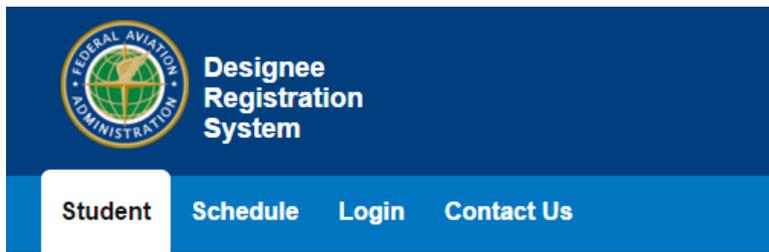


Begin here: <https://av-info.faa.gov/DsgReg/Login.aspx>

1) New users create your account.



## Login

Please Enter Your Username and Password:

Username:

Password:

[Forgot your Password? Click here.](#)

[Forgot your Username? Click here.](#)

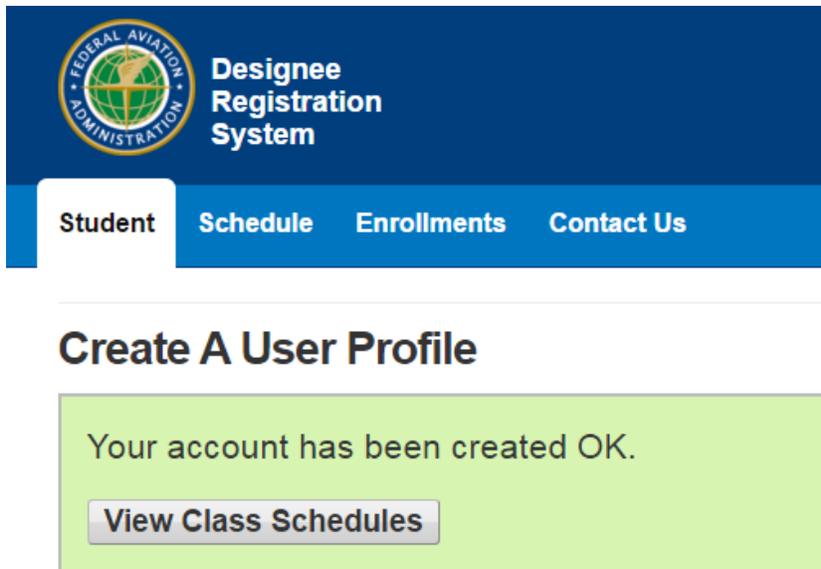
[New User? Create Account Here](#)

2) Create your user profile.

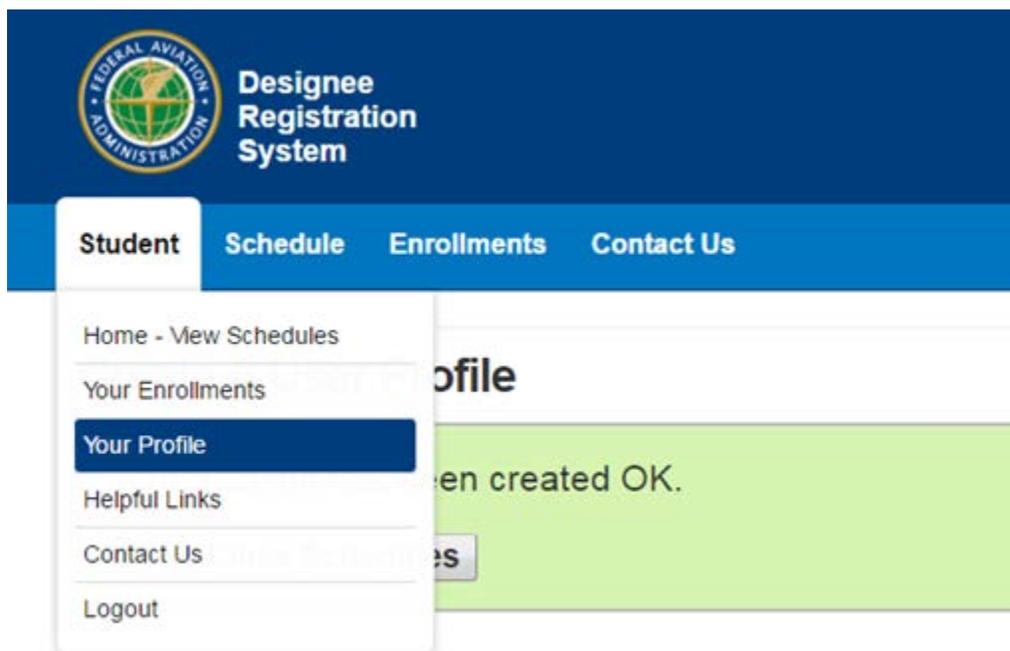


## Create A User Profile

3) Your account and profile are complete. You must now associate your profile, see step 4. You can view the schedules later in the process.



4) Before viewing class schedules you must manage your role via your profile. Hover over Student and select Your Profile.



5) Select Manage Your Role.



## User Profile Options



View Your User Profile Information



Edit Your User Profile Information



Manage Your Role (if applicable)



Payment History



Change Your Password



Logout of the Registration System

6) Select Designee then Next



## Edit Your Role

Select your role:

Applicant

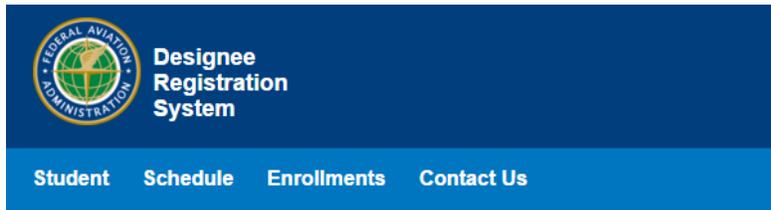
Designee

FAA Employee

Training Observer

7) Select Aviation Medical Examiner from the dropdown menu.

If your AME number is five digits then precede with 0000. Example, 000080145. All AME numbers are now nine digits. Select Add.



## Edit Your Role

Your Role: Designee

### Your designations

#### Organization Designation Authorization (ODA)

Designation:

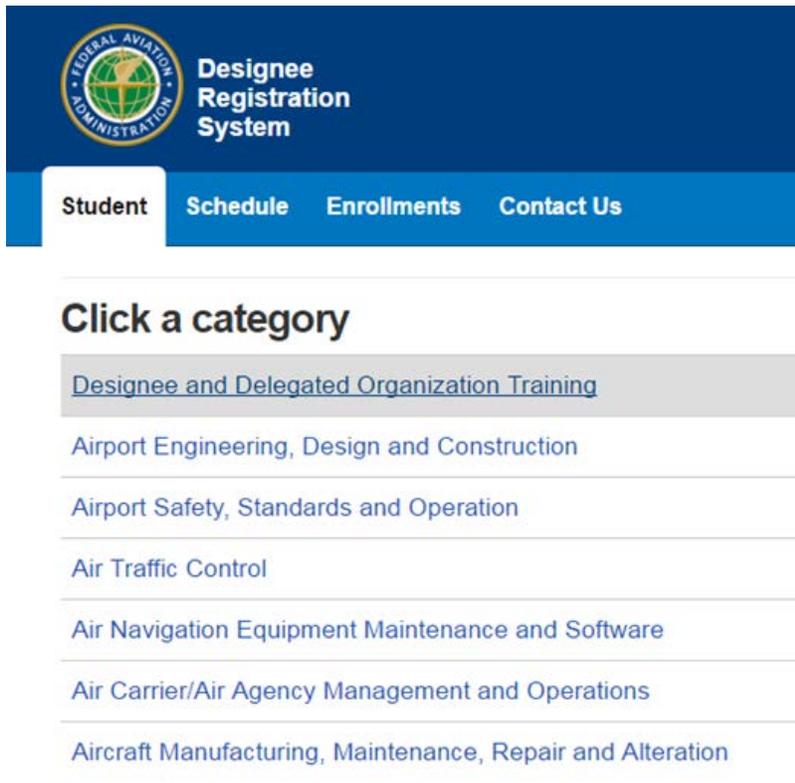
Number(if applicable):

#### Individual

Designation:

Number(if applicable):

8) Now you're ready to view our seminar schedule. Note: other organizations make use of this system. Select Schedule at the top of the page then Designee and Delegated Organization Training.



The screenshot shows the top navigation bar of the FAA Designee Registration System. The header includes the FAA logo and the text "Designee Registration System". Below the header is a navigation menu with four items: "Student", "Schedule", "Enrollments", and "Contact Us". The "Student" item is currently selected. Below the navigation menu is a section titled "Click a category" with a list of training categories. The first category, "Designee and Delegated Organization Training", is highlighted in grey.

**Designee Registration System**

Student Schedule Enrollments Contact Us

**Click a category**

- [Designee and Delegated Organization Training](#)
- [Airport Engineering, Design and Construction](#)
- [Airport Safety, Standards and Operation](#)
- [Air Traffic Control](#)
- [Air Navigation Equipment Maintenance and Software](#)
- [Air Carrier/Air Agency Management and Operations](#)
- [Aircraft Manufacturing, Maintenance, Repair and Alteration](#)

9) Select Aviation Medical Examiners



The screenshot shows the same website as above, but with the "Schedule" menu item selected. Below the navigation menu is a section titled "Click a category" with a breadcrumb trail "Home > Designee and Delegated Organization Training". Below this is a dark blue header for "Designee and Delegated Organization Training". A list of categories follows, with "Aviation Medical Examiners (AME)" highlighted in yellow.

**Designee Registration System**

Student Schedule Enrollments Contact Us

**Click a category**

Home > Designee and Delegated Organization Training

**Designee and Delegated Organization Training**

- [Designated Engineering Representatives and Flight Test Designees \(DER\)](#)
- [Aviation Medical Examiners \(AME\)](#)
- [Designated Manufacturing Inspection Representatives \(DMIR\)](#)
- [Designated Airworthiness Representatives \(DAR\)](#)
- [Designated Pilot Examiners \(DPE\)](#)

10) Select the type of seminar for corresponding schedule.



**Designee  
Registration  
System**

[Student](#) [Schedule](#) [Enrollments](#) [Contact Us](#)

## Click a category

[Home](#) > [Designee and Delegated Organization Training](#) > [Aviation Medical Examiners \(AME\)](#)

### Aviation Medical Examiners (AME)

[Aviation Medical Examiner Basic Training Course](#)

[Aviation Medical Examiner Refresher Training Course](#)

11) Select View available classes.



**Designee  
Registration  
System**

Welcome Bob Metty PhD

[Student](#) [Schedule](#) [Enrollments](#) [Contact Us](#)

## Aviation Medical Examiner Refresher Training Course

[Home](#) > [Designee and Delegated Organization Training](#) > [Aviation Medical Examiners \(AME\)](#) > [Aviation Medical Examiner Refresher Training Course](#)

### Course Owner

**Organization:** FAA AAM-400 - AME Education Division  
Aviation Medical Examiner Basic and Refresher Training Courses/Seminars.

**Contact Info:**

[ame.seminar.registration@faa.gov](mailto:ame.seminar.registration@faa.gov)

**Additional Info:**

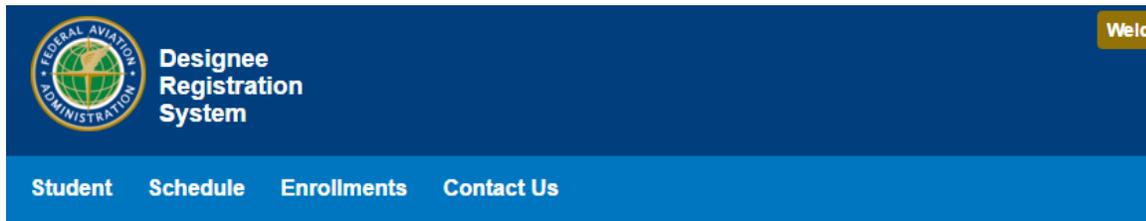
### Course Description

AME Refresher Training. This training meets the Aviation Medical Examiners requirement for in-person training. Participants are awarded continuing medical education credit.

[View available classes](#)

12) Select the seminar you're interested. Note: not all seminars will be open for enrollment. However, you can select a tentative seminar then Alert Me on the following page to be alerted by email when the seminar is opened. CAMA and AsMA are listed for informational purposes only and no alert is sent. If you wish to attend either of these meetings you must contact and register directly with these organizations. [FAA registration](#) for CAMA and AsMA meetings takes place onsite.

Registration in a Basic seminar requires an invitational code. Please email [ame-distance-training@faa.gov](mailto:ame-distance-training@faa.gov) to request an invitational code.



## Select a section to see the details for that section

[Home](#) > [Designee and Delegated Organization Training](#) > [Aviation Medical Examiners \(AME\)](#) > [Aviation Medical Examiner Refresher Training Course](#)

### Aviation Medical Examiner Refresher Training Course

	Section ID	Dates	Location	Cost	Status
<a href="#">Select</a>	4242	09/08-10/2016	(CAMA) Rochester, MN	\$0.00	Tentative Schedule
<a href="#">Select</a>	4432	09/16-18/2016	Denver, CO	\$0.00	Open For enrollment
<a href="#">Select</a>	4236	12/02-04/2016	Tucson, AZ	\$0.00	Tentative Schedule
<a href="#">Select</a>	4467	02/10-12/2017	St. Petersburg, FL	\$0.00	Tentative Schedule
<a href="#">Select</a>	4472	05/01-04/2017	(AsMA) Denver, CO	\$0.00	Tentative Schedule
<a href="#">Select</a>	4468	08/11-13/2017	Washington, DC	\$0.00	Tentative Schedule
<a href="#">Select</a>	4470	09/07-09/2017	(CAMA) Greensboro, NC	\$0.00	Tentative Schedule
<a href="#">Select</a>	4469	09/15-17/2017	Denver, CO	\$0.00	Tentative Schedule
<a href="#">Select</a>	4471	12/01-03/2017	Portland, OR	\$0.00	Tentative Schedule

13) For seminars that are open for enrollment you're provided all necessary details of the seminar. You are not registered for your selected seminar until Enroll at the bottom of the page is selected.

**Enroll**

Seminar questions? Email us at [ame.seminar.registration@faa.gov](mailto:ame.seminar.registration@faa.gov)