

# 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).

## Table of Contents

Designee DMS Login .....	1
User Registration .....	2
Create Application-DPE Designation .....	3
Resources .....	9

## 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.

- 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:  
●●●●●●●●

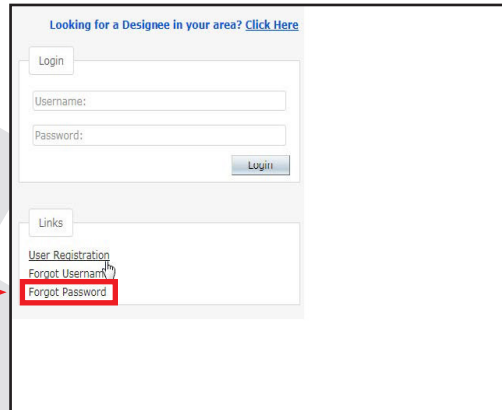
**Links**

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:

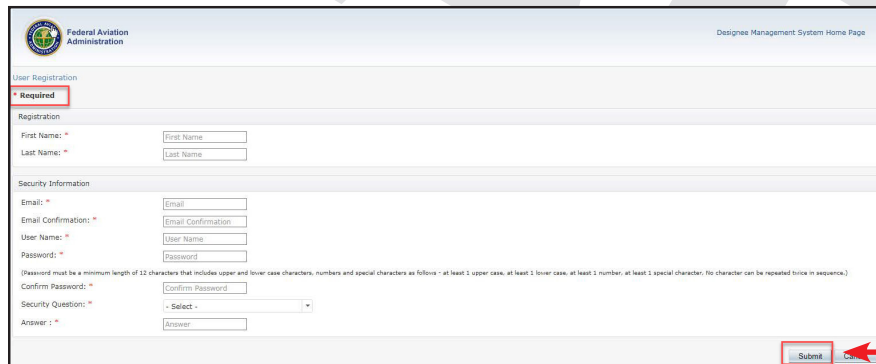
Links

User Registration  
Forgot Username  
Forgot Password

A red arrow points to the 'User Registration' link.

*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: \*

(Password must be a minimum length of 12 characters that includes upper and lower case characters, numbers and special characters as follows - at least 1 upper case, at least 1 lower case, at least 1 number, at least 1 special character. No character can be repeated twice in sequence.)

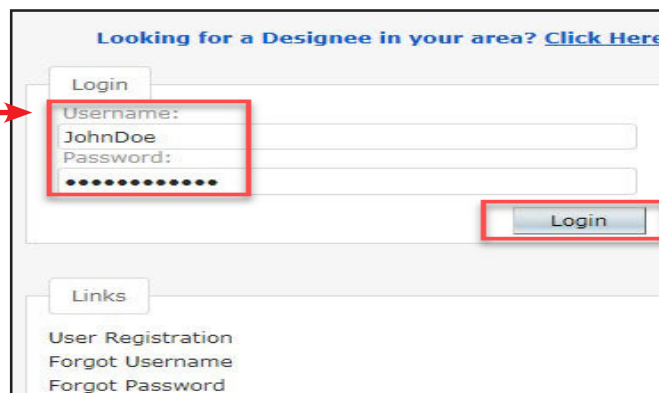
Confirm Password: \*

Security Questions: \*  
- Select -

Answer: \*

A red arrow points to the 'Required' section, and another red arrow points to the 'Submit' button.

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



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

Login

Username:

Password:

Links

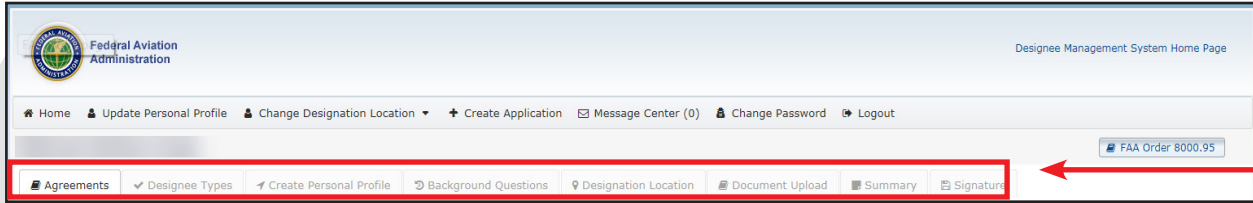
User Registration  
Forgot Username  
Forgot Password

Red arrows point to the 'Username' field, the 'Password' field, and the 'Login' button.

*The DMS Home Page opens*

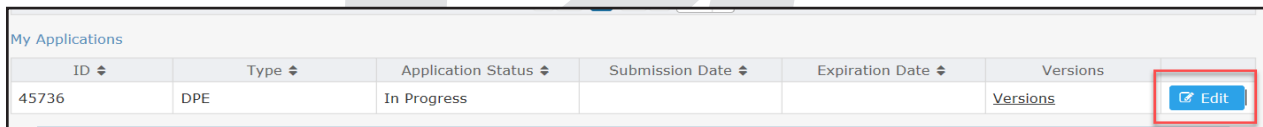
# Create Application-DPE Designation

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



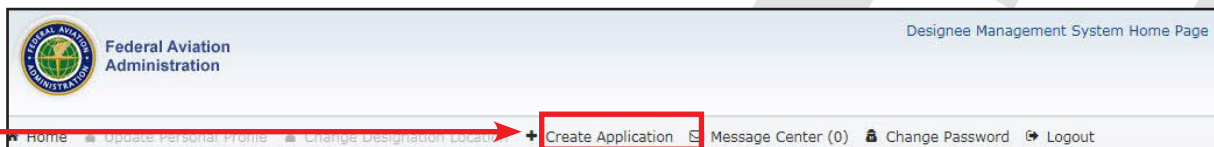
**Note:** To finish the application at another time:

- 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.



**Begin the Application Process:**

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

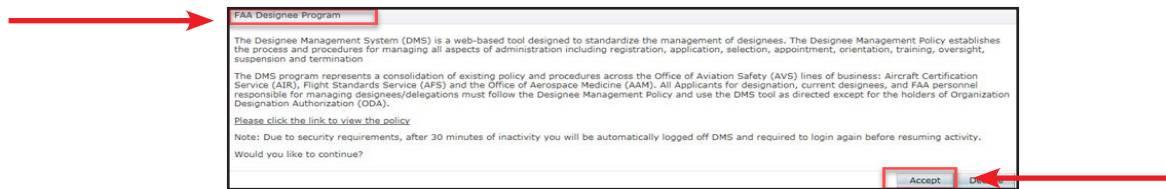


*The Agreements Tab opens*

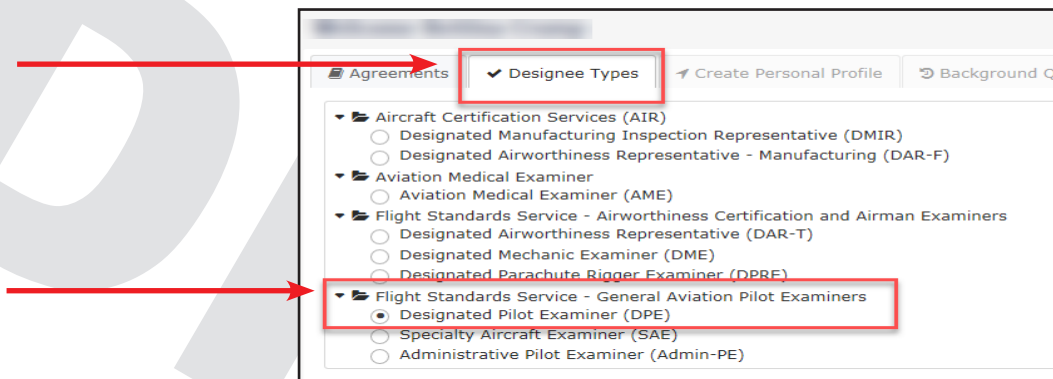
- 2) Review the “**Designee Acknowledgement Statement**” and click **I Agree**.



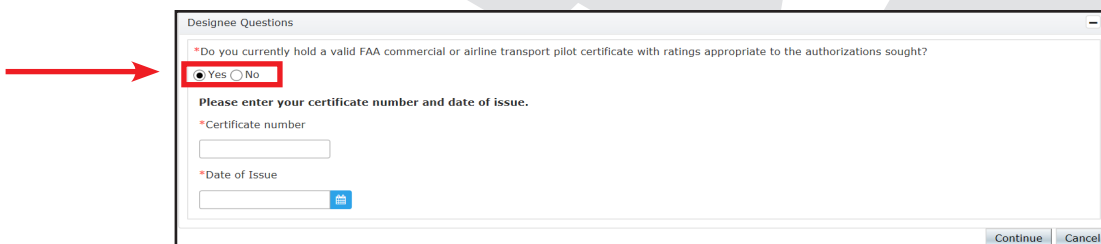
3) Review the “FAA Designee Program” statement, and click **Accept**.



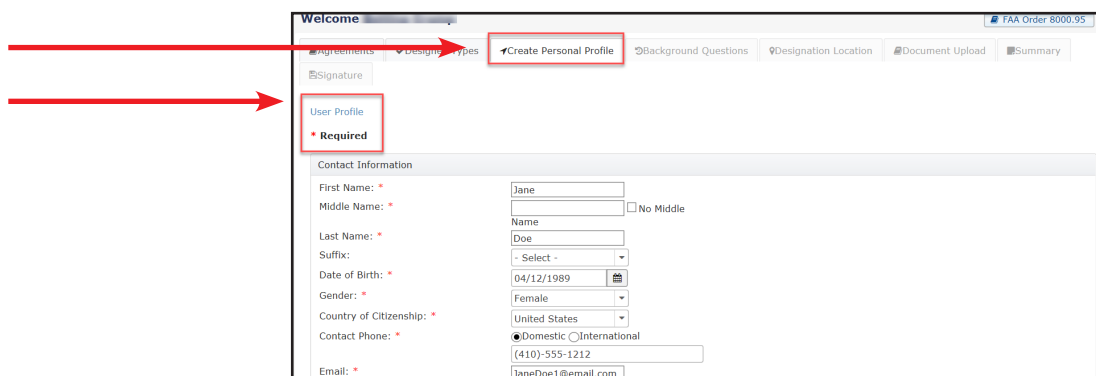
4) The **Designee Types** Tab opens. Select a **Designee Type**.



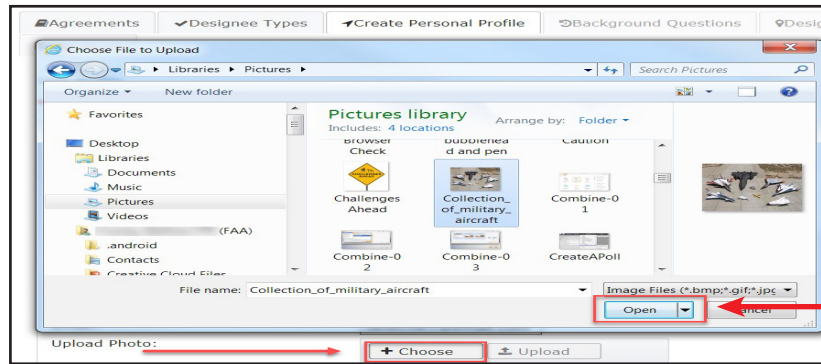
5) **Designee Questions:** Selecting **YES** requires additional information. Selecting **NO** disqualifies the applicant.



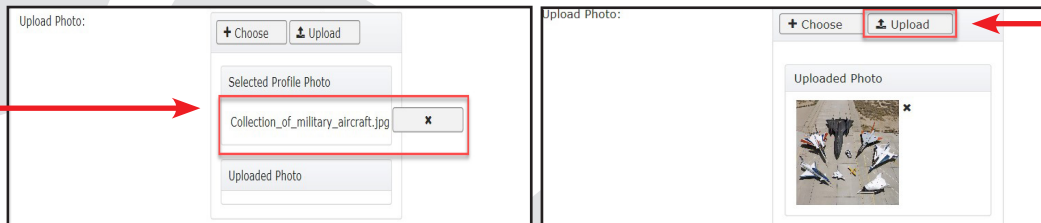
6) The **Create Personal Profile** Tab opens. Enter the required data under “Contact Information.”



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**.

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

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**.

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

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

For Authorization In	Hours in Category
Airplane	000
Rotocraft	200
Glider	100
Amphib	100
Weight Shift Control	100
Powered Parachute	00
Ballon	00

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.

In order to complete your application additional information will be need to be uploaded on this page. Please upload the following:

1. A professional resume detailing your work experience.
2. A supplemental information sheet that describes your airman certificates and specific qualifications for a DPE. (The supplemental information is required to allow the FAA to determine qualification as a DPE and determine what authorizations you may qualify for. A sample supplemental information sheet is available for your use, or you may upload the information in a similar format).

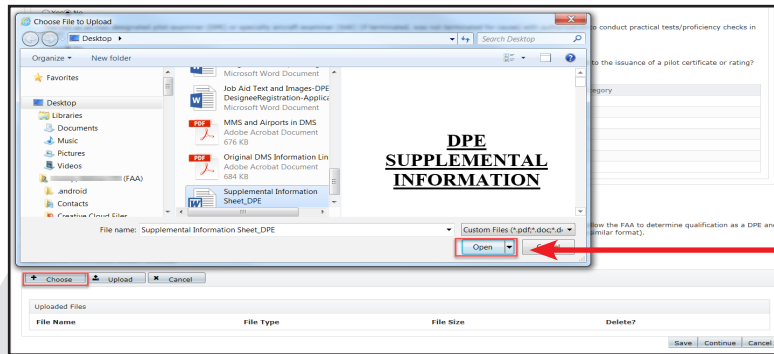
Note: For general and specific qualifications for a DPE, please refer to [FAA Order 8000.95](#) Designee Management System.

[Supplemental Information Sheet – DPE.doc](#)

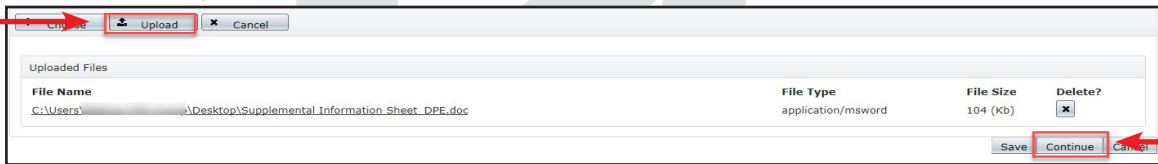


**Note:** This document or a similar format is used to provide supplemental information to support eligibility and qualifications for appointment as a FAA Designee.

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

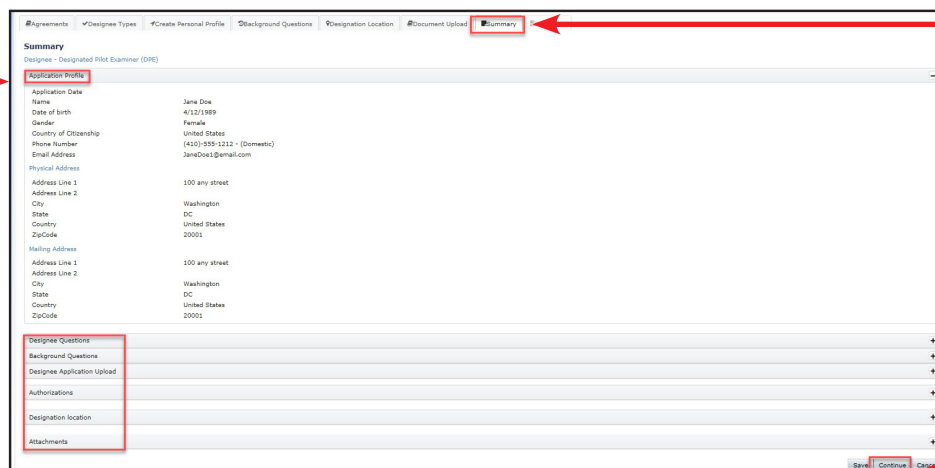


16) Click **Upload**. The file attaches. Click **Continue**.



**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.

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

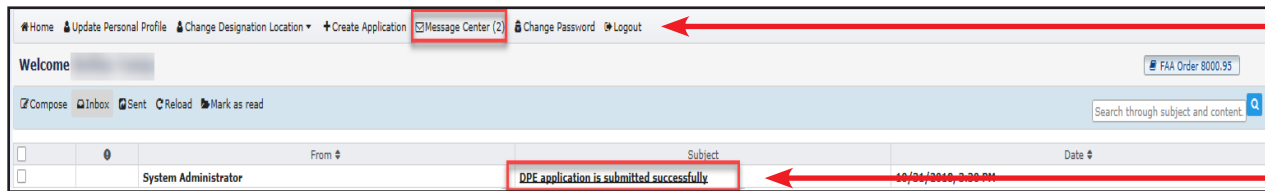
20) The **Success** pop-up box appears. Click **OK**.

ID	Type	Application Status	Submission Date	Expiration Date	Versions
45736	DPE	Submitted	10/31/2018	10/31/2019	<a href="#">Edit</a>

*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**