

# Certified Aviation Technical Trainer (CATT) Handbook



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The Certified Aviation Technical Trainer (CATT) certification sets the criteria for individuals aspiring to become proficient aviation trainers. The certification encompasses a range of requirements to ensure candidates possess the necessary knowledge, skills, and experience to effectively train and educate aviation professionals.

Criteria for the CATT certification include a combination of education and training, aviation knowledge and experience, instructional skills, communication and presentation abilities, training evaluation expertise, and a commitment to professional ethics and conduct. Candidates are expected to have a minimum level of education, relevant aviation experience, and expertise in instructional design and delivery. Strong communication skills, both verbal and written, are essential for conveying technical information effectively. The certification also emphasizes continuous professional development and staying abreast of industry advancements. The CATT certification provides assurance to aviation organizations that trainers possess the necessary qualifications to deliver high-quality training programs and contribute to the professional development of aviation professionals.



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## CATT Description:

The Certified Aviation Technical Trainer (CATT) certification is designed for individuals seeking to excel in the field of aviation training and education. The certification establishes a comprehensive set of criteria to ensure that candidates possess the necessary knowledge, skills, and experience to effectively train and educate aviation professionals.

To attain the CATT certification, candidates must meet various criteria that encompass different aspects of aviation training. Education and training play a vital role, with a minimum level of education, such as a bachelor's degree in a relevant field, providing a strong foundation. Completion of specialized aviation training programs or courses related to instructional techniques, curriculum development, and adult learning principles further enhances the candidate's training expertise.

Aviation knowledge and experience are crucial for effective aviation trainers. Candidates are expected to have practical experience in the aviation industry, preferably in roles related to technical training, aviation maintenance, flight operations, or avionics. Possession of relevant aviation certifications, such as an Airframe and Powerplant (A&P) license or other industry-recognized certifications, demonstrates the candidate's expertise and credibility in the field.

The CATT certification also emphasizes instructional skills, as trainers must be able to develop and deliver engaging and effective training programs. Proficiency in instructional design methodologies, training needs analysis, curriculum development, and assessment techniques is essential for creating impactful and meaningful learning experiences. Strong communication and presentation skills are vital to effectively convey complex technical information to diverse audiences, fostering engagement and facilitating effective learning.

Evaluation and continuous improvement of training programs are key components of the CATT

certification. Candidates are expected to be familiar with training evaluation methods and techniques, such as Kirkpatrick's model, to assess the effectiveness of training programs and make necessary improvements. Participation in ongoing professional development activities, including attending industry conferences, workshops, and staying updated with the latest trends and best practices, demonstrates the commitment to growth and staying current with industry advancements.

Ethics and professional conduct are integral aspects of the CATT certification. Trainers must adhere to professional standards and ethical guidelines, ensuring a commitment to safety, accuracy, and maintaining the highest standards of professionalism in their training practices.

By attaining the CATT certification, individuals showcase their expertise and commitment to excellence in aviation training. The certification provides assurance to aviation organizations that trainers possess the necessary qualifications to deliver high-quality training programs and contribute to the professional development of aviation professionals.

## Certification Criteria:

### Written Exam:

Candidates are required to take a comprehensive written exam that covers various aspects of aerospace technologies. The exam includes multiple-choice, true/false, and short-answer questions, assessing candidates' understanding of aircraft systems, avionics, propulsion systems, materials, and manufacturing processes. The written exam aims to evaluate candidates' theoretical knowledge and comprehension of key concepts.

**Point System:** In addition to the written exam, a point system is employed to consider candidates' other certifications and experience. The point system takes into account qualifications such as attendance at a FAR 147 school, possession of an:

Associates/Bachelors/Masters degree, Airframe and Powerplant License, Inspection Authorization, FCC GROL (General Radiotelephone Operator License), NCATT (National Center for Aerospace & Transportation Technologies) AET (Aircraft Electronics Technician) certification, NCATT FOD (Foreign Object Damage) certification, and years of experience in relevant aerospace fields. Each qualification earns candidates a certain number of points, reflecting their expertise and educational background.

The point system for the Certified Aviation Technical Trainer (CATT) certification, considering various qualifications and experience levels:

Attendance at FAR 147 School:

Completion of a recognized FAR 147 school: 5 points

Education:

Associates Degree in Aviation Technology or related field: 5 points

Bachelor's Degree in Aviation Engineering or related field: 10 points

Master's Degree in Aviation Science or related field: 15 points

NOTE: Education points are not cumulative

Professional Certifications:

Airframe and Powerplant (A&P) License: 5 points

Inspection Authorization (IA): 10 points

FCC General Radiotelephone Operator License (GROL): 5 points

NCATT AET (Aircraft Electronics Technician) certification: 10 points

Any other NCATT certification or Endorsement: 5 points

Experience:

Years of experience in Aviation maintenance, engineering, or related roles:

Less than 2 years: 5 points

2 to 5 years: 10 points

6 to 10 years: 15 points

11 or more years: 20 points

Candidates can accumulate points based on their qualifications and experience. The total points earned by each candidate will provide an indication of their expertise and knowledge in Aviation technologies. The points system allows for a balanced assessment, considering both formal education and practical experience.

There will be an opportunity to submit other Certification for consideration to the points system. Non-aerospace business certifications will be considered for credit

A Total of 50 points or higher is required to take the written Examination.

Oral Exam:

The final stage of the certification process involves an oral exam. Candidates are interviewed by a panel of industry experts who assess their communication skills, problem-solving abilities, and overall suitability for the role of a technical consultant. The oral exam allows candidates to demonstrate their practical knowledge, critical thinking, and ability to apply their expertise to real-world scenarios.

## CATT Proficiency:

To determine the certification criteria for the Certified Aviation Technical Trainer (CATT) certification, you'll need to consider the knowledge, skills, and experience necessary for individuals to effectively train and educate aviation professionals. Here are some criteria you can consider:

### 1) Education and Training:

- A minimum level of education, such as a bachelor's degree in a relevant field (aviation, aerospace, education, instructional design, etc.).
- Completion of specialized aviation training programs or courses related to instructional techniques, curriculum development, and adult learning principles.

### 2) Aviation Knowledge and Experience:

- A certain number of years of practical experience in the aviation industry, preferably in roles related to technical training, aviation maintenance, flight operations, or avionics.
- Possession of relevant aviation certifications, such as an Airframe and Powerplant (A&P) license or other industry-recognized certifications.

### 3) Instructional Skills:

- Demonstrated ability to develop and deliver effective training programs, including classroom instruction, practical demonstrations, and hands-on training.
- Proficiency in instructional design methodologies, training needs analysis, curriculum development, and assessment techniques.

### 4) Communication and Presentation Skills:

- Strong verbal and written communication skills to effectively convey complex technical information to diverse audiences, including aviation professionals at various levels of expertise.
- Ability to engage and interact with learners, facilitate discussions, and answer questions effectively.

### 5) Training Evaluation and Improvement:

- Familiarity with training evaluation methods, such as Kirkpatrick's model, to assess the effectiveness of training programs and make necessary improvements.
- Continuous professional development in the field of aviation training, including participation in industry conferences, workshops, and staying updated with the latest trends and best practices.

### 6) Professional Ethics and Conduct:

- Adherence to professional standards and ethical guidelines in aviation training, ensuring a commitment to safety, accuracy, and maintaining the highest standards of professionalism.

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These criteria will serve as a starting point for the Certified Aviation Technical Trainer (CATT) certification. It's important to further refine and tailor the criteria based on industry needs, stakeholder input, and in consultation with subject matter experts to ensure the certification reflects the required knowledge, skills, and competencies for aviation technical trainers.

## Sample Oral Questions:

This Section will provide three sample questions from each of the seven areas of business previously identified.

### 1. Education and Training:

Here are two oral exam questions related to the first criterion, which focuses on Education and Training for the Certified Aviation Technical Trainer (CATT) certification:

*Question: How does your educational background in a relevant field contribute to your effectiveness as an aviation technical trainer?*

This question assesses the candidate's understanding of how their educational background enhances their abilities as a trainer. The candidate should discuss how their specific field of study (aviation, aerospace, education, instructional design, etc.) provides them with a solid foundation and knowledge base in their training endeavors. They should explain how their education has equipped them with the necessary theoretical knowledge and skills to design and deliver effective aviation training programs.

*Question: Describe any specialized aviation training programs or courses you have completed related to instructional techniques and curriculum development, and how these have influenced your training approach.*

This question evaluates the candidate's knowledge of specialized training programs or courses they have undertaken. The candidate should discuss specific programs or courses they have completed that focus on instructional techniques, curriculum development, or adult learning principles in the aviation context. They should explain how these programs or courses have shaped their training approach, enabling them to employ effective instructional strategies, develop engaging curriculum materials, and create a conducive learning environment for aviation professionals.

These oral exam questions aim to assess the candidate's understanding of the significance of education and training in their role as an aviation

technical trainer. The responses will provide insights into their educational background, specialized training, and how they integrate their knowledge and skills into their training practices.

### 2. Aviation Knowledge and Experience:

Here are two oral exam questions related to the second criterion, which focuses on Aviation Knowledge and Experience for the Certified Aviation Technical Trainer (CATT) certification:

*Question: Describe your practical experience in the aviation industry and how it contributes to your effectiveness as a technical trainer.*

This question assesses the candidate's practical experience in the aviation industry and its impact on their training abilities. The candidate should discuss their specific roles or responsibilities in the industry, such as aviation maintenance, flight operations, avionics, or related fields. They should explain how their hands-on experience in these areas provides them with valuable insights, real-world examples, and a deep understanding of the challenges and requirements faced by aviation professionals. The candidate should also highlight how this experience enhances their credibility and ability to connect with learners in their training sessions.

*Question: How have your aviation certifications, such as an Airframe and Powerplant (A&P) license or other industry-recognized certifications, contributed to your expertise as an aviation technical trainer?*

This question evaluates the candidate's aviation certifications and their impact on their training capabilities. The candidate should discuss their specific certifications, such as an A&P license or other relevant industry certifications they have obtained. They should explain how these certifications have expanded their technical knowledge, enhanced their understanding of aviation systems and procedures, and equipped them with the necessary qualifications to train aviation professionals effectively. The candidate should also discuss how their certifications validate their expertise and instill confidence in their training abilities.

These oral exam questions aim to assess the candidate's aviation knowledge and experience, particularly how their practical experience and certifications contribute to their effectiveness as an aviation technical trainer. The responses will provide insights into the candidate's industry expertise, practical insights, and their ability to bridge the gap between theoretical knowledge and real-world application in their training sessions.

### 3. Instructional Skills

Here are two oral exam questions related to the third criterion, which focuses on Instructional Skills for the Certified Aviation Technical Trainer (CATT) certification:

*Question: Explain your approach to instructional design and how you ensure that your training programs effectively meet the learning needs of aviation professionals.*

This question assesses the candidate's understanding of instructional design principles and their ability to tailor training programs to the specific needs of aviation professionals. The candidate should discuss their process for analyzing learning needs, setting clear learning objectives, and designing engaging and interactive training materials. They should also explain how they incorporate adult learning principles, such as active learning techniques and practical application exercises, to ensure effective knowledge transfer and skill development.

*Question: Describe a training session you have developed and delivered for aviation professionals. Explain how you utilized different instructional techniques and methodologies to enhance learning outcomes.*

This question evaluates the candidate's practical experience in developing and delivering training sessions. The candidate should describe a specific training session they have conducted, highlighting the instructional techniques and methodologies they employed. They should discuss how they engaged learners through various methods, such as multimedia presentations, group discussions, hands-on activities, or simulations. The candidate should also explain how they assessed the effectiveness of their training session and made any necessary adjustments based on learner feedback and evaluation results.

These oral exam questions aim to assess the candidate's instructional skills and their ability to design and deliver effective training programs for aviation professionals. The responses will provide insights into the candidate's instructional design approach, their utilization of different instructional techniques, and their capacity to create engaging and impactful learning experiences.

### 4. Communication and Presentation

Here are two oral exam questions related to the fourth criterion, which focuses on Communication and Presentation Skills for the Certified Aviation Technical Trainer (CATT) certification:

*Question: How do you effectively communicate complex technical information to diverse audiences of aviation professionals with varying levels of expertise?*

This question assesses the candidate's communication skills and their ability to convey complex technical information in a clear and understandable manner. The candidate should describe their approach to tailoring their communication style and delivery methods to meet the needs of different learners. They should discuss techniques they use to simplify complex concepts, provide real-world examples, and engage participants through effective verbal and non-verbal communication strategies.

*Question: Share an example of a challenging situation you encountered during a training session and how you effectively managed it to ensure successful learning outcomes.*

This question evaluates the candidate's ability to handle challenging situations during training sessions and maintain a positive learning environment. The candidate should describe a specific scenario where they encountered difficulties, such as disengaged participants, technical glitches, or communication barriers. They should explain how they addressed the situation, adapted their communication approach, and utilized problem-solving skills to overcome the challenge and ensure the desired learning outcomes were achieved.

These oral exam questions aim to assess the candidate's communication and presentation skills, specifically their ability to effectively communicate technical information and handle challenging situations during training sessions. The responses will provide insights into the candidate's communication strategies, their adaptability in addressing learner needs, and their ability to create an inclusive and engaging learning environment.

## 5. Evaluation and Improvement

Here are two oral exam questions related to the fifth criterion, which focuses on Evaluation and Continuous Improvement for the Certified Aviation Technical Trainer (CATT) certification:

*Question: How do you evaluate the effectiveness of your training programs, and what steps do you take to continuously improve them?*

This question assesses the candidate's understanding of training program evaluation and continuous improvement processes. The candidate should explain the evaluation methods they use to assess the effectiveness of their training programs, such as learner assessments, feedback surveys, or performance evaluations. They should discuss how they analyze evaluation data, identify areas for improvement, and implement changes to enhance the quality and impact of their training programs over time.

*Question: Describe a specific instance where you identified a training program improvement opportunity and successfully implemented changes to enhance its effectiveness.*

This question evaluates the candidate's ability to identify areas for improvement in their training programs and take proactive measures to implement changes. The candidate should share a specific example where they recognized a need for improvement, such as through learner feedback or evaluation results. They should explain the steps they took to address the identified issue, including any modifications to content, delivery methods, or assessment strategies. The candidate should also highlight the positive impact of their changes on the training program's effectiveness.

These oral exam questions aim to assess the candidate's ability to evaluate the effectiveness of their training programs and continuously improve them. The responses will provide insights into the candidate's evaluation strategies, their willingness to embrace feedback and make necessary changes, and their commitment to delivering high-quality training experiences for aviation professionals.

## 6. Ethics and Conduct:

Here are two oral exam questions related to the sixth criterion, which focuses on Ethics and Professional Conduct for the Certified Aviation Technical Trainer (CATT) certification:

*Question: How do you ensure ethical practices and professional conduct in your role as an aviation technical trainer?*

This question assesses the candidate's understanding of the importance of ethics and professional conduct in their training role. The candidate should discuss the ethical principles they adhere to, such as integrity, honesty, confidentiality, and respect for diversity. They should explain how they maintain professional boundaries, handle sensitive information, and create a safe and inclusive learning environment for all participants. The candidate should also highlight any relevant professional codes of conduct or guidelines that they follow.

*Question: Describe a situation where you faced an ethical dilemma in your training role and how you resolved it while upholding professional standards.*

This question evaluates the candidate's ability to navigate ethical dilemmas and make sound decisions while maintaining professional standards. The candidate should share a specific example where they encountered an ethical challenge, such as conflicting interests or ethical responsibilities. They should explain the thought process they went through to analyze the situation, consider different perspectives, and determine the most appropriate course of action. The candidate should highlight how they resolved the dilemma in a manner that upheld ethical standards and protected the interests of aviation professionals.



These oral exam questions aim to assess the candidate's commitment to ethics and professional conduct in their role as an aviation technical trainer. The responses will provide insights into the candidate's understanding of ethical principles, their ability to navigate ethical dilemmas, and their commitment to upholding professional standards in their training practices.

## **Application Process:**

The first step of the application process is submitting the Application found on GhostAerospace.com (Form GFM-700) to [Consult@GhostAerospace.com](mailto:Consult@GhostAerospace.com). Once the Application is accepted, written and oral exam fee totals \$200 USD. Once processing is completed, applicants will be contacted about scheduling.