

Job Aid: Recurrent Training Enrollment | 2018

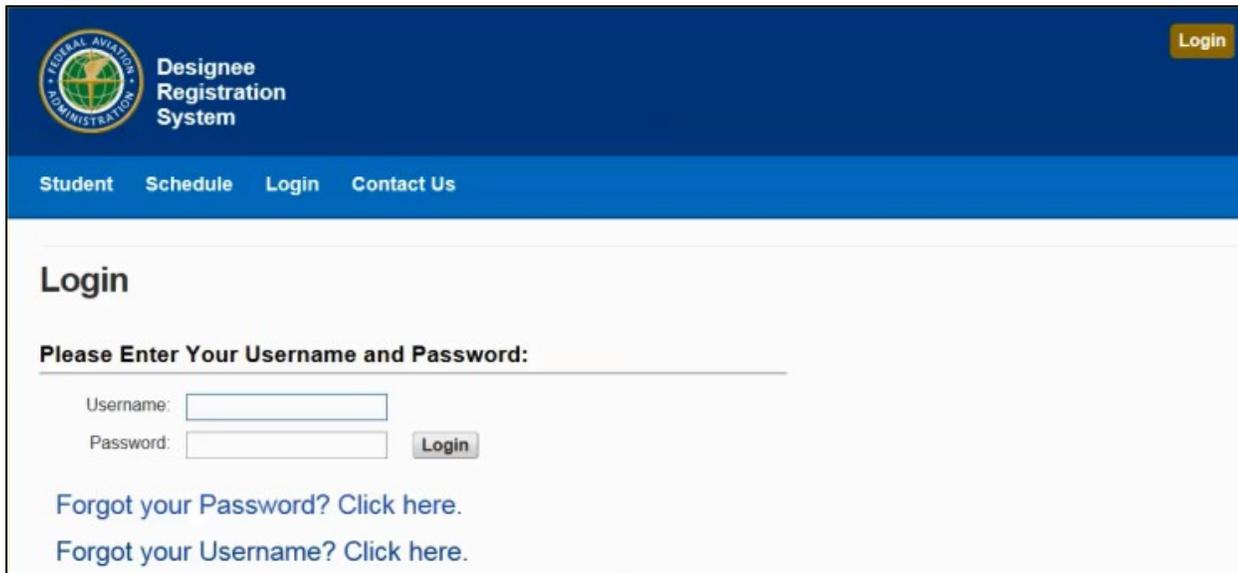
This job aid provides steps for enrolling in your recurrent training and selecting the required and elective courses to meet your training requirements.

How to Enroll in your Recurrent Training

1. Login to the [Designee Registration System \(DRS\)](#).
2. Click on **I Accept the DRS Rules of System Use**
3. Select category: **Designee and Delegated Organization Training**
4. Select **DER/ODA Engineering UM**
5. Navigate to Recurrent Training. Click on the category to view the course details. Select DER/ODA Engineering UM
6. Click **Go to Section** to see the Section Details
7. On the Section Details page, you will see the courses offered in this curriculum. If there is a required course it will be preselected. You must select 1 elective to meet the required training for this year. You cannot change these selections after you enroll. Once you have made your selections click **Enroll**.
8. You are now enrolled in the section. Click **View your enrollments**.
9. You may now proceed to the course by clicking **Go To Online Course**

1. Login to the [Designee Registration System \(DRS\)](#).

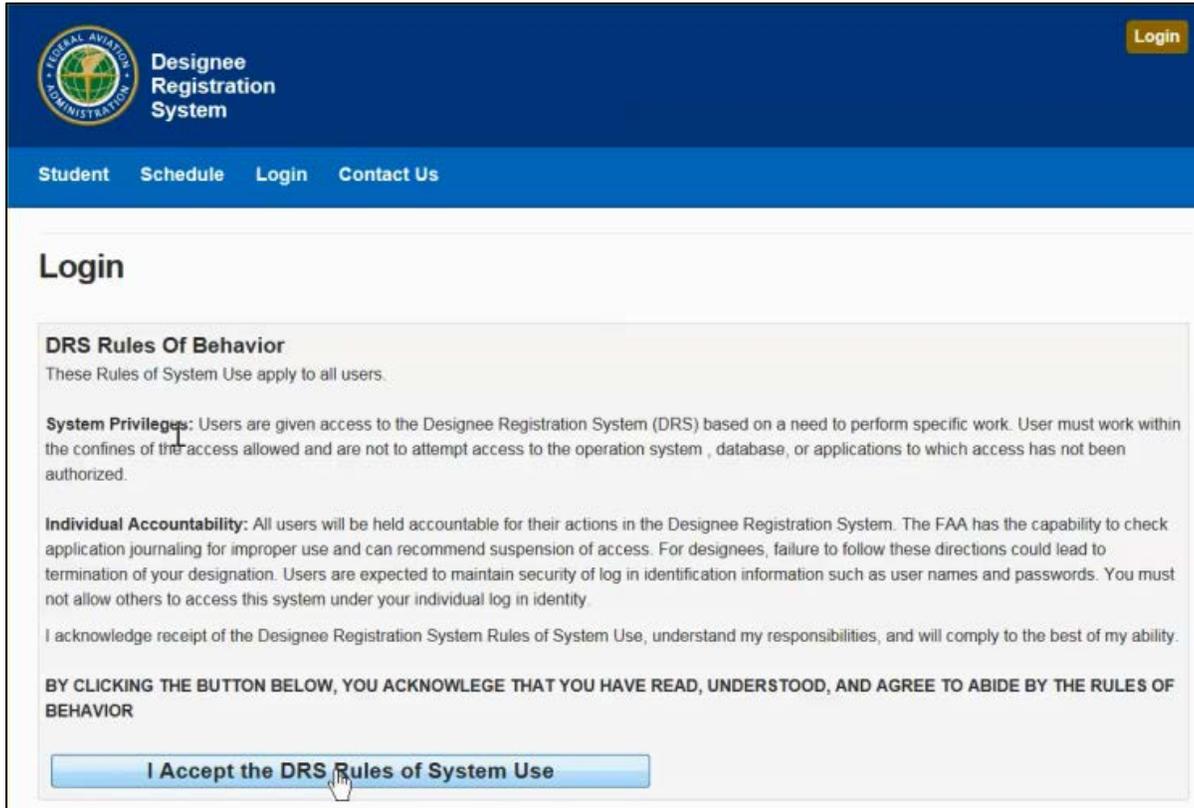
NOTE: If you have forgotten your Password or user name. Click on the **Forgot your Password** or **your Username** link. Do not create a new account.



The screenshot shows the Designee Registration System (DRS) login page. At the top left is the Federal Aviation Administration (FAA) logo. To its right is the text "Designee Registration System". In the top right corner, there is a "Login" button. Below the header is a navigation menu with links for "Student", "Schedule", "Login", and "Contact Us". The main content area is titled "Login" and contains the instruction "Please Enter Your Username and Password:". There are two input fields: "Username:" and "Password:". A "Login" button is positioned to the right of the password field. Below the input fields are two links: "Forgot your Password? Click here." and "Forgot your Username? Click here."

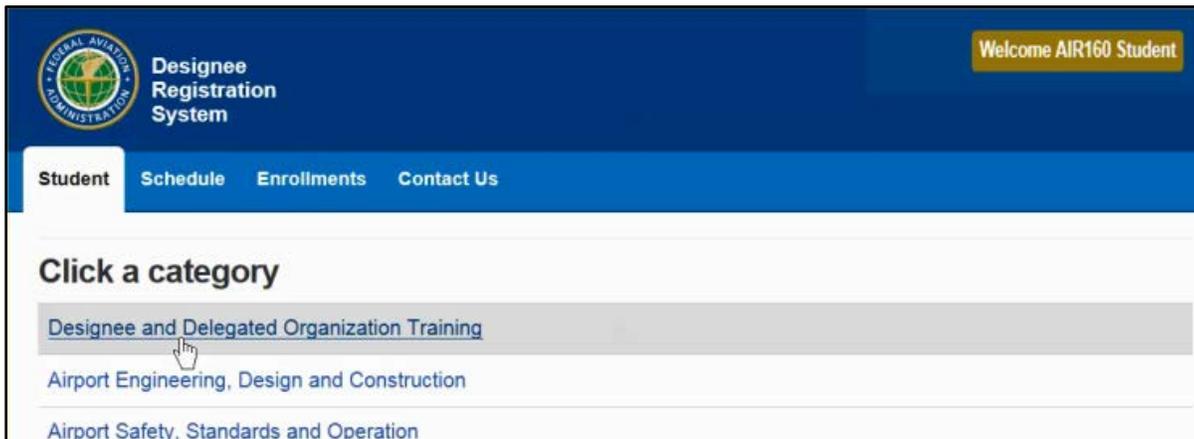
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2. Click on "I Accept the DRS Rules of System Use"



The screenshot shows the Designee Registration System (DRS) interface. At the top left is the FAA logo and the text "Designee Registration System". At the top right is a "Login" button. Below the header is a navigation bar with "Student", "Schedule", "Login", and "Contact Us". The main content area is titled "Login" and contains a section for "DRS Rules Of Behavior". This section includes a paragraph stating that the rules apply to all users, followed by two paragraphs: "System Privileges" and "Individual Accountability". Below these paragraphs is a statement: "I acknowledge receipt of the Designee Registration System Rules of System Use, understand my responsibilities, and will comply to the best of my ability." This is followed by a bolded instruction: "BY CLICKING THE BUTTON BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY THE RULES OF BEHAVIOR". At the bottom of this section is a blue button with the text "I Accept the DRS Rules of System Use". A mouse cursor is pointing at the button.

3. Click category: Designee and Delegated Organization Training



The screenshot shows the Designee Registration System (DRS) interface. At the top left is the FAA logo and the text "Designee Registration System". At the top right is a "Welcome AIR160 Student" button. Below the header is a navigation bar with "Student", "Schedule", "Enrollments", and "Contact Us". The main content area is titled "Click a category" and contains a list of categories. The first category, "Designee and Delegated Organization Training", is highlighted in grey and has a mouse cursor pointing at it. Below it are two other categories: "Airport Engineering, Design and Construction" and "Airport Safety, Standards and Operation".

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4. Click category: DER/ODA Engineering UM



Click a category
Home > Designee and Delegated Organization Training

Designee and Delegated Organization Training

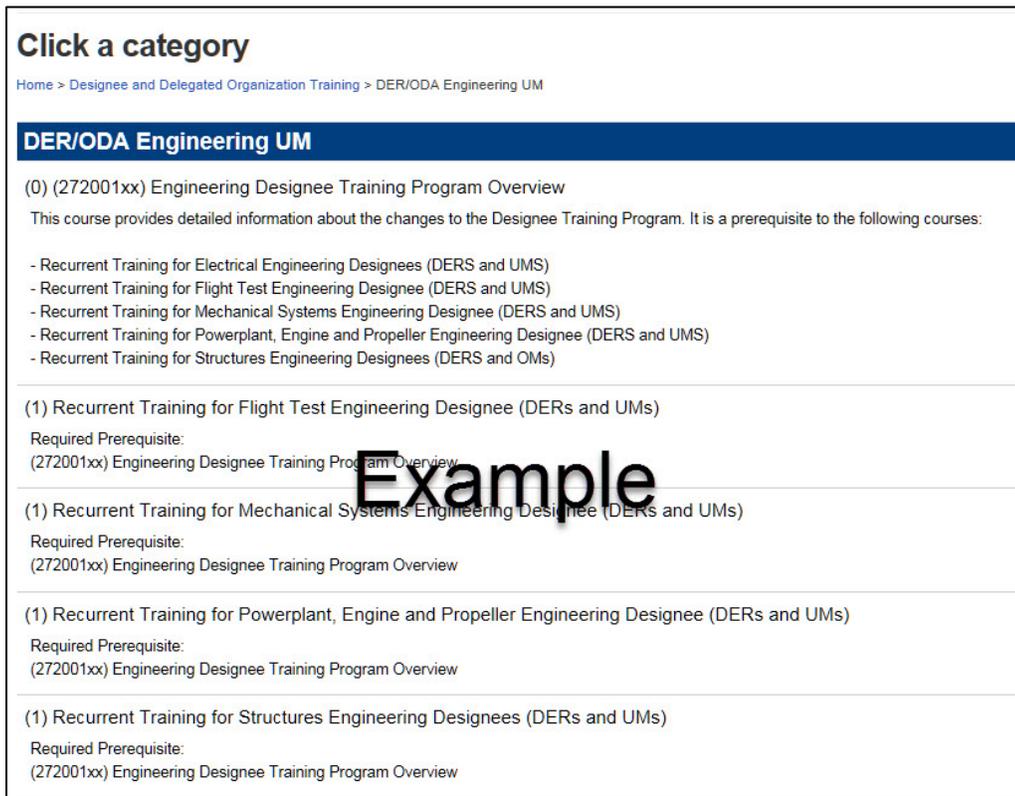
[AME](#)
Aviation Medical Examiners

[DAR-T/ODA Maintenance UM](#)
Designated Airworthiness Representatives for Maintenance, and Organizational Designation Authorization Maintenance Unit Members

[DER/ODA Engineering UM](#)
Designated Engineering Representatives and Flight Test Designees, and Organizational Designation Authorization Engineering Unit Members

[DME](#)
Designated Mechanic Examiners

5. Navigate to Recurrent Training. Click on the category to view the course details.



Click a category
Home > Designee and Delegated Organization Training > DER/ODA Engineering UM

DER/ODA Engineering UM

(0) (272001xx) Engineering Designee Training Program Overview
This course provides detailed information about the changes to the Designee Training Program. It is a prerequisite to the following courses:

- Recurrent Training for Electrical Engineering Designees (DERS and UMS)
- Recurrent Training for Flight Test Engineering Designee (DERS and UMS)
- Recurrent Training for Mechanical Systems Engineering Designee (DERS and UMS)
- Recurrent Training for Powerplant, Engine and Propeller Engineering Designee (DERS and UMS)
- Recurrent Training for Structures Engineering Designees (DERS and UMs)

(1) Recurrent Training for Flight Test Engineering Designee (DERs and UMs)
Required Prerequisite:
(272001xx) Engineering Designee Training Program Overview

(1) Recurrent Training for Mechanical Systems Engineering Designee (DERs and UMs)
Required Prerequisite:
(272001xx) Engineering Designee Training Program Overview

(1) Recurrent Training for Powerplant, Engine and Propeller Engineering Designee (DERs and UMs)
Required Prerequisite:
(272001xx) Engineering Designee Training Program Overview

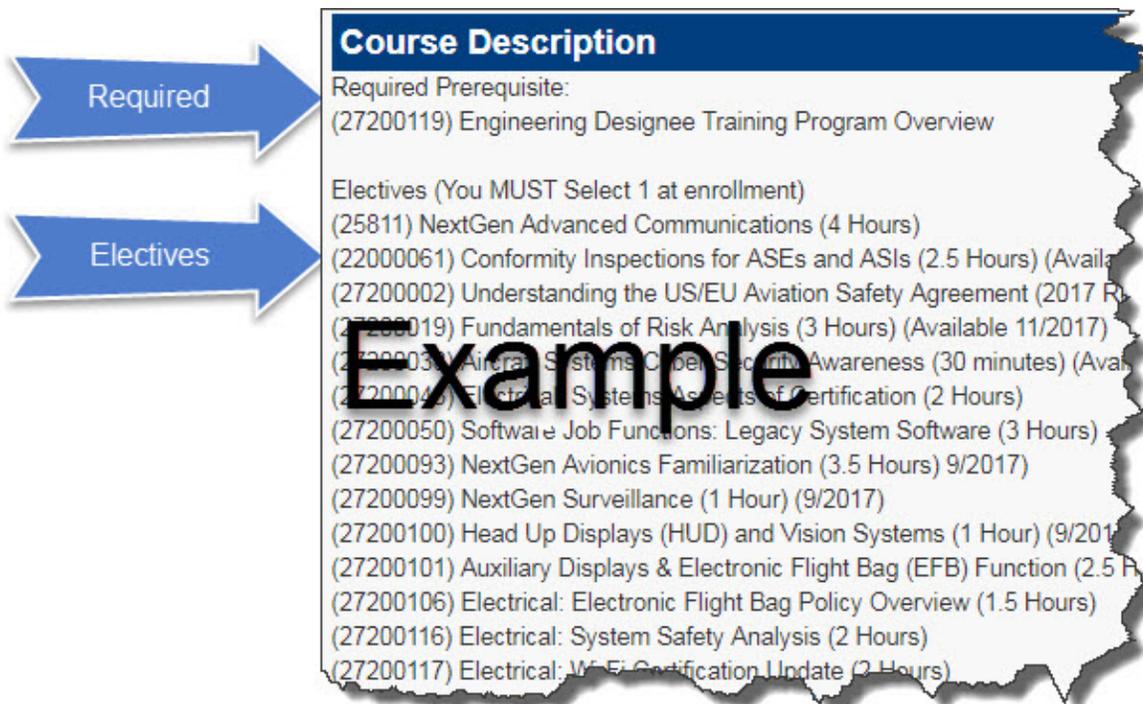
(1) Recurrent Training for Structures Engineering Designees (DERs and UMs)
Required Prerequisite:
(272001xx) Engineering Designee Training Program Overview

Annually the FAA will review all courses contained within the designee technical training program. Required courses are those that the FAA has determined are applicable to all designees within a certain discipline. Electives are those that designees are able to choose from a list. For example, within a particular discipline you may have one required course and then be asked to choose 1 or 2 elective courses from your discipline's electives library to fulfill your overall recurrent technical training requirement for that year. Elective courses will allow you to choose courses, which are most relevant to the work you perform for the FAA. However, if

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your Advisor has specific elective courses that he/she wants you to take he/she can request that you take them.

The number of electives that you will be required to take may change each year, but we expect it will be 1 or 2. If a required course (one which all designees within your discipline must complete) is identified then the number of electives required will likely be less. Similarly, if the library for your specific discipline has fewer new courses to choose from, then the number of required electives may be less



Course Description

Required Prerequisite:
(27200119) Engineering Designee Training Program Overview

Electives (You MUST Select 1 at enrollment)

- (25811) NextGen Advanced Communications (4 Hours)
- (22000061) Conformity Inspections for ASEs and ASIs (2.5 Hours) (Available 11/2017)
- (27200002) Understanding the US/EU Aviation Safety Agreement (2017 R. 10)
- (27200019) Fundamentals of Risk Analysis (3 Hours) (Available 11/2017)
- (2720003) Aircraft Systems Cyber Security Awareness (30 minutes) (Available 11/2017)
- (2720004) Electrical Systems Aspects of Certification (2 Hours)
- (27200050) Software Job Functions: Legacy System Software (3 Hours)
- (27200093) NextGen Avionics Familiarization (3.5 Hours) 9/2017)
- (27200099) NextGen Surveillance (1 Hour) (9/2017)
- (27200100) Head Up Displays (HUD) and Vision Systems (1 Hour) (9/2017)
- (27200101) Auxiliary Displays & Electronic Flight Bag (EFB) Function (2.5 Hours)
- (27200106) Electrical: Electronic Flight Bag Policy Overview (1.5 Hours)
- (27200116) Electrical: System Safety Analysis (2 Hours)
- (27200117) Electrical: Wi-Fi Certification Update (2 Hours)

Example

6. Click Go to Section to see the Section Details

Recurrent Training for Electrical Engineering Designees (DERs and UMs)

Home > Designee and Delegated Organization Training > DER/ODA Engineering UM > Recurrent Training for Electrical Engineering Designees (DERs and UMs)

Course Owner

Organization: FAA AIR-160 - Engineering Designees & Delegated Organizations
Courses sponsored by this organization include initial and recurrent training for Designated Engineering Representatives (DER) and Organization Designation Authorization (ODA) engineering unit members (UM), as well as for ODA administrators.

Contact Info: Caralyn Bullock
405-954-6898
9-AMC-Aircraft-Certification-Designees@faa.gov

Additional Info: ONLINE COURSES for DERs and ODA engineering UMs email: 9-AMC-EDR-Training@faa.gov
or visit our Website: http://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent/

Course Description

Required Prerequisite:
(27200119) Engineering Designee Training Program Overview

Example

Electives (You MUST Select 1 at enrollment)

- (25811) NextGen Advanced Communications (4 Hours)
- (22000061) Conformity Inspections for ASEs and ASIs (2.5 Hours) (Available 11/2017)
- (27200002) Understanding the US/EU Aviation Safety Agreement (2017 Revision) (4 Hours) (Available 8/2017)
- (27200019) Fundamentals of Risk Analysis (3 Hours) (Available 11/2017)
- (27200038) Aircraft Systems Cyber Security Awareness (30 minutes) (Available 11/2017)
- (27200043) Electrical: Systems Aspects of Certification (2 Hours)
- (27200050) Software Job Functions: Legacy System Software (3 Hours)
- (27200093) NextGen Avionics Familiarization (3.5 Hours) 9/2017
- (27200099) NextGen Surveillance (1 Hour) (9/2017)
- (27200100) Head Up Displays (HUD) and Vision Systems (1 Hour) (9/2017)
- (27200101) Auxiliary Displays & Electronic Flight Bag (EFB) Function (2.5 Hours) (Available 9/2017)
- (27200106) Electrical: Electronic Flight Bag Policy Overview (1.5 Hours)
- (27200116) Electrical: System Safety Analysis (2 Hours)
- (27200117) Electrical: Wi-Fi Certification Update (2 Hours)
- (27200118) Electrical: ADS-B Installations (1 Hour)

Special Notice

In addition to the required course (27200119) Engineering Designee Training Program Overview, you MUST select 1 elective course.

[Go To Section](#)

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7. On the Section Details page, you will see the courses offered in this curriculum. If your discipline has a required course, it will be preselected. You must select 1 elective to meet the required training for this year. You cannot change these selections after you enroll.

Once you have made your selections click Enroll.

NOTE: You may select more than 1 elective. However, ALL of the courses selected must be completed with the required course to receive your certificate of completion.

Selected Section Details

Course: **Recurrent Training for Electrical Engineering Designees (DERs and UMs)** Location: Online
Date: Online Course: Start at anytime.
Status: Tentative Schedule Cost: **\$0.00**
Prerequisite Course Required

Select the online courses you need.

	Course
<input type="checkbox"/>	(27200106) Electrical: Electronic Flight Bag Policy Overview
<input type="checkbox"/>	(27200100) Head Up Displays (HUD) and Vision Systems
<input type="checkbox"/>	(27200110) Electrical: Auxiliary Displays & Electronic Flight Bag (EFB) Function
<input type="checkbox"/>	(27200111) NextGen Surveillance
<input type="checkbox"/>	(27200116) Electrical: System Safety Analysis
<input type="checkbox"/>	(27200117) Electrical: Wi-Fi Certification Update
<input type="checkbox"/>	(27200118) Electrical: ADS-B Installations
<input type="checkbox"/>	(27200050) Software Job Functions: Legacy System Software
<input type="checkbox"/>	(27200019) Fundamentals of Risk Analysis (Rev 2 - 5/8/2017)
<input type="checkbox"/>	(27200002) Understanding the US/EU Aviation Safety Agreement (2017 Revision)
<input type="checkbox"/>	(25815) NextGen Advanced Navigation (Rev 4)
<input type="checkbox"/>	(25811) NextGen Advanced Communications

Enroll

Example

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8. You are now enrolled in the section. Click View your enrollments.

Student **EDRS** **Instructor** **Administrator** **Roles Management** **Reports**

Enrollment Results

Home > Designee and Delegated Organization Training > DER/ODA Engineering UM > Recurrent Training for Electrical Engineering Designees (DERs and UMs) > Section Details

You are now enrolled in:
Recurrent Training for Electrical Engineering Designees (DERs and UMs)

[View your enrollments](#)

9. You may now proceed to the course by clicking Go To Online Course

Current Enrollments ?

Section Information	Actions
Recurrent Training For Electrical Engineering Designees (DERs And UMs)	Change Section
Location: Online	
Dates: Online Course: Start At Anytime.	Go To Online Course

[Section Details](#)