

**GUIDELINE ON HOW TO APPLY TO HOST A TRAINING SESSION FOR
ICAO TRAINING PACKAGES (ITPs)
USING
TRAINAIR PLUS ELECTRONIC MANAGEMENT SYSTEM (TPeMS)**

2018



ICAO

GLOBAL AVIATION TRAINING

TRAINAIR PLUS™

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, the main content area is light gray. 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, there is a link 'Forgot Password?' and 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, phone 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



ICAO

GLOBAL AVIATION TRAINING

TRAINAIR PLUS™

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

The screenshot displays the TRAINAIR PLUS Member Dashboard for Cynthia Alkhori (ICAO CATC). The dashboard is divided into several sections:

- Navigation Menu (Left):** Includes Home, Assessment, Develop a STP, STP Orders, **Deliver an ICAO Course** (highlighted with a red circle), Become Regional Centre of Excellence, News from Members, and CATC Focal Points.
- Your STP's:** A section with a "STP LIBRARY >" button. Below the button, it states: "You don't own any STPs. Click on the button above to browse the STP Library and place an order."
- Pending Tasks:** A section with the text: "No pending tasks found."
- News from Members:** A section containing two news items:
 - Training Instructors Course (TIC) Part 2 in Jamaica:** Nov 20, 2014 by Civil Aviation Authority Training Institute (CAATI). Text: "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). Text: "Del 26 al 30 de mayo se desarrolló en la Corporación Educativa Indoamericana la ..."



ICAO

GLOBAL AVIATION TRAINING

TRAINAIR PLUS™

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 STPs For Sale", "STPs Under Development", and "ICAO STPs".

The first listing is for the **Training Managers Course (TMC)** (215/03/ICAO TMC). It includes a thumbnail, title, ID, issuing institution (ICAO), duration (1 week), max participants (15), and an administrative fee of \$875.00 USD per participant. 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 includes a thumbnail, title, ID, issuing institution (ICAO), duration (1 week), max participants (12), and an administrative fee of \$400.00 USD per participant.

The third listing is for the **Training Developers Course (TDC)** (214/01/ICAO TDC). It includes a thumbnail, title, ID, issuing institution (ICAO), duration (2 weeks), max participants (15), and an administrative fee of \$500.00 USD per participant.



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 web interface for the Training Managers Course (TMC). The header includes the user profile for Cynthia Alkhori (ICAO CATC) and navigation links for Profile, Help, Feedback, and Log Out. The main content area displays course details for the 215/03/ICAO TMC, including a duration of 1 week and a description of the course. Below the course details, there are several form fields: 'Focal Point' with sub-fields for Name (Cynthia), Title (Ms.), and Email (calkhori@icao.int); a question about whether the course is local or regional (Local selected); a question about necessary facilities and equipment (Yes selected); and an 'Enquiries and Comments' text area. At the bottom, there is a checkbox for 'I Agree to the Terms and Conditions' and two buttons: 'SAVE' (highlighted with a red circle) and 'CANCEL'.



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

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.

ADD NEW

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



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.



ICAO

GLOBAL AVIATION TRAINING

TRAINAIR PLUS™

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

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

999 University Street, Montréal, Quebec • H3C 5H7 • Canada
Tel.: +1 514-954-6219 ext. 6762 • Fax: +1 514-954-6077
E-mail: trainair@icao.int

— END —