



**REGIONAL AIR SUPORT**  
Professional Aviation Training



| Authorised  
Training Center

## DGR & Cargo Introductory IATA ATC Terms and conditions

### General

- The IATA Distance Learning Program is conducted in Romania through Authorised Training Centers (ATC)
  - IATA Authorised Training Centres (ATCs) are independent training facilities that are authorised to teach IATA courses in the fields of travel and tourism, cargo, airports, airlines and civil aviation. Authorisation is granted based on demonstrated instructional expertise as well as the institution's overall ability to provide quality training.
    - ATCs recruit and train students, while examinations are organised and supervised by the IATA local coordinator located in your country or region. In addition, ATCs distribute the IATA distance learning courses within their own country.
    - Regional Air Suport has been appointed as IATA Authorised Cargo Training Center and IATA Authorised Aviation Training Center.

### Enrollments

- Enrolled individuals/students must be of legal adult age in the country of enrolment.
- Terms, conditions and fees are subject to change at any time and without advance notice.
  - The enrollment is valid 1 year
  - The enrolment period begins at the time of enrolment application. The enrolment period cannot be extended.
    - Full payment of enrolment and shipping fees via bank transfer or bank draft are required at the time of enrolment.
      - The ATC (Regional Air Suport) is an independent training facility that reserves the right to set up his own course structure as well as his own course prices
        - All the payments for the enrollments through the IATA Distance Learning Program conducted through Regional Air Suport Authorised Training Center (ATC) must be paid directly to Regional Air Suport.
          - Full and/or partial refund of enrolment fees is not possible at any time.
          - A course enrolment cannot be transferred to another individual.
          - Every confirmed enrolled student will receive his own training kit containing all the IATA manuals, brochures and course support needed for the course he/she is taking.

## Classroom Course

- Each student enrolled in the IATA Distance Learning Program through an ATC is eligible to participate to the classroom course that the local ATC will organise at a reasonable time before the IATA examination, if the enrollment charge is including a classroom course fee.
  - The enrolled student is not obliged to participate to the classroom course in case he/she wants to study at home, however, if the student has been enrolled through an ATC, the student is required to coordinate with the ATC in order to be registered to an IATA examination, or in order to receive the results.
- The recommended study time for each course is detailed bellow:
  - Dangerous Goods Regulations Initial: 160-200 hours individual study plus 50 hours of classroom course, plus 3.5 hours for exam
  - Dangerous Goods Regulations Refresher: 160-200 hours course individual study, plus 40 hours of classroom course, plus 3.5 hours for exam
  - Cargo Introductory: 160-200 hours course individual study, plus 50 hours of classroom course, plus 3 hours for exam
- The ATC will publish with a reasonable time in advance the classroom courses schedule and the student must comply with all the deadlines concerning the enrollments or exam registrations which should be published by the ATC as well.

## Exams

- An IATA course certificate or diploma is earned by passing the required exam(s) within the course enrolment period.
  - Exam questions are based on current edition course material.
  - The candidate has the right to take a second examination in case he/she missed or failed the first one.
    - Although the classroom course held at ATC is held in Romanian, all the individuals enrolling to IATA Distance Learning Courses must possess medium to good English skills in order to take the course and the IATA examination.
    - Upon course enrolment, exam registration is automatically set for the first eligible examination session. Only one course examination is possible in one exam session.
    - Students who fail their first attempt are automatically enrolled for their second exam attempt, which would be the following examination session. Please note one exception for those students that fail the April session, as they will be automatically registered for the October session.
    - Students are solely responsible for cancelling an exam registration by notifying in writing the ATC prior to the exam registration deadline
    - Failure to cancel an exam registration before the deadline results in a no show status and counts as a FAIL grade unless a valid reason (medical, legal or professional) is presented

with their request before or on the day of the examination. Retroactive requests will not be considered. The local Authorised Training Center or the IATA Local Coordinator must receive a medical certificate or official letter from the student's employer. It is at the discretion of IATA to accept or reject the request.

- The exam registration deadlines are published by IATA and can be sent by the ATC upon student's requests or can be found on the ATC website
- Missed exam sessions will not be substituted.
- Students are able to change their registered exam session to a later one within their enrollment period. This is done by writing directly to the ATC and by complying to the exam registration deadline.
- All exam registration changes must be advised in writing, before the exam registration deadline, directly to the ATC, unless a valid reason is presented as described above.
- IATA, through the Local Coordinator decides the country, city, date and venue for each examination session and communicates this information on the exam invitation letter.
- An exam invitation letter will be provided by the IATA Local Coordinator or by ATC to each exam registered student with reasonable time in advance.
- It may be necessary to travel to an examination centre outside your community, city or country. All travel and personal expenses as well as travel document arrangements are the individual's responsibility.
- An Examination Confirmation Letter is included in each study kit. This letter specifies exactly which exam session has been registered per student. It also identifies the IATA Local Coordinator responsible for organising the examination session.
- Examinations last one day and consist of either one or two papers (see list below).

When an examination consists of two papers, candidates must sit both papers when they make their first exam attempt.

- **Cargo Introductory Course**

One Paper consisting in 100 multiple choice questions

- **Dangerous Goods Regulations - Initial**

One Paper – Acceptance exercises and use of IATA DGR Manual (3 hours)

- **Dangerous Goods Regulations - Recurrent**

Same exam as for Dangerous Goods Regulations - Initial (3 hours)

- To qualify for any IATA/FIATA diploma, candidates must achieve at least 60 percent in each paper for the Introductory course, and 80 percent for the Dangerous Goods Regulations and Dangerous Goods Regulations Recurrent courses.
- A diploma with distinction is awarded to candidates who obtain at least 90 percent on the first attempt in each paper.
- Effective April 2008, IATA/FIATA Dangerous Goods Regulations students who are not successful on their first exam attempt can retake the examination once within the enrolment period. However, if the second examination falls in the following calendar year of the first exam, the student will be tested on the new edition of the IATA Dangerous Goods Regulations. The student is solely responsible for acquiring this new publication for the re-take of the examination. In this instance, the student would only be required to purchase, if necessary, the current DGR publication only (not the DGR kit) and register for the second examination.

## IATA Diploma

- The ATC and/or The Local IATA Coordinator is responsible on providing as soon as possible, upon receiving from IATA, the exam results and the diplomas.
- The validity of the IATA diplomas depends on the course taken: for example, the Cargo Introductory Diploma has an unlimited validity; Dangerous Goods Basic diploma has a validity of 2 years; after this period, the student must enroll for a Dangerous Goods Refresher Course.
- Every student that passes the IATA examination will receive his own IATA diploma
- In case of loss or damage students can obtain a copy of their diplomas, provided the request has been approved by IATA and the following conditions have been met:
  - A valid reason must be presented in an official letter to IATA or ATC. Supporting documentation must be included with the request. In case your diploma was damaged (e.g., by flooding), and the damaged copy must be returned.
  - An administrative cost of USD 100 must be paid to IATA before it can re-issue and forward a copy (duplicate) of a Diploma. The fee can be paid through the ATC as well.
- Students can obtain a letter of attestation provided the request has been approved by IATA and the following condition has been met:
  - An administrative cost of USD 100 must be paid to IATA before it can issue the letter. The fee can be paid through the ATC as well.

## Final

- Title to all documents, software, and other materials (“Materials”), whether in hard copy, on diskette or in any other media given or made available to the course participants by or for IATA and/or ATC shall always remain with IATA and/or ATC. Without limiting the generality of the foregoing, no part of such Materials may be reproduced, reformatted or transmitted in any form by any means, electronic or mechanical, including photocopying, recording or any information storage or retrieval system without prior written permission from IATA and/or ATC at its sole discretion.
- IATA or the local ATC makes no further warranties, express or implied, including but not limited to the reliance, implied warranty of merchantability or fitness for a particular purpose.
- In no event shall IATA or the local ATC be liable for indirect, incidental or consequential damages arising under this agreement, even if it has been advised of the possibility of such damage