**INSTRUCTIONS**: Update all copy in red with your information, and change the font color to black. Then, delete this paragraph and send it on to your supervisor!

Dear <Supervisor’s Name>,

I request your approval to enroll in the International Aerodrome Certified Employee Course on ICAO Annex 14 offered by the International Association of Airport Executives (IAAE). This 7.5-hour online training program will prepare me with the latest information available from Annex 14 and related documents, and provide resources that help to ensure our airport functions at the highest levels of safety and efficiency. In addition, the course is self-paced. I can take it on my own time, so it won’t interfere with my work responsibilities.

By taking this course, I will learn about Safety Management Systems, Aerodrome Key Elements, Airfield Physical Characteristics, Aerodrome Operations and Maintenance, Obstructions, Environmental Issues Related to Aerodrome Operations, Visual Aids for Navigation, Security Issues Related to Airport Operations, and Emergency Planning - Emerging Issues in Aerodrome Operations, among other topics.

After viewing the 18 modules that comprise the IACE Annex 14 course, I will take a certification test to demonstrate my knowledge and understanding of Annex 14 principles. Upon passing the course with a grade of at least 70 percent, I will be entitled to use the designation “IACE” after my name, demonstrating not only my proven knowledge, but also my commitment to safety at our airport.

The cost of my participation is only US$295. In addition, if four of my coworkers enroll in the course at the same time, we each receive a 10 percent discount, resulting in a cost of US$265 per person.

My participation, and that of my colleagues, in this course would be a wise investment for <organization name here>. The knowledge I’ll gain will be invaluable in ensuring that I am well trained and mentally prepared to meet the challenges I encounter each time I report for work. It also will ensure that our airport is offering the best service to our airlines, passengers and tenants.

Thank you for your consideration of this request.

Sincerely,

<Your Name here>