

The Recreational UAS Safety Test (TRUST)

TRUST Test Administrator Application



October 2022

TRUST TEST ADMINISTRATOR APPLICATION

INSTRUCTIONS

This document applies to entities or individuals wanting to become an FAA Approved Test Administrator (TA) of The Recreational UAS Safety Test (TRUST). It provides an overview of the specific requirements TA TRUST applicants must initially meet.

Prior to submitting an application package, TA TRUST applicants are advised that they should read the FAA TA TRUST webpage [TRUST For Industry \(faa.gov\)](https://www.faa.gov/air_traffic/tutorials/understanding-the-air-traffic-rules) the Memorandum of Agreement, Operating Rules, and these instructions in their entirety.

Applications must be submitted via email to: 9-AVS-RecFlyer-Test-Admin@faa.gov and include the following attachments:

- Completed Test Administrator Application Checklist
 - TA-signed Memorandum of Agreement (MOA)
 - The MOA must be signed and dated by a person who is authorized to legally obligate the entity applying (may be different than the POC)
 - Digital or pen & ink signatures are acceptable in pdf format
 - No changes or modification may be made to the MOA
 - Supporting information indicating the TA's ability to administer the TRUST electronically
 - TRUST TAs must be able offer the TRUST over the internet via a LMS (Learning Management System). State the name of the LMS and the webpage (URL) you intend to use. Explain the process from when a person lands on your webpage to get into the LMS through TRUST certificate issuance in accordance with the Operating Rules.
- NOTE: Becoming a TRUST TA likely requires at least a moderate level of IT ability and experience to meet the various LMS and data requirements. Some LMS may be incompatible or require modification to meet TRUST testing requirements (see TRUST webpage for more information, onboarding section)
- Documentation which shows your LMS to be SCORM 1.2 or better compliant
 - Such documentation may include, but not limited to, an extract from the LMS user's manual, a letter from the LMS provider stating SCORM level, or similar proof
 - Supporting information indicating the TA's ability to manage token numbers in accordance with the Operating Rules
 - State the process of how you will generate 11 digit Token numbers, assign them to a certificate for the test taker, and upload them in to the FAA database
 - Supporting information showing the TA's market reach for TRUST deployment
 - State how you are connected with the drone recreational community and how you intend to promote the TRUST to that community

Test Administrator Application Checklist:

This completed checklist must be included along with any other required documentation as part of a complete Test Administrator initial application.

Only answer "Yes" if the requirement is fully and strictly met.

#	TRUST Test Administrator Application	
1	Test Administrator Applicant's Name: _____ Address: _____ City: _____ State: _____ Zip: _____	N/A
2	Point of Contact Information. Name: _____ Phone: _____ Email: _____	N/A
3	Website address: _____ (parent website which will host the TRUST)	N/A
4	Learning Management System: _____ Is LMS SCORM 1.2 or better compliant? (provide compliance documentation) (Explain your process for administering the TRUST electronically via your LMS.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Does the TA applicant have the capability to generate, issue, and send token information to the FAA per the Operating Rules? (Explain your process for token generation to certificate issuance.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Has the TA applicant shown the ability to meet their anticipated market reach for TRUST?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	TA applicant has reviewed and understands the Operating Rules.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	TA applicant has read and signed the Memorandum of Agreement.	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Completed by (name & title): _____	Date

Submit this completed application along with all supporting documents to: 9-AVS-RecFlyer-Test-Admin@faa.gov.