

§ 65.65

course outline or the description of facilities and equipment must be submitted in a format that will allow an entire page or pages of the approved outline or description to be removed and replaced by any approved revision. The list of instructors may be revised at any time without request for approval, provided the minimum requirements of § 65.67 of this part are maintained and the Administrator is notified in writing.

(e) *Withdrawal or cancellation of approval.* Failure to continue to meet the requirements of this subpart for the approval or operation of an approved aircraft dispatcher certification course is grounds for withdrawal of approval of the course. A course operator may request cancellation of course approval by a letter to the Administrator. The operator must forward any records to the FAA as requested by the Administrator.

(f) *Change in ownership.* A change in ownership of a part 65, appendix A-approved course does not terminate that aircraft dispatcher certification course approval if, within 10 days after the date that any change in ownership of the school occurs:

(1) Application is made for an appropriate amendment to the approval; and

(2) No change in the facilities, personnel, or approved aircraft dispatcher certification course is involved.

(g) *Change in name or location.* A change in name or location of an approved aircraft dispatcher certification course does not invalidate the approval if, within 10 days after the date that any change in name or location occurs, the course operator of the part 65, appendix A-approved course notifies the Administrator, in writing, of the change.

§ 65.65 Aircraft dispatcher certification courses: Training facilities.

An applicant for approval of authority to operate an aircraft dispatcher course of study must have facilities, equipment, and materials adequate to provide each student the theoretical and practical aspects of aircraft dispatching. Each room, training booth, or other space used for instructional purposes must be temperature controlled, lighted, and ventilated to con-

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form to local building, sanitation, and health codes. In addition, the training facility must be so located that the students in that facility are not distracted by the instruction conducted in other rooms.

§ 65.67 Aircraft dispatcher certification courses: Personnel.

(a) Each applicant for an aircraft dispatcher certification course must meet the following personnel requirements:

(1) Each applicant must have adequate personnel, including one instructor who holds an aircraft dispatcher certificate and is available to coordinate all training course instruction.

(2) Each applicant must not exceed a ratio of 25 students for one instructor.

(b) The instructor who teaches the practical dispatch applications area of the appendix A course must hold an aircraft dispatchers certificate

§ 65.70 Aircraft dispatcher certification courses: Records.

(a) The operator of an aircraft dispatcher course must maintain a record for each student, including a chronological log of all instructors, subjects covered, and course examinations and results. The record must be retained for at least 3 years after graduation. The course operator also must prepare, for its records, and transmit to the Administrator not later than January 31 of each year, a report containing the following information for the previous year:

(1) The names of all students who graduated, together with the results of their aircraft dispatcher certification courses.

(2) The names of all the students who failed or withdrew, together with the results of their aircraft dispatcher certification courses or the reasons for their withdrawal.

(b) Each student who successfully completes the approved aircraft dispatcher certification course must be given a written statement of graduation, which is valid for 90 days. After 90 days, the course operator may revalidate the graduation certificate for an additional 90 days if the course operator determines that the student remains proficient in the subject areas listed in appendix A of this part.