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).
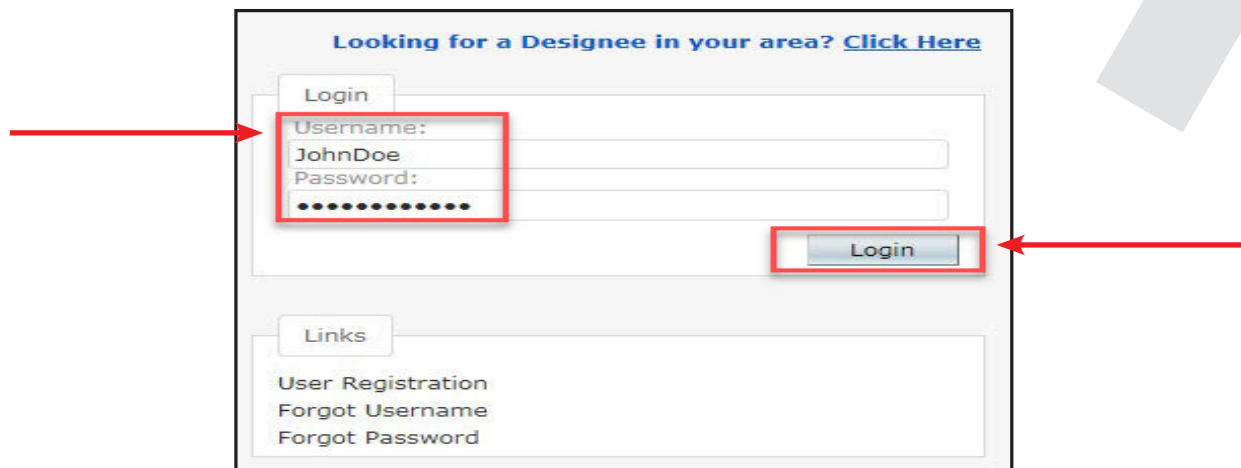
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Designee DMS Login

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**.
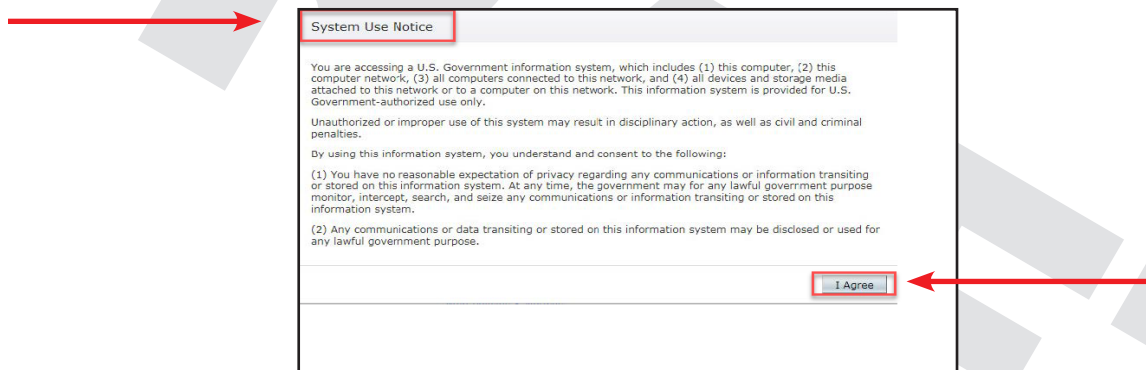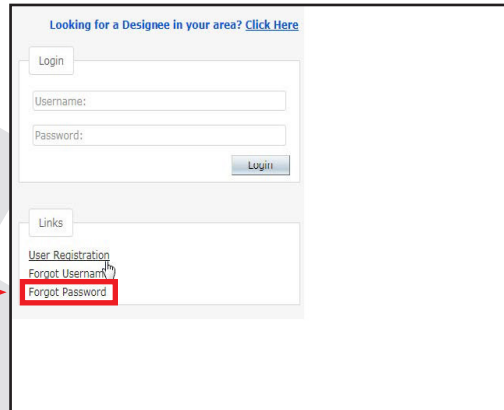

3) If you have <u>already registered</u>, on the Designee login page enter your **Username**, and **Password**, and click **Login**.

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**.
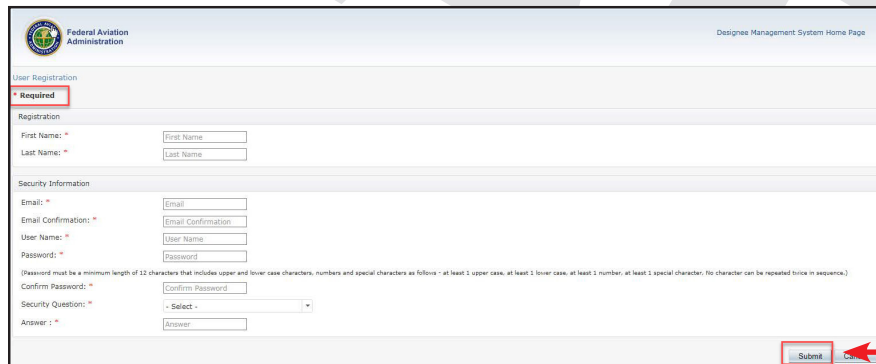
The User Registration screen opens

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

5) Login to DMS with your **Username** and **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.
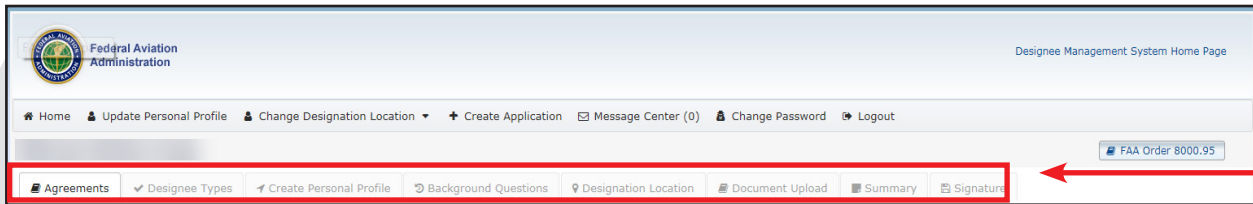
Note: To finish the application at another time:

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.
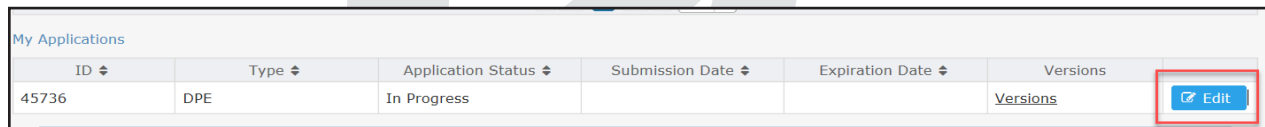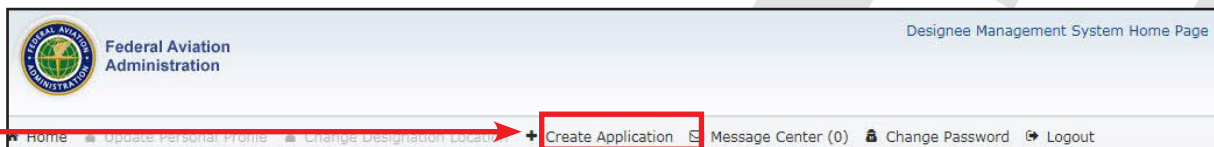
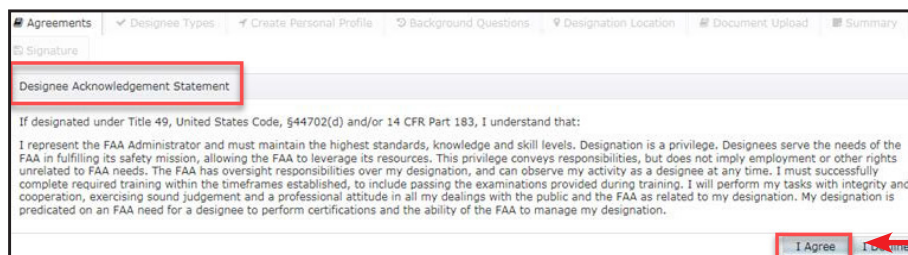2) Click on the blue **Edit** button to restart the application.

Begin the Application Process:

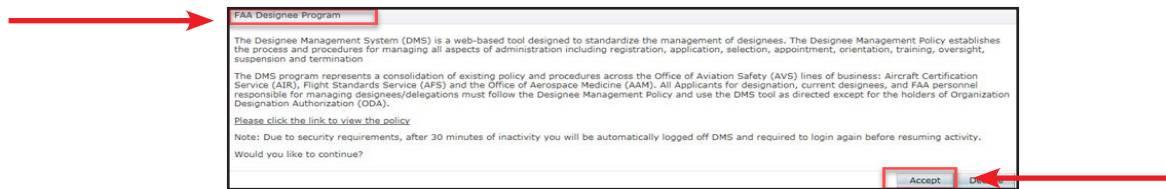1) On the DMS Home Page, click on the **Create Application Tab**.

The Agreements Tab opens

2) Review the "**Designee Acknowledgement Statement**" and click **I Agree**.
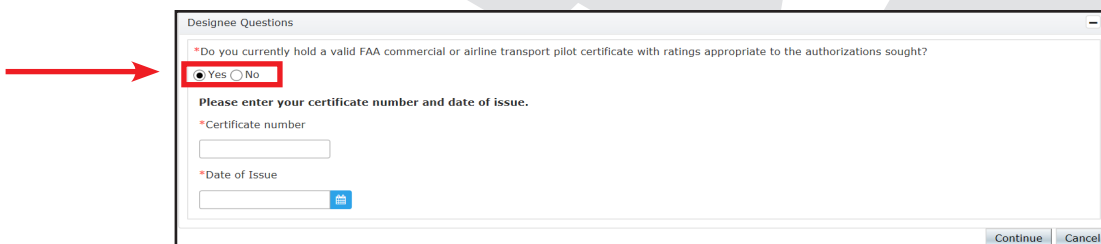
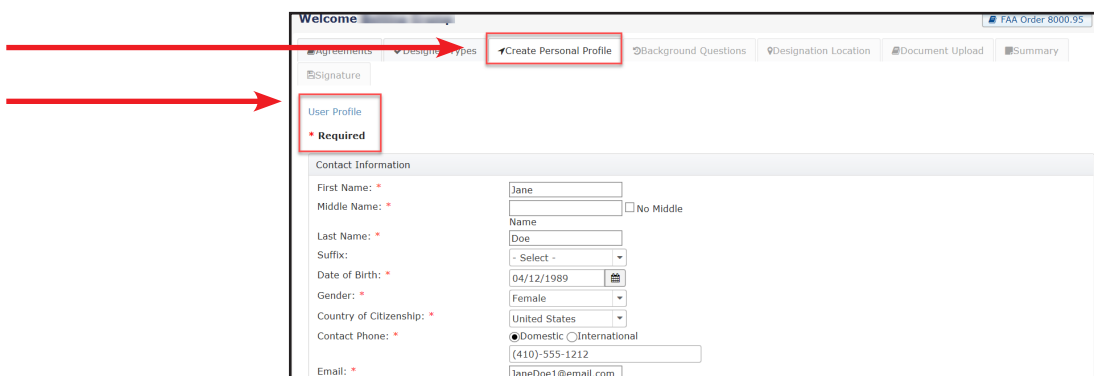3) Review the "**FAA Designee Program**" statement, and click **Accept**.

4) The **Designee Types Tab** opens. Select a **Designee Type**.
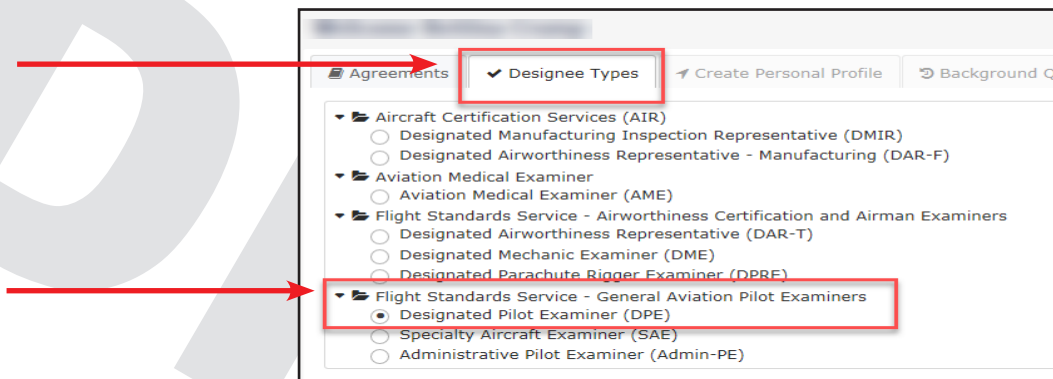
5) **Designee Questions:** Selecting **YES** requires additional information. Selecting **NO** disqualifies the applicant.

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.**
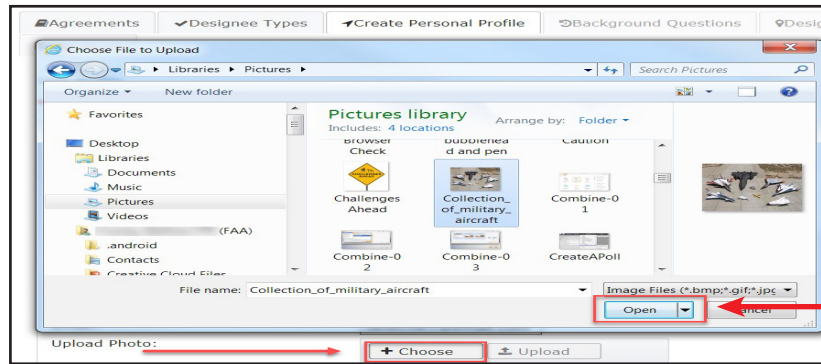
8) The selected file loads in the upload section. Click **Upload** to attach the file.
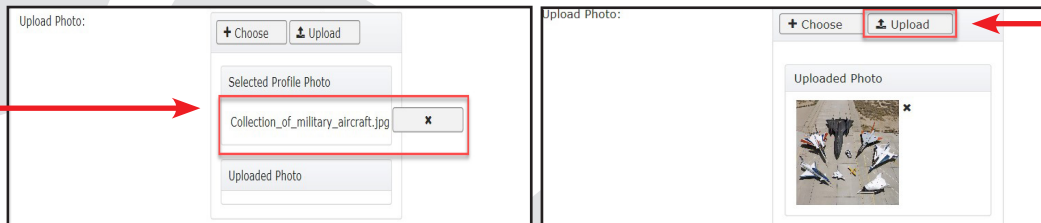
9) Enter the required data under "**Address Information**" and click **Continue**.

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.

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.

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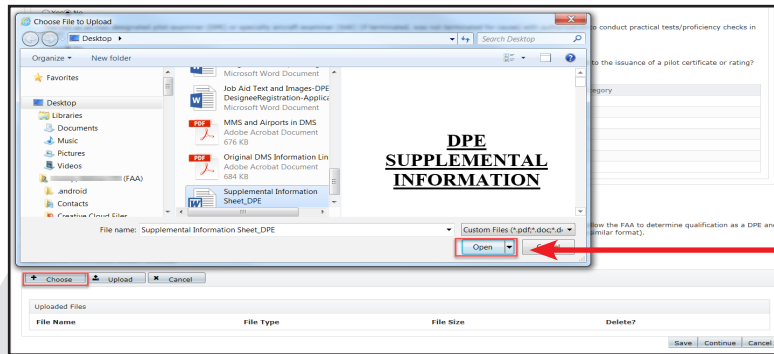
16) Click **Upload**. The file attaches. Click **Continue**.

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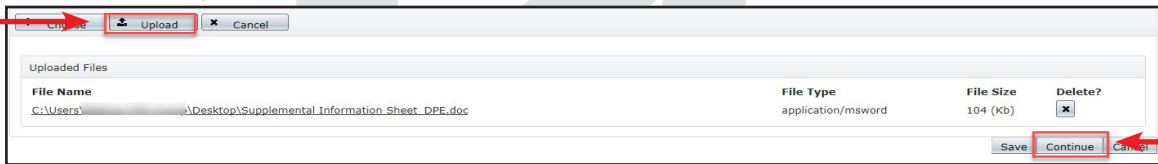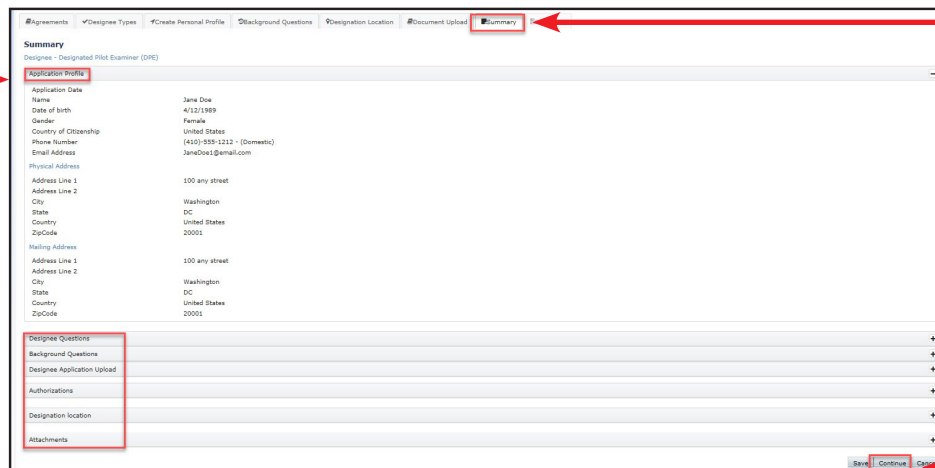
17) The **Summary Tab** opens **all sections** of the application. It is _**your responsibility**_ to review the application in its entirety. After reviewing, click **Continue.**

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.
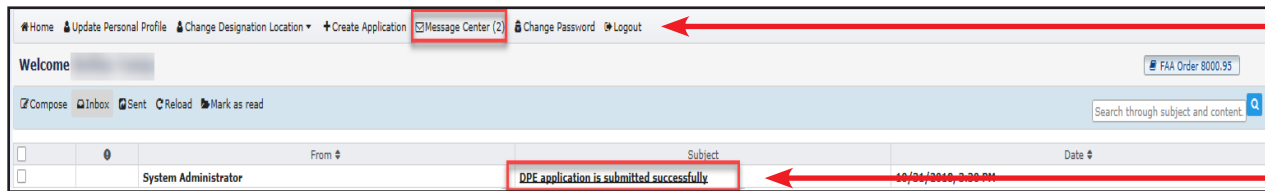

19) Read the **Privacy Act Statement**. In the **Signature field**, enter your **DMS Password** as your electronic signature, and click **Submit**.

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

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