



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

A UN SPECIALIZED AGENCY



Agenda #7 : Update on ICAO CDI Training and the TRAINAIR PLUS Program Part 2

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NAM/CAR/CATC/WG/10

San José, Costa Rica, 21 – 23 April 2026

Presentation Structure

01 Regulatory framework for
investigative operations

02 Membersia
TRAINAIR PLUS

03 Managing Course
Development in
the Instructional Organization

04 ICAO Recognition of Aviation
Education Professionals

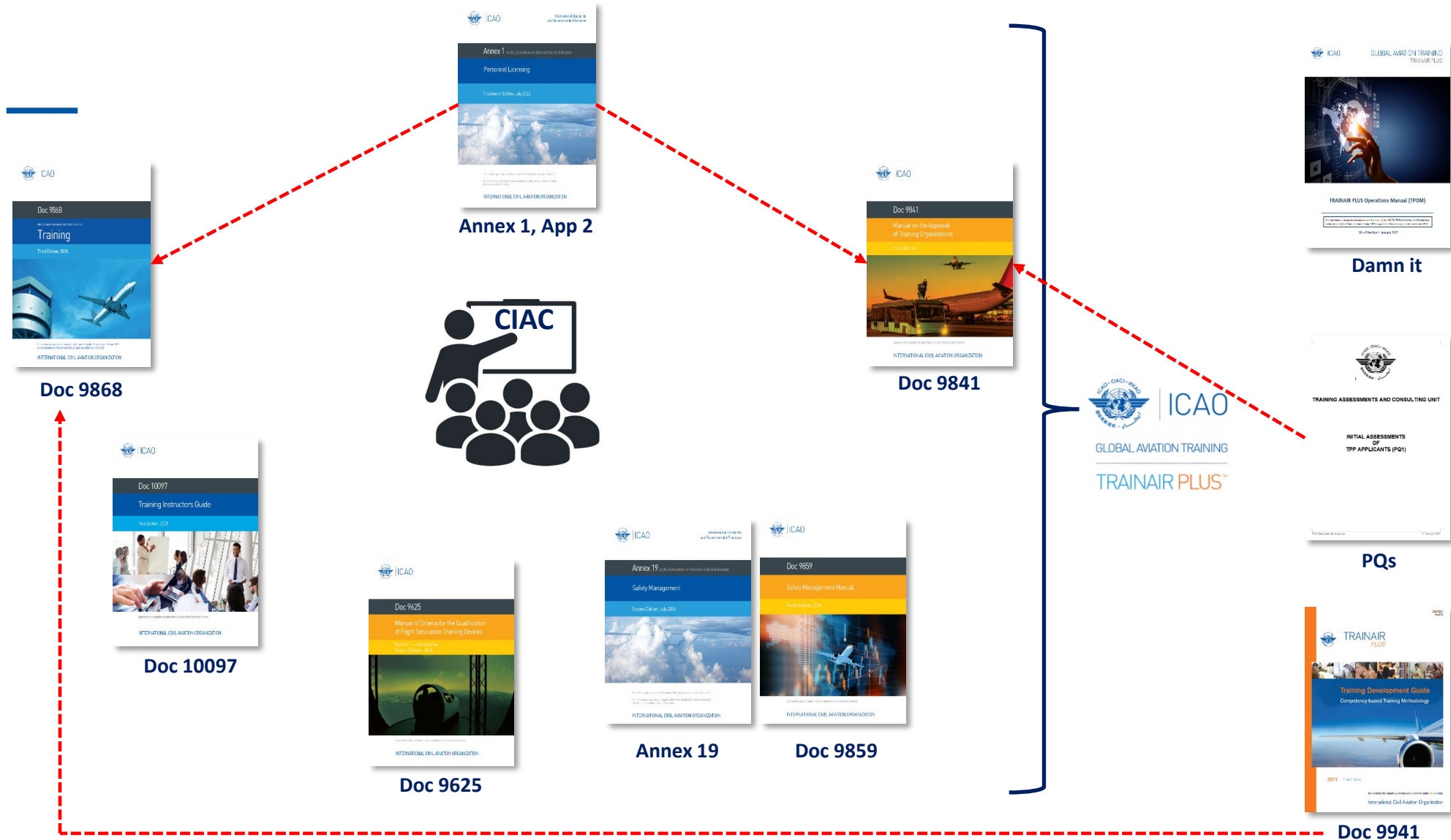
05 Support from ICAO/GAT in
the implementation of the
Instructional Operations
Standards

1

Regulatory framework for investigative operations



Regulatory framework for investigative operations



2
Membersia
TRAINAIR
PLUS



About the TRAINAIR PLUS (TPP) Program

Cooperative global network of civil aviation training organizations and industry members to:

- Develop competency-based courses (ICAO Doc. 9941)
- Deliver these courses through a shared system (ICAO Doc 10097)

The ICAO TRAINAIR PLUS program aims to:

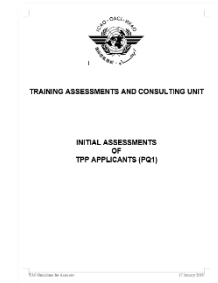
- Ensure that Contracting States and industry **have access to the qualified professionals** needed to support the safe and sustainable development of air transport globally and in a cost-effective manner.

Membresía del TPP

TPP Member



- ✓ Training arms of CAAs, airlines, airports and maintenance organizations
- ✓ State-recognised training organisations where they are located
- ✓ Training centres involved in any specialised training related to aviation safety



PQs

Initial assessment when joining the TPP
Consecutive evaluations every 3 years

Corporate Partner



- ✓ Higher education providers, regional and international aviation-oriented organizations, public institutions and aviation agencies, as well as companies in the sector wishing to participate in the various activities of the TRAINAIR PLUS Program

TPP Frameworks



Original since 2011

Levels of recognition:

- Associate
- Full member
- Regional Centre of Excellence in Training (RTCE)

Characterized by:

Permanent recognition of the membership level acquired

- ✓ From 1 January 2026 all under the new framework



New since 2019

Levels of recognition:

- Bronze
- Silver
- Gold
- Platinum

Characterized by:

A membership level achievement based on performance recorded during the year.

- ✓ It is the mandatory framework applicable to new members of the TPP from 2023.

Current TP Program Framework

TP Program Membership Category	Minimum number of non-mandatory miles to be accrued annually	Minimum number of mandatory miles to be accrued annually	Annual membership fee (USD)
Associate/Bronze	0	0	20 K
Associate/Silver	25	25	15 K
Full / Gold	50	50	10 K
RTCE / Platinum	100	100	5 K

- Obtained through the implementation of additional activities other than the delivery of courses

- Obtained by delivering courses
 - **Determine your membership level**

TPP Courses



ITP

ICAO Training Package



M-ITP

Member – ICAO Training Package



STP

Standardized Training Package



PTP

Partnership Training Package

	ICAO Training Package	Member – ICAO Training Package	Standardized Training Package	Partnership Training Package
Ownership	ICAO	TP/ ICAO Member	TP Member	ICAO / Corporate Member
Validation process	Contents / Methodology	Contents / Methodology	Methodology	Content Verification
Regulatory Compliance	ICAO SARPs	ICAO SARPs	Primarily based on state regulations	As appropriate
No. of Mandatory Miles Generated	1 x Certificate Issued	1 x Certificate Issued	Optional to be decided by the TP member	N/A
Applicability of the ICAO Recognized Instructor Qualification Process	Yes	Yes	No	No

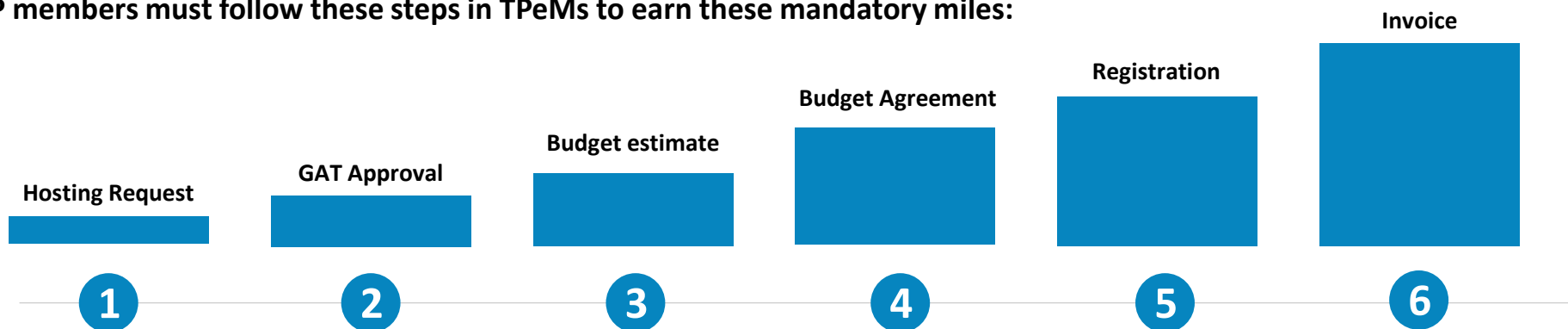


Mandatory Miles Applicable to ITP Online Courses

By taking an ITP course online as a TP member, you will now be able to earn mandatory miles. The mileage allocation for online courses is determined based on the duration of the courses, as detailed below:

Classification	Course Duration	ITP ONLINE No. Mandatory Miles per Participant	M-ITP ONLINE No. Mandatory Miles per Participant
Short	1 to 10 hours	0.50	0.25
Medium	11+ to 20 hours	1.00	0.50
Long	21+ to 40 hours	2.00	0.75
Extra largo	41+ hours	2.25	1.00

TP members must follow these steps in TPeMs to earn these mandatory miles:



**Posted in TPeMs
Training Forum on
October 30, 2023**

**In case of successful completion of these steps and confirmation of the invoice later, the system will automatically charge the required mandatory miles.*

Optional mandatory miles for delivery of own STP

Information on the available options that you will find in the TPeMs for the acquisition of mandatory instructional miles when you submit your own STP:

Delivery of own STP	Instructional Miles to be credited per participant	Cost
Option 1	0.25 miles	75 USD
Option 2	0.50 miles	150 USD
Option 3	1 mile	300 USD
Option 4	I do not wish to receive Instructional Miles for this session.	

TP members must follow these steps in TPeMs to earn these mandatory miles:



The entire process will be managed through TPeMs.

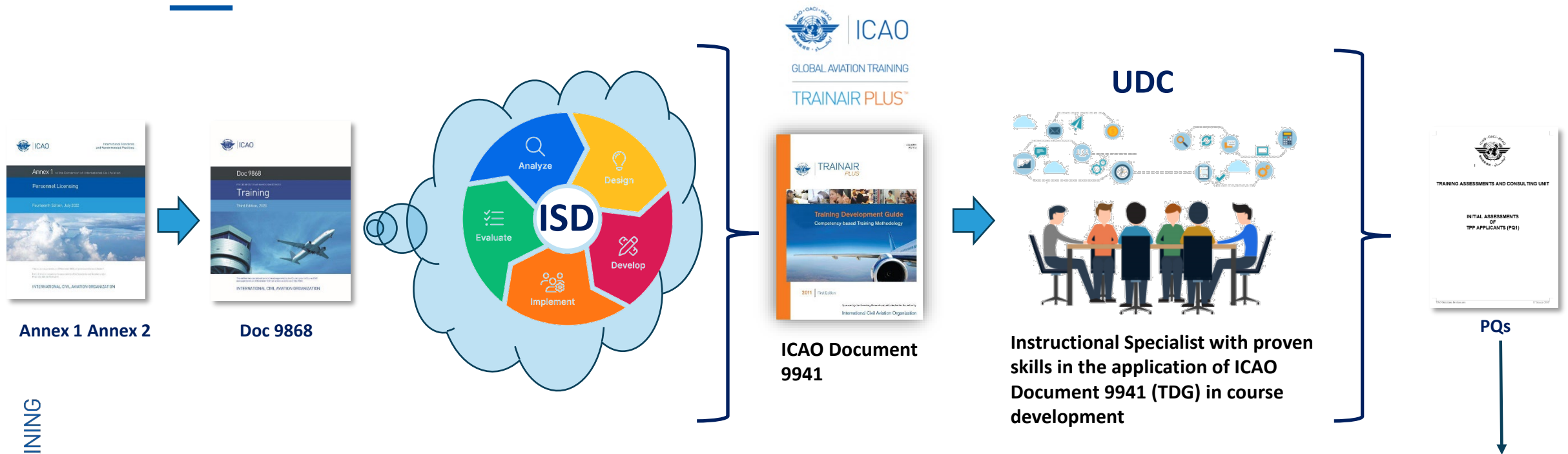
**Posted in TPeMs
Training Forum
February 6, 2024**

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Managing Course Development in the Instructional Organization

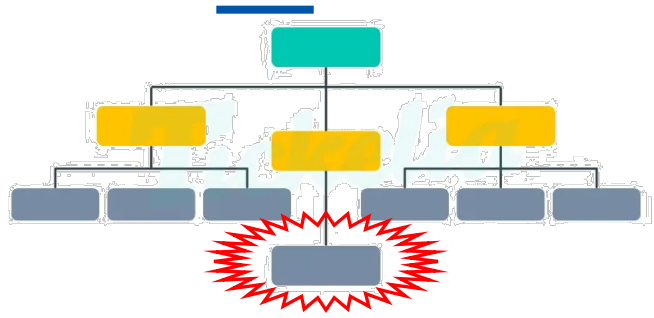


Regulatory framework applicable to the development of competency-based courses



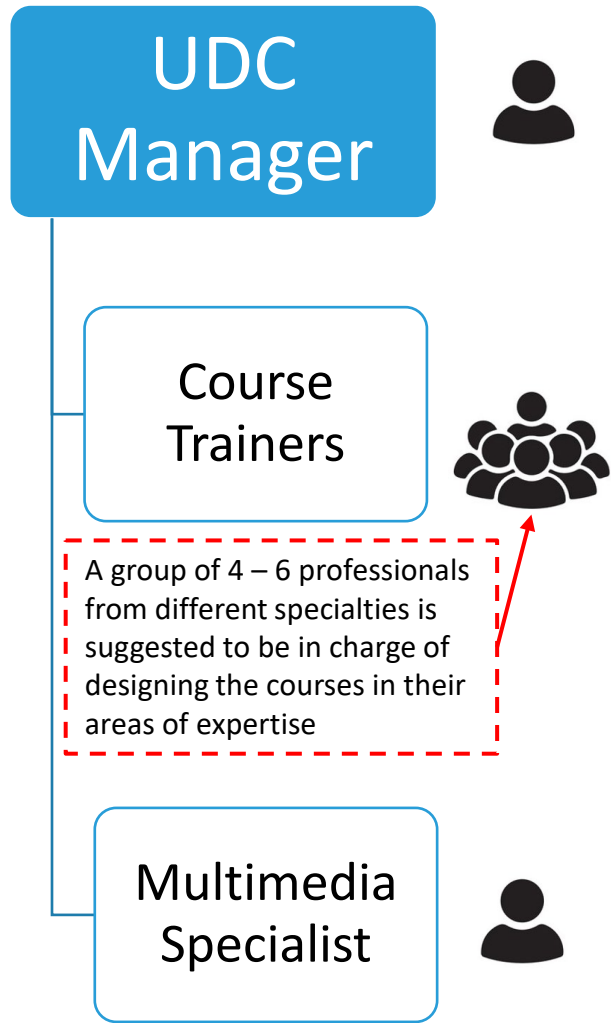
- The evaluation criteria include:**
- ✓ establishment;
 - ✓ operational status;
 - ✓ identification of course preparers;
 - ✓ qualifications and instruction provided to course preparers;
 - ✓ methodology implemented in the development of courses;
 - ✓ UDC facilities; y
 - ✓ records of course development.

Course Development Unit



It must be clearly identified in the organizational chart of the Instruction Organization

Suggested organizational structure for the UDC



- ✓ Coordinates, directs and supervises work projects, priorities and needs within the Unit;
- ✓ Identifies objectives and goals, monitors progress towards those goals, communicates progress and any need for change to employees and reports to the higher hierarchical structure.
- ✓ Responsible for the auditing processes of the UDC

- ✓ Coordinate and conduct instructional needs analyses to determine instructional requirements and programs;
- ✓ Design instructional courses that support competency development;
- ✓ Develop evaluation strategies
- ✓ Update and revise instructional materials
- ✓ They consult the Subject Matter Experts (SMEs) for technical input during the course development process

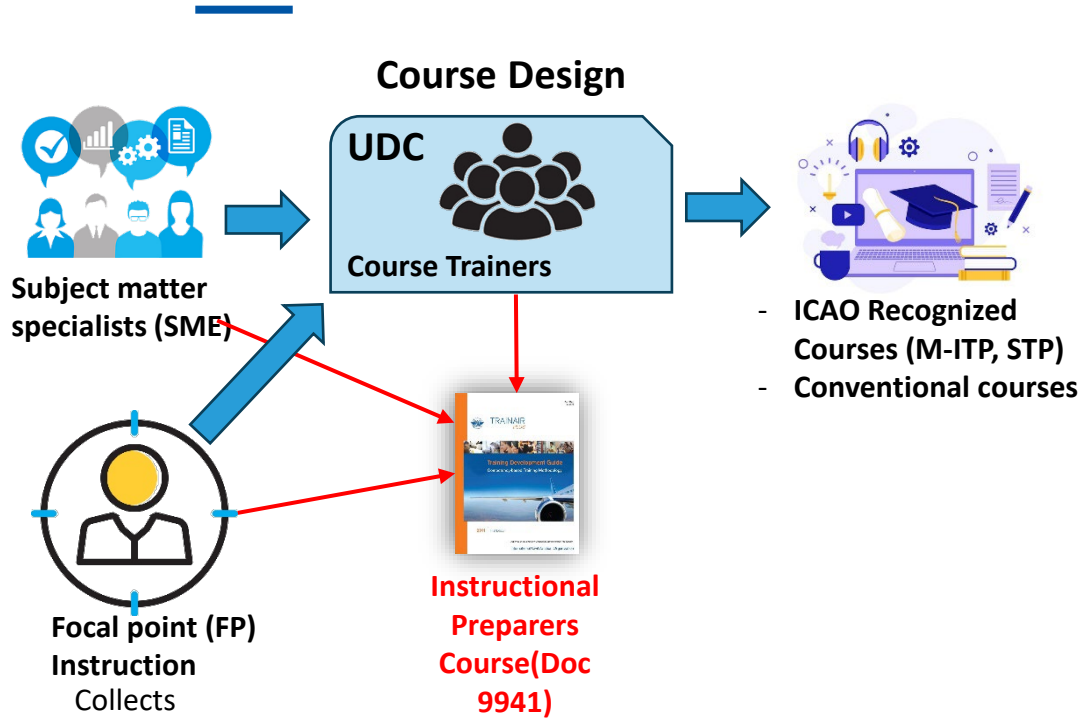
- ✓ Provides creative visuals; y
- ✓ Create multimedia materials to support learning.



A major unit in a training centre responsible for:

- ✓ Coordinate the analysis of the training needs in support of the HR requirements
- ✓ Design **ALL** courses that are delivered in the Instructional Organization
- ✓ Maintain control of the updating and renewal of **ALL** courses based on the analysis of the instruction reports and the impact generated by the delivery of the courses (post-instruction evaluation)

Management of training needs in the organization



Course design management strategy, in response to the organization's instructional needs

Shortterm (1st year):

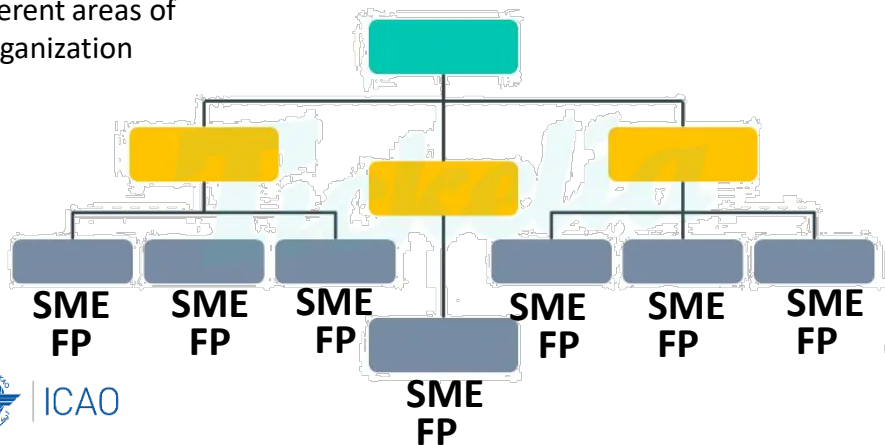
- ✓ Identify the main courses that are needed in the different areas of the organization;
- ✓ Create a course design calendar based on their importance.
- ✓ Design priority courses

Medium term (2nd year and next):

- ✓ Month of September: The FCs survey the needs of instruction in their respective areas (1st Level Filter);
- ✓ October: Meeting of the FPs with the Trainers to discuss the list of courses resulting in:
 - ✓ Unnecessary course discarding (2nd Filter). Level)
 - ✓ Identification of courses already available.
 - ✓ Identification of courses that can be designed
 - ✓ Courses to be outsourced
- ✓ Create course design and implementation calendar for the following year

Instruction management (every year):

- ✓ In the first half of the year, the available courses are delivered while the UDC designs the courses planned in that same period;
- ✓ In the second half of the year, the new courses designed by the UDC are delivered.



Sustained growth in the course library and satisfactory responses to the growing training needs of the organization



04

ICAO Recognition of Aviation Education Professionals



ICAO-Recognized Aviation Education Professionals

ICAO-Recognized Instructional Professionals



ICAO
Qualified
Instructor



Doc 10097

Course
Trainer

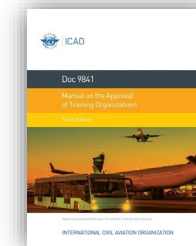


Doc 9868



Doc 9941

Auditors
Teleport



Doc 9841

Subject
Matter
Expert
(SME)



ICAO SARPs

ISD
Validator



Qualification of aviation training professionals

ICAO Qualified Instructor



Professionals who wish to deliver ITP and M-ITPs courses.

Basic requirements

- ✓ Successful completion of the course for which the candidate wishes to become an instructor
- ✓ Be an expert in the subject of the course
- ✓ Complete courses on instructional techniques (ICT, IVC)

ICAO Trainer Qualification Process



Validity period: 3 years.
Validity requirement: minimum of two deliveries in 3 years, with at least one in the last 18 consecutive months before the expiry date.

Subject Matter Expert (SME)



Aviation professionals with specialized experience who can bring technical expertise to the development of ICAO courses.

Basic requirements

- ✓ Recent experience in a panel/working group, committee or other ICAO bodies relevant to the matter;
- ✓ A technical qualification in aviation, such as ATPL, ATC license or A&P certification, etc.
- ✓ Extensive experience (10 years or more) in regulation or operations related to the relevant field
- ✓ Successful completion of the USOAP CMA Online Program in the corresponding field;

ICAO SME Qualification Process



Validity period: 3 years.
Validity requirement : renewed every three years, conditional on approval by the relevant ICAO technical section.



Qualification of aviation training professionals

Professionals qualified to design ICAO-recognized training packages in accordance with ICAO Document 9941

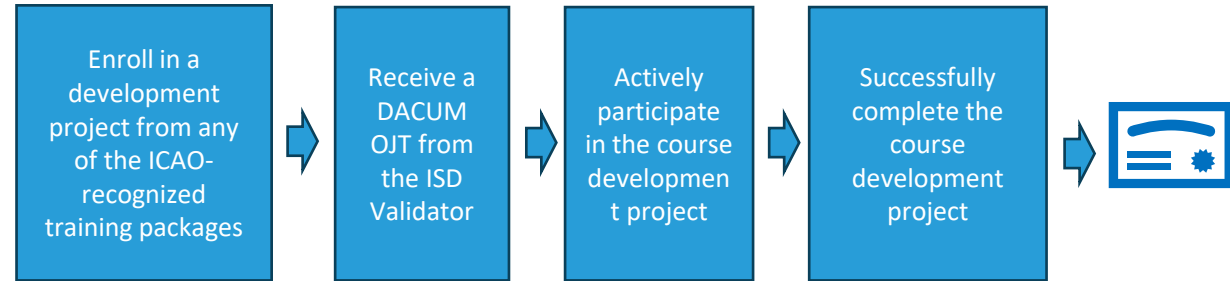
Qualification Process for ICAO Qualified Course Preparers

ICAO Course Preparer



Basic requirements

- ✓ Aviation professional successfully completed the Preparers Course (TDC)



IQCD Certificate

Validity period: 3 years.

Eligibility requirement: Participate as a course trainer in a process of developing an ICAO-recognised training package before the expiry date.

Professionals with extensive experience in the development and validation of ICAO-recognized training packages in accordance with Document 9941

ICAO TRAINING
Validator ISD



Basic requirements

- ✓ Successful completion of the TDC
- ✓ Extensive experience in developing ICAO-recognized training packages in accordance with ICAO Document 9941 (holding an IQCD certificate)
- ✓ Successful completion of the VCT course performance exam

ICAO ISD Validator Qualification Process



Validity period: 3 years.

Validity requirement: complete the methodological validation of at least one ICAO-recognised instruction package (STP/ITP/M-ITP) during the 3-year validity period.

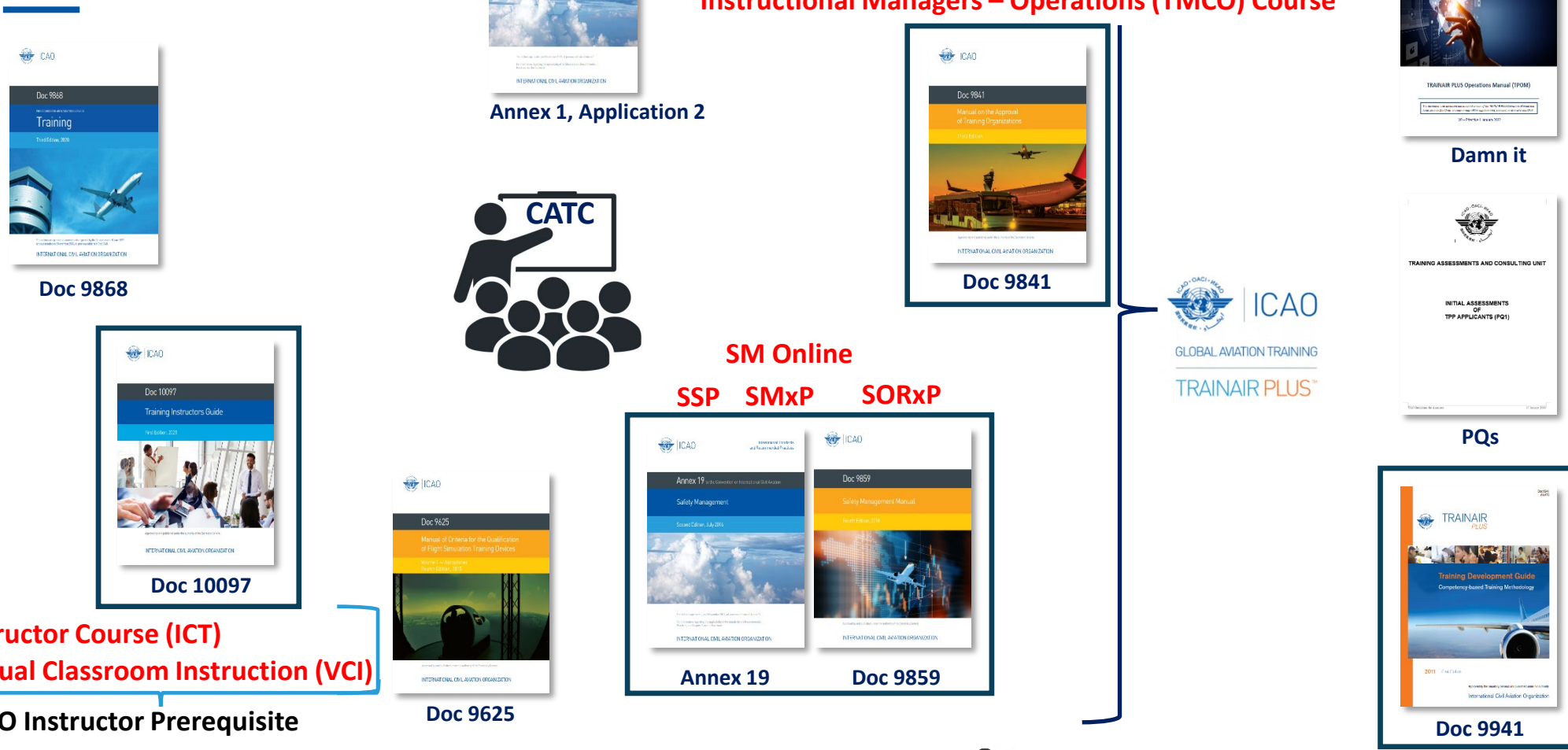


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Support from
ICAO/GAT in the
implementation
of the
Instructional
Operations
Standards



Support from GAT/ICAO in the implementation of the regulatory framework related to investigation operations

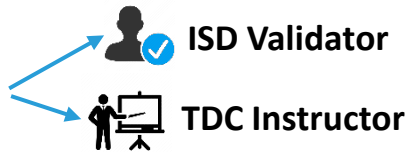


Instructor Course (ICT)
Virtual Classroom Instruction (VCI)

Other courses: Post-Instructional Assessment (PTE)
Validation of Competency-Based Instruction (VCT)

Instructional Managers Course – Regulatory (TMCR)
Instructional Managers – Operations (TMCO) Course

Instructional Trainers (TDC) Course



Damn it

PQs



ICAO Instructor Prerequisite

Question & Answer





Thank you!