

Application for Certification as an Air Traffic Control Officer Initial Training Organisation and to provide licence endorsement training and assessment (Regulation EU 2015/340)



Please complete this form online (preferred method) and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Please read the guidance notes on page 4 before completing the form.

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine and on conviction on indictment with an unlimited fine or imprisonment or both.

1. APPLICATION: (Tick as appropriate)

a) For Certification as an Initial Training Organisation (ITO).

(To provide basic and rating training leading to the grant of a student air traffic controller's licence and additional rating training for Air Traffic Controllers.

b) To provide training and assessment for Practical Instructors and Assessor leading to the grant and/or renewal and/or revalidation of one or more of the following licence endorsements:

On Job Training Instructor (OJTI)

Synthetic Training Device Instructor (STDI)

Assessor licence endorsements

2. APPLYING ORGANISATION DETAILS (Complete a) or b) as applicable)

a) Registered Company Name in Full and Companies House Registration Number.

b) Name of Unincorporated Association or Other Body.

3. ORGANISATION CONTACT DETAILS

Office Address:

..... Postcode:

Telephone: E mail:

4. NAME OF TRAINING ORGANISATION AND LOCATION IF DIFFERENT FROM ABOVE

Trading Name:

Address:

..... Postcode:

Telephone: E mail:

5. PERSONNEL CONTACT DETAILS

a) FOCAL POINT FOR COMMUNICATION WITH THE CAA

Title: Forename: Surname:

Telephone: E mail:

b) ACCOUNTABLE MANAGER

Title: Forename: Surname:

Telephone: E mail:

c) HEAD OF TRAINING ORGANISATION (if different from point b)

Title: Forename: Surname:

Telephone: E mail:

6. PROPOSED INITIAL TRAINING DETAILS

Basic Training

Rating**Rating Endorsement**

ADV

No associated rating endorsement

APP

No associated rating endorsement

ADI

AIR

GMC

TWR

GMS

RAD

APS

PAR

SRA

TCL

ACP

OCN

ACS

TCL

OCN

7. PROPOSED ATCO LICENCE ENDORSEMENT TRAINING AND ASSESSMENT**Endorsement**

OJTI

Practical Instructional Techniques Course including assessment
 Refresher Course on Practical Instructional Skills
 Method of Assessing Practical Instructors for endorsement renewal

STDI

Practical Instructional Techniques Course including assessment
 Refresher Course on Practical Instructional Skills
 Method of Assessing Practical Instructors for endorsement renewal

ASSESSOR

Assessor Training Course including assessment
 Refresher Course on Assessment Skills
 Method for Assessing the Competence of Assessors for endorsement renewal

8. REGULATION 2015/340 DECLARATION OF COMPLIANCE

The organisation shown in section 2 will comply with the applicable requirements of Regulation (EU) 2015/340.

Accountable Manager:

Signature Date:

9. FEES

The fees for application for Certification as a Training Organisation to provide unit training are included in the fee for Certification as an ANSP.

The fee(s) required for an application for Certification as an Initial Training Organisation, as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5, available at www.caa.co.uk/ors5) are to be paid on application.

NB: This application will not be processed until the applicable fees have been received.

Total fees included are: £

IMPORTANT NOTES:

If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

10. DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose any charges payable on application in accordance with the Scheme of Charges.

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:

Signature of Applicant: Date:



Documents

Document Sharing Hub
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