

## 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 <small>State "NA" for any assessment item below which are or is not applicable.</small>	Accepted (O) or Rejected (X – specify reasons)
1. Professional certification, knowledge and experience	<p>For initial certification</p> <p><b><u>Instructional expertise:</u></b> 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><b><u>Extensive AVSEC knowledge and experience:</u></b> 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>_____</p> <p><u>and</u> Number of experiences obtained by sufficient direct work experience (more than 5 years): _____</p>		
	<p>For initial and re- certification of nominee who provides civil aviation security training other than security awareness</p>	<p><small>Note: Evidence such as employment reference letter, employment contract and job descriptions. if 5 or less than 5 years, please see "Part 3 "below.</small></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	<b>PLUS:</b> 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.

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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:		