

# **Documentary Requirements for Accreditation as Aviation Security Training Center, Institution and School**

## **A. Application Requirements**

1. Letter of Intent
2. Profile of Training Center including Mission, Goals and Organizational Structure
3. Securities and Exchange Commission Registration Certificate together with Articles of Incorporation and By-Laws (For Partnership Entities and Corporations) or Department of Trade Industry Registration Certificate (For Sole Proprietorship Entities)
4. Map of the Training Centre Location
5. Lease of Contract or Memorandum of Agreement with Five-Year Validity (For Company-Rented Training Sites) or Transfer Certificate of Title (For Company-Owned Training Site)
6. City or Municipal Business Permit
7. Local Fire Inspection Safety Certificate

## **B. Training Center Organization**

1. Training Director
  - Resume or Curriculum Vitae
  - Diploma and Transcript of Records with a Postgraduate Degree
  - Two-Year Work Experience in the Civil Aviation Industry
  - Certificate of Completion for Aviation Security Awareness Course Duly Certified from Office for Transportation Security
2. Training Officer
  - Resume or Curriculum Vitae
  - Diploma and Transcript of Records with a Baccalaureate Degree
  - Two-Year Work Experience in the Civil Aviation Industry
  - Certificate of Completion for Aviation Security Awareness Course
3. Training Instructor – refer to requirements for Certification as AVSEC Instructor
  - At Least Three Full-Time Instructors who Conform the OTS Certification Process for Instructors)
4. Training Staff
  - Resume or Curriculum Vitae
  - Transcript of Records with at least Seventy-Two Credited Units in College
  - Certificate of Completion for Aviation Security Awareness Course Duly Certified from Office for Transportation Security

## **C. List of Facilities and Equipment**

1. List of Aviation Security Books and Other Aviation Security Reference Materials
2. Each Classroom Area with dimensions of at least 7 meters wide and 9 meters long that can accommodate at least 30 trainees
3. A Faculty Room with Sufficient Space

4. An Administrative Office
5. Library with Updated and Relevant Reference Materials
6. Working Audio-Visual and Computer Equipment
7. Functioning Training Tools and Security Equipment

#### **D. Program of Instruction (POI)**

1. Course Title, Description and Duration
2. Reference Material
3. Target Participants and Prerequisites
4. Course Objective(s)
5. Outline of Modules/Topics
6. Teaching Methodology, Aids and Schedule
7. Lesson Plans / Instructor's Guide
8. Sample Handouts or Training Notes, including but not limited to Diagram, Pictures and Briefs as Part of Training / Teaching Aids
9. Sample Test Materials or Examination Materials

#### **❖ Accredited Courses**

- Basic Aviation Security Course
- Aviation Security Refresher Course
- Basic Aviation Security Screeners Course
- Aviation Security Screener Refresher Course
- Aviation Security Supervisors Course
- Basic Aviation Security X-ray Operations Course
- Aviation Security X-ray Operations Refresher Course
- Aviation Security Management