

Civil Aviation Security Instructors Certification Application and Assessment Form

INITIAL / RE-CERTIFICATION *(Circle the applicable one)*

Civil Aviation Security Instructors / Civil Aviation Security Screening Instructors *(Circle the applicable one)*

Name & Title of Nominee: _____

Nominee's employer: _____

	Requirements (AC/SEC/019)	Status and evidences <i>State "NA" for any assessment item below which are or is not applicable.</i>	Accepted (O) or Rejected (X – specify reasons)
1. Professional certification, knowledge and experience	<p>For initial certification</p> <p><u>Instructional expertise:</u> Instructor certification from (1) an educational or training institute in Macao SAR within the past 2 years;</p> <p><u>or</u> (2) international organization recognized by AACM within the past 2 years (e.g., ICAO/CASP-AP/IATA/ACI...);</p> <p><u>or</u> (3) local operator within the past 2 years.</p>		
	<p>For initial certification</p> <p><u>Extensive AVSEC knowledge and experience:</u> a minimum of 3 years' experience in aviation security operations</p> <p><u>AND</u> Knowledge in teaching civil aviation security subject (s) of _____ _____ _____</p> <p><u>and</u> Number of experiences obtained by sufficient direct work experience (more than 5 years): _____</p>	<p><i>Note: Evidence such as employment reference letter, employment contract and job descriptions. if 5 or less than 5 years, please see "Part 3 "below.</i></p>	

2. Civil aviation security training	For initial and re-certification	Successfully completed a minimum of 40 hours specialized civil aviation security training approved by AACM (Annex 8 to AC/SEC/019)		
	For re-certification	PLUS: Skills of instruction shall be obtained through regular instructing (minimum of [20] hours per year).		
3. Examination	For initial and re-certification	Civil Aviation Security Instructor: 1) Theoretical assessment on your subject matter (if 5 or less than 5 years of direct work experience on nominee's subject matter, as stated in "Part 1" above) 2) Instructor competency assessment (Course delivery)	*Proposed exam schedule: ----- -----	
		Civil Aviation Security Instructor delivered screening technique and equipment training to security screeners: 1) Screener certification exam 2) Instructor competency assessment (Course delivery)	Types of screening: ----- *Proposed exam schedule: ----- -----	

Please note:

1. Incomplete nomination form or missing evidence will be returned for follow up.
2. Operator shall send the completed nomination form with evidences and covering letter to AACM.
3. * at least 14 working days before the expiry date of the current certification.

Endorsed by:

Name and Signature of nominator (Accountable manager of the Operator who holds a civil aviation security programme approved by AACM):

Date:

For AACM official use only:

Date application received:

Document checked by:

Certification exam conducted by:

Actions:

Certified ()	Date of certificate issued: Certificate reference:	Remarks:
Not certified ()	Date notified: Notification reference:	Remarks:
Comments by DIANA (Security):		
Proposed by:		(Name, Title, Signature & Date)
Approved by:		(Name, Title, Signature & Date)
Fees:		
Receipt No./Date:		