficiency manager or designated examiner. An ATSS Credential will also be issued to an ATO employee who:

- a. Successfully completes the required technical training and performance exams necessary to attain certification authority as prescribed in technical operations training and certification directives;
- b. Holds at least one active certification authority on a system/subsystem/service requiring certification; and
- c. Is approved by his/her proficiency manager; and
- d. Passes the skills evaluation.

2. ATSS Proficiency Manager and Credential Examiner Designation Requirements

a. **Proficiency Manager Designation.** An authorization granted by AOV that permits a Credential holder to approve the recommendation for the issuance of Credentials, ratings, and designations at specified locations. The holder of this designation is referred to as a proficiency manager. This designation denotes a managerial function.

(1) A Proficiency Manager designation will be issued to a District Office manager, Technical Operations Managers (TOMs), and/or second level manager who are responsible for granting certification authority, as designated by ATO.

(2) To maintain a Proficiency Manager designation, the holder must have defined roles and responsibilities for Examiners under his/her control, and ensure that those responsibilities are met.

(3) Ensures appropriate Credential ratings and/or designations are issued

(4) Ensures compliance with orders, technical handbooks, and evaluations standards.

b. **Credential Examiner Designation.** Authorizes the holder to make recommendations to the proficiency manager with regard to specific ratings for assigned ATSS. This designation indicate a managerial function and will be withdrawn from the Credential when the person is no longer assigned those duties as prescribed in Chapter 11 of this order.

(1) A Credential examiner designation may be issued to an individual who:

- (a) Supervises ATSS Credential holders;
 - (b) Is accountable for the ratings that are issued; and;
 - (c) Is recommended by his/her proficiency manager.
- (2) To maintain a Credential examiner designation, the holder must:
- (a) Verify that the ATSS has successfully completed a skills evaluation as required;
 - (b) Ensure appropriate ratings are recommended
- (3) Examiners who hold Credentials that certify systems and/or services into the NAS must comply with section 8-3 of this order.

3. Issuance and Maintenance of Ratings.

a. Issuance. A rating authorizes the holder to certify one or more systems/subsystems/services in support of the NAS. A rating may be issued to a person who holds an active certification authority. The following system ratings are applicable to an ATSS:

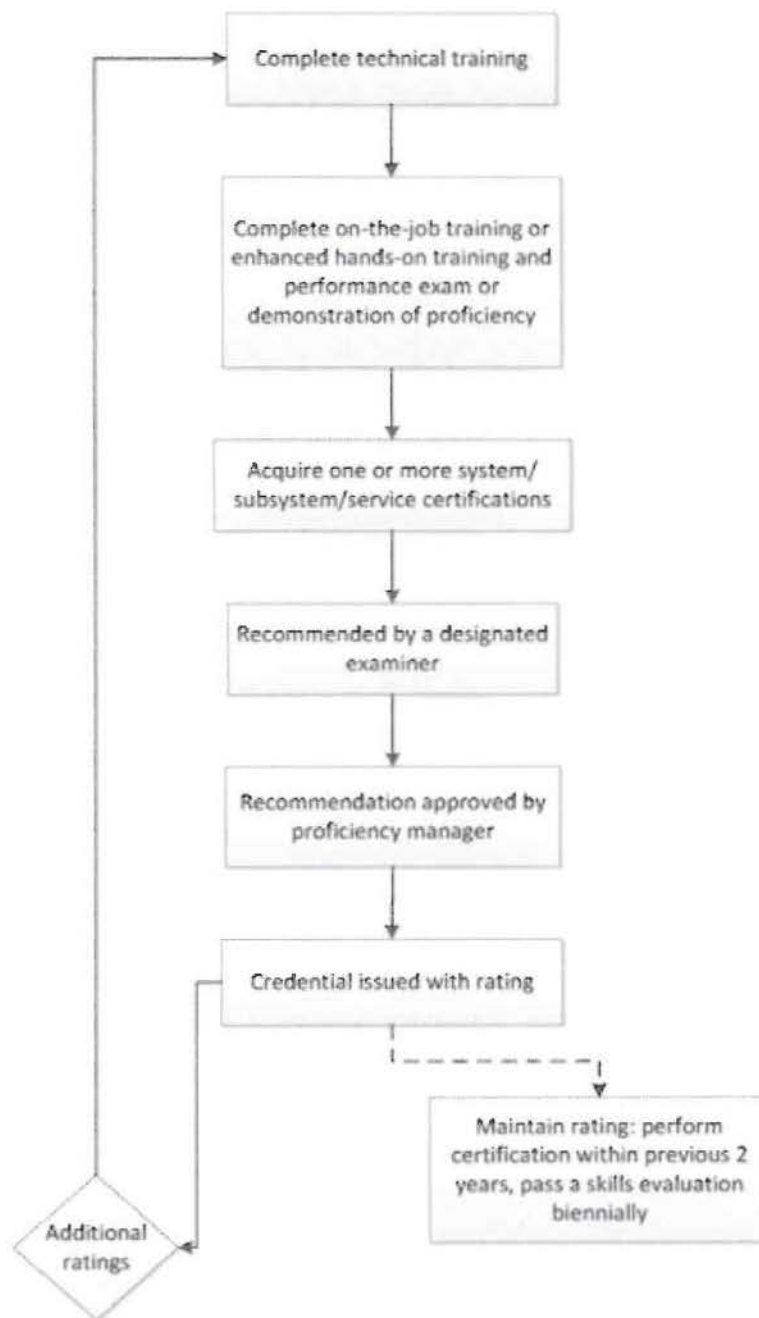
- (1) Communications
- (2) Automation
- (3) Environmental
- (4) Navigational Aid (NAVAID)
- (5) Surveillance

b. Maintenance. To maintain a rating, a Credential holder must:

- (1) Comply with the performance and proficiency requirements as prescribed in technical operations training and certification directive (FAA Order JO 3000.57); and
- (2) Perform certification on systems/subsystems/services within the previous 24 months; and
- (3) Pass skills evaluation biennially

4. Verification that Requirements have Been Met. AOV may accept rating recommendations made by the designated examiners, and approved by proficiency managers that individuals have met all the requirements of this Order.

Figure 8-1. ATSS Path to Credentials



Chapter 9. Traffic Management Coordinator Credential (Reserved)

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Chapter 10. Removal of Ratings, Designations, or Credentials

1. **Criteria for Removal of Ratings, Designations, or Credentials.** An AOV rating, designation, or Credential may be removed in compliance with relevant provisions contained in applicable collective bargaining agreement when:

- a. AOV receives notification from the ATO that a Credential holder is unable to meet RTD requirements;
- b. AOV determines that a Credential holder is unable to meet the current requirements for the rating or designation he/she holds;
- c. A Credential holder's performance of assigned duties has adversely affected aviation safety; or
- d. At any time for just cause, as determined by their manager/supervisor. This would also include Transportation Security Administration (TSA) threat assessments as described in 14 CFR, part 65.

2. **Notifications.** Once AOV decides to remove a rating, designation, or Credential from an ATSS or ATCS, a notification will be sent to the person through their proficiency manager. If the action removes a rating or designation, AOV may issue an amended Credential reflecting the action.

3. Requests for Review.

a. An ATO employee may submit a written request within 15 business days of receipt of the official removal notification to the Air Traffic Operations Oversight Division Manager. The division manager level request for review must include relevant information supporting the employee's request to rescind the removal action. The Division Manager will then review the action to determine if:

- (1) The appropriate procedures leading to the removal were followed;
- (2) Additional information is needed; or
- (3) Other factors need to be taken into account.

b. Following the review, the Air Traffic Operations Oversight Division Manager must provide written notification of a decision within 15 business days from receipt of the request to:

- (1) Sustain the action; or
- (2) Rescind the action.

c. If an ATO employee does not agree with the results of the Division Manager review, the employee may submit a written request within 15 business days of receipt of the official response to the previous request for review to the AOV Director. The director level request for review must include relevant information supporting the employee's request to rescind the removal action. The AOV Director will then review the action to determine if:

- (1) The appropriate procedures leading to the removal were followed;

- (2) Additional information is needed; or
- (3) Other factors need to be taken into account.

d. Following the AOV Director's review, the Director must provide written notification of the final agency determination within 15 business days from receipt of review request to;

- (1) Sustain the action; or
- (2) Rescind the action.

e. AOV designations that have been removed under this Chapter may be re-issued after 12 months.

Chapter 11. Administrative Requirements

1. Application Procedures. AOV will process all requests for issuance of Credentials using the Credentialing system.

a. Managers who meet the requirements for a proficiency manager designation may apply for a Credential by submitting the appropriate Proficiency Manager Designation Request Forms (8000-44 for ATCS and 8000-45 for ATSS) to their service center. The service center will validate the request and forward it to AOV. AOV will provide proficiency managers with the necessary information and forward a password to give online access to the Credentialing system for the purpose of requesting issuance of Credentials, ratings, and designations for ATO employees assigned to their facility.

b. A proficiency manager will be required to acknowledge and affirm that the person for whom he/she is requesting issuance of a Credential has successfully met all training and proficiency requirements as described in this order as well as all FAA orders and directives as it relates to certifications, currency, and training requirements.

2. Identification of Credentialing Function. One of the following titles will be entered on the front of a Credential (Appendix K)

- a. Air Traffic Control Specialist
- b. Airway Transportation System Specialist

3. Identification of ATCS Ratings. One or more of the following ratings will be entered, on the back of an ATCS Credential along with the specific facility for which the rating applies (Appendix K):

- a. Tower
- c. RADAR Approach Control
- d. En Route

4. Identification of ATSS Ratings. One or more of the following ratings will be entered, on the back of an ATSS Credential (Appendix K).

- a. Communications
- e. Automation
- f. Environmental
- g. NAVAID
- h. Surveillance

5. Identification of Designations. One or more of the following designations may be entered, on the back of an ATSS or ATCS Credential (Appendix K):

- a. Proficiency Manager/Co-Proficiency Manager
- b. Designated Examiner
- c. CTO examiner

6. Issuance and Control.

a. AOV is responsible for the overall management and control of the Credentialing program.

b. Proficiency managers are responsible for ensuring compliance with this order and the prompt and accurate processing of requests for Credentials.

c. AFS-760 is responsible for card stock and ensuring Credentials and CTO certificates reflect English language proficiency that meets International Civil Aviation Organization standards (Appendix L).

d. AOV is responsible for conducting audits to ensure the program integrity to make continual improvements.

e. AOV is responsible for updating and maintaining the Credentialing system, or ensuring an alternate means of meeting these requirements is available.

7. Replacement of Credentials. A person who loses or damages a Credential may request a replacement from their designated examiner.

8. Amendments. If a Credential holders' personal information changes (e.g., a name change), the holder must request an amended Credential from their designated examiner.

9. Withdrawal of Credentials and Designations. The proficiency manager or designated examiner will notify AOV, through the online Credentialing system, when a Credential or designation is to be withdrawn. Credentials and designations will be withdrawn when a person:

- a. Is no longer assigned the functions of that designation.
- b. Separates from the FAA for any reason.

Chapter 12. Administrative Information

1. Distribution. This order is distributed to AOV, AFS, the Mike Monroney Aeronautical Center, and the following ATO service units: Air Traffic Services, Mission Support, Technical Operations, and Safety and Technical Training.

2. Background.

a. In 2005, the FAA established AOV in FAA Order 1100.161, Air Traffic Safety Oversight, to provide independent oversight of air traffic control services. In 2006, the Administrator issued FAA Order 1100.161 Change 1, which added to AOV's responsibilities management of the CTO certificate program as well as a Credentialing program for air traffic safety personnel.

b. 14 CFR part 65 prescribes the requirements to obtain a CTO certificate. This Order prescribes the requirements to obtain a Credential.

c. The FAA amended 14 CFR part 65 to require an individual to hold a CTO certificate or a Credential with a tower rating.

3. Delegation of Authority. The authority to make future revisions to this order is delegated to the Director of the Air Traffic Safety Oversight Service, AOV-1. Supplemental changes and requests for alternate means of compliance to programs and policies noted in this order must receive prior approval through the submission of written requests to AOV.

4. Information Currency. Matters relating to the clarity, applicability, or completeness of this order should be forwarded to the Air Traffic Safety Oversight Service for consideration.

Appendix A. Definitions

1. **Definitions.** The terms used in this order are defined as follows:

a. Acceptance. The delegation of authority to the ATO, by AOV, whereby the ATO may make changes, within the confines of approved standards, and reports those changes to AOV within 30 days. Changes made by the ATO in accordance with this delegated authority can be made without prior approval by AOV.

b. Airman. Under 49 USC § 40102(a)(8), airman means any individual:

(1) in command, or as pilot, mechanic, or member of the crew, who navigates aircraft when under way;

(2) who is directly in charge of inspecting, maintaining, overhauling, or repairing aircraft, aircraft engines, propellers, or appliances (except to the extent the FAA Administrator may provide otherwise for individuals employed outside the United States); or

(3) who serves as an aircraft dispatcher or air traffic control tower operator.

a. Air Traffic Safety Oversight Credential (Credential) (FAA Form AC 8060-66). A document that identifies a person as a qualified air traffic control specialist or airway transportation system specialist through the listing of identifying information and professional qualifications in the form of ratings, designations, and facility limitations.

b. Approval. The formal act of approving a request submitted by the ATO. Written approval from AOV is required before the proposed request can be implemented.

c. ATO Safety Personnel. ATO personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/services in support of the NAS.

d. ATO Safety Personnel in Training. ATO safety personnel with a Credential and are undergoing training for additional certifications or ratings. In the case of a developmental controller, this term refers to a person who has received at least one position certification, but has not yet reached certified professional controller (CPC) status.

e. Control Tower Operator (CTO). A person who performs air traffic control duties at an air traffic control tower.

f. CTO Applicant. Any person who presents himself or herself to a CTO examiner and requests to be examined to secure an air traffic control tower operator certificate. The person is considered an applicant even though he/she may not meet the requirements of 14 CFR part 65 and no action toward examination and certification is subsequently taken.

g. CTO Certificate (AC Form 8060-1). An airman certificate issued by the FAA, under 49 USC §44702 and 14 CFR part 65, that authorizes the holder to act as an airman in connection with part 65. This certificate cannot be used in place of a Credential.

h. CTO Examiner Designation. A designation that permits a Credential holder to administer the CTO written and facility rating tests and perform certain administrative functions as specified in this order. This person is referred to as a “CTO examiner.”

i. CTO Facility Rating. A rating issued in conjunction with a CTO certificate indicating that the applicant has demonstrated the qualifications and skills required to control air traffic at a specified airport traffic control tower, as required by 14 CFR part 65, subpart B.

j. CTO Facility Rating Test. A test conducted that includes current procedures, operation of equipment, letters of agreement, and any other subject pertinent to that facility.

k. CTO Airman Written Test. A test developed by the FAA for the purpose of determining if an applicant meets the knowledge requirements specified in 14 CFR part 65.35.

l. Co-Proficiency Manager Designation. An authorization granted by AOV that permits an additional proficiency manager to be designated at facilities that have MSS-3 staff. This individual has the same duties and responsibilities as the proficiency manager. This designation denotes a managerial function.

m. Designated Examiner An authorization that, in conjunction with a rating, permits the holder to perform skills evaluations. This designation denotes a managerial function.

n. Designation. An authorization that allows personnel to perform the duties of a CTO examiner, designated examiner, or proficiency manager on behalf of AOV. This designation is only maintained while a person is assigned these specific duties.

o. District Designated Examiner. An authorization that allows designated examiners to perform skills evaluations outside of their home facilities. This designation denotes a managerial function.

p. Facility Limitation. A noted restriction, following a rating or designation on an air traffic control specialist (ATCS) Credential, which indicates the facilities where the Credential holder is authorized to perform direct safety-related air traffic control services.

q. National Airspace System (NAS). The national aviation complex consisting of an integrated system of aircraft, airmen, airports, airspace, navigational aids (NAVAIDS), communication facilities and equipment, aeronautical charts and information, weather information, rules and regulations procedures, technical information, manpower, and associated material.

r. Network of Facilities. The facilities that fall under the district manager’s jurisdiction.

s. Proficiency Manager Designation. An authorization granted by AOV that permits a Credential holder to recommend the issuance of Credentials, ratings, and designations at specified locations. The holder of this designation is referred to as a proficiency manager. This designation denotes a managerial function.

t. Rating. An authorization on a Credential that indicates the type of direct safety-related air traffic control service and/or certification on certifiable systems, subsystems, or services a person is eligible to perform. ATCS ratings are divided into tower, radar approach control, and en route classifications. ATSS ratings are divided into communications, automation, environmental, navigational aids (NAVAIDS), and surveillance classifications.

u. Removal. This term is used when a Credential, designation, or rating is taken from a holder or designee for cause (Chapter 10).

v. Skills Evaluation. An evaluation developed by the ATO and administered by a designated examiner as means of determining a person's eligibility to receive and/or maintain a Credential. The biennial skills evaluation for Credential renewal is given during the birth month of the Credential holder.

w. Withdrawal. An administrative action that places a Credential, designation, or rating in an inactive status. The most common reasons for this would be when an employee retires or is placed in a job where a Credential is not required (Chapter 11).

Appendix B. Air Traffic Control Certification Forms

Form No.	Title	Unit of Issue	Web Availability	NSN
	Airman Written Test Report	Each		
AC Form 8060-1	CTO Certificate	Each		
AC Form 8080-11	Written Tests Transmittal and Log-out, Log-in Register	Pad (100)		0052-00-407-1005
AC FORM 8080-3	Airman Written Test Application	Set		0052-00-37-2006
AC Form 8080-8	Test Material Shipping List	Pad (50)		0052-00-550- 4001
FAA Form 8000-44	ATCS Proficiency Manager Designation Request Form	Each	FAA Training and Documentation Forms	
FAA Form 8000-45	ATSS Proficiency Manager Designation Request Form	Each	FAA Training and Documentation Forms	
FAA Form 8060-4	Temporary Airman Certificate	Book		0052-00-049-5001
FAA Form 8060-5	Notice of Disapproval of Application	Book		0052-00-035-5001
FAA Form 8400-3	Application for an Airman Certificate and/or Rating	Sheet	FAA Training and Documentation Forms	0052-00-692-3000
FAA Form AC 8060-66	Credential	Each		

NOTE 1: *FAA facilities should use the FAA Logistics Center electronic ordering system.

NOTE 2: **Non-FAA facilities should make their request through normal supply channels. In unusual situations, requests relating to these activities may be directed to the nearest FAA facility or field office to order required forms from the FAA Logistics Center.

Appendix C. Preparation of AC Form 8080-8, Test Materials Shipping List

1. Each shipment of certification test materials to CTO examiners will include AC Form 8080-8. It is important that the examiner promptly complete Part II of the form and return the completed form to the address shown in Part II, Item 3. Refer to the sample form (Figure C-1).
2. **Part I.** To be completed by the shipping office.
3. **Part II.** To be completed by the CTO Examiner upon receipt of test material.
 - a. **Item 1.** Enter date the shipment is received.
 - b. **Item 2.** Enter any pertinent remarks concerning the shipment. Always enter any discrepancy between the number of copies shipped (Part I: Description) and the actual number of copies received.
 - c. **Item 3.** To be filled in by the shipper. Return the completed form to this address.
 - c. **Item 4.** Enter CTO examiner's Credential number.
 - d. **Item 5.** CTO examiner's signature.

Figure C-1, Sample AC Form 8080-8, Test Materials Shipping List

TEST MATERIALS SHIPPING LIST		DATE
SHIPPED TO		
<i>INSTRUCTIONS: Check shipment against items listed on this form. Complete Part II; describe any discrepancies in the remarks space in Part II. Return original copy to the address below within 5 working days of receipt.</i>		
PART I - LIST OF MATERIALS SHIPPED		
DESCRIPTION		
PART II - RECEIPT OF MATERIAL		
REMARKS (Discrepancies, etc.)		
2		
RETURN TO	3	DATE OF RECEIPT
		1
		OFFICE IDENTIFICATION
		4
		AUTHORIZED SIGNATURE
		5

Appendix D. Preparation of AC Form 8080-3, Airman Written Test Application

1. This form serves as both an application form and test answer sheet. Part I of the form is completed by the applicant. Part II must be completed by the CTO examiner.

2. The CTO examiner should ensure that the form is complete and pay special attention to the following items:

a. Part I.

(1) In the box labeled "Test No.," the applicant must insert the number shown on the front cover of the written test booklet.

(2) The applicant's name (last name first) and mailing address must be printed clearly with spaces separating each word in the name and address. The data entered into each line must conform to the spacing requirements of the data processing equipment that reads and records test results.

b. Part II.

(1) Enter in the "Remarks" box any pertinent comments that may relate to irregularities such as excess time taken by an applicant to complete a test (this information should also appear in the remarks column of AC Form 8080-3).

(2) In the box titled "Field Office Designation," enter the CTO examiner's Credential number.

c. CARD A. This item must be completed as follows:

(1) Under "Category," enter "CTO."

(2) Under "Series," enter the first two digits of the serial number on the test.

(3) Under "Take No.," make entry only if applicant has failed previous a test. Is so, then enter, under item 1, first two digits of previous test(s) failed. If the applicant has been pre-tested more than once, enter the first two digits of the 1st, 2nd, and 3rd tests as applicable in the blanks provided.

(4) Under "Sections," enter (if applicable) a "T" for any sections previously passed (note that current test is only one section). This completes Card A. Card B is not applicable.

Figure D-1, Sample Airman Written Test Application

4625408		DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION				
AIRMAN WRITTEN TEST APPLICATION						
DATE OF TEST MONTH DAY YEAR		TITLE OF TEST				
TEST NO.		DATE OF BIRTH MONTH DAY YEAR				
PLEASE PRINT ONE LETTER IN EACH SPACE - LEAVE A BLANK SPACE AFTER EACH NAME						
NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH				
MAILING ADDRESS NO. AND STREET, APT. #, P.O. BOX, OR RURAL ROUTE		DESCRIPTION				
CITY, TOWN, OR POST OFFICE, AND STATE		HEIGHT WEIGHT HAIR EYES				
ZIP CODE						
BIRTHPLACE (City and State, or foreign country)		CITIZENSHIP				
SOCIAL SECURITY NO.		IF A SOCIAL SECURITY NUMBER HAS NEVER BEEN ISSUED CHECK THIS BLOCK <input type="checkbox"/>				
Is this a retest? <input type="checkbox"/> No <input type="checkbox"/> Yes, date of last test		Have you taken or are you taking an FAA approved course for this test? <input type="checkbox"/> No <input type="checkbox"/> Yes (if "yes" give details below)				
Graduation date: NAME OF SCHOOL		CITY AND STATE				
CERTIFICATION: I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. Signature						
DO NOT WRITE IN THIS BLOCK		FOR USE OF FAA OFFICE ONLY				
CARD A		CARD B				
CATEGORY	TEST NUMBER	CERTIFICATED SCHOOL NUMBER	APPLICANT'S SIGNATURE			
INSTRUCTIONS FOR MARKING THE ANSWER SHEET. Completely darken only one circle for each question. DO NOT USE (X) OR (/). Use black lead pencil furnished by examiner. To make corrections, open answer sheet so erasure marks will not show on page 2. Then erase incorrect response on page 4. On page 2 (copy) mark the incorrect response with a slash (/). Questions are arranged in VERTICAL sequence as indicated by the arrows.						
1	23	45	67	89	111	133
2	24	46	68	90	112	134
3	25	47	69	91	113	135
4	26	48	70	92	114	136
5	27	49	71	93	115	137
6	28	50	72	94	116	138
7	29	51	73	95	117	139
8	30	52	74	96	118	140
9	31	53	75	97	119	141
10	32	54	76	98	120	142
11	33	55	77	99	121	143
12	34	56	78	100	122	144
13	35	57	79	101	123	145
14	36	58	80	102	124	146
15	37	59	81	103	125	147
16	38	60	82	104	126	148
17	39	61	83	105	127	149
18	40	62	84	106	128	150
19	41	63	85	107	129	
20	42	64	86	108	130	
21	43	65	87	109	131	
22	44	66	88	110	132	

Appendix E. Preparation of AC Form 8080-11, Written Tests Transmittal

1. This form must accompany each Airman Written Exam application form (AC Form 8060-4) transmitted. The CTO examiner must retain a copy. The original serves as the transmittal checklist for written tests forwarded to the Airman Certification Branch, AFS-760.
 - a. **Item (1)** – Enter the city and state at which the test is being administered and the CTO examiner’s Credential number.
 - b. **Item (2)** – Enter the date the test is being given.
 - c. **Item (3)** – Enter the applicant’s name and address for each application (8060-4) transmitted.
 - d. **Item (4)** – Enter “CTO.”
 - e. **Item (5)** – Enter the security number that appears on the face of the written test.
 - f. **Item (6)** – Indicate where the test is being administered. If at a tower, indicate its name and location.

Figure E-1, Sample AC Form 8080-11, Written Tests Transmittal (Front)

WRITTEN TESTS TRANSMITTAL AND LOG-OUT, LOG-IN REGISTER (List only those tests forwarded)		District or International Office, and/or FSS (City, State, and Office No.) (1)		DATE (2)
		Midvillage, AK 123456789		6/8/07
Applicant's Name & Address Last Name First - Type or Print (To be completed by test master) (3)	Test		Applicant's Signature -on receipt of test booklet -on return of test booklet	(6) Location Given "DO," "IFD" or "FSS"
	Code (4)	Booklet Number (5)		
1. Doe, John Rochester 1234 Cherry Blvd. Midvillage, AK 12345	CTO	12006	-----	FSS
2. Smith, Sandy J. 4568 Maple St Florence, AK 23456	CTO	12009	-----	FSS
3.			-----	
4.			-----	
5.			-----	
6.			-----	
7.			-----	
8.			-----	

(ATTACH REMARKS CITING BLOCK NO.)

Figure E-2, Sample AC Form 8080-11, Written Tests Transmittal (Back)

CODE FOR WRITTEN TESTS			
CODE	TITLE OF TEST	CODE	TITLE OF TEST
	PRIVATE PILOT		FLIGHT INSTRUCTOR
FA	Airplane	FIA	Airplane
FBH	Free Balloon—Hot Air	FIG	Glider
FBG	Free Balloon—Gas	FII	Instrument—Airplane
FL	Lighter-than-air—Airship	FRG	Rotorcraft—Cycroplane
FG	Glider	FRH	Rotorcraft—Helicopter
FIG	Rotorcraft—Cycroplane	FIH	Instrument—Helicopter
FRH	Rotorcraft—Helicopter		GROUND INSTRUCTOR
	COMMERCIAL PILOT	BGI	Basic
CA	Airplane	AGI	Advanced
CC	Glider	IGI	Instrument
CRC	Rotorcraft—Cycroplane	FOI	Fundamentals of Instrumenting
CL	Lighter-than-air—Airship	AMG	Aviation Mechanic General
CRH	Rotorcraft—Helicopter	AMA	Aviation Mechanic Airframe
CBG	Free Balloon—Gas	AMP	Aviation Mechanic Powerplant
CBH	Free Balloon—Hot Air		PARACHUTE RIGGER
	INSTRUMENT RATING	RIG	Senior
IRA	Airplane	RMC	Military Competence
IRH	Helicopter	RMP	Master
IFP	Foreign Pilot		AIRCRAFT DISPATCHER
IAS	Airplane Supplement	AD	
IHS	Helicopter Supplement		AIR TRAFFIC CONTROL TOWER OPERATOR
	AIRLINE TRANSPORT PILOT		FLIGHT ENGINEER
ATP	Airplane	FEB	Basic
ARV	Rotorcraft—Helicopter (VFR Only)	PER	Reciprocating Engine
ARI	Rotorcraft—Helicopter (IFR)	FEP	Turboprop
MC	FED. AVIATION REGULATIONS — MILITARY PILOTS	FEJ	Turbojet
FN	FLIGHT NAVIGATOR		

Appendix F. FAA Airman Written Test Report

- 1. FAA Airman Written Test Report.** This form must be presented to the CTO examiner by the applicant for a re-test of a CTO Airman Written Test. An applicant for an original issuance of a CTO certificate must provide the original copy of the Airman Written Test Report to the CTO examiner.
- 2. Preparation of the FAA Airman Written Test Report.** This form is prepared by the Airmen Certification Branch, AFS-760. If lost or destroyed, request a replacement copy from the following:

Federal Aviation Administration
Airmen Certification Branch, AFS-760
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

Website: [FAA Licenses and Certificates, Airmen Certifications](#)

Figure F-1, Sample Airman Written Test Report

DO NOT DESTROY THIS TEST REPORT This Test Report must be presented for retesting or certification		U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRMAN WRITTEN TEST REPORT			SSN
		ORIGINAL			
TEST		SCORE	TEST SITE	TEST DATE	EXPIRATION DATE
TAKE NO.	TITLE				

TO FIND THE SUBJECT MATTER IN WHICH QUESTIONS WERE MISSED, COMPARE THE CODES SHOWN BELOW WITH THOSE LISTED IN SUBJECT MATTER OUTLINE CONTAINED IN BOOK FAA-T-8080. APPLICANTS ARE REMINDED THAT AN INDIVIDUAL SUBJECT MATTER CODE OFTEN REPRESENTS MORE THAN ONE INCORRECT TEST QUESTION RESPONSE.

SUBJECT MATTER CODES

When applicable, an authorized instructor may complete and sign this statement: 3/14/2008

I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN EACH OF THE SUBJECT AREAS FAILED AND CONSIDERED THE APPLICANT COMPETENT TO PASS THE TEST.

LAST _____ INITIAL _____ CERTIFICATE NO. _____ TYPE _____
INSTRUCTOR'S NAME(Print)

INSTRUCTOR'S SIGNATURE _____

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATING HELD BY THAT PERSON.

ISSUED BY: ADMINISTRATOR
FEDERAL AVIATION ADMINISTRATION

Appendix G. Preparation of FAA Form 8060-4, Temporary Airman Certificate

1. Use this form when an applicant passes a rating test. The form should be filled out in triplicate after which the original copy is transmitted to the Airmen Certification Branch (AFS-760), one copy is given to the applicant, and one copy retained by the CTO examiner for his/her files. FAA Form 8400-3 *Application for an Airman Certificate and/or Rating*, must accompany the Temporary Airman Certificate forwarded to AFS-760.

NOTE: Only the CTO examiner should complete this form. Refer to the sample form.

a. **ITEM III.** If the applicant holds a permanent control tower operator certificate, enter the permanent certificate number. If the applicant does not hold a permanent certificate or a permanent certificate that uses the applicant's social security number, enter the word "pending" in Item III.

b. **ITEM IV.** Enter the applicant's name (first, middle, and last).

c. **ITEM V.** Enter the applicant's mailing address, including zip code.

d. **ITEM VI.** Complete by referencing the applicant's 8400-3 form.

e. **ITEM VII.** Applicant's signature.

f. **ITEM IX.** Enter "control tower operator."

g. **ITEM X.** Enter date of issuance, the CTO examiner's signature, and the examiner's Credential number. In the space labeled "Date Designation Expires," enter FAA.

i. **ITEM XII.** Enter facility name and location.

NOTE: All previous ratings are a matter of permanent record maintained by the Airmen Certification Branch, AFS-760.

j. **ITEM XIII.** Leave blank.

k. Check the box labeled "An Original Issuance" if the applicant does not hold a control tower operator certificate and rating. Otherwise, check the box labeled "A Reissuance." If a reissuance, enter the date of the current certificate in the box labeled "Date of Superseded Airman Certificate."

**Figure G-1, Sample Original Issuance FAA Form 8060-4,
Temporary Airman Certificate**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION TEMPORARY AIRMAN CERTIFICATE		II. CERTIFICATE NO. PENDING
THIS CERTIFICATE IS FOR: Seth P. Anthony 505 Purchase Street New Bedford, Massachusetts 02740		
DATE OF BIRTH 9/17/62	HEIGHT 72 IN	WEIGHT 180
HAIR Black	EYES Brown	SEX M
NATIONALITY USA		
III. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator		
RATINGS AND LIMITATIONS New Bedford Tower, New Bedford, Massachusetts		
IV. AIRMAN'S SIGNATURE		
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 123456789
DATE OF ISSUANCE 01/25/2006	SIGNATURE OF EXAMINER OR INSPECTOR <i>[Signature]</i>	DATE DESIGNATION EXPIRES FAA

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

AFS Electronic Forms System - v2.1

XIV. CONDITIONS OF ISSUANCE

This is an interim certificate issued subject to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void-

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and
5. In any case, at the expiration of 120 days from date of issuance.

**Figure G-2, Sample Original Re-Issuance FAA Form 8060-4,
Temporary Airman Certificate**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION TEMPORARY AIRMAN CERTIFICATE		II. CERTIFICATE NO. 123456789
THIS CERTIFICATE IS FOR: Seth P. Anthony 505 Purchase Street New Bedford, Massachusetts 02740		
DATE OF BIRTH 9/17/62	HEIGHT 72 IN	WEIGHT 180
HAIR Black	EYES Brown	SEX M
NATIONALITY USA		
III. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator		
RATINGS AND LIMITATIONS New Bedford Tower, New Bedford, Massachusetts		
IV. AIRMAN'S SIGNATURE		
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE 4/29/2003
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 123456789
DATE OF ISSUANCE 01/25/2006	SIGNATURE OF EXAMINER OR INSPECTOR <i>[Signature]</i>	DATE DESIGNATION EXPIRES FAA

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

AFS Electronic Forms System - v2.2

XIV. CONDITIONS OF ISSUANCE

This is an interim certificate issued subject to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void-

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and
5. In any case, at the expiration of 120 days from date of issuance.

**Appendix H. Preparation of FAA Form 8060-5,
Notice of Disapproval of Application**

1. Use this form when an applicant fails to pass a rating test. The form should be filled out in triplicate. The original copy is transmitted to the Airmen Certification Branch (AFS-760), one copy given to the applicant, and one copy retained by the CTO examiner for his/her files. FAA Form 8400-3 *Application for an Airman Certificate and/or Rating*, which reflects the practical test items graded unsatisfactory, must accompany the disapproval form forwarded to AFS-760.

- a. Name & Address of Applicant.** Enter the applicant's name and complete address including the ZIP code.
- b. Certificate or Rating Sought.** Enter the facility rating for which tested.
- c. Flight, Oral, Practical, and/or Written.** Check the appropriate box or so indicate if it was the written test portion.
- d. Aircraft Used & Flight Time.** Leave this item blank.
- e. Reapplication.** Upon reapplication, you will be reexamined. Enter the parts of the test that the applicant failed (refer to Title 14 of the Code of Federal Regulations - 14 CFR part 65). If space does not permit entering the complete subject area/s, enter the part number only such as: PART 1, PART 3, etc.
- f. Date of Examination.** Enter the date the test was given.
- g. Signature of Examiner.** The CTO examiner must sign the notice in this box.
- h. Designation or Office Number.** Enter the CTO examiner's Credential number.

**Figure, H-1, Sample FAA Form 8060-5,
Notice of Disapproval of Application**

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION-FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT John Rochester Doe 4417 Sixth Ave. Middleville, Arkansas 72322		CERTIFICATE OR RATING SOUGHT Will Rogers Tower	
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM OR SOLO	INSTRUMENT DUAL
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: <p style="text-align: center;">Item 3 The Control Zone Item 6 Missed Approach Facilities</p>			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate of rating sought.			
DATE OF EXAMINATION 8/15/2006	SIGNATURE OF EXAMINER OR INSPECTOR 		DESIGNATION OR OFFICE NO. 123456789
FAA Form 8060-5 (4-82)		AFS Electronic Form System - v2.2	

**Appendix I. Preparation of FAA Form 8400-3,
Application for Airman Certificate and/or Rating**

1. This form is used as the CTO certificate application and/or to obtain a facility rating. Before administering a facility- rating test, the CTO examiner must first ascertain that the applicant has passed the prerequisite CTO Airman Written Test. Except for persons employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, Navy, or the Coast Guard, the applicant must possess at least a second-class medical certificate.

a. **Top of form.** Check the box labeled **Control Tower Operator** and VFR Tower or Non-RADAR Approach Control Tower, as appropriate.

b. **ITEMS 1, 2 and 3.** Leave blank.

c. **ITEM 4. Applicant Identification.** A through K – Applicant’s personal data (to be filled in by applicant).

d. **ITEM 5.** Check the appropriate boxes.

e. **ITEM 6. Applicant’s Certification.** Applicant must enter date and sign.

f. **ITEM 7.** Leave this item blank.

g. **ITEM 8. Evaluator’s Record.** Check the box labeled **Control Tower Operator** under **Examiner.** Enter CTO examiner’s signature, Credential number, and dates on the adjacent lines.

h. **ITEM 9. Inspector’s Report.** Leave blank.

2. **BACK OF FORM.** This side of Form 8400-3 serves as the examiner’s grade sheet for a facility rating. All applicable items are graded either satisfactory (S) or unsatisfactory (U). Enter all grades in the column labeled “EXAMINER.”

a. **Item 10 Section D.** Control Tower Operator – Grade all applicable items. In the Remarks column, enter any items that were not graded and explain why the items were not graded. Also note if item 9 was graded under simulated IFR conditions.

NOTE: A rating cannot be issued unless the applicant receives a satisfactory score on all applicable items.

b. **Item 10D – Airport Identification.** Enter the three-letter identifier of facility for which the rating test was administered.

c. **Area below item 10D.** Write the facility’s full name and address.

d. **Airman’s Identification.** Check the airman’s identification box and enter the type of identification that was presented, the number, and the expiration date (if there is one) on the appropriate lines.

Figure I-1, Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Front)

10. Practical Test Report										
Grading Legend (All applicable items must be graded S or U) Explain in "Remarks" all items which are not graded. S-Satisfactory, U-Unsatisfactory										
Item No.	A. Flight Engineer			Item No.	C. Aircraft Dispatcher			Item No.	D. Control Tower Operator	
	Grade		Inspector		Grade		Inspector		Grade	
	Examiner				Examiner				Examiner	
1	Equipment Examination (Oral)			1	Aircraft					
2	Preflight Inspection			2	Air Routes and Airports					
3	Normal Operating Procedures			3	Altimeters					
4	Abnormal Operating Procedures			4	Weather Analysis					
5	Performance Data and Cruise Control			5	Airman's Information Manual					
6	Trouble Shooting			6	Dispatch and Assistance					
7	Emergency Procedures			7	Emergency Procedures					
8	Forms and Records									
9	Post Flight									
10	Crew Coordination									
11	Judgement									
	B. Flight Navigator				VFR TOWER RATING					
1	Equipment (Oral)			1	The Control Tower					
2	Equipment Check			2	The Airport					
3	Preflight Training			3	The Control Zone					
4	Normal Navigation Procedures			4	Notice to Airmen					
5	Knowledge of Navigation Methods			5	Weather Facilities and Procedures					
6	Co-ordination of Navigational Methods			6	A Demonstration of Ability to Control Air Traffic Under VFR					
7	Emergency Procedures			NON-RADAR APPROACH CONTROL TOWER RATING						
8	Co-ordination of Duties			1	Air Traffic Control Facilities					
9	Crew Coordination			2	Air Navigation Facilities					
10	Judgement			3	Use of Airman's Information Manual					
11. Route of Flight Check				4	Holding Procedures					
	From	To	Hours		5	Approach Procedures				
			Day	Night	6	Missed Approach Facilities				
					7	Alternate Airports				
					8	Search and Rescue Procedures				
					9	A Demonstration of Ability to Control Air Traffic Under IFR				
					10	Airport Identification				
<input type="checkbox"/> Airman's Identification (ID)										
Form of ID _____ Number _____ Expiration Date _____										
10. Remarks										

Figure I-2, Sample 8400-3, Application for an Airman Certificate and/or Rating (Back)

Form Approved OMB NO. 2120-0007

U.S. Department of Transportation
Federal Aviation Administration

Application For An Airman Certificate and/or Rating

Flight Engineer Flight Navigator Aircraft Dispatcher
 Reciprocating Engine Powered Control Tower Operator Reissuance of Certificate
 Turbopropeller Powered VFR Tower Rating Additional Rating
 Turbojet Powered Non-Radar Approach Control Tower Rating

1. TYPE OF AIRCRAFT TO BE USED 2. TIME IN THIS AIRCRAFT 3. NAME OF EMPLOYER

4. Applicant Identification

A. NAME (Last, Middle, First)
John Rochester Doe

B. SOCIAL SECURITY NO.
123-45-6789

C. DATE OF BIRTH
July 8, 1962

D. HEIGHT
71"

E. WEIGHT
180

F. HAIR
Brown

G. EYES
Blue

H. SEX
M

I. NATIONALITY
USA

J. PLACE OF BIRTH
Seminole, Wyoming

K. PERMANENT MAILING ADDRESS (Include Zip Code)
4331 Sixth Ave
Okla. City, Okla. 73125

TELEPHONE NO.
555-678-1234

5. Certificates Held by Applicant

A. Pilot
 Airline Transport Flight Instructor
 Commercial Private

B. Flight Navigator E. Ground Instructor
 C. Control Tower Operator F. Aircraft Dispatcher
 D. Flight Engineer G. Mechanic

6. Applicant's Certification I certify that I meet all pertinent requirements of the Regulations for the certificate or rating applied for.

7/9/2006 *John Doe*
Date Applicant's Signature

Instructor's Recommendation

7. I consider the above applicant ready to take the test for which he/she is applying:

A. Oral Test or C. Practical Test
 B. Flight *Aircraft Dispatcher*

D. Date	Instructor's Signature	Instructor's Certificate No. & Expiration Date	Grade & Certificate No.
E. Date	Instructor's Signature	Instructor's Certificate No. & Expiration Date	Grade & Certificate No.

8. Evaluation Record

Inspector	Examiner	Signature	Date
Oral			
Practical Test Aircraft Dispatcher			
Practical Test Control Tower Operator	X	<i>Jane Smith</i> 123456789	7/9/2006
Simulator Check			
Aircraft Flight Check			

9. Inspector's Record

Temporary Airman Certificate Issued Notice of Disapproval of Application Issued Examiner's Action Accepted

DATE	INSPECTOR'S SIGNATURE	FAA OFFICE

CP	REG	OFFICE	COM	EE	ACT	EMP	TRN	MT	DIS	CLASS	SES	NATN	STATE	COUNTY

Aircraft Dispatcher IFO Mailing
 Special Mailing Correspondence
 Airmail

FAA Form 8400-3 (1-98) Supersedes Previous Edition A's Electronic Forms System - v2.2 NSN: 0002-06-692-2002

Appendix J. CTO Airman Written Test Security and Procedures

1. Accountability. CTO examiners are accountable for all test books issued to them. Test books must be stored in locked cabinets. Upon receipt of a CTO Airman Written Test shipment, the examiner must check the quantity of test books against the information shown on the AC Form 8080-8. Test books must be returned after the test has been administered.

2. Importance of Security. The question sheets must be stored in a secure manner that prevents unauthorized access in order to ensure that applicants possess the knowledge required for the Control Tower Operator Certificate as stated in § 65.35. Access to written test books must be carefully controlled during their compilation. The test books must be printed under strict security and shipped to testing locations via certified mail. Each CTO examiner receiving the written test books is responsible for establishing and carrying out measures that assure test book security. Applicants and the general public are not allowed to use the written test books for study or discussion purposes, or to copy any portion of a test book. Examiners must make sure there are no markings on written test books that may compromise test results.

3. Missing Test Books. If a CTO examiner determines that written test books are missing due to loss, theft, or other reason, the examiner must:

- a. Determine, as much as possible, the identity of the person or persons responsible for the missing test books and attempt to recover them as soon as possible.
- b. Quickly appraise the circumstances surrounding the loss or theft and immediately notify AOV.
- c. Promptly submit a complete written report of the event to AOV. Describe all circumstances surrounding the event, and state what effort has been made to recover the missing test books. In addition, indicate what disciplinary action, if any, has been taken or is being contemplated.
- d. If the situation warrants action on a nationwide basis, specific versions of the test may be canceled.

4. General.

a. Only a clean copy of an official FAA CTO Airman Written Test Book issued by the CTO examiner must be used by the applicant during a CTO Airman Written Test. Applicants SHALL NOT use his or her own written test books.

b. An applicant for a FAA CTO Airman Written Test must submit proof of his/her identity by providing documents containing evidence of age at the time of application. The applicant must show that he/she will meet the minimum age requirement (18 years of age) for the CTO certificate within two years after the date of application for the written test. This must be accomplished prior to issuance of the written test book, answer sheet, and AC Form 8080-3, Airman Written Test Application. The identification presented must include a photograph of the applicant, the applicant's signature, date of birth, and actual residential address, if different from the mailing address.

(1) Acceptable forms of identification include, but are not limited to driver's license, government identification card, passport, and military identification card. Other forms of identification that meet the requirements of this subparagraph are acceptable.

(2) The applicant shall enter his/her permanent address on the AC Form 8080-3 *Airman Written Test Application*.

c. The test proctor must not administer a CTO Airman Written Test to an applicant who does not meet the eligibility requirements specified in the Federal Aviation Regulations. Eligibility requirements for applicable certificate and rating areas are outlined in part 65. If uncertain of applicant eligibility, a CTO examiner shall confer with the proficiency manager.

5. AC FORM 8080-3, Airmen Written Test Application.

a. This is a two-part, no-carbon required form. Each applicant should be instructed to:

- (1) Read the PRIVACY ACT STATEMENT and follow instructions on page 1 of the form
- (2) Use the soft, No. 2 lead pencil provided.
- (3) Refrain from folding or creasing the answer sheet.
- (4) Maintain the answer sheet on a hard surface while marking the answers. Mark the proper space on the answer sheet and make certain that only one circle for each question is completely darkened. Be sure to press firmly to produce a legible copy.
- (5) Do not make unnecessary marks on the answer sheet. If more than one response to a question is marked, it will be scored as an incorrect response. In addition, if no response is marked, the question will be scored as incorrect.
- (6) (Make corrections as indicated on page 4 of the Airman Written Test Application.

b. Complete AC Form 8080-3, with emphasis on the following:

- (1) Name and Address. The applicant's full name (last, first, and middle) and mailing address must be printed clearly. If the applicant has a middle initial instead of a middle name, enter the middle initial in the appropriate space. Be sure a space separates each name and/or initial and parts of the address. ZIP CODES MUST BE SHOWN, except for foreign countries.
- (2) Signature of Applicant. The applicant must SIGN THE CERTIFICATION on page 4 of the form before receiving the written test book and answer sheet. The signature shall be compared with that on the identification document specified in subparagraph J-4.b.
- (3) Identification. The applicant's identity shall be established in accordance with subparagraph J-4.b.

(4) Retesting in less than 30 days after failure. If the applicant wishes to apply for a retest within 30 days of failing, he/she must present the Airman Written Test Report, signed by an appropriately certificated and rated person, as described in § 65.19. That rated person shall include their CTO certificate number.

(5) For additional information on completing AC Form 8080-3 (see paragraph J-14).

6. Preparation of AC Form 8080-11, Written Tests Transmittal and Log-Out, Login Register.

Enter the following information on AC Form 8080-11:

- a. The CTO examiner's name, Credential number, and address.
- b. Date the tests were administered.
- c. Applicants' names and current mailing addresses.
- d. Test code (CTO).
- e. CTO airman written test book number.
- f. Applicant's signatures.
- g. CTO examiner's initials.
- h. Location where tests were administered.

7. Log-in, Log-out of Tests.

a. The right-hand portion of AC Form 8080-11 is to be used as a log-out, login record, and thus serves as an aid in tracking accountability of the CTO airman written test books. The applicant must sign this form at the time the written test book is issued, and the CTO examiner must initial it as witness to the signature. Upon return of the test to the examiner, the applicant must sign immediately below the first signature, and the examiner must again initial as witness to the signature.

- b. A copy of the AC Form 8080-11 must be retained by the CTO Examiner for three years.
- c. Do not issue a written test book and answer sheet until the applicant is ready to begin the test.
- d. After issuing the written test book, instruct the applicant to read the general instructions.

8. Separation of Applicants. Separate applicants as much as possible during the conduct of the CTO Airman Written Test. Issue different versions to applicants seated adjacent to each other.

9. Time Allowed for Tests. There is no maximum time allowed for the completion of the test.

10. Visual Surveillance of Applicants During Tests.

- a. The CTO examiner must keep the applicants in view at all times, be aware of their behavior, and be especially alert for any misconduct. The surveillance of applicants should not prevent the examiner from performing other tasks as long as those tasks do not divert the examiner's attention for extended periods nor require the examiner's absence from the testing room.
- b. If an applicant appears to be cheating, the CTO examiner must immediately prevent that applicant from continuing the test and collect the applicant's written test book and AC Form 8080-3.
- c. If other applicants are present in the testing room, the examiner should move the applicant in question to another area where he/she is unable to disturb others who are taking tests. The examiner will advise the applicant that further attempts to take any FAA written test will not be permitted until the suspicion of cheating has been investigated and resolved. The examiner must then immediately notify the proficiency manager of all facts relating to the case.

11. Validity Period for Test. The Control Tower Operator Airman Written Test has no expiration date.

12. Review of Written Test After Test Has Been Administered. The CTO examiner will review the AC Form 8080-3 in the presence of the applicant to ensure that the appropriate information has been supplied, the answer markings are sufficiently dark, there are no markings in the sensing area other than those answering test questions, and the correct number of questions has been answered.

13. Use of Written Test Results In Conducting CTO Facility Rating Test. Applicants are provided a list of subject matter codes on their CTO Airman Written Test Report for questions that were answered incorrectly. This information can be of considerable value to CTO examiners during the CTO Facility Rating Test to evaluate the applicant's competence as an airman.

14. Completion of AC Form 8080-3, Airman Written Test Application. The CTO examiner is responsible for the accuracy and completeness of the information entered on AC Form 8080-3. The examiner will retain a copy of the form for two years.

15 Mailing of Written Test File.

- a. Include for mailing:
 - (1) AC Form 8080-3, Airman Written Test Application, -original.
 - (2) AC Form 8080-11, Written Tests Transmittal and Log-Out, Log-In Register- original.
 - (3) Airman Written Test Report, applies only to retest.
 - (4) Airman Written Test question books.
- b. Transmittal. Mail written test files via certified mail to address contained in the instructions.

16. Airman Written Test Report. The CTO examiner may be required to analyze a written test report presented by an applicant who has previously taken and failed a written test. The Airman Written Test Report has a “take” number, which shows the number of times the applicant has taken a particular test. If an applicant has previously failed a test, the report will include the title, date, score, and number of times the test has been failed. From the report, the examiner will be able to determine if the required 30 days have expired between the date of the previous test and the date of the application for re-testing. The bottom of the form contains an area to be used if the applicant is seeking to retake the test less than 30 days after a previous failure.

**Appendix K. Sample FAA Form AC 8060-66,
Air Traffic Safety Oversight Service Credential**

Figure K-1, Sample Credential for Air Traffic Control Specialist



Figure K-2, Sample Credential for Airway Transportation Systems Specialist



Appendix L. ICAO Standards for Language Proficiency

1. There are two standards for language proficiency: ICAO Annex 1 paragraph 5.1.1.2, XIII and Article 39 b) of the Chicago Convention.
2. Annex 1 paragraph 5.1.1.2, XIII of the ICAO standard states that, under Remarks, the following shall appear on the license: “special endorsements relating to limitations and endorsement for privileges, including from 5 March 2008 an endorsement on language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention.” Annex 1 paragraph 5.1.1.2, XIII applies if a State has established a regulatory framework for language proficiency and conducted language assessments. Paragraph 5.1.1.2, XIII does not specify the wording to be used for endorsement of licenses related to language proficiency.
3. Article 39 b) from the Chicago Convention states that “any person holding a license who does not satisfy in full the conditions laid down in the international standard relating to the class of license or certificate which he holds shall have endorsed on or attached to his license a complete enumeration of the particulars in which he does not satisfy such conditions.” Article 39 b) applies if a State has not yet established a regulatory framework for language proficiency, if language assessments have not yet been conducted, or if a license holder has failed to demonstrate a language proficiency of at least ICAO Operational Level 4.