



## PROGRAM FOR ASSESSMENT OF COMPETENCE AS A PROFESSIONAL ANIMAL ATTENDANT IN AIRCRAFT

This assessment programme for the competence of professional animal handlers is concerned only with *assessment*. Neither the ATA nor NPTC provide any *training*. It is expected that all applicants for assessment will have had, not only several years hands-on experience with the animals concerned, but will have also received training and experience in transporting those animals by air.

We are pleased to enclose the application packet for you to register with the ATA for assessment as a professional flying animal attendant.

All applications must be typed or printed legibly in English.

Please ensure the following documents accompany your completed and signed application:

1. Two letters of recommendation from companies well known / experienced in the international animal transport industry. These must be appropriate to the relevant species.  
One must be from a company experienced in air transportation of animals who attests to:
  - the applicant's experience as a flying horseman [or other animal handler by air, as appropriate to the species].
  - their direct involvement with their company.
  - the applicant having had experience of at least 10 animal flights in the past 3 years.
2. The ATA Registration Application Form plus the "Candidate Application Form" along with the appropriate Registration or Renewal Fee
3. Certificate of Veterinary Instruction completed by a licensed veterinarian
4. Medical Form completed by a licensed physician
5. Certificate of Competence signed by an employer
6. Legible photocopy of your current and valid passport.
7. Two current photographs (passport size), or a digital camera image sent via e-mail
8. A 10 year background Security Check, dated within the past 12 months, showing an unblemished record from your National Police Authority or similar body. This can be in their national language.

The completed application should be mailed to the **ATA, 12100 Sunset Hills Road, Suite 130, Reston, VA USA**. An application submitted that has not been completed as stipulated or is incomplete will not be processed. Upon approval of your application, we will seek to establish a time and place for your assessment.

This programme for independent assessment of competency has been established with the National Proficiency Tests Council [NPTC], which will be compulsory for animal handlers to be recognized as 'competent' under EU legislation, by IATA, and by certain airlines. Details of the assessment schedule are available on the website [www.nptc.org.uk](http://www.nptc.org.uk) click on 'schedules' and then the last listed item 'Animal Attendants transporting animals by air'.

Your initial fee includes the costs of the Assessor's time but no additional costs. In the event of a candidate failing an assessment, he/she will be able to represent themselves for another assessment after they have evidence of at least 5 more flights with animals, under the tutelage of an Assessed Handler. The Candidate must obtain and supply this evidence from the carriers, or employers concerned. There will be a charge for any such re-assessment.

If you have any questions, please contact us.

---

**ATA INTERNATIONAL OFFICE**

12100 Sunset Hills Road, Suite 130

Reston, VA 20190 USA

Tel: +1 703-437-4377 / Fax: +1 703-435-4390

[info@animaltransportationassociation.org](mailto:info@animaltransportationassociation.org) • [www.animaltransportationassociation.org](http://www.animaltransportationassociation.org)



## CRITERIA FOR REGISTRATION AS AN ATA ANIMAL ATTENDANT

1. Applicant must speak English and all forms must be completed in English.
2. Must have a minimum of three (3) years experience as a full-time stockman with the species concerned.
  - For Equine Attendants: Need to show evidence of 10 flights accompanying horses within the past 3 years
  - For Other Animal Handlers: This is under advisement and not yet determined.
3. Must submit a completed ATA Animal Attendant Registration Application Form and Candidate Registration Form to ATA with the following:
  - Two letters of recommendation from companies well known / experienced in the international animal transport industry as specified in the covering letter.
  - Application or Renewal Fee \*\*
  - Certificate of Veterinary Instruction completed by a licensed veterinarian.  
Must have completed instruction by a licensed veterinarian as to the following areas:
    - a. Handling emergency treatment of minor abrasions
    - b. Treating a horse with Colic [for equine groomers]
    - c. Treating a horse [or other animal as appropriate] with stress or fever
  - Medical Form completed by a licensed physician.
  - Certificate of Competence signed by an employer
  - Legible photocopy of your current and valid passport. \*\*
  - Two current photographs (passport size), or digital camera images sent via e-mail \*\*
  - A 10 year background Security Check, dated within the past 12 months, from your National Police Authority or similar body. This can be in their national language. \*\*

*\*\*The starred items are all that is required for renewals*

The appropriate ATA Committee will review all ATA Animal Attendant Applications and all candidates must meet the above criteria in order to be eligible for registration.

---

### APPLICATION AND REGISTRATION FEES:

Initial Registration Fee:     **\$325** for the first year [which includes a \$50 non-refundable application fee.]  
Renewals:                     **\$175** after one year, and thereafter for each two year period

**Assessments:** Your Assessment of Competence will be covered by the initial registration fee [though not any additional traveling or accommodation costs at the time of Assessment].

---

**VALIDITY:** ATA ID Cards will be valid for TWO year periods. The Attendants will be added to a published Professional Register. A renewal application must be submitted at least six weeks prior to expiration accompanied by a Renewal Form and the starred\*\* items above. All animal attendants who have already been assessed and were approved for entry into the program will not be required to be reassessed. Assessment once completed is valid for life.

***An ATA Animal Attendant Registration Card remains the property of the Animal Transportation Association and, as such, may be rescinded or revoked at any time if registrant fails to meet the standards, rules and Mission Statement of our Association.***

---

#### ATA INTERNATIONAL OFFICE

12100 Sunset Hills Road, Suite 130  
Reston, VA 20190 USA  
Tel: +1 703-437-4377 / Fax: +1 703-435-4390

info@animaltransportationassociation.org • www.animaltransportationassociation.org



## ATA ANIMAL ATTENDANT REGISTRATION APPLICATION

1. Name: \_\_\_\_\_  
Last First Middle In.  
1a. Title: Mr / Mrs / Ms / Miss / Other [please specify] \_\_\_\_\_
2. Permanent Home Address and postcode/zip: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ (Day/Month/Year)      5. Height: \_\_\_\_\_
6. Please list your horse related experience during the last three (3) years as well as any special functions performed and training received, if any.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Please list your last two (2) employers and attach two (2) letters of recommendation.  
Employer: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Current phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
  
Employer: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Current phone: \_\_\_\_\_ Fax: \_\_\_\_\_
8. Have you ever pled guilty of or been convicted of a crime? \_\_\_\_\_ (Excluding non-alcohol related traffic violations). If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ATA ANIMAL ATTENDANT REGISTRATION APPLICATION

Name: \_\_\_\_\_  
Last First Middle In.

- Attach:
- Completed Candidate Registration Form
  - Two letters of recommendation from companies well known / experienced in the international animal transport industry as specified in the covering letter, certifying at least 10 flights' experience.
  - Certificate of Veterinary Instruction completed by a licensed veterinarian
  - Medical Form completed by your physician
  - Completed Certificate of Competence
  - \*\*Copy of current passport
  - \*\*Two current passport size photos.
  - \*\*Security Check, at least past 10 years, from your police authority.
  - Application/ Registration Fee
    - in the amount of **US\$325.00** check or money order drawn on a U.S. bank & payable in USD
  - OR  Credit Card Authorization (below) in the amount of **US\$325.00**
    - VISA     MasterCard     Am. Express

Card No: \_\_\_\_\_ Exp.Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ CVV / Security Code \*\* \_\_\_\_\_  
*\*\* This is the three digit number on the back of the card for Visa/MC and 4 digit number on the front for AmExp.*

Signature of Card Holder: \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_  
\_\_\_\_\_

*By submitting this application or renewal for ATA Animal Attendant Registration, I understand and agree that the ATA Animal Attendant Registration is neither an endorsement nor guarantee of an individual's performance or credentials. Further, in consideration for the ATA's evaluation of this application and/or the issuance of a registration number, I agree that ATA is neither liable nor responsible for the individual actions of myself or of registered attendants. As an assessed animal attendant, I agree to have my name, location and certification expiration date listed on the ATA website. I further agree to be bound by the rules of the Disciplinary Committee who will have the authority to remove me from the Professional Register in the event of serious infringements of legislation, failure to pay renewal fees, or actions that are considered to bring the ATA or the Profession into disrepute.*

Yes     No    ATA is authorized to provide my complete contact details, upon request.

**I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTOOD THE PARAGRAPH ABOVE AND THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT.**

*Applicant: Please sign completely within the box below with a dark black pen. This is the signature used on the ID Card.*

SIGNED:		DATE SIGNED:
---------	--	--------------

**MAIL COMPLETED APPLICATION AND ATTACHMENTS TO THE ATA OFFICE BELOW.**

**ATA INTERNATIONAL OFFICE**

12100 Sunset Hills Road, Suite 130  
Reston, VA 20190 USA

Tel: +1 703-437-4377 / Fax: +1 703-435-4390

info@animaltransportationassociation.org • www.animaltransportationassociation.org



## VETERINARY INSTRUCTION FORM

Applicant's Full Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

### INSTRUCTIONS TO VETERINARIAN:

The above applicant has applied for registration an animal attendant (e.g. accompanying a horse weighing from 200 to 900 kgs in a trailer or on an airplane during transportation). To meet the ATA's eligibility requirements, the applicant must have received instruction from a licensed / professionally registered veterinarian to prepare him/her for emergency situations that may arise whilst accompanying horses or other animals in transportation.

### Certificate of Veterinary Instruction

Mr./Ms. \_\_\_\_\_, on \_\_\_\_\_, completed instruction from me personally or under my direction in specific areas of emergency medical treatment of horses [or other species as appropriate]. In my opinion, the applicant is capable of carrying out basic veterinary procedures in the following areas:

- |  |  |
|--|--|
| 1. Performing emergency treatment of minor abrasions | 3. Treatment of a stressed horse [or other animal as appropriate]. |
| 2. Treatment of a horse with colic                   | 4. Treatment of a horse with fever                                 |

Competence can be achieved in handling and accompanying the following species groups:

- |                             |                                  |
|-----------------------------|----------------------------------|
| • Antelopes                 | • Horses                         |
| • Aquatics [marine mammals] | • Monkeys and non-human primates |
| • Camelids                  | • Non-domesticated mammals       |
| • Cattle                    | • Pigs                           |
| • Deer                      | • Reptiles & amphibians          |
| • Flightless birds, ratites | • Sheep / goats                  |

Veterinarian's Name Printed: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Current License Number: \_\_\_\_\_

State and Country of issuance: \_\_\_\_\_

*Note: Please attach a copy of your professional letterhead containing your signature or initials to this veterinary form.*

### ATA INTERNATIONAL OFFICE

12100 Sunset Hills Road, Suite 130

Reston, VA 20190 USA

Tel: +1 703-437-4377 / Fax: +1 703-435-4390

info@animaltransportationassociation.org • www.animaltransportationassociation.org



## MEDICAL FORM

Applicant's Full Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

---

### INSTRUCTIONS TO PHYSICIAN:

The above applicant has applied for registration as an animal attendant (e.g. accompanying a horse weighing from 200 to 900 kgs in a trailer or on an airplane during transportation). In your opinion, does the applicant have any physical or mental condition, which would jeopardize his/her ability to perform the duties and responsibilities of an animal attendant which would include but are not limited to:

- Moving heavy equipment and supplies
- Working in restricted areas and narrow passageways
- Administration of drugs to horses or other animals as appropriate
- Experience and background to read, write and communicate in English

(Please note: Your opinion can be based simply on your general knowledge of this applicant and examination of same. At your discretion, however, this may include any tests only if you deem them appropriate, such as blood profile, urine analysis, C.B.C., drug screen, chemistry profile, EKG, Chest X-Ray and Stress EKG).

---

### To Whom It May Concern:

Mr./Ms. \_\_\_\_\_, on \_\_\_\_\_, had a physical examination in this office and was found to be in good health. In my opinion, the applicant does not have any physical or mental condition, which would jeopardize his/her ability to perform the duties and responsibilities of an animal attendant.

Physician's Name Printed: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Current License Number: \_\_\_\_\_

State and Country of issuance: \_\_\_\_\_

*Note: Please attach a copy of your professional letterhead containing your signature or initials to this medical form.*

---

### ATA INTERNATIONAL OFFICE

12100 Sunset Hills Road, Suite 130

Reston, VA 20190 USA

Tel: +1 703-437-4377 / Fax: +1 703-435-4390

info@animaltransportationassociation.org • www.animaltransportationassociation.org



# CERTIFICATE OF COMPETENCE

Applicant's Full Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

- This certificate must be completed by the employer of the above-named person or an independent assessor, and cannot be completed by and signed by an applicant, if applicant is Director of Company completing form.
- Each of the elements listed below should be ticked when the employee has demonstrated his/her competence in that area.

## Competences

- |  |  |
|--|--|
| 1. Knowledge of attendant's responsibility for animals during transport..... <input type="checkbox"/>  | 9. Knowledge of appropriate handling methods during loading and unloading..... <input type="checkbox"/>                                    |
| 2. Knowledge of who to contact for advice and assistance and when to seek veterinary help ..... <input type="checkbox"/>                       | 10. Knowledge of different species' rest, feed and liquid requirements as outlined in government regulations..... <input type="checkbox"/> |
| 3. Knowledge of the powers of enforcement authorities before, during and after transport..... <input type="checkbox"/>                         | 11. Knowledge of stocking densities and segregation requirements..... <input type="checkbox"/>   |
| 4. Knowledge of authorization requirements for transporters ..... <input type="checkbox"/>   | 12. Understand importance of ventilation ..... <input type="checkbox"/>  |
| 5. Knowledge of how to plan a journey and ability to anticipate changing conditions..... <input type="checkbox"/>                              | 13. Ability to clean and disinfect a vehicle, container, or aircraft stall ..... <input type="checkbox"/>                                  |
| 6. Knowledge of documentation requirements and how to complete them..... <input type="checkbox"/>  | 14. Elementary knowledge of causes of stress in animals and basic knowledge of how to reduce the symptoms..... <input type="checkbox"/>    |
| 7. Knowledge of current IATA Live Animal Regulations container requirements ..... <input type="checkbox"/>                                     | 15. Ability to care for animals which become unfit or injured during transport..... <input type="checkbox"/>                               |
| 8. Ability to load, operate and control a vehicle; container; or aircraft stall to ensure the welfare of animals..... <input type="checkbox"/> |  |

## Certification

- This certificate applies to the transport of:
 

<input type="checkbox"/> Antelopes	<input type="checkbox"/> Flightless birds, ratites	<input type="checkbox"/> Non-domesticated mammals
<input type="checkbox"/> Aquatics [marine mammals]	<input type="checkbox"/> Horses	<input type="checkbox"/> Pigs
<input type="checkbox"/> Camelids	<input type="checkbox"/> Monkeys and non-human primates	<input type="checkbox"/> Reptiles & amphibians
<input type="checkbox"/> Cattle		<input type="checkbox"/> Sheep / goats
<input type="checkbox"/> Deer		
- I have assessed the applicant in each of the competencies set out above and certify that in my opinion, he/she has the practical experience and knowledge to handle the transport and, if necessary, to administer appropriate care to the animals being transported by
 

ROAD     SEA     AIR     RAIL

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ABOVE NAMED APPLICANT IS COMPETENT IN THE ABOVE AREAS AND THAT HE HAS OBTAINED THIS KNOWLEDGE EITHER VIA SPECIFIC TRAINING OR EQUIVALENT PRACTICAL EXPERIENCE.

Signature of employer/assessor: \_\_\_\_\_ Date signed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_



The following "Candidate Application Form" needs to be submitted with your application to the ATA Admin Office and NOT to Field House Assessments directly. We will forward your complete application package to them after it has been reviewed by the ATA Equine Committee.

---

**ATA INTERNATIONAL OFFICE**

12100 Sunset Hills Road, Suite 130  
Reston, VA 20190 USA

Tel: +1 703-437-4377 / Fax: +1 703-435-4390

[info@animaltransportationassociation.org](mailto:info@animaltransportationassociation.org) • [www.animaltransportationassociation.org](http://www.animaltransportationassociation.org)