Federal Aviation Administration

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

AMT Individual Program

Tutorial

Release 3.0

Revision History Summary

Version Number	Date	Document Description	A M D I *	Title or Brief Description	Author
1.0		Online Tutorial	I	Tutorial for Individual	FAASafety.gov
2.0		Tutorial	M	Changing tutorial from online presentation to a Word document	FAASafety.gov
3.0		Online Tutorial	M	Updated AC 65-25 link	FAASafety.gov

* Addition, Modification, Deletion, or Initial Release

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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 prepared this document for Aviation Maintenance Technicians or AMTs wanting to participate in the FAA Aviation Maintenance Technician Award 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 review eligibility requirements for AMT's to earn a Bronze, Silver or Gold Certificate of Training within the AMT Awards 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.

NOTE: There is a separate document for employers 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 when the FAA recognized the need for an incentive program that would encourage technicians and employers to participate in 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?

2.1.1   Individuals

To be eligible for individual technician award you should be:

- An FAA Certificated Mechanics and/or Repairmen 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 of component parts.

- An apprentice mechanic working full or part time performing maintenance under the supervision of in a FAA certificated mechanic or repairmen.

- A student in an FAA certificated Part 147 Aviation Maintenance Technician School who is maintaining a course average of "C" or better.

NOTE: The training used to maintain an AMT Award must be outside your normal school curriculum.

2.1.2 Employers

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

- 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.

2.2 Incentives for Participation

A well-trained employee is both safer and more productive. Through participation in the AMT Award Program, you will be recognized and rewarded for your interest in aviation safety. The initial and recurrent technical, safety related, regulatory, and human factors training specifically tailored for you the AMT, will help to increase the level of safety and professionalism through of the aviation maintenance industry.

As an employer of aviation technicians, participation in the AMT Award Program demonstrates your commitment to the continued safety of our industry.

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

2.3 Advisory Circular AC 65-25

Advisory Circular 65-25 provides guidance for the AMT Awards Program. To read more about the Advisory Circular AC 65-25 go to
https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/1029857

2.3.1 Awards

Awards are based on calendar year training. To earn any award under the AMT Awards program you must complete the online core course(s) found on FAASafety.gov. Each year the FAA will develop one or two core courses that focus on maintenance and accident and incident causal factors, special interest items and regulatory issues. We will talk more about the core course requirements later in this document but now we will mention there is no different core courses for each of the award levels. Once you complete the core course(s) you will have met that portion of the core requirement for whatever award level you earned. Each of the core courses will be assigned a time credit value, so completion of these courses count toward the

hours of training you will need to earn an Award. There are Three Levels of Awards you can earn based on the level of training you receive.

2.3.2   Bronze Certificate of Training

AMT may earn a Bronze Certificate of Training by completing 12 hours of eligible aviation maintenance training including completing core course(s).

2.3.3   Silver Certificate of Training

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

2.3.4   Gold Certificate of Training

The highest award an individual AMT can earns is the Gold Certificate of Training. This award requires the AMT to complete 80 hours of eligible Aviation Maintenance Training plus satisfactory complete a college level course of 3 credit hours or 40 classroom hours in a career related subject. Examples of acceptable subjects are found in Advisory Circular 65-25. The core course(s) found on FAASafety.gov must also be completed.

2.4   Employer AMT Awards

Guidance for employer participation is found in Advisory Circular (AC) 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 Award -- the Gold Award of Excellence and the Diamond Award of Excellence.

NOTE: Remember specific instructions for the AMT Employer participation is covered in a separate document.

2.5   AMT Award Program Timeline

Since the program is based on the calendar year, the training you complete between January 1 and December 31 will determine whether you earn an award. Remember you must complete the online core course(s) on FAASafety.gov during the calendar year in which you hope to earn an award. You will have to the end of January to enter your previous years training into the online system on FAASafety.gov. January is also the month you will claim your award for the previous year. The Employers Award process will be in a separate document found on the FAASafety.gov Home page.

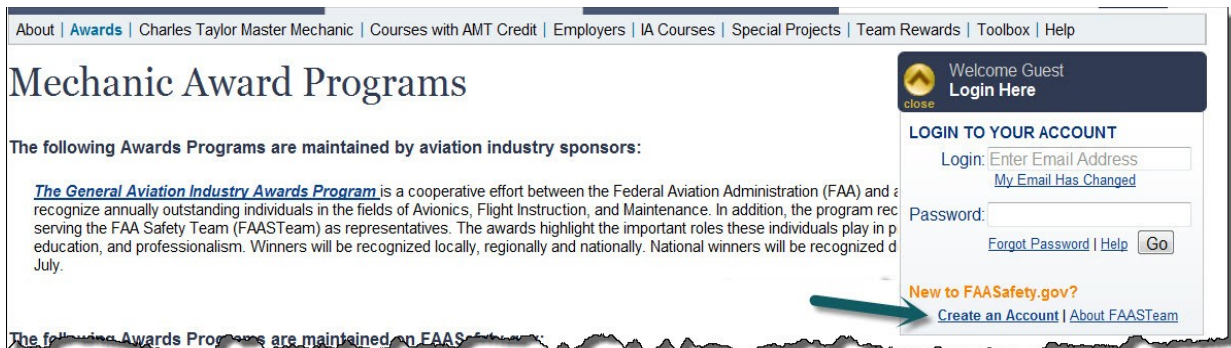| AMT Award Program Timeline													
20XX - current year												20XX	
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB
← 20XX Training **Including Core Course** (current year) ————————→												20XX Training next year	

Training for 20XX must be entered between 01/01/20XX and 01/31/20XX		
	AMT Claims award for previous year	
		Employer claim Award for previous year

3 Registration on FAASafety.gov

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

3.1 Setting up a new account with a FAA Airman Certificate

1. Using your internet browser, log onto FAASafety.gov. Find the **"Welcome Guest Login Here"** box located on the top right side of the web page. Click on **Create an Account.**

About | **Awards** | Charles Taylor Master Mechanic | Courses with AMT Credit | Employers | IA Courses | Special Projects | Team Rewards | Toolbox | Help

Mechanic Award Programs

The following Awards Programs are maintained by aviation industry sponsors:

The General Aviation Industry Awards Program is a cooperative effort between the Federal Aviation Administration (FAA) and recognize annually outstanding individuals in the fields of Avionics, Flight Instruction, and Maintenance. In addition, the program rec serving the FAA Safety Team (FAASTeam) as representatives. The awards highlight the important roles these individuals play in p education, and professionalism. Winners will be recognized locally, regionally and nationally. National winners will be recognized d July.

The following Awards Programs are maintained on FAASafety.gov:

Welcome Guest **Login Here**

LOGIN TO YOUR ACCOUNT

Login: Enter Email Address
My Email Has Changed

Password:

Forgot Password | Help Go

New to FAASafety.gov?
Create an Account | About FAASTeam

2. A valid email address in required. If you do not have one you may use the link in the middle of the page to see list of free email providers.
   - o Enter your **email address**.
3. If you hold a valid FAA Airman Certificate, click **Yes**.
4. Click the **Continue** on to move to the next registration step.

NOTE: Remember if you are a certificate mechanics or repairman you <u>do</u> have an Airman Certificate.

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?   ⦿ Yes ○ No
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).

Continue

5. Enter your last name and certificate number exactly as they appear on your Airman Certificate.

6. Set-up three personal security questions. Click **Continue**.

NOTE: You may get an error message if your Airman Certificate cannot be found. Just click the **Continue** button to proceed with the registration process.

Certificated Airman Registration   *Indicates Required entry*

* Your Last Name   We could not locate your Airman information based on the information you entered. If
Your last name as it appears on any of your   this is a new certificate, it may take as much as 120 days to be available here. Please
certificates.   press 'Continue' to continue the registration process as a non-airman. You may
                                      associate your new account with an Airman account later.

7. Your last name will automatically populate the Last Name field.

- o Enter your first name and the name as you want it to appear in FAASafety.gov.

- o Enter your home zip code.

- o You may receive email notification about safety events in your area based on certificates and ratings you select from this list. Choose as many as you like. You can change your selection at any time on your preferences page.

- o When finished click **Continue** and a temporary password will be sent to your email.

3.2 Setting up a new account without a FAA Airman Certificate

Use steps 1 and 2 above. For step 3, click No to the question, "Do You Hold a Current Airman Certificate?" Click the **Continue** button and follow same direction for steps 5 through 7 above.

3.3 Logging in

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

Once password is changed and accepted by the system, click the "**click here**" link to proceed.

Password Change

Your password has been changed. Next time you log in to FAASafety.gov, you will need to use your new password. To proceed, click here.
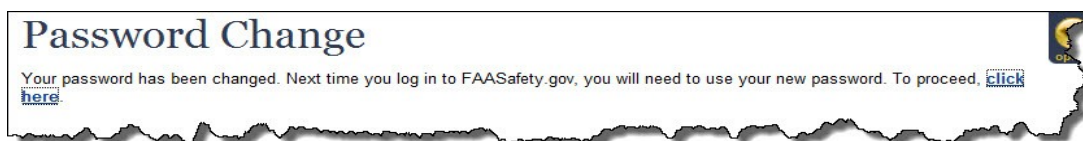
For first time users the Account Preference page will appear. Please verify information, add any missing information at this time, to continue, return to home page, click the "**here**" link.

4 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.
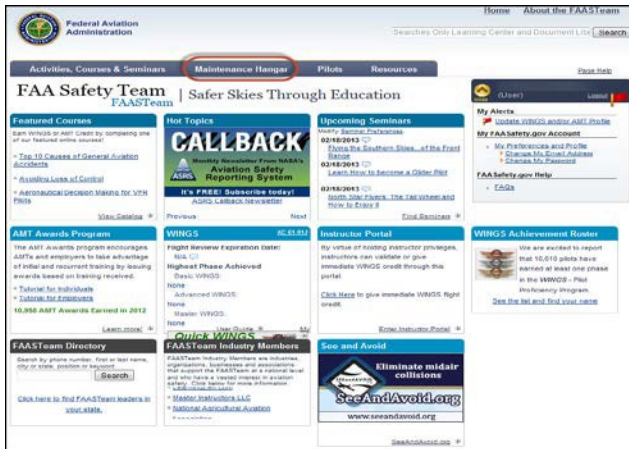

The **Maintenance Hangar** tab was built specifically for maintenance technicians. From this page, you can access the AMT Awards Program as well as other tools and features you will find useful.

- 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.
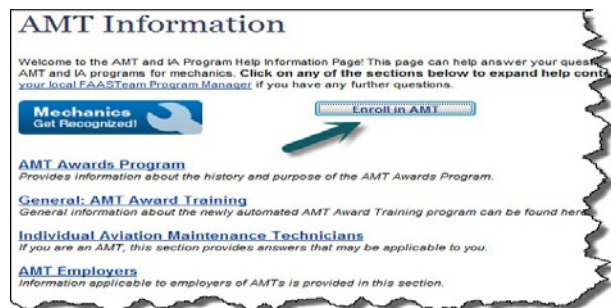
4.1 Enrolling in the AMT Awards Program

There are two options to choose from; to enroll as an Individual AMT or an AMT Employer. The AMT Employer section is covered in another document on the website home page. Click the **Enroll as an Individual AMT** link.

This link opens your **Account Preferences** page. On this page you should select the certificates and ratings you have as well as any additional ones you are working on or have interest in. These selections will assist you when searching for training activities in the future. You can update this information at any time by using **AMT Profile** tab. Be sure to click the **SAVE** button. Once your information has been saved click the **Maintenance Hangar** Tab and from the drop-down list select **My AMT** or click **here** for the return to Home Page link.
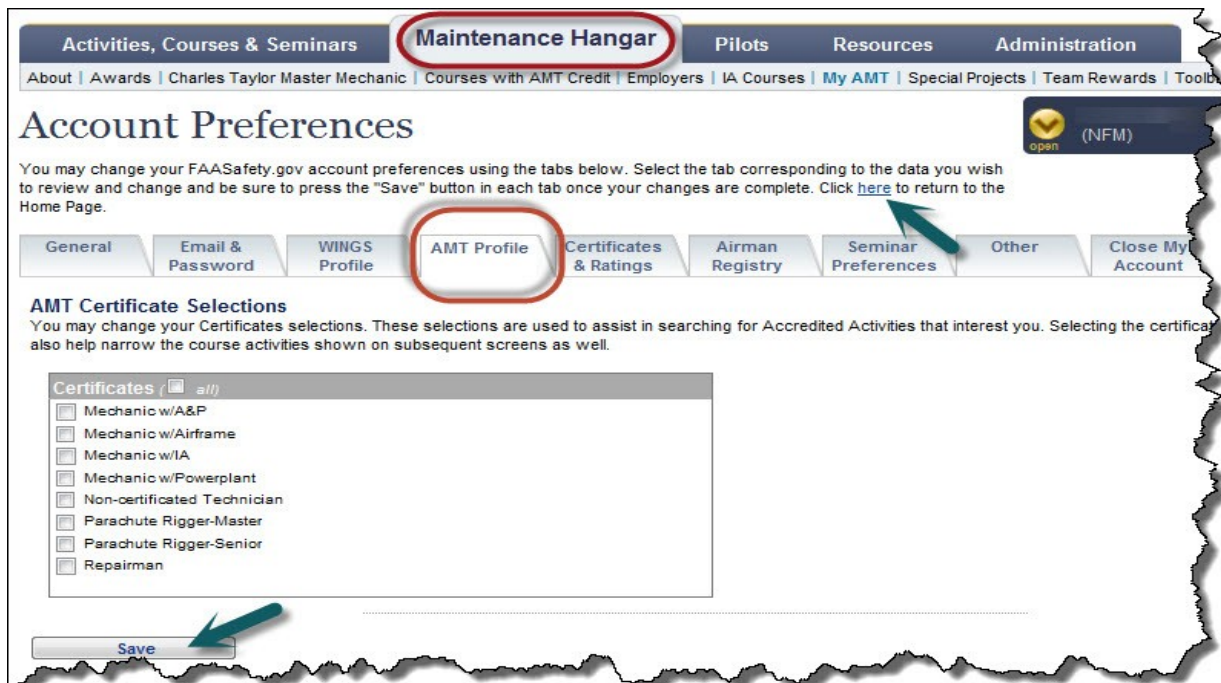
The Account Preferences page can also be accessed from any page by clicking the gold **Open** button in the User frame, select **My FAASafety.gov Account** link.

4.2 My AMT

This is what your personal **MY AMT** page will look like. From now on you will be able to access this page by using the **MY AMT** link found in the **Maintenance Hanger** tab. From this page you can enroll in online training courses including the core courses, track your progress toward your AMT Award Certificate Training and claim your AMT Awards. A list of Courses and Seminars can be found on the Home page under **Activities, Courses, Seminars** & Webinars tab. To start entering your eligible training, click the **Enter Eligible Training** tab.

5 Training

From **MY AMT** page, click the **Enter Eligible Training** tab to access form for entering career-related training that you have taken this year. **Note**: All training for current year must be entered no later than January 31, of the following year in which training was received.

Aviation maintenance career related training qualifies toward the requirements for your individual AMT Award. There are three levels of award that may be earned during the calendar year. Only one award may be claimed for each calendar year. The following is an overview of the training requirements:

> **BRONZE:** A minimum of 12 hours of career related training must be satisfactorily completed. Completion of the core training course(s) on FAASafety.gov will count toward the required hours.

> **SILVER:** A minimum of 40 hours of career related training must be satisfactorily completed. Completion of the course training course(s) on FAASafety.gov will count toward the required hours

> **GOLD:** A minimum of 80 hours of career related training must be satisfactory completed. Completion of the core training course(s) on FAASafety.gov will count toward the required hours. In addition, you must successfully pass a three credit hour college course or 40 classroom hours in mathematics, technical writing, aviation safety, human factors, aviation management or quality control or similar aviation career related courses.

5.1 Entering Training Hours

Simply fill in the appropriate information and click the **Submit** button. After your information is saved you may enter additional training or if you are finished for now you may return to your **My AMT** page by using the **HOME** tab.
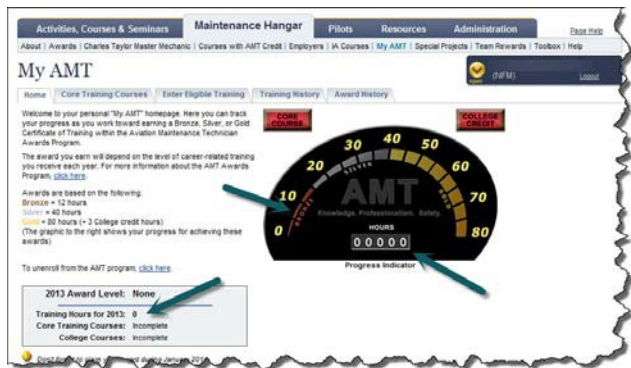
Your training is now being tracked on your **MY AMT**. page. The hours entered are displayed in the graphic hour meter, on the lighted meter bar and in the Award Level box.

If you complete a college level course of at least 3 credit hours or 40 class room hours in a career related subject you may enter that information by selecting the **College Credit** enunciator light.
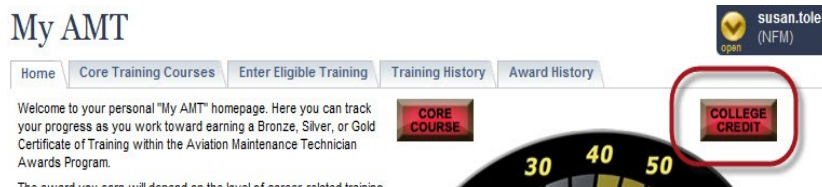
NOTE: Remember accepted college subjects are listed in AC 65-25.

By using the **College Credit** enunciator your AMT training page will load with the appropriate tab already open. Once you have entered the require information you will be prompted to upload a file showing evidence of the college course you completed. Click the **Submit** t button to Save.
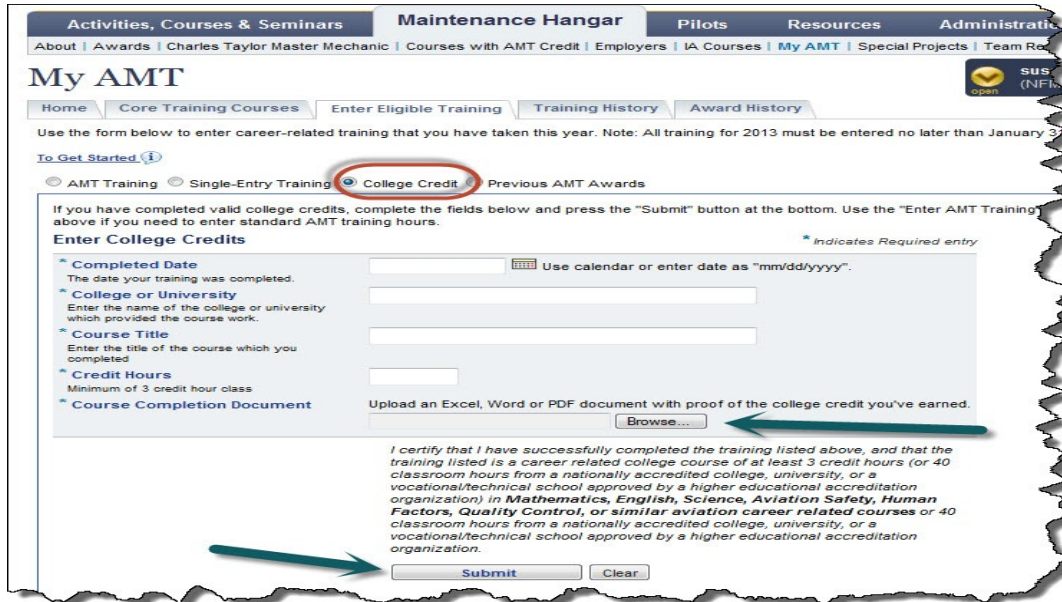
5.2 Employers Entering Training

If your employer provides you with an itemized training record listing each training course you have completed and the hours of training involved, you can make a single entry. On the AMT Training page shown here, you have the option to document all your training with a single entry. You need to list the name of your employer and the total hours of training listed on your employee training record for the calendar year.

6 Core Courses Requirements

It is easy to find out what the core course(s) are and to enroll in them. Remember each year there will be one or two required core courses. To find out what they are just click on the **CORE COURSE** enunciator button or use the **Core Training Courses** tab.
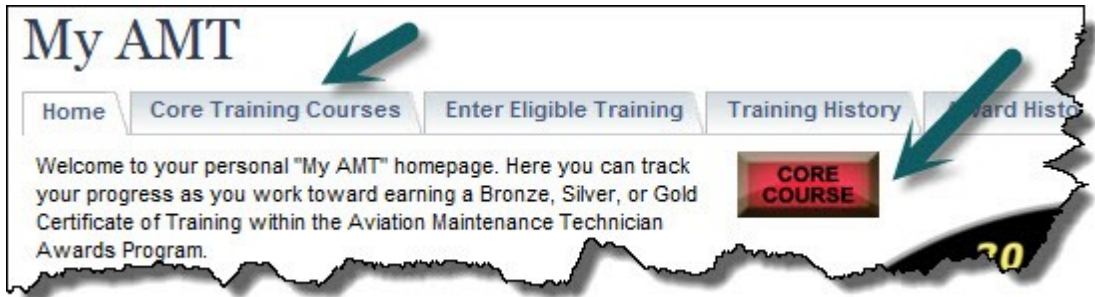
6.1 Enrolling in an AMT Core Course(s)

To enroll in the online core course simply click on the **Enroll** link and follow the instructions. You may complete core course(s) on FAASafety.gov at your own pace. Just **Exit** out when you need too and come back later to continue the course.
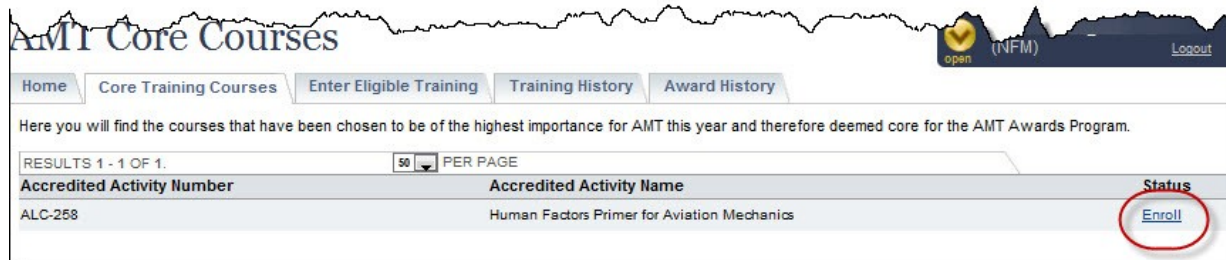
Once you have enrolled in a core course, it will show up on MY AMT page under **Core Training Courses** tab when you log in. To continue with the core course, simply click on the In **Progress** link to the right of the course description.
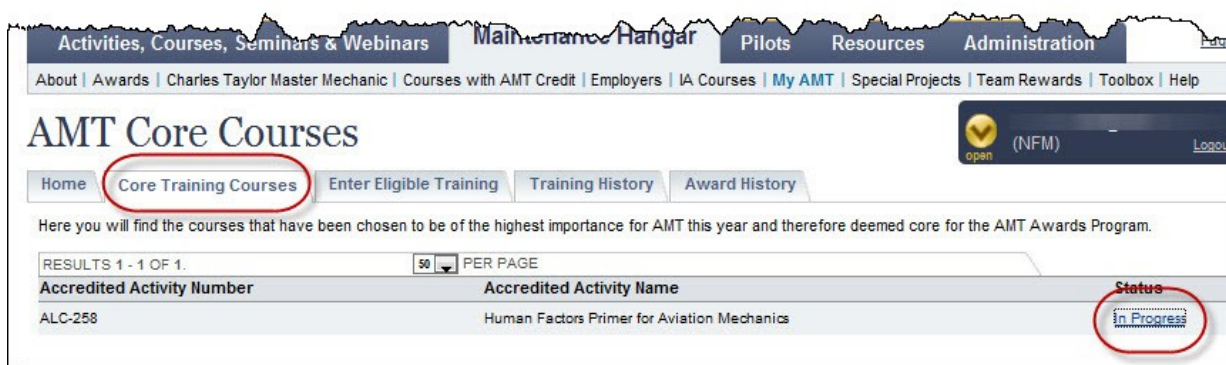
After you have entered the minimum number of training hours required to earn an award, the **Core Course** enunciator will flash alternately between red and yellow each time you come to
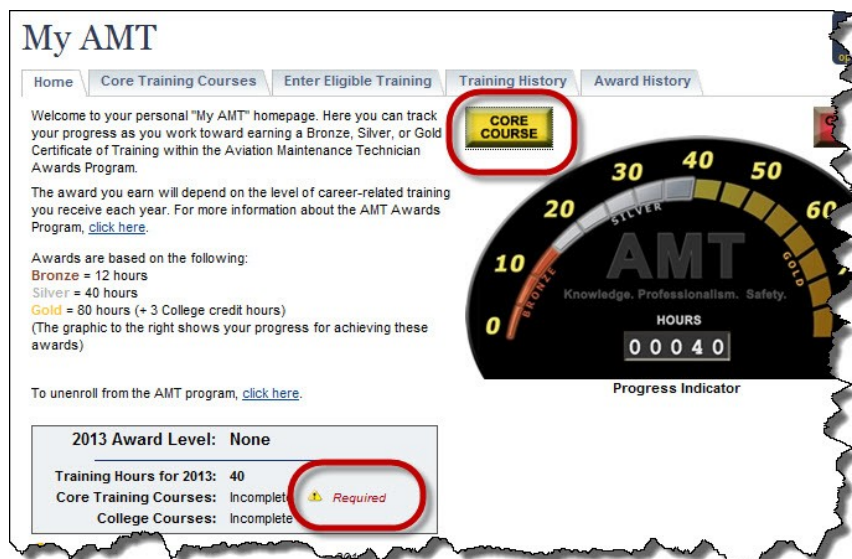
your **MY AMT** page. This is to help remind you that you need to complete the course(s) training to earn an award. The core course(s) can be taken any time during the calendar year. Another reminder of the core course requirement is the red **Required** warning in the **Award Level** box.

6.2 My AMT Training History

Your training history page will display your core course training, any eligible training you have entered, and your eligible college credits. **Edit and delete** icons can be used to make corrections. The document you uploaded for proof of your college credit course(s) is also found on this page. Once you complete the core course(s), it will also be displayed on your training history page.

The hours of core course credit is also added to the total shown on the **My AMT** page. The **Core Course** enunciator light will turn green and the award level box will indicate that the core course is complete. If you complete an eligible college level course and enter that information the **College Credit** enunciator will also turn green and the college level course will show completed in the award level box.

Remember the month of January is when you as an AMT will claim your award for the previous calendar year.

Each time you visit your **My AMT** page you will see a message reminding you to come back in January and claim your Award. If you

complete additional training before the end of the year, simply enter it into your **My AMT** account. You may end up qualify for a higher AMT award.

6.3   Claiming Your my AMT Award

This is what your **MY AMT** page will look like in the month of January. You will see a link in the Award box if you have earned an AMT Award. Click on the **Claim My AMT Award** link.


A warning will appear. Read this warning message carefully.

Remember you can only earn one award each year. So make sure you have entered all your eligible training from the previous calendar year before you move on. When you are ready click the **OK** button to claim your award or use the cancel button if you need to go back.

6.3.1   Download or Print Your Award Certificate

To download or print a copy of your Award Certificate, use the **Download Certificate** link. If you want to print your certificate, select **Open** button and then follow your normal print procedures. You may also save a copy of your certificate to your personal computer. A saved copy of your certificate will always be available on your **Awards** page.
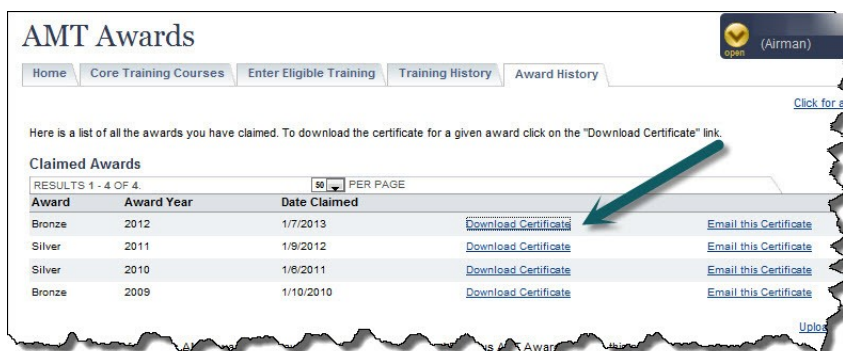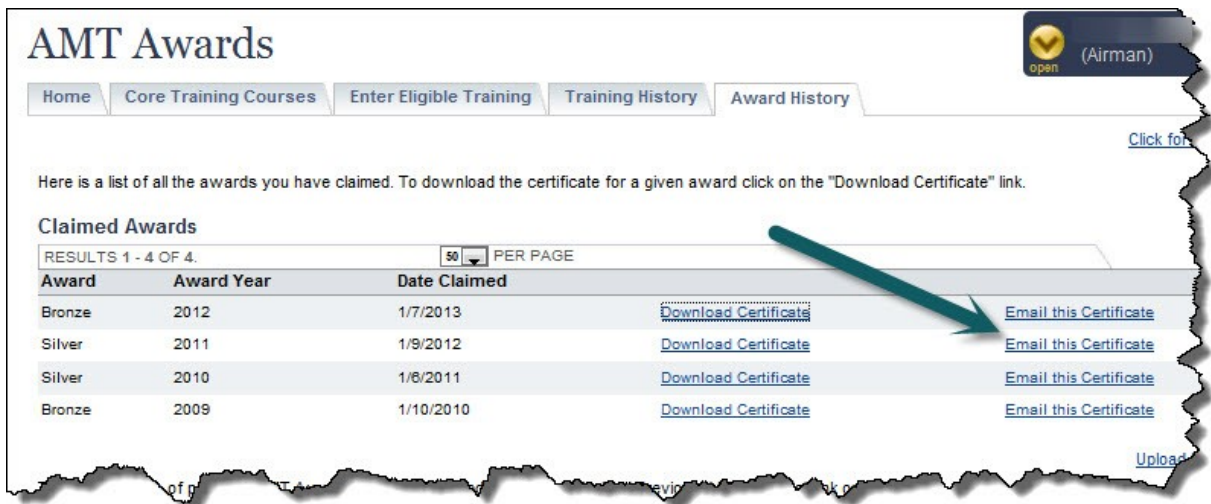
This is a sample of a certificate.

6.3.2 Email to your Employer

You can also email a copy of your award certificate to someone. If your employer participates in the AMT Awards program they may ask you to email them a copy of your certificate. They will need either an electronic or paper copy of it when they apply for their AMT Employer Award.

Once you have earned an AMT Certificate of Training, you will have an **Award History** tab on your **My AMT** page. Your AMT **Award History** page will list all of the AMT Awards earned. It is also the place you can come back to if you need to reprint or email one of your awards certificates.
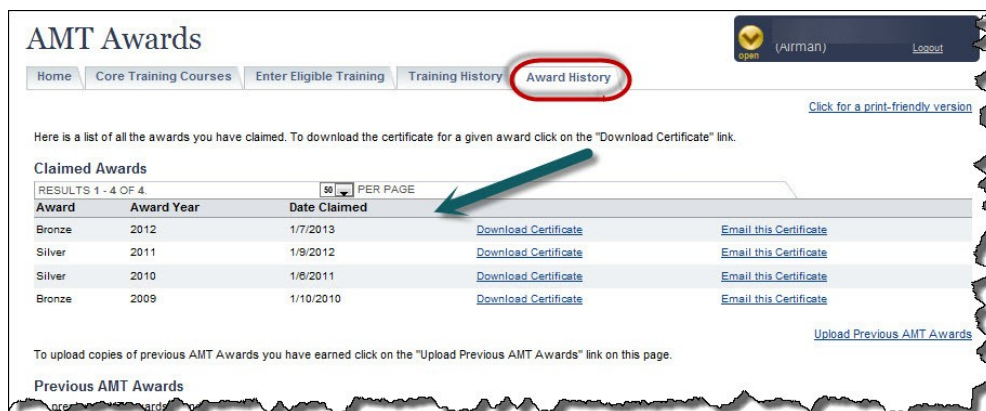
7   Review Steps

- Register on FAASafety,gov
- Complete the airman profile
- Enroll in the AMT Awards Program
- Enter eligible AMT Training
- Enroll and complete the on-line Core Course(s)
- Claim your AMT Award

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 if you need a refresher on any particular function or feature of the online AMT Awards Program

8   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 FAASTeam program manager. Contact information can be found in the directory on FAASafety.gov.

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

To learn more about employer participation, please view the AMT Awards Program for Employers tutorial.

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

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