DMS Preapprovals/Post Activity for DPE/SAE

Federal Aviation Administration

This job aid contains information on how to create, submit, edit, and cancel Pre-Approvals, and complete the Post Activity Report. The role represented in this job aid is the Active DPE/SAE designee. The Admin PE will collect some different details, but the process is the same.

Table of Contents

DPE/SAE-Pre-Approval Request

1) Designee logins into DMS. Open an Internet Explorer browser and type the URL: https://designee.faa.gov/

2) The "System Use Notice" appears on the screen, click **Iagree**.

3) *From the Designee login page, enter your* **Username** *and* **Password**. *The DMS home pageopens.*

4) Under the **My Designations** heading under "Designee Actions," click **Action**.

5) Under "Activity Links," select **Practical Test/Proficiency Check Preapproval Request.**

6) In the "Practical Test/Proficiency Check Preapproval Request", enter the required fields on all tabs. Click on **Continue** after each tab. Click "Submit" after the summary tab.

Test/Check Tab

Note: When selecting an aircraft, and there is not a type certificate series aircraft (weight shift, control, powered parachute, etc.) use the generic codes from the Make/Model/Series table. To use generic codes type in "SP-" or "GEN". NOTE: Do not use generic codes in lieu of type certificated series aircraft.

Location Tab

Pre Approval Request for DPE

| PreApproval | Test/Check | **Location** | Applicant/Application | Document Upload | Summary |

Location   −

Departure Airport or Nearest Airport *   WILEY POST/PWA   ×

   ● Facility on Record   ○ Other Facility

Name of Facility for Ground Portion:

Street Address: *   345 Main

Street Address 2:

City: *   Nowhere

State: *   Arkansas ▼

Country: *   United States ▼

Postal Code: *   66508

← Back   🖫 Save   → Continue   🖫 Submit   🏠 Cancel

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Applicant/Application Tab

Pre Approval Request for DPE

| PreApproval | Test/Check | Location | **Applicant/Application** | Document Upload | Summary |

Application Information   −

* Certificate or Rating applied for on the basis of:

☐ Completion of Test or Activity   ☐ U. S. Military Competence or Experience   ☑ Graduate of an Approved Course   ☑ Holder of Foreign License   ☐ Air Carrier Training Program

* Name and designation number of FAA-approved school in which the applicant enrolled   SPARTAN EDUCATION LLC/DF2S

* Country that Issued the foreign pilot license   Australia ▼

← Back   🖫 Save   → Continue   🖫 Submit   🏠 Cancel

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Document Upload

Pre Approval Request for DPE

| PreApproval | Test/Check | Location | Applicant/Application | **Document Upload** | Summary |

 ＋ Choose   ⬆ Upload   ✗ Cancel

Uploaded Files

File Name	File Type	File Size	Delete
C:\Users\AFS650BR\Documents\My Received Files\faa8710-12 (1).pdf	application/pdf	622 (Kb)	✗

← Back   🖫 Save   → Continue   🖫 Submit   🏠 Cancel

Summary Tab

Closing the window returns you to the DMS home page.

7) The Pre-Approval Submit Message appears, click**Continue**.

Under the Pre-approval Request(s), the Pre-Approval Request is recorded with the Activity status.

Activity Paperwork

Pre-approval Request(s)

DMS Tracking #	Type of Request ⬍	Pre-Approval Type ⬍	Activity Status ⬍	Modified Date ⬍	Cancel
PR-999995214-2018-0001	Specialty Aircraft Examiner	SPE-SPE-ASEL	Pending	10/15/2018	Cancel This Request
PR-999995214-2018-0003	Specialty Aircraft Examiner	SPE-SPE-ASEL	Saved	10/15/2018	
PR-999995214-2018-0002	Specialty Aircraft Examiner	SPE-SPE-ASEL	Pending	10/15/2018	Cancel This Request

⟨ ⟨⟨ **1** ⟩⟩ ⟩

Post Activity Report(s)

Back Cancel

Note: The Admin PE collects some different details but the flow is the same.

Pre-Approval Submit Message ✕

This Pre-Approval will require FAA authorization before proceeding. You will receive a message after Pre-Approval request is reviewed.

Continue   Cancel

Editing a Pre-Approval

1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: https://designee.faa.gov/

2) From the DMS Home page, under "Designee Actions" click the **Action** link.

My Designations

Designation ⬍	Designation Status ⬍	Effective Date ⬍	Expiration Date ⬍	Termination Date ⬍	View	Designation Actions
DPE	Active	2/4/2019	12/31/2019		CLOA	Action

3) Click "**View Pre-Approval/Post Activity Reports**".

Activity Links

Practical Test/Proficiency Check Preapproval Request   Administrative Pre-Approval

View Pre-Approval/Post Activity Reports ←   Authorizations and Limitations

Request Additional Authorizations   Voluntary Surrender Request

Training Record

4) Select a **Pre-ApprovalRequest**. Click on the preapproval number to open
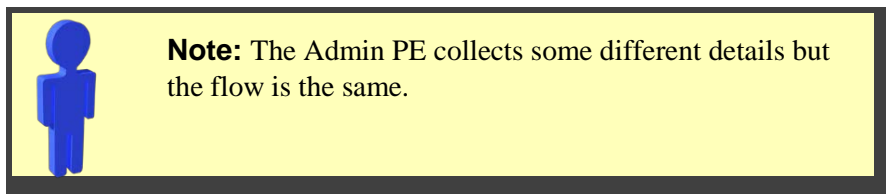
Activity Paperwork

Pre-approval Request(s)

DMS Tracking #	Type of Request ⇕	Pre-Approval Type ⇕	Activity Status ⇕	Modified Date ⇕	Cancel
PR-999995214-2018-0001	Specialty Aircraft Examiner	SPE-SPE-ASEL	Pending	10/15/2018	Cancel This Request
PR-999995214-2018-0003	Specialty Aircraft Examiner	SPE-SPE-ASEL	Saved	10/15/2018	
PR-999995214-2018-0002	Specialty Aircraft Examiner	SPE-SPE-ASEL	Pending	10/15/2018	Cancel This Request

|◄ ◄◄ **1** ►► ►|

Post Activity Report(s)

Back Cancel

5) Click on the tab(s) and then in the field(s) to edit the information. When certain fields are edited, the "New PreApproval Message" appears, click **Continue**. NOTE: Not all fields require a new preapproval. Also, if a preapproval is still in pending status, all fields can be edited.

New PreApproval Message   ✖

This Pre-Approval was already authorized by the Managing Specialist. You are about to make an update to a field that will require a new Pre-Approval. If you continue, your current Pre-Approval will be cancelled and all information will be transferred to a new Pre-Approval that will need to be submitted again. Continue?

Continue Cancel

6) Edit any of the required fields, and click **Submit**.

7) The "Pre-Approval Submit Message" appears, click **Continue**.

Pre-Approval Submit Message   ✖

This Pre-Approval will require FAA authorization before proceeding. You will receive a message after Pre-Approval request is reviewed.

Continue Cancel

The Pre-Approval Request shows a Pending status, and is sent to the FAA for approval.

Cancel a Pre-Approval

1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: https://designee.faa.gov/

2) From the DMS Home page, under "Designee Actions" click **Action**.

My Designations

Designation ⇕	Designation Status ⇕	Effective Date ⇕	Expiration Date ⇕	Termination Date ⇕	View	Designation Actions
DPE	Active	2/4/2019	12/31/2019		CLOA	Action

3) Click "**View Pre-Approval/Post Activity Reports**".

4) On the Pre-Approval, click **Cancel this Request**.

Check the status of the Pre-Approval

1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: https://designee.faa.gov/

2) From the DMS Home page, under "Designee Actions" click **Action**.

Designation ⬍	Designation Status ⬍	Effective Date ⬍	Expiration Date ⬍	Termination Date ⬍	View	Designation Actions
DPE	Active	2/4/2019	12/31/2019		CLOA	Action

My Designations

3) Click "**View Pre-Approval/Post Activity Reports**".

4) Under Pre-Approval Requests, find the pre-approval you created and verify activity status.

DPE/SAE Post Activity Report

1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: https://designee.faa.gov/

2) Select the "**Action**" link under Designation Actions.

Designation ⬍	Designation Status ⬍	Effective Date ⬍	Expiration Date ⬍	Termination Date ⬍	View	Designation Actions
DPE	Active	9/27/2018	9/30/2019		CLOA	Action

Action Required Items

3) Click "**View Pre-Approval/Post Activity Reports**".

Activity Links

Practical Test/Proficiency Check Preapproval Request
View Pre-Approval/Post Activity Reports ⬅
Request Additional Authorizations
Training Record

Administrative Pre-Approval
Authorizations and Limitations
Voluntary Surrender Request

4) Open Post Activity Report by **clicking on the DMS Tracking number**.

Post Activity Report(s)

DMS Tracking # ⬍	Type of Request ⬍	Pre-Approval Type ⬍	Activity Status ▲	Post Activity Report Due Date ⬍	Submission Date ⬍
PO-999995219-2018-0072	Designated Pilot Examiner	DPE-CIRE-AMEL	Initiated	11/17/2018	
PO-999995219-2018-0071	Designated Pilot Examiner	DPE-CIRE-ASEL	Initiated	11/17/2018	
PO-999995219-2018-0058	Designated Pilot Examiner	DPE-PE-ASEL	Initiated	11/20/2018	

5) Under "Enter Post Activity Information below" enter all required information. Click **Submit**.

Enter Post Activity information below

Was additional instruction provided for a retest? *   ○Yes ○No
Result of the Practical Test *   Select a Type
Aircraft Make and Model used for the test or check   Enter aircraft make model
Aircraft registration number used for the test or check *
Simulator FAA ID used for the test or check
Actual Start Date/Time of Activity *
Proposed Start Date/Time of Activity *   11/10/2018
Actual End Date/Time of the Activity *
Duration of the Ground Portion of the Test or Check *   02:00
Duration of the Flight Portion of the Test or Check *   02:00
Duration of the FSTD/Simulator Portion of the Test or Check   02:00

Applicant Address
Street Address: *   Required
Street Address:
City: *   Required
State: *   - Select -
Country: *   United States
Postal Code: *

Phone number of applicant *   Phone
Email Address of applicant   Email
Certificate # of Applicant *
Nationality of Applicant *   United States
Airport of primary training or nearest airport to primary training *
Entered in IACRA *   ○Yes ○No

Attachments
+ Choose   ⬆ Upload   ✕ Cancel

Uploaded Files
File Name	File Type	File Size	Delete?

Print | Back | Save | Submit | Cancel

6) Select the "**Action**" link under Designation Actions.

My Designations

Designation ⬍	Designation Status ⬍	Effective Date ⬍	Expiration Date ⬍	Termination Date ⬍	View	Designation Actions
DPE	Active	2/4/2019	12/31/2019		CLOA	Action

7) Click on **View Pre-Approval/PostActivity Reports.** Verify that the information was saved in Post activity report (activity status is "saved")

DMS Tracking # ⇕	Type of Request ⇕	Pre-Approval Type ⇕	Activity Status ⬇	Post Activity Report Due Date ⇕	Submission Date ⇕
PO-999995219-2018-0072	Designated Pilot Examiner	DPE-CIRE-AMEL	Saved	11/17/2018	

8) Verify status shows as **Completed**.

Post Activity Report(s)

DMS Tracking # ▽	Type Of Request ▽	Pre-Approval Type ▽	Activity Status ▽	Post Activity Report Due Date ▽	Submission Date ▽
PO-678410066-2017-0001	Mechanic Certification	Airframe	Saved	01/05/2018	

Pre-Approval Cheat Sheet

Editing the below Fields Requires another Approval:

- □ What Temporary Authorization are you requesting?
- □ Reason for Temporary Authorization request
- □ Departure airport or Nearest Airport
- □ Name of Facility (for ground portion)
- □ Actual Start date of activity (if it doesn't match the proposed start date)

For technical assistance, please contact:

MyIT Service Center

(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov