

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8900.89

Effective Date:  
8/20/09

Cancellation Date:  
8/20/10

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**SUBJ:** Part 65 Approved Aircraft Dispatcher Certification Courses

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**1. Purpose of This Notice.** This notice requires aviation safety inspectors (ASI) responsible for oversight of approved aircraft dispatcher certification courses to conduct a special emphasis review. This review focuses on adherence to the regulatory requirements of Title 14 Code of Federal Regulations (14 CFR) part 65, subpart C.

**2. Audience.** The primary audience for this notice is Flight Standards District Office (FSDO) ASIs overseeing operators offering aircraft dispatcher certification courses in accordance with part 65. The secondary audience includes Flight Standards branches and divisions in the regions and in headquarters.

**3. Where You Can Find This Notice.** Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators may find this information on the Federal Aviation Administration's (FAA) Web site at <http://fsims.faa.gov/>.

**4. Background.** Local FSDOs currently approve aircraft dispatcher certification courses. FSDOs do not certificate under a separate part such as Aviation Maintenance Technician Schools (AMTS) under 14 CFR part 147 or pilot schools under 14 CFR part 141. As a result, no national standard exists for the conduct of these courses. Some are stand-alone courses operated by non-certificated schools, while others are part of an approved curriculum at a part 142 training center. Still, others are part of college degree programs. This survey will provide insight into methods of compliance used by the operators of aircraft dispatcher certification courses, with a view toward establishing a national standard.

**5. Action.** Within 120 days of this notice's publication, inspectors must complete a review of aircraft dispatcher certification courses in their FSDOs jurisdiction to ensure compliance with part 65. This review is designed to evaluate and emphasize the regulatory requirements a course operator must meet when providing instruction for an aircraft dispatcher certification. Appendix A contains a job aid useful for tracking the status of this evaluation.

**6. Tracking.** Within 120 days, document accomplishment of each item required by this notice using the Program Tracking and Reporting Subsystem (PTRS):

- Use PTRS code 1088, Special Inspection.

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- Enter “part 65” in the “National Use” field (small case without the quotes).
- Once you have completed the surveillance activities, close out the PTRS.

**7. Disposition.** This notice is a requirement for a one-time special emphasis evaluation and will expire one year from the effective date. Direct questions concerning this notice to the Air Carrier Operations Branch, AFS-220, at (202) 267-8166.

ORIGINAL SIGNED BY  
Chester D. Dalbey for

John M. Allen  
Director, Flight Standards Service

**Appendix A. Special Evaluation Checklist, Part 65 Subpart C—Aircraft Dispatcher  
Certification Courses**

	<b>Item</b>	<b>Yes/No</b>	<b>COMMENTS</b>	<b>Requires Action Yes /No</b>	<b>Required Action</b>	<b>Date mm/dd/yy</b>
1	Does the course operator substitute previous experience or training for a portion of the training? (Ref: 65.61(d))					
	If yes in 1 above, describe the methodology used to establish the previous experience or training and the number of hours substituted for the experience.					
	If yes in 1 above, explain how the course operator ensures the student meets the knowledge requirement for reduced hour courses (i.e., testing, documentation).					
2	Does the course operator have instructors, employees, and/or owners authorized to conduct dispatcher practical tests (DADE)? (Ref: 183.25(f))					
3	Has the course operator maintained an 80 percent passing rate on the first attempt of the practical exam since the last renewal cycle? (Ref: 65.63(c)(1))					
	If 80 percent has not been maintained, describe the actions taken to bring the school into compliance.					
4	Does the course operator have a provision for distance learning (i.e., correspondence, computer-based learning, etc.)?					

	If yes in 4 above, what percentage of the total required dispatch course hours does the distance learning comprise?					
5	Does the ASI, responsible for providing oversight of the approved dispatch course, enter the course operator's information in the VIS?					
6	Is the individual responsible for oversight of the course a dispatch ASI?					
	If not, does the inspector hold a dispatcher airman's certificate?					
	Has the inspector completed FAA Academy Course 21047, Aircraft Dispatch Functions for ASIs?					
7	Is the approved dispatch course associated with a college?					
	If the course is offered by a college, does the college maintain the 25-to-1 student-to-instructor ratio in all class modules required by part 65 appendix A, regardless of the student's degree program? (Ref: 65.67(a)(2))					
8	Additional information/comments as required.					