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TP 15419E  
(09/2019)

# Authorized Person Policy Manual

## Aeroplane and Helicopter

First Edition

September 2019

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ISBN: 978-0-660-32384-8  
Catalogue No. T22-242/2019E-PDF

TP 15419E  
(09/2019)

## Foreword

This manual contains the standards, policies, procedures and guidelines that pertain to the Authorized Person (AP) program and is published for use by Transport Canada Civil Aviation Inspectors, Officers and Authorized Persons. Authorized Persons are approved and delegated by the regional Service Team Leads (STL) responsible for Flight Crew Licensing, and are authorized to issue temporary privileges on behalf of the Minister.

When performing their duties, Authorized Persons are acting as Agents of the Minister of Transport pursuant to Part 1, Subsection 4.3(1) of the *Aeronautics Act*, thus it is imperative that the policies and procedures specified in this manual are followed.

Transport Canada Civil Aviation Inspectors and Officers will also abide by the policies and procedures of this manual specified for the approval of APs.

For more information, and to submit suggestions for amendment, please contact:

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Ce manuel est aussi disponible en français.

## Table of Contents

<b>1.0</b>	<b>Introduction</b> .....	<b>10</b>
1.1	Background.....	10
1.2	Applicability .....	10
<b>2.0</b>	<b>References</b> .....	<b>10</b>
2.1	Reference Documents and Links .....	10
2.2	Definitions .....	12
2.3	Abbreviations.....	14
2.4	Liability.....	15
<b>3.0</b>	<b>Authorized Person’s Accreditation</b> .....	<b>16</b>
3.1	Authorized Person’s Role .....	16
3.2	Transport Canada’s Role;.....	16
3.3	Authorized Person’s Privileges .....	16
3.4	Authorized Person’s Responsibilities .....	17
3.5	Authorities Delegated to Authorized Persons .....	17
3.6	Authorities Not Delegated to Authorized Persons.....	18
3.7	Authorized Person Accreditation Requirements.....	18
3.8	Letter of Accreditation .....	19
3.9	Authorized Person’s Fee for Service.....	20
3.10	Standardized Training, Monitoring and Quality Assurance.....	20
3.11	Renewal .....	22
3.12	Cancellation, Suspension, Refusal to Renew, Refusal to Issue or Amend.....	22
3.13	Transport Canada Service Level Standards .....	23
<b>4.0</b>	<b>Documentation Requirements Including The Protection Of Personal Information</b> .....	<b>23</b>
4.1	General Requirements.....	23
4.2	Certified True Copies (CTC).....	23
4.3	Collection and Use of Personal Information .....	24
4.4	Safeguarding an Applicant’s Personal Information .....	24
4.5	Securing Official Documents .....	25
4.6	Records Maintained By The Authorized Person.....	25
4.7	Submission of Documentation to Transport Canada .....	26
<b>5.0</b>	<b>Licensing Guidelines</b> .....	<b>27</b>
5.1	Principles for Verification: .....	27
5.2	Credits.....	28
5.3	Aviation Document Booklet (ADB) .....	29
5.4	Temporary Privileges .....	29
5.5	Temporary Permits, Licences or Medical Certificates .....	29
5.6	Lamination of Licensing Documents.....	30
5.7	Refusal to Issue.....	30

<b>6.0</b>	<b>Application Forms .....</b>	<b>30</b>
6.1	General Requirements.....	30
6.2	Personal Information and Licensing Requirements – Parts A and B .....	30
6.3	Making Corrections on the Application Form .....	30
6.4	Declaration of Authorized Person – Part C or D .....	31
<b>7.0</b>	<b>Aviation Document Booklet .....</b>	<b>31</b>
7.1	General .....	31
7.2	Application for the Aviation Document Booklet .....	31
7.3	Photo Requirements.....	32
7.4	Verifier .....	32
<b>8.0</b>	<b>Licensing Requirements .....</b>	<b>32</b>
8.1	Basic requirements:.....	32
8.2	Name .....	33
8.3	Age .....	34
8.4	Citizenship .....	34
8.5	Medical Fitness and Medical Validity .....	37
8.6	Knowledge Requirements .....	38
8.7	Experience Requirements.....	38
8.8	Skill.....	39
8.9	Language Requirements – (401.06(1.1)(b)).....	39
8.10	Fees.....	40
<b>9.0</b>	<b>Student Pilot Permits (CAR 401.19) .....</b>	<b>41</b>
9.1	Categories.....	41
9.2	Age Requirements .....	42
9.3	Proof of Citizenship .....	42
9.4	Medical Fitness.....	42
9.5	Student Pilot Permit Validity .....	43
9.6	Knowledge .....	43
9.7	Experience and Skill.....	43
9.8	Aviation Language Proficiency.....	44
9.9	Student Pilot Permits and Alternate Categories .....	44
9.10	Completing the Student Pilot Permit .....	45
9.11	Distribution of SPP Copies .....	46
9.12	Brief the Applicant.....	47
9.13	In the Event of a Lost SPP .....	47
9.14	In the event of an error .....	47
9.15	Administration.....	48
<b>10.0</b>	<b>Recreational Pilot Permit – Aeroplane (CAR 421.22) .....</b>	<b>48</b>
10.1	Age Requirements .....	48
10.2	Medical Fitness.....	49

10.3	Knowledge .....	49
10.4	Experience – 421.22(4) .....	49
10.5	Skill.....	50
10.6	Aviation Language Proficiency.....	50
10.7	Administration.....	50
10.8	Issuing Temporary Privileges .....	51
10.9	Briefing the Applicant.....	51
<b>11.0</b>	<b>Private Pilot Licence – Aeroplane (CAR 421.26) and Helicopter (CAR 421.27).....</b>	<b>51</b>
11.1	Age requirements.....	51
11.2	Medical Fitness And Validity .....	51
11.3	Knowledge .....	52
11.4	Experience .....	52
11.5	Skill.....	53
11.6	Aviation Language Proficiency.....	53
11.7	Administration.....	54
11.8	Issuing Temporary Privileges for a Private Pilot Licence .....	54
11.9	Briefing the Applicant.....	55
<b>12.0</b>	<b>Commercial Pilot Licence – Aeroplane (CAR 421.30) .....</b>	<b>55</b>
12.1	Age .....	55
12.2	Medical Fitness and Validity.....	55
12.3	Knowledge .....	56
12.4	Experience .....	56
12.5	Skill.....	57
12.6	Aviation Language Proficiency.....	57
12.7	Restricted Licence – Daylight Flying .....	57
12.8	Administration.....	57
12.9	Issuing Temporary Privileges for a Commercial Pilot Licence .....	58
<b>13.0</b>	<b>Commercial Pilot Licence – Helicopter (CAR 421.31) .....</b>	<b>60</b>
13.1	General .....	60
13.2	Age.....	60
13.3	Medical Fitness and Validity.....	60
13.4	Knowledge .....	60
13.5	Experience .....	61
13.6	Skill.....	62
13.7	Aviation Language Proficiency.....	62
13.8	Restricted Licence – Daylight Flying .....	62
13.9	Administration.....	62
13.10	Issuing Temporary Privileges for a Commercial Pilot Licence .....	63
<b>14.0</b>	<b>Seaplane Rating Requirements – (CAR 421.38(1)).....</b>	<b>64</b>
14.1	General .....	64

14.2	Age .....	64
14.3	Medical Fitness and Validity .....	64
14.4	Experience .....	64
14.5	Skill.....	65
14.6	Aviation Language Proficiency.....	65
14.7	Administration .....	65
14.8	Issuing Temporary Privileges for a Seaplane Rating.....	66
<b>15.0</b>	<b>Landplane Rating Requirements – (CAR 421.38(2)) .....</b>	<b>67</b>
15.1	General .....	67
15.2	Age.....	67
15.3	Medical Fitness and Validity.....	67
15.4	Experience .....	68
15.5	Skill.....	68
15.6	Aviation Language Proficiency.....	68
15.7	Administration.....	68
15.8	Issuing Temporary Privileges for a Landplane Rating.....	69
<b>16.0</b>	<b>Night Rating – Aeroplane and Helicopter – (CAR 421.42) .....</b>	<b>70</b>
16.1	General .....	70
16.2	Medical Fitness and Validity.....	70
16.3	Experience – Aeroplane.....	70
16.4	Experience – Helicopter.....	71
16.5	Skill.....	71
16.6	Aviation Language Proficiency.....	71
16.7	Administration.....	71
16.8	Issuing Temporary Privileges for a Night Rating.....	72
<b>17.0</b>	<b>VFR Over-The-Top Rating (VFR OTT) – Aeroplane and Helicopter – (CAR 421.44) .....</b>	<b>73</b>
17.1	General .....	73
17.2	Knowledge .....	73
17.3	Experience .....	73
17.4	Skill.....	73
17.5	Aviation Language Proficiency.....	73
17.6	Administration.....	74
17.7	Issuing Temporary Privileges for a VFR Over-The-Top Rating (VFR OTT) Rating.....	74
<b>18.0</b>	<b>Class 3 Flight Instructor Rating – Aeroplane and Helicopter .....</b>	<b>75</b>
18.1	General .....	75
18.2	Medical Fitness and Validity.....	75
18.3	Prerequisites.....	75
18.4	Experience – Aeroplane.....	76
18.5	Experience – Helicopter.....	76
18.6	Skill.....	76

18.7	Aviation Language Proficiency.....	77
18.8	Instructor's Training Record While Under Direct Supervision .....	77
18.9	Class 3 Upgrade Requirements when Application is Submitted Through an AP.....	77
18.10	Brief the Applicant.....	78
18.11	Administration.....	78
18.12	Issuing Temporary Privileges for a Class 3 Flight Instructor Rating – Aeroplane or Helicopter.....	79
<b>19.0</b>	<b>Type Ratings – (CAR 421.40) .....</b>	<b>79</b>
19.1	General .....	79
19.2	Type Ratings Overview .....	80
19.3	Aeroplane – Two Crew .....	80
19.4	Aeroplane – High Performance .....	81
19.5	Helicopter – One Pilot .....	82
19.6	Helicopter – Two Pilots.....	83
19.7	Restricted Type Rating – Helicopter .....	83
19.8	Ground School Training Program Requirements.....	83
19.9	Flight Training Program Requirements .....	84
19.10	Persons Conducting Skill Assessments.....	84
19.11	Competency Checks Requirements.....	86
19.12	Administration (all type ratings).....	87
19.13	Issuing Temporary Privileges for a Type Rating.....	88
<b>20.0</b>	<b>Integrated Programs.....</b>	<b>89</b>
20.1	General .....	89
20.2	Certificate of Enrolment and Course Completion Certificate .....	89
20.3	Student Pilot Permit .....	90
20.4	Private Pilot Licence .....	90
20.5	Multi-Engine Rating .....	90
20.6	Group 1 Instrument Rating.....	90
20.7	Commercial Pilot Licence — Aeroplane (CPL(A)) Integrated Course .....	90
20.8	Commercial Pilot Licence—Aeroplane/ Instrument Rating (CPL(A)/IR) Integrated Course.....	92
20.9	Airline Transport Pilot Licence — ATP(A) Integrated Course .....	94
<b>21.0</b>	<b>Log book and PTR Entries.....</b>	<b>95</b>
21.1	General guidelines on Logging of Flight Time .....	95
21.2	Personal Logs.....	96
21.3	Pilot Logbook Guidelines and Requirements .....	97
21.4	Cross Country Flight Time.....	97
21.5	Instrument Time .....	98
21.6	Cross Country Training Time vs. Instrument Training Time .....	98
21.7	Night Time .....	99
21.8	Logging of Flight Time acquired during a Flight Test.....	99
21.9	Examples for Proper Logging of Flight Time.....	100



<b>22.0</b>	<b>Checklists .....</b>	<b>101</b>
22.1	Use of Checklists.....	101
22.2	Student Pilot Permit – Aeroplane and Helicopter.....	102
22.3	Recreational Pilot Permit – Aeroplane.....	103
22.4	Private Pilot Licence – Aeroplane and Helicopter.....	105
22.5	Commercial Pilot Licence – Aeroplane.....	107
22.6	Commercial Pilot Licence – Helicopter (SPP-H to CPL-H).....	109
22.7	Commercial Pilot Licence – Helicopter (PPL-H to CPL-H).....	111
22.8	Seaplanes.....	113
22.9	Landplanes.....	114
22.10	Night Rating – Aeroplane and Helicopter.....	115
22.11	VFR OTT Rating – Aeroplane and Helicopter.....	116
22.12	Class 3 Flight Instructor Rating – Aeroplane and Helicopter.....	117
22.13	Type Rating – Aeroplane Two Crew.....	118
22.14	Type Rating – Aeroplane High Performance.....	119
22.15	Type Rating – Helicopter One Pilot.....	120
22.16	Type Rating – Helicopter Two Pilot.....	121
22.17	Integrated Commercial Pilot Licence – CPL(A).....	122
22.18	Integrated Commercial Pilot Licence – CPL(A)/IR.....	124
22.19	Integrated Commercial Pilot Licence – ATP(A).....	126
<b>23.0</b>	<b>Document History .....</b>	<b>129</b>
<b>24.0</b>	<b>Transport Canada Regional Flight Crew Licensing Offices.....</b>	<b>129</b>
24.1	Licensing Inquiries.....	129
<b>25.0</b>	<b>Contact Office .....</b>	<b>130</b>
<b>26.0</b>	<b>Appendices .....</b>	<b>130</b>

## 1.0 INTRODUCTION

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### 1.1 BACKGROUND

- (1) Prior to the implementation of the Authorized Person (AP) Program, an applicant for a permit, licence or rating, having met all the requirements, had to wait until the document had been formally issued or endorsed by Transport Canada (TC) before privileges could be exercised. At times, this led to inconvenience and sometimes delays for the individuals.
- (2) In consultation with industry, TC developed the AP program, which provides a process for issuing Student Pilot Permits (SPP's) for flight training or granting temporary privileges for specific permits, licences or ratings for a period of 90 days. This streamlines the licensing process to allow new pilots to exercise the privileges of their new licence or rating immediately, while waiting for the issuance of their formal document.
- (3) Authorized Persons are normally individuals associated with a Flight Training Organization. They are recommended by their company and are appointed, trained and monitored by Transport Canada. AP's will only be appointed when the amount of licensing activity in their particular geographical area justifies the appointment of a new AP.
- (4) Granting privileges to provide a competitive edge or financial gain for an organization is not the intent of the AP Program and is not taken into consideration when granting authority.

### 1.2 APPLICABILITY

- (1) This document is to provide information and guidance during the training and monitoring of the Authorized Persons by Transport Canada as well as continued guidance for the Authorized Persons while exercising the privileges of their delegation.
- (2) The guidelines within this manual are designed to cover normal situations. For cases which are not covered, please consult with the Regional Civil Aviation Services staff.

## 2.0 REFERENCES

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### 2.1 REFERENCE DOCUMENTS AND LINKS

- (1) Aeronautics Act  
[http://laws-lois.justice.gc.ca/eng/acts/A-2/;](http://laws-lois.justice.gc.ca/eng/acts/A-2/)
- (2) Canadian Aviation Regulations (CAR)  
<http://www.tc.gc.ca/eng/acts-regulations/regulations-sor96-433.htm>
  - (a) The conditions for the issuance of all Flight Crew Permits, Licences and Ratings are contained in the *Canadian Aviation Regulations, Personnel Licensing and Training Standards (CARs Subpart 421)*.

- (b) In order to access the current version of CARs Subpart 400, 401 and 421 and the Fee Schedule in CAR 104.01 Schedule IV, an AP is required to have internet access to the *CANADIAN AVIATION REGULATIONS*.
- (c) As updates or changes may occur to any Canadian Aviation Regulation (CAR), all references to any CAR or CAR Standard in this manual should be verified from the TC or Department of Justice website.  
<https://www.tc.gc.ca/eng/acts-regulations/regulations-sor96-433.htm>
- (d) Part IV – Personnel Licencing and Training
  - (i) Regulation 400 – General
  - (ii) Regulation 401 and Standard [421](#)– Flight Crew Permits, Licences and Ratings
  - (iii) Regulation 404 and Standard [424](#) – Medical Requirements
  - (iv) Regulation 104.01 – Fees (see schedule IV)
- (3) Transport Canada Aeronautical Information Manual (TC AIM)  
<https://www.tc.gc.ca/eng/civilaviation/publications/tp14371-menu-3092.htm>
- (4) Transport Canada Flight Crew Licensing website  
<http://www.tc.gc.ca/eng/civilaviation/opssvs/general-personnel-menu-1799.htm>;
- (5) Forms
  - (a) Permit and Licence Application Forms  
<http://www.tc.gc.ca/eng/civilaviation/opssvs/general-personnel-apps-1820.htm>.
  - (b) Change of Address Request  
[http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0760\\_BO\\_PD](http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0760_BO_PD)
  - (c) Flight Crew Licensing Declaration of Name – [http://tcapps/Corp-Serv-Gen/5/forms-formulaires/download/26-0759\\_BO\\_PX](http://tcapps/Corp-Serv-Gen/5/forms-formulaires/download/26-0759_BO_PX)
  - (d) Medical Declaration for Licences and Permits Requiring a Category 4 Medical Standard  
[http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0297\\_BO\\_PD](http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0297_BO_PD)
  - (e) Re-Issue of a Civil Aviation Licensing Document  
[http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0738E\\_E\\_PD](http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0738E_E_PD)
- (6) Advisory Circular – Application Guidelines for an Aviation Document Booklet:  
<https://www.tc.gc.ca/en/services/aviation/reference-centre/advisory-circulars/ac-400-001.html>
- (7) Advisory Circular – Application Guidelines for Flight Crew Permits and Licences:  
<https://www.tc.gc.ca/en/services/aviation/reference-centre/advisory-circulars/ac-401-002.html>
- (8) Member States List (ICAO)  
<https://www.icao.int/about-icao/Pages/member-states.aspx>
  - (a) This is the official list of short names of ICAO Contracting States.

(9) National Standard of Canada Entitled Model Code for the Protection of Personal Information (CAN/CSA-Q830-96)

(10) Liability through the Exercise of Delegated Authority (TP 11825)

(11) Letter of Accreditation

## 2.2 DEFINITIONS

(1) **ACT:** means the Aeronautics Act;

(2) **AIR TIME:** means, with respect to keeping technical records, the time from the moment an aircraft leaves the surface until it comes into contact with the surface at the next point of landing;

(3) **AVIATION DOCUMENT BOOKET (ADB):** means a booklet similar to a Canadian passport issued by the Minister in which certain documents issued under Part IV of the CARs can be affixed. It is used for the purpose of holding aviation permits, licences, ratings and medical certificates issued by TCCA and a competencies record.

(4) **APPLICATION:** the appropriate application form and the required supporting documentation prescribed in the “Application Guidelines” or “Advisory Circular”.

(5) **AUTHORIZED PERSONS:** Flight Crew Licensing (AP FCL): a person who is delegated by Transport Canada Civil Aviation (TCCA) to issue temporary civil aviation licensing privileges.

(6) **AUTHORIZED PERSON POLICY MANUAL:** The Authorized Person Manual is a reference for the authorized person (AP). It outlines the AP’s role in the licensing process. Each chapter contains detailed instructions relating to each specific authority.

(7) **CANADIAN AVIATION REGULATIONS:** regulations respecting aviation and activities relating to aeronautics.

(8) **CANADIAN AVIATION DOCUMENT (CAD):** any licence, permit, accreditation, certificate or other document issued by the Minister to or with respect to any person or in respect of any aeronautical product, aerodrome, facility or service.

(9) **CERTIFICATION OF COMPETENCY:** a certification that provides proof to TCCA that the holder has met a required competency level in accordance with the CARs. This certification can be made in a personal log, on a course completion certificate or similar document issued by a person acceptable to the Minister.

(10) **DUAL OR DUAL INSTRUCTION FLIGHT TIME:** means the flight time during which a person is receiving flight instruction from a person qualified in accordance with section [425.21](#) of the Personnel Licensing and Training Standards respecting Flight Training

(11) **FLIGHT TIME:** means the time from the moment an aircraft first moves under its own power for the purpose of taking off until the moment it comes to rest at the end of the flight;

- (12) **FLIGHT CREW:** a crew member assigned to act as pilot or flight engineer of an aircraft during flight time.
- (13) **FLIGHT CREW LICENSING PROGRAM:** the management of all operational and regulatory activities, including the formulation of related regulations, standards, policies, procedures, guidelines and other required projects in support of aviation flight crew licensing.
- (14) **INSTRUMENT TIME:**
- (a) instrument ground time,
  - (b) actual instrument flight time, or
  - (c) simulated instrument flight time.
- (15) **INSTRUMENT GROUND TIME:** instrument time in a flight simulation training device (FSTD) approved by Transport Canada Civil Aviation (TCCA) for flight training purposes while controlling the simulator by sole reference to the flight instruments.
- (16) **INSTRUMENT FLIGHT TIME:** any flight time in an aircraft while piloting the aircraft by sole reference to the flight instruments. This flight time can be accumulated while operating under instrument flight rules (IFR), in instrument meteorological conditions (IMC), or in visual meteorological conditions (VMC) during flight training by means which limit a pilot's ability to see outside the cockpit environment such as while under a hood or wearing limited vision goggles.
- (17) **LICENSING DOCUMENT:** a Canadian Aviation Document Booklet (ADB), permit, licence, medical certificate, 90 Day Licence Document, 90 Day Medical Certificate, Foreign Licence Validation Certificate (FLVC) or Verification Letter.
- (18) **PERSONAL INFORMATION:** means information about an identifiable individual that is recorded in any form including, without restricting the generality of the foregoing,
- (a) information relating to the race, national or ethnic origin, colour, religion, age or marital status of the individual,
  - (b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
  - (c) any identifying number, symbol or other particular assigned to the individual,
  - (d) the address, fingerprints or blood type of the individual,
  - (e) the personal opinions or views of the individual except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual by a government institution or a part of a government institution specified in the regulations,
  - (f) correspondence sent to a government institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to such correspondence that would reveal the contents of the original correspondence,
  - (g) the views or opinions of another individual about the individual,

- (h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual by an institution or a part of an institution referred to in paragraph (e), but excluding the name of the other individual where it appears with the views or opinions of the other individual, and
  - (i) the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual,
- (19) **PILOT PROFICIENCY CHECK (PPC):** a skill test in accordance with the appropriate schedule specified in Commercial Air Service Standards (CASS) which is deemed to meet the requirements to assess a licenced pilot carrying out piloting duties.
  - (20) **PILOT-IN-COMMAND (PIC):** in relation to an aircraft, the pilot having responsibility and authority for the operation and safety of the aircraft during flight time.
  - (21) **PROFESSIONAL SUITABILITY:** means a demonstrated willingness to work cooperatively with Transport Canada to uphold the principles of aviation safety.
  - (22) **SOLO FLIGHT TIME:** is 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.
    - (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 an instructor rating for the appropriate category of aircraft.
  - (23) **REGULATIONS:** the Canadian Aviation Regulations
  - (24) **STANDARDIZATION VISIT:** an in-depth review of the flight crew licensing system managed by a regional office. This process is comprised of documentation and an on-site review of one or more of the flight crew licensing components.
  - (25) **VERIFIER:** a person other than the applicant who attests to the applicant's identity.

### 2.3 ABBREVIATIONS

- (1) **ADB:** Aviation Document Booklet;
- (2) **ALPT:** Aviation Language Proficiency Test;
- (3) **AP:** Authorized Person;
- (4) **AP FCL:** Authorized Person Flight Crew Licensing;
- (5) **CARS:** Canadian Aviation Regulations;
- (6) **CFI:** Chief Flight Instructor

- (7) **CPL(A)**: Commercial Pilot Licence – Aeroplane
- (8) **CPL(H)**: Commercial Pilot Licence – Helicopter
- (9) **DND**: Canadian Department of National Defense;
- (10) **FCL HQ**: Flight Crew Licensing headquarters office;
- (11) **FTU**: Flight Training Unit;
- (12) **PE**: Pilot Examiner;
- (13) **PPL(A)**: Private Pilot Licence – Aeroplane
- (14) **PPL(H)**: Private Pilot Licence – Helicopter
- (15) **PSTAR**: Written Exam for Student Pilot Permit or Private Pilot Licence for Foreign and Military Applicants, Aviation Regulations
- (16) **PTR**: Pilot Training Record;
- (17) **RPP**: Recreational Pilot Permit
- (18) **TATC**: Transportation Appeal Tribunal of Canada; and
- (19) **TCCA**: Transport Canada Civil Aviation.

## **2.4 LIABILITY**

- (1) The Crown will indemnify an External Delegate i.e. Authorized Persons against personal civil liability incurred by reason of an act or omission within the scope of their duties, and will make no claim against them (for damages the Crown has had to pay) based upon such personal liability, if the Delegate acted honestly and without malice. Counsel will be provided in those cases where External Delegates have acted within the scope of their appointment. See Liability through the exercise of Delegated Authority pamphlet (TP11825).
- (2) AP's, as External Delegates, exercise powers, duties and functions on behalf of the Minister of Transport. The acts of external delegates must be performed only within the scope of their delegation.
- (3) It is very important that the AP pay attention to detail and accuracy when determining whether the Personnel Licensing and Training Standards have been met. To effectively carry out these duties, adequate time without interruptions is required. When the AP issues privileges, they have the same force and effect as if issued by the Minister of Transport. If an applicant exercises the privileges incorrectly given by the AP, there may be serious safety, legal and insurance implications.

- (4) If an AP decides not to issue temporary privileges, they shall contact their local Transport Canada Regional office for guidance and shall submit all documentation along with a written report as to the nature of the refusal.

### **3.0 AUTHORIZED PERSON'S ACCREDITATION**

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#### **3.1 AUTHORIZED PERSON'S ROLE**

- (1) The Authorized Person's role is to provide licensing services to the aviation community in accordance with the privileges outlined on their Letter of Accreditation.
  - (a) While the AP is exercising the privileges of their delegation they are representing Transport Canada and not the flight training unit where they work. As a result, the AP is expected to provide services to any applicant, including individuals who are not students at the AP's flight training unit.

#### **3.2 TRANSPORT CANADA'S ROLE;**

- (1) Transport Canada's role is to;
  - (a) provide initial and recurrent training for the authorized person,
  - (b) verify the authorized person has sufficient knowledge and resources to provide the licensing services indicated on their Letter of Accreditation
  - (c) verify the authorized person has been exercising their delegation in accordance with the guidelines within this manual and the AP's Letter of Accreditation.

#### **3.3 AUTHORIZED PERSON'S PRIVILEGES**

- (1) An authorized person is permitted to exercise the following privileges on behalf of the Minister as indicated on their Letter of Accreditation:
  - (a) grant temporary privileges for permits, licenses or ratings,
  - (b) issue student pilot permits,
  - (c) certify documentation as a "certified true copy of original" when required for Canadian Aviation Licensing applications, and
  - (d) exercise the privileges of a verifier for the application of an Aviation Document Booklet.
- (2) Authorized Persons cannot sign for their own endorsements.
- (3) Authorized Persons cannot revoke or suspend temporary privileges given once the licence has been signed off. In the event an AP issued temporary privileges in error the AP must inform the applicant that they no longer hold those privileges and the AP must also inform Transport Canada immediately.



### 3.4 AUTHORIZED PERSON'S RESPONSIBILITIES

- (1) Authorized persons are responsible for reviewing the entire licensing application and ensuring all licensing requirements have been met prior to the issuance of an aviation document or granting temporary privileges.
  - (a) The issuance of privileges to a person who is not qualified constitutes a **serious threat to flight safety**.
  - (b) If an applicant exercises any permit/licence/or rating privilege based on incorrectly issued privileges, there can be serious legal and insurance implications.
  - (c) The AP shall contact a Transport Canada Regional office for direction when they have any doubt as to whether they are entitled to issue privileges or whether a particular case meets the licensing requirements.
- (2) Ensure the appropriate Transport Canada licensing fee has been paid prior to signing off a permit, licence or rating.
- (3) Ensure the completed licensing application is sent off to Transport Canada within **5 business days**. See [section 24](#) of this manual for a list of regional offices.
- (4) Authorized Persons shall maintain copies of all documentation required to support the issuance of a permit, licence or rating for which privileges have been granted.

### 3.5 AUTHORITIES DELEGATED TO AUTHORIZED PERSONS

- (1) Student Pilot Permits
- (2) Pilot Permit – Gyroplane
- (3) Pilot Permit – Ultra-Light – Aeroplane
- (4) Pilot Permit – Recreational Aeroplane
- (5) Pilot Licence – Glider
- (6) Pilot Licence – Balloon
- (7) Private Pilot Licence – Aeroplane and/or Helicopter
- (8) Commercial Pilot Licence – Aeroplane and/or Helicopter
- (9) Night Rating
- (10) VFR OTT Rating
- (11) Ultra-Light Passenger Carrying Rating

- (12) Aeroplane Class Ratings
- (13) Type Rating - Aeroplane – Two Crew
- (14) Type Rating - High Performance Aeroplane
- (15) Type Rating - Helicopter – Two Pilots
- (16) Type Rating - Helicopter – One Pilot
- (17) Class 3 Flight Instructor Ratings

### **3.6 AUTHORITIES NOT DELEGATED TO AUTHORIZED PERSONS**

- (1) Foreign Licence Validation Certificates,
- (2) Pilot licence privileges based on;
  - (a) Credits for DND Applicants / Canadian Forces Applicants
  - (b) Licence Issued On the Basis of Foreign Licence
  - (c) Credits for Foreign Applicants
- (3) Airline Transport Pilot Licences,
- (4) Instrument Ratings, and
- (5) Class 4, 2 or 1 Flight Instructor Ratings
- (6) Flight Instructor Rating renewals.

### **3.7 AUTHORIZED PERSON ACCREDITATION REQUIREMENTS**

- (1) An initial application for an AP delegation shall be initiated by a Flight Training Unit. An AP applicant shall have the signed recommendation from the CFI of the FTU they are affiliated (employed part time, employed full time, contracted, etc.) with. Continued delegation is subject to the continued affiliation with the recommending FTU.
- (2) An application for AP delegation through the Approved Check Pilot (ACP) Program shall meet and continue to meet the requirements set out in the Approved Check Pilot Manual (TP 6533).
- (3) Requirements for AP delegation for Class 3 Flight Instructor Rating – Aeroplane and Helicopter;
  - (a) have met the requirements for AP delegation through a Flight Training Unit indicated in (1) above,
  - (b) have a minimum of one (1) year of AP experience,
  - (c) have demonstrated a high level of competency in the processing and the granting of temporary privileges for PPL and CPL licensing applications,

- (d) have not been under an AP Enhanced Monitoring Program within the previous 2 years and have demonstrated consistency in meeting the requirements of their delegation.
- (4) The Authorized Person:
- (a) is expected to conduct themselves with integrity, as a representative of the Minister of Transport and to provide a service to the aviation public in an equitable manner. They are required to adhere to the Acts and Regulations that govern the Aviation industry, and to respect the privacy of individuals as set forth in the Privacy Act.
  - (c) shall have no history of any conviction under subsection 7.3(1) of the *Aeronautics Act*.
  - (d) shall have professional suitability as defined by Transport Canada
- (5) Both the initial delegation and the renewal of an accreditation are based on **need at any location or area within a Transport Canada region** for the delivery of prompt licensing service. Need is determined by the Minister based on:
- (a) The number and/or type of licensing documents expected to be issued annually; and
  - (b) The number and proximity of other authorized persons who can provide the service.
- (6) The successful completion of the standardized training program is required in order to ensure competency in exercising the privileges of the delegation.
- (7) Completion of the Authorized Person Application found in the appendix of this manual.
- (8) The AP shall immediately inform Transport Canada of any change of employment, change of location or other situation that may/will affect their AP status.

### **3.8 LETTER OF ACCREDITATION**

- (1) The Authorized Person will receive a letter which will outline the agreement between the Minister of Transport and the AP. The letter must be signed by the AP accepting the responsibilities outlined in the agreement.
- (2) The agreement will:
- (a) set forth the privileges authorized;
  - (b) be valid only within the boundaries of the region of appointment;
  - (c) be valid while employed at the current Flight Training Unit or with a valid ACP Accreditation; and
  - (d) be valid only for a period not exceeding two years.

**Note:** *An AP appointment letter is considered a Canadian Aviation Document (CAD) and therefore, if cancelled or refusal to issue, the AP can appeal the Minister's decision through the Transportation Appeal Tribunal of Canada (TATC).*

### **3.9 AUTHORIZED PERSON'S FEE FOR SERVICE**

- (1) An AP is not reimbursed by Transport Canada for time spent exercising their delegation given by the Minister. It is solely at the discretion of the AP to charge the applicant an AP fee for licensing services in addition to the fee/s listed in CAR 104.01 Schedule IV.
- (2) When an authorized person is exercising their delegation they are representing the Minister and not the individual flight training unit (FTU). It is important for the AP to keep any business dealing between the FTU and the student separate from their licensing responsibilities.
  - (a) The AP may not use the licensing process as a lever to settle financial obligations with the training unit by withholding a person's aviation documents or PTR from the applicant or refuse to forward the applicant's completed application and supporting documents to Transport Canada.  
  
If privileges are issued, the documentation must be submitted to Transport Canada within 5 business days so that the applicant may receive their aviation licensing document within the time limits of Transport Canada's Service Standards.

### **3.10 STANDARDIZED TRAINING, MONITORING AND QUALITY ASSURANCE**

- (1) Standardized Training Program
  - (a) All newly appointed APs will undergo an initial training program consisting of the following;
    - (i) A pre-training assignment based on the following references;
      - (A) The Authorized Person's Policy Manual,
      - (B) CAR subpart 401 and standards 421,
      - (C) CAR subpart 405 and standards 425, and
      - (D) CAR subpart 604 when granted Type Rating privileges
    - (ii) A thorough and structured briefing or attendance in a Authorized Person's Workshop which will include the following;
      - (A) AP's accreditation, roles and responsibilities,
      - (B) Privacy Act and the protection of personal information and documentation,
      - (C) Licensing requirements and how to assess that they've been met,
      - (D) Application forms,
      - (E) Aviation document booklets including their validity, expiry and application requirements,
      - (F) Pilot log books, and
      - (G) Pilot training records when delegated with PPL and/or CPL privileges.
  - (b) Each AP will undergo a regular recurrent training program every 2 years which may be conducted through an open book assignment corrected to 100%, briefing and/or attending an Authorized Person's Workshop.

- (i) The following objectives are desired for every AP recurrent training program:
  - (A) ensure that the AP meets the standard for delegation of licensing authority from the Minister;
  - (B) provide feedback to the AP on their performance and provide suggestions for improvement, as required;
  - (C) ensure that the AP is knowledgeable on the policies in the Authorized Person Policy Manual and the applicable regulations;
  - (D) ensure that the AP is aware of changes to the Authorized Person Program;
  - (E) ensure that the AP is aware of changes affecting licensing such as medical validity, etc.
- (2) Authorized Person quality assurance program
  - (a) Transport Canada will monitor an Authorized Person's performance in the following areas.
    - (i) Administrative and record keeping
    - (ii) Licensing requirements
    - (iii) Timeliness of application submissions
    - (iv) Timeliness of communication
    - (v) Number of applications submitted yearly
    - (vi) High volume of applications submitted in a short time frame
    - (vii) New licensing authorities
    - (viii) Public complaints
  - (b) A sample of the applications submitted by an Authorized Person will be subject to review by Transport Canada for verification that the experience requirements have been met. The review process will consist of the following:
    - (i) When requested the AP shall submit CTC of the applicant's logbook and/or PTR to the Regional Transport Canada office making the request. When the application was already submitted to Transport Canada, the CTCs shall be submitted within five (5) days of the request being received. Only those pages of the applicant's logbook that contain proof of meeting the requirements for licensing are to be submitted.
    - (ii) Transport Canada will verify the experience requirements by reviewing CTC of the applicant's personal logbook and/or PTR prior to the final issuance of the licensing document.
    - (iii) The sample size will be determined by the AP's performance record, number of licensing applications submitted yearly and the number of licensing authorities delegated to the AP.
  - (c) On-site inspections of the AP's work will take place during the targeted inspections of the associated flight training unit/commercial air operator or other times as determined by Transport Canada.

- (d) When reoccurring administrative errors are discovered by Transport Canada the AP will be responsible for developing a corrective action plan (CAP) to prevent the reoccurrence of these errors. Administrative errors are defined as errors that do not include licensing requirements not being met. Transport Canada will inform the AP when a CAP is required.
- (e) If the AP's corrective action plan has not prevented the reoccurrence of errors, the AP may either be put on an Enhanced Monitoring (EM) Program, undergo additional training or have their AP appointment canceled.
- (f) Errors that occur when licensing requirements were not met are considered to be a major error and may lead to being put on an Enhanced Monitoring (EM) Program, undergo additional training or having their AP appointment canceled.

### **3.11 RENEWAL**

- (1) It is the responsibility of the Authorized Person to request renewal of the authority, in writing, at least 90 days prior to expiration of the appointment. Failure to request renewal within the required time frame may result in a lapse in privileges. Expiration reminders will not be sent.
- (2) When the renewal request is received Transport Canada will:
  - (a) Confirm that the AP continues to meet the Authorized Person Accreditation Requirements,
  - (b) Ensure the AP has been following the expectations outlined in the Statement of Acceptance of Responsibilities and Obligations,
  - (c) Review past performance,
  - (d) Ensure that the AP has a history of constructive interaction with Transport Canada,
  - (e) Review if there continues to be a need for the AP, and
  - (f) Renew or refuse to renew the Letter of Accreditation
- (3) If a request for renewal is not received, Transport Canada will assume that the AP does not wish to renew their accreditation and it will be cancelled. A letter will be sent to the AP to request return of all unused blank Student Pilot Permits (26-0463) and Certificate of Additional Privileges booklets (26-0267). Reinstatement after cancellation is not guaranteed.

### **3.12 CANCELLATION, SUSPENSION, REFUSAL TO RENEW, REFUSAL TO ISSUE OR AMEND**

- (1) The following are grounds for cancellation, suspension, refusal to renew, refusal to issue or amendment of an AP accreditation:
  - (a) Issuance of a Student Pilot Permit or certification of temporary privileges when standards were not met;
  - (b) Repeated submission of incomplete documentation;
  - (c) Failure to submit documentation within five days from date of issue or certification;
  - (d) Failure to maintain required documentation for two years;

- (e) Fraud; or
  - (f) Any condition and/or requirement specified within this manual is no longer being met and/or has not being complied with.
- (2) Transport Canada may, pursuant to subsection 7.1(1) of the Aeronautics Act, suspend, cancel or refuse to renew an AP's accreditation. Transport Canada may, pursuant to subsection 6.71(1) of the Aeronautics Act, refuse to issue or amend an AP's Accreditation.
  - (3) A suspension or a refusal to issue or renew may be appealed before the Transportation Appeal Tribunal of Canada.

### **3.13 TRANSPORT CANADA SERVICE LEVEL STANDARDS**

- (1) Service Level Standards were established in accordance with the guidelines laid out by the Treasury Board Service Standards Initiative. It is the AP's role to provide the required information accurately and timely and be able to explain any justifications required in order to receive the quality of service delivery described in the service standards. A full listing of the Service Level Standards and the normal processing time and maximum number of days required to provide a service can be found at: <https://www.tc.gc.ca/eng/civilaviation/opssvs/servicestandards-549.htm>

## **4.0 DOCUMENTATION REQUIREMENTS INCLUDING THE PROTECTION OF PERSONAL INFORMATION**

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### **4.1 GENERAL REQUIREMENTS**

- (1) An AP must see all documentation, taking nothing on faith and refuse to issue documents if appropriate evidence is not presented. Such evidence includes, but is not limited to pilot training records, logbooks, flight test results, written exam results, language proficiency results, medicals, identification, etc. If you become suspicious, do not sign a document and advise Transport Canada immediately.
- (2) To ensure accurate completion of student pilot permits and licensing applications, the Authorized Person must assemble the applicable documents for submission to Transport Canada.

### **4.2 CERTIFIED TRUE COPIES (CTC)**

- (1) All documentation submitted to Transport Canada that are copies of the original document are required to be Certified True Copies certified by the AP or another AP from the same flight training unit.
- (2) Authorized Persons may certify copies of documents as "Certified True Copies" for all licensing applications. This includes documents for licensing applications that are required to be submitted directly to Transport Canada.
- (3) Photocopies of *original* documents are the only accepted form of "Certified True Copies" (CTCs) for documents such as birth certificates, passports, etc.

- (a) CTCs must be clearly legible and of good quality. Illegible copies will be rejected.
- (b) By signing a document as a "Certified True Copy", you are attesting that you have compared the *original* document with the copy.
- (c) Only Ministers Delegates can certify true copies.
- (d) All required information from applicable documents such as a passport must be included within the certified true copy and may require multiple pages to ensure all criteria have been met.
- (e) Provide the following statement on all Certified True Copies:

*Certified true copy of the original  
AP's Name (PRINT)  
AP's file number  
Signature of the AP  
Date Certified*

- (f) To ensure any part of the CTC is not obscured, the statement indicated in (e) above shall be placed on the back page of the Certified True Copy.

#### **4.3 COLLECTION AND USE OF PERSONAL INFORMATION**

- (1) **Personal information** – means information about an identifiable individual that is recorded in any form.
- (2) Personal information collected by Transport Canada is protected from disclosure to unauthorized persons and/or agencies subject to the provisions of the Privacy Act.
  - (a) Authorized persons are delegates of Transport Canada whose duties require the collection of personal information on behalf of the Minister of Transport and therefore are expected to understand and apply the "Privacy Act" with respect to licensing applications and associated personal documentation.

#### **4.4 SAFEGUARDING AN APPLICANT'S PERSONAL INFORMATION**

- (1) Authorized Persons are responsible for personal information in their possession or custody.
- (2) Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- (3) Personal information shall be retained only as long as necessary for the fulfilment of those purposes.
- (4) Copies of all personal information collected for licensing purposes shall be accessible to **authorized persons only**. Documents that contain personal information include and not limited to the following:
  - (a) Copy of passport, birth certificate or driver's licence
  - (b) Copy of the pilot's aviation medical certificate
  - (c) Copy of the pilot's aviation document booklet



- (d) Copy of written exams, flight tests or language proficiency results.
  - (e) Copy of application forms
  - (f) Copy of personal log book or PTR
- (5) Personal information shall be protected by security safeguards. The security safeguards shall protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. Authorized Persons shall protect personal information regardless of the format in which it is held.
- (6) The methods of protection should include:
- (a) Physical measures, for example, locked filing cabinets and restricted access;
  - (b) Organizational measures, for example, security clearances and limiting access on a “need-to-know” basis; and
  - (c) Technological measures, for example, the use of passwords and encryption.
- (7) Personal information that is no longer required to fulfill the identified purposes should be destroyed, erased or made anonymous. Care shall be used in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information.

#### **4.5 SECURING OFFICIAL DOCUMENTS**

- (1) Student Pilot Permits (26-0463), Certificate of Additional Privileges booklets (26-0267) and identification documents must be accessible to the Authorized Person only.
- (2) Student Pilot Permit numbers and voided forms must be documented and accounted for. Please keep all voided forms to account for all numbers.
- (3) Student pilot permits and/or additional privilege booklets must be kept under lock and key.
- (4) When an AP no longer has their AP authority all unused blank student pilot permits and/or additional privileges cards shall be returned to TC.

#### **4.6 RECORDS MAINTAINED BY THE AUTHORIZED PERSON**

- (1) Authorized Persons are required to maintain copies of required documentation to support the issuance of a Student Pilot Permit and/or any permit, licence or rating for which temporary privileges have been given.
  - (a) These copies must be maintained for a period of not less than two (2) years. After such time these copies shall be destroyed.
  - (b) Copies may be paper or electronic format.
  - (c) A checklist outlining the documentation required to be kept for each licensing document can be found in [section 22](#) of this manual.

- (d) Copies shall be stored in a secure fashion with restricted access to the authorized person only.
  - (i) Licensing records maintained by the AP shall be kept separate from the Flight Training Unit's student records.
  - (ii) Electronic format must include security features to control and/or limit access to the Authorized Person only.
  - (iii) Security of the documents against loss, damage, tampering and theft is the responsibility of the Authorized Person. For detailed requirements refer to section [4.4](#) of this manual.
- (2) When an Authorized Person no longer holds AP privileges, the care and control of the AP's files remain with the AP and shall not be transferred to the FTU or another Authorized Person. The files shall continue to be maintained in a secure fashion for a period of two (2) years.
- (3) Electronic records may be maintained provided;
  - (a) measures are taken to ensure that the records are protected against tampering and against inadvertent loss or destruction, and
  - (b) a copy of the records can be printed on paper and provided to Transport Canada within five (5) days of being requested.

#### **4.7 SUBMISSION OF DOCUMENTATION TO TRANSPORT CANADA**

- (1) Once an AP has completed the licensing process, the required documentation and completed application form must be submitted to Transport Canada within **5 business days**. This is required so that the applicant may receive their aviation licensing document within the time limits of Transport Canada's Service Standards.
  - (a) Failure to submit documentation within 5 business days is a contravention of your Acceptance of Responsibilities and Obligations.
  - (b) In order to comply with CAR 401.06, documentation showing proof of meeting all licensing requirements not already on file with Transport Canada shall be included with all licensing applications. Details on which documentation is required can be found in the appropriate section in this manual and may include the following:
    - (i) Applicant's citizenship
    - (ii) Minimum age
    - (iii) Medical fitness
    - (iv) Knowledge
    - (v) Experience
    - (vi) Skill
    - (vii) Language proficiency at the operational or expert level

- (2) When the requirements for a permit, licence or rating have a flight experience requirement, a copy of the required experience in the form of copies of the pilot's log book and/or PTR shall be submitted with the licensing application.
  - (a) Only pages from a pilot's personal log book that show the required flight experience needs to be included with the application. For example:
    - (i) A night rating only needs copies of the pages that show instrument time and night flight time.
    - (ii) A commercial pilot licence – aeroplane application will most likely need the whole log book showing they have completed the whole 200 hours.
  - (b) When all of the flight experience requirements are recorded in the applicant's PTR then a copy of the personal log book does not need to be submitted. For example a private pilot licence application that does not include credits from an alternate category.
  - (c) When proof of flight experience is recorded in two (2) separate documents such as a PTR and pilot's personal log book then copies of the required pages from both documents shall be included. This mainly is required for commercial licence applications.

## **5.0 LICENSING GUIDELINES**

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### **5.1 PRINCIPLES FOR VERIFICATION:**

- (1) The Authorized Person is exercising authority on behalf of the Minister and as such must be satisfied that when recommending an applicant, the applicant has met all required qualifications and prerequisites.
  - (a) Review the appropriate CAR standard
    - (i) The information within this document was accurate at the time of issue however it remains the responsibility of the authorized person to ensure the requirements of the latest version of the regulations are followed.
  - (b) Determine what requirements must be met to obtain the privilege
  - (c) Determine what proof exists to show that each requirement has been met
  - (d) Verify full completion of appropriate application forms, personal logs and PTRs
  - (e) Ensure that all applicable fees have been collected,
  - (f) Ensure that flight times on the application form, personal log and PTR all agree
  - (g) Ensure flight details in personal logs meet the requirements of CAR 401.08
  - (h) Check that flight times are not double logged to be used for more than one requirement and check the addition of flight times

## 5.2 CREDITS

- (1) The following are the 4 different types of credits that may be available to applicants as indicated in the applicable CAR standard.

**Note:** *Only applications using credits for knowledge and/or experience can be processed by an AP. Paragraphs (b), (c) and (d) are included for informational purposes only.*

- (a) Credits
  - (i) Credits for knowledge and/or experience may be available when the applicant already holds another Canadian licence, permit or rating. Also referred to as “Alternate Category”.
- (b) Credits for DND applicants / Canadian forces applicants
  - (i) When a Canadian Forces pilot earns their wings they are not given/issued a civilian licence. Instead they may qualify for credits towards the issuance of a civilian licence. Credits may be available for active and/or retired Canadian Forces personnel who have received flight training or who have qualified to “wings standard”.
- (c) Licence issued on the basis of foreign licence
  - (i) Pilots who hold a foreign pilot licence may obtain a Canadian Pilot licence issued on the basis of their foreign licence. The applicant generally is not required to complete the written exam or skill test provided they complete the PSTAR exam, meet the currency requirements and other licensing requirements listed in the CARs. This option is available for recreational flying licences only and only if the foreign licence was not issued on the basis of a licence from another state.
  - (ii) The annotation “Issued on the basis of foreign licence” will appear on the licence and may be removed when the pilot completes the applicable written exam and flight test requirements for the licence held.
- (d) Credits for foreign applicants
  - (i) Transport Canada will grant credits to foreign pilot licence holders if;
    - (A) the foreign pilot licence was issued by a country that is a member of the International Civil Aviation Organization (ICAO) and
    - (B) the foreign licence is for the same aircraft category and is an equivalent or higher level of licence than the one being applied for.
    - (C) A licence application using foreign credits must meet all licensing requirements set out in the CARs.
  - (ii) Generally, foreign credits are given to applicants who have had a licence issued by a foreign state. However, the PPL(A) has credits available for ground school and flight training received in a foreign state even if the pilot did not have a private pilot licence issued by that foreign state. An applicant may use those ground school hours and flight training experience towards the minimum requirements.

**CAR 421.26***(9) Credits for Foreign Applicants*

*(c) An applicant who does not hold a Private or higher pilot licence - Aeroplane issued by a contracting state may be credited foreign dual and solo aeroplane flight training time and aeroplane ground school time towards the knowledge and experience requirements for the issue of a Private Pilot Licence - Aeroplane, if the applicant provides certification from the holder of a Flight Instructor Rating - Aeroplane that all ground and flight training exercises have been satisfactorily reviewed.*

- (2) An AP is permitted to process applications that make use of credits for knowledge or experience only. Licence applications with credits for DND applicants, foreign licence holders or a licence issued on the basis of a foreign licence must be submitted directly to a Transport Canada Civil Aviation (TCCA) regional office.

**5.3 AVIATION DOCUMENT BOOKLET (ADB)**

- (1) An application for an Aviation Document Booklet must be included with a licensing application when the applicant does not hold an ADB, their ADB has expired, or their ADB is set to expire in the next 3 months.

**5.4 TEMPORARY PRIVILEGES**

- (1) An Authorized Person is permitted to issue temporary privileges (in accordance with their delegation) on an applicant's valid permit or licence in the applicable space provided.
- (a) All temporary privileges are valid for 90 days
- (2) An AP may issue temporary privileges to an applicant only once for each licence, permit or rating. If temporary privileges have expired and the applicant has not received their aviation licensing document then Transport Canada may under extenuating circumstances issue a temporary document but only after the licensing application has been assessed and it is determined that the licensing document will be issued.

**5.5 TEMPORARY PERMITS, LICENCES OR MEDICAL CERTIFICATES**

- (1) Temporary documents are issued by Transport Canada and only in certain circumstances upon the request of the holder. The temporary document may be sent as a fax, PDF email or paper copy when received in person.
- (a) Applicants requesting a temporary document should use form [Application for Re-Issue of a Civil Aviation Licensing Document](#)

## **5.6 LAMINATION OF LICENSING DOCUMENTS**

- (1) The lamination of licensing documents currently does not constitute a violation under CAR 103.02(3)(b), provided the lamination does not in any manner alter the shape, text or inhibit any of the security features of the document.
  - (a) This policy may change in the near future to maintain consistency with other Federal Government Agencies. Therefore it is recommended that pilots DO NOT laminate their licensing documents such as the medical certificate, SPP and temporary paper licenses.
- (2) In the event an applicant has laminated their SPP, an Authorized Person can issue temporary privileges using the Additional Privileges form.

## **5.7 REFUSAL TO ISSUE**

- (1) Transport Canada Civil Aviation (TCCA) may refuse to issue a flight crew permit, licence or rating pursuant to section 6.71(1) of the *Aeronautics Act*. 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 AP has not submitted all of the required documents, the service officer will advise the AP that the application cannot be processed until specified additional documentation or information is provided. Failure to submit required documentation may cause a delay in processing the application that may extend beyond the 90 day temporary privileges.
- (3) Transport Canada will forward a Notice of Refusal to Issue or Amend a Canadian Aviation Document.

## **6.0 APPLICATION FORMS**

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### **6.1 GENERAL REQUIREMENTS**

- (1) Application for a licence/permit must be made on the appropriate form.

### **6.2 PERSONAL INFORMATION AND LICENSING REQUIREMENTS – PARTS A AND B**

- (1) Parts A and B are required to be completed by the applicant prior to the applicant signing the “Declaration of Applicant” field. When the applicant signs the application form they are making a statutory declaration attesting to the accuracy of the information in Parts A and B. The completed licensing application is considered a legal document that is subject to the laws of Canada.
- (2) If Parts A and B are completed by the AP after the applicant has signed the Declaration of Applicant field, the AP is doing so outside of their delegated responsibilities and is risking personal liability.

### **6.3 MAKING CORRECTIONS ON THE APPLICATION FORM**

- (1) There are 2 recommended methods for handling errors on an application form submitted by an applicant. The errors may be crossed out, corrected and initialed by the applicant and the AP or the

AP can explain the errors to the applicant and the applicant can submit a new corrected application form.

#### **6.4 DECLARATION OF AUTHORIZED PERSON – PART C OR D**

- (1) The Authorized Person, as delegated by the Minister, must complete all fields in the Authorized Person part of the applicable licensing form.
  - (a) By signing the application, the Authorized Person declares that all the information provided in Part A and Part B by the applicant has been reviewed, is accurate and true. Any false or inaccurate information within any part of the application could result in delays or a possible “Refusal to Issue.”
- (2) The Authorized Person is required to substantiate all claims by the applicant by reviewing original documentation from the applicant.
- (3) If the applicant has met all the requirements of the CARs Standard, the Authorized Person can then:
  - (a) provide the required information for all fields in this Part, and
  - (b) date and sign the application form.

#### **7.0 AVIATION DOCUMENT BOOKLET**

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##### **7.1 GENERAL**

- (1) The aviation document booklet (ADB) is required to be held by all pilots with the exception of Student Pilot Permit holders and Foreign Licence Validation Certificate holders.
- (2) The ADB will be issued to a pilot when Transport Canada finalizes the pilot’s first aviation licensing application.
  - (a) The application form for an ADB needs to be included with the first licensing application to ensure no delays for issuance of the applicant’s licensing document.
  - (b) An ADB will not be issued for the holder of a SPP as that document is issued by an authorized person and not Transport Canada.

##### **7.2 APPLICATION FOR THE AVIATION DOCUMENT BOOKLET**

- (1) The application and instructions for its completion can be found online at:  
<http://www.tc.gc.ca/eng/civilaviation/opssvs/general-personnel-changes-1814.htm>
- (2) If more details for the completion of the ADB are needed, the advisory circular: Application Guidelines for an Aviation Document Booklet can also be referenced.  
<https://www.tc.gc.ca/en/services/aviation/reference-centre/advisory-circulars/ac-400-001.html>

### 7.3 PHOTO REQUIREMENTS

- (1) The following are the requirements for the passport photo.
  - (a) meet the specifications of a passport photograph pursuant to Passport Canada; <https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/photos.html>
  - (b) taken within 12 months preceding the application;
    - (i) the back of the photo must include: the name and complete address of the photo studio and the photographer's stamp or written information of the date the photo was taken.
  - (c) The verifier shall write the following information on the back of the photograph:
    - (i) the verifier's name and signature, and
    - (ii) complete the following statement: "I certify this to be a true likeness of (applicant's name)";

### 7.4 VERIFIER

- (1) The verifier who verifies the photo and signs the back of the photo shall complete part B of the Application for an Aviation Document Booklet.
  - (a) When the verifier is a person who has a delegation of authority issued by Transport Canada as indicated below, they should also include their Transport Canada file number. (5802-000000)
- (2) A verifier can be one of the following:
  - (a) a person who has a delegation of authority issued by the Minister of Transport to perform functions in support of civil aviation such as a pilot examiner, an authorized person, an exam invigilator, a civil aviation medical examiner or an approved check pilot.
  - (b) a Transport Canada Civil Aviation employee who has been assigned these duties by a manager, or
  - (c) a person who is considered to be an eligible guarantor pursuant to Passport Canada. See <https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/travel-documents-references-guarantors.html>.

## 8.0 LICENSING REQUIREMENTS

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### 8.1 BASIC REQUIREMENTS:

- (1) The issuance of flight crew permits/licences and ratings are based on an applicant meeting the following basic requirements:
  - (a) proof of citizenship,
  - (b) minimum age,



- (c) medical fitness,
  - (d) knowledge,
  - (e) experience,
  - (f) skill, and
  - (g) language proficiency
- (2) The AP is responsible for ensuring that the applicant has paid the appropriate licensing fee prior to issuing temporary privileges. Fees are listed in CAR 104 Schedule IV.

## 8.2 Name

- (1) The full name of an applicant shall be determined and used on all documents and correspondence.
- (2) The following may be accepted as proof of the full name of an applicant for a personnel licensing document:
- (a) A Canadian Citizenship Certificate;
  - (b) A Certificate of Registration of Birth Abroad issued by the Department of Citizenship and Immigration;
  - (c) A birth or baptismal certificate, a copy certified by the issuing authority, or a duly notarized copy;
  - (d) A passport;
  - (e) An aviation personnel permit or licence issued by the state of which the applicant is a citizen;
  - (f) A Canadian Immigration Record and Visa, Form IMM5292, issued by the Department of Citizenship and Immigration.
- (3) **ASSUMED NAME:** For Personnel Licensing purposes an applicant may use an assumed name without a legal name change. Therefore, if an applicant wishes to have their Student Pilot Permit issued in a name other than the name(s) on the documents used to prove their date of birth and citizenship, they must supply an original [Flight Crew Licensing Declaration of Name](#) (26-0759) form. This declaration also appears in the AIM Canada (TP2300).
- (4) **CHANGE OF NAME:** where documents on file indicate a change of name from preceding documents, regional staff will substantiate the change of name with supporting documents, as specified in (2) above.
- (5) The original must be sent to Transport Canada and a copy kept on the student's file for two years.
- (6) If the applicant's name has been changed due to marriage or a court order, documents supporting the change must be certified as True Copies, and one copy forwarded to Transport Canada and the other copy kept on the student's file. The applicant should also submit an Application for re-issue of a Civil Aviation Licensing Document form.

- (7) Do not use an applicant’s Medical Certificate for proof of name.
- (a) The student should be encouraged to use their full proper name at the time of the Medical Examination.

**8.3 AGE**

- (1) The documents acceptable as proof of age are the same as those required for proof of name listed above.
- (2) The minimum age for a personnel licensing document is stated in the appropriate sections of the CARs Subpart 421.

LICENCE/PERMIT	Age
Student Pilot Permit - all categories	14
Gyroplane	17
Ultra-light – Aeroplane	16
Recreational Pilot Permit - Aeroplane	16
Private Pilot Licence - Glider	16
Private Pilot Licence - Balloon	17
Private Pilot Licence - Aeroplane	17
Private Pilot Licence - Helicopter	17
Commercial Pilot Licence - Aeroplane	18
Commercial Pilot Licence - Helicopter	18

- (3) The original document used to support an applicant’s age must be obtained. When issuing a student pilot permit 2 copies must be made, one certified as True Copy of the Original and sent to Transport Canada, the other kept secured in the AP files. Additional copies should not be sent to Transport Canada when completing further licensing applications such as the PPL.
- (4) A valid passport may be used as proof for both age and citizenship, but an invalid passport is acceptable for proof of age only.
- (5) If the document used to show proof of age does not satisfy the requirements for proof of citizenship then one certified true copy of each document is required.

**Note:** A Medical Certificate may be issued to an applicant who is not yet old enough to hold a permit.

**Note:** The consent of a parent or guardian is not required for the issuance of an aviation personnel permit or licence to a minor. The FTU may choose to implement their own policies regarding the enrolment of a minor but these should not affect the licensing process of the AP.

**8.4 CITIZENSHIP**

- (1) Citizenship is proven prior to the first issuance of a permit or licence, usually the Student Pilot Permit.
- (2) Following is the list of documents that are acceptable as proof of citizenship:

- (a) a Citizenship Certificate;
- (b) a valid passport;
  - (i) The validity of the passport must be determined by an expiry date clearly printed on the passport. If no expiry date is indicated on the passport, an attestation that the passport is valid is required from the applicant's state of citizenship.
- (c) a Canadian birth certificate or baptismal certificate
- (d) an aviation personnel licence, showing the holder's citizenship. The licence must be issued by the state of which the applicant is a citizen.
- (e) a valid Permanent Resident Card or Confirmation of Permanent Resident document issued by Immigration, Refugees and Citizenship Canada (IRCC) formally known as Department of Citizenship and Immigration Canada.
  - (i) Citizenship and Immigration stopped issuing the IMM 1000 form (Record of Landing) in June of 2002. This has given some confusion as to what documents are acceptable for proof of citizenship for individuals who are permanent residents of Canada. These individuals are not citizens of Canada but are still citizens of their home country and may or may not have a valid passport from their home country. **When available, a valid passport is the preferred document for proof of citizenship.**

**CAR 421.06**

*(1) – Proof of Citizenship*

*(f) a Canadian Immigration Record and Visa, Form IMM1000, issued to a landed immigrant by the Department of Citizenship and Immigration.*

- (ii) The IMM 1000 was replaced with the Confirmation of Permanent Resident document (IMM 5292 or IMM 5688). The Confirmation of Permanent Residence document is issued by Immigration, Refugees and Citizenship Canada (IRCC) and states the person's citizenship as confirmed by IRCC during the application process for permanent residency. Transport Canada will accept these documents as proof of citizenship for the purposes of issuing a licence, permit or rating.
- (iii) A valid Permanent Resident Card (PRC) is also accepted for proof of citizenship. The PRC is a document issued by IRCC showing similar information as the Confirmation of Permanent Resident document. The "Nationality" field on the PRC indicates the person's citizenship as confirmed and accepted by IRCC, but is written as a 3 letter abbreviation. A list for the official nationality codes can be found on the United Nations Website at <https://unstats.un.org/unsd/methodology/m49/>.



- (f) For refugee applicants the following documents are acceptable for use as proof of citizenship;
- (i) a valid Minister's Permit (IMM1263) issued by the Immigration, Refugees and Citizenship Canada,
  - (ii) a valid Employment Authorization Form (IMM1102 or IMM1442) issued by Immigration, Refugees and Citizenship Canada.
  - (iii) Should circumstances occur where an applicant does not possess any of the above documents, the applicant must provide clarification from Immigration, Refugees and Citizenship Canada.
- (3) When multiple pages are needed to record all applicable information, then each page shall be certified as a true copy.
- (4) If a landed Immigrant becomes a Canadian Citizen, they may submit an Application for re-issue of a Civil Aviation Licensing Document form along with their new Canadian Citizenship card. To avoid confusion the applicant should not alter their choice regarding their name or citizenship on subsequent applications.

**8.5 MEDICAL FITNESS AND MEDICAL VALIDITY**

- (1) A pilot may only exercise the privileges of their licence or permit provided they hold a valid medical certificate that is appropriate for that permit, licence or rating. Refer to CAR [404.03\(1\)](#).
- (2) Medical fitness is normally established through completion of a Civil Aviation Medical Declaration form or Medical Examination, depending on the type of permit or licence being requested.
- (3) Prior to the issuance of the personnel licensing document, the applicant must have completed the applicable medical examination requirements and be in possession of one of the following;
  - (a) a valid Medical Certificate (form 26-0055) indicating Medical Category 1, 3 or 4;
  - (b) a medical renewal by a Civil Aviation Medical Examiner (CAME) whereby the CAME has stamped and signed on either the appropriate page in the Aviation Document Booklet or the back of the medical certificate; or
  - (c) a signed Civil Aviation medical Declaration (Form 26-0297) whereby the applicant shall be deemed to have met the Category 4 Medical Standards.
    - (i) An aviation document such as a Student Pilot Permit may be issued when the applicant has completed the medical declaration in accordance with the specified requirements; however they are not able to exercise the privileges of their permit or licence until the medical certificate has been issued by Transport Canada.

**Requirement to Hold a Medical Certificate**

**404.03**

(1) *No person shall exercise or attempt to exercise the privileges of a permit, licence or rating unless the person holds a valid medical certificate of a category that is appropriate for that permit, licence or rating, as specified in section 404.10.*

(2) *A medical certificate that is issued in the form of a booklet label is not valid unless*

- (a) the label is affixed in an aviation document booklet;*
- (b) the booklet number displayed on the label matches the number of the booklet; and*
- (c) the booklet is signed by the holder.*

- (4) Physical (ECG) and mental requirements can be found at:  
<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part4-standards-t42402-1412.htm>
- (5) The complete medical validity table can be found in CAR 404.04(6)

LICENCE/PERMIT	MEDICAL CATEGORY	UNDER 40	OVER 40	Over 60
Student Pilot Permit	1, 3 or 4	60 months	60 months	
Pilot Permit – recreational aeroplane	1, 3 or 4	60 months	24 months	
Private Pilot Licence – aeroplane	1 or 3	60 months	24 months	
Private Pilot Licence – helicopter	1 or 3	60 months	24 months	
Commercial Pilot Licence – aeroplane	1	12 months	*12 months	6 months

LICENCE/PERMIT	MEDICAL CATEGORY	UNDER 40	OVER 40	Over 60
Commercial Pilot Licence – helicopter	1	12 months	*12 months	6 months

\*The medical validity period for a commercial pilot who is over 40 years of age but not over 60 years of age who is involved in commercial operations are dependent on the type of flight operations they are engaged in. The issuance of the commercial pilot’s licence is based on the applicant meeting the minimum requirements and not the specifics of their future employment. Therefore a 12 month medical validity in this situation shall be the requirement for the issuance of a commercial pilot licence.

- (a) The details of the medical validity period for exercising the privileges of a commercial pilot’s licence are outlined below.
  - (i) the validity period of a medical certificate for a commercial pilot licence if the holder of the licence is acting as a flight crew member for hire or reward is 12 months. However, the validity period of a category 1 medical certificate is reduced to 6 months if:
    - (A) the holder of the licence is 40 years of age or older and is conducting a single-pilot operation with passengers on board; or
    - (B) the holder of the licence is 60 years of age or older.

## 8.6 KNOWLEDGE REQUIREMENTS

- (1) Applications for licences, permits or rating may have 2 sets of knowledge requirements; ground school and/or a written examination.
- (2) In accordance with CAR [400.03\(2\)\(a\)](#), the written examination required for the issue of a Student Pilot Permit (PSTAR) is valid until a pilot licence/permit is issued and does not expire.
- (3) In accordance with CAR [400.03\(2\)\(a\)](#), all sections of the written examination must be successfully completed within the 24 months preceding the date of application for the licence.
  - (a) It is important to note the written examination validity is calculated to the day and not to be confused with the 1<sup>st</sup> day of the following month. Example: A PPL written exam successfully completed on June 18, 2018 is valid until June 17, 2020.

## 8.7 EXPERIENCE REQUIREMENTS

- (1) Experience is the specified flight time required for the issuance of a permit, licence or rating. Each permit, licence and rating has specific requirements outlined in CARs 421 and is summarized in the applicable section in this document.
- (2) Flight time must be entered in a pilot’s personal log and in some instances a pilot training record or other approved record depending on the training being undertaken. [401.08 \(2\)](#) should be referenced to ensure proper completion of the personal log.

## **8.8 SKILL**

- (1) Skill is demonstrated by either a flight test or qualifying flight.
  - (a) Flight tests are conducted by persons authorized by the Minister and are required for the following permits, licences and ratings;
    - (i) recreational pilot permit,
    - (ii) private pilot licence,
    - (iii) multi engine rating,
    - (iv) instrument rating or
    - (v) flight instructor rating (class 4, 2 and 1)
  - (b) Qualifying flights are usually conducted by either a flight instructor or a person qualified to complete the applicable flight training. Below is a list of the ratings that require a qualifying flight and the instructor qualifications are also indicated.
    - (i) Night rating (flight instructor rating)
    - (ii) VFR OTT rating (flight instructor rating)
    - (iii) Seaplane rating (commercial pilot or airline transport pilot with at least 50 hours in seaplanes)
    - (iv) Type rating
  - (c) neither a flight test or qualifying flight is required for the issuance of a student pilot permit or a landplane rating
- (2) The skill requirements are to be completed within the previous 12 months of the application date. In the case of a flight test, the whole flight test must be within the 12 months from the date of application. For example:
  - (a) An applicant's flight test was conducted over a few days due to delays such as weather or aircraft serviceability, then the date the flight test began shall be the date that is used to determine flight test validity.
  - (b) In the case of a flight test that includes a partial flight test, the date used to calculate validity is the date on which the full flight test began and NOT the partial. Essentially all parts of the skill requirement are to be completed within the 12 months preceding the date of application.

## **8.9 LANGUAGE REQUIREMENTS – [\(401.06\(1.1\)\(B\)\)](#)**

- (1) Prior to issuing a Private or Commercial Pilot Licence an applicant shall provide documentation establishing their ability to speak and understand English or French, or both, at an operational or expert level. Acceptable documentation for establishing language proficiency are;
  - (a) A valid Aviation Document Booklet indicating language proficiency in either English or French.
  - (b) A feedback letter for the Aviation Language Proficiency Demonstration, or

- (c) “Informal ALPD: EXPERT level confirmed” indicated in the remarks section of the flight test report.
- (2) Levels and Validity of Language Proficiency.
- (a) Candidates demonstrating an Expert level (6) of language proficiency require no further testing;
  - (b) Candidates demonstrating Operational level (4) of language proficiency must be re-tested every 5 years; and
  - (c) Candidates demonstrating Below Operational level of language proficiency do not qualify for a Canadian flight crew licence.
- (3) The level of Language Proficiency is not directly indicated in the Aviation Document Booklet and therefore will not directly indicate Language Proficiency Validity.
- (a) When a pilot has been assessed at an Operations Level, the validity of an Aviation Document Booklet (ADB) will be based on the validity of the pilot’s language proficiency. The ADB will be valid till the first day of the sixty-first month following the day on which the holder’s language proficiency evaluation was conducted. Refer to [CAR 401.12\(4\)\(b\)](#).
    - (i) It is therefore important to ensure an applicant’s current ADB is valid when processing a licence application.
- (4) In the flight training environment, it is the responsibility of the CFI and of the freelance instructor to ensure that candidates meet the aviation language proficiency requirements set out in Advisory Circular 401-009 (The Conduct of Aviation Language Proficiency Demonstrations) prior to conducting radio communications. <http://www.tc.gc.ca/en/services/aviation/reference-centre/advisory-circulars/ac-401-009.html>

## 8.10 FEES

- (1) The fees required for the issuance of a permit, licence or rating are specified in CAR [104.01](#) Schedule IV.
- (2) Ensure that the correct fee has either;
- (a) been collected by you or,
  - (b) verified by you that it has been paid directly to Transport Canada prior to issuing privileges. (place the receipt number on the application)
- (3) Methods of payment
- (i) cheques payable to Receiver General of Canada, or
  - (ii) the preferred route is via Transport Canada’s online payment system: <https://wwwapps.tc.gc.ca/Comm/5/OPS/eng/07831ffd-35e5-4179-88ac-35c33d84af86>
    - (A) The system is designed to process payments for multiple applications. It accommodates individuals paying for services for themselves and also supports



delegates involved in licensing, aircraft registration and examination activities paying for services on behalf of others. The following fees may be paid through the online payment system.

- (I) Replacement of a lost or destroyed Licence, Permit or Certificate
  - (II) New Licence or Permit
  - (III) New Rating
  - (IV) Temporary Licence, Permit or Medical Certificate
  - (V) An Invoice (Medical Certificate fee or other invoices)
  - (VI) Aircraft Marks
  - (VII) Aircraft Certificate of Registration
  - (VIII) Flight Test conducted by a Transport Canada Inspector
  - (IX) Written examinations
- (4) Once a payment is processed, a receipt and a confirmation email will be sent to you or the applicant (depending on who paid the fee) listing all the services purchased in that session. Both email messages will include an **ORDER ID or Receipt** number that must be annotated on the application form before they are submitted to the Department for processing.

## 9.0 STUDENT PILOT PERMITS (CAR 401.19)

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### 9.1 CATEGORIES

- (1) Student Pilot Permits are issued for the following aircraft categories:
- (a) Gyroplane
  - (b) Ultra-light aeroplane
  - (c) Glider
  - (d) Balloon
  - (e) Aeroplane
  - (f) Helicopter

**Note:** Only details for Aeroplane and Helicopter SPPs are included in this manual.

#### **Privileges – CAR 401.19**

- (1) The holder of a student pilot permit may act as pilot-in-command of an aircraft of the category for which the permit is endorsed if
- (a) the flight is conducted for the purpose of the holder's flight training;
  - (b) the flight is conducted in Canada;
  - (c) the flight is conducted under day VFR;

*(d) the flight is conducted under the direction and supervision of a person qualified to provide training toward the permit, licence or rating for which the pilot-in-command experience is required; and*

*(e) no passenger is carried on board.*

*(2) Despite paragraph (1)(c), the holder of a student pilot permit who is enrolled in an integrated course may act as pilot-in-command during a flight that is conducted under day or night VFR.*

## **9.2 AGE REQUIREMENTS**

- (1) An applicant shall be a minimum of fourteen (14) years of age for all aircraft categories of student pilot permits.

## **9.3 PROOF OF CITIZENSHIP**

- (1) Proof of citizenship needs to be sent to Transport Canada as per requirements listed in [8.4](#) of this manual.
- (2) Filling out the “Citizen of” portion of the SPP.
  - (a) Clearly write the name of the country to which the applicant is a citizen of, not their citizenship.  
Example: you would write CANADA not CANADIAN.
  - (b) The citizenship written on the SPP must match the document submitted to Transport Canada showing proof of citizenship.
    - (i) ICAO has 2 official lists for Country Naming Standards, the full name or a short name. A person’s passport may indicate their citizenship with reference to either naming standard. It is preferred to use the short name when completing a student’s SPP. A list of the short names can be found here: <http://www.icao.int/about-icao/Pages/member-states.aspx>.
    - (ii) The nationality field on the Permanent Resident Card indicates citizenship via a 3 letter nationality code. The UN’s website should be used to decipher the nationality code: <https://unstats.un.org/unsd/methodology/m49/>. In the rare instance that a slight discrepancy appears in the naming standard, the short name as indicated in the ICAO Naming Standards shall be used: <http://www.icao.int/about-icao/Pages/member-states.aspx>.

## **9.4 MEDICAL FITNESS**

- (1) Medical requirements for Student Pilot Permit – Helicopter
  - (a) A medical certificate – Category 1 or 3
  - (b) A medical assessment letter – Category 1 or 3
- (2) Medical requirements for Student Pilot Permit – Aeroplane
  - (a) A medical certificate – Category 1, 3 or 4
  - (b) A medical assessment letter – Category 1, 3 or 4

- (c) A Medical Declaration ([Form 26-0297](#))
  - (i) Part B completed by the applicant
  - (ii) Part C completed by a physician licensed to practice in Canada
  - (iii) If an applicant or physician has circled or listed ANY conditions in Part B of the declaration form, they must go to a Civil Aviation Medical Examiner (CAME) to get medically assessed. Do not issue the SPP.

## 9.5 STUDENT PILOT PERMIT VALIDITY

- (1) Validity - 60 months
  - (a) The SPP will be valid to the first day of the following month plus five (5) years from the date of the medical exam. For example:
    - (i) A SPP would be valid to 2023 April 01 when the medical exam was completed on 2018 March 17.
  - (b) In the event the medical certificate indicates a shorter validity period, the SPP is still valid till the first day of following month plus five (5) years from the date of the medical exam.
    - (i) In this situation a student's SPP would be valid for a longer period of time than their medical certificate. The student would need to renew their medical as per the limitations stated on their medical certificate in order to continue exercising the privileges of their SPP.

## 9.6 KNOWLEDGE

- (1) Provide proof of having successfully completed the [PSTAR](#) written examination. The pass mark is 90% and must be corrected to 100%.
  - (a) The PSTAR exam results do not expire.
    - (i) Should an applicant's first SPP expire, the PSTAR exam does not need to be rewritten for subsequent SPPs.
  - (b) The Authorized Person must keep a copy of the student's answer sheet for the PSTAR examination. The original PSTAR answer sheet is to be sent to Transport Canada.
  - (c) If the student wrote the PSTAR exam at a Transport Canada office, the results will already be with TC. The PSTAR exam would have been corrected to 100% by the computer feedback letter which is keyed to the study and reference guide.

## 9.7 EXPERIENCE AND SKILL

- (1) An authorized person may issue a SPP once the requirements of Age, Medical Fitness, Citizenship, and Knowledge have been met. The experience and skill criteria for a first solo flight and subsequent solo flights are **not** a requirement for the issuance of a SPP.
  - (a) It remains the Instructor's responsibility to ensure that the Experience and Skill criteria are met and recorded before authorizing a student's first solo flight.

## 9.8 AVIATION LANGUAGE PROFICIENCY

- (1) A formal or informal aviation language proficiency demonstration is **not** a requirement for the issuance of a SPP. It is the responsibility of the CFI or of the freelance instructor to ensure that Advisory Circular 401-009 (The Conduct of Aviation Language Proficiency Demonstrations) is being followed. See [8.9](#) in this manual.

## 9.9 STUDENT PILOT PERMITS AND ALTERNATE CATEGORIES

- (1) An applicant completing training in two different categories of aircraft (e.g. aeroplane, glider, ultra-light etc.,) at the same time shall be issued a second (2<sup>nd</sup>) Student Pilot Permit provided all the requirements have been met for the additional category of permit.
- (2) When training for an alternate category permit or licence, the privileges of an existing Canadian pilot's licence or permit other than a SPP allows a pilot to train without obtaining a SPP for the alternate category. For example CAR 401.26 states:

***CAR 401.26 – Private Pilot Licence - Aeroplane Privileges***

*The holder of a private pilot licence – aeroplane may act as (...)*

*(c) pilot-in-command or co-pilot of any aircraft for the sole purpose of the holder's flight training or flight test (...)*



- (l) If Mr. Vandoussen is commonly known as Franklin, his first name may not be initialized to “C” unless he submits a Declaration of Name Change. Therefore C. Franklin Vandoussen is incorrect without the declaration.

(c) Assumed Name:

- (i) Applicants may have their licences issued using an assumed name, providing a Declaration of Name change form has been completed and submitted. [http://tcapps/Corp-Serv-Gen/5/forms-formulaires/download/26-0759\\_BO\\_PX](http://tcapps/Corp-Serv-Gen/5/forms-formulaires/download/26-0759_BO_PX)

(3) **Citizenship:** Enter the name of the country of which the applicant holds citizenship.

(4) **Category of Aircraft:** Enter the applicable category of aircraft.

(a) You may only enter one category of aircraft per each Student Pilot Permit

- (i) Gyroplane,
- (ii) Ultra-light Aeroplane,
- (iii) Glider,
- (iv) Balloon,
- (v) Aeroplane or
- (vi) Helicopter.

(5) **Issued Date:** Enter the date the permit was completed in the format: Year-Month-Day.

(6) **Issued at:** Enter the name of the Flight Training Unit. (do not abbreviate)

(7) **Valid to Date:** Enter the valid to date in the format: Year-Month-Day.

(8) **Name of Authorized Person:** Print your name and enter your signature below.

(9) **Signature of Applicant:** Have the applicant sign the Permit.

- (i) Applicant must sign in front of the AP and at the same time of issuance
- (ii) Applicant is to sign their usual signature

#### 9.11 DISTRIBUTION OF SPP COPIES

(1) White copy is given to the applicant

(2) Yellow copy is put in the applicant’s student file at the FTU.

(3) Pink copy is sent to Transport Canada

- (a) Please ensure that ALL copies of the SPP are legible. You may need to copy information directly onto the pink copy so that when scanned at TC all information can be easily read.

**9.12 BRIEF THE APPLICANT**

- (1) The applicant should be briefed on the privileges of a student pilot permit. Also point out that the privileges are printed on the back of the SPP.
  - (a) The holder of a student pilot permit may act as pilot-in-command of an aircraft of the category for which the permit is endorsed if
    - (i) the flight is conducted for the purpose of the holder’s flight training;
    - (ii) the flight is conducted in Canada;
    - (iii) the flight is conducted under day VFR;
    - (iv) the flight is conducted under the direction and supervision of a person qualified to provide training toward the permit, licence or rating for which the pilot-in-command experience is required; and
    - (v) no passenger is carried on board.
  - (b) Or, the holder of a student pilot permit who is enrolled in an integrated course may act as pilot-in-command during a flight that is conducted under day or night VFR.
- (2) Advise the student that they must have both their medical certificate and SPP with them at all times while flying solo.

**9.13 IN THE EVENT OF A LOST SPP**

- (1) If a student loses their SPP, they must provide a signed declaration indicating this prior to a new SPP being issued. Forward the declaration along with the re-issued SPP to Transport Canada.
- (2) Use the issue date of the original SPP and write the re-issue date in the white space above box (x). Use the year/month/date format.
  - (a) Example:

on the reverse side hereof. Unauthorized entries or endorsements shall render this permit invalid.				énoncées au verso. Toute inscription illégitime invalidera le présent permis.			
<b>RE-ISSUED: 2018/07/20</b>							
(X)	ISSUED DÉLIVRANCE LE	Y - A <b>2017</b>	M <b>10</b>	D - J <b>10</b>	ISSUED AT DÉLIVRÉ À	(FLIGHT TRAINING UNIT – UNITÉ DE FORMATION AU PILOTAGE) <b>ABC FLYING CLUB</b>	
(XI)	VALID TO VALABLE JUSQU'AU	Y - A <b>2021</b>	M <b>12</b>	D - J <b>01</b>	NAME OF AUTHORIZED PERSON NOM DE L'AGENT AUTORISÉ <b>AP'S NAME</b>		

**9.14 IN THE EVENT OF AN ERROR**

- (1) If an error is made while you are completing the SPP, void the document by writing “VOID” across the form and complete a new SPP. Keep the voided SPP for your records.
- (2) If an error is discovered by Transport Canada after you’ve submitted it, you must:
  - (a) Immediately get the students white copy back.
  - (b) Mark void through the white and your yellow copy.

- (c) Complete a new SPP taking care to note the “reissued” date above the original date. See example above.
- (d) Return the new SPP along with the voided white copy to Transport Canada within 5 business days of issuance.

### **9.15 ADMINISTRATION**

- (1) The following documentation shall be kept in the AP’s file:
  - (a) a valid Student Pilot Permit (yellow copy)
  - (b) copies of:
    - (i) name, age and citizenship documentation
    - (ii) declaration of name change (if applicable)
    - (iii) PSTAR examination answer sheet (original sent to TC with SPP & ID), and
    - (iv) student’s valid medical certificate
- (2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of the permit:
  - (a) the pink copy of the Student Pilot Permit
  - (b) certified true copy of proof of age and name
    - (i) the original declaration of name change (if applicable)
  - (c) certified true copy of proof of citizenship
  - (d) Proof of meeting the applicable knowledge requirement (*see above for details in 7.7 Knowledge*)
    - (i) The original copy of the PSTAR examination answer sheet including record of the exam being corrected to 100% or,
  - (e) certified true copy of the “Certificate of Enrolment” for students who are enrolled in an Integrated Course.
    - (i) Submission of the Certificate of Enrolment” is not a requirement for the issue of the SPP but should be submitted to Transport Canada with the SPP to help facilitate the application process of the Commercial Pilot Licence.

## **10.0 RECREATIONAL PILOT PERMIT – AEROPLANE (CAR 421.22)**

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### **10.1 AGE REQUIREMENTS**

- (1) An applicant shall be a minimum of sixteen (16) years of age.



## 10.2 MEDICAL FITNESS

- (1) Medical requirements
  - (a) A medical certificate for a category 1, 3 or 4
  - (b) A Medical Declaration ([Form 26-0297](#))
    - (i) Part B completed by the applicant
    - (ii) Part C completed by a physician licensed to practice in Canada
    - (iii) If an applicant or physician has circled or listed ANY conditions in Part B of the declaration form, they must go to a Civil Aviation Medical Examiner (CAME) to get medically assessed. Do not issue the SPP.
- (2) Medical Validity
  - (a) Under 40 years of age: 60 months (5 years)
  - (b) 40 years of age and over: 24 months (2 years)

## 10.3 KNOWLEDGE

- (1) Written Exam
  - (a) Successful completion of either the Pilot Permit - Recreational - Aeroplane (RPPAE) written exam or the Private Pilot Licence - Aeroplane (PPAER) written exam.
    - (i) obtained a minimum of 60 percent (60%) overall and;
    - (ii) obtained a minimum of 60 percent (60%) in each of the following four mandatory areas.
      - (A) Air Law
      - (B) Navigation
      - (C) Meteorology;
      - (D) Aeronautics.
- (2) Ground school – not required for the issuance of the RPP.

## 10.4 EXPERIENCE – [421.22\(4\)](#)

- (1) 25 hours recreational pilot flight training including;
  - (a) 15 hours dual instruction flight time,
    - (i) 2 hours dual cross-country flight time, and
  - (b) 5 hours solo flight time.
- (2) While the Flight Test is to be logged dual it cannot be counted towards the 15 hours of dual instruction.

## 10.5 SKILL

- (1) Successful completion of a flight test for either:
  - (a) the issuance of a Recreational Pilot Permit – Aeroplane, or
  - (b) the issuance of a Private Pilot Licence – Aeroplane.

## 10.6 AVIATION LANGUAGE PROFICIENCY

- (1) A formal or informal aviation language proficiency demonstration is **not** a requirement for the issuance of a RPP. It is the responsibility of the Chief Flight Instructor or of the freelance instructor to ensure that Advisory Circular 401-009 is being followed.

## 10.7 ADMINISTRATION

- (1) The following documentation shall be kept in the AP's file:
  - (a) copies of:
    - (i) the completed application form for [Recreational Pilot Permit](#);
    - (ii) the completed application for [Aviation Document Booklet](#) (if applicable);
    - (iii) the successful flight test report/s;
    - (iv) the student's valid Medical Certificate; and
    - (v) letter(s) verifying student has successfully completed all sections of the RPPAE or PPAER written examination(s).
  - (b) In the event a student had their SPP issued at another FTU, copies showing proof of name, age and citizenship will be required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of temporary privileges:
  - (a) Application for the [Recreational Pilot Permit](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) The Authorized Person will complete Part C.
    - (iii) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
  - (b) Application for [Aviation Document Booklet](#) with photo
    - (i) If the applicant does not already have an Aviation Document Booklet then this application and photo must be submitted to Transport Canada along with the RPP application.
  - (c) Written Exam Results, Flight Test Report/s, and Medical Results, should be on file with Transport Canada and are not required to be sent in.

## 10.8 ISSUING TEMPORARY PRIVILEGES

- (1) Temporary privileges for a RPP are usually given on the back of the applicant's student pilot permit. The space given includes information for the type of permit / licence and information for category, class and type of aircraft. The specifics of what should be included are indication below.
  - (a) **Type of Permit/Licence**
    - (i) Recreational Pilot Permit – Aeroplane
  - (b) **Category, class and type:**
    - (i) All single pilot, non-high performance, single engine land aeroplanes designed for a maximum of up to four seats, Day VFR, one passenger only, or
    - (ii) All single pilot, non-high performance, single engine sea aeroplanes designed for a maximum of up to four seats, Day VFR, one passenger only.
  - (c) **Authorized Person's Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (d) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.

## 10.9 BRIEFING THE APPLICANT

- (1) The applicant should be briefed on that the sign off for temporary privileges grants them all the privileges of a Recreational Pilot Permit for 90 days.
- (2) After the 90 day period they will need to have the Recreational Pilot Permit issued by Transport Canada to further exercise the privileges of the permit.
- (3) It is the applicant's responsibility to contact the AP if they have not received their licence document within the 90 day period. If the AP is not able to help, the applicant should then contact the Transport Canada regional office where their application was submitted.

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## 11.0 PRIVATE PILOT LICENCE – AEROPLANE (CAR 421.26) AND HELICOPTER (CAR 421.27)

### 11.1 AGE REQUIREMENTS

- (1) An applicant shall be a minimum of seventeen (17) years of age.

### 11.2 MEDICAL FITNESS AND VALIDITY

- (1) Medical requirements
  - (a) A medical certificate for a category 1 or 3.
- (2) Medical Validity

- (a) Under 40 years of age: 60 months (5 years)
- (b) 40 years of age and over: 24 months (2 years)

### **11.3 KNOWLEDGE**

#### **(1) Written Exam**

- (a) Successful completion of the Private Pilot Licence - Aeroplane (PPAER) written exam, or the Private Pilot Licence - Helicopter (PPHEL) written exam, and
  - (i) obtained a minimum of 60 percent (60%) overall and;
  - (ii) obtained a minimum of 60 percent (60%) in each of the following four mandatory areas.
    - (A) Air Law
    - (B) Navigation
    - (C) Meteorology;
    - (D) Aeronautics – General Knowledge.

#### **(2) Ground School**

- (a) 40 hours of private pilot aeroplane or helicopter ground school including the following subjects;
  - (i) *Canadian Aviation Regulations*,
  - (ii) Aerodynamics and Theory of Flight,
  - (iii) Meteorology,
  - (iv) Airframes, Engines and Systems,
  - (v) Flight Instruments,
  - (vi) Radio and Electronic Theory,
  - (vii) Navigation,
  - (viii) Flight Operations,
  - (ix) Licensing Requirements, and
  - (x) Human Factors, including pilot decision-making.

### **11.4 EXPERIENCE**

- (1) 45 hours of private pilot flight training in the applicable category (aeroplane or helicopter) consisting of;
  - (a) 17 hours dual including;
    - (i) 5 hours of instrument training time, (3 hours may be instrument ground time)
    - (ii) 3 hours cross-country flight time

- (b) 12 hours solo including;
  - (i) 5 hours cross-country with,
    - (A) For a private pilot licence aeroplane – one 150 nautical mile cross country which includes 2 full stop landings at points other than the point of departure.
    - (B) For a private pilot licence helicopter – one 100 nautical mile cross country which includes 2 full stop landings at points other than the point of departure.
- (c) For a private pilot licence aeroplane – maximum of 5 of the 45 hours may be conducted on an approved aeroplane simulator or flight training device.
- (d) For a private pilot licence helicopter – maximum of 5 of the 45 hours may be conducted on an approved helicopter simulator or flight training device.
- (e) In the case of a Student Pilot Permit holder seeking a Private Pilot Licence - Aeroplane, the candidate may log the flight test flight time as DUAL and count it as part of the minimum 45 hours total flight time requirement, but the flight test flight time must be in addition to the minimum 17 hours dual instruction flight time required.

#### **11.5 SKILL**

- (1) Successful completion of a flight test for the issuance of a Private Pilot Licence – Aeroplane, or
- (2) Successful completion of a flight test for the issuance of a Private Pilot Licence – Helicopter.

#### **11.6 AVIATION LANGUAGE PROFICIENCY**

- (1) An applicant for a Private Pilot Licence is required to meet the Language Proficiency requirements set out in [Advisory Circular 401-009](#) (The Conduct of Aviation Language Proficiency Demonstrations).
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational
- (2) An applicant who qualifies for an informal Aviation Language Proficiency Demonstration (ALPD) will have the results recorded in the remarks section of the private pilot flight test report using the following terminology.
  - (a) ‘Informal ALPD: EXPERT level confirmed’ or
  - (b) ‘Formal ALPD required’
    - (i) In this situation an applicant is required to pass a Formal ALPD prior to the issue of a private pilot licence.
- (3) An applicant who is required to be assessed through the formal ALPD will provide the authorized person with the feedback letter issued by Transport Canada indicating the results.

## 11.7 ADMINISTRATION

- (1) The following documentation shall be kept in the AP's file:
  - (a) copies of:
    - (i) the completed application form for [Private Pilot Licence – Aeroplane](#) or [Private Pilot Licence - Helicopter](#);
    - (ii) the completed application for [Aviation Document Booklet](#) (if applicable);
    - (iii) the successful flight test report/s;
    - (iv) the student's valid Medical Certificate;
    - (v) letter(s) verifying student has successfully completed all sections of the PPAER written examination(s); and
    - (vi) student's PTR.
  - (b) In the event a student had their SPP issued at another FTU, copies showing proof of name, age and citizenship will be required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of temporary privileges:
  - (a) Application for the [Private Pilot Licence – Aeroplane](#) or [Private Pilot Licence - Helicopter](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) The Authorized Person will complete Part C.
    - (iii) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
  - (b) Application for [Aviation Document Booklet](#) with photo
    - (i) If the applicant does not already have an Aviation Document Booklet then this application and photo must be submitted to Transport Canada along with the PPL application.
  - (c) Original Pilot Training Record
  - (d) Written Exam Results, Flight Test Report/s, Medical Results and Aviation Language Proficiency Results, should be on file with Transport Canada and are not required to be sent in.

## 11.8 ISSUING TEMPORARY PRIVILEGES FOR A PRIVATE PILOT LICENCE

- (1) Temporary privileges for a PPL are usually given on the back of the applicant's student pilot permit. The space given includes information for the type of permit / licence and information for category, class and type of aircraft. The specifics of what should be included are indication below.
  - (A) **Type of Permit/Licence**
    - (i) Private Pilot Licence – Aeroplane or
    - (ii) Private Pilot Licence - Helicopter

(B) **Category, class and type**

- (i) All single pilot, non-high performance, single engine *land* and/or *sea* aeroplanes or
- (ii) Helicopter type

(c) **Authorized Person's Name, Licence Number and Signature**

- (i) Self-explanatory

(d) **Certification Date**

- (i) Must match the date the application form was signed by the AP.

THIS CERTIFIES THAT THE PERMIT HOLDER HAS MET THE PRESCRIBED STANDARDS FOR: LA PRÉSENTE ATTESTE QUE LE TITULAIRE DU PERMIS A SATISFAIT AUX NORMES ÉTABLIES POUR :	
TYPE OF PERMIT / LICENCE – TYPE DE PERMIS / LICENCE <b>Private Pilot Licence – Aeroplane</b>	
<b>all single pilot non high performance</b>	
CATEGORY, CLASS AND TYPE – CATÉGORIE, CLASS ET TYPE <b>single engine land aeroplanes</b>	
AUTHORIZED PERSON'S SIGNATURE AND LICENCE NO. – SIGNATURE DE L'AGENT AUTORISÉ ET N° DE LA LICENCE	CERTIFICATION DATE – DE LA CERTIFICATION
<b>AP's Signature</b>	<b>2018 03 29</b> Y - A   M   D - J

### 11.9 BRIEFING THE APPLICANT

- (1) The applicant should be briefed on that the sign off for temporary privileges grants them all the privileges of a Private Pilot Licence for 90 days.
- (2) After the 90 day period they will need to have the Private Pilot Licence issued by Transport Canada to further exercise the privileges of the licence.
- (3) It is the applicant's responsibility to contact the AP if they have not received their licence document within the 90 day period. If the AP is not able to help, the applicant should then contact the Transport Canada regional office where their application was submitted.

### 12.0 COMMERCIAL PILOT LICENCE – AEROPLANE (CAR 421.30)

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#### 12.1 AGE

- (1) An applicant shall be a minimum of eighteen (18) years of age.

#### 12.2 MEDICAL FITNESS AND VALIDITY

- (1) Medical requirements
  - (a) A medical certificate for a category 1.
- (2) Medical Validity for the Issuance of a CPL
  - (a) Under 60 years of age: 12 months (1 year)
  - (b) 60 years of age and over: 6 months

### 12.3 KNOWLEDGE

- (1) Written Examination
  - (a) Successful completion of the Commercial Pilot Licence – Aeroplane (CPAER) written exam.
    - (i) obtained a minimum of 60 percent (60%) overall and;
    - (ii) obtained a minimum of 60 percent (60%) in each of the following four mandatory areas.
      - (A) Air Law
      - (B) Navigation
      - (C) Meteorology;
      - (D) Aeronautics – General Knowledge.
- (2) Ground School Instruction
  - (a) 80 hours of commercial pilot aeroplane ground school including the following subjects;
    - (i) *Canadian Aviation Regulations*,
    - (ii) Aerodynamics and Theory of Flight,
    - (iii) Meteorology,
    - (iv) Airframes, Engines and Systems,
    - (v) Flight Instruments,
    - (vi) Radio and Electronic Theory,
    - (vii) Navigation,
    - (viii) Flight Operations,
    - (ix) Licensing Requirements, and
    - (x) Human Factors, including pilot decision-making.

### 12.4 EXPERIENCE

- (1) Total of 200 hours flight time in aeroplanes consisting of;
  - (a) 100 hours PIC flight time including 20 hours PIC cross-country flight time.
  - (b) 65 hours of commercial pilot flight training including;
    - (i) 35 hours dual including;
      - (A) 5 hours night, including 2 hours of night cross-country flight time;
      - (B) 5 hours cross-country, which may include the 2 hours night cross-country stated above,
      - (C) 20 hours of instrument flight time (10 hours may be instrument ground time)



- (l) The 20 hours of instrument time must be in addition to the 5 hours dual night and 5 hours dual cross-country time stated above.
- (ii) 30 hours solo flight time including:
  - (A) 25 hours solo flight time emphasizing the improvement of general flying skills including;
  - (B) One (1) cross-country flight to a point of a minimum of 300 nautical mile radius from the point of departure and shall include a minimum of 3 landings at points other than that of departure; and
  - (C) 5 hours of night solo flight time including a minimum of 10 takeoffs, circuits and landings.
- (c) The flight time from the CPL(A) flight test may be logged as dual or solo and can be counted towards the minimum 200 hours total flight time requirement but not towards the 65 hours of commercial pilot flight training.

## **12.5 SKILL**

- (1) Successful completion of a flight test for the issuance of a Commercial Pilot Licence – Aeroplane.

## **12.6 AVIATION LANGUAGE PROFICIENCY**

- (1) An applicant for a Commercial Pilot Licence is required to meet the Language Proficiency requirements set out in [Advisory Circular 401-009](#) (The Conduct of Aviation Language Proficiency Demonstrations).
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational (5 year validity)
    - (i) Validity may be determined by the expiry of the applicant’s aviation document booklet.

## **12.7 RESTRICTED LICENCE – DAYLIGHT FLYING**

- (1) If an applicant has not completed the night flight time requirements, the licence shall be restricted to daylight flying, however the total dual instruction flight time and solo flight time requirements for the issuance of the licence shall be met.

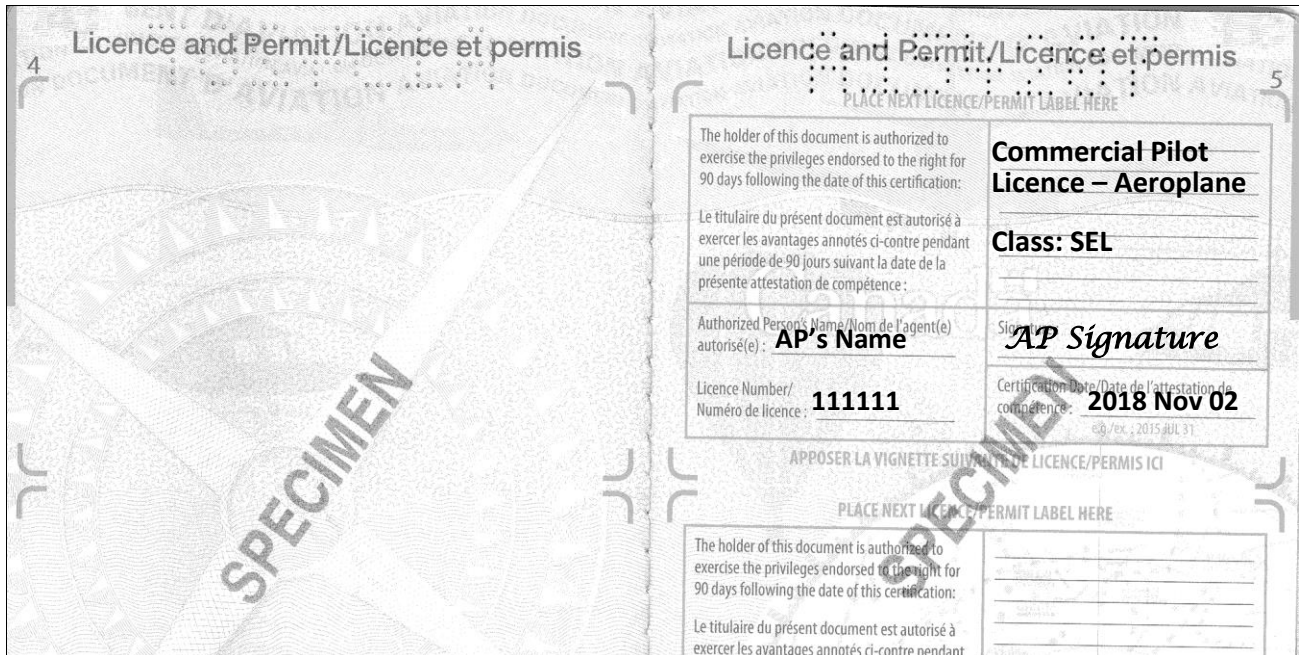
## **12.8 ADMINISTRATION**

- (1) The following documentation shall be kept in the AP’s file:
  - (a) copies of:
    - (i) the completed application form for [Commercial Pilot Licence](#);
    - (ii) the successful flight test report/s;
    - (iii) the student’s valid Medical Certificate;

- (iv) letter(s) verifying student has successfully completed all sections of the CPAER written examination(s);
  - (v) student's PTR; and
  - (vi) student's logbook showing proof of the flight experience requirements;
- (b) In the event a student had their SPP issued at another FTU, copies showing proof of name, age and citizenship will be required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of temporary privileges:
- (a) Application for the [Commercial Pilot Licence](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) The Authorized Person will complete Part C.
    - (iii) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
  - (b) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)
    - (i) Only required if the applicant's ADB has expired or will expire in the next 3 months.
  - (c) Original Pilot Training Record
  - (d) Written Exam Results, Flight Test Report/s, and Medical Results, should be on file with Transport Canada and are not required to be sent in.

## 12.9 ISSUING TEMPORARY PRIVILEGES FOR A COMMERCIAL PILOT LICENCE

- (1) Temporary privileges for a CPL are usually given in the Aviation Document Booklet (ADB). The following should be written in the space provided.
- (a) Commercial Pilot Licence – Aeroplane
  - (b) The class of aeroplane can be abbreviated using the abbreviations listed on the inside of the back cover of the ADB. For example:
    - (i) All single pilot, non-high performance, single engine land aeroplanes would be written as; SEL
  - (c) Authorized Person's Name, Licence Number and Signature: self-explanatory
  - (d) Certification Date: must match the date the application form was signed by the AP.



- (2) When issuing temporary privileges for a licence or permit on an additional privileges card, the class of aeroplane needs to be written out in full. For example: “All single pilot, non-high performance, single (multi/centerline thrust) engine land (sea) aeroplanes”

Transport Canada / Transports Canada							
LICENCE NO. / N° <b>000000</b>							
<b>CERTIFICATION OF ADDITIONAL PRIVILEGES</b> <small>THIS CERTIFIES THAT THE LICENCE HOLDER HAS MET THE PRESCRIBED STANDARDS FOR ADDITIONAL PRIVILEGES TO THE LICENCE AS FOLLOWS</small>	<b>ATTESTATION CONFÉRANT PRIVILÈGES SUPPLÉMENTAIRES</b> <small>LA PRÉSENTE ATTESTE QUE LE TITULAIRE DE CETTE LICENCE SATISFAIT AUX EXIGENCES PRÉSCRITES EN VUE DE BÉNÉFICIER DES PRIVILÈGES ADDITIONNELS SUIVANTS:</small>						
<p><b>Commercial Pilot Licence – Aeroplane</b></p> <p><b>All single pilot non-high performance single engine land aeroplanes.</b></p>							
<table border="1"> <tr> <td>CERTIFICATION DATE / DATE DE L'ATTESTATION DE COMPÉTENCE</td> <td>Y-A M D-J</td> </tr> <tr> <td></td> <td><b>2018 Nov 02</b></td> </tr> </table>		CERTIFICATION DATE / DATE DE L'ATTESTATION DE COMPÉTENCE	Y-A M D-J		<b>2018 Nov 02</b>		
CERTIFICATION DATE / DATE DE L'ATTESTATION DE COMPÉTENCE	Y-A M D-J						
	<b>2018 Nov 02</b>						
<table border="1"> <tr> <td>AP's Name</td> <td>AP Signature</td> <td>111111</td> </tr> <tr> <td colspan="3"> <small>AUTHORIZED PERSON PRINT NAME, SIGNATURE AND LICENCE NO. / LE NOM EN LETTRES MOULÉES, LA SIGNATURE ET LE NO DE LICENCE DE L'AGENT AUTORISÉ</small> </td> </tr> </table>		AP's Name	AP Signature	111111	<small>AUTHORIZED PERSON PRINT NAME, SIGNATURE AND LICENCE NO. / LE NOM EN LETTRES MOULÉES, LA SIGNATURE ET LE NO DE LICENCE DE L'AGENT AUTORISÉ</small>		
AP's Name	AP Signature	111111					
<small>AUTHORIZED PERSON PRINT NAME, SIGNATURE AND LICENCE NO. / LE NOM EN LETTRES MOULÉES, LA SIGNATURE ET LE NO DE LICENCE DE L'AGENT AUTORISÉ</small>							
<small>CERTIFICATION BY AN AUTHORIZED PERSON MAINTAINS THE LICENCE AND GRANTS ADDITIONAL PRIVILEGES FOR 90 DAYS FROM CERTIFICATION DATE OR UNTIL ISSUE OF A NEW LICENCE, WHICHEVER IS EARLIER.</small>							
<small>L'ATTESTATION DE COMPÉTENCE EFFECTUÉE PAR UN AGENT AUTORISÉ TIENT LIEU DE LICENCE ET ACCORDE DES PRIVILÈGES ADDITIONNELS POUR UNE DURÉE DE QUATRE-VINGT-DIX JOURS À COMPTER DE LA DATE D'ATTESTATION DE COMPÉTENCE OU JUSQU'À L'ÉMISSION D'UNE NOUVELLE LICENCE, LA PREMIÈRE DE CES ÉCHÉANCES ÉTANT RETENUE.</small>							
	<b>111480</b>						
<small>26-0267 (05-911)</small>							

## **13.0 COMMERCIAL PILOT LICENCE – HELICOPTER (CAR 421.31)**

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### **13.1 GENERAL**

- (1) Pilots training towards a CPL(H) may or may not already hold a PPL(H). The licence requirements for a CPL(H) is dependent on whether the pilot holds a PPL(H) or not.

### **13.2 AGE**

- (1) An applicant shall be a minimum of eighteen (18) years of age.

### **13.3 MEDICAL FITNESS AND VALIDITY**

- (1) Medical requirements
  - (a) A medical certificate for a category 1.
- (2) Medical Validity for the Issuance of a CPL
  - (a) Under 60 years of age: 12 months (1 year)
  - (b) 60 years of age and over: 6 months

### **13.4 KNOWLEDGE**

- (1) Written Examination
  - (a) Successful completion of the Commercial Pilot Licence – Helicopter (CPHEL) written exam.
    - (i) obtained a minimum of 60 percent (60%) overall and;
    - (ii) obtained a minimum of 60 percent (60%) in each of the following four mandatory areas.
      - (A) Air Law
      - (B) Navigation
      - (C) Meteorology;
      - (D) Aeronautics – General Knowledge.
- (2) Ground School Instruction.
  - (a) 40 hours of commercial pilot helicopter ground school including the following subjects;
    - (i) *Canadian Aviation Regulations*,
    - (ii) Aerodynamics and Theory of Flight,
    - (iii) Meteorology,
    - (iv) Airframes, Engines and Systems,
    - (v) Flight Instruments,

- (vi) Radio and Electronic Theory,
  - (vii) Navigation,
  - (viii) Flight Operations,
  - (ix) Licensing Requirements, and
  - (x) Human Factors, including pilot decision-making.
- (b) A pilot who does not hold a PPL(H) shall complete an additional 40 hours of commercial pilot helicopter ground school for a total of 80 hours.

### **13.5 EXPERIENCE**

- (1) Total of 100 hours flight time in helicopters consisting of;
- (a) 35 hours PIC flight time including 10 hours PIC cross-country flight time.
  - (b) An applicant who holds a PPL(H) shall have completed 60 hours of commercial pilot flight training in helicopters including;
    - (i) 37 hours dual including;
      - (A) 15 hours advanced dual instruction emphasizing the improvement of general flying ability and skill including 5 hours cross-country;
      - (B) 5 hours night, including 2 hours of night cross-country flight time;
      - (C) 10 hours of instrument flight time (5 hours may be instrument ground time)
        - (I) The 10 hours of instrument time must be in addition to the 15 hours of advanced dual instruction and the 5 hours dual night stated above.
        - (II) 5 of the 10 hours of instrument time may have been acquired during the training for the issue of the PPL(H).
    - (ii) 23 hours solo flight time emphasizing the improvement of general flying ability and skill including;
      - (A) A cross-country flight of at least 2 hours duration and to a point of a minimum of 45 minutes flight time at normal cruising speed from the point of departure and shall include a minimum of 3 landings at points other than that of departure; and
      - (B) 5 hours of night solo flight time including a minimum of 10 takeoffs, circuits and landings.
    - (iii) The flight time from the CPL(H) flight test may be logged as dual or solo when the student is the holder of a PPL(H). In this situation the flight time from the flight test can be counted towards the minimum 100 hours total flight time requirement but not towards the 60 hours of commercial pilot flight training.
  - (c) An applicant who does not hold a PPL(H) shall have completed 100 hours of commercial pilot flight training in helicopters including;
    - (i) 55 hours dual including;

- (A) 5 hours cross-country flight time;
- (B) 10 hours of instrument flight time (5 hours may be instrument ground time)
  - (I) The 10 hours of instrument time must be in addition to the 5 hours of dual cross country flight time stated above.
- (ii) 35 hours solo flight time emphasizing the improvement of general flying ability and skill including;
  - (A) A cross-country flight to a point of a minimum of 2 hours flight time at normal cruising speed from the point of departure and shall include a minimum of 3 landings at points other than that of departure.
  - (iii) The flight time from the CPL(H) flight test will be logged as dual when the student does not hold a PPL(H). In this situation the flight time from the flight test **cannot** be counted towards the minimum 100 hours commercial pilot flight training requirement.

### **13.6 SKILL**

- (1) Successful completion of a flight test for the issuance of a Commercial Pilot Licence – Helicopter.

### **13.7 AVIATION LANGUAGE PROFICIENCY**

- (1) An applicant for a Commercial Pilot Licence is required to meet the Language Proficiency requirements set out in [Advisory Circular 401-009](#) (The Conduct of Aviation Language Proficiency Demonstrations).
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational (5 year validity)
    - (i) Validity may be determined by the expiry of the applicant’s aviation document booklet.

### **13.8 RESTRICTED LICENCE – DAYLIGHT FLYING**

- (1) If an applicant has not completed the night flight time requirements, the licence shall be restricted to daylight flying, however the total dual instruction flight time and solo flight time requirements for the issuance of the licence shall be met.

### **13.9 ADMINISTRATION**

- (1) The following documentation shall be kept in the AP’s file:
  - (a) copies of:
    - (i) the completed application form for [Commercial Pilot Licence](#);
    - (ii) the successful flight test report/s;
    - (iii) the student’s valid Medical Certificate;

- (iv) letter(s) verifying student has successfully completed all sections of the CPHEL written examination(s);
  - (v) student's PTR; and
  - (vi) student's logbook showing proof of the flight experience requirements;
  - (b) In the event a student had their SPP issued at another FTU, copies showing proof of name, age and citizenship will be required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of temporary privileges:
- (a) Application for the [Commercial Pilot Licence](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) The Authorized Person will complete Part C.
    - (iii) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
  - (b) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)
    - (i) Only required if the applicant does not hold an ADB, if it has already expired or will expire in the next 3 months.
  - (c) Original Pilot Training Record
  - (d) Written Exam Results, Flight Test Report/s, and Medical Results, should be on file with Transport Canada and are not required to be sent in.

### **13.10 ISSUING TEMPORARY PRIVILEGES FOR A COMMERCIAL PILOT LICENCE**

- (1) When an applicant holds a PPL(H), temporary privileges for a CPL will usually be given in the Aviation Document Booklet, otherwise the temporary privileges will be given on the back of the applicant's student pilot permit. The following should be written in the space provided.
- (2) **Type of Permit/Licence**
- (a) Commercial Pilot Licence – Helicopter,
    - (i) “daylight flying only” shall be added when the night requirements have not been met.
- (3) **Category, class and type**
- (a) *(specific helicopter type as per type designator table)* type rating
  - (b) Type rating issued is dependent on the type flown during the CPL(H) flight test.
- (4) **Authorized Person's Name, Licence Number and Signature**
- (a) Self-explanatory
- (5) **Certification Date**

- (a) Must match the date the application form was signed by the AP.

## **14.0 SEAPLANE RATING REQUIREMENTS – (CAR 421.38(1))**

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### **14.1 GENERAL**

- (1) The following may be endorsed with a seaplane rating;
  - (a) recreational pilot permit — aeroplane.
  - (b) private pilot licence — aeroplane;
  - (c) commercial pilot licence — aeroplane;
  - (d) airline transport pilot licence — aeroplane; and

### **14.2 AGE**

- (1) No minimum age requirement

### **14.3 MEDICAL FITNESS AND VALIDITY**

- (1) Medical requirements
  - (a) Recreational pilot permit – a medical certificate for a category 4
  - (b) Private pilot licence – a medical certificate for a category 3
  - (c) Commercial pilot licence – a medical certificate for a category 1
  - (d) Airline Transport licence – a medical certificate for a category 1
- (2) Medical Validity
  - (a) Recreational pilot permit
    - (i) Under 40 years of age: 60 months (5 years)
    - (ii) 40 years of age and over: 24 months (2 years)
  - (b) Private pilot licence and commercial pilot licence
    - (i) Under 40 years of age: 60 months (5 years)
    - (ii) 40 years of age and over: 24 months (2 years)
  - (c) The licence holder of a CPL(A) or ATPL(A) may exercise PPL(A) privileges until the end of the medical period specified for the Private Pilot Licence. Therefore the PPL medical validity shall be considered when processing a seaplane rating.

### **14.4 EXPERIENCE**

- (1) 7 hours of seaplane training, including;



- (a) a minimum of 5 hours dual instruction, and
- (b) a minimum of 5 takeoffs and landings as sole occupant of the aeroplane,
  - (i) In the case of a two (2) crew aircraft the takeoffs and landings shall be done as pilot-in-command.
- (c) The following exercises shall be included in the seaplane training:
  - (i) taxiing,
  - (ii) sailing,
  - (iii) docking,
  - (iv) takeoffs,
  - (v) landings, and
  - (vi) as conditions exist, operations on glassy water, rough water and in crosswind conditions.

#### 14.5 SKILL

- (1) Part C of the application form - [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#) signed by a person qualified under CAR 421.38(1)(b) stating;

- (a) They have assessed the applicant’s skill and consider he/she is competent to hold seaplane rating.

**Note:** Check the credentials of the qualified person/instructor making the recommendation to ensure they meet CAR 425.21. You can ask to see their licence and logbook as required.

#### 14.6 AVIATION LANGUAGE PROFICIENCY

- (1) When a Private, Commercial or Airline Transport Licence – Aeroplane is being endorsed with a seaplane rating the requirements for Language Proficiency shall be met.
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational (5 year validity)
    - (i) Validity may be determined by the expiry of the applicant’s aviation document booklet.

#### 14.7 ADMINISTRATION


- (1) The following documentation shall be kept in the AP’s file:
  - (a) copies of:
    - (i) the completed application form [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#);
    - (ii) the student’s valid Medical Certificate;
    - (iii) student’s logbook showing proof of the flight experience requirements;

- (b) In the event a student had their permit/licence issued at another FTU, copies showing proof of name, age and citizenship will be required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of temporary privileges:
  - (a) Application for the [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) Qualified person must complete all the applicable fields in Part C
    - (iii) The Authorized Person will complete Part D.
    - (iv) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
  - (b) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)
    - (i) Only required if the applicant's ADB has expired or will expire in the next 3 months.
  - (c) Medical Results, should be on file with Transport Canada and are not required to be sent in.

#### **14.8 ISSUING TEMPORARY PRIVILEGES FOR A SEAPLANE RATING**

- (1) Temporary privileges for a rating are usually given in the Aviation Document Booklet. The following guidelines indicate what should be written in the space provided.
  - (a) **“The holder of this document is authorized to exercise the privileges endorsed to the right for 90 days following the date of this certification:”**
    - (i) Seaplane Rating
  - (b) **Authorized Person’s Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.
- (2) When an applicant hasn’t yet received their Aviation Document Booklet, temporary privileges may be given on an additional privileges card.
  - (a) **Certification of Additional Privileges**
    - (i) Seaplane Rating
  - (b) **Authorized Person’s Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**

- (i) Must match the date the application form was signed by the AP.

PLACE NEXT LICENCE/PERMIT LABEL HERE	
The holder of this document is authorized to exercise the privileges endorsed to the right for 90 days following the date of this certification: Le titulaire du présent document est autorisé à exercer les avantages annotés ci-contre pendant une période de 90 jours suivant la date de la présente attestation de compétence :	Seaplane rating _____ _____ _____ _____
Authorized Person's Name/Nom de l'agent(e) autorisé(e) : <u>John Doe</u>	Signature : 
Licence Number/ Numéro de licence : <u>AA123456</u>	Certification Date/Date de l'attestation de compétence : <u>2006 JUN 21</u> <small>e.g./ex.: 2002 OCT 15</small>
APPOSER LA VIGNETTE SUIVANTE DE LICENCE/PERMIS ICI	
THIS BOOKLET CONTAINS 24 PAGES/LE PRÉSENT CARNET CONTIENT 24 PAGES	

## 15.0 LANDPLANE RATING REQUIREMENTS – (CAR 421.38(2))

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### 15.1 GENERAL

- (1) The following may be endorsed with a landplane rating;
- (a) private pilot licence — aeroplane;
  - (b) commercial pilot licence — aeroplane;
  - (c) airline transport pilot licence — aeroplane; and
  - (d) recreational pilot permit — aeroplane.

### 15.2 AGE

- (1) No minimum age requirement

### 15.3 MEDICAL FITNESS AND VALIDITY

- (1) Medical requirements
- (a) Recreational pilot permit – a medical certificate for a category 4, 3 or 1
  - (b) Private pilot licence – a medical certificate for a category 3 or 1
  - (c) Commercial pilot licence – a medical certificate for a category 1
  - (d) Airline transport pilot licence – a medical certificate for a category 1
- (2) Medical Validity
- (a) Recreational pilot permit
    - (i) Under 40 years of age: 60 months (5 years)

- (ii) 40 years of age and over: 24 months (2 years)
- (b) Private pilot licence and commercial pilot licence
  - (i) Under 40 years of age: 60 months (5 years)
  - (ii) 40 years of age and over: 24 months (2 years)
- (c) The licence holder of a CPL(A) or ATPL(A) may exercise PPL(A) privileges until the end of the medical period specified for the Private Pilot Licence. Therefore the PPL medical validity shall be considered when processing a landplane rating.

#### **15.4 EXPERIENCE**

- (1) 3 hours of landplane training including;
  - (a) a minimum of 2 hours dual instruction, and
  - (b) a minimum of 5 takeoffs and landings as sole occupant of the aeroplane.
  - (c) The following exercises shall be included in the landplane training:
    - (i) taxiing,
    - (ii) landings, including crosswind landings, and
    - (iii) takeoffs.

#### **15.5 SKILL**

- (a) None specified in the CARs

#### **15.6 AVIATION LANGUAGE PROFICIENCY**

- (1) When a Private or Commercial Pilot Licence – Aeroplane is being endorsed with a landplane rating the requirements for Language Proficiency shall be met.
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational (5 year validity)
    - (i) Validity may be determined by the expiry of the applicant’s aviation document booklet.

#### **15.7 ADMINISTRATION**

- (1) The following documentation shall be kept in the AP’s file:
  - (a) copies of:
    - (i) the completed application form [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#);
    - (ii) the student’s valid Medical Certificate;
    - (iii) student’s logbook showing proof of the flight experience requirements;

- (b) In the event a student had their permit/licence issued at another FTU, copies showing proof of name, age and citizenship will be required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of temporary privileges:
  - (a) Application for the [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) The Authorized Person will complete Part D.
    - (iii) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
  - (b) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)
    - (i) Only required if the applicant’s ADB has expired or will expire in the next 3 months.
- (C) Medical Results, should be on file with Transport Canada and are not required to be sent in.

**15.8 ISSUING TEMPORARY PRIVILEGES FOR A LANDPLANE RATING**

- (1) Temporary privileges for a rating are usually given in the Aviation Document Booklet. The following guidelines indicate what should be written in the space provided.
  - (a) **“The holder of this document is authorized to exercise the privileges endorsed to the right for 90 days following the date of this certification:”**
    - (i) Landplane Rating
  - (b) **Authorized Person’s Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.
- (2) When an applicant hasn’t yet received their Aviation Document Booklet, temporary privileges may be given on an additional privileges card.
  - (a) **Certification of Additional Privileges**
    - (i) Landplane Rating
  - (b) **Authorized Person’s Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.

## **16.0 NIGHT RATING – AEROPLANE AND HELICOPTER – (CAR 421.42)**

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### **16.1 GENERAL**

- (1) The following may be endorsed with a night rating;
  - (a) private pilot licence — aeroplane;
  - (b) private pilot licence – helicopter;
  - (c) pilot licence — balloon; and
  - (d) pilot permit — gyroplane.

**Note:** *Night ratings for balloons and gyroplanes are not covered in this manual*

- (2) Restricted Commercial Licence – Daylight Flying Only
  - (a) A commercial pilot licence that has been restricted to daylight flying only may be able to have the restriction lifted upon completion of the night flight time. To do so, the applicant will need to submit a request directly to a Transport Canada Regional office along with proof of completing the night flight time requirements.
  - (b) Night rating privileges are already part of the commercial pilot licence which is why the CPL is not to be endorsed with a night rating. As the AP's privileges do not include removing restrictions, temporary privileges for night flying cannot be granted and the request must be submitted directly to Transport Canada.

### **16.2 MEDICAL FITNESS AND VALIDITY**

- (1) Medical requirements
  - (a) Private pilot licence – a medical certificate for a category 3 or 1
  - (b) Commercial pilot licence – a medical certificate for a category 1
- (2) Medical Validity
  - (a) Private pilot licence
    - (i) Under 40 years of age: 60 months (5 years)
    - (ii) 40 years of age and over: 24 months (2 years)

### **16.3 EXPERIENCE – AEROPLANE**

- (1) 20 hours of pilot flight time in aeroplanes including;
  - (a) 10 hours of night flight time including a minimum of:
    - (i) 5 hours dual flight time, including 2 hours of cross-country flight time,
    - (ii) 5 hours solo flight time, including 10 takeoffs, circuits and landings, and

- (b) 10 hours dual instrument time (5 hours may be instrument ground time)
  - (i) The 10 hours of instrument time must be in addition to the 5 hours dual night time stated above.

#### **16.4 EXPERIENCE – HELICOPTER**

- (1) 20 hours of pilot flight time in helicopters including:
  - (a) 10 hours of night flight time including a minimum of:
    - (i) 5 hours dual flight time, including 2 hours of cross-country flight time,
    - (ii) 5 hours solo flight time, including 10 takeoffs, circuits and landings, and
  - (b) 10 hours dual instrument time (5 hours may be instrument ground time)
    - (i) The 10 hours of instrument time must be in addition to the 5 hours dual night time stated above.

#### **16.5 SKILL**

- (1) Qualifying flight completed within the 12 months preceding the date of application for a night rating. See CAR 421.42(1)(b) for aeroplanes or CAR 421.42(2)(b) for helicopters.

**Note:** Check the credentials of the qualified person/instructor making the recommendation to ensure they meet CAR 425.21(4). You can ask to see their licence and logbook as required.

#### **16.6 AVIATION LANGUAGE PROFICIENCY**

- (1) When an Aeroplane or Helicopter Licence is being endorsed with a night rating the requirements for Language Proficiency shall be met.
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational (5 year validity)
    - (i) Validity may be determined by the expiry of the applicant’s aviation document booklet.

#### **16.7 ADMINISTRATION**

- (1) The following documentation shall be kept in the AP’s file:
  - (a) copies of:
    - (i) the completed application form [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#);
    - (ii) the student’s valid Medical Certificate;
    - (iii) student’s logbook showing proof of the flight experience requirements;
  - (b) In the event a student had their permit/licence issued at another FTU, copies showing proof of name, age and citizenship will be required.

(2) The following documents are to be forwarded to Transport Canada **within five (5)** business days following the issuance of temporary privileges:

(a) Application for the [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#)

(i) Applicant must complete all the applicable fields in PART A & B.

(ii) Qualified person must complete all the applicable fields in Part C

(iii) The Authorized Person will complete Part D.

(iv) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).

(b) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)

(i) Only required if the applicant's ADB has expired or will expire in the next 3 months.

(c) Medical Results, should be on file with Transport Canada and are not required to be sent in.

#### **16.8 ISSUING TEMPORARY PRIVILEGES FOR A NIGHT RATING**

(1) Temporary privileges for a rating are usually given in the Aviation Document Booklet. The following guidelines indicate what should be written in the space provided.

(a) **“The holder of this document is authorized to exercise the privileges endorsed to the right for 90 days following the date of this certification:”**

(i) Night Flying – Aeroplane

(ii) Night Flying – Helicopter

(b) **Authorized Person's Name, Licence Number and Signature**

(i) Self-explanatory

(c) **Certification Date**

(i) Must match the date the application form was signed by the AP.

(2) When an applicant hasn't yet received their Aviation Document Booklet, temporary privileges may be given on an additional privileges card.

(a) **Certification of Additional Privileges**

(i) Night Flying – Aeroplane

(ii) Night Flying – Helicopter

(b) **Authorized Person's Name, Licence Number and Signature**

(i) Self-explanatory

(c) **Certification Date**

(i) Must match the date the application form was signed by the AP.



## 17.0 VFR OVER-THE-TOP RATING (VFR OTT) – AEROPLANE AND HELICOPTER – (CAR 421.44)

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### 17.1 GENERAL

- (1) The following may be endorsed with a VFR OTT rating;
  - (a) private pilot licence — aeroplane;
  - (b) private pilot licence — helicopter;
  - (c) commercial pilot licence — helicopter; and
  - (d) airline transport pilot licence — helicopter.
- (2) Commercial and airline transport pilot licence – Aeroplane already hold the privileges for VFR OTT and therefore cannot be endorsed with the VFR OTT rating.
- (3) Once an applicant has obtained the VFR OTT privileges in one category, those privileges may also be attached to a licence held in the other category.

### 17.2 KNOWLEDGE

- (1) An applicant for a VFR OTT rating shall acquire a standard of knowledge in accordance with the [Flight Instructor Guide – VFR Over-The-Top Rating](#).

### 17.3 EXPERIENCE

- (1) 15 hours dual instrument time (5 hours may be instrument ground time)
- (2) Training shall be in accordance with the [Flight Instructor Guide – VFR Over-The-Top Rating](#).

### 17.4 SKILL

- (1) An applicant for a VFR OTT rating shall have reached the level of skill specified in the Flight Instructor Standard – VFR OTT.
  - (a) Instructor will completed and sign Part C on the application form.

**Note:** Check the credentials of the qualified person/instructor making the recommendation to ensure they meet CAR 425.21(8). You can ask to see their licence and logbook as required.

### 17.5 AVIATION LANGUAGE PROFICIENCY

- (1) When an Aeroplane or Helicopter Licence is being endorsed with a VFR OTT rating the requirements for Language Proficiency shall be met.
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational (5 year validity)
    - (i) Validity may be determined by the expiry of the applicant’s aviation document booklet.

## 17.6 ADMINISTRATION

- (1) The following documentation shall be kept in the AP's file:
  - (a) copies of:
    - (i) the completed application form [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#);
    - (ii) the student's valid Medical Certificate;
    - (iii) student's logbook showing proof of the flight experience requirements;
  - (b) In the event a student had their permit/licence issued at another FTU, copies showing proof of name, age and citizenship will be required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5) business days** following the issuance of temporary privileges:
  - (a) Application for the [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) Flight instructor or qualified person must complete all the applicable fields in Part C
    - (iii) The Authorized Person will complete Part D.
    - (iv) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
  - (b) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)
    - (i) Only required if the applicant's ADB has expired or will expire in the next 3 months.
  - (c) Medical Results, should be on file with Transport Canada and are not required to be sent in.

## 17.7 ISSUING TEMPORARY PRIVILEGES FOR A VFR OVER-THE-TOP RATING (VFR OTT) RATING

- (1) Temporary privileges for a rating are usually given in the Aviation Document Booklet. The following guidelines indicate what should be written in the space provided.
  - (a) **“The holder of this document is authorized to exercise the privileges endorsed to the right for 90 days following the date of this certification:”**
    - (i) VFR OTT Rating – Aeroplane
    - (ii) VFR OTT Rating – Helicopter
  - (b) **Authorized Person's Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.

- (2) When an applicant hasn't yet received their Aviation Document Booklet, temporary privileges may be given on an additional privileges card.
  - (a) **Certification of Additional Privileges**
    - (i) VFR OTT Rating – Aeroplane
    - (ii) VFR OTT Rating – Helicopter
  - (b) **Authorized Person's Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.

## **18.0 CLASS 3 FLIGHT INSTRUCTOR RATING – AEROPLANE AND HELICOPTER**

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### **18.1 GENERAL**

- (1) The following may be endorsed with a Class 3 Flight Instructor Rating – aeroplane;
  - (a) commercial pilot licence — aeroplane; and
  - (b) airline transport pilot licence — aeroplane.
- (2) The following may be endorsed with a Class 3 Flight Instructor Rating – helicopter;
  - (a) commercial pilot licence — helicopter; and
  - (b) airline transport pilot licence — helicopter.

### **18.2 MEDICAL FITNESS AND VALIDITY**

- (1) Medical requirements
  - (a) A medical certificate for a category 1
- (2) Medical Validity
  - (a) Commercial and airline transport pilot licence
    - (i) Under 40 years of age: 12 months (1 year)
    - (ii) 40 years of age and over: 12 months (1 year)
    - (iii) 60 years of age and over: 6 months

### **18.3 PREREQUISITES**

- (1) The applicant must hold a valid Class 4 Flight Instructor Rating in the applicable aircraft category.
- (2) The applicant must not be subject to follow-up action with respect to their Flight Test Record.

#### **18.4 EXPERIENCE – AEROPLANE**

- (1) The applicant shall have conducted a minimum of 100 hours dual flight instruction in aeroplanes towards the issue of a permit or licence;
- (2) The 100 hours indicated in (1) above can be acquired with a variety of different students working towards their permit or licence. The students may only be part way through their training and there is no requirement for them to have completed their licence or the flight test in order for the flight instructor to be credited the dual instructional flight time.
- (3) The 100 hours indicated in (1) above cannot include flight time acquired during the applicant's initial Class 4 Flight Instructor Rating training.
- (4) The 100 hours indicated in (1) above cannot include flight time acquired while;
  - (a) conducting sightseeing flights,
  - (b) currency checkouts not part of a RPP, PPL or CPL flight training program, and
  - (c) training towards ratings that are not part of the CPL licensing requirements.

#### **18.5 EXPERIENCE – HELICOPTER**

- (1) The applicant shall have conducted a minimum of 100 hours dual flight instruction in helicopters towards the issue of a licence.
- (2) The 100 hours indicated in (1) above can be acquired with a variety of different students working towards their PPL or CPL. The students may only be part way through their training and there is no requirement for them to have completed their licence or the flight test in order for the flight instructor to be credited the dual instructional flight time.
- (3) The 100 hours indicated in (1) above cannot include flight time acquired during the applicant's initial class 4 flight instructor training.
- (4) The 100 hours indicated in (1) above cannot include flight time acquired while;
  - (a) conducting sightseeing flights,
  - (b) currency checkouts not part of a PPL or CPL flight training program, and
  - (c) training towards ratings that are not part of a CPL licensing requirements.

#### **18.6 SKILL**

- (1) The applicant shall have authorized no fewer than 3 students for their first solo flight.
- (2) The applicant shall have recommended no fewer than 3 students for their flight test for issue of a permit or licence, all of whom demonstrated the required standard of skill and knowledge.

- (a) Only recommendations for full flight tests are to be counted towards the requirements for upgrading a Flight Instructor Rating. CAR 421.70(4)(a)(ii) specifies that the student had to have demonstrated the required standard of skill and knowledge which means a failed flight test cannot be used towards the skill requirements of a Class 3 Flight Instructor Rating. Even if the student qualifies for a partial re-test, the original flight test is still considered a failed flight test which does not meet the required standard.
- (3) The applicant shall have conducted 50% or more of the last 10 hours of the dual flight instruction for the students authorized in (1) and recommended in (2) above.
  - (a) Dual flight time acquired during the flight test is not to be included in the calculations.
  - (b) Dual time in a simulator or flight training device is not to be included.
- (4) A flight test may be required if the applicant's Class 4 Flight Instructor Rating has expired or the Class 3 Flight Instructor Rating application coincides with the expiry date of a Class 4 Instructor Rating.
  - (a) The flight test shall be completed prior to the processing of a Class 3 Flight Instructor upgrade.

**18.7 AVIATION LANGUAGE PROFICIENCY**

- (1) When an Aeroplane or Helicopter Licence is being endorsed with an instructor rating the requirements for Language Proficiency shall be met.
  - (a) Level 6 – Expert
  - (b) Level 4 – Operational (5 year validity)
    - (i) Validity may be determined by the expiry of the applicant's aviation document booklet.

**18.8 INSTRUCTOR'S TRAINING RECORD WHILE UNDER DIRECT SUPERVISION**

***421.64 Class 4 - Record Keeping***

*The holder of a Class 4 Flight Instructor Rating - aeroplane or helicopter shall maintain a record of results for all students trained on the form "Instructor's Training Record while under Direct Supervision".*

- (1) It is the responsibility of the Class 4 to maintain the form "Instructor's Training Record While Under Direct Supervision".
  - (a) It is the Class 4 Flight Instructor's responsibility to maintain copies of documents and records that support the information recorded on this form.
- (2) It is expected that the Class 4 Flight Instructor have this document updated on an on-going bases and not only when all requirements for an upgrade to Class 3 Flight Instructor has been obtained.

**18.9 CLASS 3 UPGRADE REQUIREMENTS WHEN APPLICATION IS SUBMITTED THROUGH AN AP**

- (1) For the AP to ensure that the applicant is not subject to follow-up action the applicant shall include a copy of their satisfactory Flight Test Record.

- (a) An applicant with a marginal or unsatisfactory flight test record will be required to submit their Class 3 Flight Instructor Rating application directly to Transport Canada.
- (b) The applicant can contact Transport Canada to request an “Instructor Flight Test Record” that includes the combined RPP, PPL and CPL flight test results.

#### **18.10 BRIEF THE APPLICANT**

- (1) A Class 3 Flight Instructor is expected to have the experience, knowledge and skill to provide instruction to students without the need for direct supervision from a Class 2 or Class 1 Flight Instructor. However; while employed with a flight training unit (FTU) a Class 3 Flight Instructor is still subject to the supervision requirements of the FTU.
- (2) The applicant should be briefed that the sign off for temporary privileges is valid for 90 days.
  - (a) After 90 days if the label has not been received by Transport Canada they are not allowed to continue exercising the privileges of their Class 3 Flight Instructor Rating. The instructor may continue to exercise the privileges of their Class 4 Flight Instructor Rating until the end of the validity period specified for the Class 4 Flight Instructor Rating.

#### **18.11 ADMINISTRATION**

- (1) The following documentation shall be kept in the AP’s file:
  - (a) copies of:
    - (i) the completed application form [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#);
    - (ii) the instructor’s valid Medical Certificate;
  - (b) In the event a student had their permit/licence issued at another FTU, certified true copies showing proof of name, age and citizenship will be required.
  - (c) Copies of all supporting documentation including;
    - (i) Instructor’s Training Record While Under Direct Supervision,
    - (ii) PTR pages showing 50% of the last 10 hours for each first solo and each flight test recommendation,
    - (iii) PTR pages showing recommendation of either the first solo or the flight test indicated on the Instructor’s Training Record While Under Direct Supervision,
    - (iv) applicant’s logbook showing proof of the flight experience requirements, and
    - (v) flight test report for each of the 3 flight test recommends.
- (2) The following documents are to be forwarded to Transport Canada **within five (5) business days** following the issuance of temporary privileges:
  - (a) Application for the [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.

- (ii) The Authorized Person will complete Part D.
- (iii) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
- (b) Instructor's Training Record While Under Direct Supervision,
- (c) Certified True Copies of the following supporting documentation;
  - (i) PTR pages showing 50% of the last 10 hours for each first solo and each flight test recommendation,
  - (ii) PTR pages showing recommendation of either the first solo or the flight test, and
- (d) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)
  - (i) Only required if the applicant's ADB has expired or will expire in the next 3 months.
- (e) Medical Results, should be on file with Transport Canada and are not required to be sent in.

#### **18.12 ISSUING TEMPORARY PRIVILEGES FOR A CLASS 3 FLIGHT INSTRUCTOR RATING – AEROPLANE OR HELICOPTER**

- (1) Temporary privileges for a rating are usually given in the Aviation Document Booklet. The following guidelines indicate what should be written in the space provided.
  - (a) **"The holder of this document is authorized to exercise the privileges endorsed to the right for 90 days following the date of this certification:"**
    - (i) Class 3 Flight Instructor – Aeroplane
    - (ii) Class 3 Flight Instructor – Helicopter
  - (b) **Authorized Person's Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.

#### **19.0 TYPE RATINGS – (CAR 421.40)**

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##### **19.1 GENERAL**

- (1) A licence is required to be endorsed with a type rating to operate an aircraft that is not covered under the applicable blanket type rating for the licence or permit held.
- (2) Blanket type ratings for are as follows:
  - (a) **Aeroplanes** – all aeroplanes with a minimum flight crew requirement of one pilot excluding high performance

- (b) **Helicopter** – no blanket rating is given for helicopter licences. A type rating is required for each helicopter type flown by the pilot.
- (3) Individual type ratings:
  - (a) Aeroplane – two crew
  - (b) Aeroplane – high performance
  - (c) Helicopter – one pilot
  - (d) Helicopter – two pilots
- (4) Although Recreational Pilot Permits (RPP) fall under aeroplane blanket type ratings, it is important to note that RPPs are limited to single pilot, non-high performance aeroplanes that are designed or authorized by a type certificate, to carry a maximum of four persons.

## **19.2 TYPE RATINGS OVERVIEW**

- (1) Training towards type ratings may be provided by operators other than a Flight Training Unit such as a commercial air operator under CARs Part 7 or a private air operator under CAR subpart 604.
- (2) This section includes explanations regarding the training and testing requirements for type ratings as some type ratings include more than one possibility on how the licensing requirements are met. The AP is required to confirm all licensing requirements are met including the confirmation that all training and testing were completed as per the regulations.
- (3) The Aircraft Type Designator Tables are to be referenced when endorsing a flight crew permit or licence with a type rating.
  - (a) Aircraft Type Designator Tables – <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part4-standards-a42101-1090.htm>
  - (b) The aircraft type indicated on the application form must match the type listed in the Aircraft Type Designator Tables.
- (4) The following aeroplane type ratings are not discussed in this manual.
  - (a) Aeroplane – Two Crew – Restricted to Cruise Relief Pilot Duties Only
  - (b) Second Officer

## **19.3 AEROPLANE – TWO CREW**

- (1) Knowledge
  - (a) ground school program
    - (i) Have completed a program of ground school instruction for the aeroplane type, and
  - (b) written exam
    - (i) The applicant shall have completed one of the following;



- (A) Be the holder of an ATPL – Aeroplane,
- (B) Be the holder of a two-crew – aeroplane type rating,
- (C) Obtained 70% on the Type Rating-Aeroplane (IATRA) written examination within the previous 24 months,
- (D) Obtained 70% on the Airline Transport Pilot Licence – Aeroplane written examinations (SAMRA and SARON) within the previous 24 months, or
- (E) Obtained 70% on the Airline Transport Pilot Licence – Aeroplane written examinations (SAMRA and SARON) within the previous 5 years when the applicant has completed an ATP(A) integrated course. (Applicant must provide certificate of completion for the integrated course and copy submitted to Transport Canada)

(2) Experience

- (a) An applicant for an aeroplane two-crew type rating shall have completed
  - (i) a flight training program on the aeroplane type, and
  - (ii) a minimum of 250 hours total flight time on aeroplanes.

(3) Skill

- (a) An applicant shall have one of the following within the previous 12 months.
  - (i) Passed a pilot proficiency check in accordance with Part VII of the Canadian Aviation Regulations for that aeroplane type or passed a pilot proficiency check acceptable to the Minister for that aeroplane type.
  - (ii) Completed a Line Operational Evaluation from an approved Advanced Qualification Program (AQP).
  - (iii) Completed a competency check in accordance with the operator’s training and proficiency program. See section 18.11 of this manual for details.

**19.4 AEROPLANE – HIGH PERFORMANCE**

(1) Knowledge – ground school program

- (a) An applicant for a high performance aeroplane type rating shall have completed a program of ground training on the aeroplane type.

(2) Experience

- (a) An applicant shall have completed flight training on the aeroplane type, and
- (b) have 200 hours pilot flight time on aeroplanes.

(3) Skill

- (a) An applicant shall have completed a qualifying flight under the supervision of a Transport Canada Inspector or a person qualified in accordance with CAR 425.21(7)(a) within the previous 12 months.
  - (i) Either a competency check completed by a 604 operator or a pilot proficiency check completed under Part VII will also be accepted as a qualifying flight for the purposes of meeting the skill requirement for the issue of a High Performance – Aeroplane type rating.

**CAR 425.21(7)(a)**

*(7) A person who conducts flight training toward the issuance of an aircraft type rating shall:*

*(a) in the case of training for a holder of an aeroplane pilot permit or pilot licence:*

*(i) be the holder of a Commercial Pilot Licence - Aeroplane or an Airline Transport Pilot Licence - Aeroplane; and*

*(ii) have experience of not less than 50 hours flight time on the class of aeroplane used for the training, of which not less than 10 hours must be on the aeroplane type;*

**19.5 HELICOPTER – ONE PILOT**

(1) Skill

- (a) An applicant shall have either of the following completed within the previous 12 months.
  - (i) Passed a pilot proficiency check
  - (ii) Passed a flight test on the helicopter type for the issue of a Private or Commercial pilot licence – helicopter.

**Note:** *When the skill requirement was met by the successful completion of a Private or Commercial pilot licence flight test, the type rating is included in the PPL-H or CPL-H application. A separate application for the type rating is not required.*

- (iii) Completed a qualifying flight under the supervision of a person qualified in accordance with CAR 425.21(7)(b).
  - (A) Either a competency check completed by a 604 operator or a pilot proficiency check completed under Part VII will also be accepted as a qualifying flight for the purposes of meeting the skill requirement for the issue of a Helicopter – one pilot type rating.

**CAR 425.21(7)(b)**

*(7) A person who conducts flight training toward the issuance of an aircraft type rating shall:*

*(b) in the case of training for a holder of a helicopter pilot permit or pilot licence:*

*(i) be the holder of a Commercial Pilot Licence - Helicopter or an Airline Transport Pilot Licence - Helicopter; and*

*(ii) have experience of not less than 10 hours flight time on the type of helicopter used for the training;*

## 19.6 HELICOPTER – TWO PILOTS

- (1) Knowledge
  - (a) Ground school program
    - (i) Have completed a ground program on the helicopter type, and
  - (b) Written exam
    - (i) The applicant shall have completed one of the following;
      - (A) Be the holder of an ATPL – helicopter,
      - (B) Be the holder of a two-crew – helicopter type rating,
      - (C) Obtained 70% on the Type Rating-Aeroplane (HATRA) written examination within the previous 24 months, or
      - (D) Obtained 70% on the Airline Transport Pilot Licence – Aeroplane written examinations (HAMRA and HARON) within the previous 24 months.
- (2) Experience
  - (a) An applicant shall have completed
    - (i) a flight training program on the helicopter type, and
    - (ii) a minimum of 166 hours total flight time on helicopters.
- (3) Skill
  - (a) An applicant shall have passed a pilot proficiency check conducted in accordance with Part VII for that helicopter type or passed a pilot proficiency check acceptable to the Minister for that helicopter type within the previous 12 months.

## 19.7 RESTRICTED TYPE RATING – HELICOPTER

- (1) Some helicopter types will be certified as single pilot for VFR operations and 2-crew for IFR operations. When the applicant has **NOT** completed the following requirements the type rating shall be restricted to VFR operations only.
  - (a) Knowledge requirements (ground school program and written exam),
  - (b) PPC that includes the instrument procedures portion as indicated in the applicable schedule found in CARs Part VII.

## 19.8 GROUND SCHOOL TRAINING PROGRAM REQUIREMENTS

- (1) A letter, certificate or other form of documentation that shows the applicant completed a ground school training program on the applicable aircraft type, or
- (2) Check box on the PPC flight test report was filled in indicating a ground school program was completed.

## 19.9 FLIGHT TRAINING PROGRAM REQUIREMENTS

- (1) A letter, certificate or other form of documentation that shows the applicant completed a flight training program on the applicable aircraft type, or
- (2) Check box on the PPC flight test report was filled in indicating a flight training program was completed.

## 19.10 PERSONS CONDUCTING SKILL ASSESSMENTS

- (1) Pilot proficiency checks (PPC) are conducted by an Approved Check Pilot (ACP) authorized by the Minister or an authorized and qualified Civil Aviation Safety Inspector.
- (2) Flight Tests are conducted by an authorized and qualified Civil Aviation Safety Inspector or Pilot Examiner who has been designated by the Minister to conduct flight tests for the issuance or renewal of flight crew permits, licences or ratings for an aeroplane or helicopter.
- (3) Competency checks can be conducted by;
  - (a) Pilot examiners authorized to conduct instrument rating flight tests,
  - (b) Approved Check Pilots (ACP) under CARs Part VII,
  - (c) An “assigned person” by a private operator (604 operators). This person must meet the requirements laid out in CAR 604.143(5),
  - (d) An authorized and qualified Civil Aviation Safety Inspector, or
  - (e) A person issued the authority by a contracting state to conduct flight tests that are equivalent to competency checks, may also be referred to as Training Center Evaluators (TCE).
    - (i) A TCE will have a letter from the contracting state indicated the person is authorized to conduct the specific flight tests.
- (4) Qualifying flights are completed by persons who meet the requirements of CAR 425.21 for the applicable type of training. Usually a person would hold either a flight instructor rating or a commercial or airline transport licence with a specified number of flight hours. Type ratings are specified in CAR 425.21(7).
- (5) Line Operational Evaluation are completed through a TC approved Advance Qualification Program (AQP). Only a small number of airlines in Canada have an AQP. When the line operational evaluation is completed a box labelled AQP on the PPC flight test report will be filled in and each individual exercise will be blank.

### **CAR 425.21**

*(7) A person who conducts flight training toward the issuance of an aircraft type rating shall:*

*(a) in the case of training for a holder of an aeroplane pilot permit or pilot licence:*

*(i) be the holder of a Commercial Pilot Licence - Aeroplane or an Airline Transport Pilot Licence - Aeroplane; and*

- (ii) have experience of not less than 50 hours flight time on the class of aeroplane used for the training, of which not less than 10 hours must be on the aeroplane type;*
- (b) in the case of training for a holder of a helicopter pilot permit or pilot licence:
  - (i) be the holder of a Commercial Pilot Licence - Helicopter or an Airline Transport Pilot Licence - Helicopter; and*
  - (ii) have experience of not less than 10 hours flight time on the type of helicopter used for the training;**

**CAR 604.143**

*(4) Subject to subsection (5), the competency check referred to in paragraph (1)(e) shall be conducted by a person who*

- (a) holds the licence and ratings required by Part IV to act as pilot-in-command of the aircraft used for the competency check;*
- (b) holds an instrument rating required by Part IV in respect of the aircraft used for the competency check;*
- (c) meets one of the following requirements:
  - (i) is a pilot examiner authorized by the Minister to conduct instrument rating flight tests under Part IV,*
  - (ii) is an approved check pilot authorized by the Minister to conduct a pilot proficiency check under Part VII in respect of the aircraft type used for the competency check, or*
  - (iii) holds an authorization issued by the competent authority of a contracting state to conduct flight tests that are equivalent to competency checks, in which case the person shall have demonstrated to the private operator knowledge of the standard referred to in paragraph (3)(b); and**
- (d) is not the instructor who made the recommendation referred to in paragraph 2(b) in respect of the person undergoing the competency check.*

*(5) The competency check referred to in paragraph (1)(e) may be conducted by a person who is not referred to in paragraph 4(c) if the person*

- (a) has been assigned to conduct the competency check by the private operator;*
- (b) meets the requirements set out in paragraphs (4)(a) and (b);*
- (c) does not have a record of conviction for
  - (i) an offence under section 7.3 of the Act, or*
  - (ii) two or more offences under these Regulations not arising from a single occurrence;**
- (d) is at least 21 years old;*
- (e) has at least 3,000 hours of flight time in an aircraft of the same category as the aircraft that will be used for the competency check, including
  - (i) at least 2,000 hours as pilot-in-command,*
  - (ii) at least 500 hours in a multi-engined aircraft, and*
  - (iii) at least 500 hours of instrument time, including at least 100 hours as pilot-in-command; and**

*(f) has successfully completed, within 24 months before the day on which the person conducts the competency check, training provided by a pilot examiner or by an approved check pilot that includes the following elements:*

- (i) the responsibilities of a person conducting a competency check,*
- (ii) evaluation principles,*
- (iii) the conduct of a competency check,*
- (iv) the content of the standard referred to in paragraph (3)(b), and*
- (v) the record-keeping requirements set out in section 604.149.*

### **19.11 COMPETENCY CHECKS REQUIREMENTS**

- (1) The competency check is required to be completed within 30 days of completing the private operator's training program as laid out in the Private Operator's Operations Manual.
- (2) The competency check must meet the requirements of CAR 604.140(2) and either Chapter 2 – Competency Check (aeroplane) or Chapter 3 – Competency Check (helicopter) of the Flight Test Guide – Competency Check (Private Operators). <https://www.tc.gc.ca/eng/flight-test-guide-competency-check-private-operators-second-edition.html>
  - (a) A sample competency check report can be found in the appendix at the end of this manual.

#### **CAR 604.140**

*(2) A person who will act as a flight crew member for a private operator, and who has successfully completed a pilot proficiency check with an air operator or a competency check with another private operator, meets the requirements of paragraph 604.143(1)(e) if*

- (a) the pilot proficiency check or competency check was conducted using an aircraft of the same type that the person will operate;*
- (b) the validity period of the pilot proficiency check or competency check has not expired; and*
- (c) the private operator provides the person with training in respect of*
  - (i) the processes, practices and procedures set out in the private operator's operations manual,*
  - (ii) any differences between the equipment that is installed on the aircraft operated by the private operator and the equipment that is installed on the aircraft operated by the air operator or the other private operator, and*
  - (iii) any differences between the private operator's operational procedures and those of the air operator or the other private operator.*

- (3) When the competency check was completed by an assigned person or a TCE, the AP shall confirm the person's qualifications for conducting the competency check and submit copies of those qualifications to TC with the application.

## 19.12 ADMINISTRATION (ALL TYPE RATINGS)

- (1) The following documentation shall be kept in the AP's file:
  - (a) copies of:
    - (i) the completed application form [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#);
    - (ii) applicable documentation as per the type rating requirements showing:
      - (A) Knowledge – ground program,
      - (B) Knowledge – written exam,
      - (C) Flight experience – total flight hours,
      - (D) Flight experience – flight training program, and/or
      - (E) Skill
    - (iii) the applicant's valid Medical Certificate;
    - (iv) applicant's logbook showing proof of the flight experience requirements;
    - (v) documents showing proof of name, age and citizenship,
    - (vi) TCE's qualifications
      - (A) letter of authorization from contracting state,
      - (B) statement or letter from the private air operator or the TCE stating that the TCE:
        - (I) holds the certificate/licence, ratings and instrument rating required to act as pilot-in-command of the aircraft used for the Competency Check
        - (II) hold an authorization issued by a competent authority of a contracting state; namely, the \_\_\_\_\_ to conduct flight tests that are equivalent to Competency Checks.
        - (III) Have read, understood, and demonstrated to the Private Operator knowledge of the standard entitled Flight Test Guide – Competency Check (Private Operators), published by Transport Canada.
        - (IV) See appendix for copy of recommended form.
    - (vii) assigned person's qualifications as per CAR 604.143(5) if required.
- (2) The following documents are to be forwarded to Transport Canada **within five (5) business days** following the issuance of temporary privileges:
  - (a) Application for the [Flight Crew Permit / Licence – Application for Endorsement of a Rating](#)
    - (i) Applicant must complete all the applicable fields in PART A & B.
    - (ii) Qualified person must complete all the applicable fields in Part C.
    - (iii) The Authorized Person will complete Part D of the applicable form.

- (iv) Receipt number or payment in accordance with CAR 104, [Schedule IV](#).
- (b) Copy of applicable documentation as per the type rating requirements showing;
  - (i) Knowledge – ground program,
  - (ii) Knowledge – written exam,
  - (iii) Flight experience – total flight hours,
  - (iv) Flight experience – flight training program, and/or
  - (v) Skill
- (c) Original competency check report (if applicable)
- (d) Application for [Aviation Document Booklet](#) with photo (subject to language proficiency requirements)
  - (i) Only required if the applicant’s ADB has expired or will expire in the next 3 months.
- (e) copy of TCE’s qualifications
  - (i) letter of authorization from contracting state,
  - (ii) statement or letter from the private air operator or the TCE stating that the TCE:
    - (A) holds the certificate/licence, ratings and instrument rating required to act as pilot-in-command of the aircraft used for the Competency Check
    - (B) hold an authorization issued by a competent authority of a contracting state; namely, the \_\_\_\_\_ to conduct flight tests that are equivalent to Competency Checks.
    - (C) Have read, understood, and demonstrated to the Private Operator knowledge of the standard entitled Flight Test Guide – Competency Check (Private Operators), published by Transport Canada.
    - (D) See appendix for copy of recommended form.
- (f) Copy of assigned person’s qualifications as per CAR 604.143(5)
- (g) Medical Results, should be on file with Transport Canada and are not required to be sent in.

**19.13 ISSUING TEMPORARY PRIVILEGES FOR A TYPE RATING**

- (1) Temporary privileges for a rating are usually given in the Aviation Document Booklet. The following guidelines indicate what should be written in the space provided.
  - (a) **“The holder of this document is authorized to exercise the privileges endorsed to the right for 90 days following the date of this certification:”**
    - (i) \_\_\_\_\_ Type Rating
    - (ii) \_\_\_\_\_ Type Rating restricted to Aerial Work only – Canada and USA only (restricted two-crew helicopter type rating)
  - (b) **Authorized Person’s Name, Licence Number and Signature**



- (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.
- (2) When an applicant hasn't yet received their Aviation Document Booklet, temporary privileges may be given on an additional privileges card.
- (a) **Certification of Additional Privileges**
    - (i) \_\_\_\_\_ Type Rating
    - (ii) \_\_\_\_\_ Type Rating restricted to Aerial Work only – Canada and USA only (restricted two-crew helicopter type rating)
  - (b) **Authorized Person's Name, Licence Number and Signature**
    - (i) Self-explanatory
  - (c) **Certification Date**
    - (i) Must match the date the application form was signed by the AP.

## **20.0 INTEGRATED PROGRAMS**

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### **20.1 GENERAL**

- (1) The licensing requirements for students enrolled in an integrated program may vary depending on the program. This section outlines the differences between the integrated program and the standard requirements laid out above. When no differences are indicated then the standard requirements shall be used.

### **20.2 CERTIFICATE OF ENROLMENT AND COURSE COMPLETION CERTIFICATE**

- (1) Certificate of Enrolment – [CAR 426.63](#)
  - (a) The certificate of enrolment is required to be given to the student by the FTU when commencing an integrated course of pilot training. The certificate shall include:
    - (i) the name of the flight training unit;
    - (ii) the name of the trainee to whom it was issued;
    - (iii) the date of enrolment; and
    - (iv) the name of the course of training for which it was issued.
- (2) Course completion certificate – [CAR 426.64](#)
  - (a) The course completion certificate required to be given to the student upon successful completion of the course. This certificate is essential for a student when they are applying for a CPL(A) based on the requirements of an integrated course. This certificate shall include:

- (i) the name of the flight training unit and the flight training unit operator certificate number of the school;
  - (ii) the name and Transport Canada file number of the graduate to whom it was issued;
  - (iii) the course for which it was issued;
  - (iv) the date of course completion;
  - (v) a written statement that the trainee has successfully completed each required stage of the approved course including the tests for those stages; and
  - (vi) the signature of the Chief Flight Instructor certifying the statement in paragraph 426.64(e) of the Canadian Aviation Regulations.
- (3) A copy of both the certificate of enrolment and course completion certificate shall be forwarded to Transport Canada through the pilot licensing process.
- (a) A copy of the certificate of enrollment shall be included in the documents sent to Transport Canada during the student's first licensing process which would normally be the issue of a SPP. When a student has already been issued a SPP when enrolling in an integrated program then a copy shall be sent with the next licensing application which would most likely be the PPL.
  - (b) A copy of the course completion certificate shall be included in the documents sent to Transport Canada with the application for a CPL(A).

### **20.3 STUDENT PILOT PERMIT**

- (1) In addition to the requirements indicated in section [9.0](#) of this manual the authorized person shall include a copy of the enrollment certificate with the documents sent to Transport Canada.

### **20.4 PRIVATE PILOT LICENCE**

- (1) The applicant shall meet all requirements as indicated in section [11.0](#) of this manual.

### **20.5 MULTI-ENGINE RATING**

- (1) Upon successful completion of the multi-engine rating flight test, the pilot examiner will normally issue temporary privileges.

### **20.6 GROUP 1 INSTRUMENT RATING**

- (1) Upon successful completion of the group 1 instrument rating flight test, the pilot examiner will normally issue temporary privileges.

### **20.7 COMMERCIAL PILOT LICENCE — AEROPLANE (CPL(A)) INTEGRATED COURSE**

- (1) The aim of the Commercial Pilot Licence — Aeroplane (CPL(A)) integrated course is to train pilots to the level of proficiency necessary for the issuance of a Commercial Pilot Licence—Aeroplane, and any further aerial work training the operator may offer, excluding flight instructor training and instrument rating instruction.

- (2) **Course duration** – 9 to 24 months from the date of enrolment. This requirement shall be checked against the certificate of enrolment.
- (3) **Age** – in accordance with CPL requirements
- (4) **Medical Fitness and Validity** – in accordance with CPL requirements
- (5) **Knowledge**
  - (a) Ground School Instruction.
    - (i) 300 hours of ground school instruction, of which a minimum of 50% shall be classroom based including the following subjects:
      - (A) *Canadian Aviation Regulations,*
      - (B) Aerodynamics and Theory of Flight,
      - (C) Meteorology,
      - (D) Airframes, Engines and Systems,
      - (E) Flight Instruments,
      - (F) Radio and Electronic Theory,
      - (G) Navigation,
      - (H) Flight Operations,
      - (I) Licensing Requirements, and
      - (J) Human Factors, including pilot decision-making.
    - (b) Successful completion of the Private Pilot Licence—Aeroplane (PPAER) and the Commercial Pilot Licence – Aeroplane (CPAER) written exams.
- (6) **Experience**
  - (a) 150 hours flight time (10 hours may be instrument ground time) including:
    - (i) 80 hours dual conducted by the holder of a flight instructor rating (10 hours may be instrument ground time);
    - (ii) 70 hours PIC;
    - (iii) 30 hours PIC cross country flight time including;
      - (A) One (1) VFR cross-country flight to a point of a minimum of 300 nautical mile radius from the point of departure and shall include a minimum of 3 landings at points other than that of departure;
    - (iv) 10 hours night flight time including;
      - (A) 5 hours dual including 2 hours of dual cross country
      - (B) 5 hours solo flight time including 10 take-offs, circuits and landings

- (v) 20 hours dual instrument flight time (10 hours may be instrument ground time)
- (vi) 5 hours flight time on complex or technically advanced aeroplanes

(7) **Skill**

- (a) Successful completion of a flight test for the Private Pilot Licence – Aeroplane, and
- (b) Successful completion of a flight test for the Commercial Pilot Licence – Aeroplane.

(8) **Aviation Language Proficiency** – in accordance with CPL requirements

**20.8 COMMERCIAL PILOT LICENCE—AEROPLANE/ INSTRUMENT RATING (CPL(A)/IR) INTEGRATED COURSE**

- (1) The aim of the Commercial Pilot Licence — Aeroplane/Instrument Rating (CPL(A)/IR) integrated course is to train pilots to the level of proficiency necessary for the issuance of a Commercial Pilot Licence— Aeroplane, and to obtain a multi-engine class rating and Group 1 instrument rating and any further aerial work training the operator may offer, excluding flight instructor training, to operate single pilot multi-engine aeroplanes in commercial air services.
- (2) **Course duration** – 9 to 36 months from the date of enrolment. This requirement shall be checked against the certificate of enrolment.
- (3) **Age** – in accordance with CPL requirements
- (4) **Medical Fitness and Validity** – in accordance with CPL requirements
- (5) **Knowledge**
  - (a) Ground School Instruction.
    - (i) 400 hours of ground school instruction, of which a minimum of 50% shall be classroom based including the following subjects:
      - (A) *Canadian Aviation Regulations,*
      - (B) Aerodynamics and Theory of Flight,
      - (C) Meteorology,
      - (D) Airframes, Engines and Systems,
      - (E) Flight Instruments,
      - (F) Radio and Electronic Theory,
      - (G) Navigation,
      - (H) Flight Operations,
      - (I) Licensing Requirements,
      - (J) Human Factors, including pilot decision-making,

- (K) Instrument Flight Rules and Procedures,
  - (L) Instruments,
  - (M) Radio and Radar Systems, and
  - (N) Subjects related to multi-engine IFR operations.
- (b) Successful completion of the Private Pilot Licence—Aeroplane (PPAER), Commercial Pilot Licence – Aeroplane (CPAER) and the Instrument Rating (INRAT) written exams.

(6) **Experience**

- (a) 190 hours flight time (40 hours may be instrument ground time) including:
- (i) 100 hours dual conducted by the holder of a flight instructor rating (40 hours may be instrument ground time);
  - (ii) 90 hours PIC;
  - (iii) 50 hours PIC cross country flight time including;
    - (A) One (1) VFR cross-country flight to a point of a minimum of 300 nautical mile radius from the point of departure and shall include a minimum of 3 landings at points other than that of departure;
  - (iv) 10 hours night flight time including;
    - (A) 5 hours dual including 2 hours of dual cross country
    - (B) 5 hours solo flight time including 10 take-offs, circuits and landings
  - (v) 60 hours dual instrument flight time (30 hours may be instrument ground time, or up to 40 hours if the training is conducted in a simulator or flight training device that can be used for an instrument proficiency check (IPC)) including;
    - (A) 40 hours dual instrument flight time conducted by the holder of a flight instructor rating; and
    - (B) One (1) dual IFR cross country flight under simulated or actual IMC conditions of a minimum of 100 nautical miles, the flight to be conducted in accordance with an IFR flight plan to include, at two different locations, an instrument approach to minima;
  - (vi) 5 hours flight time on complex or technically advanced aeroplanes

(7) **Skill**

- (a) Successful completion of:
- (i) a flight test for the Private Pilot Licence – Aeroplane,
  - (ii) a flight test for the Commercial Pilot Licence – Aeroplane,
  - (iii) a flight test for the multi-engine class rating, and
  - (iv) a flight test for the Group 1 Instrument Rating.

(8) **Aviation Language Proficiency** – as per CPL requirements

## **20.9 AIRLINE TRANSPORT PILOT LICENCE — ATP(A) INTEGRATED COURSE**

(1) The aim of the Airline Transport Pilot (ATP(A)) integrated course is to train pilots to the level of proficiency necessary to enable them to operate as co-pilot on multi-crew, multi-engine aeroplanes in commercial air transportation and to obtain;

(a) the commercial pilot licence — aeroplane,

(b) the multi-engine class rating and

(c) the group 1 instrument rating.

(2) **Course duration** – 12 to 36 months from the date of enrolment. This requirement shall be checked against the certificate of enrolment.

(3) **Age** – in accordance with CPL requirements

(4) **Medical Fitness and Validity** – in accordance with CPL requirements

(5) **Knowledge**

(a) Ground School Instruction.

(i) 750 hours of ground school instruction, of which a minimum of 500 hours shall be classroom based including the subjects listed in the regulations for:

(A) the commercial pilot aeroplane ground school in accordance with CAR 421.30(3)(a),

(B) instrument rating knowledge requirements in accordance with CAR 421.46(2)(a)

(C) airline transport pilot licence knowledge requirements in accordance with CAR 421.34(3)(a) and 421.34(3)(b)

(b) Successful completion of the Private Pilot Licence—Aeroplane (PPAER), Commercial Pilot Licence – Aeroplane (CPAER) and the Instrument Rating (INRAT) written exams.

(6) **Experience**

(a) 205 hours flight time including all flight tests, (55 hours may be instrument ground time) including:

(i) 105 hours dual conducted by the holder of a flight instructor rating (55 hours may be instrument ground time);

(ii) 100 hours PIC;

(iii) 50 hours PIC cross country flight time including;

(A) One (1) VFR cross-country flight to a point of a minimum of 300 nautical mile radius from the point of departure and shall include a minimum of 3 landings at points other than that of departure;

- (iv) 10 hours night flight time including;
    - (A) 5 hours dual including 2 hours of dual cross country
    - (B) 5 hours solo flight time including 10 take-offs, circuits and landings
  - (v) 75 hours dual instrument flight time (30 hours may be instrument ground time, or up to 55 hours if the training is conducted in a simulator or flight training device that can be used for an instrument proficiency check);
    - (A) 60 hours of instrument flight time, of which up to 30 hours may be instrument ground time, or up to 40 hours if the training is conducted in a simulator or flight training device that can be used for an instrument proficiency check, including
      - (I) 40 hours dual instrument flight time conducted by the holder of a flight instructor rating; and
      - (II) One (1) dual IFR cross country flight under simulated or actual IMC conditions of a minimum of 100 nautical miles, the flight to be conducted in accordance with an IFR flight plan to include, at two different locations, an instrument approach to minima; and
    - (B) 15 hours multi-crew cooperation (MCC) training, for which either a multi-engine aeroplane required to be operated with a co-pilot or a flight simulator or flight training device suitable for multi-crew training may be used.
- (7) **Skill**
- (a) Successful completion of:
    - (i) a flight test for the Private Pilot Licence – Aeroplane,
    - (ii) a flight test for the Commercial Pilot Licence – Aeroplane,
    - (iii) a flight test for the multi-engine class rating, and
    - (iv) a flight test for the group 1 instrument rating.
- (8) **Aviation Language Proficiency** – as per CPL requirements

## 21.0 LOG BOOK AND PTR ENTRIES

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### 21.1 GENERAL GUIDELINES ON LOGGING OF FLIGHT TIME

- (1) Ideally by the time the student reaches the licensing stage of their training, errors within their logbook and/or PTR will be found and corrected before being certified correct. However errors may still be found when all required documents are handed into the authorized person. Common errors typically found may include: addition errors, solo or dual time placed in the wrong column, incorrectly logging of instrument time or cross country time or the logging of night time before the start of official night time. ***The AP is responsible for checking the accuracy of the pilot's flight experience and training time presented in their personal logbook and PTR to ensure minimum***

**requirements have been met prior to processing the licensing application and the issuing of temporary privileges.**

- (2) Flight time may be broken down into flight experience or flight training.
  - (a) *Flight experience* – includes all flight time within a pilot’s personal log book. May include non-training time such as taking family and friends sightseeing.
  - (b) *Flight training* – specific dual and solo flights that were conducted under the direction and supervision of a flight instructor.
- (3) Flight experience consists of all of the pilot’s flight time. Pilots are required to keep track of their flight time in a personal log book.
- (4) Flight training
  - (a) Although training flights are usually towards a specific, licence, permit or rating some training time may be used for two or more licensing applications. In order for training time to be accepted for multiple licensing applications the training conditions must meet the requirements for each licence, permit or rating.
    - (i) For example: a student applying for both a commercial licence and an instrument rating may use the same instrument training time if:
      - (A) The instructor is qualified to conduct both commercial training and instrument rating training,
      - (B) the flight training unit is authorized to conduct commercial training and instrument rating training in accordance with their flight training unit operating certificate, and
      - (C) the student has the required prerequisites to undergo both types of training.

## 21.2 PERSONAL LOGS

### **CAR 401.08**

*(1) Every applicant for, and every holder of, a flight crew permit, licence or rating shall maintain a personal log in accordance with subsection (2) and with the personnel licensing standards for the documentation of;*

*(a) experience acquired in respect of the issuance of the flight crew permit, licence or rating;*  
*and*

*(b) recency.*

*(2) A personal log that is maintained for the purposes referred to in paragraphs (1)(a) and (b) shall contain the holder’s name and the following information in respect of each flight:*

*(a) the date of the flight;*

*(b) the type of aircraft and its registration mark;*

*(c) the flight crew position in which the holder acted;*

*(d) the flight conditions with respect to day, night, VFR and IFR;*



*(e) in the case of a flight in an aeroplane or helicopter, the place of departure and the place of arrival;*

*(f) in the case of a flight in an aeroplane, all of the intermediate take-offs and landings;*

*(g) the flight time;*

*(h) in the case of a flight in a glider, the method of launch used for the flight; and*

*(i) in the case of a flight in a balloon, the method of inflation used for the flight.*

*(3) No person shall make an entry in a personal log unless the person*

*(a) is the holder of the log; or*

*(b) has been authorized to make the entry by the holder of the log.*

### **21.3 PILOT LOGBOOK GUIDELINES AND REQUIREMENTS**

- (1) A pilot who holds multiple licences would usually keep different logbooks for each category of aircraft such as one for helicopter and one for aeroplanes.
- (2) Traditionally, logbooks are a hard cover book but digital logbooks are becoming more popular with pilots. Digital logbooks are acceptable provided they include the required information indicated in CAR 401.08, printed and signed by the pilot.
- (3) It is acceptable for a pilot to write the word “Self” in the appropriate column in their personal logbook and/or PTR instead of writing their name for every entry.

### **21.4 CROSS COUNTRY FLIGHT TIME**

- (1) Cross country flight time is intended to reflect the time a pilot spends flying to another location or practicing the necessary skills for navigating to a destination.
- (2) Flight time logged as cross country cannot include flight time for the practice of non-cross country exercises such as slow flight, stalls, or forced approaches. Continuous circuit practice that goes beyond what is necessary for a safe landing at each aerodrome also does not count as cross country time. See further in this section for the logging of instrument time during cross country exercises.
- (3) All cross country flights need to include some form of preparation and/or calculations for navigation, timing and fuel burn whether it’s pre-flight planning completed prior to the flight or in-flight planning as part of a diversion.
- (4) During flight training it is common for students to practice the first part of a cross country flight up to the first check point then break it off and proceed to the practice area. In this situation the student may log cross country time from the start of the flight to the completion of the first check point only.
  - (a) The student is expected to have completed the required cross country planning, navigation log, in-flight navigation techniques and procedures in the same manner as if they were actually going on a full cross country flight.

- (b) It is the responsibility of the flight instructor to ensure the student has completed the required elements of the navigation exercise prior to the student logging cross country time and signing off the PTR as “Certified Correct”.
- (c) Navigation skills and exercises included in the logging of cross country flight time can include:
  - (i) departure procedures including set heading point procedures,
  - (ii) enroute navigation including check point procedures, and
  - (iii) diversions.
- (5) The FTU’s syllabus for the specific training course can be a good resource for determining when cross country time should be logged in the PTR and logbook. The Chief Flight Instructor can also be consulted.
- (6) When logging cross country time; both the pilot logbook and PTR (when required) must indicate the place of departure, all intermediate take-offs and landings and the place of arrival.
- (7) The cross country may be logged as one flight provided every intermediate stop is clearly indicated or each leg may be logged separately. Refer to examples 4 and 5 in section [21.9](#) of this manual.

## **21.5 INSTRUMENT TIME**

- (1) **Instrument flight time** is any flight time in an aircraft while piloting the aircraft by sole reference to the flight instruments.
  - (a) This flight time can be accumulated while operating under instrument flight rules (IFR), in instrument meteorological conditions (IMC), or in visual meteorological conditions (VMC) during flight training by means which limit a pilot’s ability to see outside the cockpit environment such as while under a hood or wearing limited vision goggles.
  - (b) Instrument flight time is relevant during the in-flight portion only and cannot include time before the takeoff or after the landing. Therefore the instrument time logged cannot exceed the air time for the applicable flight. See example #2 below.
- (2) **Instrument ground time** is instrument time in a flight simulation training device (FSTD) approved by Transport Canada Civil Aviation (TCCA) for flight training purposes while controlling the simulator by sole reference to the flight instruments.

## **21.6 CROSS COUNTRY TRAINING TIME VS. INSTRUMENT TRAINING TIME**

- (1) With the exception of the instrument rating, dual cross country training time cannot include instrument flight time. See example #3 below.
- (2) The training a student receives should reflect the skills required to exercise the privileges granted by the applicable licence, permit or rating. The licences, permits and ratings discussed within this manual give VFR privileges, not IFR privileges. Except for the instrument rating and possibly the VFR over-the-top rating, the cross-country training students receive is to focus on VFR skills and the logging of instrument time is not acceptable.

- (3) It is important to note that during their CPL training, students are taught how to use navigation aids such as GPS in simulated instrument conditions. These lessons are logged and counted towards the 20 hours dual instrument training requirement and not the 5 hours dual cross country requirement.

**Note:** *IFR flight instructors will often ask about logging of instrument time in their own log book for use towards the ATPL requirements. It is important for instructors to understand they can log instrument time during an IFR flight to which an IFR flight plan is filed only during IMC conditions. If part of the flight was IMC then only the portion in IMC can be logged as instrument time. If the IFR flight was conducted in VMC then no instrument time can be counted.*

**Note:** *Pilots who conduct an IFR cross country flight in IMC are able to log and count both instrument time and cross country time towards their ATPL requirements. This is because the ATPL flight requirements call for overall flight experience.*

## 21.7 NIGHT TIME

- (1) **Night:** means the time between the end of evening civil twilight and the beginning of morning civil twilight.
- (2) **Evening Civil Twilight:** begins at sunset, and ends when the centre of the sun's disc is 6° below the horizon and is descending
- (3) **Morning Civil Twilight:** begins when the centre of the sun's disc is 6° below the horizon and is ascending, and ends at sunrise
- (4) The exact time of day for what constitutes night time changes during the year and is highly dependent on location. The generalization of night time beginning 30 mins after sunset and finishing 30 mins before sunrise should not be used. This generalization is somewhat accurate for Southern Ontario but the inaccuracies increase the further north you go especially in the summer months.
  - (a) For example; on June 21<sup>st</sup>, night time begins approximately 36 mins after sunset in Toronto, Ontario where in Edmonton, Alberta it is 53 mins after sunset. On Dec 21<sup>st</sup>, night time begins 33 mins after sunset in Toronto and 43 mins in Edmonton.
  - (b) The Aeronautical Information Manual (AIM) indicates that night begins "approximately" 25 mins after sunset. But as indicated above this time is high dependent on the location of the airport.
- (5) Night time may be logged for the whole flight or only the portion of a flight that took place during official night time.
- (6) Night flight time requirement for the issue of a CPL or night rating cannot include instrument flight time. See example #7 below.

## 21.8 LOGGING OF FLIGHT TIME ACQUIRED DURING A FLIGHT TEST

- (1) The flight test examiner shall be the pilot-in-command during the flight test when the student does not have privileges for carrying passengers in the applicable category and class of aircraft.

## 21.9 EXAMPLES FOR PROPER LOGGING OF FLIGHT TIME

Exmpl	Date	Type	Reg	PIC	Student	Dual Day	Solo Day	Dual Night	Solo Night	Inst.		Cross Country				Route
										Gnd	Hood	Dual Day	Solo Day	Dual Night	Solo Night	
1	1 Jan 17	C172	GABC	Armstrong	Self	1.2										
2	5 Jan 17	C172	GABC	Collins	Self	1.3					1.1					
	The instrument time cannot exceed the airtime of the applicable flight. 0.2 is the realistic minimum taxi time in a training environment and can often be greater. 0.4 taxi/ground time can be common for an IFR training flight or instrument training flight that includes the use of navigation aids.															
3	5 Jan 17	C152	GHIJ	Aldrin	Self	2.2					1.0	1.2				CZBB – CYCW – CZBB
	Often times an instructor may use one leg of a cross country for instrument training as indicated in this example. The instrument training time cannot be counted towards the dual cross country requirement.															
4	6 Jan 17	C172	GXYZ	Self			1.1						1.1			CYQT – CYIB
	6 Jan 17	C172	GXYZ	Self			1.3						1.3			CYIB – CYHD
	6 Jan 17	C172	GXYZ	Self			1.9						1.9			CYHD – CYQT
	This is one method of logging a cross-country flight that includes multiple legs.															
5	6 Jan 17	C172	GXYZ	Self			4.3						4.3			CYQT – CYIB – CYHD – CYQT
	When a cross-country is logged all in one entry it may not be clearly indicated whether the pilot overflew the aerodromes or landed at each of the intermediate stops. The number of take-offs and landings should be recorded in the comments or in a dedicated column. 1 T/O and Landing would indicate the pilot overflew the intermediate aerodromes, where 3 T/O and Landing would indicate a landing at each of the intermediate stops. If the intermediate stops were not included and the route was written as “CYQT – CYQT”, then it is counted as a local flight and no cross-country time can be claimed.															
6	9 Aug 17	C150	GMNO	Lindbergh	Self			1.5						0.9		CYOW – CYRP – CYOW
	Only the actual time flying to and from a destination can be counted as cross country time. When flying multiple circuits at the destination, only the first approach and landing at each aerodrome can be included in the cross country time.															
7	7 Aug 17	C150	GMNO	Cochran	Self			1.3			0.6					
	The whole flight took place at night so it should be logged in the night column, but the 0.6 hours of instrument training time cannot be counted towards the night training requirement. The 0.6 hours needs to be subtracted from the total night time to determine the acceptable amount of time towards the night time requirement. 1.3 hrs – 0.6 hrs = 0.7 hrs can be counted towards the 5 hours dual night training requirement for the CPL or night rating.															

## **22.0 CHECKLISTS**

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### **22.1 USE OF CHECKLISTS**

- (1) Application checklists are a short summary intended to be used for quick reference only. It is recommended that the AP use and complete the applicable checklist as they go through each application.
  - (a) Best practice would be to keep the completed checklist in the AP's file with all the other required documentation for each licensing application.
- (2) The applicable checklist may also be given to the applicant or their instructor to better allow them to prepare and organize all the required documentation prior to submitting the licensing application.

## 22.2 STUDENT PILOT PERMIT – AEROPLANE AND HELICOPTER

Item	Requirement	Completed (Y/N)
Name	Proof of name (Certified true copy by AP)	
Citizenship	Proof of citizenship (Certified true copy by AP)	
Age	Proof of age – 14 (Certified true copy by AP)	
Medical	Aeroplane – category 4, 3 or 1 <ul style="list-style-type: none"> <li>If using category 4 medical declaration – leave licence number blank</li> </ul> Helicopter – category 3 or 1	
Medical Validity	60 months – all ages (unless indicated as restricted on medical certificate)	
<b>Knowledge</b>		
Written Exam	PSTAR Exam – minimum 90% corrected to 100%	
<b>Flight Experience and Skill</b>		
Flight Experience	No minimum flight hours required for the issue of a SPP	
Skill	No minimum skill requirement for the issue of a SPP	
<b>Administration Items</b>		
Student Pilot Permit	<p><b>Ensure All Information Is Legible On All Three (3) Copies</b></p> <p><b>Name</b> – must match proof of name document</p> <p><b>Citizen of</b> – must match proof of citizenship document</p> <p><b>Category of Aircraft</b> – Aeroplane, Helicopter, Balloon or Gyroplane</p> <p><b>Issued</b> – date of issue</p> <p><b>Valid to</b> – based on the medical exam date (1<sup>st</sup> day of the following month plus 5 years) regardless of any limitation on medical certificate</p> <p><b>Issued at</b> – name of the flight training unit</p> <p><b>Name of Authorized Person</b> – First and last name</p>	
PTR	Complete and sign “SPP issued” on the first solo page	
Student Pilot Permit Distribution	<p><b>White</b> – student</p> <p><b>Yellow</b> – APs files</p> <p><b>Pink</b> – Transport Canada</p>	
Brief the Student	Brief on the privileges and responsibilities (listed on back of SPP)	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship</li> <li>– student’s valid Medical Certificate</li> <li>– PSTAR exam</li> <li>– proof of the PSTAR being corrected to 100%</li> <li>– yellow copy of SPP</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– certified true copy of proof of name, age and citizenship</li> <li>– original copy of PSTAR exam</li> <li>– proof of the PSTAR being corrected to 100%</li> <li>– pink copy of SPP</li> </ul>	

### 22.3 RECREATIONAL PILOT PERMIT – AEROPLANE

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or change of name form	
Citizenship	Must match the certified true copy of proof of citizenship	
Age	16	
Medical	Category 4, 3 or 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 60 months – under 40 years of age</li> <li>– 24 months – 40 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School	Not required	
Written Exam	Written exam within 24 months for the initial attempt and all rewrites if applicable <ul style="list-style-type: none"> <li>– Pilot Permit - Recreational - Aeroplane (RPPAE)</li> <li>– Private pilot licence – aeroplane (PPAER)</li> <li>– Minimum 60% overall and 60% in each of the 4 sections               <ul style="list-style-type: none"> <li>○ Airlaw (RALAW)</li> <li>○ Meteorology (RAMET)</li> <li>○ Navigation (RANAV)</li> <li>○ General knowledge (RAGEN)</li> </ul> </li> </ul>	
<b>Flight Experience and Skill</b>		
Log Book (PTR not required)	<ul style="list-style-type: none"> <li>– 25 hours total recreational pilot flight training including:               <ul style="list-style-type: none"> <li>○ 15 hours dual flight training including:                   <ul style="list-style-type: none"> <li>▪ 2 hours cross country</li> </ul> </li> <li>○ 5 hours solo flight time</li> </ul> </li> </ul>	
Flight Test	Flight test within the past 12 months for either; <ul style="list-style-type: none"> <li>– Recreational pilot permit – aeroplane or</li> <li>– Private pilot aeroplane</li> </ul>	
<b>Administration Items</b>		
Aviation Document Booklet	<ul style="list-style-type: none"> <li>– Application completed correctly</li> <li>– Photo included that meets the requirements</li> </ul>	
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Recreational Pilot Permit;</li> <li>– completed application for Aviation Document Booklet (if applicable);</li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– successful flight test report/s;</li> </ul>	

	<ul style="list-style-type: none"> <li>– student’s valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the RPPAE or PPAER written examination.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Recreational Pilot Permit;</li> <li>– completed application form for the Aviation Document Booklet (if applicable);</li> <li>– original photo that accompanies the application for the Aviation Document Booklet;</li> </ul>	



## 22.4 PRIVATE PILOT LICENCE – AEROPLANE AND HELICOPTER

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Age	17	
Medical	Category 3 or 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 60 months – under 40 years of age</li> <li>– 24 months – 40 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School Hours	40 hours private pilot aeroplane/helicopter ground school	
Ground School Subjects	<ul style="list-style-type: none"> <li>– Canadian Aviation Regulations</li> <li>– Aerodynamics and theory of flight</li> <li>– Meteorology</li> <li>– Airframes, engines and systems</li> <li>– Flight instruments</li> <li>– Radio and electronic theory</li> <li>– Navigation</li> <li>– Flight operations</li> <li>– Licensing requirements</li> <li>– Human factors including pilot decision-making</li> </ul>	
Written Exam	<p>Written exam within 24 months for the initial attempt and all rewrites if applicable</p> <ul style="list-style-type: none"> <li>– Private pilot licence – aeroplane (PPAER) or helicopter (PPHEL)</li> <li>– Minimum 60% overall and 60% in each of the 4 sections <ul style="list-style-type: none"> <li>○ Airlaw (PALAW/PHLAW)</li> <li>○ Meteorology (PAMET/PHMET)</li> <li>○ Navigation (PANAV/PHNAV)</li> <li>○ General knowledge (PAGEN/PHGEN)</li> </ul> </li> </ul>	
<b>Flight Experience and Skill</b>		
Log Book and Pilot Training Record (PTR)	<ul style="list-style-type: none"> <li>– 45 hours total PPL flight training including (max 5 in approved simulator or FTD): <ul style="list-style-type: none"> <li>○ 17 hours dual flight training including: <ul style="list-style-type: none"> <li>▪ 3 hours cross country</li> <li>▪ 5 hours instrument (max 3 in approved FTD)</li> </ul> </li> <li>○ 12 hours solo flight training including: <ul style="list-style-type: none"> <li>▪ 5 hours cross country</li> <li>▪ (aeroplane) One 150 NM cross country including 2 full-stops at points other than the departure</li> <li>▪ (helicopter) One 100 NM cross country including 2 full-stops at points other than the departure</li> </ul> </li> </ul> </li> </ul>	
Flight Test	Private pilot flight test within the past 12 months	

<b>Language</b>		
	<ul style="list-style-type: none"> <li>– Expert through an informal assessment as indicated on the flight test report</li> <li>– Expert or operational as indicated on the feedback letter issued to the applicant</li> </ul>	
<b>Administration Items</b>		
Aviation Document Booklet	<ul style="list-style-type: none"> <li>– Application completed correctly</li> <li>– Photo included that meets the requirements</li> </ul>	
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot training record and the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	<ul style="list-style-type: none"> <li>– Meets requirements indicated in CARs 401.08</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>– required fee has been paid or is included with application</li> </ul>	
AP Files	<p>Copies of;</p> <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Private Pilot Licence;</li> <li>– completed application for Aviation Document Booklet (if applicable);</li> <li>– student’s PTR showing proof of the flight training requirements;</li> <li>– successful flight test report/s;</li> <li>– student’s valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the PPAER/PPHEL written examination.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Private Pilot Licence;</li> <li>– completed application form for the Aviation Document Booklet (if applicable);</li> <li>– original photo that accompanies the application for the Aviation Document Booklet;</li> <li>– original PTR</li> </ul>	

## 22.5 COMMERCIAL PILOT LICENCE – AEROPLANE

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Age	18	
Medical	Category 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 12 months – under 60 years of age</li> <li>– 6 months – 60 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School Hours	80 hours commercial pilot aeroplane ground school	
Ground School Subjects	<ul style="list-style-type: none"> <li>– Canadian Aviation Regulations</li> <li>– Aerodynamics and theory of flight</li> <li>– Meteorology</li> <li>– Airframes, engines and systems</li> <li>– Flight instruments</li> <li>– Radio and electronic theory</li> <li>– Navigation</li> <li>– Flight operations</li> <li>– Licensing requirements</li> <li>– Human factors including pilot decision-making</li> </ul>	
Written Exam	<ul style="list-style-type: none"> <li>– Commercial pilot licence – aeroplane (CPAER)</li> <li>– Minimum 60% overall and 60% in each of the 4 sections               <ul style="list-style-type: none"> <li>○ Airlaw (CALAW)</li> <li>○ Meteorology (CAMET)</li> <li>○ Navigation (CANAV)</li> <li>○ General knowledge (CAGEN)</li> </ul> </li> </ul>	
Written Exam Validity	24 months for the initial attempt and all rewrites if applicable	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 200 hours total flight time including;               <ul style="list-style-type: none"> <li>○ 100 hours PIC including;                   <ul style="list-style-type: none"> <li>▪ 20 hours PIC cross country</li> </ul> </li> </ul> </li> </ul>	
Pilot Training Record (PTR)	<ul style="list-style-type: none"> <li>– 65 hours total CPL flight training including (<i>cannot include PPL time</i>):               <ul style="list-style-type: none"> <li>○ 35 hours dual flight training including:                   <ul style="list-style-type: none"> <li>▪ 5 hours night including 2 hours cross country</li> <li>▪ 5 hours cross country (may include the 2 hours night cross country listed above)</li> <li>▪ 20 hours instrument (max 10 in approved FTD)</li> </ul> </li> <li>○ 30 hours solo flight training including:                   <ul style="list-style-type: none"> <li>▪ 5 hours night including 10 takeoffs, circuits and landings</li> <li>▪ 25 hours (focused on general improvement of flight skills)</li> <li>▪ One 300 NM (radius) cross country including 3 full-stops at points other than the departure</li> </ul> </li> </ul> </li> </ul>	
Flight Test	Commercial pilot flight test within the past 12 months	

<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot training record and the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	<ul style="list-style-type: none"> <li>– Meets requirements indicated in CARs 401.08</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>– required fee has been paid or is included with application</li> </ul>	
AP Files	<p>Copies of;</p> <ul style="list-style-type: none"> <li>– certified true copy of proof of name, age and citizenship; (<i>if not already on file</i>)</li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– PTR showing proof of the flight training requirements;</li> <li>– completed application form for Commercial Pilot Licence;</li> <li>– successful flight test report/s;</li> <li>– student’s valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the CPAER written examination.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Commercial Pilot Licence;</li> <li>– original PTR</li> </ul>	

## 22.6 COMMERCIAL PILOT LICENCE – HELICOPTER (SPP-H TO CPL-H)

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Age	18	
Medical	Category 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 12 months – under 60 years of age</li> <li>– 6 months – 60 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School Hours	80 hours commercial pilot helicopter ground school	
Ground School Subjects	<ul style="list-style-type: none"> <li>– Canadian Aviation Regulations</li> <li>– Aerodynamics and theory of flight</li> <li>– Meteorology</li> <li>– Airframes, engines and systems</li> <li>– Flight instruments</li> <li>– Radio and electronic theory</li> <li>– Navigation</li> <li>– Flight operations</li> <li>– Licensing requirements</li> <li>– Human factors including pilot decision-making</li> </ul>	
Written Exam	<ul style="list-style-type: none"> <li>– Commercial pilot licence – helicopter (CPHEL)</li> <li>– Minimum 60% overall and 60% in each of the 4 sections               <ul style="list-style-type: none"> <li>○ Airlaw (CHLAW)</li> <li>○ Meteorology (CHMET)</li> <li>○ Navigation (CHNAV)</li> <li>○ General knowledge (CHGEN)</li> </ul> </li> </ul>	
Written Exam Validity	24 months for the initial attempt and all rewrites if applicable	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 100 hours total flight time including;               <ul style="list-style-type: none"> <li>○ 35 hours PIC including;                   <ul style="list-style-type: none"> <li>▪ 10 hours PIC cross country</li> </ul> </li> </ul> </li> </ul>	
Pilot Training Record (PTR)	<ul style="list-style-type: none"> <li>– 100 hours total CPL flight training including:               <ul style="list-style-type: none"> <li>○ 55 hours dual flight training including:                   <ul style="list-style-type: none"> <li>▪ 5 hours cross country</li> <li>▪ 10 hours instrument (max 5 in approved FTD)</li> </ul> </li> <li>○ 35 hours solo flight training including:                   <ul style="list-style-type: none"> <li>▪ A solo cross-country flight,                       <ul style="list-style-type: none"> <li>• 2 hours cruising range from departure point and</li> <li>• 3 full-stops at points other than the departure</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
Flight Test	Commercial pilot flight test within the past 12 months	

Administration Items		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot training record and the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	<ul style="list-style-type: none"> <li>– Meets requirements indicated in CARs 401.08</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>– required fee has been paid or is included with application</li> </ul>	
AP Files	<p>Copies of;</p> <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– PTR showing proof of training requirement</li> <li>– completed application form for Commercial Pilot Licence;</li> <li>– flight test report/s;</li> <li>– student’s valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the CPHEL written examination.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Commercial Pilot Licence;</li> <li>– completed application form for the Aviation Document Booklet (if applicable);</li> <li>– original PTR</li> </ul>	

## 22.7 COMMERCIAL PILOT LICENCE – HELICOPTER (PPL-H TO CPL-H)

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Age	18	
Medical	Category 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 12 months – under 60 years of age</li> <li>– 6 months – 60 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School Hours	40 hours commercial pilot helicopter ground school	
Ground School Subjects	<ul style="list-style-type: none"> <li>– Canadian Aviation Regulations</li> <li>– Aerodynamics and theory of flight</li> <li>– Meteorology</li> <li>– Airframes, engines and systems</li> <li>– Flight instruments</li> <li>– Radio and electronic theory</li> <li>– Navigation</li> <li>– Flight operations</li> <li>– Licensing requirements</li> <li>– Human factors including pilot decision-making</li> </ul>	
Written Exam	<ul style="list-style-type: none"> <li>– Commercial pilot licence – helicopter (CPHEL)</li> <li>– Minimum 60% overall and 60% in each of the 4 sections                             <ul style="list-style-type: none"> <li>○ Airlaw (CHLAW)</li> <li>○ Meteorology (CHMET)</li> <li>○ Navigation (CHNAV)</li> <li>○ General knowledge (CHGEN)</li> </ul> </li> </ul>	
Written Exam Validity	24 months for the initial attempt and all rewrites if applicable	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 100 hours total flight time including;                             <ul style="list-style-type: none"> <li>○ 35 hours PIC including;                                     <ul style="list-style-type: none"> <li>▪ 10 hours PIC cross country</li> </ul> </li> </ul> </li> </ul>	
Pilot Training Record (PTR)	<ul style="list-style-type: none"> <li>– 60 hours total CPL flight training including:                             <ul style="list-style-type: none"> <li>○ 37 hours dual flight training including:                                     <ul style="list-style-type: none"> <li>▪ 15 hours advanced dual instruction, including 5 hours cross country</li> <li>▪ 5 hours night including 2 hours cross country</li> <li>▪ 10 hours instrument in addition to the 15 hours of advanced dual instruction (max 5 in approved FTD)</li> </ul> </li> <li>○ 35 hours solo flight training including:                                     <ul style="list-style-type: none"> <li>▪ A cross-country flight to a point 2 hours cruising range from departure point including 3 full-stops at points other than the departure</li> </ul> </li> </ul> </li> </ul>	
Flight Test	Commercial pilot flight test within the past 12 months	

<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot training record and the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	<ul style="list-style-type: none"> <li>– Meets requirements indicated in CARs 401.08</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>– required fee has been paid or is included with application</li> </ul>	
AP Files	<p>Copies of;</p> <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– PTR showing proof of the flight training requirements;</li> <li>– completed application form for Commercial Pilot Licence;</li> <li>– flight test report/s;</li> <li>– student’s valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the CPHEL written examination.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Commercial Pilot Licence;</li> <li>– completed application form for the Aviation Document Booklet (if applicable);</li> <li>– original PTR</li> </ul>	



## 22.8 SEAPLANES

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 7 hours total seaplane flight training including;               <ul style="list-style-type: none"> <li>○ 5 hours dual seaplane, and</li> <li>○ 5 take-offs and landings as the sole occupant of the aircraft (5 take-offs and landings as PIC when conducted in a 2-crew aircraft)</li> </ul> </li> </ul>	
Qualifying Flight	<ul style="list-style-type: none"> <li>– Completed within the past 12 months</li> <li>– Conducted by a person qualified in accordance with subsection 425.21(6) (Verify credentials of the person who evaluated skill in Part C)</li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Part C completed by the instructor who conducted the qualifying flight</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– certified true copy of proof of name, age and citizenship; (<i>if not already on file</i>)</li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– student’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	– completed application form for Application for Endorsement of a Rating;	

## 22.9 LANDPLANES

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 3 hours total landplane flight training including;               <ul style="list-style-type: none"> <li>○ 2 hours dual landplane, and</li> <li>○ 5 take-offs and landings as the sole occupant of the aircraft</li> </ul> </li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– student’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	– completed application form for Application for Endorsement of a Rating;	

## 22.10 NIGHT RATING – AEROPLANE AND HELICOPTER

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 20 hours total night rating training including;               <ul style="list-style-type: none"> <li>○ 5 hours dual night flight training including;                   <ul style="list-style-type: none"> <li>▪ 2 hours dual night cross-country,</li> </ul> </li> <li>○ 5 hours solo night time including;                   <ul style="list-style-type: none"> <li>▪ 10 solo take-offs, circuits and landings,</li> </ul> </li> <li>○ 10 hours instrument time (5 may be in an approved FTD)</li> </ul> </li> </ul>	
Qualifying Flight	<ul style="list-style-type: none"> <li>– Completed within the past 12 months</li> <li>– Conducted by a person qualified in accordance with subsection 425.21(4) (Verify credentials of the person who evaluated skill in Part C)</li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Part C completed by the instructor who conducted the qualifying flight</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– student’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	– completed application form for Application for Endorsement of a Rating;	

**22.11 VFR OTT RATING – AEROPLANE AND HELICOPTER**

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Flight Experience and Skill</b>		
Log Book	– 15 hours instrument time (5 may be in an approved FTD)	
Skill	– Conducted by a person qualified in accordance with subsection 425.21(8) (Verify credentials of the person who evaluated skill in Part C)	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Part C completed by the instructor who conducted the qualifying flight</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– student’s logbook showing proof of the flight experience requirements;</li> <li>– student’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	– completed application form for Application for Endorsement of a Rating;	

## 22.12 CLASS 3 FLIGHT INSTRUCTOR RATING – AEROPLANE AND HELICOPTER

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Category 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 12 months – under 60 years of age</li> <li>– 6 months – 60 years of age and over</li> </ul>	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 100 hours dual flight instruction in an aeroplane towards the issuance of a permit or licence                             <ul style="list-style-type: none"> <li>o Cannot include time towards ratings, sightseeing ect.</li> </ul> </li> </ul>	
Skill	<ul style="list-style-type: none"> <li>– 3 recommends for first solo (50% of last 10 hours)</li> <li>– 3 recommends for RPP, PPL or CPL flight test (50% of last 10 hours)</li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Instructor’s Training Record While Under Direct Supervision</li> <li>– Flight crew permit / licence – application for endorsement of a rating</li> <li>– Experience requirements match the pilot log book and copies of student training records</li> <li>– Signatures and dates meet requirements indicated in section 18.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form “Flight Crew Permit / Licence – Application For Endorsement of a Rating”;</li> <li>– completed application form “Instructor’s Training Record While Under Direct Supervision”;</li> <li>– satisfactory Flight Test Record</li> <li>– applicant’s logbook showing proof of the flight experience requirements;</li> <li>– student training records showing proof of the skill requirement;</li> <li>– applicant’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form “Flight Crew Permit / Licence – Application For Endorsement of a Rating”;</li> <li>– completed “Instructor’s Training Record While Under Direct Supervision”;</li> <li>– copies of student training records showing proof of the skill requirements;</li> </ul>	

**22.13 TYPE RATING – AEROPLANE TWO CREW**

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Knowledge</b>		
Ground School	Completed program of ground school for the aeroplane type	
Written Exam	Completed one of the following <ul style="list-style-type: none"> <li>– Have an ATPL-A or a two-crew type rating,</li> <li>– 70% on the type rating aeroplane (IATRA) exam within the previous 24 months,</li> <li>– 70% on both the SAMRA and SARON exam within the previous 24 months or</li> <li>– 70% on both the SAMRA and SARON exam within the previous 5 years of the completion of an CPL integrated program.</li> </ul>	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 250 hours total flight time on aeroplanes</li> <li>– Flight training program on the aeroplane type</li> </ul>	
Skill	<ul style="list-style-type: none"> <li>– Completed within the past 12 months <ul style="list-style-type: none"> <li>○ PPC,</li> <li>○ Line Operational Evaluation, or</li> <li>○ Competency check</li> </ul> </li> <li>(Verify credentials of the person who evaluated skill)</li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Part C completed by the instructor who recommended the applicant for the flight test</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– Required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– applicant’s logbook showing proof of the flight experience requirements;</li> <li>– applicant’s valid Medical Certificate.</li> <li>– proof of completed ground school and flight training program</li> </ul>	
Files Submitted to TC	– completed application form Application for Endorsement of a Rating;	

**22.14 TYPE RATING – AEROPLANE HIGH PERFORMANCE**

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Knowledge</b>		
Ground School	Completed program of ground training for the aeroplane type	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 200 hours total flight time on aeroplanes</li> <li>– Flight training program on the aeroplane type</li> </ul>	
Skill	<ul style="list-style-type: none"> <li>– Completed within the past 12 months                             <ul style="list-style-type: none"> <li>○ Qualifying flight completed with TC Inspector or qualified person in accordance with CAR 425.21(7)(a), (Verify credentials of the person who evaluated skill)</li> <li>○ Competency check with a 604 operator, or</li> <li>○ PPC under CAR Part VII</li> </ul> </li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Part C completed by the instructor who recommended the applicant for the flight test or person who conducted the qualifying flight</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– Required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– applicant’s logbook showing proof of the flight experience requirements;</li> <li>– proof of completed ground school and flight training program applicant’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	– completed application form Application for Endorsement of a Rating;	

**22.15 TYPE RATING – HELICOPTER ONE PILOT**

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Flight Experience and Skill</b>		
Skill	<ul style="list-style-type: none"> <li>– Completed within the past 12 months                             <ul style="list-style-type: none"> <li>○ Qualifying flight completed with qualified person in accordance with CAR 425.21(7)(b), (Verify credentials of the person who evaluated skill)</li> <li>○ Flight test for the issue of a PPL-H or CPL-H</li> <li>○ PPC</li> </ul> </li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Part C completed by the instructor who conducted the qualifying flight</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– applicant’s logbook showing proof of the flight experience requirements;</li> <li>– applicant’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	– completed application form Application for Endorsement of a Rating;	



## 22.16 TYPE RATING – HELICOPTER TWO PILOT

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Medical	Medical Category as per the licence held	
Medical Validity	Medical Validity as per the licence held and age of pilot	
<b>Knowledge</b>		
Ground School	Completed program of ground training for the helicopter type	
Written Exam	Completed one of the following <ul style="list-style-type: none"> <li>– Have an ATPL-H or a two-crew helicopter type rating,</li> <li>– 70% on the type rating aeroplane (HATRA) exam within the previous 24 months, or</li> <li>– 70% on both the HAMRA and HARON exam within the previous 24 months.</li> </ul>	
<b>Flight Experience and Skill</b>		
Log Book	<ul style="list-style-type: none"> <li>– 166 hours total flight time on helicopters</li> <li>– Flight training program on the helicopter type</li> </ul>	
Skill	<ul style="list-style-type: none"> <li>– Completed within the past 12 months <ul style="list-style-type: none"> <li>○ PPC under CAR Part VII or PPC acceptable to the Minister</li> </ul> </li> </ul>	
<b>Administration Items</b>		
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Part C completed by the instructor who recommended the applicant for the flight test</li> <li>– Experience requirements match the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– certified true copy of proof of name, age and citizenship; (<i>if not already on file</i>)</li> <li>– completed application form for Application for Endorsement of a Rating;</li> <li>– applicant’s logbook showing proof of the flight experience requirements;</li> <li>– proof of completed ground school and flight training program</li> <li>– applicant’s valid Medical Certificate.</li> </ul>	
Files Submitted to TC	– completed application form Application for Endorsement of a Rating;	

## 22.17 INTEGRATED COMMERCIAL PILOT LICENCE – CPL(A)

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Age	18	
Medical	Category 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 12 months – under 60 years of age</li> <li>– 6 months – 60 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School Hours	300 hours ground school instruction ( <i>50% classroom based</i> )	
Ground School Subjects	<ul style="list-style-type: none"> <li>– Canadian Aviation Regulations</li> <li>– Aerodynamics and theory of flight</li> <li>– Meteorology</li> <li>– Airframes, engines and systems</li> <li>– Flight instruments</li> <li>– Radio and electronic theory</li> <li>– Navigation</li> <li>– Flight operations</li> <li>– Licensing requirements</li> <li>– Human factors including pilot decision-making</li> </ul>	
Written Exam	<ul style="list-style-type: none"> <li>– Private pilot licence – aeroplane (PPAER), and</li> <li>– Commercial pilot licence – aeroplane (CPAER)</li> <li>– For each of the above exams - minimum 60% overall and 60% in each of the 4 sections               <ul style="list-style-type: none"> <li>○ Airlaw (PALAW/CALAW)</li> <li>○ Meteorology (PAMET/CAMET)</li> <li>○ Navigation (PANAV/CANAV)</li> <li>○ General knowledge (PAGEN/CAGEN)</li> </ul> </li> </ul>	
Written Exam Validity	24 months for the initial attempt and all rewrites if applicable	
<b>Flight Experience and Skill</b>		
Log Book and Pilot Training Record (PTR)	<ul style="list-style-type: none"> <li>– 150 hours total flight time (10 hours may be instrument ground time) including;               <ul style="list-style-type: none"> <li>○ 80 hours dual with the holder of a flight instructor rating (10 hours may be instrument ground time)</li> <li>○ 70 hours PIC;</li> <li>○ 30 hours PIC cross country                   <ul style="list-style-type: none"> <li>▪ One 300 NM (radius) cross country including 3 full-stops at points other than the departure</li> </ul> </li> <li>○ 10 hours night                   <ul style="list-style-type: none"> <li>▪ 5 hours dual including 2 hours of dual cross country</li> <li>▪ 5 hours solo including 10 take-offs, circuits and landings</li> </ul> </li> <li>○ 20 hours dual instrument (max 10 in approved FTD)</li> <li>○ 5 hours flight time on complex or technically advanced aeroplanes</li> </ul> </li> </ul>	

Flight Test	<ul style="list-style-type: none"> <li>– Private pilot flight test</li> <li>– Commercial pilot flight test within the past 12 months</li> </ul>	
<b>Language</b>		
	<ul style="list-style-type: none"> <li>– Expert through an informal assessment as indicated on the flight test report</li> <li>– Expert or operational as indicated on the feedback letter issued to the applicant</li> </ul>	
<b>Administration Items</b>		
Aviation Document Booklet	<ul style="list-style-type: none"> <li>– Application completed correctly</li> <li>– Photo included that meets the requirements</li> </ul>	
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot training record and the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	<ul style="list-style-type: none"> <li>– Meets requirements indicated in CARs 401.08</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>– required fee has been paid or is included with application</li> </ul>	
AP Files	<p>Copies of;</p> <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– enrolment certificate;</li> <li>– certificate of completion;</li> <li>– completed application form for Commercial Pilot Licence;</li> <li>– completed application for Aviation Document Booklet (if applicable);</li> <li>– student's PTR showing proof of the flight training requirements;</li> <li>– successful flight test report/s;</li> <li>– student's valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the PPAER and CPAER written examinations.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Commercial Pilot Licence;</li> <li>– completed application form for the Aviation Document Booklet (if applicable);</li> <li>– original photo that accompanies the application for the Aviation Document Booklet;</li> <li>– enrolment certificate;</li> <li>– certificate of completion;</li> <li>– original PTR</li> </ul>	

## 22.18 INTEGRATED COMMERCIAL PILOT LICENCE – CPL(A)/IR

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Age	18	
Medical	Category 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 12 months – under 60 years of age</li> <li>– 6 months – 60 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School Hours	400 hours ground school instruction ( <i>50% classroom based</i> )	
Ground School Subjects	<ul style="list-style-type: none"> <li>– Canadian Aviation Regulations</li> <li>– Aerodynamics and theory of flight</li> <li>– Meteorology</li> <li>– Airframes, engines and systems</li> <li>– Flight instruments</li> <li>– Radio and electronic theory</li> <li>– Navigation</li> <li>– Flight operations</li> <li>– Licensing requirements</li> <li>– Human factors including pilot decision-making</li> <li>– Instrument flight rules and procedures</li> <li>– Instruments</li> <li>– Radio and radar systems</li> <li>– Subjects related to multi-engine IFR operations.</li> </ul>	
Written Exam	<ul style="list-style-type: none"> <li>– Private pilot licence – aeroplane (PPAER), and</li> <li>– Commercial pilot licence – aeroplane (CPAER)</li> <li>– For each of the above exams - minimum 60% overall and 60% in each of the 4 sections               <ul style="list-style-type: none"> <li>○ Airlaw (PALAW/CALAW)</li> <li>○ Meteorology (PAMET/CAMET)</li> <li>○ Navigation (PANAV/CANAV)</li> <li>○ General knowledge (PAGEN/CAGEN)</li> </ul> </li> <li>– Instrument rating (INRAT)</li> </ul>	
Written Exam Validity	24 months for the initial attempt and all rewrites if applicable	
<b>Flight Experience and Skill</b>		
Log Book and Pilot Training Record (PTR)	<ul style="list-style-type: none"> <li>– 190 hours total flight time (40 hours may be instrument ground time) including;               <ul style="list-style-type: none"> <li>○ 100 hours dual with the holder of a flight instructor rating (40 hours may be instrument ground time)</li> <li>○ 90 hours PIC;</li> <li>○ 50 hours PIC cross country                   <ul style="list-style-type: none"> <li>▪ One 300 NM (radius) cross country including 3 full-stops at points other than the departure</li> </ul> </li> <li>○ 10 hours night                   <ul style="list-style-type: none"> <li>▪ 5 hours dual including 2 hours of dual cross country</li> <li>▪ 5 hours solo including 10 take-offs, circuits and landings</li> </ul> </li> <li>○ 60 hours dual instrument (max 30 or 40 in approved FTD. See <a href="#">20.8(6)(a)(v)</a>)</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ 40 hours dual instrument with the holder of a flight instructor rating;</li> <li>▪ One (1) dual IFR cross country (100 NM, IFR flight plan and instrument approach at two different locations) <ul style="list-style-type: none"> <li>○ 5 hours flight time on complex or technically advanced aeroplanes</li> </ul> </li> </ul>	
Flight Test	<ul style="list-style-type: none"> <li>– Private pilot flight test,</li> <li>– Multi-engine flight test,</li> <li>– Group 1 IFR flight test, and</li> <li>– Commercial pilot flight test within the past 12 months</li> </ul>	
<b>Language</b>		
	<ul style="list-style-type: none"> <li>– Expert through an informal assessment as indicated on the flight test report</li> <li>– Expert or operational as indicated on the feedback letter issued to the applicant</li> </ul>	
<b>Administration Items</b>		
Aviation Document Booklet	<ul style="list-style-type: none"> <li>– Application completed correctly</li> <li>– Photo included that meets the requirements</li> </ul>	
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot training record and the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	<ul style="list-style-type: none"> <li>– Meets requirements indicated in CARs 401.08</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>– required fee has been paid or is included with application</li> </ul>	
AP Files	<p>Copies of;</p> <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– enrolment certificate;</li> <li>– certificate of completion;</li> <li>– completed application form for Commercial Pilot Licence;</li> <li>– completed application for Aviation Document Booklet (if applicable);</li> <li>– student’s PTR showing proof of the flight training requirements;</li> <li>– successful flight test report/s;</li> <li>– student’s valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the PPAER, CPAER and INRAT written examinations.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Commercial Pilot Licence;</li> <li>– completed application form for the Aviation Document Booklet (if applicable);</li> <li>– original photo that accompanies the application for the Aviation Document Booklet;</li> <li>– enrolment certificate;</li> <li>– certificate of completion;</li> <li>– original PTR</li> </ul>	

## 22.19 INTEGRATED COMMERCIAL PILOT LICENCE – ATP(A)

Item	Requirement	Completed (Y/N)
Name	Must match the certified copy of proof of name or a change of name form	
Citizenship	Must match the certified copy of proof of citizenship	
Age	18	
Medical	Category 1	
Medical Validity	<ul style="list-style-type: none"> <li>– 12 months – under 60 years of age</li> <li>– 6 months – 60 years of age and over</li> </ul>	
<b>Knowledge</b>		
Ground School Hours	750 hours ground school instruction ( <i>500 hours classroom based</i> )	
Ground School Subjects	<ul style="list-style-type: none"> <li>– Canadian Aviation Regulations</li> <li>– Aerodynamics and theory of flight</li> <li>– Meteorology</li> <li>– Airframes, engines and systems</li> <li>– Flight instruments</li> <li>– Radio and electronic theory</li> <li>– Navigation</li> <li>– Flight operations</li> <li>– Licensing requirements</li> <li>– Human factors including pilot decision-making</li> <li>– Instrument flight rules and procedures</li> <li>– Instruments</li> <li>– Radio and radar systems</li> <li>– general system of weather collection and dissemination,</li> <li>– weather map, weather forecast, weather abbreviations, symbols and nomenclature,</li> <li>– pressure systems and their association with fronts, cloud forms and icing conditions,</li> <li>– the movement of upper winds and their effect on aircraft operations,</li> <li>– weather service circulars and instructions for air route meteorological service which are pertinent to aircraft operations, and</li> <li>– radio communication procedures relating to aircraft operation; and</li> <li>– basic principles of air navigation such as formulae, instruments and other navigational aids which are commonly used in the navigation of aircraft,</li> <li>– basic principles of loading and weight distribution and their effect on flight characteristics,</li> <li>– Canadian Aviation Regulations, Air Traffic Rules and Procedures, Information Circulars and NOTAM,</li> </ul>	
Written Exam	<ul style="list-style-type: none"> <li>– Private pilot licence – aeroplane (PPAER), and</li> <li>– Commercial pilot licence – aeroplane (CPAER)</li> <li>– For each of the above exams - minimum 60% overall and 60% in each of the 4 sections</li> <li>– Airlaw (PALAW/CALAW)</li> <li>– Meteorology (PAMET/CAMET)</li> <li>– Navigation (PANAV/CANAV)</li> <li>– General knowledge (PAGEN/CAGEN)</li> <li>– Instrument rating (INRAT)</li> </ul>	

Written Exam Validity	24 months for the initial attempt and all rewrites if applicable	
<b>Flight Experience and Skill</b>		
Log Book and Pilot Training Record (PTR)	<ul style="list-style-type: none"> <li>– 205 hours total flight time (55 hours may be instrument ground time) including; <ul style="list-style-type: none"> <li>○ 105 hours dual with the holder of a flight instructor rating (55 hours may be instrument ground time)</li> <li>○ 100 hours PIC;</li> <li>○ 50 hours PIC cross country <ul style="list-style-type: none"> <li>▪ One 300 NM (radius) cross country including 3 full-stops at points other than the departure</li> </ul> </li> <li>○ 10 hours night <ul style="list-style-type: none"> <li>▪ 5 hours dual including 2 hours of dual cross country</li> <li>▪ 5 hours solo including 10 take-offs, circuits and landings</li> </ul> </li> <li>○ 75 hours dual instrument (max 30 or 55 instrument ground time. See <a href="#">20.9(6)(a)(v)</a>) <ul style="list-style-type: none"> <li>▪ 60 hours dual instrument (max 30 or 40 in approved FTD. See <a href="#">20.8(6)(a)(v)</a>) <ul style="list-style-type: none"> <li>• 40 hours dual instrument with the holder of a flight instructor rating;</li> <li>• One (1) dual IFR cross country (100 NM, IFR flight plan and instrument approach at two different locations)</li> </ul> </li> </ul> </li> <li>○ 15 hours multi-crew cooperation training</li> </ul> </li> </ul>	
Flight Test	<ul style="list-style-type: none"> <li>– Private pilot flight test,</li> <li>– Multi-engine flight test,</li> <li>– Group 1 IFR flight test, and</li> <li>– Commercial pilot flight test within the past 12 months</li> </ul>	
<b>Language</b>		
	<ul style="list-style-type: none"> <li>– Expert through an informal assessment as indicated on the flight test report</li> <li>– Expert or operational as indicated on the feedback letter issued to the applicant</li> </ul>	
<b>Administration Items</b>		
Aviation Document Booklet	<ul style="list-style-type: none"> <li>– Application completed correctly</li> <li>– Photo included that meets the requirements</li> </ul>	
Application form	<ul style="list-style-type: none"> <li>– Parts A and B completed correctly by applicant</li> <li>– Experience requirements match the pilot training record and the pilot log book</li> <li>– Signatures and dates meet requirements indicated in section 6.0 of this manual</li> </ul>	
Pilot log book	– Meets requirements indicated in CARs 401.08	
Fee	– required fee has been paid or is included with application	
AP Files	Copies of; <ul style="list-style-type: none"> <li>– proof of name, age and citizenship; <i>(if not already on file)</i></li> <li>– enrolment certificate;</li> <li>– certificate of completion;</li> <li>– completed application form for Commercial Pilot Licence;</li> </ul>	

	<ul style="list-style-type: none"> <li>– completed application for Aviation Document Booklet (if applicable);</li> <li>– student’s PTR showing proof of the flight training requirements;</li> <li>– successful flight test report/s;</li> <li>– student’s valid Medical Certificate; and</li> <li>– letter(s) verifying student has successfully completed all sections of the PPAER, CPAER and INRAT written examinations.</li> </ul>	
Files Submitted to TC	<ul style="list-style-type: none"> <li>– completed application form for Commercial Pilot Licence;</li> <li>– completed application form for the Aviation Document Booklet (if applicable);</li> <li>– original photo that accompanies the application for the Aviation Document Booklet;</li> <li>– enrolment certificate;</li> <li>– certificate of completion;</li> <li>– original PTR</li> </ul>	



## 23.0 DOCUMENT HISTORY

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- (1) Authorized Person Manual – Aeroplane and Helicopter Category – First Edition TP 15419, RDIMS 14619021-v5 (E), 14897581-v6 (F) dated Sept 2019

## 24.0 TRANSPORT CANADA REGIONAL FLIGHT CREW LICENSING OFFICES

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### 24.1 LICENSING INQUIRIES

- (1) You can call the Civil Aviation Communications Centre’s toll free number at 1-800-305-2059 and follow the instructions to be connected with the desired region or call the local number indicated below.

- (2) **Atlantic Region**

Transport Canada  
95 Foundry Street, 6th floor  
PO Box 42  
Moncton, N.B.  
E1C 8K6

Tel: 506-851-7131

Fax: 1-855-726-7495

E-mail: [Email: tc.aviationservicesatl-servicesaviationatl.tc@tc.gc.ca](mailto:tc.aviationservicesatl-servicesaviationatl.tc@tc.gc.ca)

- (3) **Quebec Region**

Transport Canada  
700 Leigh Capreol Place, Suite 2033  
Dorval, QC  
H4Y 1G7

Tel: 514-633-3863

Fax: 1-855-633-3697

E-mail: [Email: tc.servicesaviationque-aviationservicesque.tc@tc.gc.ca](mailto:tc.servicesaviationque-aviationservicesque.tc@tc.gc.ca)

- (4) **Ontario Region**

Transport Canada  
4900 Yonge Street, Suite 400  
Toronto, ON  
M2N 6A5

Tel: 416-952-0215

Fax: 416-952-0196

E-mail: [Email: tc.aviationservicesont-servicesaviationont.tc@tc.gc.ca](mailto:tc.aviationservicesont-servicesaviationont.tc@tc.gc.ca)

(5) **Prairie and Northern Region**

Transport Canada  
344 Edmonton Street  
PO Box 8550  
Winnipeg, MB  
R3C 0P6

Tel: 204-983-4341

Fax: 1-800-824-4442

E-mail: [Email: tc.aviationservicespnr-servicesaviationrpn.tc@tc.gc.ca](mailto:tc.aviationservicespnr-servicesaviationrpn.tc@tc.gc.ca)

(6) **Pacific Region**

Transport Canada  
3600 Lysander Lane  
Richmond, BC  
V7B 1C3

Tel: 604-666-5571

Fax: 855-618-6288

E-mail: [Email: tc.aviationservicespac-servicesaviationpac.tc@tc.gc.ca](mailto:tc.aviationservicespac-servicesaviationpac.tc@tc.gc.ca)

## 25.0 CONTACT OFFICE

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*For more information, and to submit suggestions for amendment, please contact:*

Pilot Training and Licensing (AARTFL)  
Email: [fcl@tc.gc.ca](mailto:fcl@tc.gc.ca) (attention: AP manual)

## 26.0 APPENDICES

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- (1) Competency Check Report
- (2) Authorized Person Application Form
- (3) Competency Check Authorization Record (CAR 604 Private Operators Only)



**COMPETENCY CHECK REPORT - AEROPLANE  
PRIVATE OPERATOR – CAR 604**

NAME OF PILOT	LICENCE NUMBER	CMPCY CHCK DATE (Y/M/D)
NAME OF CHECK PILOT <input type="checkbox"/> AIRCRAFT <input type="checkbox"/> SIMULATOR	LICENCE NUMBER	
PRIVATE OPERATOR / TRAINING UNIT	5260 PORD NUMBER	

**COMPETENCY CHECK DETAILS**

PRESENT IFR GROUP 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>				PRESENT COMPETENCY CHECK				EXPIRY DATE (Y/M/D)	
<input type="checkbox"/> Single Pilot	<input type="checkbox"/> Multi Crew	<input type="checkbox"/> Captain	<input type="checkbox"/> Co-Pilot	<input type="checkbox"/> Initial	<input type="checkbox"/> Recurrent	<input type="checkbox"/> Upgrade	<input type="checkbox"/> VFR Only	<input type="checkbox"/> Type Rating	
TAKEOFF	<input type="checkbox"/> CAP <input type="checkbox"/> 1200 RVR <input type="checkbox"/> 600 RVR	LANDING		<input type="checkbox"/> CAP <input type="checkbox"/> CAT II <input type="checkbox"/> CAT III					
AIRCRAFT TYPE			AIRCRAFT REGISTRATION			TCCA SIMULATOR ID NO.:			

CHECK DETAILS		MARK	COMMENTS – GENERAL ASSESSMENT
1.	Technical Knowledge		
2.	Flight Planning		
3.	Pre-Flight		
4.	Engine Start / Depart		
5.	Taxi-Out		
6.	Take-Off		
7.	Rejected Take-Off		
8.	Initial Climb		
9.	Enroute Climb		
10.	Cruise		
11.	Steep Turns		
12.	Approaches to Stall		
13.	Holding		
14.	Descent		
PA-Precision Approach NPA-Non Precision Approach			
15A	<input type="checkbox"/> PA <input type="checkbox"/> NPA <input type="checkbox"/> Circling		
15B	<input type="checkbox"/> PA <input type="checkbox"/> NPA <input type="checkbox"/> Circling		
16A	<input type="checkbox"/> PA <input type="checkbox"/> NPA <input type="checkbox"/> Circling		
16B	<input type="checkbox"/> PA <input type="checkbox"/> NPA <input type="checkbox"/> Circling		
17A	Go-Around		
17B	Rejected Landing at 50 feet		
18.	Landing <input type="checkbox"/> CAT II		
19.	Ground Arrival / 20. Fight Close		
21.	PNF / PM Duties		
Abnormal / Emergencies		CODE	
22A	Engine Failure		
22B	Power Loss on Initial Climb		
23.			
24.			
25.			
26.			
27.			

UPGRADED IFR GROUP <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			COMPETENCY CHECK		SIGNATURE <input type="checkbox"/> TCE <input type="checkbox"/> ACP <input type="checkbox"/> PE	
<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> N/A	<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> Assigned Person	
IFR Recency	Y	M	Valid To	Y	M	Flight Time
Due						

**APPLICATION  
FOR  
APPOINTMENT AS AN AUTHORIZED PERSON**

**DEMANDE  
DE  
NOMINATION POUR AGENT AUTORISÉ**

**INSTRUCTIONS**

1. READ GENERAL CONDITIONS BEFORE COMPLETING THIS APPLICATION.  
2. TO BE SUBMITTED TO A TRANSPORT CANADA SERVICE TEAM OFFICER.

1. LISEZ LES CONDITIONS AVANT DE REMPLIR LA FORMULE.  
2. CE FORMULAIRE DOIT ÊTRE PRÉSENTÉ À UN GESTIONNAIRE DE TRANSPORTS CANADA.

Surname - Nom de famille		Given name(s) - Prénom(s)	
Employer - Employeur		Position - Titre du poste	
Business address - Adresse postale du bureau		Tel. Tél. Business : Bureau	
		Residence : Résidence	
Postal code postale			
Aviation-related experience - Expérience relative à l'aviation			
Have you held an Authorized Person appointment previously? Avez-vous été désigné comme agent autorisé auparavant?		<input type="radio"/> Yes / Oui <input type="radio"/> No / Non	
If yes, period of appointment Si oui, la période de nomination		From / De:    D-J    M    Y-A      To / A:    D-J    M    Y-A	
Region / Région _____			
Have you ever been denied issue or renewal of appointment as an Authorized Person? A-t-on déjà refusé d'émettre or de renouveler votre nomination comme agent autorisé?			
<input type="radio"/> Yes / Oui <input type="radio"/> No / Non		If yes, date / Si oui, la date:    D-J    M    Y-A	

<b>PRIVILEGES APPLIED FOR - PRIVILEGES DEMANDÉS</b>	
Student Pilot Permit / permis d'élève-pilote	<input type="radio"/>
Gyroplane / Autogire	<input type="radio"/>
Ultra-light Aero / avion ultra-léger	<input type="radio"/>
Recreational Aero / Avion de pilote de loisir	<input type="radio"/>
Glider Licence / Planeur	<input type="radio"/>
Balloon Licence / Ballon	<input type="radio"/>
Private Licence – Aeroplane / Avion de pilote privé	<input type="radio"/>
Private Licence – Helicopter / Hélicoptère de pilote privé	<input type="radio"/>
Commercial Licence – Aeroplane / Avion de pilote professionnel	<input type="radio"/>
Commercial Licence – Helicopter / Hélicoptère de pilote professionnel	<input type="radio"/>
Multi-engine Class / Multimoteur	<input type="radio"/>
Land or Sea Class / Avion terrestre ou hydravion	<input type="radio"/>
Aircraft Type / type	
High Performance Aeroplane	<input type="radio"/>
Aeroplane – Two-Crew	<input type="radio"/>
Helicopter – Two Pilots	<input type="radio"/>
Helicopter – One Pilot	<input type="radio"/>
Specify: _____	<input type="radio"/>
Night Rating / Vol de nuit	<input type="radio"/>
VFR OTT	<input type="radio"/>
Class 3 Flight Instructor / d'instructeur de vol de classe 3	
Aeroplane / Avion	<input type="radio"/>
Helicopter / Hélicoptère	<input type="radio"/>
Ultra-light Aero Instructor / Instructeur ultra-léger	<input type="radio"/>

<b>CERTIFICATION</b>		
I certify that the above noted answers are true to the best of my knowledge. I agree to the general conditions specified on the reverse side and request appointment as an authorized person.		J'atteste par la présente que les renseignements fournis ci-dessus sont complets et exacts. J'accepte les conditions générales spécifiées au verso et je demande la nomination d'agent autorisé.
_____	_____	_____
Date	Signature	Aviation Licence No. - No de la licence

<b>EMPLOYER'S RECOMMENDATION - RECOMMANDATION D'EMPLOYEUR</b>		
I recommend that _____ be appointed as an Authorized Person while employed with this organization. Je recommande que _____ soit désigné en tant qu'agent autorisé pendant son emploi avec notre organisation		
_____	_____	_____
Date	Signature	
_____	_____	_____
Title - Titre du poste	Organization - Organisation	Telephone - Téléphone

<b>DEPARTMENTAL USE ONLY - À L'USAGE EXCLUSIF DU MINISTÈRE</b>			
Briefed	0267s Issued	SPPs Issued	DAPLS Updated
Recommended - Recommandée		Approved - approuvée	
_____	_____	_____	_____
Signature	Date	Signature (RMGA)	Date

## Competency Check Authorization Record

Canadian Private Operator: \_\_\_\_\_

Contracted Training Provider: \_\_\_\_\_

Candidate: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Candidate: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Recommending Instructor: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Please note: The recommending instructor cannot act as the examiner.

### Examiner Declaration

I, \_\_\_\_\_, the Examiner with Licence Number: \_\_\_\_\_

- 1) Hold the licence, ratings and instrument rating required to act as pilot-in-command of the aircraft used for the Competency Check.
- 2) Hold an authorization issued by a competent authority of a contracting state; namely, the \_\_\_\_\_, to conduct flight tests that are equivalent to Competency Checks.
- 3) Have read, understood, and demonstrated to the Private Operator knowledge of the standard entitled *Flight Test Guide – Competency Check (Private Operators)*, published by the Canadian Minister of Transport.

*Regulatory Reference: CAR 604.143 (4).*

Signature of the Examiner: \_\_\_\_\_ Date (yy/mm/dd): \_\_\_\_\_

Please see additional guidance on reverse.

RDIMS 11102215 v2

### The Competency Check

- (a) shall be based on the processes, practices and procedures set out in the private operator's operations manual;
- (b) shall consist of the exercises set out in Chapters 2 or 3, as the case may be, of the standard entitled Flight Test Guide - Competency Check (Private Operators), published by the Minister;
- (c) shall assess the exercises referred to in paragraph (b) in accordance with the marking scale set out in Section 1.3 of that standard;
- (d) shall assess the competency as satisfactory or unsatisfactory in accordance with Sections 1.4 and 1.5 of that standard; and
- (e) shall be subject to the retest procedures referred to in Section 1.6 of that standard.

### A Candidate undergoing a Competency Check

- (a) shall have completed, within 30 days before the day on which the competency check is conducted, the training set out in subsection 604.170(1) or equivalent training that meets the requirements of subsection 604.140(1);
- (b) shall have been recommended for the competency check by an instructor who provided the person with the training or equivalent training referred to in paragraph (a); and
- (c) shall meet the following requirements:
  - (i) the person holds the licence required by Part IV in respect of the aircraft that will be used for the competency check,
  - (ii) the person holds a type rating required by Part IV in respect of the aircraft that will be used for the competency check, or meets the knowledge and experience requirements set out in paragraph 421.40(3)(a) of Standard 421 — *Flight Crew Permits, Licences and Ratings*, and the knowledge requirement was met within 24 months before the day on which the competency check is conducted, and
  - (iii) the person holds an instrument rating required by Part IV in respect of the aircraft that will be used for the competency check, or meets the knowledge and experience requirements set out in subsection 421.46(2) of Standard 421 — *Flight Crew Permits, Licences and Ratings*, and the knowledge requirement was met within 24 months before the day on which the competency check is conducted.

**Regulatory Reference:** CAR 604.143 (2) and (3).

RDIMS 11102215 v2