



ICAO

GLOBAL AVIATION TRAINING  
TRAINAIR PLUS™



# How to Manage Approved Training Session(s)

## Using the TRAINAIR PLUS Electronic Management System (TPEMS)



## How to Manage Approved Training Session(s)

### Step 1: Login

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

Member Log In

Username/Email:

Password:

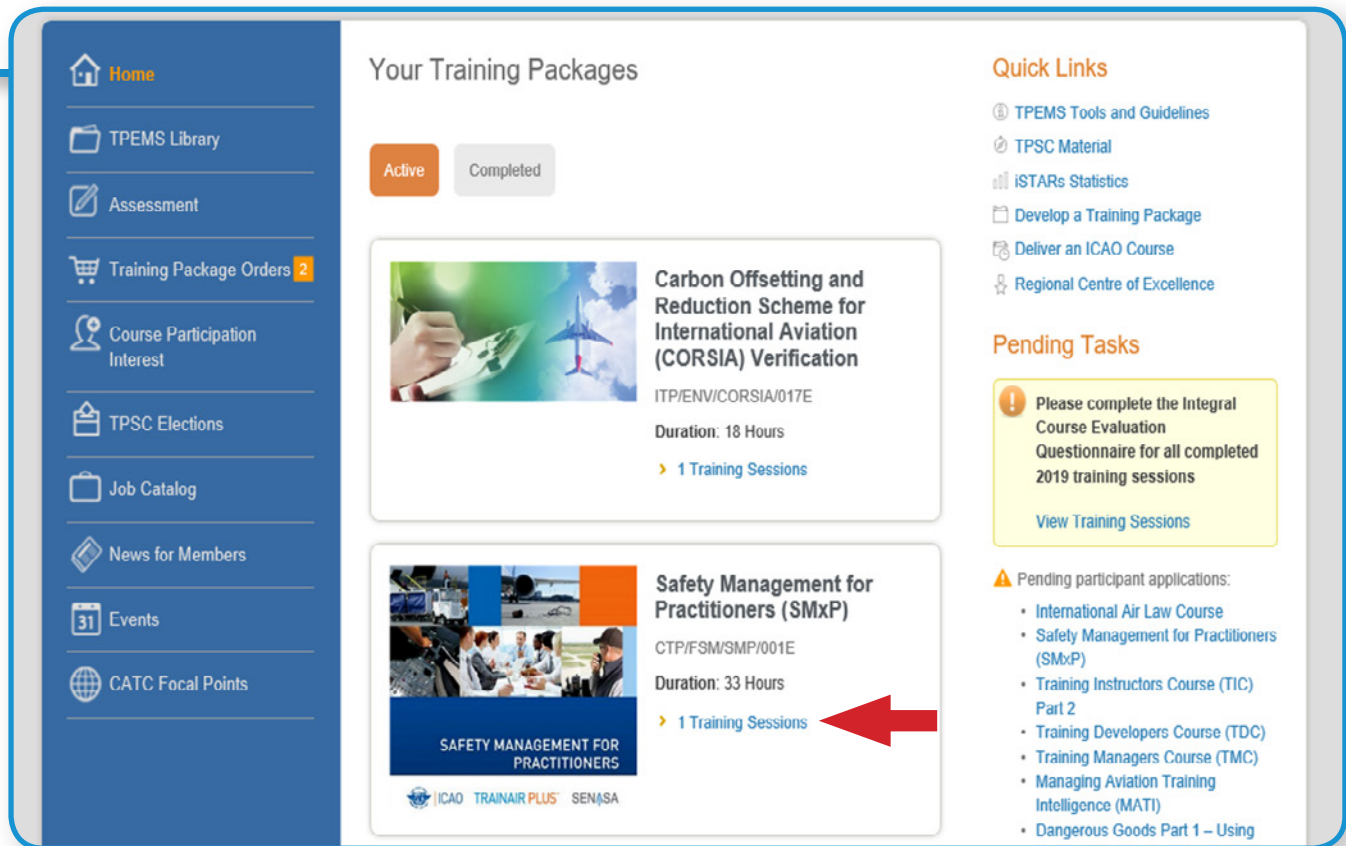
[Forgot Password?](#)

NEW: You can now log in using your email address

## How to Manage Approved Training Session(s)

### Step 2: Select an Approved Training Session

- On the **Home** page, scroll to the Training Package you wish to manage.
- Click on **“Training Sessions”**.

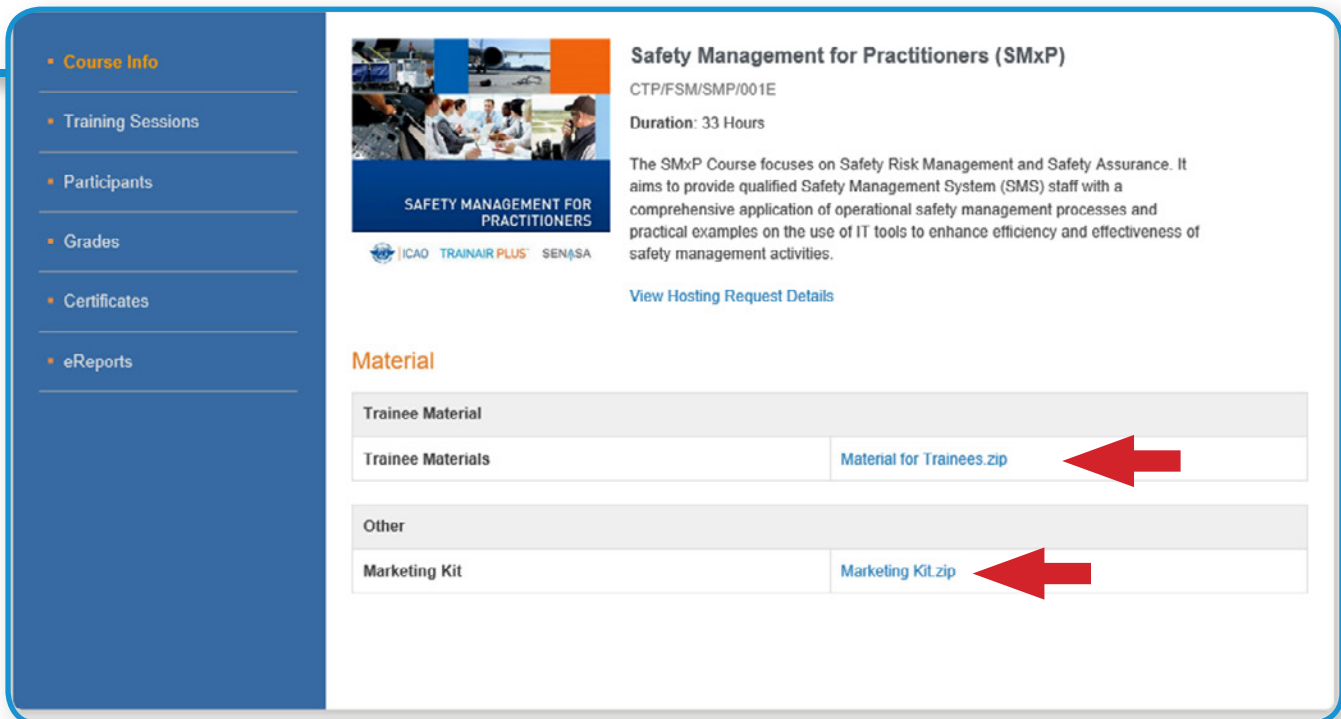


The screenshot displays the TRAINAIR PLUS user interface. On the left is a blue navigation sidebar with icons and labels for: Home, TPEMS Library, Assessment, Training Package Orders (with a '2' badge), Course Participation Interest, TPSC Elections, Job Catalog, News for Members, Events (with a '31' badge), and CATC Focal Points. The main content area is titled 'Your Training Packages' and features two filter buttons: 'Active' (highlighted in orange) and 'Completed'. Below the filters are two training package cards. The first card is for 'Carbon Offsetting and Reduction Scheme for International Aviation (CORSA) Verification' (ITP/ENV/CORSIA/017E), with a duration of 18 hours and 1 training session. The second card is for 'Safety Management for Practitioners (SMxP)' (CTP/FSM/SMP/001E), with a duration of 33 hours and 1 training session. A red arrow points to the '1 Training Sessions' link in the second card. To the right of the training packages is a 'Quick Links' section with items like TPEMS Tools and Guidelines, TPSC Material, ISTARs Statistics, and a 'Develop a Training Package' button. Below that is a 'Pending Tasks' section with a yellow warning box: 'Please complete the Integral Course Evaluation Questionnaire for all completed 2019 training sessions' and a 'View Training Sessions' link. At the bottom of the pending tasks is a list of 'Pending participant applications' including International Air Law Course, Safety Management for Practitioners (SMxP), Training Instructors Course (TIC) Part 2, Training Developers Course (TDC), Training Managers Course (TMC), Managing Aviation Training Intelligence (MATI), and Dangerous Goods Part 1 – Using.

## How to Manage Approved Training Session(s)

### Step 3: Access Course Info

- On the **Course Info** page, click on the zip files to download:
- **“Material for Trainees.zip”**: Use these materials to provide to course trainees.
- **“Marketing Kit.zip”**: Use this material to help you advertise this course training session.



**Course Info**

- Training Sessions
- Participants
- Grades
- Certificates
- eReports

**Safety Management for Practitioners (SMxP)**  
CTP/FSM/SMP/001E  
Duration: 33 Hours

The SMxP Course focuses on Safety Risk Management and Safety Assurance. It aims to provide qualified Safety Management System (SMS) staff with a comprehensive application of operational safety management processes and practical examples on the use of IT tools to enhance efficiency and effectiveness of safety management activities.

[View Hosting Request Details](#)

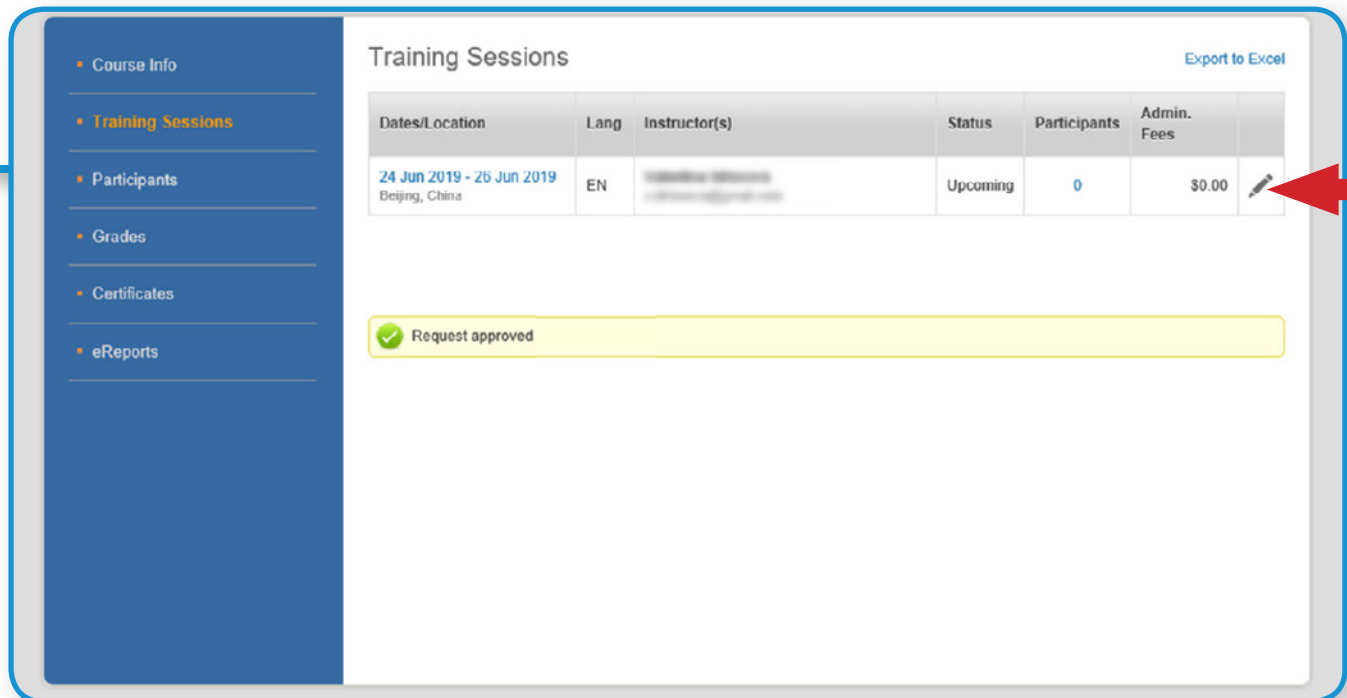
**Material**

<b>Trainee Material</b>	
Trainee Materials	<a href="#">Material for Trainees.zip</a>
<b>Other</b>	
Marketing Kit	<a href="#">Marketing Kit.zip</a>

## How to Manage Approved Training Session(s)

### Step 4: Edit Training Session

4a) Select Training Session: On the **Training Sessions** page, click on the **edit icon** (✎) to review any training session details.



The screenshot shows a web interface for managing training sessions. On the left is a blue sidebar with a menu containing: Course Info, Training Sessions (highlighted), Participants, Grades, Certificates, and eReports. The main content area is titled "Training Sessions" and includes an "Export to Excel" link. Below the title is a table with the following data:

Dates/Location	Lang	Instructor(s)	Status	Participants	Admin. Fees	
24 Jun 2019 - 26 Jun 2019 Beijing, China	EN	[Redacted]	Upcoming	0	\$0.00	✎

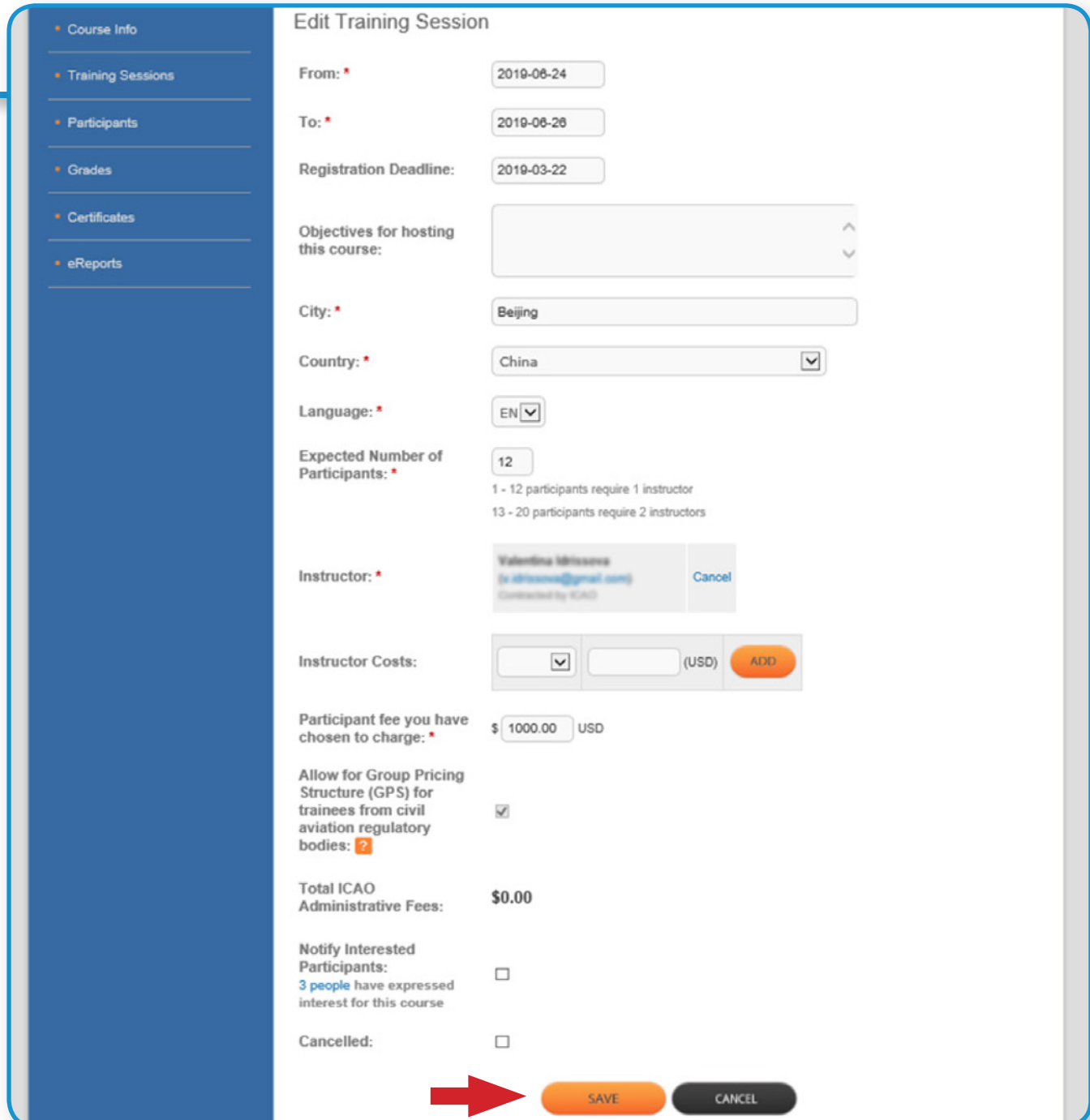
Below the table, a yellow notification bar displays a green checkmark and the text "Request approved". A red arrow points to the edit icon (✎) in the last column of the table row.

## How to Manage Approved Training Session(s)

### Step 4: Edit Training Session

4b) On the Edit Training Session page, modify the training session information as required. All required fields (\*) are mandatory.

- Click on “SAVE”.



**Edit Training Session**

• Course Info

• Training Sessions

• Participants

• Grades

• Certificates

• eReports

**From: \*** 2019-06-24

**To: \*** 2019-06-28

**Registration Deadline:** 2019-03-22

**Objectives for hosting this course:**

**City: \*** Beijing

**Country: \*** China

**Language: \*** EN

**Expected Number of Participants: \*** 12  
1 - 12 participants require 1 instructor  
13 - 20 participants require 2 instructors

**Instructor: \*** Valentina Missone (v.missone@gmail.com) Cancel  
Contracted by ICAO

**Instructor Costs:**  (USD) ADD

**Participant fee you have chosen to charge: \*** \$ 1000.00 USD

**Allow for Group Pricing Structure (GPS) for trainees from civil aviation regulatory bodies: ?**

**Total ICAO Administrative Fees:** \$0.00

**Notify Interested Participants:**   
3 people have expressed interest for this course

**Cancelled:**

**SAVE** **CANCEL**

Note: All training session changes are sent for approval from the TRAINAIR PLUS administrator before they are updated in the system

## How to Manage Approved Training Session(s)

### Step 5: Manage Training Participants

On the **Participants** page, complete the information as follows:

1. Use the drop down menu to select the training session.
2. Online Participant Application:
  - a. Use this link to promote registration. This link appears on the course calendar of the GAT website.
  - b. You can click on **“Disable”** to close the training session applications.
3. **Pending Applications**: When participant applications are received, each application will appear here.
  - a. Click on **“View Details”** to view each pending application.
  - b. When pending applications are accepted, they will automatically appear under **Registered Participants**. See *Step 6: Manage Participant Application(s)*.
4. Manually Add Participant(s):
  - a. **Individual Participant**: Click on **“ADD NEW”** to manually add and register a new individual participant. All added participants will appear directly under the Registered Participants list.
  - b. **Group Participants**: Click on **“ADD GROUP”** to manually add and register a group of participants. Click here to refer to the Group Price Structure (GPS) for more information.
  - c. Click on **“Import Participants from Excel”**, to upload your own list of participants.

The screenshot shows the 'Participants' management page. On the left is a navigation menu with 'Participants' selected. The main content area is titled 'Participants' and includes a dropdown menu for selecting a training session (04 Mar - 08 Mar, 2019 | Montreal, Canada). Below this is the 'Online Participant Application' section, which contains a link to the application page and a 'Disable' button. The 'Pending Applications' section shows a table with one pending application and a 'View Details' link. The 'Registered Participants' section shows a table with one registered participant. At the bottom, there are three buttons: 'ADD NEW', 'ADD GROUP', and 'Import Participants from Excel'.

**Participants**  
Complete the list of participants for the Training Session you intend to conduct.

04 Mar - 08 Mar, 2019 | Montreal, Canada Max Participants: 20 (20 seats left)

**Online Participant Application**  
share the link below with participants to allow them to register to this training session:  
<https://www4.icao.int/tpems/ParticipantApplication/Index/3478>  
New participant applications are currently: Enabled **Disable**

**Pending Applications** Export list to Excel file ↓

Name	Title	Organization	Application Date	
[blurred]	[blurred]	[blurred]	[blurred]	<a href="#">View Details</a>

**Registered Participants**

Name	Title	Organization	Application	Invoice
[blurred]	[blurred]	[blurred]	<a href="#">View Details</a>	No Invoice Uploaded

**ADD NEW** **ADD GROUP** **Import Participants from Excel**

## How to Manage Approved Training Session(s)

### Step 6: Manage Participant Applications

1. Under **Pending Applications**, click on **“View Details”**.
2. Review application, then select **“Accept”** or **“Reject”**.
3. If you **“Accept”**, you have the option to click on **“Browse”** to upload the invoice (PDF).
4. Click on **“Submit”**. The invoice will automatically be sent to the participant in the confirmation email.

Note: If you do not upload an invoice at this stage, you may **“Submit”** and upload the invoice at a later date.

#### Pending Applications

[Export list to Excel file ↓](#)

Name	Title	Organization	Application Date	
<a href="#">John Doe</a>	Head of Aviation Safety Training Department	ICAO	7/2019	<a href="#">View Details</a>

#### Participant Application Review

##### Qualifications

**Upload your CV (optional):**  
PDF or Word file, Max size 2MB

N/A

##### Decision:



Accept



Reject

##### Attach invoice:

A link to the invoice will be included in the notification email to the participant (optional)

##### Send TPEMS log-in credentials to participant:

Allows the user to log in and view information about their registered courses (optional)



## How to Manage Approved Training Session(s)

### Step 7: Manage Participant Grades

1. On the **Grades** page, select a training session using the drop down menu to view the list of registered participants.
2. Under the **“Completed Session”** column check the box next to every participant who has completed the training session.
3. Under the **“Grade”** column, assign a numerical value in percentage [%].
4. Click on **“SAVE”**.

- Course Info
- Training Sessions
- Participants
- **Grades**
- Certificates
- eReports
- Integral Course Evaluation

### Grades

Please indicate which participants successfully completed the course and the grades achieved by each individual so that we can retain this information for our records.

04 Nov - 08 Nov, 2018 | abu dhabi, United Arab Emirates

**Registered Participants** [Export list to Excel file ↓](#)

Name	Title	Organization	Completed Session	Grade
<a href="#">Abdullah Alkhatib</a> <a href="#">Abdullah@igad.gov.ae</a>	Operations Inspector	Emirates	<input checked="" type="checkbox"/>	90 %
<a href="#">Abdullah Alkhatib</a> <a href="#">Abdullah@igad.gov.ae</a>	Health and Safety Officer	Morocco	<input checked="" type="checkbox"/>	93 %
<a href="#">Ali Alkhatib</a> <a href="#">Ali@igad.gov.ae</a>	AVIATION Inspector	Emirates	<input checked="" type="checkbox"/>	93 %
<a href="#">Abdullah Alkhatib</a> <a href="#">Abdullah@igad.gov.ae</a>	AVI Inspector	Emirates	<input checked="" type="checkbox"/>	80 %
<a href="#">Fahad Alkhatib</a> <a href="#">Fahad@igad.gov.ae</a>	Head of Department, Operations and Maintenance	Emirates	<input checked="" type="checkbox"/>	88 %
<a href="#">Abdullah Alkhatib</a> <a href="#">Abdullah@igad.gov.ae</a>	Health & Safety Officer	Morocco	<input checked="" type="checkbox"/>	93 %
<a href="#">Abdullah Alkhatib</a> <a href="#">Abdullah@igad.gov.ae</a>	AVI Inspector	Emirates	<input checked="" type="checkbox"/>	80 %

Participants with grade  or more will receive a certificate stating that the Course was **Successfully completed**, otherwise that the participant **Attended** the Course.

## How to Manage Approved Training Session(s)

### Step 8: Manage Certificates (Generate & Download)

1. On the **Certificates** page, select a training session using the drop down menu.
2. Click on **“Generate”** to automatically generate [PDF] certificates for each participant.
3. Click on the certificate number (eg. 5716324) to download individual certificates.
4. Click on **“DOWNLOAD ZIP”** to download all certificates into a [ZIP] folder.
5. **“Error in Certificate”**
  - a. If an error is viewed or reported, enter the correction in the text box under **“Error in Certificate”**.
  - b. Click on **“Report Errors”** to submit. The TPEMS Administrator will receive an automated notification to enter the corrections.
6. Once the corrections are applied, you will receive an automatic notification. Click on **“Generate”** to produce the corrected certificates. *(See 2 above)*.

The screenshot shows the 'Certificates' page in the TRAINAIR PLUS system. A left-hand navigation menu includes 'Course Info', 'Training Sessions', 'Participants', 'Grades', 'Certificates', 'eReports', and 'Integral Course Evaluation'. The main content area is titled 'Certificates' and contains instructions on generating and downloading certificates. A dropdown menu is set to '04 Nov 2018 - 08 Nov 2018 | abu dhabi, United Arab Emirates'. Below this is a table with columns: Name, Title, Organization, Grade, Certificate, and Error in Certificate. The table lists several training sessions with their respective grades and certificate numbers. At the bottom of the page are three buttons: 'GENERATE', 'DOWNLOAD ZIP', and 'REPORT ERRORS'. Red arrows with numbers 1 through 5b point to specific elements: 1 points to the dropdown menu, 2 points to the 'GENERATE' button, 3 points to a certificate number in the table, 4 points to the 'DOWNLOAD ZIP' button, 5a points to the 'Error in Certificate' input field, and 5b points to the 'REPORT ERRORS' button.

**Certificates**

Here you can generate and download the participant certificates for the selected training sessions. Please kindly note that after the completion of a validated Training Package, the official certificate is generated via TPeMS with an unique identifier, no other type of Training Package certificate is recognized by ICAO TRAINAIR PLUS. If there are errors, please indicate the erroneous certificates and click Report Errors to report them.

For more detailed instructions refer to the [Help](#) section

04 Nov 2018 - 08 Nov 2018 | abu dhabi, United Arab Emirates

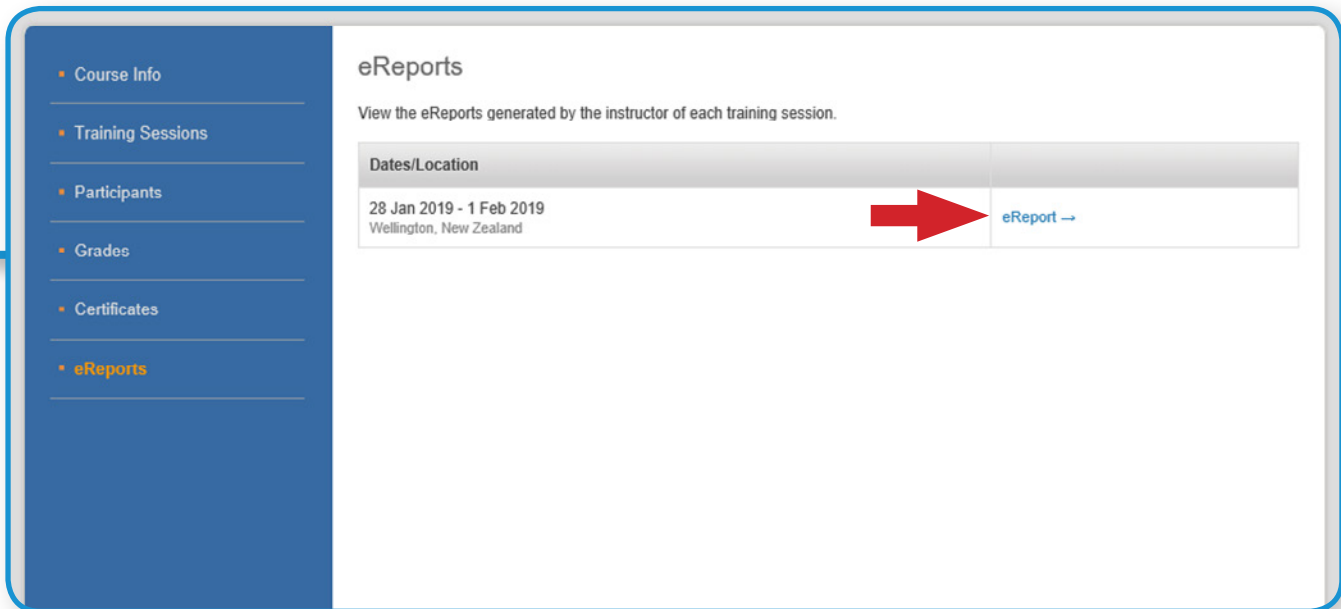
Name	Title	Organization	Grade	Certificate	Error in Certificate
[blurred]	[blurred]	[blurred]	[blurred]	5716324	[input field]
[blurred]	[blurred]	[blurred]	93 %	5716370	[input field]
[blurred]	[blurred]	[blurred]	93 %	5716323	[input field]
[blurred]	[blurred]	[blurred]	80 %	5716325	[input field]
[blurred]	[blurred]	[blurred]	88 %	5716321	[input field]
[blurred]	[blurred]	[blurred]	93 %	5716326	[input field]
[blurred]	[blurred]	[blurred]	80 %	5716322	[input field]


GENERATE    DOWNLOAD ZIP    REPORT ERRORS

## How to Manage Approved Training Session(s)

### Step 9: Manage e-Report for Completed Training Packages

- On the eReports page, click on “eReports” to view course report.



Dates/Location	
28 Jan 2019 - 1 Feb 2019 Wellington, New Zealand	 <a href="#">eReport -&gt;</a>