

DMS Designated Pilot Examiner (DPE) Registration & Application



Federal Aviation
Administration

This job aid provides designee guidance on how to Register, Create, and Submit an application for a Designated Pilot Examiner (DPE) certification in the Designee Management System (DMS).

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Designee DMS Login

- 1) To access DMS, open an Internet Explorer browser and type the following 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) If you have already registered, on the Designee login page enter your **Username**, and **Password**, and click **Login**.

Looking for a Designee in your area? [Click Here](#)

Login

Username:
JohnDoe

Password:
.....

Login

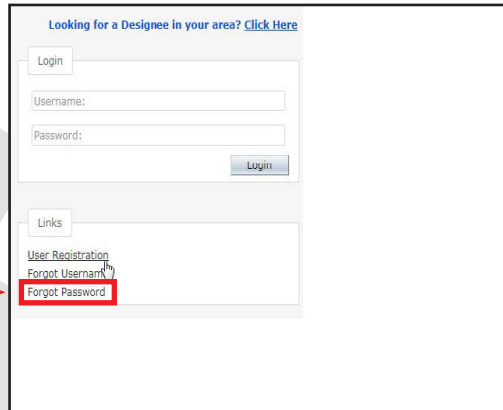
Links

User Registration
Forgot Username
Forgot Password

User Registration

If this is your first time logging into DMS, you must register. Follow the steps below to register:

- 1) Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) The “System Use Notice” appears, click **I Agree**.
- 3) Under the “Links” section, click **User Registration**.



Looking for a Designee in your area? [Click Here](#)

Login

Username:

Password:

Login

Links

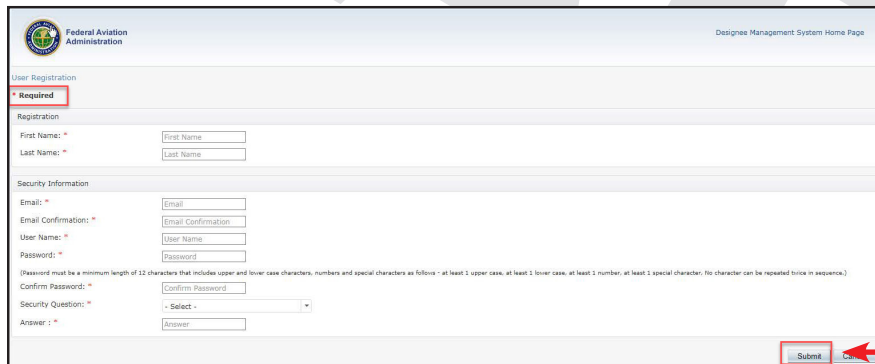
User Registration

Forgot Username

Forgot Password

The User Registration screen opens

- 4) Under the “Registration and Security Information Sections,” enter all required data and click **Submit**.



Federal Aviation Administration

Designee Management System Home Page

User Registration

* Required

Registration

First Name:

Last Name:

Security Information

Email:

Email Confirmation:

User Name:

Password:

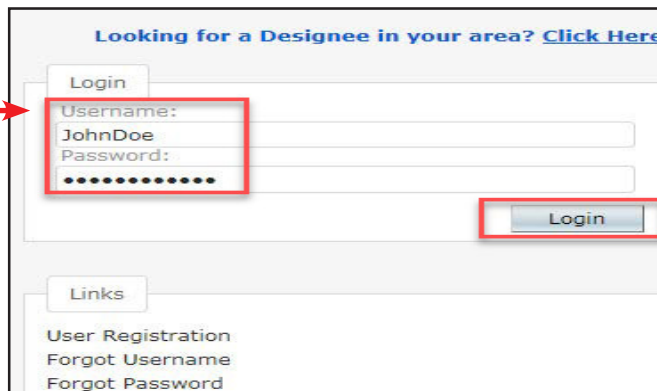
Confirm Password:

Security Question:

Answer:

Submit

- 5) Login to DMS with your **Username** and **Password**.



Looking for a Designee in your area? [Click Here](#)

Login

Username:

Password:

Login

Links

User Registration

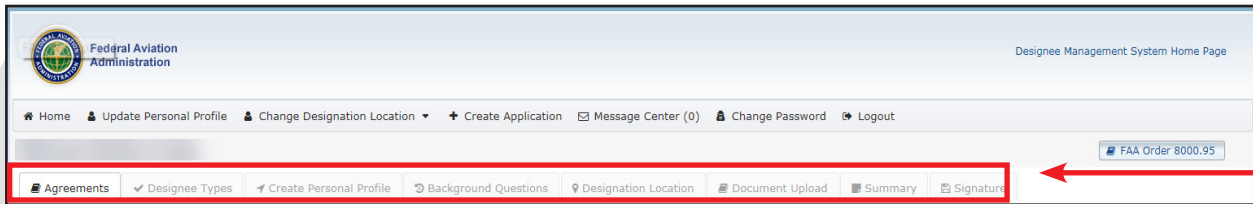
Forgot Username

Forgot Password

The DMS Home Page opens

Create Application-DPE Designation

The **Designee Application** is organized into tabbed sections. These tabs provide the user with a means to enter application data.



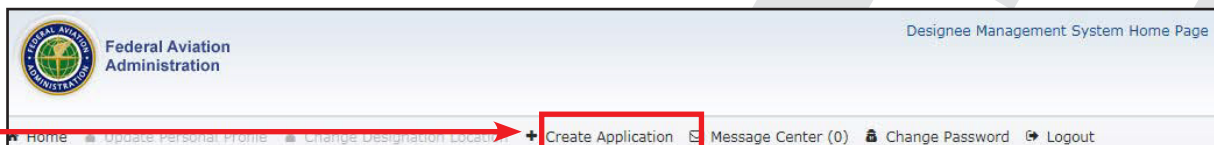
Note: To finish the application at another time:

- 1) Click the **Save** button at the bottom of the **Create Profile** tab. A saved application will appear under “**My Applications**” on the DMS home page.
- 2) Click on the blue **Edit** button to restart the application.

ID	Type	Application Status	Submission Date	Expiration Date	Versions
45736	DPE	In Progress			Versions Edit

Begin the Application Process:

- 1) On the DMS Home Page, click on the **Create Application Tab**.



The Agreements Tab opens

- 2) Review the “**Designee Acknowledgement Statement**” and click **I Agree**.

Designee Acknowledgement Statement

If designated under Title 49, United States Code, 544702(d) and/or 14 CFR Part 183, I understand that:

I represent the FAA Administrator and must maintain the highest standards, knowledge and skill levels. Designation is a privilege. Designees serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. This privilege conveys responsibilities, but does not imply employment or other rights unrelated to FAA needs. The FAA has oversight responsibilities over my designation, and can observe my activity as a designee at any time. I must successfully complete required training within the timeframes established, to include passing the examinations provided during training. I will perform my tasks with integrity and cooperation, exercising sound judgement and a professional attitude in all my dealings with the public and the FAA as related to my designation. My designation is predicated on an FAA need for a designee to perform certifications and the ability of the FAA to manage my designation.

[I Agree](#) [I Do Not Agree](#)

3) Review the “FAA Designee Program” statement, and click **Accept**.

FAA Designee Program

The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination.

The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (ACS), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of Organization Designation Authorization (ODA).

Please click the link to view the policy.

Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity. Would you like to continue?

Accept

4) The **Designee Types** Tab opens. Select a **Designee Type**.

Agreements **Designee Types** **Create Personal Profile** **Background Questions**

- ☐ Aircraft Certification Services (AIR)
 - ☐ Designated Manufacturing Inspection Representative (DMIR)
 - ☐ Designated Airworthiness Representative - Manufacturing (DAR-F)
- ☐ Aviation Medical Examiner
 - ☐ Aviation Medical Examiner (AME)
- ☐ Flight Standards Service - Airworthiness Certification and Airman Examiners
 - ☐ Designated Airworthiness Representative (DAR-T)
 - ☐ Designated Mechanic Examiner (DME)
 - ☐ Designated Parachute Rigger Examiner (DPRF)
- ☒ Flight Standards Service - General Aviation Pilot Examiners
 - ☒ Designated Pilot Examiner (DPE)
 - ☐ Specialty Aircraft Examiner (SAE)
 - ☐ Administrative Pilot Examiner (Admin-PE)

5) **Designee Questions:** Selecting **YES** requires additional information. Selecting **NO** disqualifies the applicant.

Designee Questions

*Do you currently hold a valid FAA commercial or airline transport pilot certificate with ratings appropriate to the authorizations sought?

☒ Yes ☐ No

Please enter your certificate number and date of issue.

*Certificate number

*Date of Issue

Continue **Cancel**

6) The **Create Personal Profile** Tab opens. Enter the required data under “Contact Information.”

Welcome **FAA Order 8000.95**

Agreements **Designee Types** **Create Personal Profile** **Background Questions** **Designation Location** **Document Upload** **Summary**

Signature

User Profile

*Required

Contact Information

First Name: * Jane

Middle Name: * ☐ No Middle

Last Name: * Doe

Suffix: * - Select -

Date of Birth: * 04/12/1989

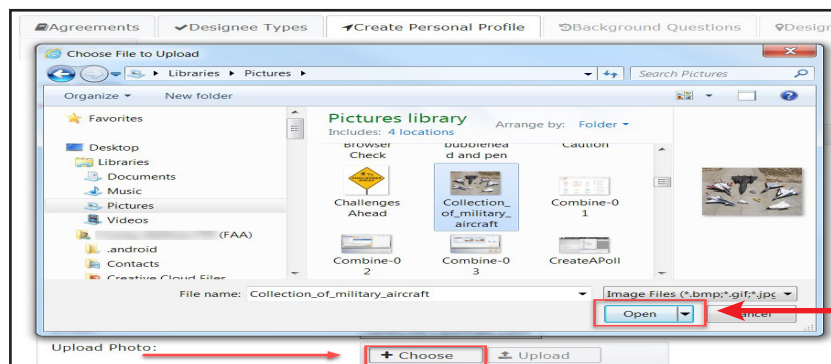
Gender: * Female

Country of Citizenship: * United States

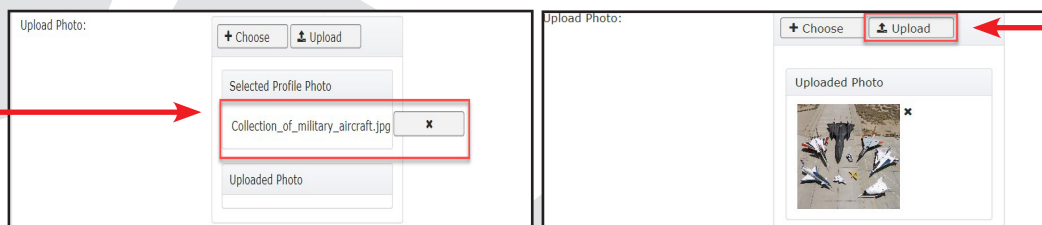
Contact Phone: * ☒ Domestic ☐ International (410)-555-1212

Email: * JaneDoe1@email.com

7) To **Upload a Photo** click **Choose**, select a file from your library, and click **Open**.



8) The selected file loads in the upload section. Click **Upload** to attach the file.



9) Enter the required data under “**Address Information**” and click **Continue**.

The screenshot shows the 'Address Information' form. It has two sections: 'Personal Address' and 'Mailing Address'. Each section contains fields for Street Address, City, State, Country, and Postal Code. The 'Continue' button is highlighted with a red box and a red arrow points to it.

10) The **Background Tab** opens. Answer the **Yes/No** Background Questions and click **Continue**.

The screenshot shows the 'Background Questions' form. It contains several questions with 'Yes' and 'No' radio button options. The 'Continue' button is highlighted with a red box and a red arrow points to it.

11) The **Designation Location Tab** opens. Click the **down arrow** and **select the office** that you are applying to. Complete the information under the “**Designation Contact Information**” section and click **Continue**.

The screenshot shows the 'Designation Location' tab selected. A dropdown menu is open for 'Select the FAA Office you are applying to', showing 'FLIGHT STANDARDS REGULATORY SUPPORT DIVISION'. Below this is the 'Designation Contact Information' section with fields for Name of Facility, Street Address, City, State, Country, Postal Code, and Phone Number. A red arrow points to the 'Continue' button at the bottom right.

12) The **Document Upload Tab** opens listing the **Certifications and Qualifications**. Select all the Authorizations you qualify for in each category.

The screenshot shows the 'Certifications and Qualifications' section. It lists various authorizations for different aircraft categories: Airplane, Rotorcraft, Glider, and Lighter-than-air. Each category has a list of checkboxes for different authorizations. A red arrow points to the 'Please select the Authorizations you are qualified for' section.

13) In the **Designee Application Upload** section, answer the required questions regarding certification credentials and evaluator experience.

The screenshot shows the 'Designee Application Upload' section. It contains several questions regarding certification credentials and evaluator experience. A red arrow points to the 'Designee Application Upload' tab.

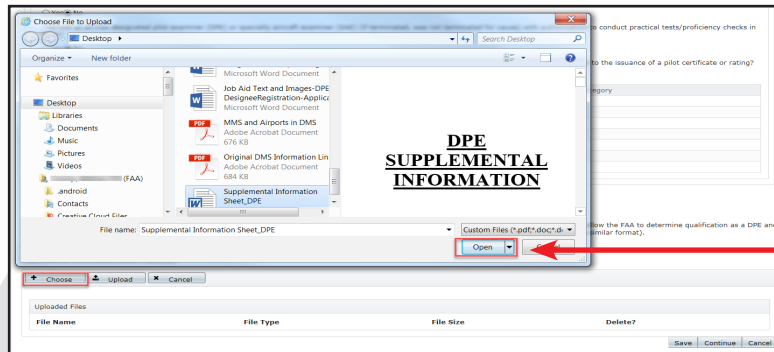
14) Read the instructions for documents required for qualification. Click the link to download the “**Supplemental Information Sheet**”. Fill in the required data and **save** it to your computer.

The screenshot shows the 'Supplemental Information Sheet - DPE.doc' link. A red arrow points to the link.

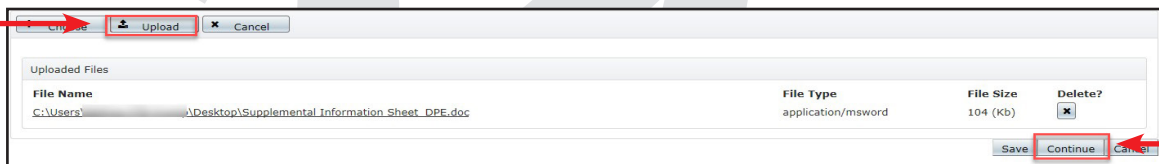


Note: This document or a similar format is used to provide supplemental information to support eligibility and qualifications for appointment as a FAA Designee.

- 15) To upload the completed **Supplemental Information** file, click the **Choose Tab** to select your completed supplemental information document. Click **Open**.



- 16) Click **Upload**. The file attaches. Click **Continue**.



Note: Select the **Choose Tab** to add any additional files needed. Only upload documents that support your skills toward becoming credentialed as a DPE designee.

- 17) The **Summary Tab** opens **all sections** of the application. It is **your responsibility** to review the application in its entirety. After reviewing, click **Continue**.

18) The **Signature Tab** opens to the **Release of Information and Certification Statement**. You are **required to read and agree** to each statement by selecting the associated checkboxes below the “**I AGREE**” label.

Signature

Required

Release of Information and Certification Statement

Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

- *I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive.
- *I understand that any information given may be investigated.
- *I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants.
- *I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.
- *I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001:3571).
- *I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith.

I AGREE

☐
☐
☐
☐
☐
☐

19) Read the **Privacy Act Statement**. In the **Signature field**, enter your **DMS Password** as your electronic signature, and click **Submit**.

Privacy Act Statement

Privacy Act Statement: The information on this form is solicited under authority of the Federal Aviation Regulations Part 183. The purpose of this information is to establish your qualifications as a designee. Submission of the data is mandatory. Incomplete submission may result in delay or denial of your request. The data will be used to determine your eligibility as a designee, and for statistical purposes. In addition, the data also becomes part of the Privacy Act system of records DOT/FAA 836. Representatives of the Administrator, and is subject to the additional conditions of that published system.

Please enter your DMS password as your electronic signature.

Signature: * [password mask]

Submit **Cancel**

20) The **Success** pop-up box appears. Click **OK**.

Success

Thank you for your interest in becoming a designated representative of the Federal Aviation Administration (FAA). Based on the information you provided, you have met the basic eligibility requirements to be appointed as a designee. Prior to appointment, the responsible FAA office will evaluate your designee specific qualifications and other information submitted in your application to determine if you meet all qualification requirements. Eligibility does not guarantee appointment as a designee. Appointment is made solely at the discretion of the FAA when there is a need for and the ability to manage additional designees. Please refer to the message in your message center for additional information on your application.

Ok

Home **Update Personal Profile** **Change Designation Location** **Create Application** **Message Center (2)** **Change Password** **Logout**

Welcome

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
No records found						

Action Required Items

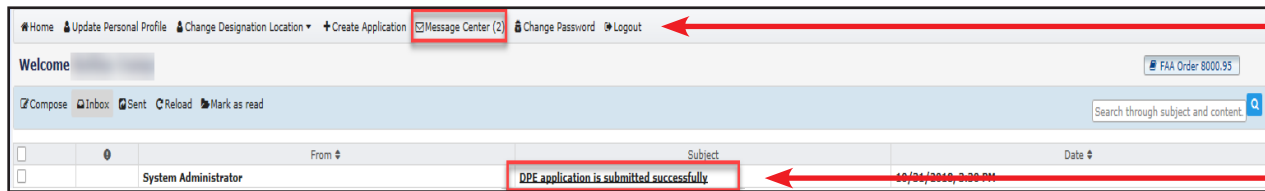
Designation	Subject	Action Status	Due Date
No records found			

My Applications

ID	Type	Application Status	Submission Date	Expiration Date	Versions	Edit
45736	DPE	Submitted	10/31/2018	10/31/2019	Versions	Edit

The submitted application appears under My Applications on the DMS home page

21) Click the **Message Center Tab** then click the **application link** to view the notification.



Note: When you start an application for DPE and either **Save** or **Submit** the application, the link for DPE application will disappear. You won't be able to start a new DPE application, but you can edit the application already initiated.

Congratulations! You have now completed the application process for DPE!

Resources

For technical assistance, please contact:



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