

CTO-E Checklist

* This checklist is not all encompassing. The CTO-E should be familiar with all requirements associated with this process.

1	Administering the CTO Airmen Written Test	
	a	If applicant has NOT taken the CTO Airmen Written Test or has never held a credential with a tower rating, request the CTO Airmen Written Test from the Federal Aviation Administration, Air Traffic Safety Oversight Service, AOV-240/CTO Processing Room 1026, 800 Independence Avenue, SW Washington, DC 20591 or email 9-AWA-AVS-AOV-Credentials@faa.gov
	b	Ensure the applicant is properly identified before issuing any test materials (for initial or retesting)
	c	Written test forms must be completed and submitted in accordance with instructions accompanying FAA Form 8080-3, Airman Written Test Application
	d	The Written Test transmittal and Log-in/Log-out Register must be properly filled out in accordance with instructions in FAAO 8000.90 and transmitted to AOV. (CTO-E must retain a copy)
2	Application for CTO Certificates. An applicant must submit the following to a CTO-E:	
	a	Application for an Airman Certificate and/or Rating (FAA Form 8400-3)
	b	A current second-class medical certificate (excluding persons employed by the FAA, or employed by or on active duty with the Department of Air Force, Army, Navy, or the Coast Guard)
	c	Airman Written Test report with a passing grade or AC Form 8060-1
	d	FAA Form 8060-5 (if previously tested and disapproved)
	e	Proof of experience requirements as described in 14CFR part 65.39 (if application is for a facility rating)
3	Administering the CTO Facility Rating	
	a	Ensure compliance with the knowledge and skill requirements outlined in 14 CFR part 65, subpart B
	b	If the applicant fails the test, they 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 11D. In Block 13 Remarks, provide an explanation of reasons for not grading items
	d	A CTO-E 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)
4	If the applicant passes the facility rating test	
	a	The CTO-E provides or returns the following to the applicant :
	1	Copy of Temporary Airman Certificate (FAA Form 8060-4)
	2	Medical clearance or certificate, as applicable
	3	Proof of experience requirements
	b	The CTO-E provides or returns the following to the Airmen Certification Branch, AFB-720 , via certified mail to: FAA Airmen Certification Branch PO Box 25082, OKC, OK 73125-0082:
	1	Application FAA Form 8400-3 (signed by applicant and CTO-E)
	2	Original FAA Form 8060-4 Temporary Airman Certificate
	3	a. Original Airman Written Test report (for first time applicants), or b. AC Form 8060-1, FAA Airman Certificate, or c. Copy of <u>AOV Policy Clarification Memo</u> and include Credential Number from Credential with a Tower Rating and issuing Agency (i.e, US Air Force, FAA) on FAA Form 8400-3
5	If the applicant does not pass the facility rating test	
	a	The CTO-E provides or returns the following to the applicant :
	1	Copy of notice of disapproval (FAA Form 8060-5)
	2	Medical clearance or certificate presented
	3	Proof of experience requirements
	b	The CTO-E provides or returns the following to the Airman Certification Branch, AFB-720 , via certified mail to: FAA Airmen Certification Branch PO Box 25082, OKC, OK 73125-0082:
	1	Application FAA Form 8400-3 (signed by applicant and CTO-E)
	2	FAA Form 8060-5 (if the applicant was previously tested and disapproved)
	3	Disapproval Notice (FAA Form 8060-5) original