

2006 Designated Engineering Representative (DER) Standardization and Recurrent Seminar Program Changes (Standardized Seminar Format)

In October 2006 (FY07), FAA Aircraft Certification Service restructured the Engineering Designee Standardization and Recurrent Seminar Program. We explain the reasons for the seminar program changes, and describe the major changes to the seminar format below.

Reasons for the Change

We needed to change the Designee seminar program to address the following:

1. Government Accountability Office (GAO) Audit The audit identified weaknesses in the FAA training programs for both Designees and FAA personnel.
2. FAA Aviation Safety (AVS) Delegation Order The new AVS Delegation order, VS 1100.2 – Managing AVS Delegation Programs, requires ongoing, standardized training for FAA and Designees.
3. Budget Issues:
 - For several years, the Designee seminar program has suffered recurring budget cuts. In order to continue to provide initial and refresher training to designees, we had to reevaluate the method used to fund the training.
 - FAA Administrator directed that FAA implement a cost recovery system for all practical programs. The designee training program is in this group.
 - Aircraft Engineering Division (AIR-100) is the only AVS Division that does not charge a fee for initial and recurrent designee training.

Description of the Changes to the Seminar Program

Seminar Format changes that apply to both Standardization (Initial) and Recurrent (Refresher) Seminars:

- We will charge a seminar fee.
- Aircraft Certification Service – Delegation & Airworthiness Programs Branch (AIR-140) will maintain the seminar schedule on the FAA web site, [Designee Training & Seminars](#).
- AIR-140 will not mail individual invitations.
- You must register and pay for the seminar on-line through the FAA web site.
- Seminar seating will be limited. You must register to attend before the registration deadline for the seminar. We will not accept walk-ins.
- Each attendee must complete a seminar evaluation and learning assessment at the conclusion of the seminar.
- Each designee who attends the seminar and successfully completes required learning assessment(s) will receive an attendance certificate.

Standardization Seminars give newly appointed designees an understanding of their roles and responsibilities as an FAA designee. Seminar topics include:

- History of the FAA
- Certification processes of products and parts
- Repairs and alterations
- Technical Standard Orders
- International requirements
- Parts Manufacturer and Production Approvals

Duration: Two full days.

Frequency: Six to eight times each year.

Location: Oklahoma City, with a limited number of additional seminars at field office locations if needed.

Attendance: New designees must attend this seminar **prior** to appointment. This is a change from the existing requirement that allows attendance up to one year after appointment.

Fee: You will pay a set fee for the entire seminar.

AIR-140 will manage the seminar content. They will host the seminars and invite Aircraft Certification Offices (ACO) to present information and participate in seminars, as necessary.

Recurrent Seminars provide information to designees on current policy and regulation, emerging technology, as well as updates on issues within the various technical disciplines.

Duration: Two to three full days, as follows:

Day 1: General session for all designees.

Day 2: Technical Breakout sessions for each technical specialty.

Day 3: If necessary, Day 2 Technical Breakout sessions will be repeated to accommodate designees who have multiple specialties.

Frequency: Eight to nine times each year.

Locations: Co-located with Aircraft Certification Offices.

Attendance: Designees must attend recurrent training every two years to be eligible for renewal. Designees must attend the General session as well as a Technical session for each assigned specialty.

NOTE: DERs who hold a single delegated function in one or more engineering designation types, and who hold no other authorities in those designation types (Examples include, but are not limited to, Software only DERs and Flammability only DERs.), may accomplish the technical session attendance requirement by attending:

- a special session AIR-140 deems appropriate to the delegated function, or,
 - a technical session the DER's advisor deems "the most appropriate to the work performed."
- Fee: You will pay a fee for each session of the seminar you attend.
 - Seminar Cycle:
 - The recurrent seminar cycle will change every two years, with mid-cycle updates to selected topics when the information changes significantly.
 - Session agendas will be standardized for all locations for the entire two-year cycle.
 - Designees will have the option of attending any of the seminars to fulfill the requirements for renewal.
 - AIR-140 will host the seminars. AIR-140 and the seminar team will manage the seminar content. Subject matter experts from the Directorates and ACOs will present the various topics at the seminar, along with AIR-140.
 - Designees can submit Seminar topic suggestions through the [Designee Training & Seminars](#) page on the FAA web site.

This new format significantly changes the Designee Standardization and Recurrent seminar program, as needed to address the GAO findings, the Administrator's directive, and requirements of the new AVS Delegation order. This program change is a great step toward standardization for all Designated Engineering Representatives, Authorized Representatives, and the FAA in the area of Aircraft Certification.