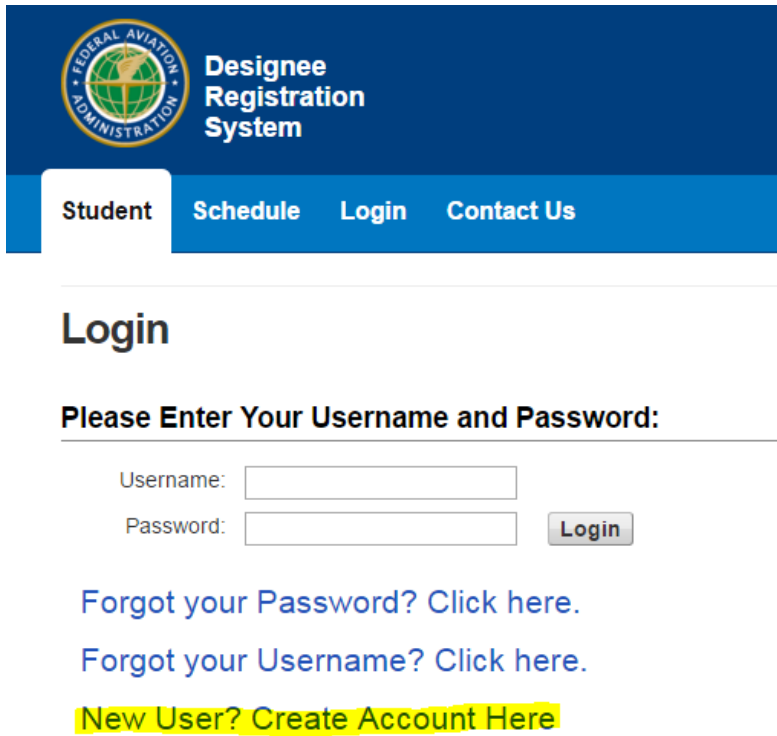


Begin here: <https://av-info.faa.gov/DsgReg/Login.aspx>

1) New users create your account.



The screenshot shows the top navigation bar of the FAA Designee Registration System. It features the FAA logo on the left and the text "Designee Registration System" on the right. Below this is a blue navigation bar with the following links: "Student" (highlighted), "Schedule", "Login", and "Contact Us". The main content area has a heading "Login" and a subheading "Please Enter Your Username and Password:". Below this are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the input fields are two links: "Forgot your Password? Click here." and "Forgot your Username? Click here.". At the bottom of the form is a link "New User? Create Account Here" which is highlighted in yellow.

Designee Registration System

Student Schedule Login Contact Us

Login

Please Enter Your Username and Password:

Username:

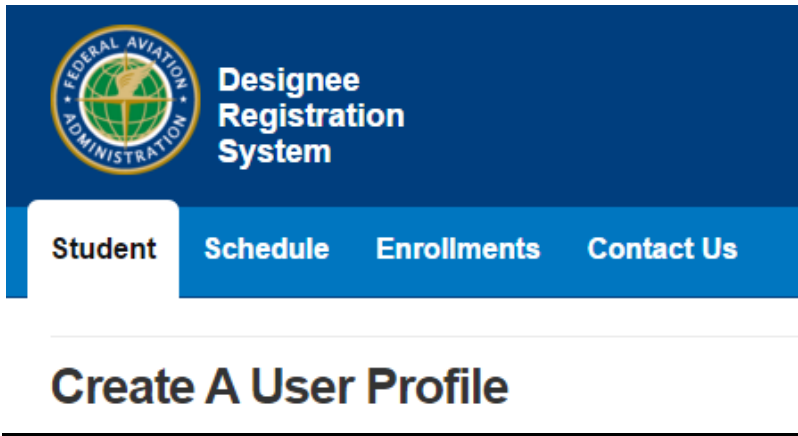
Password:

[Forgot your Password? Click here.](#)

[Forgot your Username? Click here.](#)

[New User? Create Account Here](#)

2) Create your user profile.



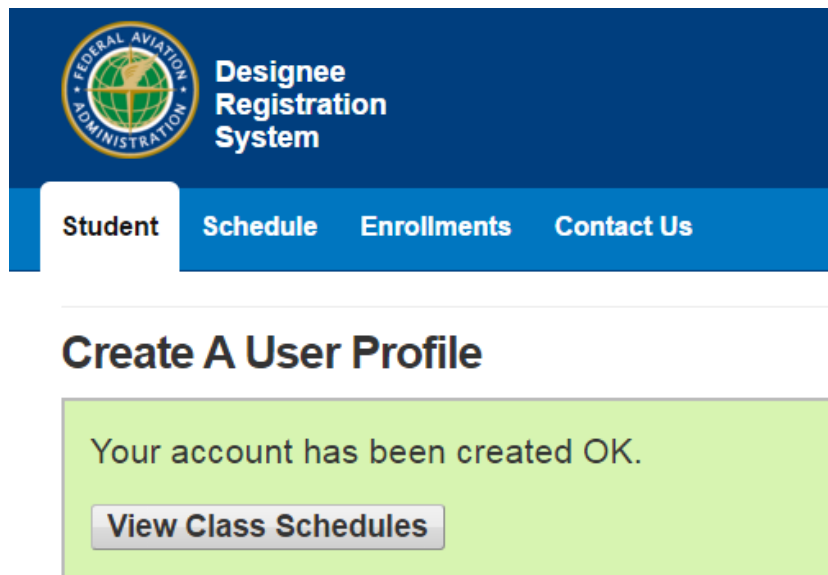
The screenshot shows the top navigation bar of the FAA Designee Registration System. It features the FAA logo on the left and the text "Designee Registration System" on the right. Below this is a blue navigation bar with the following links: "Student" (highlighted), "Schedule", "Enrollments", and "Contact Us". The main content area has a heading "Create A User Profile".

Designee Registration System

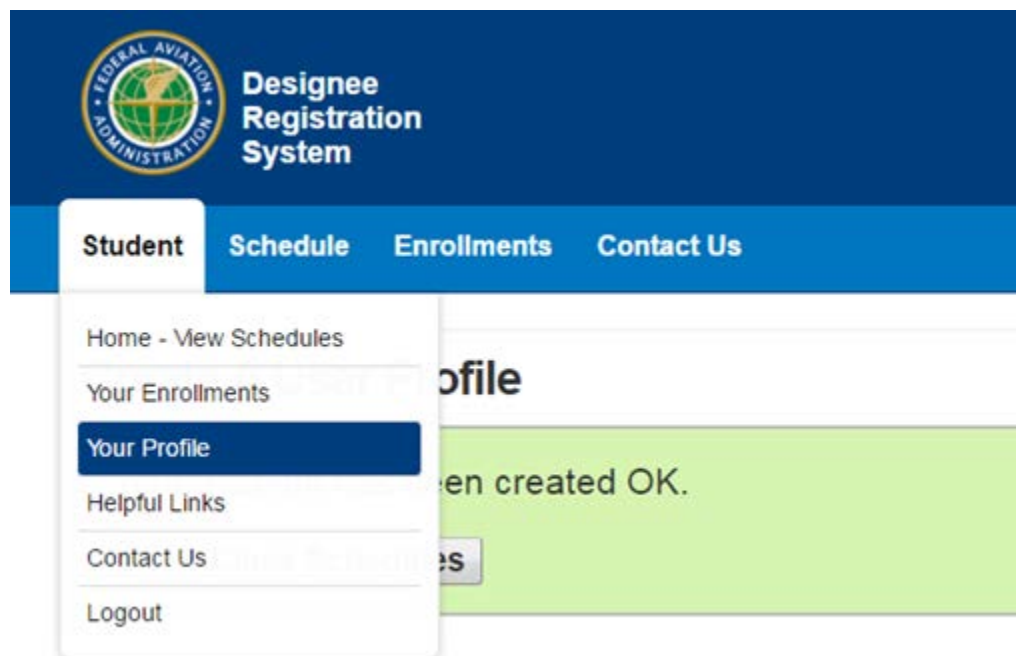
Student Schedule Enrollments Contact Us

Create A User Profile

3) Your account and profile are complete. You must now associate your profile, see step 4. You can view the schedules later in the process.



4) Before viewing class schedules you must manage your role via your profile. Hover over Student and select Your Profile.



5) Select Manage Your Role.



User Profile Options



[View Your User Profile Information](#)



[Edit Your User Profile Information](#)



[Manage Your Role \(if applicable\)](#)



[Payment History](#)

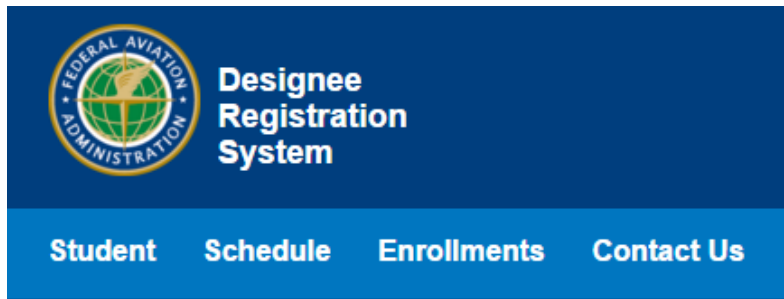


[Change Your Password](#)



[Logout of the Registration System](#)

6) Select Designee then Next



Edit Your Role

Select your role:

☐ Applicant

☒ Designee

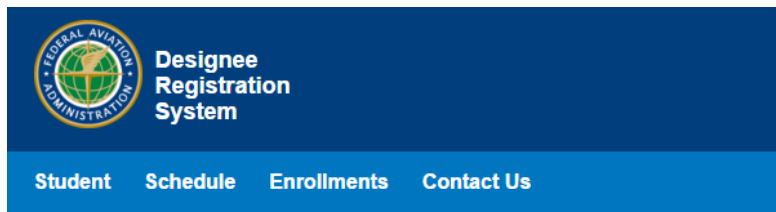
☐ FAA Employee

☐ Training Observer

Next

7) Select Aviation Medical Examiner from the dropdown menu.

If your AME number is five digits then precede with 0000. Example, 000080145. All AME numbers are now nine digits. Select Add.



Edit Your Role

Your Role: Designee

Change role

Go to View Class Schedule

Your designations

Organization Designation Authorization (ODA)

Designation: --Select a designation ▼

Number(if applicable):

Add

Individual

Designation: Aviation Medical Examiner ▼

Number(if applicable): 0000

Add

8) Now you're ready to view our seminar schedule. Note: other organizations make use of this system. Select Schedule at the top of the page then Designee and Delegated Organization Training.

**Designee
Registration
System**

[Student](#) [Schedule](#) [Enrollments](#) [Contact Us](#)

Click a category

[Designee and Delegated Organization Training](#)

[Airport Engineering, Design and Construction](#)

[Airport Safety, Standards and Operation](#)

[Air Traffic Control](#)

[Air Navigation Equipment Maintenance and Software](#)

[Air Carrier/Air Agency Management and Operations](#)

[Aircraft Manufacturing, Maintenance, Repair and Alteration](#)

9) Select Aviation Medical Examiners

**Designee
Registration
System**

[Student](#) [Schedule](#) [Enrollments](#) [Contact Us](#)

Click a category

[Home](#) > [Designee and Delegated Organization Training](#)

Designee and Delegated Organization Training

[Designated Engineering Representatives and Flight Test Designees \(DER\)](#)

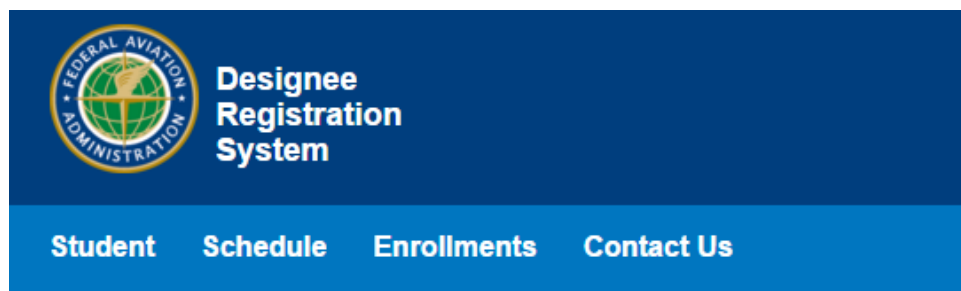
[Aviation Medical Examiners \(AME\)](#)

[Designated Manufacturing Inspection Representatives \(DMIR\)](#)

[Designated Airworthiness Representatives \(DAR\)](#)

[Designated Pilot Examiners \(DPE\)](#)

10) Select the type of seminar for corresponding schedule.



Click a category

[Home](#) > [Designee and Delegated Organization Training](#) > [Aviation Medical Examiners \(AME\)](#)

Aviation Medical Examiners (AME)

[Aviation Medical Examiner Basic Training Course](#)

[Aviation Medical Examiner Refresher Training Course](#)

11) Select View available classes.



Aviation Medical Examiner Refresher Training Course

[Home](#) > [Designee and Delegated Organization Training](#) > [Aviation Medical Examiners \(AME\)](#) > [Aviation Medical Examiner Refresher Training Course](#)

Course Owner

Organization: FAA AAM-400 - AME Education Division
Aviation Medical Examiner Basic and Refresher Training Courses/Seminars.

Contact Info:

ame.seminar.registration@faa.gov

Additional Info:

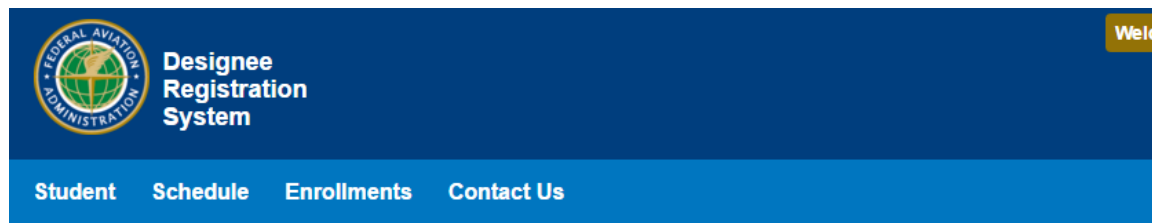
Course Description

AME Refresher Training. This training meets the Aviation Medical Examiners requirement for in-person training. Participants are awarded continuing medical education credit.

[View available classes](#)

12) Select the seminar you're interested. Note: not all seminars will be open for enrollment. However, you can select a tentative seminar then Alert Me on the following page to be alerted by email when the seminar is opened. CAMA and AsMA are listed for informational purposes only and no alert is sent. If you wish to attend either of these meetings you must contact and register directly with these organizations. [FAA registration](#) for CAMA and AsMA meetings takes place onsite.

Registration in a Basic seminar requires an invitational code. Please email ame-distance-training@faa.gov to request an invitational code.



Select a section to see the details for that section

[Home](#) > [Designee and Delegated Organization Training](#) > [Aviation Medical Examiners \(AME\)](#) > [Aviation Medical Examiner Refresher Training Course](#)

Aviation Medical Examiner Refresher Training Course

	Section ID	Dates	Location	Cost	Status
Select	4242	09/08-10/2016	(CAMA) Rochester, MN	\$0.00	Tentative Schedule
Select	4432	09/16-18/2016	Denver, CO	\$0.00	Open For enrollment
Select	4236	12/02-04/2016	Tucson, AZ	\$0.00	Tentative Schedule
Select	4467	02/10-12/2017	St. Petersburg, FL	\$0.00	Tentative Schedule
Select	4472	05/01-04/2017	(AsMA) Denver, CO	\$0.00	Tentative Schedule
Select	4468	08/11-13/2017	Washington, DC	\$0.00	Tentative Schedule
Select	4470	09/07-09/2017	(CAMA) Greensboro, NC	\$0.00	Tentative Schedule
Select	4469	09/15-17/2017	Denver, CO	\$0.00	Tentative Schedule
Select	4471	12/01-03/2017	Portland, OR	\$0.00	Tentative Schedule

13) For seminars that are open for enrollment you're provided all necessary details of the seminar. You are not registered for your selected seminar until Enroll at the bottom of the page is selected.

Enroll

Seminar questions? Email us at ame.seminar.registration@faa.gov