

Federal Aviation Administration

**FAA William (Bill) O'Brien Aviation Maintenance Technician
Awards Program**

Employer AMT Program



Tutorial

Release 2.0

Revision History Summary

Version Number	Date	Document Description	A M D I *	Title or Brief Description	Author
1.0		Online Tutorial	I	Tutorial for Employers interested in the AMT Program	FAASafety.gov
2.0		Tutorial	M	Changing tutorial from online presentation to a Word document	FAASafety.gov

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1 Introduction

Welcome to the FAA's Aviation Maintenance Awards Program on FAASafety.gov. In October 1991, Flight Standards Service, AFS-300 determined a need for an incentive program to encourage AMT employees and employers to participate aggressively in available and recurrent maintenance training/courses. Through the William (Bill) O'Brien Awards Program, the FAA recognizes eligible technicians and employers by issuing awards to those who receive or promote and foster initial and recurrent training. This document has been prepared to guide you through the registration, enrollment, participation and finally the claiming of the award you strive to earn.

1.1 Purpose and Scope

The FAA Safety Team has developed this document to provide guidance for employers wishing to participate in the FAA Aviation Maintenance Technicians or AMT Awards Program.

- This document will guide participants through the online registration, enrollment, participation and finally the claiming of the FAA's Aviation Maintenance Award Program.
- It will also explain the eligibility for organizations that employ AMTs to earn a Gold or Diamond Award of Excellence within the AMT Awards Program.
- It will review basic eligibility requirements for an employer's individual AMT employees to earn a Bronze, Silver or Gold Certificate of Training within the AMT Awards Program.

NOTE: There is a separate document for individuals wanting to participate in the program. It is suggested the employers read both documents as to get a complete overview of the Awards program.

2 What is the AMT Award Program?

The AMT Awards Program was developed by the FAA to encourage technicians and employers to receive or promote initial and recurrent maintenance training. The FAA recognizes these technicians and employers by issuing awards for receiving, promoting and fostering initial and recurrent maintenance training.

2.1 Who May Participate?

To be eligible for the employer's award, your company or organization should

- be involved full-time in the business of maintaining or repairing aircraft or their component parts, and
- employ at least three full-time Aviation Maintenance Technician's

If your employee is

- An FAA Certificated Mechanic and/or Repairman who are actively working in general aviation, repair station, or air carrier maintenance, and working on aircraft or components parts under Title 14 CFR.
- A Non-certificated maintenance technicians employed by a 14 CFR part 121 or 135 air carrier, or a part 145 repair station and working on aircraft or component parts.
- An apprentice mechanic working full or part time performing maintenance under the supervision of an FAA certificated mechanic or repairman.
- A student in an FAA certificated Part 147 Aviation Maintenance Technician School who is maintaining a course average of “C” or better. The training must be outside your employee’s normal Part 147 school curriculum.

2.2 Incentives for Participation

As an employer of aviation maintenance technicians, participation in the AMT Award Program demonstrates your commitment to the advancement of aviation safety through promotion of maintenance training for your employees.

- Increasing levels of both safety and productivity of employees by minimizing maintenance errors through continued training.
- Maintenance errors are expensive whether they lead to an accident or are corrected on the hanger floor.
- A well-trained employee is both safer and more productive.

The FAA recognizes participants in the AMT Awards program by issuing certificates of training to individual AMTs and Award of Excellence to employers.

3 Employer AMT Awards Requirements

Guidance for the Awards Program is found in Advisory Circular 65-25. AMT Employer Awards are based on the percentage of eligible employees that earn individual AMT Certificates of Training during the calendar year. There are two levels of AMT Employer Awards.

3.1 Advisory Circular AC 65-25

To read more about the Advisory Circular AC 65-25 go to http://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/74267.

3.2 Employer AMT Awards Levels

3.2.1 AMT Gold Award of Excellence

If a minimum of 50% of your eligible employees earn an individual AMT Certificate of Training during a calendar year, you are eligible for a Gold Award of Excellence.

3.2.2 AMT Diamond of Excellence

If a minimum of 100 % of eligible employees earn an individual AMT Certificate of Training during a calendar year, you are for a Diamond Award of Excellence.

NOTE: Only one employer award per company may be awarded each calendar year.

3.3 Eligible Employees

Eligible employees are those groups of individuals that AC 65-25 list as eligible to earn individual AMT Awards. For you as an employer, your eligible employees would be any FAA certificated mechanic, repairman, or non-certificated maintenance technician who are actively working on aircraft or component parts.

3.3.1 Individual AMT Awards

Three levels of AMT Awards your employees may earn are the Bronze, Silver, and Gold. Examples of eligible subjects are found in Advisory Circular 65-25. The core course(s) found on FAASafety.gov must also be completed.

3.3.1.1 Bronze Certificate of Training

To earn a Bronze Certificate of Training an AMT must complete 12 hours of eligible aviation maintenance training including completing core course(s).

3.3.1.2 Silver Certificate of Training

To earn a Silver Certificate of Training an AMT must complete 40 hours of eligible aviation maintenance training, including the completion of core course(s) is required.

3.3.1.3 Gold Certificate of Training

The highest award an individual AMT can earn is the Gold Certificate of Training. This award requires the AMT to complete 80 hours of eligible Aviation Maintenance Training plus satisfactory completion a college level course of 3 credit hours or 40 classroom hours in a career related subject.

3.4 Core Course(s)

Each year the FAA will develop one or two core courses that focus on maintenance, accident and incident causal factors, special interest items and regulatory issues. These online courses will be available on FAASafety.gov. AMTs must complete these courses to earn any award. The online courses will be assigned a time credit value, so the completion of the core course(s) will count toward the training required for the AMT Award.

3.5 AMT Award Program Timeline

The program is based on the calendar year, the training your employees complete between January 1 and December 31 will determine their eligibility to earn an award. It is important to remember that your AMTs must complete the eligible training during the calendar year. Your AMTs will have to the end of January to finish recording their previous years training into the online system on FAASafety.gov. If you provide your employees with an Annual Training Summary that list each of the training courses they complete and total training hours received, they will be able to make one single training entry into their FAASafety.gov account to document their eligible AMT training used to earn their award. The entry will require them to list the year in which they received the training, the name of their employer, and the total number of hours of eligible training listed on their Employee Training Summary. January is also the month your AMTs will claim their award for the previous calendar year. February is the month you as an employer will claim your award.

AMT Award Program Timeline														
20XX - current year													20XX	
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	
← 20XX Training **Including Core Course** (current year) →													20XX Training next year	
← Training for 20XX must be entered between 01/01/20XX and 01/31/20XX →														
← AMT Claims award for previous year →													AMT Claims award for previous year	
← Employer claim Award for previous year →													Employer claim Award for previous year	

4 Registration on FAASafety.gov

To register you will need a valid email address. You will be asked to select three security questions, and choose areas of interest.

- Using your internet browser, log onto FAASafety.gov. Find the “Welcome Guest Login Here” Then Click on [Create an Account](#).



2. A valid email address is required. If you do not have one you may use this link to see list of free email providers. [Click here](#). We recommend that employers register using a unique email, possibly a company email for managing their AMT Awards Program.

3. Enter your **email address**.

4. Since your company cannot hold a FAA Airman Certificate, click **No**.

5. Click **Continue** to move to the next registration step.

Don't have an email address? If you do not have an email address, there are several freely available web based services. [Click here](#) to see a list of free providers.

Register for FAASafety.gov Services * Indicates Required

* **Email Address**
This email address will be your log in name. Each user must have a unique email address; two users may not use the same email address. All credits and completions will be recorded for you under this email address.

* **Confirm Email Address**
Used to login to your new FAASafety.gov account.

* **Do You Hold a Current Airman Certificate?**
If you are an instructor and wish to validate credit requests for the WINGS program, you must answer 'Yes' and provide necessary information from your certificate (next step).

Yes No

Continue

Since you are registering for a company account, enter your company name and zip code. Follow the steps below to start your registration.

1. Enter your First and Last name.
2. Enter your company name as you want it to appear in FAASafety.gov.
3. Select three security questions and answers.
4. Enter your company zip code.
5. If you want to receive email notifications about events in your area select the certificates and ratings that is an interest to you. You are welcome to select any or all from this list. If you're establishing this FAASafety.gov account just to manage your AMT Award Program, you may want to leave this section blank. You can change your selections at any time on your **Account Preferences** page.
6. When finished click **Continue** and a temporary password will be sent to your email.

FAASafety.gov Account Registration

To complete your registration for FAASafety.gov, fill out the information on this form and press the "Continue" button. This will create an account on FAASafety.gov for you.

FAASafety.gov Account Registration * Indicates Required entry

* **First Name**

* **Last Name**

Suffix

Display name
Your name as you would like it to be used on FAASafety.gov. You may use a Company Name if you are registering as a company.

* **Security Questions**
These questions and the answers you provide will help us verify your identity should you forget your password and/or need to change your email address.

Question 1
***** Select a security question *****

Answer 1

Question 2
***** Select a security question *****

Answer 2

Question 3
***** Select a security question *****

Answer 3

* **Your Zip Code** Check if you do not have a valid U.S. Zip Code.
Also check this box if you are using an APO/FPO ZIP Code.

Select Ratings & Certificates
These are the ratings and certificates for which you could receive automatic award notifications. These can be changed later by editing your preferences. Advanced configuration can be selected when you complete the registration process and log in.

<input type="checkbox"/> Authorized Aircraft Instructor	<input type="checkbox"/> Flight Navigator
<input type="checkbox"/> Dispatcher	<input type="checkbox"/> Airline Transport Pilot
<input type="checkbox"/> Flight Engineer	<input type="checkbox"/> Commercial Pilot
<input type="checkbox"/> Flight Instructor	<input type="checkbox"/> Private Pilot
<input type="checkbox"/> Ground Instructor	<input type="checkbox"/> Student Pilot
<input type="checkbox"/> Repairman Experimental Aircraft	<input type="checkbox"/> Sport Pilot
<input type="checkbox"/> Repairman Light Sport Aircraft	<input type="checkbox"/> Recreational Pilot
<input type="checkbox"/> Mechanic with Airframe	<input type="checkbox"/> Repairman
<input type="checkbox"/> Mechanic with Airframe and Powerplant	<input type="checkbox"/> Control Tower Operator
<input type="checkbox"/> Inspection Authorization	<input type="checkbox"/> Master Parachute Rigger
<input type="checkbox"/> Mechanic with Powerplant	<input type="checkbox"/> Senior Parachute Rigger

Continue **Previous Page**

4.1 Logging in as an Employer

If this is the first time you are logging in using your temporary password, find the “**Welcome Guest Login Box.**” Using your email address and temporary password, log in to your account, then click **Go**. You will be asked to choose a permanent password.

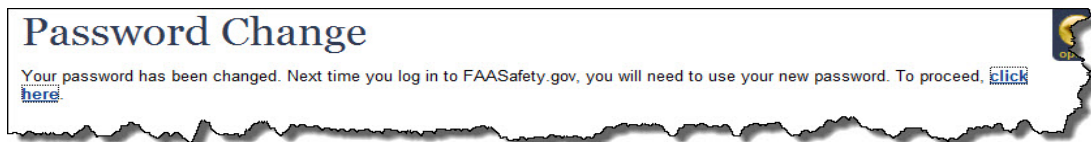
FAASafety.gov Account Registration

Your initial registration steps have been completed! Your account has been created with the FAASafety.gov system and you have been assigned a temporary password to log into our system.

Please check your email for your password. After logging in for the first time, you will be directed to your email notification and certificate preferences. Review these items and make changes to your satisfaction in order to create a customized FAASafety.gov experience. You can adjust your preferences at any time. Be sure to check any spam blocking software to make sure that email will be allowed to you from FAASafety.gov.



Once password is changed and accepted by the system, click the “[click here](#)” link to proceed.

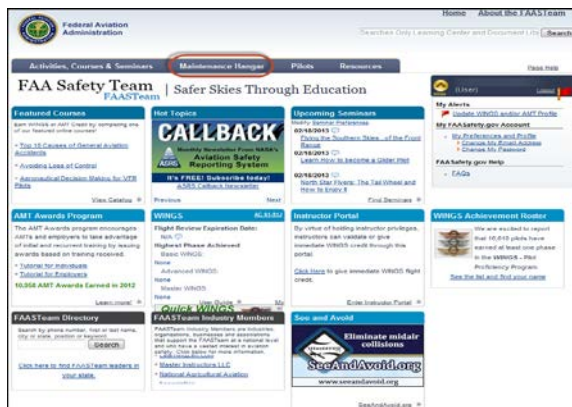


For first time users, the **Account Preferences** page will appear. Please verify the information and add any missing information. Click on the Save button on each tab before choosing another tab. To return to the home page, click the “[here](#)” link.



4.2 Registration in AMT Awards Program

Each time you log into FAASafety.gov you will start at the FAASafety.gov Home page. This page will show you featured courses, upcoming events, and resources you will find invaluable.

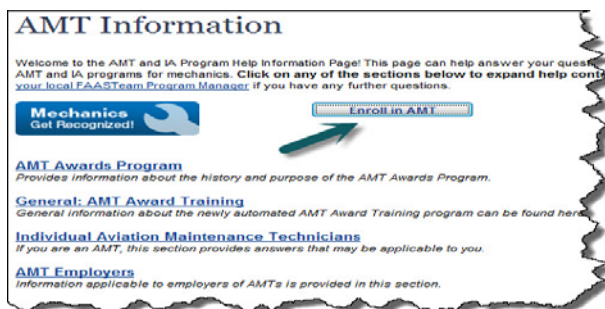


The **Maintenance Hangar** tab was built specifically for Maintenance Technicians. From this page you can access the AMT Awards Program as well as other tools and features you will find useful.

- Click the **Maintenance Hangar** tab and select **MY AMT** from the drop down list.

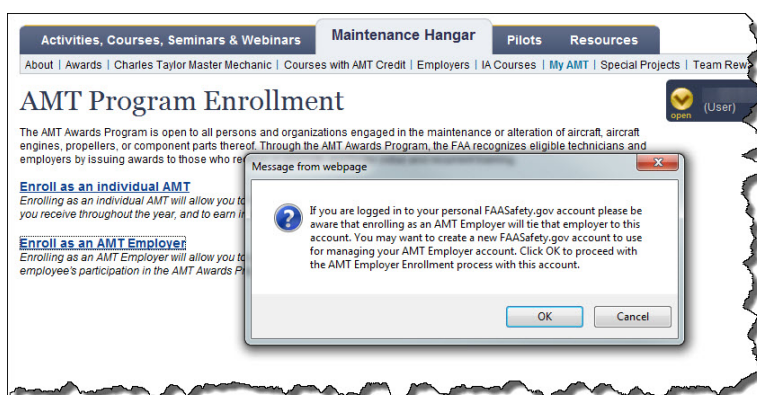
The **MY AMT** link takes you to the **AMT Information** page.

Use the links on this page to read more about the AMT Awards Program. There is specific information for both individual AMTs and employers, and also links to AC 65-25. When you are ready to enroll simply click the **Enroll in AMT** button.



4.3 Enrolling in the AMT Awards Program

There are two options to choose from when enrolling into the Awards Program. Since you are an employer, click the **Enroll as an AMT Employer** link.



It was suggested earlier in this presentation that a unique FAASafety.gov account for managing your Employer Awards Program be established. If you logged in with your personal account and select Enroll as an AMT Employer, this message will appear. After reading this note, simply click the **OK** button.

All your Employer Awards Program information is tied to the

FAASafety.gov account you used when first enrolled in the Awards Program. If you are a small company, it may be appropriate for you to enroll in the Awards Program using an existing FAASafety.gov account that you have for yourself. However, if you established a separate

account you will be able to transfer the management of your AMT Awards Program between employees if you need to without the complications involved if a personal account was used.

4.3.1 Employer Application

1. Fill out the Employer Application by typing your company name. _____
2. If you have a legal doing business as or DBA name listed with the FAA for your air carrier or air agency enter that name in the second box. Otherwise, leave it blank. _____
3. Click on the dropdown arrow to select the type of employment for your company. If you hold more than one certificate select the one most appropriate for management of your AMT Awards Program. _____
4. Enter your FAA Air Carrier or Air Certificate designator, if you selected one of the employment types that does not hold a FAA Certificate the designator box will disappear. _____
5. Enter the total number of eligible employees in your company. _____
6. Enter the name, address and phone number of the person in your company responsible for the AMT Awards Program. _____

The screenshot shows the 'Employer Application' form on a website. The form is titled 'Employer Application' and includes a navigation bar with 'Activities, Courses, Seminars & Webinars', 'Maintenance Hangar', 'Pilots', and 'Resources'. Below the navigation bar are links for 'About', 'Awards', 'Charles Taylor Master Mechanic', 'Courses with AMT Credit', 'Employers', 'IA Courses', 'My AMT', 'Special Projects', and 'Team'. The form itself has a header 'Employer Application' and a sub-header 'To enroll in the AMT Awards Program as an AMT Employer, fill in the following information and click 'Submit''. The form is divided into several sections: 'Employer Name' with a text box and a note 'Must not be blank.'; 'DBA Name' with a text box and a note 'Doing Business As (DBA) name listed on your Air Carrier or Air Agency Certificate. If none, leave blank.'; 'Employment Type' with a dropdown menu labeled '[Select One]'; 'Certificate Designator' with a text box and a note 'First four characters of your Air Carrier or Air Agency Certificate number'; 'Number of eligible AMT Employees' with a text box and a note 'In order to qualify for the AMT Program, you must have at least 3 eligible employees'; and 'AMT Employer Contact Information' with a note 'Please provide contact information, including mailing address, for the individual responsible for coordinating your company's AMT Award program.' This section includes text boxes for 'Contact Name', 'Contact Address', 'Country' (with a dropdown menu showing 'Afghanistan'), 'Address 1', 'Address 2', 'Zip', 'Phone' (with fields for area code, number, and extension), and 'Fax' (with fields for area code, number, and extension). At the bottom of the form are 'Submit' and 'Cancel' buttons. A yellow 'stop' button is visible in the top right corner of the form area. Arrows from the numbered list on the left point to the corresponding fields in the form.

7. Then click the **Submit** button to complete the enrollment process.

NOTE: If you see an error message stating the designator you have entered is already enrolled in the Awards Program, make sure the designator you entered is correct. If it is and you still get the error message, you will need to contact your local FAASTeam Program Manager. If you do not know who that is, use the [FAASteam Directory](#) link in the **Resources** tab on the **Home** page to find them.

Once you have completed the enrollment process. You will have an **AMT Employer** tab on your **Account Preferences** page.



You can update this information at any time by using **My AMT** tab. Be sure to click the **SAVE** button.

Once your information has been saved, click the **Maintenance Hanger** Tab and from the drop-down list select **My AMT** or [click here](#) for the return to Home Page link.

You can access this page at any time by using the **AMT Employer** tab on the **Maintenance Hanger**.



4.4 AMT Awards

To receive an Employer Award of Excellence you will need to have a copy of each of your employee's certificate of training. When your employees claim their awards in January, they will have an option to email a copy of their award certificate. Since you have enrolled in the Awards Program as an employer, your AMT's will be able to use a drop-down list to locate your company by name or they can manually enter an email address. If they locate your company name through the drop-down list you will receive a copy of their Award Certificate at the email address you used to set-up your FAASafety.gov account. Your company name on the drop-down list will be the name that you listed on your **AMT Employer Profile** page. You can also ask them to print out a hard copy of their certificate for you. But either way you will need a copy of their certificates before you can apply for your companies Award of Excellence.

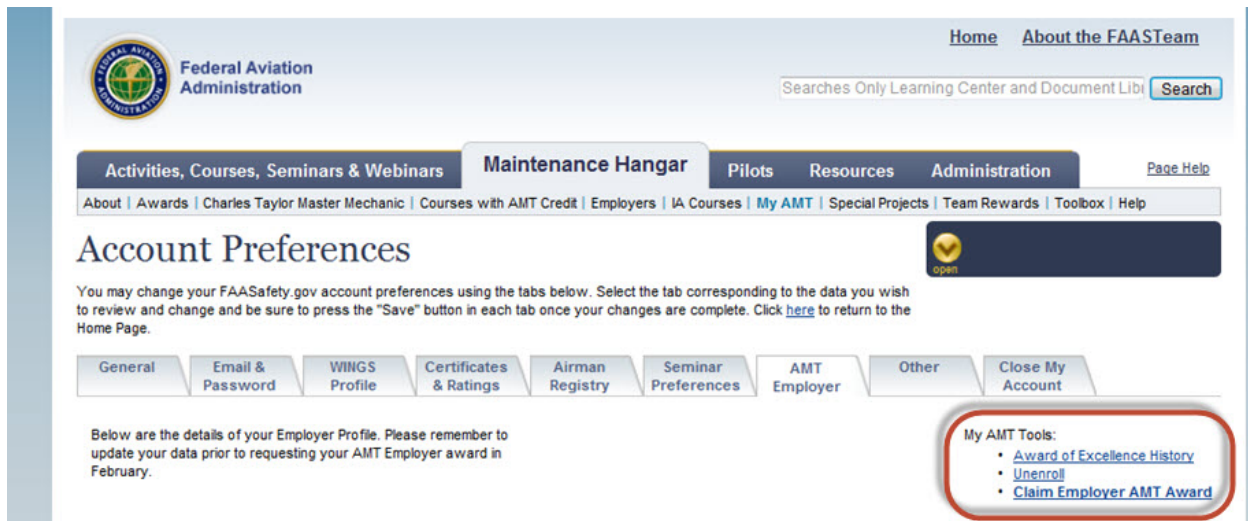
4.4.1 AMT Award Program Timeline

Remember all AMT Training including any online core course(s) on FAASafety.gov must be completed in a calendar year (January 1 through December 31). Your AMT employees must enter all of their training into their FAASafety.gov accounts by the end of January. **February** is the month you as the employer will apply for Award of Excellence. Actually February is the only month you can apply for an Employer Award.

5 How to Apply for your AMT Employer Award

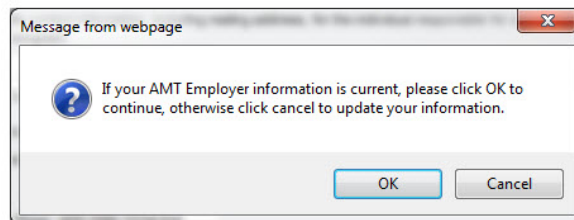
It's February and you are ready to claim your award. Access the **Maintenance Hanger** tab, click the **MY AMT** and click on the **AMT Employer** tab.

Since it is February you will see a new link on the right side of the page. Click on the **Claim Employer AMT Award** link.



This message will appear, make sure all the **employer** information on your **Account Preferences** page is current.

If you have already verified all your employer profile information is current, click the **OK** button to continue.



5.1 Review of Requirements for Awards

This section is just a quick review of the requirements for the two levels of Employer Awards. Click the **Continue** button when you are ready to move on.

5.1.1 AMT Gold Award of Excellence

An eligible employer with a minimum of 50 percent of its eligible employees receiving an individual William (Bill) O'Brien Award for a given calendar year is eligible to receive special recognition in the form of an AMT Gold Award of Excellence.

5.1.2 AMT Diamond Award of Excellence

An eligible employer with a minimum of 100 percent of its eligible employees receiving an individual William (Bill) O'Brien Award for a given calendar year is eligible to receive special recognition in the form of an AMT Diamond Award of Excellence.

5.2 Enrolling Employees in AMT Award Program

1. Enter the number of your eligible employees who earned AMT Award during the previous calendar year.
2. Your total number of eligible employees will automatically populate from your AMT profile page.
3. Upload a file listing all your eligible employees and the award levels they received. Your list must include all eligible employees whether they earned an award or not.
4. Read the following statement carefully and if you are satisfied you meet both of these requirements place a **check mark** in the box. Remember when I told you how your employees can email you a copy of the award certificates; this is when you will need them. When you are ready click the **Continue** button.

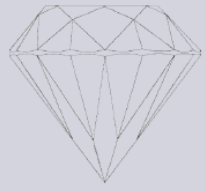
The screenshot shows the 'AMT Employer Award Application' web form. At the top, there is a navigation bar with 'Maintenance Hangar' selected. Below the navigation bar is a breadcrumb trail: 'About | Awards | Charles Taylor Master Mechanic | Courses with AMT Credit | Employers | IA Courses | My AMT | Special Projects | Test'. The main heading is 'AMT Employer Award Application'. The form contains several fields and a confirmation statement:

- * Awarded AMT Employees**: A text input field with the description 'Number of employees that have earned an individual AMT Award certificate for the 2012 calendar year.' An arrow points from instruction 1 to this field.
- * Eligible AMT Employees**: A text input field with the value '35' and the description 'Number of employees engaged full-time in the maintenance and/or alteration of aircraft, aircraft engines, propellers or component parts.' An arrow points from instruction 2 to this field.
- * Awarded Employee List**: A file upload field with the description 'Upload an Excel, Word or PDF document with a list of employees and the award level they received (Gold, Silver or Bronze).' and a 'Browse...' button. An arrow points from instruction 3 to this field.
- * Confirmation Statement**: A checkbox with the text 'I confirm that our organization employs a minimum of three (3) technicians who are engaged full time in the maintenance and/or repair of aircraft, aircraft engines, propellers or component parts. In addition, I have in my possession a copy of each individual employee AMT Award certificate for the 2012 calendar year.' An arrow points from instruction 4 to this checkbox.
- Buttons**: 'Continue' and 'Cancel' buttons are located at the bottom of the form. An arrow points from instruction 4 to the 'Continue' button.

5. Enter your company name exactly the way you want it to appear on the Award of Excellence. Be sure it is correct before you continue.
6. The FAASTeam will contact you to schedule a presentation of your Award. In the meantime, you may print a copy of your award certificate from this page.

5.2.1 Certificate

This is a sample of what a copy of your Award of Excellence certificate will look like.



2012



U.S. Department of Transportation
Federal Aviation Administration

Award of Excellence "Diamond Award"

presented to

AAR AIRCRAFT SERVICES MIAMI

For Participating in the FAA Aviation Maintenance Technician Awards Program.

Representative of the Administrator

2/1/2013

Date

Once you have earned an Award of Excellence, you can use the [Award of Excellence History](#) link on your **AMT Employer Profile** page.

Account Preferences (User) [Logout](#)

You may change your FAASafety.gov account preferences using the tabs below. Select the tab corresponding to the data you wish to review and change and be sure to press the "Save" button in each tab once your changes are complete. Click [here](#) to return to the Home Page.

[General](#) |
 [Email & Password](#) |
 [WINGS Profile](#) |
 [Certificates & Ratings](#) |
 [Airman Registry](#) |
 [Seminar Preferences](#) |
 [AMT Employer](#) |
 [Other](#) |
 [Close My Account](#)

Below are the details of your Employer Profile. Please remember to update your data prior to requesting your AMT Employer award in February.

My AMT Tools:
[Award of Excellence History](#)

Your Award of Excellence History page will list all of your company's award history. You'll be able to download or print certificate copies of the Awards you have earned.

5.3 Review Steps

- Determine AMT Award Program Eligibility
- Register on FAASafety.gov

- Enroll in the AMT Awards Program as an Employer
- Apply for AMT Employer Award of Excellence

6 How to Ask Questions About the Program

For questions about the Awards Program or any of the products or features on FAASafety.gov please contact your local FAASafety program manager. Contact information can be found in the directory on FAASafety.gov under the **Resources** tab on the Home page.

You can also send an email to AMT@FAASafety.gov for questions regarding the AMT Awards Program.

To learn more about employee participation, please view the tutorial found on the Home Page under the **AMT Awards Program** tab for Tutorial for Individuals.

The FAA Safety Team is dedicated to quality customer service and we value your feedback. Please provide your feedback at the address shown below.

www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/qms

We trust you will find the functionality of the AMT Awards Program online system intuitive and simple to use. Feel free to revisit this tutorial at any time or refer to AC 65-25 for AMT Program guidance.

Thanks you for your interest in the FAA Aviation Maintenance Technician Awards Program.