



ICAO

GLOBAL AVIATION TRAINING  
TRAINAIR PLUS™



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

Using the  
TRAINAIR PLUS Electronic  
Management System (TPEMS)



## How to Process a Standardized Training Package (STP) Order 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:

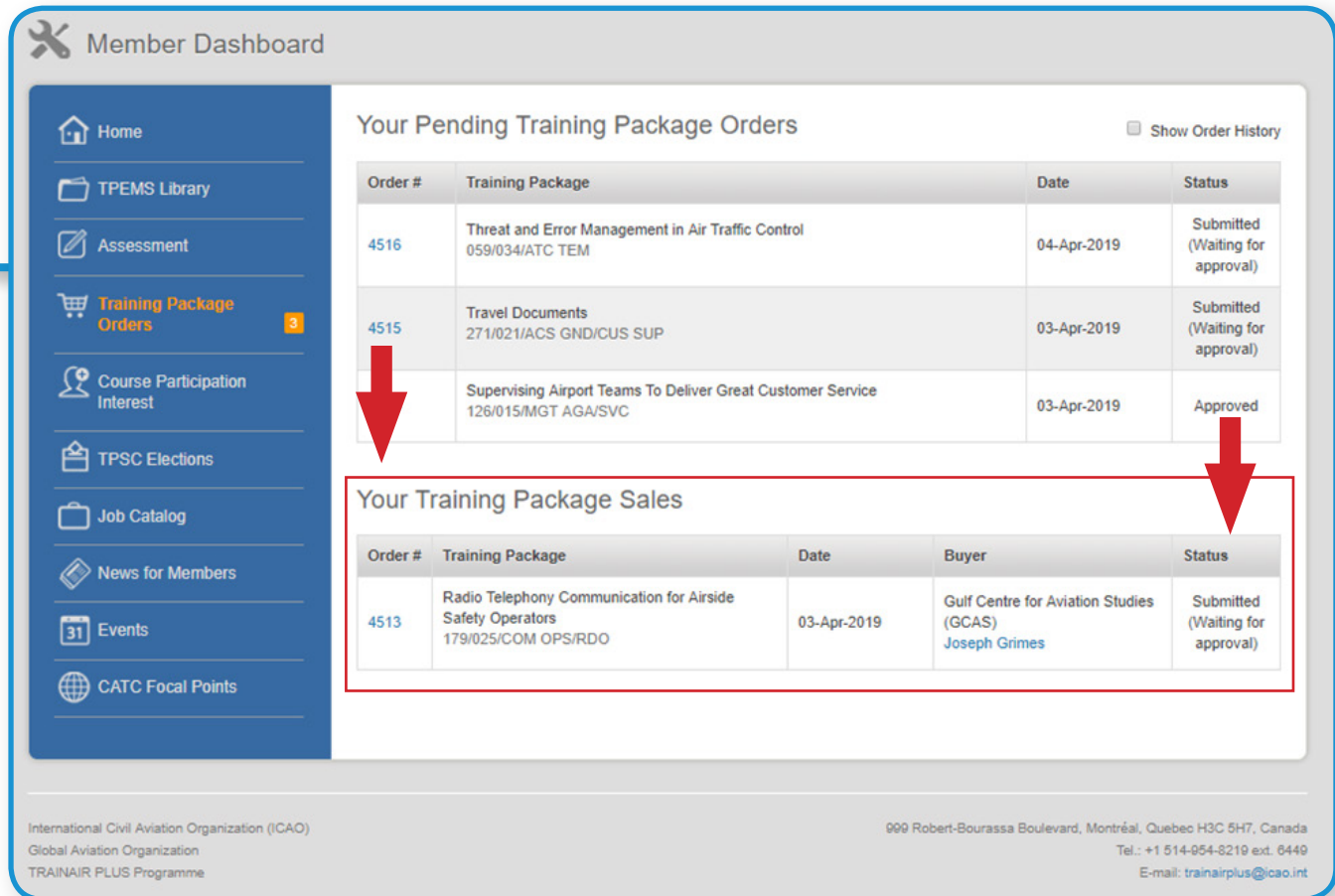
[Forgot Password?](#)

NEW: You can now log in using your email address

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### Step 2: View STP Order Received

- On the **Training Package Orders** page, under “Your Training Package Sales” section, you can view the order description and order status.



**Member Dashboard**

**Your Pending Training Package Orders**  Show Order History

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)
	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)

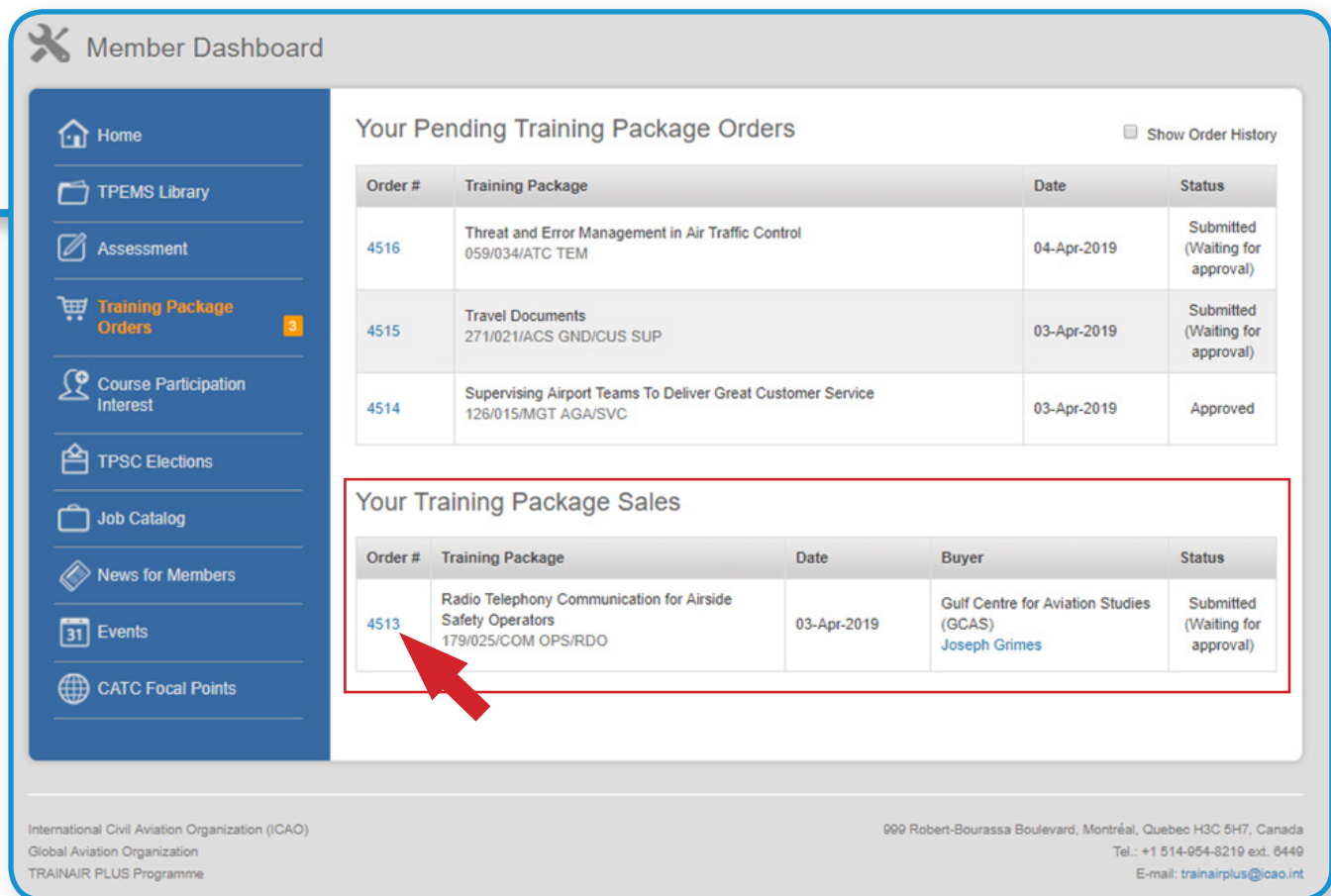
International Civil Aviation Organization (ICAO)  
Global Aviation Organization  
TRAINAIR PLUS Programme

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

### Step 3: Access STP Order Details

- On the **Training Package Orders** page, you may follow up on the status of the received order.
- Under “**Your Training Package Sales**”, click on the “**order number**” (e.g. 4513) to view order details.



The screenshot shows the 'Member Dashboard' interface. On the left is a navigation menu with items: Home, TPEMS Library, Assessment, Training Package Orders (highlighted with a red box and a '3' badge), Course Participation Interest, TPSC Elections, Job Catalog, News for Members, Events, and CATC Focal Points. The main content area is divided into two sections:

- Your Pending Training Package Orders**: A table with columns 'Order #', 'Training Package', 'Date', and 'Status'. It lists three orders: 4516 (Submitted), 4515 (Submitted), and 4514 (Approved).
- Your Training Package Sales**: A table with columns 'Order #', 'Training Package', 'Date', 'Buyer', and 'Status'. It lists one order: 4513 (Submitted). A red arrow points to the order number 4513.

At the bottom of the dashboard, contact information for ICAO and the TRAINAIR PLUS Programme is provided.



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

### Step 4: Review STP Order Details

- Under **Order Details** page, you can review order details.

The screenshot shows a web interface for reviewing an order. At the top, there is a shopping cart icon and the text 'Order Training Package'. On the right, there is a 'Back to Orders' button. A sidebar on the left contains three menu items: '1. Order Details' (checked), '2. Owner Approval', and '3. Invoice'. The main content area displays the following information:

Order #4513 | 03 Apr 2019 WAITING OWNER APPROVAL

**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

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### Step 5: Approve STP Order

- On the **Owner Approval** page, click on **“APPROVE ORDER”** or **“REJECT ORDER”** to action the order request.
  - You can use the **“Training Package Owner Approval Discussion”** textbox to exchange communication with the STP requestee if you require more details or have questions before approving the order.
  - Click **“Submit message”** when you are ready to send the message.
- An email notification will be sent to the STP requestee, containing your feedback (i.e. your approval, rejection or request for more information).

The screenshot shows a web interface for 'Order Training Package'. At the top, there is a shopping cart icon and the text 'Order Training Package', and a 'Back to Orders' link. The main content area displays 'Order #4513 | 03 Apr 2019' with a yellow 'WAITING OWNER APPROVAL' badge. Below this is the course title 'Radio Telephony Communication for Airside Safety Operators' with details: '179/025/COM OPS/RDO', 'Issuing Institution: Qatar Aeronautical College (QAC), Doha, Qatar', and 'Duration: 1 Week Max Participants: 10'. A table lists order details: 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), and Cost (\$6,000 USD). At the bottom right of the table are two buttons: 'APPROVE ORDER' (with a green checkmark) and 'REJECT ORDER' (with a red X). Below the table is a section titled 'Training Package Owner Approval Discussion' with a text box and a 'SUBMIT MESSAGE' button. A red arrow points to the 'APPROVE ORDER' button, and another red arrow points to the 'SUBMIT MESSAGE' button.

Order Training Package Back to Orders

1. Order Details

2. Owner Approval

3. Invoice

Order #4513 | 03 Apr 2019 WAITING OWNER APPROVAL

**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

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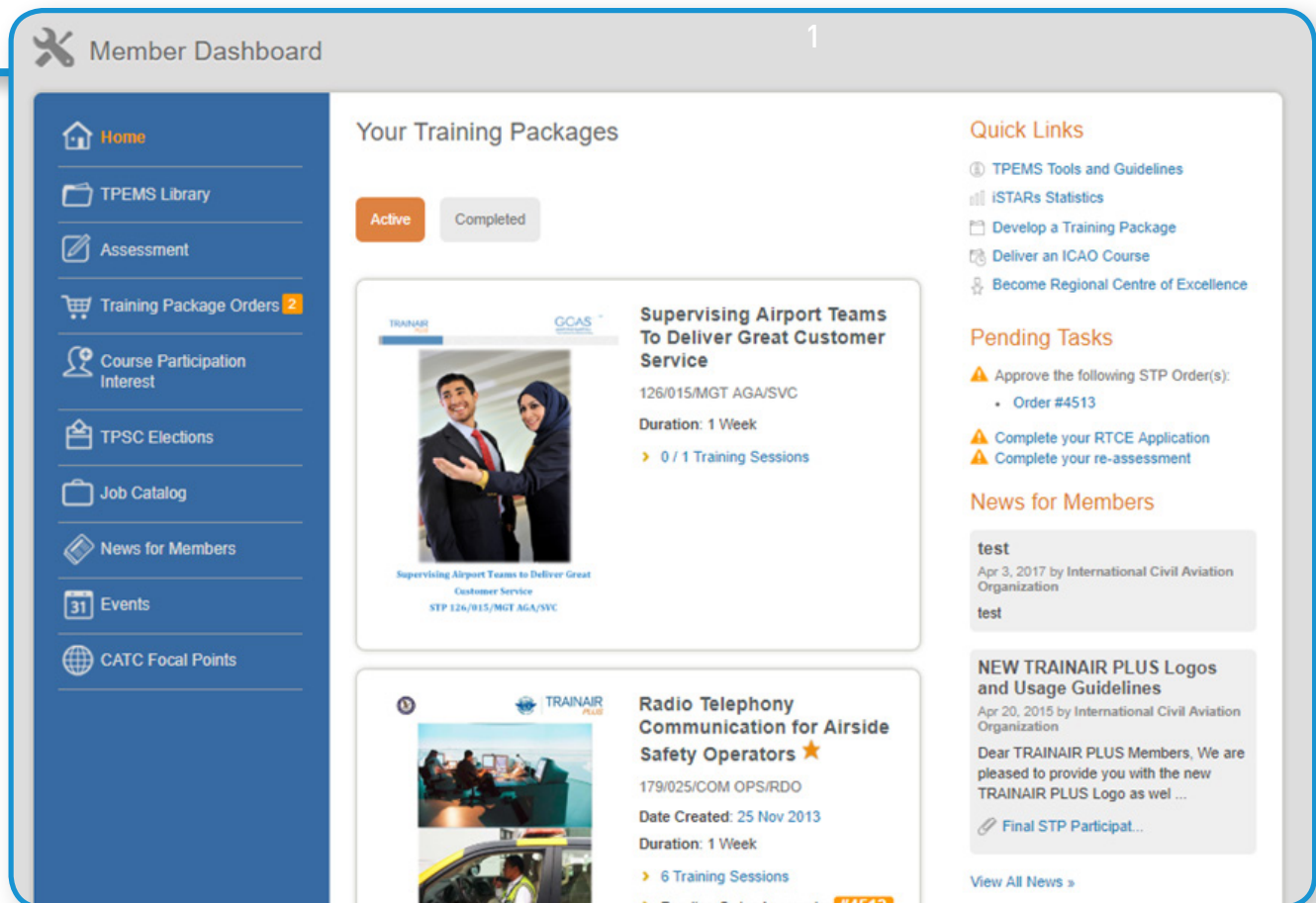
**Training Package Owner Approval Discussion**

If you require additional information from the CATC, please use the text box below to request this information. When finished, click the Approve Order button to approve this order.

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### Step 9: Invoice issuance and STP package release

- Once approved, an invoice will be issued by ICAO. An email will be sent to the requestee of the STP prompting to process payment.
- **Once the payment is received by ICAO**, the STP package will be released through the TPEMS.
- ICAO will communicate with the STP owner regarding the transfer on this STP order fund.
- The STP content will be available on the requestee Member Dashboard “Home” page for subsequent download.



The screenshot displays the 'Member Dashboard' interface. On the left is a blue sidebar with navigation options: 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 includes filters for 'Active' and 'Completed'. Two training packages are listed:

- Supervising Airport Teams To Deliver Great Customer Service**  
126/015/MGT AGA/SVC  
Duration: 1 Week  
> 0 / 1 Training Sessions
- Radio Telephony Communication for Airside Safety Operators** ★  
179/025/COM OPS/RDO  
Date Created: 25 Nov 2013  
Duration: 1 Week  
> 6 Training Sessions

On the right side, there are sections for 'Quick Links' (TPEMS Tools and Guidelines, ISTARs Statistics, Develop a Training Package, Deliver an ICAO Course, Become Regional Centre of Excellence), 'Pending Tasks' (Approve the following STP Order(s): Order #4513, Complete your RTCE Application, Complete your re-assessment), and 'News for Members' (test, Apr 3, 2017 by International Civil Aviation Organization; test, Apr 20, 2015 by International Civil Aviation Organization). A 'View All News >' link is at the bottom right.

If you have any additional questions, please do not hesitate to contact us at [TRAINAIR@icao.int](mailto:TRAINAIR@icao.int)

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