

DCTO-E Checklist

Note : If an applicant has **NEVER** 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 via email at 9-AVS-AWA-AOV-DCTO-E@faa.gov.

1. Scheduling Practical Tests:

- ☐ Schedule the practical test with the applicant for the Control Tower Operator Certificate.
- ☐ Complete the pre-approval request in DMS. (This must be submitted at least 24 hours in advance)

2. Application for CTO Certificates: An applicant must submit the following to the DCTO-E:

- ☐ Application for an Airman Certificate and/or Rating (FAA Form 8400-3).
- ☐ A current second-class medical certificate.
- ☐ Airman Written Test report with a passing grade, AC Form 8060-1 (CTO Certificate), or proof of credential with a tower rating.
- ☐ FAA Form 8060-5 (if previously tested and disapproved).
- ☐ Proof of experience requirements as described in 14 CFR part 65.39 (if application is for a facility rating).

3. Administering the CTO Facility Rating:

- ☐ Ensure compliance with the knowledge and skill requirements outlined in 14 CFR part 65, subpart B.
- ☐ Enter a grade of “S” (satisfactory) or “U” (unsatisfactory) 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.
- ☐ Complete the DMS post-activity report. (Due within 7 days of examination).

3.1 If the applicant passes the facility rating test:

The DCTO-E provides or returns the following to the **applicant**:

- ☐ Copy of Temporary Airman Certificate (FAA Form 8060-4).
- ☐ Medical clearance or certificate, as applicable.
- ☐ Proof of experience requirements.

The DCTO- E provides or returns the following to **Air Traffic Safety Oversight, AOV-240**, via DMS post-activity report:

- ☐ FAA Form 8400-3 (signed by applicant and DCTO-E).
- ☐ Original FAA Form 8060-4 Temporary Airman Certificate.
- ☐ The following, as applicable:
 - a. Original Airman Written Test report (for first time applicants), or
 - b. AC Form 8060-1, FAA Airman Certificate (CTO), or
 - c. Copy of AOV Policy Clarification Memo to include Credential Number from “Credential with a Tower Rating” and issuing Agency (i.e. US Air Force, FAA) on FAA Form 8400-3.

3.2 If the applicant DOES NOT pass the facility rating test:

- ☐ Issue FAA Form 8060-5 (Notice of Disapproval of Application) if you had to give advice or assistance to the applicant during the practical examination. Applicants may be retested in accordance with 14 CFR part 65, subpart A.

The DCTO-E provides or returns the following to the **applicant**:

- ☐ Copy of Notice of Disapproval (FAA Form 8060-5).
- ☐ Medical clearance or certificate, as applicable.
- ☐ Proof of experience requirements.

The DCTO- E provides or returns the following to **Air Traffic Safety Oversight, AOV-240**, via DMS post-activity report:

- ☐ FAA Form 8400-3 (signed by applicant and DCTO-E).
- ☐ Original Notice of Disapproval (FAA Form 8060-5).
- ☐ FAA Form 8060-5 (if previously tested and disapproved).