



ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™

GUIDELINE ON HOW TO APPLY TO HOST ICAO TRAINING PACKAGES (ITPs)

USING

TRAINAIR PLUS ELECTRONIC MANAGEMENT SYSTEM (TPeMS)

2017



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Step 1: Log in to the TRAINAIR PLUS Electronic Management System (TPeMS) at <https://www4.icao.int/tpems/>.

The screenshot shows the TRAINAIR PLUS Member Log In page. At the top, there is a dark blue header with the ICAO logo and the text 'TRAINAIR PLUS'. Below the header is a light gray background. In the center, there is a white box titled 'Member Log In' with a gray gradient top. Inside this box, there are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a link for 'Forgot Password?'. To the right of the 'Forgot Password?' link is an orange 'LOG IN' button. At the bottom of the page, there is a horizontal line separating the footer from the rest of the page. The footer contains contact information for the International Civil Aviation Organization (ICAO) Air Navigation Bureau and the TRAINAIR PLUS Programme, including the address, telephone number, fax number, and email address.

Member Log In

Username:

Password:

[Forgot Password?](#)

International Civil Aviation Organization (ICAO)
Air Navigation Bureau
TRAINAIR PLUS Programme

999 University Street, Montréal, Quebec • H3C 5H7 • Canada
Tel.: +1 514-954-8219 ext. 6762 • Fax: +1 514-954-6077
E-mail: trainair@icao.int



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Step 2: Click the “Deliver an ICAO Course” button to view all the courses available to host.

Member Dashboard

Navigation Menu:

- Home
- Assessment
- Develop a STP
- STP Orders
- Deliver an ICAO Course**
- Become Regional Centre of Excellence
- News from Members
- CATC Focal Points

Your STP's [STP LIBRARY >](#)

You don't own any STPs. Click on the button above to browse the STP Library and place an order.

Pending Tasks

No pending tasks found.

News from Members

Training Instructors Course (TIC) Part 2 in Jamaica
Nov 20, 2014 by Civil Aviation Authority Training Institute (CAATI)
Please be advised that there are still spaces available on the TIC Part 2 scheduled for 1 - 5 Decemb ...

Validación del Curso de Pintura Aeronáutica en la Corporación Educativa Indoamericana
Jul 3, 2014 by Corporación Educativa Indoamericana (CEI)
Del 26 al 30 de mayo se desarrolló en la Corporación Educativa Indoamericana la



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Step 3: Depending on the course you wish to host (TMC, TIC, and/or TDC), click on the “REQUEST TO HOST” button linked to the desired course.

The screenshot displays the TRAINAIR PLUS STP Library interface. At the top, the user is identified as Cynthia Alkhori (ICAO CATC) with roles Admin and Manager. The page title is "TRAINAIR PLUS STP Library" with a "View STP Cost Matrix" link and a "Back Home" button. Three filter tabs are visible: "Member STP's For Sale", "STP's Under Development", and "ICAO STP's".

The first listing is for the **Training Managers Course (TMC)** (215/03/ICAO TMC). It is issued by ICAO, has a duration of 1 week, and a maximum of 15 participants. The administrative fee is \$875.00 USD per participant. The description states that the course addresses the operational aspects of managing an aviation training organization. The "REQUEST TO HOST" button is circled in red.

The second listing is for the **Training Instructors Course Part 2 (Classroom)** (212/02/ICAO TIC). It is issued by ICAO, has a duration of 1 week, and a maximum of 12 participants. The administrative fee is \$400.00 USD per participant. The description notes that this is a two-part course for training instructors.

The third listing is for the **Training Developers Course (TDC)** (214/01/ICAO TDC). It is issued by ICAO, has a duration of 2 weeks, and a maximum of 15 participants. The administrative fee is \$500.00 USD per participant. The description explains that the course is developed by the ICAO Global Aviation Training (GAT) Office to train course developers.



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Step 4: Fill in the required information and review the Terms and Conditions before you check the box next to “I Agree to the Terms and Conditions”. Next, click on the “SAVE” button at the bottom of the page.

The screenshot shows the TRAINAIR PLUS Training Managers Course (TMC) registration page. The user is Cynthia Alkhori (ICAO CATC), Admin | Manager. The course details are as follows:

- Course Info:** TRAINAIR PLUS Training Managers Course (TMC), 215/03/ICAO TMC, Duration: 1 Week.
- Description:** The ICAO TRAINAIR PLUS Training Managers Course (TMC) addresses the operational aspects of managing an aviation training organization that meets the required standards of operation, training delivery, and quality management. It will enable the participants to apply the ICAO training organization assessment guidelines in order to prepare their training organization to meet and maintain operational and quality standards for ICAO recognition.
- Status:** Pending Request
- Focal Point:** Name: Cynthia, Title: Ms., Email: calkhori@icao.int
- Will this course be local or regional? *** Local Regional
- Do you have all of the necessary facilities and equipment you require to conduct this course? *** Yes No
- Enquiries and Comments:** Test
- Agreement:** I Agree to the Terms and Conditions
- Buttons:** SAVE (highlighted with a red circle), CANCEL



Step 5: To create a training session, click on the “ADD NEW” button.

The screenshot shows the TRAINAIR PLUS user interface. At the top, the user is identified as Cynthia Alkhori (ICAO CATC) with roles Admin and Manager. The page title is 'Training Managers Course (TMC)'. A sidebar on the left contains navigation links: Course Info, Training Sessions (highlighted in orange), Participants, Grades, Certificates, and Evaluation. The main content area is titled 'Training Sessions' and includes a text instruction: 'Please set up the training sessions you are planning to conduct for this course. Once ready, you will have to submit the request for approval by TRAINAIR PLUS.' A prominent orange 'ADD NEW' button is circled in red. A 'Back Home' link is visible in the top right of the content area. The footer contains contact information for the International Civil Aviation Organization (ICAO) Air Navigation Bureau and the TRAINAIR PLUS Programme, including a Montreal address, phone numbers, and an email address.



Step 6: Fill in the required information and click on the “SAVE” button.

Note.— As indicated below, the ICAO administrative fees will be automatically calculated based on the expected number of participants.

Edit Training Session

From: * 2015-02-06

To: * 2015-02-13

Objectives for hosting this course:

Location:

City:

Country:

Language: * EN

Expected Number of Participants: *

1 - 12 participants require 1 instructor
13 - 16 participants require 2 instructors

Instructor: * Add from roster

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

Total ICAO Administrative Fees: \$0.00
\$400.00 per participant

SAVE CANCEL

It is essential to select an instructor from the ICAO roster of qualified instructors.



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Step 7: You may add as many sessions as desired by clicking the “ADD NEW” button.

Step 8: Once you have set up the training sessions you are planning to conduct, click the “SUBMIT” button to send your request for approval by TRAINAIR PLUS.

Cynthia Alkhori (ICAO CATC)
Admin | Manager

TRAINAIR PLUS

Profile | Help | Feedback | Log Out

Training Managers Course (TMC) [Back Home](#)

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

Training Sessions

Please set up the training sessions you are planning to conduct for this course. Once ready, you will have to submit the request for approval by TRAINAIR PLUS.

Dates/Location	Lang	Instructor(s)	Status	Participants	Admin. Fees		
9 Feb - 13 Feb 2015 ICAO, Montreal, Canada	EN	Mostafa HOUMMADY	Upcoming	10	\$6,750.00		

ADD NEW

Once you have set up the training sessions you are planning to conduct for this course, click SUBMIT to submit your request for approval by TRAINAIR PLUS:

SUBMIT

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— END —