



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.

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DPE/SAE-Pre-Approval Request

- 1) Designee logs 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 **I agree**.

System Use Notice

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

(1) You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communications or information transiting or stored on this information system.

(2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

I Agree

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

Login

Username:
JaneDoe

Password:
.....

Login

Links

User Registration
Forgot Username
Forgot Password

- 4) Under the **My Designations** heading 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 |

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

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](#)

- 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.

Welcome BB King FAA Order 8000.95

Pre Approval Request for SAE

PreApproval

Test/Check

Location

Applicant/Application

Document Upload

Summary

Designee Information

Designee Name: BB King
Designee Type: SAE
Expiration Date: 10/31/2019

Designee Number: 999995214
Designation Status: Active

Request Information

Pre-approval Control Number: PR-999995214-2018-0001
Submitted Date/Time

Activity Status: Open
Revised Date/Time

Back

Save

Continue

Submit

Cancel

Test/Check Tab

Pre Approval Request for DPE

PreApproval

Test/Check

Location

Applicant/Application

Document Upload

Summary

Test Information

Select authorization *
☒ Select Authorization ☐ Temporary Authorization

* Authorizations
Airplane
☒ DPE-PE-ASEL ☐ DPE-CIRE-ASEL ☐ DPE-ATPE-ASEL ☐ DPE-PE-AMEL ☐ DPE-ATPE-AMEL ☐ DPE-FIE-ASE
☐ DPE-FIE-AME ☐ DPE-FIEI-ASE ☐ DPE-FIEI-AME
Rotorcraft
☐ DPE-FIE-RH ☐ DPE-FIEI-RH

Type of Practical Test or Check*
Original Certificate

Grade of Certificate that is sought in the test *
Private Pilot

Aircraft category sought *
Airplane

Aircraft class sought *
Single-Engine Land (ASEL)

☒ Aircraft is not required for this test

Proposed Activity Start Date/Time *
02/26/2019 10:00

Time Zone *
(GMT-06:00) Central Time (US & Canada)

Proposed Activity End Date *
02/26/2019



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 *

☒ Facility on Record ☐ Other Facility

Name of Facility for Ground Portion:

Street Address: *

Street Address 2:

City: *

State: *

Country: *

Postal Code: *

[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

* Country that Issued the foreign pilot license

[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) | X |

[Back](#) [Save](#) [Continue](#) [Submit](#) [Cancel](#)

[U.S. Department of Transportation](#) [Readers & Viewers](#) [Government Sites](#) [Contact Us](#) [FAA Help Desk](#)

Summary Tab

Pre Approval Request for DPE

[PreApproval](#) [Test/Check](#) [Location](#) [Applicant/Application](#) [Document Upload](#) [Summary](#)

Designee Information

| | | | |
|------------------|-----------------|---------------------|-----------|
| Designee Name: | Dianne Chambers | Designee Number: | 999995246 |
| Designee Type: | DPE | Designation Status: | Active |
| Expiration Date: | 12/31/2019 | | |

Request Information

| | | | |
|-----------------------------|------------------------|-------------------|------|
| Pre-approval Control Number | PR-999995246-2019-0009 | Activity Status | Open |
| Submitted Date/Time | | Revised Date/Time | |

Test Information

Select authorization * ☒ Select Authorization ☐ Temporary Authorization

Airplane

☒ DPE-PE-ASEL ☐ DPE-CIRE-ASEL ☐ DPE-ATPE-ASEL ☐ DPE-PE-AMEL ☐ DPE-ATPE-AMEL ☐ DPE-FIE-ASE
☐ DPE-FIE-AME ☐ DPE-FIEI-ASE ☐ DPE-FIEI-AME

Rotorcraft

☐ DPE-FIE-RH ☐ DPE-FIEI-RH

Type of Practical Test or Check * Original Certificate ▾

Grade of Certificate that is sought in the test * Private Pilot ▾

Aircraft category sought * Airplane ▾

Aircraft class sought * Single-Engine Land (ASE) ▾

Closing the window returns you to the DMS home page.

- 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](#)

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

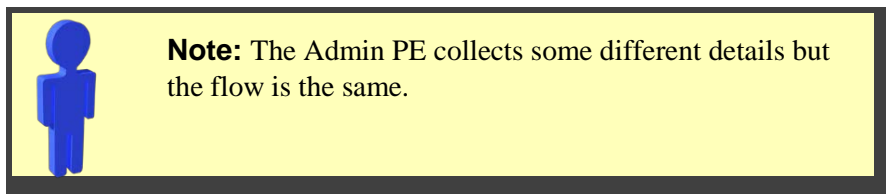
Activity Paperwork

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 |

Post Activity Report(s)

Back Cancel



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 |

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**.

The screenshot shows a table titled "My Designations". The table has columns: "Designation", "Designation Status", "Effective Date", "Expiration Date", "Termination Date", "View", and "Designation Actions". The first row of data shows "DPE" for Designation, "Active" for Designation Status, "2/4/2019" for Effective Date, "12/31/2019" for Expiration Date, and "CLOA" for Termination Date. In the "Designation Actions" column, there is a link labeled "Action" which is highlighted with a red box.

| 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) 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 |

- 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.

| 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

Aircraft Make and Model used for the test or check:

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

Actual End Date/Time of the Activity

Duration of the Ground Portion of the Test or Check

Duration of the Flight Portion of the Test or Check

Duration of the PSTD/Simulator Portion of the Test or Check

Applicant Address

Street Address:

City:

State:

Country:

Postal Code:

Phone number of applicant

Email Address of applicant

Certificate # of Applicant

Nationality of Applicant

Airport of primary training or nearest airport to primary training

Entered in IACRA ☐ Yes ☒ No

Attachments

Upload

Uploaded Files

| File Name | File Type | File Size | Delete? |
|-----------|-----------|-----------|---------|
|-----------|-----------|-----------|---------|

Print Back Save Submit Cancel

- 6) Select the “**Action**” link under Designation Actions.

| 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”)

▼ **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](#)

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 | 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 startdate)

Resources

For technical assistance, please contact:



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

