



# Advisory Circular

**Subject: Issuance of Commercial Pilot Licence – Aeroplane for students enrolled in ATP(A) or CPL(A)/IR Integrated Courses**

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## 1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

### 1.1 Purpose

- (1) To provide direction for the issuance of a Commercial Pilot Licence - Aeroplane for students who are enrolled in an ATP(A) or CPL(A)/IR integrated course pursuant to section 406.75 of the *Canadian Aviation Regulation (CARs)* and in accordance with section 426.75 of the *Standard 426 - Flight Training Units*.
- (2) To inform flight training units that it is acceptable to issue a Letter of Achievement for the CPL(A) or CPL(A)/IR module of an ATP(A) integrated course or issue a Letter of Achievement for the CPL(A) module of an CPL(A)/IR integrated course.
- (3) To inform flight training units of the requirements to detail in their Training Manual how they will issue Course Completion Certificates and Letters of Achievement when integrated course requirements CPL(A) and/or CPL(A)/IR course requirements have been completed.
- (4) To clarify information regarding the Certificate of Enrolment pursuant to section 406.63 of the CARs and the Course Completion Certificate pursuant to section 406.64 of the CARs as it relates to completing the CPL(A) phase of a CPL(A)/IR or ATP(A) course, or the CPL(A)/IR phase of an ATP(A) integrated course.

**Note:** In addition to holding a Commercial Pilot Licence, a student who is enrolled in an ATP(A) integrated course and has been issued a letter of achievement for the CPL(A)/IR is considered to have met the prerequisite for commencing flight training for the Class 4 –Aeroplane Flight Instructor rating in accordance with standard subparagraph 421.69(1)(a)(ii) of the CARs.

### 1.2 Applicability

- (1) This document applies to all Transport Canada Civil Aviation employees, to individuals and Flight Training Units conducting Integrated Pilot Training pursuant to section 406.75 of the CARs and students enrolled in those courses. This information is also available to the aviation industry for information purposes.

### 1.3 Description of changes

- (1) Not Applicable.

## 2.0 References and requirements

### 2.1 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
  - (a) [Aeronautics Act](#) (R.S.C., 1985, c. A-2);
  - (b) Part 4, Subpart 1 of the *Canadian Aviation Regulations (CARs)* — Flight Crew Permits, Licences and Ratings;
  - (c) Part 4, Subpart 6 of the CARs — Flight Training Units;
  - (d) Standard 421 of the CARs — Flight Crew Permits, Licences and Ratings;

- (e) Standard 426 of the CARs — Flight Training Units;
- (f) Transport Canada form number 26-0793 — Application for Commercial Pilot Licence – Aeroplane.

## 2.2 Cancelled documents

- (1) Not applicable.

## 2.3 Definitions and abbreviations

- (1) The following **definitions** are used in this document:
  - (a) **CPL** means Commercial Pilot Licence – Aeroplane that meets standard section 421.30 of the CARs (Non-integrated);
  - (b) **ATP(A)** means Airline Transport Pilot Licence - Aeroplane Integrated Course that meets the requirements of standard subsection 426.75(5) of the CARs;
  - (c) **CPL(A)** means Commercial Pilot Licence – Aeroplane Integrated Course that meets the requirements of standard subsection 426.75(1) of the CARs;
  - (d) **CPL(A)/IR** means Commercial Pilot Licence – Aeroplane and Instrument Rating Integrated Course that meets the requirements of standard subsection 426.75(3) of the CARs;
  - (e) **CPL(A) module:** the subset of either a CPL(A)/IR or ATP(A) integrated training course that meet the requirements of the CPL(A) integrated course as specified in standard subsection 426.75(1) of the CARs;
  - (f) **CPL(A)/IR module:** the subset of an ATP(A) integrated training course that meet the requirements of the CPL(A)/IR integrated course as specified in standard subsection 426.75(3) of the CARs;
  - (g) **Course Completion Certificate:** means a document issued to a student that indicates they have completed all the regulatory requirements of a ATP(A), CPL(A)/IR or CPL(A) integrated course for which the Course Enrolment Certificate was issued;
  - (h) **Letter of Achievement:** means a letter issued to a student by the Chief Flying Instructor (CFI) stating that the student has completed all the regulatory requirements of either the CPL(A) module and/or CPL(A)/IR module of a Commercial Pilot Licence – Aeroplane integrated course;
  - (i) **Training Manual:** a document that meets the requirements of standard section 426.62 of the CARs.
- (2) The following **abbreviations** are used in this document:
  - (a) **CARs** means Canadian Aviation Regulations;
  - (b) **FTD:** flight training device;
  - (c) **FTU:** Flight Training Unit;
  - (d) **PTR:** pilot training record.

## 3.0 Background

- (1) The flight training industry has requested clarification regarding the issuance and documentation of Course Completion Certificates for Commercial Pilot – Aeroplane Integrated Courses.

- (2) Industry requires the issuance of Commercial Pilot Licences – Aeroplane when the standards have been met and candidates have not yet completed either the CPL(A)/IR or ATP(A) integrated courses.
- (3) Transport Canada was receiving multiple completion certificates at various stages of student training and licensing processes. Multiple completion certificates were creating confusion with the Transport Canada licensing processes and creating delays with the issuance of pilot licensing.

## **4.0 Integrated Course**

### **4.1 Graduate of a Commercial Pilot Licence – Aeroplane (CPL(A) or CPL(A)/IR) Integrated Course**

- (1) A student who is enrolled in an approved CPL(A)/IR Integrated Course may be considered a graduate of the CPL(A) Integrated Course when all the requirements for the CPL(A) course have been completed.
- (2) A student who is enrolled in an approved ATP(A) Integrated Course may be considered a graduate of either the CPL(A)/IR or CPL(A) Integrated Course when all the requirements for the applicable course have been completed.
- (3) A student who has graduated from either the CPL(A) or CPL(A)/IR integrated course as specified in (1) and (2) above may be issued a Letter of Achievement that meets the requirements specified in section 6.0 of the AC.

## **5.0 Training Program, Training Manual and Flight Training Unit (FTU) Requirements**

### **5.1 Flight Training Unit Requirements**

- (1) In addition to the items specified in standard section 426.62 of the CARs, a flight training unit intending to issue a Letter of Achievement for either a CPL(A) module or the CPL(A)/IR module of an integrated course will include the following in their Training Manual:
  - (a) A statement indicating that the CPL(A) and/or the CPL(A)/IR module/s meet all the regulatory requirements specified in standard subsections 426.75(1) and/or 426.75(3) of the CARs. See “Appendix A - Commercial Pilot Licence Course Comparison” for each course;
  - (b) Conditions for issuing the certificate; and
  - (c) A policy for documenting in the student’s pilot training record (PTR) that a Letter of Achievement has been issued.
- (2) A FTU will submit to any amendments to the Minister in accordance with subsection 406.61(4) of the CARs.

**Note:** A student who is enrolled in an ATP(A) integrated course may require an additional 5 hours of complex or technically-advanced aeroplane time to ensure they have completed the CPL(A) course requirements.

## **6.0 Documentation for Students in an integrated course**

### **6.1 Pilot Training Record**

- (1) Pursuant to section 405.33 of the CARs, a student's pilot training record will be submitted to the Minister along with the application for a Commercial Pilot Licence – Aeroplane.

### **6.2 Course Completion Certificate**

- (1) A course completion certificate will be issued to a student once they have completed the integrated course for which the student was enrolled and was issued a course enrollment certificate.

### **6.3 Letter of Achievement**

- (1) The Flight training unit (FTU) may issue a Letter of Achievement once the requirements specified in standard section 426.75 of the CARs have been met irrespective of the integrated course the student was enrolled in such as:
  - (a) a CPL(A) Letter of Achievement prior to completing either a CPL(A)/IR or ATP(A) integrated course; and/or
  - (b) a CPL(A)/IR Letter of Achievement prior to completing ATP(A) integrated course.
- (2) A Letter of Achievement issued for a course module should include the following:
  - (a) **Title will be one of the following:**
    - (i) Letter of Achievement for CPL(A) module of the ATP(A) Integrated Course,
    - (ii) Letter of Achievement for CPL(A)/IR module of the ATP(A) Integrated Course, or
    - (iii) Letter of Achievement for CPL(A) module of the CPL(A)/IR Integrated Course.
  - (b) **Content:**
    - (i) the name of the Flight Training Unit and the FTU Operator Certificate number;
    - (ii) the name and Transport Canada 5802 file number of the graduate to whom it was issued;
    - (iii) the course the student was enrolled in. This course will be the same course specified in the Course Enrollment Certificate;
    - (iv) the module that the student completed;
    - (v) the date of module completion;
    - (vi) a written statement that the student/trainee has met the regulatory requirements specified in standard subsections 426.75(1) or 426.75(3) of the CARs; and
    - (vii) the signature of the Chief Flight Instructor certifying the statement in paragraph (vi) above.
- (3) The Letter of Achievement should be submitted with the Commercial Pilot Licence application to Transport Canada.
- (4) The Letter of Achievement for CPL(A)/IR module constitutes meeting the prerequisites for commencing flight training for the Class 4 Instructor Rating – Aeroplane as specified in standard subparagraph 421.69(1)(a)(ii). A copy of the Letter of Achievement will be included with the student's Class 4 Flight Instructor Rating – Aeroplane Pilot Training Record.

(5) Sample Letters of Achievement are attached in Appendices B, C, and D.

#### **6.4 Commercial Pilot Licence – Aeroplane Application**

(1) A Letter of Achievement or Course Completion Certificate will be included with the Commercial Pilot Licence application to indicate that the student has completed the applicable course requirements of an integrated course for the issuance of a Commercial Pilot Licence – Aeroplane.

#### **7.0 Information management**

(1) Not applicable.

#### **8.0 Document history**

(1) Not applicable.

#### **9.0 Contact us**

For more information, please contact:  
Pilot Training and Licencing, Standards, AARTFL  
E-mail: [fcl@tc.gc.ca](mailto:fcl@tc.gc.ca)

We invite suggestions for amendment to this document. Submit your comments to:  
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*Document approved by*

Robert Sincennes  
Director, Standards, Civil Aviation

## Appendix A — Commercial Pilot Licence Course Comparison

	<b>CPL - AEROPLANE NON INTEGRATED COURSE Standard 421.30</b>	<b>CPL(A) INTEGRATED COURSE Standard 426.75(1)</b>	<b>CPL(A)/IR INTEGRATED COURSE Standard 426.75(3)</b>	<b>ATP(A) INTEGRATED COURSE Standard 426.75(5)</b>
<b>General</b>				
<b>Intent</b>	none specified	To train pilots to the level of proficiency necessary for the issuance of: <ul style="list-style-type: none"> <li>– commercial pilot licence</li> </ul>	To train pilots to the level of proficiency necessary for the issuance of: <ul style="list-style-type: none"> <li>– commercial pilot licence</li> <li>– multi-engine class rating</li> <li>– group 1 instrument rating</li> </ul>	To train pilots to the level of proficiency necessary for the issuance of: <ul style="list-style-type: none"> <li>– commercial pilot licence</li> <li>– multi-engine class rating</li> <li>– group 1 instrument rating</li> </ul> <p>To train pilots to the level of proficiency necessary to enable them to operate as a co-pilot on multi-crew, multi-engine aeroplanes in commercial air transportation.</p>
<b>Timeline</b>	none specified	9 to 24 months	9 to 36 months	12 to 36 months
<b>Suggested Phases of Training</b>	none specified	First solo flight	First solo flight	First solo flight
		First solo cross-country	First solo cross-country	First solo cross-country
		VFR navigation progress test	VFR navigation progress test	VFR navigation progress test
		CPL flight test	CPL flight test	CPL flight test
			Multi-engine flight test	Multi-engine flight test
			Group 1 IFR flight test	Group 1 IFR flight test
				Multi-crew cooperation training completion
<b>Prerequisites</b>	Hold a Private Pilot Licence - Aeroplane	Possible prerequisites as determined by the course provider.	Possible prerequisites as determined by the course provider.	Possible prerequisites as determined by the course provider.

Knowledge Requirements				
	CPL-Aeroplane Standard 421.30(3)	CPL(A) Standard 426.75(1)(b) and (c)	CPL(A)/IR Standard 426.75(3)(b) and (c)	ATP(A) Standard 426.75(5)(b) and (c)
<b>Ground School</b>	80 hours	300 hours	400 hours	750 hours
		minimum 50% classroom based	minimum 50% classroom based	minimum 500 hours classroom based
<b>Guidance</b>	CPL Study and Reference Guide	CPL Study and Reference Guide	CPL Study and Reference Guide	CPL Study and Reference Guide
			IFR Study and Reference Guide	IFR Study and Reference Guide
			Multi-engine instructor guide	Multi-engine instructor guide
			GPS instructor guide	GPS instructor guide
				ATPL Study and Reference Guide
<b>Ground School Subjects</b>	CPL subjects – standard 421.30(3)(a)	PPL subjects – standard 421.26(3)(a)	PPL subjects – standard 421.26(3)(a)	PPL subjects – standard 421.26(3)(a)
		CPL subjects – standard 421.30(3)(a)	CPL subjects – standard 421.30(3)(a)	CPL subjects – standard 421.30(3)(a)
			IFR subjects – standard 421.46(2)(a)	IFR subjects – standard 421.46(2)(a)
			Multi-engine IFR operations	Multi-engine IFR operations
				ATPL Knowledge Requirements – standard 421.34(3)
<b>Written Exams</b>	CPAER	PPAER	PPAER	PPAER
		CPAER	CPAER	CPAER
			INRAT	INRAT



Knowledge Requirements				
	CPL-Aeroplane Standard 421.30(3)	CPL(A) Standard 426.75(1)(b) and (c)	CPL(A)/IR Standard 426.75(3)(b) and (c)	ATP(A) Standard 426.75(5)(b) and (c)
Written Exams (min <sup>m</sup> )				<p>*SAMRA *SARON * To write the ATPL examinations standard paragraph 421.13 (4)(e) requires the applicant to be <b>enrolled</b> in an approved integrated ATP(A) course, have completed the ground school requirements and the Group 1 instrument rating flight test.</p> <p>The ATPL examinations are valid for 5 years from the date indicated on the integrated ATP(A) course completion certificate and not the date the examinations were written as detailed in standard subparagraph 400.03(2)(b)(iii) and section 426.64(d).</p>

<b>Commercial Pilot Flight Training</b>				
(except where noted all flight time requirements listed below is to be CPL training time and will be conducted in aeroplanes)				
	<b>Standard 421.30(4)</b>	<b>Standard 426.75(1)(d)</b>	<b>Standard 426.75(3)(d)</b>	<b>Standard 426.75(5)(d)</b>
<b>Minimum Total Flight Time</b>	200 hours flight time in aeroplanes of which 65 hours is CPL training time completed after the issuance of a PPL-Aeroplane	150 hours of CPL flight training within the Integrated Course (max 10 instrument ground time)	190 hours of CPL flight training within the Integrated Course (max 10 instrument ground time)	205 hours of CPL flight training within the Integrated Course (max 10 instrument ground time)
<b>Dual</b>	35 hours	80 hours (max 10 instrument ground time)	100 hours (max 40 instrument ground time)	105 hours (max 55 instrument ground time)
- night	5 hours	5 hours	5 hours	5 hours
- night cross country	2 hours	2 hours	2 hours	2 hours
- instrument	20 hours (max 10 instrument ground time)	20 hours (max 10 instrument ground time)	60 hours (max 30 hours instrument ground time or max of 40 hours when conducted in sim or FTD approved for IFR renewal flight tests)	75 hours (max 30 hours instrument ground time or max of 55 hours when conducted in sim or FTD approved for IFR renewal flight tests)
complex or technically-advanced aeroplane	-	5 hours, single-engine complex aeroplane, if no multi-engine experience	5 hours, may be completed with the Multi-engine Class Rating training	5 hours, may have been completed with the multi-engine portion of the CPL(A)/IR
- IFR cross country flight	-	-	100 NM	100 NM
- multi crew training	-	-	-	15 hours (may be done in either a 2-crew multi-engine aeroplane or a flight simulator or FTD suitable for multi-crew training)

<b>PIC / solo</b>	30 hours	70 hours	90 hours	100 hours
- PIC cross country	20 hours the PIC cross country flight time requirement is not considered training time and can include flight time prior to the issuance of a PPL-aeroplane	30 hours	50 hours	50 hours
<b>Commercial Pilot Flight Training (continued)</b>				
(except where noted all flight time requirements listed below is to be CPL training time and will be conducted in aeroplanes)				
	<b>Standard 421.30(4)</b>	<b>Standard 426.75(1)(d)</b>	<b>Standard 426.75(3)(d)</b>	<b>Standard 426.75(5)(d)</b>
cross country route	300 NM (3 landings at points other than that of departure)	300 NM (3 landings at points other than that of departure)	300 NM (3 landings at points other than that of departure)	300 NM (3 landings at points other than that of departure)
night	5 hours	5 hours	5 hours	5 hours
night takeoffs, circuits & landings	10 hours	10 hours	10 hours	10 hours
<b>Skill</b>				
	<b>Standard 421.30(5)</b>	<b>Standard 421.75(1)(e)</b>	<b>Standard 421.75(3)(e)</b>	<b>Standard 421.75(5)(e)</b>
<b>Flight Tests</b>	CPL - aeroplane	PPL - aeroplane	PPL - aeroplane	PPL - aeroplane
		CPL - aeroplane	CPL - aeroplane	CPL - aeroplane
			Multi-engine	Multi-engine
			Group 1 Instrument	Group 1 Instrument

**Appendix B — Example of Letter of Achievement for module of the ATP(A)  
Integrated Course**

**Letter of Achievement for CPL(A) module of the ATP(A)  
Integrated Course**

[Name of Flight Training Unit]

Flight Training Unit's Certificate Number: 5555

Student's Name: XXXXXXXX

Student's Transport Canada File Number: 5802- 555555

Course of Enrollment: ATP(A)

Date of Enrollment: DD/MM/YYYY

Date of CPL(A) Module Completion: DD/MM/YYYY

The trainee named above has met the regulatory requirements specified in the standard 426.75(1) of the CARs - Commercial Pilot Licence — Aeroplane CPL(A) Integrated Course.

\_\_\_\_\_  
Chief Flight Instructor's Name

\_\_\_\_\_  
File Number

\_\_\_\_\_  
Chief Flight Instructor's Signature

\_\_\_\_\_  
Date

**Appendix C — Example of Letter of Achievement for CPL(A)/IR module of the ATP(A) Integrated Course**

**Letter of Achievement for CPL(A)/IR module of the ATP(A) Integrated Course**

[Name of Flight Training Unit]

Flight Training Unit's Certificate Number: 5555

Student's Name: XXXXXXXX

Student's Transport Canada File Number: 5802- 555555

Course of Enrollment: ATP(A)

Date of Enrollment: DD/MM/YYYY

Date of CPL(A)/IR Module Completion: DD/MM/YYYY

The trainee named above has met the regulatory requirements specified in standard 426.75(3) of the CARs - Commercial Pilot Licence — Aeroplane CPL(A)/IR Integrated Course.

\_\_\_\_\_  
Chief Flight Instructor's Name

\_\_\_\_\_  
File Number

\_\_\_\_\_  
Chief Flight Instructor's Signature

\_\_\_\_\_  
Date

**Appendix D — Example of Letter of Achievement for CPL(A) module of the CPL(A)/IR Integrated Course**

**Letter of Achievement for CPL(A) module of the CPL(A)/IR Integrated Course**

[Name of Flight Training Unit]

Flight Training Unit's Certificate Number: 5555

Student's Name: XXXXXXXX

Student's Transport Canada File Number: 5802- 555555

Course of Enrollment: CPL(A)/IR

Date of Enrollment: DD/MM/YYYY

Date of CPL(A) Module Completion: DD/MM/YYYY

The trainee named above has met the regulatory requirements specified in standard 426.75(1) of the CARs - Commercial Pilot Licence — Aeroplane CPL(A) Integrated Course.

\_\_\_\_\_  
Chief Flight Instructor's Name

\_\_\_\_\_  
File Number

\_\_\_\_\_  
Chief Flight Instructor's Signature

\_\_\_\_\_  
Date