



ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™



How to Order a Standardized Training Package (STP) from Other TRAINAIR PLUS Members

Using the
TRAINAIR PLUS Electronic
Management System (TPEMS)



How to Order a Standardized Training Package (STP) from Other TRAINAIR PLUS Members

Step 1: Login

Login with your Username and Password at <https://www4.icao.int/TPEMS/>

Member Log In

Username/Email:

Password:

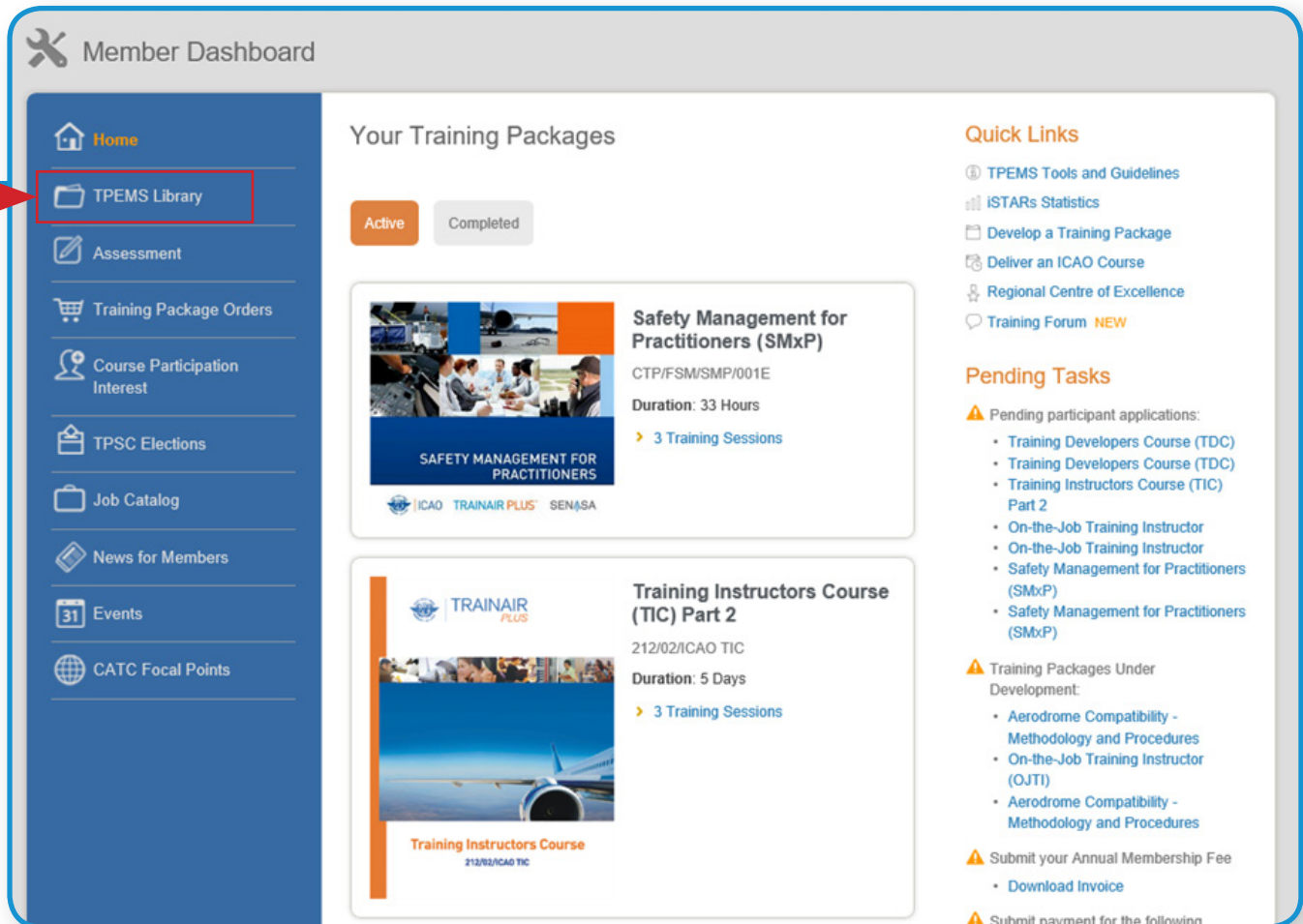
[Forgot Password?](#)

NEW: You can now log in using your email address

How to Order a Standardized Training Package (STP) from Other TRAINAIR PLUS Members

Step 2: Access TPEMS Library

- Access the [TPEMS Library](#) page to view the list of all available [Standardized Training Packages](#) (STPs).



The screenshot shows the 'Member Dashboard' interface. On the left is a blue sidebar with navigation links: Home, TPEMS Library (highlighted with a red box and a red arrow), Assessment, Training Package Orders, Course Participation Interest, TPSC Elections, Job Catalog, News for Members, Events, and CATC Focal Points. The main content area is titled 'Your Training Packages' and includes filters for 'Active' and 'Completed'. Two training packages are listed: 'Safety Management for Practitioners (SMxP)' with a duration of 33 hours and 3 training sessions, and 'Training Instructors Course (TIC) Part 2' with a duration of 5 days and 3 training sessions. On the right, there are sections for 'Quick Links' (including TPEMS Tools and Guidelines, ISTARs Statistics, etc.) and 'Pending Tasks' (including pending participant applications and training packages under development).

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Step 3: Select an STP

- On the **TPEMS Library** page, scroll to the STP you wish to order.
- Click on **“READ MORE”** to learn more about the STP.
- Click on **“View Cost Matrix”** to see details on corresponding pricing to you based on your membership category.
- Once you select an STP you wish to order, click on the **“ORDER PACKAGE”**.

Member Dashboard

TRAINAIR PLUS Training Package Library

Search TPEMS Library...

STPs | ICAO ITPs | RTCE ITPs | CTPs | PTPs | Developed | Under Development

[View Cost Matrix](#)

Disabled Aircraft Recovery Procedures
110/205/AGA DARP

Issuing Institution: GMR Aviation Academy, New Delhi, India
Duration: 1 Week **Max Participants:** 15

This course will provide personnel handling flight operations with necessary knowledge, skills and attitudes required to effectively perform disabled aircraft recovery procedures so as to restore normal operations in accordance with DGCA AERODROME CIRCULAR 07 of 2017 "Guidance on Preparation of Aerodrome Emergency Plan including Disabled Aircraft Removal".

[READ MORE](#) [ORDER PACKAGE](#)

Cost Matrix


Displaying fees for one implementation (standard fee). Each additional implementation costs 50% of the standard fee. To benefit from this fee, purchases must be submitted in one request. All amounts are in US Dollars.

STP Duration	Full Member		Associate	
	Government	Private	Government	Private
1 Weeks	\$1,500	\$2,250	\$2,250	\$3,500
2 Weeks	\$2,000	\$2,875	\$2,875	\$4,000
3 Weeks	\$2,500	\$3,500	\$3,500	\$4,750
4+ Weeks	\$3,000	\$4,125	\$4,125	\$5,500

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Step 4: Place an Order for an STP

- Complete the information requested.
- Click on “PLACE ORDER”.
- An automatic email notification containing your STP purchase request will be sent to the STP owner.

 Order Training Package **Disabled Aircraft Recovery Procedures** ← Back to Library

- 1. Order Details
- 2. Owner Approval
- 3. Invoice

Disabled Aircraft Recovery Procedures
110/205/AGA DARP
Issuing Institution: GMR Aviation Academy, New Delhi, India
Duration: 18 Hours **Max Participants:** 15

Purpose of the Course:

Expected Number of Participants:

Do you have a senior instructor on staff to conduct the course? Yes No


Do you require any additional Instructors to conduct the course? How many? We need additional Instructors

Number of Training Sessions: Each additional Training Session comes with a 50% discount. We wish an estimate based on using the material times.

The estimated cost of the Training Package you requested will be: -

I have read the [Training Package requirements](#) and have all of the necessary facilities and equipment to conduct this course

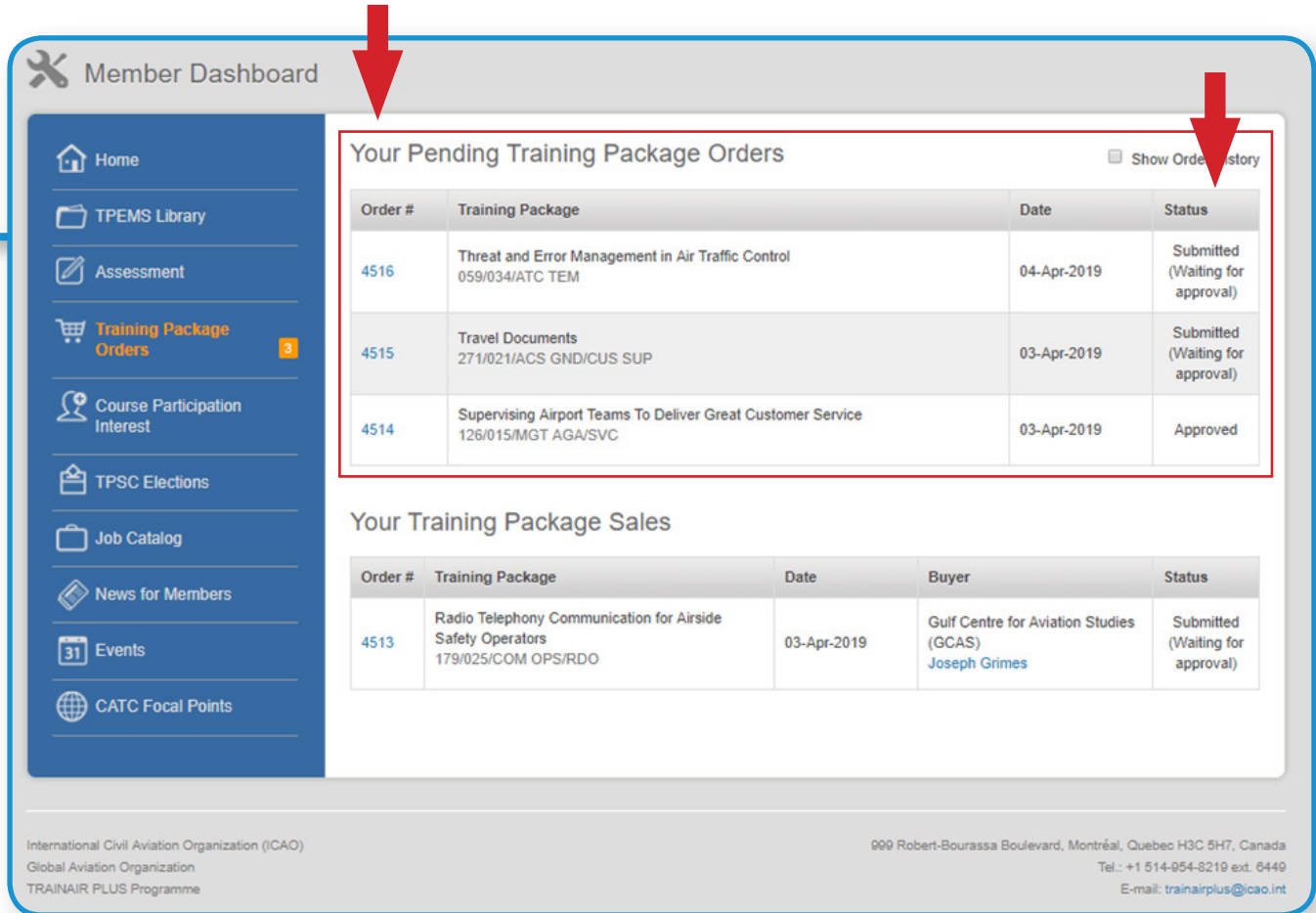
I accept this estimate and wish to order the Training Package. I agree to abide by all of the specified [Terms of Use and Disclaimer](#).



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Step 5: See Pending STP Order(s) and Order Status

- On the **Training Package Orders** page, view the status of your request(s) in the “Your Pending Training Package Orders” section.
- Under the “Status” column, view the status of your order (e.g. Submitted waiting for approval).



The screenshot shows the 'Member Dashboard' interface. A red arrow points to the 'Training Package Orders' menu item in the left sidebar, which has a notification badge with the number '3'. Another red arrow points to the 'Your Pending Training Package Orders' table. The table contains three rows of pending orders. Below it, the 'Your Training Package Sales' table shows one sale.

Order #	Training Package	Date	Status
4516	Threat and Error Management in Air Traffic Control 059/034/ATC TEM	04-Apr-2019	Submitted (Waiting for approval)
4515	Travel Documents 271/021/ACS GND/CUS SUP	03-Apr-2019	Submitted (Waiting for approval)
4514	Supervising Airport Teams To Deliver Great Customer Service 126/015/MGT AGA/SVC	03-Apr-2019	Approved

Order #	Training Package	Date	Buyer	Status
4513	Radio Telephony Communication for Airside Safety Operators 179/025/COM OPS/RDO	03-Apr-2019	Gulf Centre for Aviation Studies (GCAS) Joseph Grimes	Submitted (Waiting for approval)

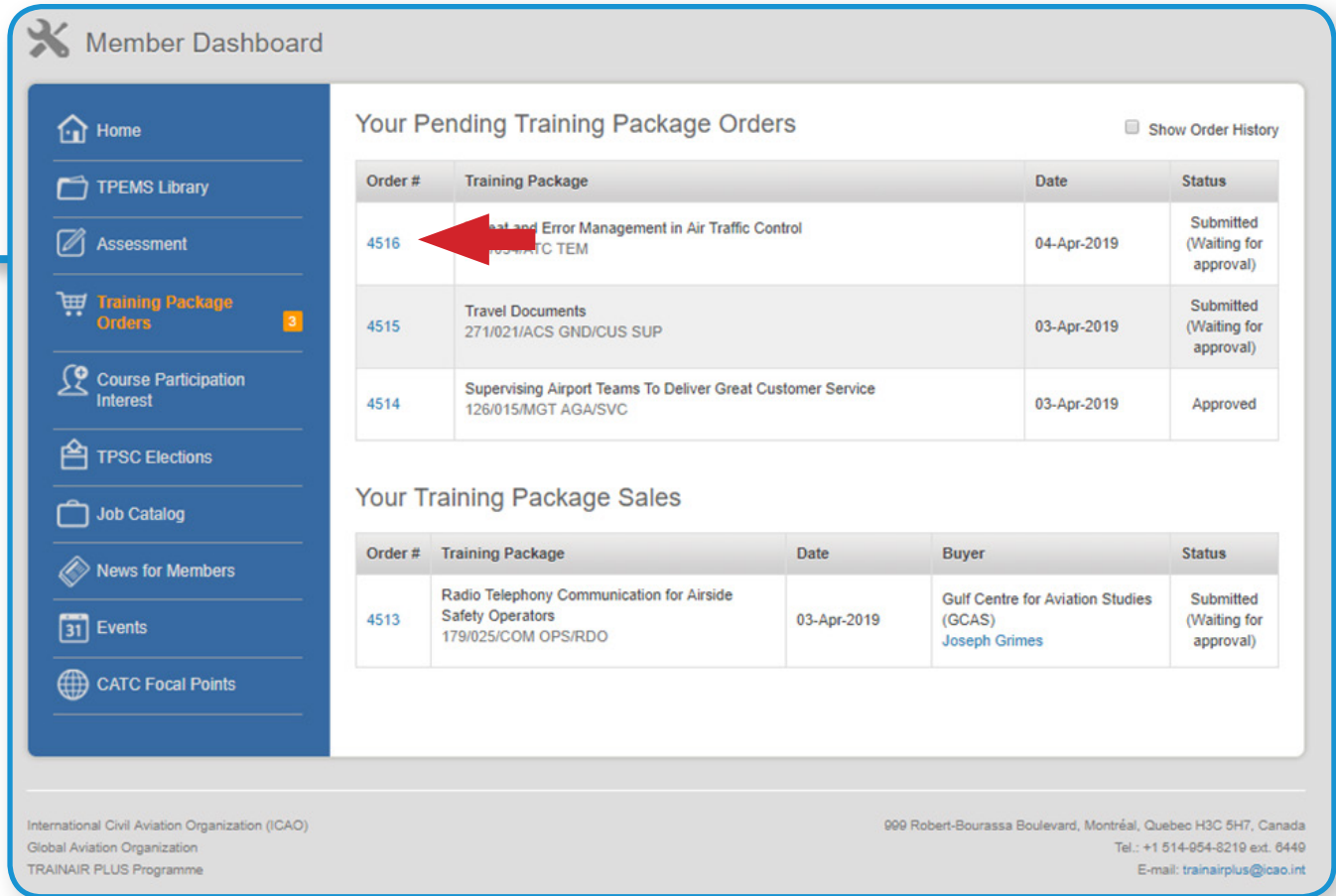
International Civil Aviation Organization (ICAO)
Global Aviation Organization
TRAINAIR PLUS Programme

999 Robert-Bourassa Boulevard, Montréal, Quebec H3C 5H7, Canada
Tel.: +1 514-954-8210 ext. 0449
E-mail: trainairplus@icao.int

How to Order a Standardized Training Package (STP) from Other TRAINAIR PLUS Members

Step 6: View STP Order Details

- On the [Training Package Orders](#) page, under “Your Pending Training Package Orders”, click on the “order number (e.g. 4516)” to view order details.



Member Dashboard

Your Pending Training Package Orders Show Order History

Order #	Training Package	Date	Status
4516	Alert and Error Management in Air Traffic Control 100/015/ATC TEM	04-Apr-2019	Submitted (Waiting for approval)
4515	Travel Documents 271/021/ACS GND/CUS SUP	03-Apr-2019	Submitted (Waiting for approval)
4514	Supervising Airport Teams To Deliver Great Customer Service 126/015/MGT AGA/SVC	03-Apr-2019	Approved

Your Training Package Sales

Order #	Training Package	Date	Buyer	Status
4513	Radio Telephony Communication for Airside Safety Operators 179/025/COM OPS/RDO	03-Apr-2019	Gulf Centre for Aviation Studies (GCAS) Joseph Grimes	Submitted (Waiting for approval)

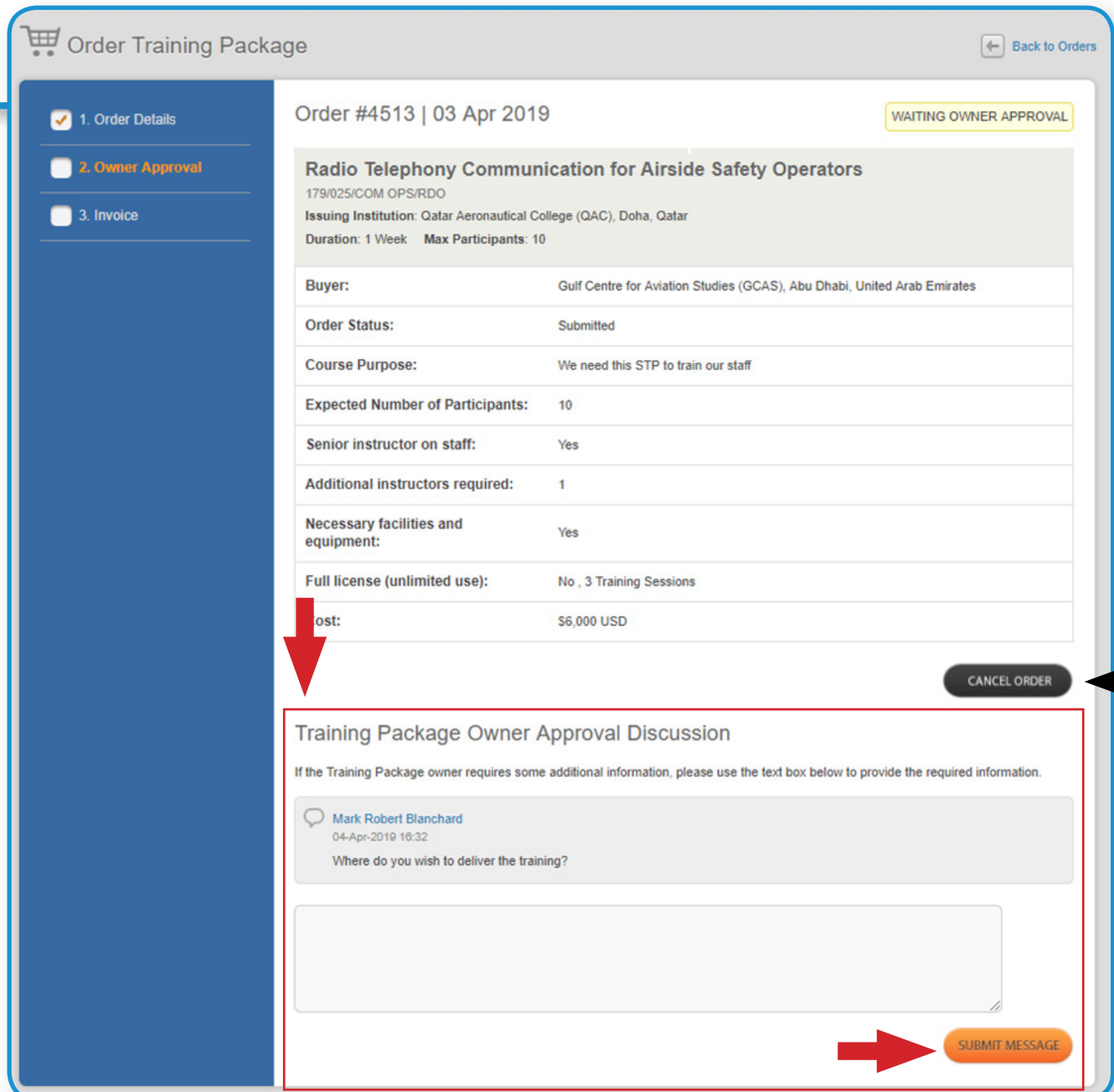
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Step 7: Communicate with STP Owner

- Under **Order Details** page you can view your order details submitted.
 - Use the “**Training Package Owner Approval Discussion**” textbox to exchange communication with the STP owner and click “**Submit message**”.
 - If you wish to cancel the STP order at any time before your STP order is approved, click on “**CANCEL ORDER**”.



The screenshot shows a web interface for managing an order. At the top, there's a shopping cart icon and the text 'Order Training Package', with a 'Back to Orders' link. A sidebar on the left contains three menu items: '1. Order Details' (checked), '2. Owner Approval', and '3. Invoice'. The main content area displays 'Order #4513 | 03 Apr 2019' with a 'WAITING OWNER APPROVAL' status. Below this is a table of order details for 'Radio Telephony Communication for Airside Safety Operators'. A red arrow points to the 'Cost' row, and a black arrow points to the 'CANCEL ORDER' button. At the bottom, a 'Training Package Owner Approval Discussion' section is highlighted with a red border, containing a message from Mark Robert Blanchard and a 'SUBMIT MESSAGE' button, with a red arrow pointing to it.

Order #4513 03 Apr 2019	
Radio Telephony Communication for Airside Safety Operators	
179/025/COM OPS/RDO	
Issuing Institution: Qatar Aeronautical College (QAC), Doha, Qatar	
Duration: 1 Week Max Participants: 10	
Buyer:	Gulf Centre for Aviation Studies (GCAS), Abu Dhabi, United Arab Emirates
Order Status:	Submitted
Course Purpose:	We need this STP to train our staff
Expected Number of Participants:	10
Senior instructor on staff:	Yes
Additional instructors required:	1
Necessary facilities and equipment:	Yes
Full license (unlimited use):	No, 3 Training Sessions
Cost:	\$6,000 USD

Training Package Owner Approval Discussion

If the Training Package owner requires some additional information, please use the text box below to provide the required information.

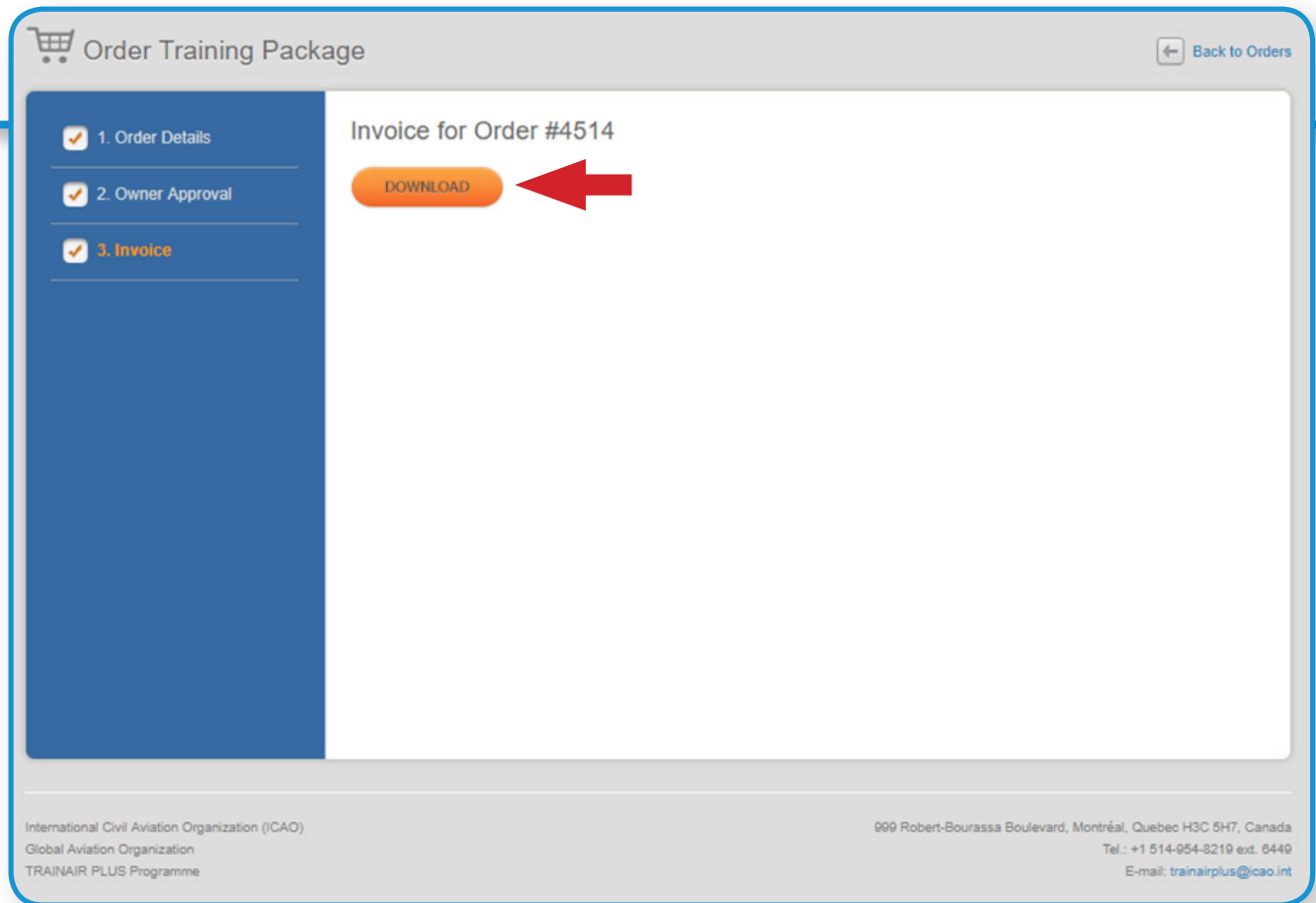
Mark Robert Blanchard
04-Apr-2019 16:32
Where do you wish to deliver the training?

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Step 8: Invoice Download.

Once the STP owner approves the order, the STP requestee is notified by email. After the invoice is uploaded in the system by ICAO, the requestee is notified by email.

- On the Invoice page, click on “**DOWNLOAD**” to view invoice.

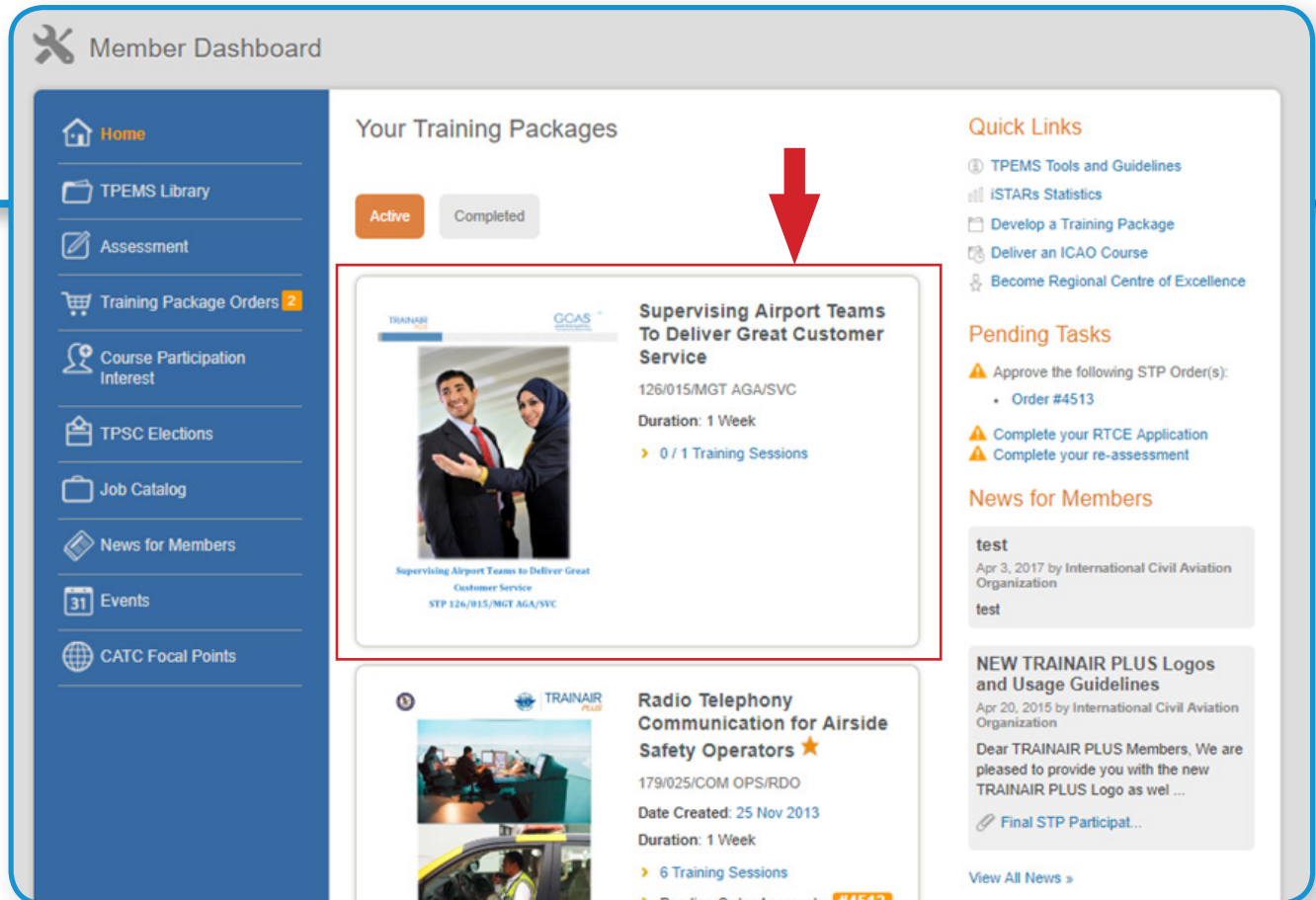


The screenshot shows a web interface for 'Order Training Package'. On the left, a blue sidebar contains a progress list: '1. Order Details', '2. Owner Approval', and '3. Invoice' (highlighted in orange). The main content area is titled 'Invoice for Order #4514' and features a prominent orange 'DOWNLOAD' button. A red arrow points to this button. In the top right corner of the interface, there is a 'Back to Orders' link. The footer contains contact information for the International Civil Aviation Organization (ICAO) and the TRAINAIR PLUS Programme.

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Step 9: Access to STP Content Material

- Once the payment is received by ICAO, the STP package will be released through the TPEMS.
- The STP requestee can find the STP on their Member Dashboard “Home” page, and can then access content material by clicking on the STP.



The screenshot shows the 'Member Dashboard' interface. On the left is a navigation menu with options like Home, TPEMS Library, Assessment, Training Package Orders (2), Course Participation Interest, TPSC Elections, Job Catalog, News for Members, Events (31), and CATC Focal Points. The main content area is titled 'Your Training Packages' and has tabs for 'Active' and 'Completed'. A red arrow points to a specific training package card: 'Supervising Airport Teams To Deliver Great Customer Service' (ID: 126/015/MGT AGA/SVC, Duration: 1 Week, 0/1 Training Sessions). Below it is another card for 'Radio Telephony Communication for Airside Safety Operators' (ID: 179/025/COM OPS/RDO, Duration: 1 Week, 6 Training Sessions). On the right side, there are sections for 'Quick Links', 'Pending Tasks' (including 'Approve the following STP Order(s): Order #4513'), and 'News for Members' (including 'NEW TRAINAIR PLUS Logos and Usage Guidelines').

How to Order a Standardized Training Package (STP) from Other TRAINAIR PLUS Members

Step 10: Host a STP Training Session

- The STP requestee can create a training session for the newly purchased STP.

The screenshot shows a web interface for a course titled "Supervising Airport Teams To Deliver Great Customer Service". On the left is a blue sidebar with navigation links: Course Info, Training Sessions, Participants, Grades, Certificates, and eReports. The main content area includes a course image of two people, course ID "126/015/MGT AGA/SVC", a duration of "1 Week", and a description: "The course will provide participants with the knowledge and skills necessary to effectively supervise customer service teams in an airport environment in accordance with international best practices." Below this is a "View Order Details" link. A "Material" section contains a table with three rows: "Instructor's Guide" (Instructor's Guide.zip), "STP Information" (STP Information.zip), and "Trainee Material" (Trainee Material.zip).

- Please see how to host an STP by clicking on the following guide →



If you have any additional questions, please do not hesitate to contact us at TRAINAIR@icao.int

— END —