



# Advisory Circular

## Application Guidelines for Aeroplane FAA to TCCA Licence Conversion Agreement

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## 1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It may describe an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards.
- (2) 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) The purpose of this document is to provide guidelines to applicants who hold a Federal Aviation Administration (FAA) airman certificate - in the airplane category, to convert to a Transport Canada Civil Aviation (TCCA) pilot licence - in the aeroplane category, in accordance with the Agreement for the Promotion of Aviation Safety between the Government of Canada and the Government of the United States of America (Revision 1).

### 1.2 Applicability

- (1) This document applies to holders of FAA airman certificates – airplane category at the private, commercial, or airline transport pilot levels.
- (2) Holders of a FAA airman certificate issued on the basis of another foreign pilot licence are not eligible for conversion under this agreement.

**Note:** This Advisory Circular **does not apply to TCCA pilot licence holders** in the aeroplane category wanting to convert their licences to the FAA equivalent. TCCA applicants are required to comply with FAA AC-135A Conversion Process for Pilot Certificates in Accordance with the Implementation Procedures for Licensing as part of the Bilateral Aviation Safety Agreement Between the Federal Aviation Administration and Transport Canada Civil Aviation Authority for Pilot Licensing.

[https://www.faa.gov/regulations\\_policies/advisory\\_circulars/index.cfm/go/document.information/documentID/1027574](https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/1027574)

### 1.3 Description of changes

- (1) Section 7 Application Process: (1) method of obtaining medical certificate, (2) sequence of steps re-ordered; and
- (2) Minor editorial thru-out AC.

## 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., 1985, c. A-2);
  - (b) Agreement for the Promotion of Aviation Safety between the Government of the United States of America and the Government of Canada — Implementation Procedures for Licensing (Revision 1);
  - (c) *Federal Aviation Regulations* (FARs) Title 14, Code of Federal Regulations, (14 CFR), Part 61;
  - (d) Subpart 401 of the *Canadian Aviation Regulations* (CARs) — Flight Crew Permits, Licences and Ratings;

- (e) Standard 421 of the CARs — Flight Crew Permits, Licences and Ratings;
- (f) Transport Canada Form Number 26-0702 — Application for Conversion of a FAA Airman certificate using the Implementation Procedures for Licencing;
- (g) Transport Canada Form Number 26-0726 — Application for an Aviation Document Booklet;
- (h) Transport Canada Publication (TP 690) — Airline Transport Pilot Licence Aeroplane;
- (i) TP 691 — Instrument Rating – Aeroplane;
- (j) TP 12880 — Private Pilot Licence Aeroplane;
- (k) TP 12881 — Commercial Pilot Licence Aeroplane;
- (l) TP 14371 — TCCA Aeronautical Information Manual.

## 2.2 Cancelled Documents

- (1) As of the effective date of this document, the following document is cancelled:
  - (a) Not applicable.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

## 2.3 Definitions and abbreviations

- (1) The following **definitions** are used in this document:
  - (a) **Applicant:** means the FAA airman certificate holder making application for the equivalent TCCA pilot licence in accordance with the Implementation Procedures for Licensing (IPL).
  - (b) **English Language Proficiency:** means at least a “Level 4” English language proficiency level in accordance with the ICAO Standard - Proficiency in the English language used for radiotelephony communications.
  - (c) **Flight Time:** for the purposes of this agreement means flight time in the aeroplane or helicopter categories unless stipulated differently.
  - (d) **Recency Requirements:** means the appropriate recency of experience and operational requirements in accordance with the CARs Part IV or 14 CFR Part 61, as appropriate, for the flight operation being conducted.
  - (e) **Valid pilot certificate:** means a certificate that is not under an order of revocation, cancellation, or suspension.
- (2) The following **abbreviation** is used in this document:
  - (a) **ADB:** Aviation Document Booklet;
  - (b) **ATPL:** Airline Transport Pilot Licence;
  - (c) **BASA :** Bilateral Aviation Safety Agreement;
  - (d) **CARs:** *Canadian Aviation Regulations*;
  - (e) **14 CFR:** *Federal Aviation Regulations*, contained in Title 14, Code of Federal Regulations;
  - (f) **CPL:** Commercial Pilot Licence;
  - (g) **FAA:** Federal Aviation Administration;

- (h) **FSTD:** Flight Simulation Training device;
- (i) **IPL:** Implementation Procedures for Licensing;
- (j) **PPL:** Private pilot Licence;
- (k) **TCCA:** Transport Canada Civil Aviation.

### 3.0 Background

- (1) On June 12, 2000, the United States and Canada signed an international agreement known as a Bilateral Aviation Safety Agreement (BASA), to facilitate acceptance of various aspects of each other's aviation safety oversight systems for the benefit of the users of those systems. In the BASA, the two countries developed supporting agreements in the form of technical annexes called Implementation Procedures (IP) that address specific areas of aviation safety activities.
- (2) The technical annex to the BASA addressing pilot licensing is called Implementation Procedures for Licensing (IPL). The IPL authorizes pilots holding certain licences or certificates from either country to obtain a licence or certificate from the other country when certain requirements are met.
- (3) In order to facilitate the certificate or licence conversion, the FAA and TCCA agreed to provide each other with a verification of authenticity of that pilot licence or certificate and the associated medical certificate **prior** to starting the conversion of a licence or certificate.
- (4) The TCCA, upon converting an FAA airman certificate, does not require the surrender of that FAA airman certificate.
- (5) The FAA and TCCA signed the associated IPL for holders of licences or certificates in the airplane category on August 31, 2006. A revised version was signed on December 10, 2014.
- (6) The legal standards for TCCA's pilot licensing regulations are contained in Part IV of the CARs and are explained in supplementary guidance documents and procedures.
- (7) The legal standards for the FAA's airman certification regulations are contained in *Federal Aviation Regulations* Title 14, Code of Federal Regulations, (14 CFR), Part 61 and are explained in ancillary documents and procedures.

### 4.0 Applicant Responsibilities

- (1) When making application, the applicant is responsible:
  - (a) to meet the "Pre-requisites" and "Conditions for Conversion" requirements of this AC and the applicable section of the IPL prior to making application,
  - (b) to complete, sign and submit the applicable application form(s),
  - (c) to provide supporting documentation where required, and
  - (d) to pay the required licensing fees associated with the application.
- (2) Before exercising the privileges of a converted TCCA pilot licence, the pilot must meet the recency requirements of sections 401.05 and 421.05 of the CARs.

## 5.0 Pre-Requisites

**Note:** Holders of a FAA airman certificate may convert only to the equivalent TCCA licence. For example, the holder of a FAA Private airman certificate may convert to a TCCA Private pilot licence only.

- (1) TCCA agrees that a person holding a FAA airman certificate, and who has complied with the respective TCCA licence Conditions for Conversion set forth in these Implementation Procedures, shall be eligible for the issue of the TCCA licence.
- (2) FAA Certificates, ratings or qualifications not listed in this Advisory Circular, are excluded from the provisions of these Implementation Procedures. For example, the Sport Pilot Certificate.
- (3) Holders of a FAA airman certificate issued on the basis of another foreign pilot licence are not eligible for conversion under these Implementation Procedures.
- (4) Applicants who hold a temporary FAA certificate may not apply until they receive the actual certificate from the FAA.
- (5) Holders of a FAA airman certificate that is suspended or under order of revocation are not eligible for conversion under these Implementation Procedures.
- (6) Applicants must first obtain the appropriate TCCA medical certificate, issued under Part IV, Subpart 4 of the CARs, Medical Requirements to start the process.
- (7) Applicants shall have “English Language Proficiency” endorsed on their airman certificate **or** provide proof that they have attained at least a “Level 4” English language proficiency level in accordance with the ICAO Standard - Proficiency in the English language used for radiotelephony communications.
- (8) Applicant shall provide proof of identification in accordance with section 401.06 of the CARs.
  - (a) A passport, passport card or the airman’s certificate are examples of accepted Identity documents.
- (9) The following FAA airman certificates are eligible to be converted using the IPL:
  - (a) Private Pilot – Aeroplane;
  - (b) Commercial Pilot – Aeroplane;
  - (c) Airline Transport Pilot – Aeroplane.
- (10) The following ratings or qualifications are eligible to be converted using the IPL:
  - (a) Instrument rating;
  - (b) Applicable aircraft class or type ratings (includes seaplane rating); and
  - (c) Night rating or qualification.

**Note:** Any of the above ratings or qualifications may be applied for at the time of conversion of a certificate, or a separate rating or qualification application may be submitted later.

## 6.0 Conditions for Conversion of Licences and Ratings

- (1) The following section provides a summary of the “Conditions for Conversion” for each type of aeroplane licence and associated ratings.
  - (a) Applicants should ensure they meet the “Conditions for Conversion” provided in the IPL before proceeding with the application process.
  - (b) Flight times stated below can be either in aeroplanes or helicopters, unless specifically noted.

### 6.1 Conditions for Conversion - Private Pilot – Aeroplane.

- (1) Must hold an FAA Private airman certificate with airplane category and class rating(s).
  - (a) **Age:** Must be at least 17 years of age.
  - (b) **Experience:** Must provide proof of a minimum of 45 hours pilot flight time.
  - (c) **Medical fitness:** Must hold either a Category 1 or Category 3 TCCA medical.
  - (d) **Knowledge:** Must pass the Conversion - Private Pilot Licence – Aeroplane, (FAAPA) written examination on air law and communications procedures. Must be able to read, write and communicate in English or French. Study and Reference guides may be found at the following Internet web site: [Private Pilot Licence](#)
  - (e) **Skill:** No additional practical flight test is required.

#### Notes:

1. TCCA will not issue a TCCA night rating unless the FAA applicant holds a FAA airman certificate with the airplane category and class rating(s) that includes airplane instrument privileges or the applicant meets the “Conditions for Conversion – Night Rating – PPL - Aeroplane” section 6.6 of this AC.
2. All applicants applying for an Instrument rating must also meet the conditions of section 6.4 of this AC

### 6.2 Conditions for Conversion - Commercial Pilot – Aeroplane

- (1) Must hold a FAA Commercial airman certificate with airplane category and class rating(s); or
- (2) Hold a FAA ATP airman certificate with airplane, single-engine land (ASEL) or sea (ASES) class rating only.
  - (a) **Age:** Must be at least 18 years of age.
  - (b) **Experience:** Must provide proof of a minimum of 200 hours pilot flight time.
  - (c) **Medical fitness:** Must hold a TCCA Category 1 medical certificate.
  - (d) **Knowledge:** Must pass the Conversion - Commercial Pilot Licence – Aeroplane, (FAACA) written examination on air law and communications procedures. Must be able to read, write and communicate in English or French. Study and Reference guides may be found at the following Internet web site: [Commercial Licence](#).
  - (e) **Skill:** No additional practical flight test is required.

**Note:** All applicants applying for an Instrument rating must also meet the conditions of section 6.4 of this AC.

### 6.3 Conditions for Conversion - Airline Transport Pilot – Aeroplane

- (1) Must hold a FAA Airline Transport airman certificate with airplane category and airplane, multi-engine land (AMEL) or airplane, multi-engine sea (AMES) class rating.

**Note:** FAA ATP airman certificate holders with an airplane, single-engine land (ASEL) or an airplane, single-engine sea (ASES) class rating, are not eligible for a TCCA ATPL. The conditions for this section will not apply. These holders may be issued a TCCA commercial pilot licence in the aeroplane category with the appropriate class / type ratings if they meet the conditions in section 6.2 of this AC.

- (a) **Age:** Must be at least 21 years of age.
- (b) **Experience:** Must have a minimum total of 900 hours flight time in aeroplanes.
- (c) **Medical fitness:** Must hold a TCCA Category 1 medical certificate.
- (d) **Knowledge:** Must pass the Conversion – Airline Transport Pilot Licence – Aeroplane, (FAAAA) written examination on air law and communications procedures. Must be able to read, write and communicate in English or French. Study and Reference guides may be found at the following Internet web site: [Airline Transport Licence](#).

**Note:** Flight Engineer time may not be credited.

- (e) **Skill:** Must have passed a FAA Instrument Proficiency Check in accordance with 14 CFR §61.57(d)(1) and (2) in an airplane or airplane FSTD in the past 24 months prior to application.

### 6.4 Conditions for Conversion – Instrument Rating – Aeroplane

- (1) Must hold at least a FAA Private airman certificate with airplane category and class rating(s) that include airplane instrument privileges,

- (a) **Age:** Not applicable.
- (b) **Experience:** No additional experience is required.
- (c) **Medical fitness:** Must hold either a TCCA Category 1 or Category 3 medical certificate.
- (d) **Knowledge:** Must pass the Conversion – Instrument Rating – Aeroplane, (FAAIA) written examination on air law and communications procedures. Must be able to read, write and communicate in English or French. Study and Reference guides may be found at the following Internet web site: [Instrument Rating](#).
- (e) **Skill:** Must have passed a FAA Instrument Proficiency Check in accordance with 14 CFR §61.57(d)(1) and (2) in an airplane or airplane FSTD in the past 24 months prior to application.

### 6.5 Conditions for Conversion – Type Rating – Aeroplane

**Notes:**

1. An appropriate pilot type rating means a pilot type rating that authorizes PIC privileges. A pilot type rating that only authorizes SIC privileges (i.e., § 61.5(b)(7)(iv) does not qualify for being an appropriate pilot type rating and does not meet the requirements for conversion with these procedures.
2. The aircraft type must be certified for use in Canada and the corresponding Canadian type designator must be listed in the Type Designator Tables. [CAR 421.40 Appendix A - Aircraft Type Designator Tables](#)
3. For aircraft that are not endorsed on the certificate, but require a Canadian type rating, proof of PIC flight experience on type must be provided.

- (1) Must hold at least a FAA Private airman certificate with airplane category and class rating(s):
  - (a) **Age:** Not applicable.
  - (b) **Experience:** No additional experience is required.
  - (c) **Medical fitness:** Must hold either a TCCA Category 1 or Category 3 medical certificate.
  - (d) **Knowledge:** No written examination is required.
  - (e) **Skill:** No practical flight test is required.

#### **6.6 Conditions for Conversion – Night Rating – PPL - Aeroplane**

- (1) Must hold a FAA Private airman certificate with airplane category and class rating(s):
  - (a) **Age:** Not applicable.
  - (b) **Experience:** The applicant:
    - (i) Must have 10 hours of night experience (dual, solo or PIC) in airplanes; and
    - (ii) Must have 10 hours of instrument flight time (dual or PIC) in airplanes;
      - (A) A maximum of 5 hours instrument time may be credited using an approved FSTD;
  - (c) **Medical fitness:** Must hold either a TCCA Category 1 or Category 3 medical certificate;
  - (d) **Knowledge:** No written examination is required;
  - (e) **Skill:** No practical flight test is required.

#### **6.7 Conditions for Conversion – Class Rating – Aeroplane**

- (1) Must Hold at least a FAA Private airman certificate with airplane category and at least one of the following class ratings:
  - (i) Airplane, Single-Engine Land (ASEL),
  - (ii) Airplane, Single-Engine Sea (ASES),
  - (iii) Airplane, Multi-Engine Land (AMEL), or
  - (iv) Airplane, Multi-Engine Sea (AMES) class rating.
  - (a) **Age:** Not applicable.
  - (b) **Experience:** No additional experience is required.
  - (c) **Medical fitness:** Must hold either a TCCA Category 1 or Category 3 medical certificate.
  - (d) **Knowledge:** No written examination is required.
  - (e) **Skill:** No practical flight test is required.

## 7.0 Application Process

- (1) A FAA airman certificate holder is required to comply with the steps listed in this section.
- (2) The completed application, supporting documentation and respective licensing fee shall be submitted to the Transport Canada Civil Aviation (TCCA) regional office which you choose to administer your licensing file.
- (3) Contact details for TCCA regional offices can be found at the following web page:  
<https://www.tc.gc.ca/en/services/aviation/licensing-pilots-personnel/flight-crew-licenses-permits-ratings/converting-us-canadian-pilot-licence/flight-crew-licensing-office-contacts.html>
- (4) **Step 1:** Meet the “Prerequisites” of this advisory circular.
- (5) **Step 2:** Meet the applicable FAA to TCCA “Conditions for Conversion of Licences and Ratings” requirements.
- (6) **Step 3:** Obtain a TCCA Medical Certificate:
  - (a) The applicant is required to hold an appropriate TCCA Medical Certificate to start the application process prior to submitting the Conversion of a FAA Airman Certificate Using the Implementation Procedures for Licensing Application Guidelines form to a TCCA office. The medical certificate can take 30-90 days to be issued.  
**Note:** All fees associated with the TCCA medical certificate process are additional to other fees of the conversion agreement and are to be paid by the applicant.
  - (b) Applicants must complete an aviation medical examination by a person who is considered to be a medical examiner with the authority to conduct aviation medical examinations pursuant to section 404.16 of the CARs - Authority to Conduct Medical Examinations. Medical examiners in Canada or Abroad can be found on this Internet link:
  - (c) <http://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng>
- (7) **Step 4:** Contact the TCCA Regional office to write the Examination(s)
  - (a) Examinations must be written in Canada.
    - (i) An examination fee of CAD \$35-00 per exam are payable at the time the examination(s) is written.
      - (A) Payment can be made, in Canadian Funds, by cheque payable to the “Receiver General for Canada” or by VISA, MasterCard, or American Express credit card or Online at:  
<https://wwwapps.tc.gc.ca/Comm/5/OPS/eng/c0383ada-51f2-44e7-9dab-98833891af74>.
    - (ii) Applicants must comply with the pre-requisites for the written examination(s) for medical fitness and identification.
    - (iii) Applicants must comply with TCCA “Examination Rules” provided in section [400.02 of the CARs](#).
- (8) **Final Step:** Submit a [Conversion of a FAA Airman Certificate Using the Implementation Procedures For Licensing Application Guidelines form](#) and applicable fee.
  - (a) The applicant must submit a Conversion of a FAA Airman Certificate Using the Implementation Procedures for Licensing Application Guidelines form to the TCCA regional office of their proposed Canadian destination.
    - (i) If the applicant holds an airman certificate in both the airplane and rotorcraft categories, they have to submit a separate form for each category.

- (ii) Applicants may submit the completed application request form by mail, fax or e-mail.
- (b) Supporting documentation may be provided at a later date.
- (c) Fee payments may be made using, cheques or money orders payable to the “*Receiver General for Canada*”, or credit cards (Visa, MasterCard or American Express), in Canadian funds, at the Transport Canada Civil Aviation (TCCA) regional office that provided the service or through the TCCA Communications Centre telephone service @ 1-800-305-2059 or Online at <https://wwwapps.tc.gc.ca/Comm/5/OPS/eng/c0383ada-51f2-44e7-9dab-98833891af74>.

**Note:** In the case of a TCCA Airline Transport Pilot Licence - Aeroplane, the IFR and multi-engine class ratings are inherent in the licence. Fees for these ratings are therefore not required. However, additional class or type rating(s) to the TCCA licence will require the applicable fee per rating as required.

- (d) The process once the application is received is as follows.
  - (i) TCCA will forward a verification request to the FAA Airman Certification Branch to confirm the validity and currency of the applicant’s FAA airman certificate, including any endorsements and medical limitations.
  - (ii) Once the “Verification of Authenticity” of the FAA airman certificate has been confirmed, the conversion process may continue.

**Note:** The Verification of Authenticity issued by the FAA is valid for 6 months only.

## 8.0 Supporting Documentation

- (1) Applicants must provide all of the following to TCCA licensing personnel prior to having the TCCA licence issued:
  - (a) The applicable FAA Airman Certificate;
  - (b) Proof of citizenship;
  - (c) Documentation proving they meet the “Conditions for Conversion” for:
    - (i) age;
    - (ii) experience;
      - (A) A Pilot Log-book showing proof of their experience as stated in the Conversion of a FAA Airman Certificate Using the Implementation Procedures for Licensing Application Guidelines form.
    - (iii) medical fitness;
    - (iv) knowledge;
      - (A) A written examination “Feedback Letter” issued by TCCA, providing the successful completion of the required written examinations.
    - (v) skill (for Instrument Rating or ATPL only);
      - (A) Proof of having passed a FAA Instrument Proficiency Check in accordance with 14 CFR §61.57(d)(1) and (2) in an airplane or airplane FSTD in the past 24 months prior to application.
  - (d) Receipt of payment of the applicable Licensing fee(s):

- (e) A completed “Application for an Aviation Document Booklet” form. The Aviation Document Booklet is the format in which a TCCA Licence is issued;
- (f) The form can be downloaded from the following Internet web site:  
[http://tcapps/wwwdocs/Forms/26-0726E\\_1502-06\\_E\\_X.pdf](http://tcapps/wwwdocs/Forms/26-0726E_1502-06_E_X.pdf)
- (g) Information about the Aviation Document Booklet can be found at the following Internet web site: <https://www.tc.gc.ca/en/services/aviation/licensing-pilots-personnel/applying-aviation-document-booklet.html>,

## 9.0 Refusal to Issue

- (1) The Minister’s power to refuse to issue or amend a Permit, Licence, Rating or Medical Certificate is set out in the *Aeronautics Act* and is applicable to the “Implementation Procedures for Licensing agreement” Revision 1 signed December 10, 2014.
- (2) Grounds for refusing to issue are as follows:
  - (a) incompetence of the applicant for the document or amendment\_as per section 6.71 of the *Act*;
  - (b) failure to meet the qualifications or fulfill the conditions necessary for the issuance or amendment of the document\_as per section 6.71 of the *Act*;
  - (c) public interest reasons as per section 6.71 of the *Act*; and
  - (d) failure by the applicant to pay monetary penalties\_as per section 7.21 of the *Act*.
  - (e) make any false representation for the purpose of obtaining a Canadian aviation document or any privilege accorded thereby as per section 7.3(1) of the *Act*.
- (3) Where the Minister decides to refuse to issue or amend a Permit, Licence, Rating or Medical Certificate in accordance with the *Aeronautics Act*, the Minister will forward a “Notice of Refusal to Issue or Amend a Canadian Aviation Document” letter to the applicant.

## 10.0 Information Management

- (1) Not applicable.

## 11.0 Document History

- (1) Advisory Circular (AC) 401-001 **Issue 02**, RDIMS 8799354 (E), 10206440 (F), dated 2015-03-10 – Application Guidelines for Aeroplane FAA to TCCA Licence Conversion Agreement.
- (2) Advisory Circular (AC) 401-001 **Issue 01**, RDIMS 1768051 (E), 2035053 (F), dated 2006-12-01 – Conversion of Flight Crew Licences/Certificates Between Canada and the United States.

## 12.0 Contact Us

For more information, please contact the:  
Chief, Pilot Training and Licensing - AARTF

Fax: 613-990-6215  
E-mail: [fcl@tc.gc.ca](mailto:fcl@tc.gc.ca)

Suggestion for amendment to this document are invited, and should be submitted via the Standards Branch "AART Documentation Services" mailbox at the following address:  
[AARTinfodoc@tc.gc.ca](mailto:AARTinfodoc@tc.gc.ca)

*Document approved by*

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