

### **§65.55 Knowledge requirements.**

(a) A person who applies for an aircraft dispatcher certificate must pass a knowledge test on the following aeronautical knowledge areas:

(1) Applicable Federal Aviation Regulations of this chapter that relate to airline transport pilot privileges, limitations, and flight operations;

(2) Meteorology, including knowledge of and effects of fronts, frontal characteristics, cloud formations, icing, and upper-air data;

(3) General system of weather and NOTAM collection, dissemination, interpretation, and use;

(4) Interpretation and use of weather charts, maps, forecasts, sequence reports, abbreviations, and symbols;

(5) National Weather Service functions as they pertain to operations in the National Airspace System;

(6) Windshear and microburst awareness, identification, and avoidance;

(7) Principles of air navigation under instrument meteorological conditions in the National Airspace System;

(8) Air traffic control procedures and pilot responsibilities as they relate to enroute operations, terminal area and radar operations, and instrument departure and approach procedures;

(9) Aircraft loading, weight and balance, use of charts, graphs, tables, formulas, and computations, and their effect on aircraft performance;

(10) Aerodynamics relating to an aircraft's flight characteristics and performance in normal and abnormal flight regimes;

(11) Human factors;

(12) Aeronautical decision making and judgment; and

(13) Crew resource management, including crew communication and coordination.

(b) The applicant must present documentary evidence satisfactory to the administrator of having passed an aircraft dispatcher knowledge test within the preceding 24 calendar months.

### **§65.63 Aircraft dispatcher certification courses: Application, duration, and other general requirements.**

(a) *Application.* Application for original approval of an aircraft dispatcher certification course or the renewal of approval of an aircraft dispatcher certification course under this part must be:

(1) Made in writing to the Administrator;

(2) Accompanied by two copies of the course outline required under §65.61(b) of this part, for which approval is sought;

(3) Accompanied by a description of the equipment and facilities to be used; and

(4) Accompanied by a list of the instructors and their qualifications.

(b) *Duration.* Unless withdrawn or canceled, an approval of an aircraft dispatcher certification course of study expires:

(1) On the last day of the 24th month from the month the approval was issued; or

(2) Except as provided in paragraph (f) of this section, on the date that any change in ownership of the school occurs.

(c) *Renewal.* Application for renewal of an approved aircraft dispatcher certification course must be made within 30 days preceding the month the approval expires, provided the course operator meets the following requirements:

(1) At least 80 percent of the graduates from that aircraft dispatcher certification course, who applied for the practical test required by §65.59 of this part, passed the practical test on their first attempt; and

(2) The aircraft dispatcher certification course continues to meet the requirements of this subpart for course approval.

(d) *Course revisions.* Requests for approval of a revision of the course outline, facilities, or equipment must be in accordance with paragraph (a) of this section. Proposed revisions of the course outline or the description of facilities and equipment must be submitted in a format that will allow an entire page or pages of the approved outline or description to be removed and replaced by any approved revision. The list of instructors may be revised at any time without request for approval, provided the minimum requirements of §65.67 of this part are maintained and the Administrator is notified in writing.

(e) *Withdrawal or cancellation of approval.* Failure to continue to meet the requirements of this subpart for the approval or operation of an approved aircraft dispatcher certification course is grounds for withdrawal of approval of the course. A course operator may request cancellation of course approval by a letter to the Administrator. The operator must forward any records to the FAA as requested by the Administrator.

(f) *Change in ownership.* A change in ownership of a part 65, appendix A-approved course does not terminate that aircraft dispatcher certification course approval if, within 10 days after the date that any change in ownership of the school occurs:

(1) Application is made for an appropriate amendment to the approval; and

(2) No change in the facilities, personnel, or approved aircraft dispatcher certification course is involved.

(g) *Change in name or location.* A change in name or location of an approved aircraft dispatcher certification course does not invalidate the approval if, within 10 days after the date that

any change in name or location occurs, the course operator of the part 65, appendix A-approved course notifies the Administrator, in writing, of the change.

**§65.67 Aircraft dispatcher certification courses: Personnel.**

(a) Each applicant for an aircraft dispatcher certification course must meet the following personnel requirements:

(1) Each applicant must have adequate personnel, including one instructor who holds an aircraft dispatcher certificate and is available to coordinate all training course instruction.

(2) Each applicant must not exceed a ratio of 25 students for one instructor.

(b) The instructor who teaches the practical dispatch applications area of the appendix A course must hold an aircraft dispatchers certificate

**§65.70 Aircraft dispatcher certification courses: Records.**

(a) The operator of an aircraft dispatcher course must maintain a record for each student, including a chronological log of all instructors, subjects covered, and course examinations and results. The record must be retained for at least 3 years after graduation. The course operator also must prepare, for its records, and transmit to the Administrator not later than January 31 of each year, a report containing the following information for the previous year:

(1) The names of all students who graduated, together with the results of their aircraft dispatcher certification courses.

(2) The names of all the students who failed or withdrew, together with the results of their aircraft dispatcher certification courses or the reasons for their withdrawal.

(b) Each student who successfully completes the approved aircraft dispatcher certification course must be given a written statement of graduation, which is valid for 90 days. After 90 days, the course operator may revalidate the graduation certificate for an additional 90 days if the course operator determines that the student remains proficient in the subject areas listed in appendix A of this part.