

Application for the Revalidation or Renewal of an Instructor Certificate in Accordance with Part-FCL



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

Please read attached

European Commission administered by the

If your medical re

FALSE REPRESENTATION

It is an offence to make a false representation for the purpose of obtaining permission or of continuing to hold a licence or certificate of approval or conviction on indictment.

This form has two purposes:

- help the FI(S) collate the evidence need for application to an FIE(S) to get the instructor certificate revalidated or renewed, and
- subsequently, tell the CAA that it has been done.

Common questions

When?

Revalidation: any time between getting the requirements and the expiry date itself.

Experience & seminar anytime

AoC only during last 12 months before expiry

New expiry date = old date + 3 years

Renewal: any time after expiry.

New expiry date = renewal date + 3 years > end of month

Requirements: FCL.940.FI in the Aircrew Regulation.

BGA Advice andysmiller@gmail.com Sep 2016

1. APPLICANT DETAILS

CAA Personal reference number:

Title:

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent Address:

.....

..... Postcode:

Telephone: Alternative telephone Number:

E-mail: Fax Number:

2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address:

.....

..... Postcode:

3. MEDICAL FITNESS

To be completed by the Applicant

Class of Medical Certificate held	Date of last Medical	

BOX 3
If Class 2 or higher is held, use these two lines to note expiry dates for LAPL & Class 2 medicals.

Note: Your medical Certificate must be valid on the licence issue date. If your medical Certificate is due to expire within 7 days after the date of application for licence issue, please complete the following

My medical examination will take place at: on:

A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom. European Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part-MED.A.030 and Part-FCL.015).

4. PARTICULARS OF UK OR THIRD COUNTRY ICAO LICENCES HELD

To be completed by the Applicant

Issuing Authority	Type/Class of Licence	Lic

BOX 4
Not needed for FI(S) revalidation or renewal

BOX 6
Part-FCL instructors have 'certificates' not 'ratings'
Date of revalidation: normally today

Expiry: new expiry date – see note on p1

Examiner details: 'as per BOX12'

Tick boxes: intended to reflect the instructor's qualifications, listed on the licence. Sadly, this uses a completely different set of abbreviations. Recommend: copy, into space available, details from the licence after "FCL.905.FI applies as in/"...

5. RATINGS HELD

BOX 5
FI(S) revalidation/ renewal does not involve the endorsement of any type and/or class ratings so this box is not needed.

ill Test (LST), Licensing of
ed on your Part-FCL Lic

of Test	Date of IR Test (if applicable)

Licence	BOX 6	Plain English
(a)	PPL	Instruction for issue of SPL or LAPL(S)
(b)	-	Instruction for class or type ratings. Included, for some reason, with many FI(S)
(f)A	Aerobatic	
(f)ST	Sailplane towing	
(f)SCFR	SFCR	
(i)	FIC	Instructing a pilot to be an instructor
And TMG	-	Above, as appropriate, in a TMG
None of the other boxes apply to FI(S)		

6. INSTRUCTOR CERTIFICATES HELD

Please give the date of the most recent Revalidation or renewal of privileges previously or currently being exercised.

Instructor Rating held Certificate	Date of Revalidation	Expiry Date of Rating Certificate	Example: "(x)/(y)/fBZ"
FI(S)	<today>	<see note on p1>	AS PER Box 12

PPL CPL IMC IR MPL FIC Night
 Aerobatic Towing: Glider Banner SP HPC (A)
 Aircraft only Simulator only Aircraft and Simulator

7. APPLICATION (tick as appropriate) **To be completed by the Applicant**

I am applying to revalidate my Flight Instructor Certificate in accordance with Part-FCL:

FI(A) FI(H) FI(As) FI(B) FI(S)

OR

I am applying to renew my Flight Instructor Certificate in accordance with Part-FCL:

FI(A) FI(H) FI(As) FI(B) FI(S)

~~I am applying to revalidate the following Type Rating Instructor Certificate in accordance with Part-FCL:
(Please specify types)~~

~~I am applying to renew the following Type Rating Instructor Certificate in accordance with Part-FCL:
(Please specify types)~~

~~I am applying to revalidate the following Class Rating Instructor Certificate in accordance with Part-FCL:
(Please specify types)~~

~~I am applying to renew the following Class Rating Instructor Certificate in accordance with Part-FCL:
(Please specify types)~~

~~I am applying to revalidate the following Instructor Certificate in accordance with Part-FCL:
IRI SFI MCCI STI~~

~~I am applying to renew the following Instructor Certificate in accordance with Part-FCL:
IRI SFI MCCI STI~~

~~I require the CAA to reissue my licence with the revalidated Instructor Certificate~~

~~Please note if the CAA are to reissue your licence and revalidate or renew your Instructor Certificate, there is a fee in accordance with the Scheme of Charges and you will need to complete Section 19 of this form.~~

8. FLYING EXPERIENCE **To be completed by the Applicant**

	FI/CRI/IF	BOX 8 Needed only if experience is used to revalidate Only the top left box This box does not apply for renewal			
Total flight instruction or launches within period of validity (FCL.940.FI), (FCL.940.TRI), (FCL.940.SFI)					
Instrument flight instruction within period of validity (FCL.940.FI), (FCL.940.IRI)					
Flight instruction in 12 months preceding expiry of Certificate (FCL.940.FI), (FCL.940.TRI), (FCL.940.CRI), (FCL.940.SFI), (FCL.940.MCCI), (FCL.940.FTI)					
Total flight tests within period of validity (FCL.940.FTI)					

9. INSTRUCTORS REFRESHER SEMINAR **To be completed by the Seminar Provider**

I certify that (name) has s **BOX 9** continues on next page

Refresher Seminar for the revalidation or renewal of an Instructor Certificate in accordance with Part-FCL.

Date(s) of Seminar:

Approved Training Organisation (ATO: ATO Approval No.:

9. INSTRUCTORS REFRESHER SEMINAR **To be completed by the Seminar Provider**

Competent Authority issuing Approval: **BOX 9 continued**
 Name of Head of Training: **Needed only if a seminar is used to revalidate or renew**

Signature of Head of Training: **If the revalidating FIE(S) has seen a seminar completion certificate, or the seminar itself, this box can be left blank (confirmation in Box 12 certifies it)**

PLEASE REFER TO FALSE REPRESENTATION STATEMENT

10. COURSE COMPLETION CERTIFICATE

BOX 10
 Nothing to do with FI(S) validation or renewal

ATO Approval No: DTO 0007
 Competent Authority: BGR CAA
 Head of Training: Colin Sword

Date course commenced:

Signature should be Seminar Tutor or Leader

The course consisted of.....hours of flight instruction in a FNPT I, II/III, FTD 2/3 or FSS.

FSTD Identification Number of device used (which must be issued in accordance with Commission Regulation (EU) 1178/2011)

Competent Authority issuing Qualification certificate for the device:

Approved Training Organisation (ATO): ATO Approval No.:

Competent Authority issuing Approval:

Name of Head of Training (or authorised signatory):

Signature of Head of Training: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

11. CONFIRMATION OF ASSESSMENT OF COMPETENCE **To be completed by the Applicant**

I have successfully completed an Assessment of Competence

BOX 11
Needed only if an AoC is used to revalidate or renew.

Assessment of Competence Date(s):

Aircraft Type and Registration:

In addition to this box, the CAA require an Examiner Report SRG1169.

FSTD Identification Number:

Examiner's Name:

(Despite what this box implies, there is no licence issue involved)

Note: - Applicants are advised that the licence was received.

See our separate note for sending these forms.

12. REVALIDATION **To be completed by the Examiner**

I can confirm the Certificate:

BOX12
If renewing rather than revalidating, replace 'revalidation' with 'renewal', except for 'Certificate of Revalidation' (that's what is on the licence, so leave it)

The Certificate of Revalidation:

Examiner's Name: Examiner's Number:

Competent Authority issuing Examiners Certificate:

Signed by Examiner: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

13. DECLARATION OF APPLICANT (tick as appropriate) To be completed by the Applicant

I declare that the information provided on this form is correct.

I agree to receive:

Flight Crew Safety material from the CAA only or Safety Material from authorised sources

I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.

Signature: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

14. CAA USE ONLY	<p>Guidance Notes 3 & 4 on pages I & ii</p> <p>The only documents required for FI(S) revalidation/ renewal are this form and (if appropriate) the Examiner Report SRG1169, so no supporting documentation and no certification.</p> <p>(pages 5,6,7,i & ii omitted to keep this guide short)</p>
Date of Issue	
Checked by ...	
Loaded by	
Signed by	

15. COURIER CHARGES

BGA RECOMMENDATION FOR SENDING FORM(S)

Send a single e-mail to office@gliding.co.uk with .pdf's of:

- this form &
- (if AoC involved) SRG1169 Examiner Report

- high quality, ie large, files are best avoided
- - scans at 200 or 300dpi are fine

- not embedded links, eg Dropbox

**Snail mail with hard copies are more difficult
AoC failures are even more difficult.**

- contact BGA office for advice

Finally,
There should be no fees for revalidation or renewal.

Please send comments to andyasmiller@gmail.com

the customer and CAA issued documents, will be charge as detailed on our website; please click attached relevant charge as per the Personnel Licensing Scheme of

on, please tick the box below and all documents will be by normal post fail to arrive at your postal address, we days after the original date of despatch from our office. A CAA is not liable for any direct or consequential loss or

please tick box.

tial loss or delay that is caused by the Secure Courier ed in writing to the CAA no later than 24 hours from the aged product(s) to the CAA no later than one week from The CAA will assist you with your claim from the uch claims will be limited to the price of replacement

Personnel Licensing Scheme of Charges (published in application are enclosed herewith. charges have been received.

enter the name of the person/company who is paying:

IMPORTANT NOTES:

- **Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- **Overseas Visits:** 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.
- **Withdrawal/Cancellation of Application:** 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 charge, this charge will be deducted from any refund made in respect of the application following cancellation.