



Advisory Circular

Subject: **Fee collection changes related to processing of a medical certificate in respect of a pilot licence or a pilot permit other than a student pilot permit**

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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.

1.1 Purpose

- (1) The purpose of this document is to clarify Transport Canada's policy for the issuance of Canadian Aviation Documents as it relates to service fees pursuant to Part I, Subpart 4, of the *Canadian Aviation Regulations* (CARs). This document describes specific procedural changes related to the conditions to be met in order to obtain or renew a medical certificate.

1.2 Applicability

- (1) This document applies to applicants applying for a Canadian Aviation Document (CAD), to those working in the Civil Aviation Medicine Branch (CAMB), Regional Aviation Medical Officers (RAMOs), and to TCCA licensing personnel.

1.3 Description of changes

- (1) This document clarifies the requirements specified in AC 401-002 – *Application Guidelines for Flight Crew Permits and Licences*.

2.0 REFERENCES AND REQUIREMENTS

2.1 Reference Documents

- (1) The following reference materials can be used in conjunction with this document:
 - (a) *Aeronautics Act* (R.S., 1985, c. A-2);
 - (b) Transport Canada Form Number 26-0726 – *Application for Aviation Document Booklet*;
 - (c) Transport Canada Form Number 26-0738 – *Application for Re-Issue of a Civil Aviation Licensing Document*;
 - (d) Part I, Subpart 4 of the CARs – *Charges*
 - (e) Part IV, Subpart 1 of the CARs – *Flight Crew Permits, Licences and Ratings*;
 - (f) Standard 421 of the CARs – *Flight Crew Permits, Licences and Ratings*;
 - (g) Part IV, Subpart 2 of the CARs – *Air Traffic Controller Licences and Ratings*;
 - (h) Standard 422 of the CARs – *Air Traffic Controller Licences and Ratings*;
 - (i) Part I, Subpart 4 “Charges” – Schedule I of the CARs – *General*;
 - (j) Part I, Subpart 4 “Charges” – Schedule IV of the CARs – *Personnel Licensing and Training*.
 - (k) Advisory Circular (AC) No. 400-001 – *Application Guidelines for an Aviation Document Booklet*
 - (l) Advisory Circular (AC) No. 401-002 – *Application Guidelines for Flight Crew Permits and Licences*

2.2 Cancelled Documents

- (2) Not applicable.

2.3 Definitions and Abbreviations

- (1) The following **definitions** are used in this document:
 - (a) **Canadian Aviation Document:** a document issued by the Minister of Transport granting privileges to the holder of the document.
 - (b) **Civil Aviation Medical Examiners:** physicians appointed by the Minister to examine the medical fitness of candidates.
- (2) The following **abbreviations** are used in this document:
 - (a) **CAD :** Canadian Aviation Document
 - (b) **CAMB:** Civil Aviation Medicine Branch
 - (c) **CAME:** Civil Aviation Medical Examiners
 - (d) **CAMIS:** Civil Aviation Medical Information System
 - (e) **CAR :** Canadian Aviation Regulation
 - (f) **DAPLS:** Distributed Air Personnel Licensing System
 - (g) **TCCA :** Transport Canada Civil Aviation
 - (h) **RAMO:** Regional Aviation Medical Officers

3.0 BACKGROUND

- (1) Pilot licenses in Canada do not have an expiry date but require a valid medical certificate. Such certificates must be renewed periodically to allow the pilot to exercise the privileges of the flight crew permit, licence or rating (refer to CAR 401.03(1)).
- (2) In order to obtain or renew a medical certificate, pilots must undergo a medical examination administered by a CAME. Following the medical examination, CAMEs prepare a Medical Examination Report and forward it to the CAMB. CAMB is located at Transport Canada's headquarters in Ottawa and has regional offices in Dorval, Toronto, Edmonton, and Vancouver. Within these CAMB offices, RAMOs review and assess Medical Examination Reports and recommend the issuance, renewal, or suspension of the medical certificate.
- (3) Medical information for pilots is maintained in the CAMIS. Relevant data from CAMIS uploads automatically on a daily basis to the DAPLS, which issues and validates all personnel licensing aviation documents. Information from DAPLS is subsequently automatically uploaded on a daily basis to the Transport Canada Billing System to produce invoices each day. This process permits the renewal of pilot medical certificates prior to the billing process.
- (4) Pilot medical certificate fees are billed and collected pursuant to CAR 104, Schedule IV. Processing, by an employee of the Department of Transport, of a medical certificate in respect of a pilot licence or a pilot permit other than a student pilot permit is subject to a \$55 fee. Pilot medical certificate fees represent re-spendable revenue for the Transport Canada. As such, prompt payment is compulsory.
- (5) Late remittance and collection issues have been a problem for Transport Canada as many accounts have fallen beyond the 120 days past-due category.
- (6) Approximately 55,000 medical examinations are conducted annually by over 950 designated CAMEs across Canada and overseas.

- (7) The fees for Transport Canada services reflect a portion of the costs to deliver services to those people who directly benefit from them. This policy has been in effect prior to the introduction of the January 1, 1998, fee schedule. Previously, the costs of regulatory services were borne by the taxpayer rather than those who directly benefitted from them.
- (8) To arrive at the fee for any given service, a formula is applied based, in part, on the resources expended to deliver that service. The aviation community is consulted on the nature and magnitude of fee changes.

4.0 APPLICANTS IN ARREARS

- (1) The CAR 104.05 states, subject to section 104.06, a charge imposed is payable in Canadian dollars at the time the service is commenced.
- (2) In accordance with the principles of good financial stewardship, in order to renew a Canadian Aviation Document (e.g. Aviation Document Booklet), TCCA must verify that the account is in good standing and require payment prior to rendering the service. Transport Canada reserves the right to refuse to issue a Canadian Aviation Document where the applicant is in arrears with the department.
- (3) This policy modernizes the fee collection process and enhances financial stewardship.
- (4) For accounts in arrears beyond the 120 day period, TCCA will pursue measures to suspend the pilot licence until such time as the account is in good standing and/or seek third party collection agencies to recoup the outstanding amounts.

5.0 INFORMATION MANAGEMENT

- (1) Not applicable.

6.0 DOCUMENT HISTORY

- (1) Not applicable.

7.0 CONTACT OFFICE

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