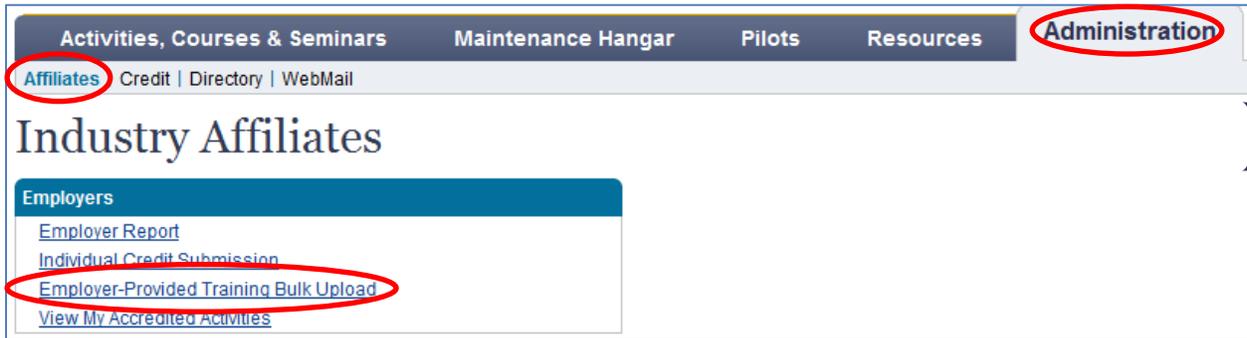


We made a **major enhancement** to the AMT Awards Program system for Employers. Last year, many employers asked if they could upload the annual training record for their employees to the AMT Awards Program on www.FAASafety.gov. The system, however, was designed such that individual AMTs would enter their annual training record by using the entry tool available on their My AMT page.

Now, starting immediately, for those employers who wish to do so, annual training hours can be uploaded for all their employees at one time. This new capability for employers is available after you log on at www.FAASafety.gov under the Administration tab on the Affiliates menu; it is called, “**Employer-Provided Training Bulk Upload.**”



All the employer needs is the employee’s email address used on FAASafety.gov for the AMT Awards Program. This is entered, along with the year of completion and the number of hours completed, on a spreadsheet saved on your computer as a csv file. You then browse for it on this page, click the preprocess link, and if there are no errors, upload it to the system. The hours entered will then populate each individual AMT’s My AMT training record page. Here is a screenshot of the entry page on FAASafety.gov, with an example of what the spreadsheet should look like, and brief instructions.

