

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



Please read the included guidance notes before completing. Submission instructions can be found at the end of 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, license, 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 | <i>No associated rating endorsement</i> |
| APP | <i>No associated rating endorsement</i> |
| 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. 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.

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

10. DECLARATION

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

I agree to pay the charges for this 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 Changes.

Name of Applicant:

Signature of Applicant: Date:

11. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.

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Guidance

Section 1. Application

Tick the box or boxes appropriate to the application.

Box 1(a) if you are applying for certification as a Training Organisation to provide Initial ATCO training.

Box 1 (b) If you are applying to provide any type of Licence endorsement training i.e. OJTI, STDI or Assessor.

NOTE: If you are applying for a TO certificate to provide initial ATCO training and intend to provide licence endorsement training and assessment tick both 1 (a) and 1 (b).

If you already hold a TO certificate to provide initial ATCO training and wish to add licence endorsement training and assessment to your certificate, only select 1 (b).

Section 2. Applying Organisation Details

Enter your company/organisation details.

Section 3. Organisational Contact details

This is your company/organisation contact details.

Section 4. Name of Training Organisation and Location If Different from Above

If your organisation intends to provide the certified training at a location and trading name that is different for the organisations office location and company name provided in section 2 and 3 complete this section, otherwise leave blank.

Section 5. Personal Contact Details.

Self-explanatory

Section 6. Proposed Initial Training Details

If you are applying for a TO certificate to provide initial ATCO training, tick the appropriate boxes to indicate they type of training your organisation intends to carry out. Note: Full details of each training course it is intended to provide will need to accompany this application. See Additional Information below.

Section 7. Proposed ATCO Licence Endorsement Training and Assessment

Tick the appropriate boxes to indicate the type of licence endorsement training your organisation intends to carry out.

Note: The Practical Instructional Techniques Course, including assessment and Assessor Training Course, including assessments are for the initial issue of the relevant endorsement only.

The Refresher training courses are required for revalidation and renewal.

The Competence Assessments are required only for renewal.

Section 8. Regulation 2015/340 Declaration of Compliance.

To be signed by the Accountable Manager as required by the regulation.

Section 9. Fees

Enter the appropriate fee as indicated in the CAA Scheme of Charges.

Section 10. Declaration

Self-explanatory.

Section 11. Submission Instructions

Submit your application to the address shown.

Additional Information.

On making an application for a training organisation certificate to provide initial ATCO training, this form must be submitted along with the regulation 2015/340 Compliance Matrices and supporting documentation.

The compliance matrix and further information on the application process is available on the CAA web site at the link below.

[Air Traffic Control Officer Training Organisation Certification](#)