



# Advisory Circular

CAA-AC-PEL 011

Issue 2

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## ISSUE, RENEWAL AND RE-ISSUE OF A GROUND INSTRUCTOR LICENCE INCLUDING ADDITIONAL RATINGS

### 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue of a Ground Instructor Licence

### 2.0 REFERENCES

2.1 Regulations on Eligibility requirements to Renewal requirements of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed forms

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

The prescribed application forms, for issue, renewal, and re-issue of a Ground Instructor Licence, may be obtained from the Authority's Personnel Licensing (PEL) Office.

#### 3.2 The Applicant's Identity

Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

3.3 **Ratings Issued** – A ground instructors licence shall be issued with either of one of the following ratings:

3.3.1 basic;

3.3.2 advanced; or

3.3.3 Instrument; or

3.3.4 A combination of (3.3.1) and (3.3.3) or (3.3.2) and (3.3.3)

#### 3.4 Eligibility Requirements

3.4.1 An applicant for issue of a Ground Instructor Licence must have completed the Licence requirements under Regulations on Eligibility requirements and Requirements for ratings of the Civil Aviation (Personnel Licensing) Regulations.

3.4.2 The applicant should –

- a) be 18 years old;
- b) have passed all the knowledge tests for the relevant rating sought as specified in Regulations on Eligibility requirements and Requirements for ratings of the Civil Aviation (Personnel Licensing) Regulations;
- c) have been checked on English language proficiency under Regulations on English language proficiency and Eligibility requirements of the Civil Aviation (Personnel Licensing) Regulations;

3.4.3 The knowledge test on the fundamentals of instructing is not required if the applicant holds a flight instructor rating issued by the Authority.

### **3.5 Application Requirements**

The applicant should bring the following documents attached to the application form on applying for the licence:

- 3.5.1 A properly completed prescribed application Form;
- 3.5.2 A graduation certificate from an approved course of training;
- 3.5.3 records substantiating the training shown on the Application form;
- 3.5.4 Two (2) recent passport size photographs (full face);
- 3.5.5 A photo Identification Card or Passport.

### **3.6 Requirements for an Additional Rating**

An applicant should obtain the necessary additional training and pass the relevant knowledge test for the rating sought.

### **3.7 Requirements for renewal**

The applicant should:

- 3.7.1 meet the specific requirements under Regulation on Renewal requirements of the Civil Aviation (Personnel Licensing) Regulations;
- 3.7.2 complete the renewal prescribed application form;
- 3.7.3 present a certified record to substantiate the required experience; and
- 3.7.4 pay the prescribed renewal fees.

### **3.8 Discrepancies or Ineligibility**

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified

### **3.9 Issue and Renewal of the Licence.**

When an applicant has satisfactorily met the requirements for the issue of the licence or rating and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the licence is issued or renewed.

A handwritten signature in dark ink, appearing to read 'James' followed by a flourish.

**Civil Aviation Authority**