

**FEDERAL AVIATION ADMINISTRATION  
AIR TRAFFIC SAFETY OVERSIGHT SERVICE  
CONTROL TOWER OPERATOR CERTIFICATION  
INFORMATION PAMPHLET**

**June 2020**

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**ACCESSIBILITY:** This information pamphlet is available for downloading on the FAA Air Traffic Safety Oversight Service Credentialing Program System under Training and Documentation:

<https://aov.aws.faa.gov/AOVC/default.aspx/>

And on the FAA Air Traffic Safety Oversight Service Credentialing System for the Department of Defense site under Training and Documentation: <https://aovcdod.faa.gov/Default.aspx>

**NOTE:** This pamphlet is for information only. Users should refer to current FAA Orders and regulations for the most up-to-date information.

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**FOREWORD**

This pamphlet was designed to provide readers with information on the Control Tower Operator (CTO) certification process. Additionally, it guides readers through key steps to perform duties as a Control Tower Operator Examiner (CTO-E). For additional information or more in-depth details on the processes in this pamphlet, look for the user's guides located in the Training and Documentation tab on the [AOV System page](#).

**PURPOSE:** This pamphlet is for information purposes for CTO-Es. It is supplemental to FAA Order 7220.1, *Certification and Rating Procedures for Department of Defense (DoD) Personnel*, and FAA Order 8000.90, *Air Traffic Safety Oversight Credentialing and Control Tower Operator Certification Programs*.

Donald Colbert  
Manager, Operations Support, AOV-240

**CORRECTIONS**

Send recommendations, suggestions, or corrections in an email to the FAA HQ Credentialing team at [9-AWA-AVS-AOV-Credentials@faa.gov](mailto:9-AWA-AVS-AOV-Credentials@faa.gov).

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## Section I – Roles and Responsibilities

### FAA Air Traffic Safety Oversight Service (AOV)

- a. Establish policy and guidance for the Control Tower Operator (CTO) certificate program.
- b. Establish requirements for CTO Examiners (CTO-Es).
- c. Establish requirements for the responsibility of proficiency manager designation.
- d. Monitor the CTO program.
- e. Process requests for CTO facility rating and certificate revocations in accordance with the current version of FAA Order 2150.3, *Compliance and Enforcement Program*.
- f. Process requests for the Airmen Written Test, answer sheets, and Study Guide.
- g. Process and grade completed Airmen Written Test answer sheets.
- h. Upload Airmen Written Test results to the Airmen's Registry System.
- i. Inform the FAA Airmen Certification Branch that a test has been graded and the results uploaded to the Airmen's Registry System.
- j. Maintain Airmen Written Test answer sheets for 60 days.
- k. Schedule meetings with FAA Air Traffic Operations (ATO) as needed, but at least once per year, to discuss any updates needed to the Airmen Written Test or associated Study Guide based on user feedback or trends identified during test grading.
- l. Oversee DoD management on the CTO certificate program in accordance with the current version of FAA Order 7220.1, *Certification and Rating Procedures for Department of Defense (DoD) Personnel*.

### FAA Air Traffic Operations (ATO)

- a. Develop and manage the Airmen Written Test and Study Guide in compliance with Title 14 of the Code of Federal Regulations (CFR) part 65, subpart B.
- b. Maintain and update the Airmen Written Test and Study Guide.
- c. Meet as needed with AOV, but at least once per year, to discuss any updates needed to the Airmen Written Test and associated Study Guide.
- d. Ensure that all applicants meet the requirements of 14 CFR, subparts A and B, Air Traffic Control Tower Operators.
- e. Ensure that any person assigned duties as a CTO-E holds a Credential with required designations for the functions noted on the certificate.
- f. Notify the appropriate AOV Area Office within 60 days, through the Credentialing system, when those holding a CTO-E designation are no longer assigned the functions noted on the certificate.
- g. Notify AOV at [9-AWA-AVS-AOV-Credentials@faa.gov](mailto:9-AWA-AVS-AOV-Credentials@faa.gov), immediately when ATO determines that a person is no longer qualified to perform the functions on the certificate, or has failed to comply with the responsibilities and duties of a CTO-E.
- h. Perform day-to-day administrative functions such as designating CTO-Es, ensuring that Certification practices and procedures CTO-Es use are in accordance with applicable regulatory and legal requirements, and ensuring that their activities are within the procedural guidelines contained in FAA Order 8000.90.
- i. Establish air traffic control Certification procedures for individual positions and facilities.
- j. Administer air traffic control training and Certifications.
- k. Notify AOV when a CTO test has been compromised.

- l. Ensure the CTO-E is qualified in accordance with FAA Order 8000.90 to perform a CTO practical or written examination, as applicable. In addition, validate the facility location and contract being serviced.
- m. If a new air traffic facility is established, notify AOV via email at [9-AWA-AVS-AOV-Credentials@faa.gov](mailto:9-AWA-AVS-AOV-Credentials@faa.gov) not later than one business day before a CTO written examination, if a CTO-E is scheduled to perform an initial CTO written examination, or if a CTO-E is scheduled to conduct a practical examination.

#### **FAA Flight Standards Service-Airmen Certification Branch (AFB)**

- a. Validate information that CTO-Es and applicants furnish to prepare for CTO Certificates to be issued for contract and military towers.
- b. Maintain airman records.
- c. Coordinate with AOV on day-to-day problem areas, providing guidance on using forms, and making suggestions to improve the process.
- d. Issue CTO certificates.
- e. Print and mail the Airmen's Written Test results to the individual test applicant.

#### **Department of Defense (DoD)**

- a. Provide management and administration for the military's Air Traffic Control System certificate program.
- b. Ensure all applicants meet the requirements of 14 CFR part 65, Subparts A and B.
- c. The appropriate military authority must notify the Regional Examiner when those holding a CTO-E designation are no longer assigned those functions at the specified locations.

#### **Proficiency Manager and Co-Proficiency Manager**

This designation denotes a managerial function and authorizes a Credential holder to designate CTO-Es, for whom they are accountable.

##### Key Duties:

- a. Maintain liaison with AOV and CTO-Es when problem areas must be dealt with.
- b. Designate CTO-Es and take action to ensure that each CTO-E meets the qualification standards outlined in FAA Order 8000.90.
- c. Process requests to issue the CTO-E designation. When necessary, this designation will be withdrawn from the Credential in accordance with FAA Order 8000.90.
- d. Monitor the activities and overall competence of each CTO-E associated with the facilities within their area of responsibility.
- e. Provide AOV with reports of unusual CTO Certification problems within their area of responsibility.
- f. Inform staff of the security measures imposed by "For Official Use Only" markings. Ensure that proper precautions are taken to maintain file security, ensure obsolete tests are destroyed, and limit access to test materials.
- g. Assist CTO-Es in dealing with problem areas and obtaining materials.
- h. Coordinate with the appropriate offices in the FAA service area or headquarters level about CTO Certificate matters that may involve legal enforcement activity. Notify AOV of these matters when necessary in accordance with FAA Order 2150.3, *FAA Compliance and Enforcement Programs*.
- i. Ensure CTO facility rating tests are developed and maintained for facilities within their geographical area of responsibility.

## **FAA Regional Examiners**

Regional Examiners are assigned full time to each region, with as many additional examiners as necessary to fulfill requirements. Regional Examiners are selected to supervise and monitor the Certification and rating system for the DoD within their geographical area of responsibility.

### Qualification requirements:

- a. Have possessed an air traffic control certificate with a facility rating.
- b. Have at least three years of experience as a certificated air traffic controller.
- c. Have at least one-year of administrative experience in certification procedures, or at least two years of experience as an Air Traffic Control Examiner at any type of air traffic control facility.

### Key Duties:

- a. Designate DoD CTO-Es within their geographical area of responsibility and ensures that each Examiner meets the qualification standards outlined in FAA Order 7220.1.
  - Issue FAA Form 8000-5 (Certificate of Designation) to DoD CTO-Es.
  - Revoke DoD CTO-E designations in accordance with 14 CFR.
  - Notify the designee, in writing, whenever a CTO-E designation is revoked, stating the reason for revocation, and requesting surrender of appropriate documents and supplies.
- b. Monitor the activities and competence of each CTO-E in accordance with FAA Order 7220.1. The Regional Examiner (or their designee) evaluates the activities of DoD facility CTO and Air Traffic Control System Examiners as often as is deemed necessary, but at least once annually. The Regional Examiner may ask the appropriate military authority to conduct a special evaluation to monitor the activities and competence of military examiners who are members of the Civil Aviation Assistance Group, those aboard aircraft carriers of the United States Navy, and others in remote locations.
- c. Maintain a current regional DoD examiners roster, including the current mailing address and telephone number of each examiner. Furnish a listing of military examiners to the AOV and appropriate military authorities upon request.
- d. Establish a record system to indicate examiners' status and activities.
- e. Provide AOV with semiannual reports of Air Traffic Control certification activities and unusual certification problems within the service area.
- f. Monitor test security and ensure security measures imposed by the "For Official Use Only" marking are understood. During periodic inspection trips, the examiner must verify that proper security measures are taken, such as keeping files in a locked safe, destroying obsolete tests, and limiting access to test materials.
- g. Serve as the regional focal point for DoD Air Traffic Control Certification matters, assist examiners in dealing with problem areas and obtaining materials, and furnish interpretations in those areas where national policy or procedure are not clearly understood.
- h. Provide coordination and advice for regional certification matters that require explaining the policy and resolution of problems for which guidelines have not been established.
- i. Initiate corrective action, when required, for Air Traffic Control certification matters.
- j. Coordinate with appropriate offices at the service area level on certification matters that may involve legal enforcement action.
- k. Authorize permanently retaining CTO Airmen Written Tests that DoD CTO-Es gave, when necessary to meet program requirements.

## **CTO Examiner (CTO-E)**

CTO-Es must administer the CTO Airmen Written Test and facility rating tests. The CTO-E will conduct facility rating evaluations in accordance with published standards and instructions. The CTO-E designation will be recorded on the examiner's Credential (FAA Form AC 8060-66). This designation will be withdrawn from the Credential when the person is no longer assigned duties, or no longer meets the qualifications to perform duties. Individuals who are not employees of the FAA or DoD will not be designated as CTO-Es.

### Qualification requirements:

- a. Must possess a current medical clearance and currently possess, or have held, a CTO certificate.
- Or
- b. Be a Credentialed Designated Examiner with a current medical clearance and current or historical tower rating.

*Note: The proficiency manager may designate a CTO-E without a current medical clearance, but that examiner is only allowed to proctor written tests. The proficiency manager must note this limitation on the CTO-E's Credential.*

### Key Duties:

- a. Perform position certification ratings and evaluations using standards published in the facility position certification guides.
- b. Develop and administer all controller testing and evaluation requirements.
- c. Initiate process to request issuance, removal, and withdrawal of Air Traffic Control System Credentials.
- d. Administer the CTO Airmen Written Test and facility rating tests prescribed to certify CTOs and as required by 14 CFR part 65.
- e. Conduct tests in accordance with applicable orders and directives.
- f. Complete and submit forms and records in accordance with procedures contained in FAA Order 8000.90, FAA Order 7220.1, and as required by 14 CFR part 65.
- g. Maintain security of facility rating tests and the CTO Airmen Written Test.
- h. Ensure each applicant for the CTO certificate meets the eligibility requirements in 14 CFR part 65, FAA Order 8000.90, and FAA Order 7220.1. An Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR §65.35 and the experience requirements listed in 14 CFR §65.39.
- i. Issue a temporary certificate (FAA Form 8060-4) when required.
- j. Report any problems with test administration, test security, or the facility rating tests to the proficiency manager and AOV.
- k. Complete and submit the necessary certification forms as required by applicable orders and directives.
- l. DoD CTO-Es maintain a liaison with the Regional Examiner and facility chief concerning problem areas.
- m. Maintain records of CTO-E activity for 24 months.

## **Department of Defense (DoD) CTO Examiner (CTO-E)**

DoD CTO-Es must administer the Airmen Written Test for CTO and facility rating tests. DoD CTO-Es are responsible for properly conducting tests, and completing and submitting forms and records according to the procedures in FAA Order 7220.1, and as required by 14 CFR part 65.



### General:

- a.** Regional Examiners in each service area must designate DoD CTO-Es in sufficient numbers and locations to meet DoD ATC certification and rating program requirements. Designees will be issued FAA Form 8000-5.
- b.** When appropriate FAA personnel are not available, Regional Examiners must designate qualified personnel as CTO-Es.
  - The facility's commanding officer or other responsible authority will request military CTO-E designations directly to the appropriate service area office.
  - ATREPs may be designated as examiners at their base. DoD examiners may be designated as alternates. Only one examiner designation number will normally be assigned to each location.
- c.** CTO-Es who do not fall under FAA domestic region jurisdictions, such as members of the Civil Aviation Assistance Group and others in this category) will be designated by the European or Pacific Regions, as appropriate.
- d.** Individuals who are not employees of the Federal Government or are not members of the military services must not be designated as CTO-Es.

### Qualification requirements:

- a.** Must possess an appropriate medical clearance except as noted below, and currently possess, or have held, a CTO certificate.
- Or
- b.** Be a Credentialed Designated Examiner with a current medical clearance and current or historical tower rating.

*Note: At locations that require the services of more than one CTO-E, the Regional Manager may designate a CTO-E without a current medical clearance, but that examiner is only allowed to proctor written tests. The Regional Manager must note this limitation on the certificate of designation.*

### Key Duties:

- a.** Administer Airmen Written tests and facility rating tests prescribed to certify CTOs and as required by 14 CFR part 65, published standards, and instructions.
- b.** Develop and maintain facility rating tests.
- c.** Maintain facility rating test and Airmen Written Test security in accordance with 14 CFR section 65.18.
- d.** Ensure each applicant for the CTO Certificate meets the eligibility requirements in 14 CFR part 65, before a certification test is administered. An Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR §65.35 and the experience requirements listed in 14 CFR §65.39.
- e.** Issue a temporary Certificate (FAA Form 8060-4) when required.
- f.** Report any problem with test administration, test security, or facility rating tests to the facility manager and Regional Examiner.
- g.** Complete and submit the necessary Certification forms as required by applicable orders and directives.
- h.** DoD CTO-Es maintain a liaison with the Regional Examiner and facility chief concerning problem areas.
- i.** Maintain records of CTO-E activity and retain the records in files as DoD requires, but not less than 24 months.

## **Section II – 14 CFR Part 65 Subpart B: Air Traffic Control Tower Operators Requirements**

### **§65.31 Required credentials, certificates, and ratings or qualifications**

No person may act as an air traffic control tower operator at an air traffic control tower in connection with civil aircraft unless he or she—

- (a) Holds an FAA Credential with a tower rating or an air traffic control tower operator certificate issued under 14 CFR Subpart B
- (b) Holds a facility rating for that control tower issued under 14 CFR Subpart B, or has qualified for the operating position at which he or she acts and is under the supervision of the holder of a facility rating for that control tower; and
- (c) Except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, or Navy or the Coast Guard, holds at least a second-class medical certificate issued under 14 CFR part 67.

### **§65.33 Eligibility requirements: General.**

To be eligible for an air traffic control tower operator certificate a person must:

- (a) Be at least 18 years of age;
- (b) Be of good moral character;
- (c) Be able to read, write, and understand the English language and speak it without accent or impediment of speech that would interfere with two-way radio conversation;
- (d) Except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, or Navy or the Coast Guard, hold at least a second-class medical certificate issued under part 67 of this chapter within the 12 months before the date application is made; and
- (e) Comply with 14 CFR part 65.35 (knowledge requirements)

### **§65.35 Knowledge requirements.**

Each applicant for an air traffic control tower operator certificate must pass a written test on—

- (a) The flight rules in 14 CFR part b Subpart 91
- (b) Airport traffic control procedures;
- (c) En route traffic control procedures;
- (d) Communications operating procedures;
- (e) Flight assistance service;
- (f) Air navigation, and aids to air navigation; and
- (g) Aviation weather.

### **§65.37 Skill requirements: Operating positions.**

No person may act as an air traffic control tower operator at any operating position unless he has passed a practical test on—

- (a) Control tower equipment and its use;
- (b) Weather reporting procedures and use of reports;
- (c) Notices to Airmen, and use of the Airman's Information Manual;
- (d) Use of operational forms;
- (e) Performance of noncontrol operational duties; and
- (f) Each of the following procedures that is applicable to that operating position and is required by the person performing the examination:
  - (1) The airport, including rules, equipment, runways, taxiways, and obstructions.
  - (2) The terrain features, visual checkpoints, and obstructions within the lateral boundaries of the surface areas of Class B, Class C, Class D, or Class E airspace designated for the airport.
  - (3) Traffic patterns and associated procedures for use of preferential runways and noise abatement.

- (4) Operational agreements.
- (5) The center, alternate airports, and those airways, routes, reporting points, and air navigation aids used for terminal air traffic control.
- (6) Search and rescue procedures.
- (7) Terminal air traffic control procedures and phraseology.
- (8) Holding procedures, prescribed instrument approach, and departure procedures.
- (9) Radar alignment and technical operation.
- (10) The application of the prescribed radar and nonradar separation standard, as appropriate

**§65.39 Practical experience requirements: Facility Rating.**

Each applicant for a facility rating at any air traffic control tower must have satisfactorily served—

- (a) As an air traffic control tower operator at that control tower without a facility rating for at least 6 months; or
- (b) As an air traffic control tower operator with a facility rating at a different control tower for at least 6 months before the date he applies for the rating.

However, an applicant who is a member of an Armed Force of the United States meets the requirements of this section if he has satisfactorily served as an air traffic control tower operator for at least 6 months.

**§65.41 Skill requirements: Facility Rating.**

Each applicant for a facility rating at an air traffic control tower must have passed a practical test on each item listed in §65.37 of this part that is applicable to each operating position at the control tower at which the rating is sought.

**§65.45 Performance of duties.**

- (a) An air traffic control tower operator shall perform his duties in accordance with the limitations on his certificate and the procedures and practices prescribed in air traffic control manuals of the FAA, to provide for the safe, orderly, and expeditious flow of air traffic.
- (b) An operator with a facility rating may control traffic at any operating position at the control tower at which he holds a facility rating. However, he may not issue an air traffic clearance for IFR flight without authorization from the appropriate facility exercising IFR control at that location.
- (c) An operator who does not hold a facility rating for a particular control tower may act at each operating position for which he has qualified, under the supervision of an operator holding a facility rating for that control tower.

**§65.47 Maximum hours.**

Except in an emergency, a certified air traffic control tower operator must be relieved of all duties for at least 24 consecutive hours at least once during each 7 consecutive days. Such an operator may not serve or be required to serve—

- (a) For more than 10 consecutive hours; or
- (b) For more than 10 hours during a period of 24 consecutive hours, unless he has had a rest period of at least 8 hours at or before the end of the 10 hours of duty.

**§65.49 General operating rules.**

- (a) Except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, or Navy, or the Coast Guard, no person may act as an air traffic control tower operator under a certificate issued to him or her under this part unless he or she has in his or her personal possession an appropriate current medical certificate issued under 14 CFR part 67.
- (b) Each person holding an air traffic control tower operator certificate shall keep it readily available when performing duties in an air traffic control tower, and shall present that certificate or his medical certificate

or both for inspection upon the request of the Administrator or an authorized representative of the National Transportation Safety Board, or of any Federal, State, or local law enforcement officer.

- (c) A certificated air traffic control tower operator who does not hold a facility rating for a particular control tower may not act at any operating position at the control tower concerned unless there is maintained at that control tower, readily available to persons named in paragraph (b) of this section, a current record of the operating positions at which he has qualified.
- (d) An air traffic control tower operator may not perform duties under his certificate during any period of known physical deficiency that would make him unable to meet the physical requirements for his current medical certificate. However, if the deficiency is temporary, he may perform duties that are not affected by it whenever another certificated and qualified operator is present and on duty.
- (e) A certificated air traffic control tower operator may not control air traffic with equipment that the Administrator has found to be inadequate.
- (f) The holder of an air traffic control tower operator certificate, or an applicant for one, shall, upon the reasonable request of the Administrator, cooperate fully in any test that is made of him.

#### **§65.50 Currency Requirements.**

The holder of an air traffic control tower operator certificate may not perform any duties under that certificate unless—

- (a) He has served for at least three of the preceding 6 months as an air traffic control tower operator at the control tower to which his facility rating applies, or at the operating positions for which he has qualified; or
- (b) He has shown that he meets the requirements for his certificate and facility rating at the control tower concerned, or for operating at positions for which he has previously qualified.

### Section III – The CTO Airmen Written Test

#### General Information

Only a CTO-E may issue a CTO Airmen Written Test.

- a. Request the CTO Airmen Written Test from:

Federal Aviation Administration  
Air Traffic Safety Oversight Service, AOV-240/CTO Processing  
Room 1026  
800 Independence Avenue, SW  
Washington, DC 20591

Or

[9-AWA-AVS-AOV-Credentials@faa.gov](mailto:9-AWA-AVS-AOV-Credentials@faa.gov)

- b. Written test forms must be completed and submitted in accordance with instructions accompanying FAA Form 8080-3, *Airman Written Test Application*.

#### Applicant Eligibility

- a. Before issuing any test materials for initial or retesting, the CTO-E must ensure that:
- The CTO certificate applicant is properly identified.
  - The CTO certificate applicant meets the requirements outlined in 14 CFR part 65.
- b. A CTO certificate applicant who meets the requirements of 14 CFR part 65 (excepting section 65.33(a)) may be permitted to take the test for knowledge requirements, provided he/she is previously informed that, should he/she pass, he/she will not be eligible for a CTO certificate until he/she has reached the required age.

#### Mailing the Written Test File

- a. Include for mailing:
- AC Form 8080-3, *Airman Written Test Application*, original.
  - AC Form 8080-11, Written Tests Transmittal and Log-Out/Log-In Register, original.
  - Airman Written Test Report, applies only to retest.
  - Airmen Written Test question books.
- b. Transmittal. Mail written test files via certified mail to:

Federal Aviation Administration  
Air Traffic Safety Oversight Service, AOV-240/CTO Processing  
800 Independence Ave SW, Washington, DC 20591.

#### Airman Written Test Report

The CTO-E may be required to analyze a Written Test Report presented by an applicant who has previously taken and failed a written test. The Airman Written Test Report has a “take” number, which shows the number of times the applicant has taken a particular test. If an applicant has previously failed a test, the report will include the title, date, score, and number of times the applicant failed the test. From the report, the examiner will be able to determine if the required 30 days have expired between the date of the previous test and the date of the application for re-testing. The bottom of the form contains an area to be used if the applicant is seeking to retake the test less than 30 days after a previous failure.

## **Section IV – The CTO Facility Rating**

### **General Information**

The facility rating test is a practical exam designed to test the CTO applicant's ability to independently conduct control tower operations. This test is given after certifying on all positions in the tower. Form 8400-3 is the guide and basis for the facility rating test. Successfully completing the facility rating test will result in issuing a Control Tower Operator Certificate, with facility rating. The facility rating test is a practical demonstration conducted in a tower environment so that the applicant may display the knowledge and skills required of a control tower operator at a specific facility.

Only a CTO-E may issue a CTO facility rating. Before achieving a CTO facility rating, individual position qualifications will be recorded in official training records. A person may perform duties as a controller only at positions for which individual position qualifications are recorded, provided they are under the general supervision of a facility rating holder for that facility.

### **Applicant Eligibility**

- a. Before issuing any test materials for initial or retesting, the CTO-E must ensure that:
  - The applicant for a CTO certificate is properly identified.
  - The applicant for a CTO certificate meets the requirements outlined in 14 CFR part 65.
- b. An Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR §65.35 and the experience requirements listed in 14 CFR §65.39.
- c. Applicants for a CTO certificate who meets the requirements of 14 CFR part 65 (excepting section 65.33(a)) may be permitted to take the test for knowledge requirements, provided they are previously informed that, if they pass, they will not be eligible for a CTO certificate until they have reached the required age.

### **Preparing the CTO Facility Rating.**

CTO-Es are responsible for administering standardized CTO facility rating tests for the locations under their jurisdiction. CTO rating knowledge, skills, and practical experience requirements are specified in 14 CFR part 65. The rating test must also include information on current operations and procedures. The CTO-E should advise CTO certificate holders that the facility rating on a certificate does not authorize the certificate holder to operate at any facility other than the one for which they are rated.

### **Administering the CTO Facility Rating.**

- a. The applicant must demonstrate the knowledge, skills, and proficiency that are required in the control tower for which the rating is sought.
- b. The CTO-E must use FAA Form 8400-3 (Application for an Airman Certificate and/or Rating) for the practical demonstration test, and must observe the applicant in action, directly monitor two-way communications, and evaluate the applicant's performance at all certified control positions (combined positions are acceptable). Each applicant must complete section four of FAA Form 8400-3 before beginning the test.
- c. For any task in section 11D of Form 8400-3 that cannot be observed through demonstration, the CTO-E must document that the applicant satisfactorily applied performance and knowledge by verbally questioning the applicant. This must be accomplished in a way that allows the applicant to demonstrate the depth of their knowledge. The questions should be concise, appropriate to the subject matter, and the correct answers should be directly referable to regulations, manuals, orders, or other official sources.
- d. A CTO-E who conducts a practical demonstration test for a first-time CTO certificate should note the failed areas listed on the applicant's Airman Written Test Report. This should be done to identify areas that extra attention should be given to during the practical test.

- e. If the applicant does not meet the performance standards of any of the tasks listed on FAA Form 8400-3, he/she is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent test after 30 days have passed (FAR §65.19).
- f. The examiner may discontinue the test at any time after the examinee is made ineligible for the desired rating as a result of failing to adequately execute an operation critical to the rating. If the test is discontinued, the applicant will receive credit for those areas of operation successfully performed.
- g. If the applicant is successful, the original of FAA Form 8060-4 (Temporary Airman Certificate) should be submitted with the applicant's FAA Form 8400-3 (Application for an Airman Certificate and /or Rating) to the Airmen Certification Branch (AFB-720) for processing. If the applicant held a credential with a tower rating, include a copy of AOV Policy Clarification Memo and Credential Number from Credential with a Tower Rating and issuing Agency (i.e, US Air Force, FAA) on FAA Form 8400-3.
- h. If the applicant is unsuccessful, the original of FAA Form 8060-5 (Notice of Disapproval of Application) should be submitted with the applicant's FAA Form 8400-3 (Application for an Airman Certificate and/or Rating) to the Airman Certification Branch (AFB-720) for processing.
- i. Airman Certificate Application: Form 8400-3 (Application for an Airman Certificate and/or Rating). Instructions for completing and submitting the application to AFB-720 are noted in FAA Order 8000.90.

### **Temporary Control Locations**

At locations where temporary air traffic control facilities are necessary (such as those required by air shows or temporary contract towers), the facility rating test must include subject matter pertaining to the temporary location. The CTO-E should visit the temporary location to establish control procedures upon which the facility- rating test is developed. If a visit is not possible, then the facility rating test may be developed from a study of known facts about the temporary location such as information found in appropriate maps, charts, planned communications channels, emergency procedures, etc. Upon satisfactorily completing the facility rating test, a Temporary Airman Certificate (FAA Form 8060-4) will be issued to the applicant for the temporary location. If duty at a temporary control facility is expected to last for less than 120 days, the CTO-E is not required to process the request for a permanent CTO facility rating.

## Section V – CTO-E Checklist

\* This checklist is not all encompassing. The CTO-E should be familiar with all requirements associated with this process.

<b>1</b>		<b>Administering the CTO Airmen Written Test</b>
	a	If applicant has NOT 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, Air Traffic Safety Oversight Service, AOV-240/CTO Processing Room 1026, 800 Independence Avenue, SW Washington, DC 20591 or email 9-AWA-AVS-AOV-Credentials@faa.gov
	b	Ensure the applicant is properly identified before issuing any test materials (for initial or retesting)
	c	Written test forms must be completed and submitted in accordance with instructions accompanying FAA Form 8080-3, Airman Written Test Application
	d	The Written Test transmittal and log-in/Log-out Register must be properly filled out in accordance with instructions in FAAO 8000.90 and transmitted to AOV. (CTO-E <b>must</b> retain a copy)
<b>2</b>		<b>Application for CTO Certificates.</b> An applicant must submit the following to a CTO-E:
	a	Application for an Airman Certificate and/or Rating (FAA Form 8400-3)
	b	A current second-class medical certificate (excluding persons employed by the FAA, or employed by or on active duty with the Department of Air Force, Army, Navy, or the Coast Guard)
	c	Airman Written Test report with a passing grade or AC Form 8060-1
	d	FAA Form 8060-5 (if previously tested and disapproved)
	e	Proof of experience requirements as described in 14 CFR part 65.39 (if application is for a facility rating)
<b>3</b>		<b>Administering the CTO Facility Rating</b>
	a	Ensure compliance with the knowledge and skill requirements outlined in 14 CFR part 65, subpart B.
	b	If the applicant fails the test, they may be retested in accordance with 14 CFR part 65, subpart A
	c	A grade of “S” (satisfactory) or “U” (unsatisfactory) is required 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
	d	A CTO-E may not give advice or assistance to the applicant except in cases where there is a risk to safety. If advice or assistance must be given, the applicant will be issued FAA Form 8060-5 (Notice of Disapproval of Application)
<b>4</b>		<b>If the applicant passes the facility rating test</b>
	a	The CTO-E provides or returns the following to the <b>applicant</b> :
	1	Copy of Temporary Airman Certificate (FAA Form 8060-4)
	2	Medical clearance or certificate, as applicable
	3	Proof of experience requirements
	b	The CTO-E provides or returns the following to the <b>Airmen Certification Branch, AFB-720</b> , via certified mail to: FAA Airmen Certification Branch PO Box 25082, OKC, OK 73125-0082:
	1	Application FAA Form 8400-3 (signed by applicant and CTO-E)
	2	Original FAA Form 8060-4 Temporary Airman Certificate
	3	a. Original Airman Written Test report (for first time applicants), or b. AC Form 8060-1, FAA Airman Certificate, or c. Copy of <u>AOV Policy Clarification Memo</u> and include Credential Number from Credential with a Tower Rating and issuing Agency (i.e, US Air Force, FAA) on FAA Form 8400-3
<b>5</b>		<b>If the applicant does not pass the facility rating test</b>
	a	The CTO-E provides or returns the following to the <b>applicant</b> :
	1	Copy of notice of disapproval (FAA Form 8060-5)
	2	Medical clearance or certificate presented
	3	Proof of experience requirements
	b	The CTO-E provides or returns the following to the <b>Airman Certification Branch, AFB-720</b> , via certified mail to: FAA Airmen Certification Branch PO Box 25082, OKC, OK 73125-0082:
	1	Application FAA Form 8400-3 (signed by applicant and CTO-E)
	2	FAA Form 8060-5 (if the applicant was previously tested and disapproved)
	3	Disapproval Notice (FAA Form 8060-5) original



## Section VI – Forms and Memo

### Figure A. Sample Written Tests Transmittal and Log-in/Log-out Register

This form must accompany each CTO Airmen Written Test transmitted to AOV (print Figure A). The CTO-E **must** retain a copy. The original serves as the transmittal checklist for written tests forwarded to AOV.

Please print NEAT so name and address can be read

Written Tests Transmittal and Log-in/Log-out Register	FAA Test Center or Written Test Examiner (City, State and Office Number)		Date
<u>Applicants Full Name and Address</u> Last, First, Middle and Suffix (Write Legibly)	Test		<u>Applicant's Signature</u> - Upon Receipt of Test Booklet - Upon Return of Test Booklet
	Code	Variation Number	
EX: Donald, Cynthia, Rebecca	CTO	97000	<i>Cynthia R. Donald</i>
5750 Dow Ave., Apt 1234			-----
Falls Church, VA. 23456			- <i>Cynthia R. Donald</i>
1.			----- -
2.			----- -
3.			----- -
4.			----- -
5.			----- -
6.			----- -
7.			----- -
8.			----- -

**Figure B. Sample AC FORM 8080-3, Airmen Written Test Application**

**U.S. Department of Transportation  
Federal Aviation Administration  
Authorization for  
Control Tower Operator Airmen Written Test**

Last 4 of Requestor's Social Security Number				Test Variation Number				
NAME: Last		First		Middle		Signature		
Mailing Address			City		State		Zip Code	
<p>The above-identified individual has been reviewed and is considered eligible to take the Federal Aviation Administration written knowledge test for Control Tower Operator Certificate.</p>								
Examiner Number		Print Name		Signature		Date		
Email Address								

**INSTRUCTIONS FOR MARKING ANSWER SHEET.** Completely darken only one circle for each question. DO NOT USE (X) or (v). Use black lead pencil furnished by examiner.

<p>1    ① ② ③ ④</p> <p>2    ① ② ③ ④</p> <p>3    ① ② ③ ④</p> <p>4    ① ② ③ ④</p> <p>5    ① ② ③ ④</p> <p>6    ① ② ③ ④</p> <p>7    ① ② ③ ④</p> <p>8    ① ② ③ ④</p> <p>9    ① ② ③ ④</p> <p>10   ① ② ③ ④</p> <p>11   ① ② ③ ④</p> <p>12   ① ② ③ ④</p> <p>13   ① ② ③ ④</p> <p>14   ① ② ③ ④</p> <p>15   ① ② ③ ④</p> <p>16   ① ② ③ ④</p> <p>17   ① ② ③ ④</p> <p>18   ① ② ③ ④</p> <p>19   ① ② ③ ④</p> <p>20   ① ② ③ ④</p> <p>21   ① ② ③ ④</p> <p>22   ① ② ③ ④</p> <p>23   ① ② ③ ④</p> <p>24   ① ② ③ ④</p> <p>25   ① ② ③ ④</p>	<p>26   ① ② ③ ④</p> <p>27   ① ② ③ ④</p> <p>28   ① ② ③ ④</p> <p>29   ① ② ③ ④</p> <p>30   ① ② ③ ④</p> <p>31   ① ② ③ ④</p> <p>32   ① ② ③ ④</p> <p>33   ① ② ③ ④</p> <p>34   ① ② ③ ④</p> <p>35   ① ② ③ ④</p> <p>36   ① ② ③ ④</p> <p>37   ① ② ③ ④</p> <p>38   ① ② ③ ④</p> <p>39   ① ② ③ ④</p> <p>40   ① ② ③ ④</p> <p>41   ① ② ③ ④</p> <p>42   ① ② ③ ④</p> <p>43   ① ② ③ ④</p> <p>44   ① ② ③ ④</p> <p>45   ① ② ③ ④</p> <p>46   ① ② ③ ④</p> <p>47   ① ② ③ ④</p> <p>48   ① ② ③ ④</p> <p>49   ① ② ③ ④</p> <p>50   ① ② ③ ④</p>	<p>51   ① ② ③ ④</p> <p>52   ① ② ③ ④</p> <p>53   ① ② ③ ④</p> <p>54   ① ② ③ ④</p> <p>55   ① ② ③ ④</p> <p>56   ① ② ③ ④</p> <p>57   ① ② ③ ④</p> <p>58   ① ② ③ ④</p> <p>59   ① ② ③ ④</p> <p>60   ① ② ③ ④</p> <p>61   ① ② ③ ④</p> <p>62   ① ② ③ ④</p> <p>63   ① ② ③ ④</p> <p>64   ① ② ③ ④</p> <p>65   ① ② ③ ④</p> <p>66   ① ② ③ ④</p> <p>67   ① ② ③ ④</p> <p>68   ① ② ③ ④</p> <p>69   ① ② ③ ④</p> <p>70   ① ② ③ ④</p> <p>71   ① ② ③ ④</p> <p>72   ① ② ③ ④</p> <p>73   ① ② ③ ④</p> <p>74   ① ② ③ ④</p> <p>75   ① ② ③ ④</p>
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### **AC FORM 8080-3, Airmen Written Test Application Instructions**

This form is used to apply for and take the CTO Airmen Written Test. The form serves as both an application form and test answer sheet for the test.

The CTO-E is responsible for the accuracy and completeness of the information entered on AC Form 8080-3. The examiner will retain a copy of the form for two years.

Complete AC Form 8080-3, with emphasis on the following:

- a.** Test Variation Number: Enter the test variation number that is on the CTO Airmen Written Test booklet used. (Example: 95000, 96000, etc.)
- b.** Name and Address: The applicant's full name (last, first, and middle) and mailing address must be printed clearly. If the applicant has a middle initial instead of a middle name, enter the middle initial in the appropriate space. Be sure a space separates each name or initial and parts of the address. ZIP CODES MUST BE SHOWN, except for foreign countries.
- c.** Signature of Applicant. The applicant must sign the certification on page 4 of the form before receiving the written test book and answer sheet. The CTO-E must compare it with that on the Applicant's identification document.
- d.** Identification. The applicant's identity must be established in accordance with FAA Order 8000.90, Appendix B.
- e.** Retesting in less than 30 days after failure. If the applicant wishes to apply for a retest within 30 days of failing, they must present the Airman Written Test Report, signed by an appropriately certificated and rated person, as described in §65.19. That rated person must include their CTO certificate number or Credential number.

Figure C. Sample FAA Form 8060-4, Temporary Airman Certificate

Figure C-1: Original Issue

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. Pending	
II. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT			
IV. John Rochester Doe			
V. 4609 Hampton Roads Lane Hampton, VA 23660			
DATE OF BIRTH 7/4/1965	HEIGHT 77 IN	WEIGHT 220	HAIR Brown
EYES Brown	SEX M	NATIONALITY USA	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of			
Control Tower Operator			
RATINGS AND LIMITATIONS			
XII. Langley Air Force Base ATCT Hampton, Virginia			
XIII. English Proficient			
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS			
GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
BY DIRECTION OF THE ADMINISTRATOR			
X. DATE OF ISSUANCE 12/30/18		X. SIGNATURE OF EXAMINER OR INSPECTOR Gare L. Smith	
VII. AIRMAN'S SIGNATURE John R. Doe		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1-167	
		DATE DESIGNATION EXPIRES USAF	
FAA Form 8060-4 (8-78) USE PREVIOUS EDITION			

Figure C-2: Reissuance

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. Pending	
II. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT			
IV. John Rochester Doe			
V. 4609 Hampton Roads Lane Hampton, VA 23660			
DATE OF BIRTH 7/4/1965	HEIGHT 77 IN	WEIGHT 220	HAIR Brown
EYES Brown	SEX M	NATIONALITY USA	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of			
Control Tower Operator			
RATINGS AND LIMITATIONS			
XII. Langley Air Force Base ATCT Hampton, Virginia			
XIII. English Proficient			
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
GRADE OF CERTIFICATE		1/12/17	
BY DIRECTION OF THE ADMINISTRATOR			
X. DATE OF ISSUANCE 12/30/18		X. SIGNATURE OF EXAMINER OR INSPECTOR Gare L. Smith	
VII. AIRMAN'S SIGNATURE John R. Doe		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1-167	
		DATE DESIGNATION EXPIRES USAF	
FAA Form 8060-4 (8-78) USE PREVIOUS EDITION			

### FAA Form 8060-4, Temporary Airman Certificate Instructions

This form is used when an applicant successfully completes a facility rating test. It is to be completed only by a CTO-E, issued to the applicant, and forwarded to the Airmen Registry. Refer to Figure C-2 for original issuance and Figure C-3 for reissuance. Fill in the data blocks as follows:

- a. Block III: If the applicant holds a permanent Control Tower Operator certificate, enter the certificate number in Item III. If the applicant does not hold a permanent certificate, enter the word "PENDING" in Item III.
- b. Block IV: Enter the applicant's full legal name (first, middle, and last).
- c. Block V: Enter the applicant's mailing address, including zip code.
- d. Block VI: Complete by referencing applicant's Application for an Airman Certificate and/or Rating form, FAA Form 8400-3.
- e. Block IX: Enter "CONTROL TOWER OPERATOR".
- f. Block XII: Enter facility name and location. Do not include zip code.
- g. Block XIII: English Proficient.

**NOTE:** All previous ratings are a matter of permanent record maintained by the Airmen Certification Branch, AFB-720.

- h. Check the AN ORIGINAL ISSUANCE box if the applicant does not hold a Control Tower Operator Certificate and rating. Otherwise, check the A REISSUANCE... box.
- i. If a re-issuance, enter date of the current certificate in the DATE OF SUPERSEDED AIRMAN CERTIFICATE box.
- j. Block X: Enter the date of issuance and the CTO-E's signature. **Date of Issuance will be the date of the practical test.**
- k. Enter the CTO-E's CTO certificate number, Credential number, or designation number (may be found on FAA Form 8000-5).
- l. Enter the examiner's employer (example: USAF, NAVY, ARMY, or FAA) in the DATE DESIGNATION EXPIRES block.

**Figure D. FAA Form 8060-5, Notice of Disapproval of Application**

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION-FEDERAL AVIATION ADMINISTRATION		<b>NOTE</b> PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
<b>NOTICE OF DISAPPROVAL OF APPLICATION</b>			
NAME AND ADDRESS OF APPLICANT  John Rochester Doe 4609 Hampton Roads Lane Hampton, VA 23660		CERTIFICATE OR RATING SOUGHT Langley AFB, ATCT	
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO	INSTRUMENT  DUAL
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:  Item 3 Control Zone Item 5 Weather Facilities Procedures			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate of rating sought.			
DATE OF EXAMINATION  12/30/2018	SIGNATURE OF EXAMINER OR INSPECTOR  		DESIGNATION OR OFFICE NO.  1-167
FAA Form 8060-5 (4-82)		Electronic Forms (PDF)	

### FAA Form 8060-5, Notice of Disapproval of Application Instructions

Use this form when an applicant fails to pass a facility rating test. The form should be filled out in triplicate.

The original copy is transmitted to AFB-720, one copy is given to the applicant, and one copy the CTO=E retains for their files. FAA Form 8400-3, Application for an Airman Certificate and/or Rating, which reflects the practical test items that were graded as unsatisfactory, must accompany the Disapproval Form forwarded to AFB-720 (refer to Figure B-4).

Fill out the form as instructed below:

NAME AND ADDRESS OF APPLICANT	Enter the applicant's name and complete address, including ZIP code.
CERTIFICATE OR RATING SOUGHT	Enter the facility rating for which the test was given.
....FAILED THE EXAMINATION....	Check the box marked PRACTICAL.
FLT. TIME RECORDED IN LOGBOOK	Leave this item blank.
....REEXAMINED ON THE FOLLOWING	Enter the part(s) of the test graded unsatisfactory. (Refer to FAA Form 8400-3, Application for an Airman Certificate and/or Rating Block 10 Section D). Enter the complete subject area(s) and/or enter the item number only such as: ITEM 1, ITEM 3, etc.
DATE OF EXAMINATION	Enter date the test was given.
SIGNATURE OF EXAMINER....	The CTO-E signs the notice here.
DESIGNATION OR OFFICE NO.	Enter the CTO-E's designation number, CTO certificate number, or Credential number



Figure E. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Front)

Form Approved OMB  
NO. 2120-0007  
Exp. 07/31/2022

U.S. Department of Transportation Federal Aviation Administration		<b>Application for an Airman Certificate and/or Rating</b>	
A. <input type="checkbox"/> Flight Engineer A1. <input type="checkbox"/> Reciprocating Engine Powered A2. <input type="checkbox"/> Turbo Propeller Powered A3. <input type="checkbox"/> Turboprop Powered		B. <input type="checkbox"/> Flight Navigator C. <input checked="" type="checkbox"/> Control Tower Operator C1. <input checked="" type="checkbox"/> VFR Tower Rating C2. <input type="checkbox"/> Non-Radar Approach Control Tower Rating	
D. <input type="checkbox"/> Aircraft Dispatcher E. <input type="checkbox"/> Reissuance of Certificate F. <input type="checkbox"/> Additional Rating			
1. TYPE OF AIRCRAFT TO BE USED		2. TIME IN THIS AIRCRAFT	
3. NAME OF EMPLOYER			
4. APPLICANT IDENTIFICATION			
A. Name (First, Middle, Last) <b>John Rochester Doe</b>		K. Permanent Mailing Address (include zip code) <b>4609 Hampton Roads Lane Hampton, VA 23660</b>	
B. Social Security Number <b>123-45-6789</b>	C. Date Of Birth <b>July 4, 1965</b>	D. Height <b>77"</b>	E. Weight <b>220</b>
F. Hair <b>Brown</b>	G. Eyes <b>Brown</b>	H. Sex <b>Male</b>	I. Nationality <b>USA</b>
J. Place Of Birth <b>Annapolis, Maryland</b>		L. Telephone Number <b>555-123-4567</b>	
5. CERTIFICATES HELD BY APPLICANT			
A. <input type="checkbox"/> Pilot A1. <input type="checkbox"/> Airline Transport   A3. <input type="checkbox"/> Flight Instructor A2. <input type="checkbox"/> Commercial       A4. <input type="checkbox"/> Private		B. <input type="checkbox"/> Flight Navigator C. <input checked="" type="checkbox"/> Control Tower Operator D. <input type="checkbox"/> Flight Engineer E. <input type="checkbox"/> Ground Instructor F. <input type="checkbox"/> Aircraft Dispatcher G. <input type="checkbox"/> Mechanic	
6. Controlled Substance Violation History: Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
7. APPLICANT'S CERTIFICATION: I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form. Signature of Applicant <i>John R. Doe</i> Date (mm/dd/yyyy) <b>12/30/2019</b>			
8. INSTRUCTOR'S RECOMMENDATION: I consider the above applicant ready to take the test for which he/she is applying: A. <input type="checkbox"/> Oral Test B. <input type="checkbox"/> Flight C. <input type="checkbox"/> Practical Test			
D. Date	D1. Instructor's Signature	D2. Instructor's Certificate No. & Expiration Date	D3. Grade & Certificate No.
E. Date	E1. Instructor's Signature	E2. Instructor's Certificate No. & Expiration Date	E3. Grade & Certificate No.
9. EVALUATION RECORD			
A. Oral	Inspector <input type="checkbox"/>	Examiner <input type="checkbox"/>	Signature <i>John Smith 1-167</i> Date <b>12/30/2019</b>
B. Practical Test Aircraft Dispatcher	<input type="checkbox"/>	<input type="checkbox"/>	
C. Practical Test Control Tower Operator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Simulator Check	<input type="checkbox"/>	<input type="checkbox"/>	
E. Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	
10. INSPECTOR'S RECORD			
A. <input type="checkbox"/> Temporary Airman Certificate Issued		B. <input type="checkbox"/> Notice of Disapproval of Application Issued	
C. <input type="checkbox"/> Examiner's Action Accepted			
D. Date	E. Inspector's signature		F. FAA office
CP	REQ	OFFICE	COM
123	456	789	012
ACT	EMP	TRN	MLE
DIS	CLASS	SEX	RATING
STATE	COUNTY	<input type="checkbox"/> Aircraft Dispatcher <input type="checkbox"/> FO Mailing <input type="checkbox"/> Special Mailing <input type="checkbox"/> Correspondence <input type="checkbox"/> Airmail	



## Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Front)

### Instructions

This form is used to apply for a CTO facility rating. It is not used to apply for a Credential. Before administering a facility-rating test, the CTO-E must verify that the applicant:

- Provided positive proof of identification (current and valid photo ID – United States Driver's License, Passport, or Military ID, etc.)
- Passed the prerequisite written test.
- Possesses an appropriate medical clearance.

a. At the top of the form, check the CONTROL TOWER OPERATOR box and appropriate rating.

b. Block 1,2 and 3: Leave these blank.

c. Block 4: Application Identification; boxes A through L: Applicant's personal data to be filled in by applicant.

**NOTE:** If the applicant provides a mailing address that contains a post office box, rural route, or personal mail box, a physical residential address must also be provided. Also, the social security number is optional.

d. Block 5: Check C. Control Tower Operator.

e. Block 6: CONTROLLED SUBSTANCE VIOLATION HISTORY: Applicant must answer the question.

f. Block 7: APPLICANT'S CERTIFICATION: Applicant must sign and date on or before the practical test.

g. Block 8: INSTRUCTOR'S RECOMMENDATION: Leave this block blank.

h. Block 9: EVALUATION RECORD: Line C labeled "Practical Test Control Tower Operator" must be filled in by examiner. Check the box under EXAMINER and enter the following:

- CTO-E's signature. If the examiners signature is illegible, also provide a printed or typed name.
- CTO-E's designation number, CTO certificate number, or Credential number (located on FAA Form 8000-5) adjacent to Signature.
- Date on the adjacent line.

**NOTE: The date in the evaluator's record must correspond with the date of the practical test and date of issue of the Temporary Airman Certificate, FAA Form 8060-4.**

i. Block 10. INSPECTOR'S RECORD. Leave blank.

j. If applicant held a Credential with a tower rating, include Credential Number from Credential with a Tower Rating and issuing Agency (i.e, US Air Force, FAA) on FAA Form 8400-3.

Figure F. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back)  
Satisfactory

11. PRACTICAL TEST REPORT						Form Approved OMB NO. 2128-0007 Exp. 07/31/2022																					
Grading Legend (All applicable items must be graded S or U) Explain in "Remarks" all items which are not graded. S-Satisfactory, U-Unsatisfactory																											
Item No.	A. Flight Engineer		Grade	Item No.	C. Aircraft Dispatcher		Grade																				
	Examiner	Inspector			Examiner	Inspector																					
1	Equipment Examination (Oral)			1	Flight Planning/Dispatch/Release																						
2	Preflight Inspection			2	Preflight Takeoff, Departure																						
3	Normal Operating Procedures			3	In-flight Procedures																						
4	Abnormal Operating Procedures			4	Arrival, Approach, Landing																						
5	Performance Data and Cruise Control			5	Post Flight																						
6	Trouble Shooting			6	Abnormal Emergency Procedures																						
7	Emergency Procedures			7	English Language Proficiency																						
8	Forms and Records																										
9	Post Flight																										
10	Crew Coordination																										
11	Judgment																										
Item No.	B. Flight Navigator		Grade	Item No.	D. Control Tower Operator		Grade																				
	Examiner	Inspector			Examiner	Inspector																					
1	Equipment (Oral)			1	The Control Tower		S																				
2	Equipment Check			2	The Airport		S																				
3	Preflight Training			3	The Control Zone		S																				
4	Normal Navigation Procedures			4	Notice to Airmen		S																				
5	Knowledge of Navigation Methods			5	Weather Facilities and Procedures		S																				
6	Coordination of Navigational Methods			6	A Demonstration of Ability to Control Air Traffic Under VFR		S																				
7	Emergency Procedures			NON-RADAR APPROACH CONTROL TOWER RATING																							
8	Coordination of Duties			1	Air Traffic Control Facilities																						
9	Crew Coordination			2	Air Navigation Facilities																						
10	Judgment			3	Use of Airman's Information Manual																						
<b>11. Route of Flight Check</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <th>From</th> <th>To</th> <th colspan="2">Hours</th> </tr> <tr> <th></th> <th></th> <th>Day</th> <th>Night</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				From	To	Hours				Day	Night													4	Holding Procedures		
				From	To	Hours																					
						Day	Night																				
5	Approach Procedures																										
6	Missed Approach Facilities																										
7	Alternate Airports																										
8	Search and Rescue Procedures																										
9	A Demonstration of Ability to Control Air Traffic Under IFR																										
				10	Airport Identification		LFI																				
<b>Airman's Identification (ID)</b> John Rochester Doe <hr/> <b>Form of ID</b> Driver's License (Washington, DC) <hr/> <b>Number</b> DC-111-222-3333 <hr/> <b>Expiration Date</b> July 4, 2023				<b>12. Aviation English Language Standard</b> A. <input checked="" type="checkbox"/> Meets Aviation English Language Standard. B. <input type="checkbox"/> Does Not Meet Aviation English Language Standards C. <input type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination. Remarks:																							

Figure G. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back)  
Un-Satisfactory

11. PRACTICAL TEST REPORT						Form Approved OMB NO. 2120-0007 Exp. 07/31/2022																					
Grading Legend (All applicable items must be graded S or U) Explain in "Remarks" all items which are not graded. S-Satisfactory, U-Unsatisfactory																											
Item No.	A. Flight Engineer		Grade		Item No.	C. Aircraft Dispatcher		Grade																			
			Examiner	Inspector				Examiner	Inspector																		
1	Equipment Examination (Oral)				1	Flight Planning/ Dispatch/Release																					
2	Preflight Inspection				2	Preflight Takeoff, Departure																					
3	Normal Operating Procedures				3	In-flight Procedures																					
4	Abnormal Operating Procedures				4	Arrival, Approach, Landing																					
5	Performance Data and Cruise Control				5	Post Flight																					
6	Trouble Shooting				6	Abnormal Emergency Procedures																					
7	Emergency Procedures				7	English Language Proficiency																					
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9	Post Flight																										
10	Crew Coordination																										
11	Judgment																										
Item No.	B. Flight Navigator		Grade		Item No.	D. Control Tower Operator		Grade																			
			Examiner	Inspector				Examiner	Inspector																		
					VFR TOWER RATING																						
1	Equipment (Oral)				1	The Control Tower		U																			
2	Equipment Check				2	The Airport		S																			
3	Preflight Training				3	The Control Zone		S																			
4	Normal Navigation Procedures				4	Notice to Airmen		U																			
5	Knowledge of Navigation Methods				5	Weather Facilities and Procedures		S																			
6	Coordination of Navigational Methods				6	A Demonstration of Ability to Control Air Traffic Under VFR		S																			
7	Emergency Procedures				NON-RADAR APPROACH CONTROL TOWER RATING																						
8	Coordination of Duties				1	Air Traffic Control Facilities																					
9	Crew Coordination				2	Air Navigation Facilities																					
10	Judgment				3	Use of Airman's Information Manual																					
11. Route of Flight Check <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">From</th> <th colspan="2">To</th> <th colspan="2">Hours</th> </tr> <tr> <th colspan="2"></th> <th colspan="2"></th> <th>Day</th> <th>Night</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td colspan="2"></td> <td></td> <td></td> </tr> </tbody> </table>					From		To		Hours						Day	Night							4	Holding Procedures			
					From		To		Hours																		
				Day	Night																						
					5	Approach Procedures																					
					6	Missed Approach Facilities																					
					7	Alternate Airports																					
					8	Search and Rescue Procedures																					
					9	A Demonstration of Ability to Control Air Traffic Under IFR																					
					10	Airport Identification		LFI																			
Airman's Identification (ID) John Rochester Doe					12. Aviation English Language Standard A. <input checked="" type="checkbox"/> Meets Aviation English Language Standard. B. <input type="checkbox"/> Does Not Meet Aviation English Language Standards C. <input type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination. Remarks:																						
Form of ID																											
Driver's License (Washington, DC)																											
Number																											
DC-111-222-3333																											
Expiration Date																											
July 4, 2023																											

**Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back)**

**Instructions**

- a.** Block 10: The CTO-E must fill in the PRACTICAL TEST REPORT. It serves as the examiner's grade sheet for a facility rating. All applicable items are graded either Satisfactory (S) or Unsatisfactory (U). Enter all grades in the column titled "Examiner."
- b.** Section D. CONTROL TOWER OPERATOR: Grade all applicable items. Enter under the remarks section in Block 13 any items that were not graded and explain why the items were not graded. Also, note in the Remarks section in Block 13 if item was graded under simulated IFR conditions
- c.** Section D. Block 10: Airport Identification: Enter the three letter airport identification
- d.** Airman's Identification (ID) Block: Enter the Airman's name as shown on the current and valid photo identification presented. If driver's license, include state.
- e.** Form of ID Block: Enter the form of current and valid photo identification presented (United States driver's license, passport, or military ID, etc.)
- f.** Number Block: Enter the identification number as shown on the identification presented.
- g.** Expiration Date Block: Enter the expiration date of the identification presented, if an expiration date exists.
- h.** AVIATION ENGLISH LANGUAGE STANDARD. Check the applicable box.

**Figure H. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Page 2)**

13. REMARKS

Langley Air Force Base ATCT  
600 Military Road, Building 10  
Hampton, VA 23669

FAA Form 8400-3 (6-18) Supersedes Previous Edition      Electronic Version (Adobe)      3

**Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Page 2)**

**Instructions**

- a. Block 13: REMARKS: Enter the facility's full name and the complete mailing address. If the facility's mailing address is a PO Box, enter the Airman's physical address. Enter special mail address if certificate is to be mailed to another address. Enter any items that were not graded in Section D and explain why the items were not graded. Also, note if item was graded under simulated IFR conditions.



# FAA

## Aviation Safety

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### Memorandum

Date:

To: Jeffrey Vincent, Vice President, Air Traffic Services, AJT-0  
Glen A. Martin, Vice President, Safety and Technical Training, AJI-0  
MICHAEL J O'DONNELL  
From: Michael J. O'Donnell, Aviation Safety, Executive Director, Air Traffic Safety Oversight Service, AOV-1  
Prepared by: Andrew Mueller, Director, Air Traffic Safety Operations Oversight, AOV-200  
Subject: Policy Memorandum for Credential Holders with a Tower Rating for Initial Issuance of a Control Tower Operator (CTO) Certificate

Digitally signed by MICHAEL J O'DONNELL  
Date: 2020.06.26 10:45:52 -04'00'

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**1. Purpose of this Memorandum.** The Air Traffic Safety Oversight Service is clarifying that an Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR §65.35, and the experience requirement listed in 14 CFR §65.39 for the initial issuance of a CTO Certificate.

**2. Audience.** This memorandum is for organizations and personnel who perform CTO certifications in support of the National Airspace System.

**3. Where can I Find This Clarification?** This memorandum is available on the FAA website at: [https://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/offices/aov/credentialing/](https://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aov/credentialing/)

**4. Explanation of Memorandum.** This memorandum is reinforced by the 2014 rulemaking (79 FR 74607) in which the FAA stated that the Credentialing Program encompasses the CTO Program's underlying requirements. This statement implies that the requirements to obtain a Credential with a Tower Rating include those requirements needed to obtain a CTO Certificate with a Facility Rating. Further, requiring an ATCS who previously held a Credential with a Tower Rating to accomplish a written test and obtain six months of experience places an unnecessary burden on that individual by establishing CTO Certificate requirements that are essentially duplicative.

Finally, since the Credentialing Program encompasses the underlying requirements of the CTO Program, issuing a CTO Certificate with a Facility Rating based on the knowledge and experience gained in obtaining the Credential with a Tower Rating will not have an adverse safety impact.



Figure J. AOV Policy Clarification Memo (Page 2)

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5. **Action.** For applicants using their Credential with a Tower Rating to satisfy the knowledge and practical experience requirements in 14 CFR §65.35 and 14 CFR §65.39, CTO Examiners must include the following with the CTO application:

- A copy of this clarification memorandum;
- The Credential Number from the applicant's Credential with a Tower Rating; and
- The issuing Agency (i.e., US Air Force, FAA) on FAA Form 8400-3, *Application for an Airman's Certificate and/or Rating*.

cc: Brian Throop, Deputy Vice President, Air Traffic Services, AJT-0  
David Spencer, Deputy Vice President, Safety and Technical Training, AJI-0  
Ron Singletary, Manager Technical Advisory Group, AJT-22  
Julie Ferrell, Airmen Certification Branch, AFB-721