



Advisory Circular

Subject: Application Guidelines for Flight Crew Permits and Licences

Issuing Office:	Standards	Document No.:	AC 401-002
File Classification No.:	Z 5000- 34	Issue No.:	01
RDIMS No.:	6312702-V21	Effective Date:	2011-12-19

TABLE OF CONTENTS

1.0	INTRODUCTION.....	2
1.1	Purpose	2
1.2	Applicability	2
1.3	Description of Changes.....	2
2.0	REFERENCES AND REQUIREMENTS	2
2.1	Reference Documents	2
2.2	Cancelled Documents	3
2.3	Definitions and Abbreviations	3
3.0	BACKGROUND.....	3
4.0	CONDITIONS.....	3
4.1	Applicant	3
4.2	Authorized Person.....	4
5.0	APPLICANT COMPLETING THE APPLICATION FORM.....	4
6.0	AUTHORIZED PERSON VERIFYING THE APPLICATION.....	6
7.0	SUBMITTING THE APPLICATION TO TCCA.....	7
8.0	REFUSAL TO ISSUE	7
9.0	INFORMATION MANAGEMENT	8
10.0	DOCUMENT HISTORY	8
11.0	CONTACT OFFICE	8

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) The purpose of this document is to provide guidelines for the completion of an application for the issuance of a Transport Canada Civil Aviation (TCCA) flight crew permit or licence in accordance with the *Canadian Aviation Regulations* (CARs).

1.2 Applicability

- (1) This document applies to applicants applying for a Canadian flight crew permit or licence, to TCCA Authorized Persons and to TCCA licensing personnel.

Note:

*This Advisory Circular does **not** apply to:*

- (a) *a licence application through a Licence Conversion Agreement signed between TCCA and the Federal Aviation Administration (FAA). For more information see the following internet web page - <http://www.tc.gc.ca/eng/civilaviation/standards/general-personnel-usconversion-480.htm>; or*
- (b) *an application for a foreign licence validation certificate (FLVC). For more information see the following internet web page - <http://www.tc.gc.ca/eng/civilaviation/opssvs/managementservices-referencecentre-ac-400-400-003-122.htm>*

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., 1985, c. A-2);
 - (b) Standard 421 of the *Canadian Aviation Regulations* (CARs) — *Flight Crew Permits, Licences and Ratings*;
 - (c) Transport Canada Publication, TP 14371 — *Transport Canada Aeronautical Information Manual (TC AIM)*;
 - (d) Transport Canada form number 26-0726 — *Application for an Aviation Document Booklet Form*;
 - (e) TCCA Flight Crew Licensing website - <http://www.tc.gc.ca/eng/civilaviation/standards/general-personnel-menu-2287.htm>;
 - (f) *Study Guide for the Industry Canada Restricted Operator Certificate With Aeronautical Qualification (ROC-A)* - <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01397.html#s2>; and
 - (g) Online Flight Crew Permit and Licence Application Forms - <http://www.tc.gc.ca/eng/civilaviation/standards/general-personnel-apps-2294.htm>.

2.2 Cancelled Documents

- (1) As of the effective date of this document, the following document is cancelled:
 - (a) Transport Canada form number 26-0194 — *Application for Flight Crew Permits / Licences*.
- (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 **definition** is used in this document:
 - (a) **Authorized Person:** means a person who is authorized by the Minister to perform functions in support of TCCA.
- (2) The following **abbreviation** is used in this document:
 - (a) **AP:** Authorized Person

3.0 BACKGROUND

- (1) Flight Crew Licensing has developed a standardized application form for each flight crew permit and licence. These forms are specific to the individual permit or licence. Each application provides guidelines for the applicant and the Authorized Person.
- (2) These forms are available online however, they are also available on request from an AP or Transport Canada Civil Aviation licensing office.
- (3) APs will continue to play a role in the application process where required, including verifying that the applicant meets all of the licensing requirements.

4.0 CONDITIONS

4.1 Applicant

- (1) **Prior** to submitting a flight crew permit or licence application to a TCCA regional licensing office, the applicant shall:
 - (a) Meet the requirements of the applicable section of the Standard for *Age, Medical Fitness, Knowledge, Experience and Skill*.

Note:

TCCA may provide some exceptions to the Standard requirements listed above in the form of "CREDITS" and are provided after subsection (5) – Skill of each applicable Standard. If you meet the requirements of these "CREDITS" proof will be required when applying.
 - (b) Meet language proficiency requirements as applicable.
 - (i) Licence - meet the language proficiency requirements of paragraph (b) of subsection [401.06 \(1.1\)](#) of the CARs;
 - (ii) Permit - no language proficiency assessment is required.
 - (c) Hold a Restricted Operator Certificate with Aeronautical qualification (ROC-A) in accordance with the requirements of Industry Canada, if the applicant is going to operate radiotelephone equipment on board aircraft.

- (d) Provide proof to TCCA or its delegates, for any information provided on the application when required. Original documentation is required by TCCA.

Note:

Applicants under a Family Order and Agreements Enforcement Assistance Act (FOAEAA) enforcement action will not be issued a flight crew permit or licence.

If the applicant does not hold an Aviation Document Booklet, then a completed "Application for Aviation Document Booklet" form (TP 26-0726) should accompany the flight crew permit or licence application. For more information on the Aviation Document Booklet, please see the following website - <http://www.tc.gc.ca/eng/civilaviation/standards/general-personnel-changes-3419.htm>.

4.2 Authorized Person

- (1) The AP shall have the required authorizations before performing their duties.

Note:

*APs are not delegated the authority to process Airline Transport Pilot Licence (ATPL) applications **OR** applications making use of "Credits for Foreign Applicants." **OR** applications for a private pilot licence (PPL) "Issued on the basis of a Foreign Licence".*

These applicants should submit their applications directly to a TCCA regional licensing office.

5.0 APPLICANT COMPLETING THE APPLICATION FORM

- (1) **Step 1:** Meet the Conditions in Section 4.1 of this AC - Applicants must ensure that the "Conditions" are met before proceeding.
- (2) **Step 2:** Choose the application form for the flight crew permit or licence that you require - Applicants may complete the application form online or print the form and complete it manually. The appropriate application forms may be found at the following TCCA internet web page - <http://www.tc.gc.ca/eng/civilaviation/standards/general-personnel-apps-2294.htm>.
- (3) **Step 3:** Follow the *Application Guidelines* on page # 1 - "Application Guidelines" provide expanded explanations for the different sections on the form. A "Sample Licence Application" is also provided online for further clarification.
- (4) **Step 4:** Complete Part A – *Personal Information* - Applicants insert their personal information into the required fields.
- (a) Personal information provided in the application will be protected under the provisions of the *Canadian Privacy Act*.

Note:

The mailing address provided by the applicant in Part A of the application form will be considered as a "Notification of Change of Address" to TCCA. Please ensure that the address provided is the mailing address that you would like your licensing documents to be mailed to.

- (5) **Step 5:** Complete Part B – *Licensing Requirements* - Applicants insert the required information in Part B and provide proof of statements where required.
- (6) Each section in Part B is designed to represent the applicable subsection in the CAR Standards. For example, subsection (1) in the Standard will always state the "Age" requirement – on the application form - section (1) will also refer to Age and so forth.
- (7) The following provides clarification on sections in Part B.

- (a) *“Medical Fitness”* - The applicant must be in possession of a valid Canadian medical certificate applicable to the permit or licence applied for, prior to taking any actions toward obtaining that permit or licence. Medical information may be found on the following Internet web page – <http://www.tc.gc.ca/eng/civilaviation/opssvs/cam-menu.htm>.
- (b) *“Knowledge”* - has two components, ground school and written examination(s);
- (i) *Ground School* appropriate to the flight crew permit or licence being applied for must be completed and recorded when required;
 - (ii) *Written Examinations* must be completed within the 24 months preceding the date of application; and
 - (iii) *“CREDITS”* – Some exceptions to the Knowledge requirements may be found in the Standard.
- (c) *“Experience”* - Your personal flight log or Pilot Training Record should provide clear evidence of flight hours flown. Descriptions for the required flight hours are as follows:
- (i) Dual - means, the flight time during which a person is receiving flight instruction from a person qualified in accordance with the CARs;
 - (ii) Solo - means, with respect to the flight time necessary to acquire a flight permit, licence or rating;
 - (A) in the case of a pilot, the flight time during which the pilot is the sole flight crew member; and
 - (B) in the case of a student pilot permit holder, the flight time during which the holder is the sole occupant of an aircraft while under the direction and supervision of the holder of a flight instructor rating for the appropriate category of aircraft.
 - (iii) Pilot-in-command (PIC) - means, in relation to an aircraft, the pilot having responsibility and authority for the operation and safety of the aircraft during flight time;
 - (iv) Co-pilot - means, flight time by a pilot who is assigned co-pilot duties:
 - (A) in an aircraft certified to be operated by two crew in accordance with the CARs; **or**
 - (B) in a aircraft certified for single pilot operations **and** required to be operated with a co-pilot, according to the Private Operators Certificate or Air Operator's Certificate in accordance with Subpart 604 or Part VII of the CARs.
 - (v) Pilot-in-command under supervision (PIC U/S) - means, flight time acquired under a TCCA approved pilot training program, by a co-pilot while acting as pilot-in-command under supervision of a PIC;
 - (vi) Simulator or Flight Training Device (FTD) – means a simulator or a FTD that has been approved by TCCA for flight training purposes; and
 - (vii) *“CREDITS”* – Some exceptions to the Experience requirements may be found in the Standard.
- (d) *“Skill”* – The required flight test or flight demonstration meeting the Standard must be completed within the 12 months preceding the date of application.
- (i) *“CREDITS”* – Some exceptions to the Skill requirements may be found in the Standard.

- (8) **Step 6:** Sign and date the application form - Applicants are required to sign the application declaring that all the information provided in Part A and Part B is true.

Note:

Any false or inaccurate information could result in delays or a possible "Refusal to Issue".

- (9) **Step 7:** Submit the Application – Applications may be submitted to an AP or in the absence of an AP, the application may be submitted to a TCCA regional licensing office.

Note:

*APs are not delegated the authority to process Airline Transport Pilot Licence (ATPL) applications **OR** applications making use of "Credits for Foreign Applicants" **OR** applications for a private pilot licence (PPL) "Issued on the basis of a Foreign Licence".*

These applicants should submit their applications directly to a TCCA regional licensing office.

6.0 AUTHORIZED PERSON VERIFYING THE APPLICATION

- (1) Once the applicant has met the CAR requirements for *Age, Medical Fitness, Knowledge, Experience and Skill*, they may submit a completed application for verification.

- (2) **Step 1:** Meet the Conditions in Section 4.2 of this AC.

Note:

*APs are not delegated the authority to process Airline Transport Pilot Licence (ATPL) applications **OR** applications making use of "Credits for Foreign Applicants." **OR** applications for a private pilot licence (PPL) "Issued on the basis of a Foreign Licence".*

These applicants should submit their applications directly to a TCCA regional licensing office.

- (3) **Step 2:** Verify information provided in Part A as correct - Proof is required for information provided on the application. Documents acceptable to be used for means of proof are provided in the "Application Guidelines". Original documentation is required by TCCA.

- (4) **Step 3:** Verify information provided in Part B as correct - Documentation provided by the applicant should show that they meet the requirements for the respective permit or licence in accordance with the applicable subsections of the Standard.

- (5) **Step 4:** Ensure that the applicant has signed and dated Part B - Supporting documentation must accompany the application.

- (6) **Step 5:** Complete Part C of the application form - The following provides clarification on sections in Part C:

- (a) *Temporary Privileges* field – indicate in the "Check box" if you grant temporary privileges to the applicant;
- (b) Provide information for aircraft category, class or type in the fields provided;
- (c) *Flight Training Unit (FTU)* field - provide the name, number and location of the FTU, if applicable;
- (d) *Name of the Authorized Person* field - provide your name used on the letter of Appointment from TCCA; and
- (e) *5802 N°* field - provide your 5802 File number.

- (7) **Step 6:** Sign and date the application form.

Note:

By signing the application, the AP declares that all the information provided in Part A and Part B has been reviewed, is accurate and true and that the applicant has met the requirements for the permit or licence being applied for.

7.0 SUBMITTING THE APPLICATION TO TRANSPORT CANADA CIVIL AVIATION

- (1) **Final Step:** Submit the completed application and supporting documentation to the appropriate TCCA regional licensing office.

Note:

Applicants may submit applications to an AP or, in the absence of an AP, the application may be submitted to a TCCA regional licensing office.

- (2) Licensing Office contact details may be found at the following Internet web page - <http://www.tc.gc.ca/eng/civilaviation/standards/general-personnel-licensing-478.htm>.
- (3) Applications may be mailed or delivered in person. The application should consist of the following:
- (a) A completed signed and dated application form;
 - (b) All the applicable supporting documentation; and
 - (c) The applicable licensing fee.
 - (i) For the respective fee, see Subpart 104 of the CARs - Schedule IV – *Personnel Licensing and Training* - <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part1-a10404-119.htm>;
 - (ii) Payment may be made, in Canadian funds, by cheque payable to the “Receiver General For Canada” or by VISA, MasterCard, or American Express credit card.

Note:

Any false or inaccurate information could result in delays or a possible “Refusal to Issue”.

*Applicants under a FOAEAA enforcement action **will not** be issued a flight crew permit or licence.*

If the applicant does not hold an Aviation Document Booklet, then a completed “Application for Aviation Document Booklet” form (TP 26–0726) should accompany the flight crew permit or licence application.

- (4) TCCA “Level of Service Standards” for issuing a flight crew permit or licence only apply **once** all the CAR requirements for the application are met – See *Schedule IV—Personnel Licensing and Training* - <http://www.tc.gc.ca/eng/civilaviation/publications/tp14984-with-04-2702.htm>.

8.0 REFUSAL TO ISSUE

- (1) TCCA may refuse to issue a flight crew permit or licence pursuant to section 6.71(1) of the *Aeronautics Act*. The Minister of Transport may decide to refuse to issue or amend a Canadian aviation document. Care will be taken by TCCA to ensure that a determination is made whether an application is merely incomplete or whether a decision to refuse to issue a document is due to the applicant not meeting the requirements of the CARs.

- (2) If an applicant has not submitted all of the required material, licensing personnel will advise the applicant that the application cannot be processed until specified additional documentation or information is provided.
- (3) When all options are exhausted and the information provided by the applicant demonstrates that the applicant is not qualified for the requested document, licensing personnel must advise the applicant of the decision not to issue the document in accordance with section 6.71 of the *Aeronautics Act*.
- (4) TCCA will forward a "Notice of Refusal to Issue or Amend a Canadian Aviation Document" letter.

9.0 INFORMATION MANAGEMENT

- (1) Not applicable.

10.0 DOCUMENT HISTORY

- (1) Not applicable.

11.0 CONTACT OFFICE

For more information or for suggestions for amendment of this document, please contact the:
Chief of Flight Crew Licensing - AARTL

Phone: 613-990-1056
Fax: 613-990-6215
E-mail: fcl@tc.gc.ca

Suggestions for amendment to this document are invited, and should be submitted via;
AARTinfodoc@tc.gc.ca.

Original signed by

Jacqueline Booth
A/Director, Standards
Civil Aviation
Transport Canada

Transport Canada documents or intranet pages mentioned in this document are available upon request.