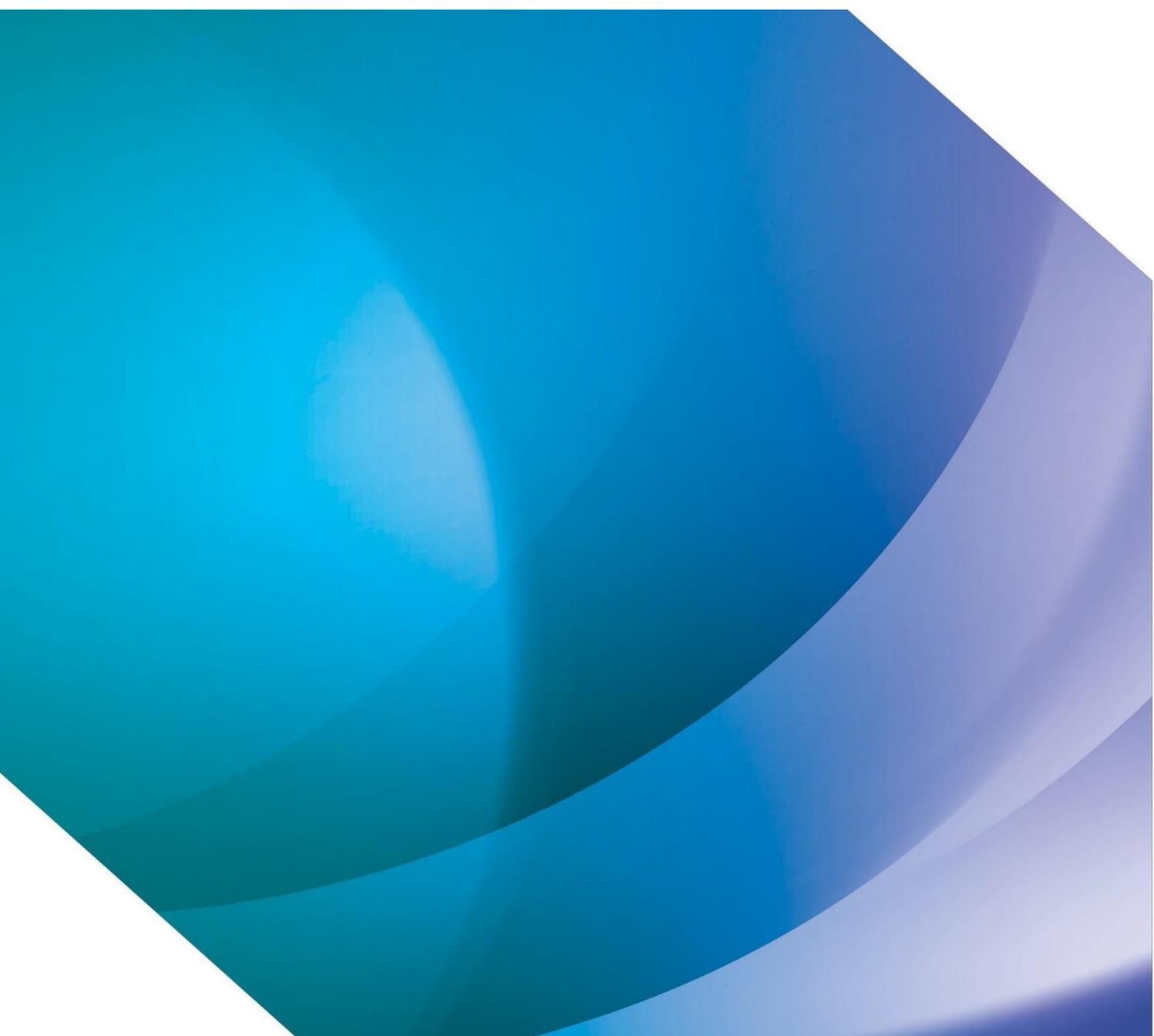


e-Licensing organisation guide

Updated May 2022

CAP 1526



Contents

1. Overview of Pilot's Portal.....	3
2. Overview of ATO Portal	4
3. Adding funds.....	5
4. Your orders and receipts	6
5. Managing memberships with applicants.....	6
6. What can you apply for in e-Licensing?	8
7. Finding a pilot	9
8. Licences	9
9. Ratings	18
10. Verify applicant's identification	32
11. Upload documents.....	34
12. Add experience records.....	38
13. Changing personal details on a licence.....	39
14. Applying for a replacement licence	40
15. Saving applications.....	40
16. View application progress	40

1. Overview of Pilot's Portal

Log in to your portal by accessing: <https://portal.caa.co.uk/>

Click on 'Your Services' on the left and then click on 'Flight Crew e-Exams and e-Licensing'.



This will take you to your own personal licensing information.

All of the navigation options are on the left-hand side.

Number	Licence	Applied	Expires	Status
GBR.FCL.ATASPEQ4047.A	ATPL (Aeroplane)	19 March 2019	Never	Active
49559	JAR ATPL (A)	19 March 2019	19 March 2024	Active
GBR.FCL.CPASPEQ4047.A	CPL (Aeroplane)	19 March 2019	Never	Active
GBR.FCL.PPASPEQ4047.A	PPL (Aeroplane)	19 March 2019	Never	Active
GBR.FCL.ATASPEQ4047.H	ATPL (Helicopter)	19 March 2019	Never	Active
49559	JAR ATPL(H)	19 March 2019	19 March 2024	Active
GBR.FCL.CPASPEQ4047.H	CPL (Helicopter)	19 March 2019	Never	Active
GBR.FCL.PPASPEQ4047.H	PPL (Helicopter)	19 March 2019	Never	Active

This is the view your pilots will have when logging in to e-Licensing.

2. Overview of ATO Portal

When you log into your portal, click on 'Your Services' on the left and then click on 'ATO E-Licensing'.



You will be taken to a system called TASMAN. Please click on 'Organisation' at the top and you will see the below page.

Unlike the pilot's portal, where all of the navigation panes are on the left-hand side, your navigation is in boxes on your home page.



3. Adding funds

Approved Training Organisations (ATOs) can make a payment for an e-Licensing service at the time of submitting individual applications. However, ATOs can also prefund their e-Licensing account so that funds are available to allow the submission of applications without having to input payment details each time.

3.1 Card payments at the time of submitting the application

You can make a card payment via WorldPay at the end of completing an application on behalf of a pilot.

3.2 Adding funds to an account using a credit card

e-Licensing and e-Exams allows ATO users to fund the ATO account by making a card payment using the process outlined below. Note the CAA cannot accept card payments for more than £25,000.

Click on the 'Organisation' tab. Click on 'Show All' in the 'Transactions' box. On the 'Organisation Account Statement' screen– click on the 'Receipting' button at the bottom of the screen. Enter the amount you would like to prefund the account with and proceed to the WorldPay payment screen and follow the payment instructions from there.

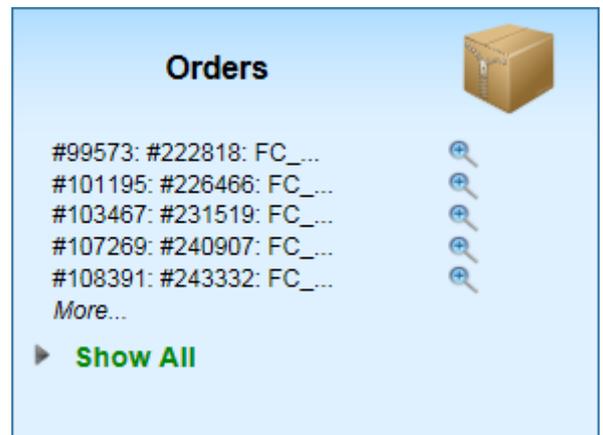
This will then allow you to draw from this pot of money when making exam bookings or submitting licensing applications for your pilots.

4. Your orders and receipts

Clicking on 'Show All' under the 'Orders' box will show you a list of all the licence applications your organisation has submitted and paid for.

Double clicking on a line item will open that transaction.

Clicking on 'Print Order Summary' will download a VAT receipt.



5. Managing memberships with applicants

The portal enables the management of memberships between training organisations and applicants. This allows you as the training organisation to make licence applications on the applicants' behalf and view the application progress.

Upon registration, the applicant is required to specify the Approved Training Organisation they are affiliated to. The organisation will receive a notification to advise them of the request. They will need to approve the request to confirm the membership.

Organisations are either requested to accept applicants' requests for membership with their organisation or they may actively offer membership to that applicant. Memberships can be cancelled at any time by either party.

5.1 Approving membership details

All new memberships will need to be approved by the training organisation (or applicant) before they will come into effect.

Organisation Summary							
Starfleet Academy							
Search							
Customer Number	Title	First Name	Family Name	State	Valid From	Valid Till	
UK00000182	Dr.	Leonard	McCoy	Approved	21 March 2017	20 September 2018	
UK00000140	Capt.	James	Kirk	Approved	21 March 2017	20 September 2018	
UK00000191	Capt.	Jean-Luc	Picard	Requested (requires organisation's approval)	26 April 2017	26 October 2018	
UK00000192	Capt.	Jonathan	Archer	Requested (requires candidate's approval)	26 April 2017	26 October 2018	

ATO e-Licensing administrators will receive an email notification when there is a new membership to approve.

The 'State' will change from 'Requested' to 'Approved' when validated by the training organisation.

Candidates cannot book into an exam session until their membership is validated by their training organisation.

5.2 How to create a membership

- Select the "Organisations" tab on the "Users" page.
- In "Candidate Memberships" box, click 'Create New' or 'Show All'. If you click 'Show All', click 'Create Membership'.
- Enter the pilot's CAA reference number or name in the "Candidate" box.
- Pilot's matching the search criteria will appear in a drop-down list. Select your pilot.
- Click 'Save'.

Note: The search will only find pilots who have already created an e-Licensing account. Please also be aware that Membership may have been set up by the pilot during registration. Organisations will have to "approve" membership requests from those pilots.

5.3 View memberships

- Select the 'Organisations' tab on the 'Users' page.
- In the 'Candidate Memberships' box, click *Show All*.
- This will bring up a list of all the organisation's active members.
- Untick the 'Active Only' box to view all memberships.
- You can search for members by entering their name or licence number in the search boxes at the top

Note: Memberships only last for two years. Pilots will need to re-request membership after this time.

5.4 Cancel/Approve organisation membership and permissions

- Select the 'Organisations' tab on the 'Users' page.
- In the 'Candidate Memberships' box, click *Show All*.
- Untick the 'Active Only' box to view all members (past, present and pending).
- To access a record, double click or click  on the applicable row.
- Click 'Cancel Membership' or 'Approve Membership'.
- Click 'Continue' to reconfirm.

Note: You will receive an alert of any membership requests, membership modifications or membership cancellations in your inbox.

6. What can you apply for in e-Licensing?

Currently, e-Licensing can only be used for commercial pilot licencing applications.

We are only in our first phase of e-Licensing and therefore not all applications can be made using the system.

The table below shows what applications can be made using e-Licensing.

Applications that CAN be made in e-Licensing	Applications that CANNOT be made in e-Licensing
Change of details	Private licences
Replacement licences (lost/stolen/damaged)	UK national licences
JAR > UK Part-FCL conversion	Validations
Instrument ratings	Verifications
Class ratings	Exemptions
Type ratings	Applications based on holding an ICAO licence
Instructor certificates (except FTIs, SFIs)	Applications based on military experience
CPLs	FTIs
ATPLs	SFIs
	Examiner privileges
	MPLs
	Bridging: Aeroplane to Helicopter or vice versa

Those applications that are not available on e-Licensing should be made using our paper forms.

Note: Once a pilot makes an application and receives a new licence through e-Licensing, they must use e-Licensing for all future applications. Paper applications will be cancelled and the pilot asked to apply via e-Licensing.

7. Finding a pilot

Click on 'Show all' in the 'Candidate Memberships' box.

Enter the pilot's licence number in the 'customer number' box and hit enter.

Click on the pilot's name (blue hyperlink).

This will take you in to that pilot's records.

8. Licences

You can view a pilot's licence(s) by finding the pilot (see section 6) and then clicking 'Show All & Apply' in the 'Licences & Ratings' box.

This will list all licenses and licensing privileges the pilot holds with the UK CAA. You can only amend the highest level of licence they hold, which will be highlighted in bold.

Number	Licence	Applied	Expires	Status	
 GBR.FCL.AT.ASPEQ4047.A	ATPL (Aeroplane)	19 March 2019	Never	Active	 
 49559	JAR ATPL (A)	19 March 2019	19 March 2024	Active	
 GBR.FCL.CP.ASPEQ4047.A	CPL (Aeroplane)	19 March 2019	Never	Active	
 GBR.FCL.PP.ASPEQ4047.A	PPL (Aeroplane)	19 March 2019	Never	Active	
 GBR.FCL.AT.ASPEQ4047.H	ATPL (Helicopter)	19 March 2019	Never	Active	 
 49559	JAR ATPL(H)	19 March 2019	19 March 2024	Active	
 GBR.FCL.CP.ASPEQ4047.H	CPL (Helicopter)	19 March 2019	Never	Active	
 GBR.FCL.PP.ASPEQ4047.H	PPL (Helicopter)	19 March 2019	Never	Active	





If the pilot holds both an EASA and a national licence, or an EASA and an expired JAR licence, these will appear on separate lines. So the ATPL(A) - for example - would appear twice. The EASA licence will be highlighted in bold.

Only EASA licences can be amended using e-Licensing. For national licences, you will need to apply using our paper forms.

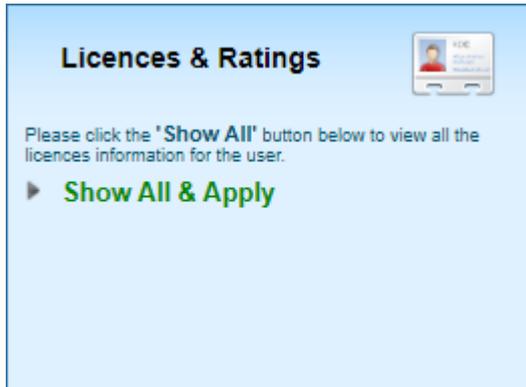
There are three options underneath the list of licences.



8.1 Applying for a Licence

Before you make an application: the validity of any ratings that have been signed up in the field must be updated manually (see section 9.1).

To apply for a new licence, select the applicant from your membership list. Click 'Show All & Apply' in the 'Licences & Ratings' box.



Click the 'Apply For New Licence' button at the bottom of the page.



In the Licence Application box, select the 'Discipline' (e.g. Flight Crew Licence) and 'Licence' you are applying for (e.g. ATPL(A)).

Depending on the type of licence being applied for, you will be asked to complete a number of requirements specific to that licence.

For information on what documents need to be uploaded, please visit our e-Licensing webpage at www.caa.co.uk/e-Licensing. Click on the 'Pilots' tab on the left-hand side. Then under 'Documentation', click on the type of application you are trying to make.

Once you have confirmed, uploaded or updated all the information requested for the licence application, click 'Refresh'. The system will crosscheck all documentation available to confirm eligibility.

Once confirmed (all requirements listed are in green and no other warning messages are visible), the 'Submit Application' button will appear.

Once you have clicked submit, you will be asked to choose your chosen shipping method. This will allow you to choose between second class post or tracked courier.

You will then be prompted to proceed to the payment.

8.2 Example CPL Application

Licence Application

 **Application Type:** Acquire

Discipline: EASA Part- FCL (Flight Crew Licence) ▼

Licence: CPL(A) ▼

 Refresh

The following summary
Please ensure all the details are correct

CPL (A) Licence Type

Please Select Licence Type and Examination Type

Licence Type:
Currently Loaded: CPL (A) Integrated with Instrument Rating - ATPL Examinations - Multi-Engine Instrument Rating
▶ [Click here to select the Licence Type](#)



Click on the arrow to expand and make your selection as to the course completed

Multi-Crew Co-operation training

Has the applicant conducted Multi-Crew Co-operation training during the integrated course?

- Yes
- No

Class Rating

Aircraft Manufacturer:

Currently Loaded: SEP (Land)

Select the aircraft class the pilot conducted the skills test in

▼ Click here to select the SEP/ MEP Land

- SEP (Land)
- MEP (Land)



Examination Results

-  **10AA: 010 Air Law**
A passing grade of 75% or more is required, you have not attempted this exam
-  **21AA: 021 Airframe/Systems/Power Plant/Electrics**
A passing grade of 75% or more is required, you have not attempted this exam
-  **22AA: 022 Aircraft General Knowledge - Instrumentation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **31AA: 031 Mass & Balance**
A passing grade of 75% or more is required, you have not attempted this exam
-  **32AA: 032 Performance (Aeroplane)**
A passing grade of 75% or more is required, you have not attempted this exam
-  **33AA: 033 Flight Planning and Monitoring**
A passing grade of 75% or more is required, you have not attempted this exam
-  **40AA: 040 Human Performance and Limitations**
A passing grade of 75% or more is required, you have not attempted this exam
-  **50AA: 050 Meteorology**
A passing grade of 75% or more is required, you have not attempted this exam
-  **61AA: 061 General Navigation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **62AA: 062 Radio Navigation**
A passing grade of 75% or more is required, you have not attempted this exam
Any of the following would also be accepted as a substitute to this requirement:
- or**  **62AA-PBN: 062 Radio Navigation including Performance Based Navigation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **71AA: 071 Operational Procedures**
A passing grade of 75% or more is required, you have not attempted this exam
-  **81AA: 081 Principles of Flight (A)**
A passing grade of 75% or more is required, you have not attempted this exam
-  **91AA: 091 VFR Communications**
A passing grade of 75% or more is required, you have not attempted this exam
-  **92AA: 092 IFR Communications**
A passing grade of 75% or more is required, you have not attempted this exam

If the pilot sat and passed exams in the UK, their results will populate here in green. You cannot submit the application if they have not passed all required exams.

If they sat their theoretical exams abroad, they will need to email confirmation of their exam results (from the competent authority) to FCLweb@caa.co.uk so that we can update their exam records.

Experience

 **English Language Proficiency**
No evidence available.
Any of the following would also be accepted as a substitute to this requirement:

or  **English Language Proficiency**
No evidence available.

 **CPL (A) Integrated with Instrument Rating Flying Experience**
No evidence available.

If not already held, you will need to upload confirmation of the pilot's English Language Proficiency testing.

You will also need to fill in their flying hours.

Documents

 **random (CPL (A) Skill Test)**
Not yet verified, never expires.

 **Test (Instrument Rating (A) Skill Test - Multi-Engine)**
Not yet verified, never expires.

 **CPL (A) Instrument Rating Integrated with ATPL Theoretical Knowledge Course Completion Certificate**
No evidence available.

 **Multi-Crew Co-operation Course Completion Certificate**
No evidence available.

 **Flight Radiotelephony Operator's Licence**
No evidence available.
Any of the following would also be accepted as a substitute to this requirement:

or  **Flight Radiotelephony Operator's Licence**
No evidence available.

 You will need to upload supporting documents. The relevant paperwork is listed on the following page.

Submit Dec

Declaration:

 [Click here to select the Declaration](#)

Click on the arrow to expand and make your selection as to who is submitting the application (applicant = pilot).

Once the form has been fully completed and all requirements have been met, click 'Refresh'.



The 'Submit application' button will appear and allow you to make payment and submit the application.

8.3 Documentation for CPL Applications

CPL Integrated application:

NAME IN E-LICENSING	DOCUMENT REQUIRED
Identification Document	Certified copy of photo ID or photo of pilot holding their ID up to their face
CPL Skills Test	Examiner report form SRG2130(A) or SRG2197(H)
Instrument Rating Skill Test	Examiner report form SRG2131
CPL Instrument Rating Integrated with ATPL Theoretical Knowledge Course Completion Certificate	Form CAA5000
Certified copy of licence for update rating(s)	Certified copy of licence

CPL Modular application:

NAME IN E-LICENSING	DOCUMENT REQUIRED
Identification Document	Certified copy of photo ID or photo of pilot holding their ID up to their face
CPL Skills Test	Examiner report form SRG2130(A) or SRG2197(H)
Instrument Rating Skill Test	Examiner report form SRG2131
CPL Course Completion Certificate <i>Or</i> CPL Instrument Rating Course Completion Certificate	Form CAA5008
ATPL Theoretical Knowledge Course	Form CAA5004
Certified copy of licence for update rating(s)	Certified copy of licence

CPL with military credits:

NAME IN E-LICENSING	DOCUMENT REQUIRED
Identification Document	Certified copy of photo ID or photo of pilot holding their ID up to their face
CPL Skills Test	Examiner report form SRG2130(A) or SRG2197(H)
Instrument Rating Skill Test	Examiner report form SRG2131
CPL Military Credits Course Completion Certificate	Form CAA5014
Military Accreditation Scheme	MAS form SRG2133
Certified copy of licence for update rating(s)	Certified copy of licence

8.4 Example ATPL Application

Candidate Summary

Customer Number:

Name:

Licence Application



Application Type: Acquire

Discipline: EASA Part- FCL (Flight Crew Licence) ▼

Licence: ATPL(A) ▼



Refresh

ATPL (A) Licence Type

Licence Type:

Currently Loaded: ATPL (A) - PIC Letter for PIC/US hours confirmation

▼ Click here to select the Licence Type

▼ ATPL (A)

ATPL (A) - PIC Hours Exceed 250 Hours

ATPL (A) - PIC Letter for PIC/US hours confirmation

ATPL (A) with Military Credits

Select the basis for the application



Identification Check

Identification Check:

Currently Loaded: I will submit a certified document to verify my identification

▼ Click here to select the type of ID Check

I will have my ID checked by CAA or a CAA Certified ATO

I will submit a certified document to verify my identification

Select the second option to say you will upload a certified copy of ID

Examination Results

-  **10AA: 010 Air Law**
A passing grade of 75% or more is required, you have not attempted this exam
-  **21AA: 021 Airframe/Systems/Power Plant/Electrics**
A passing grade of 75% or more is required, you have not attempted this exam
-  **22AA: 022 Aircraft General Knowledge - Instrumentation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **31AA: 031 Mass & Balance**
A passing grade of 75% or more is required, you have not attempted this exam
-  **32AA: 032 Performance (Aeroplane)**
A passing grade of 75% or more is required, you have not attempted this exam
-  **33AA: 033 Flight Planning and Monitoring**
A passing grade of 75% or more is required, you have not attempted this exam
-  **40AA: 040 Human Performance and Limitations**
A passing grade of 75% or more is required, you have not attempted this exam
-  **50AA: 050 Meteorology**
A passing grade of 75% or more is required, you have not attempted this exam
-  **61AA: 061 General Navigation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **62AA: 062 Radio Navigation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **71AA: 071 Operational Procedures**
A passing grade of 75% or more is required, you have not attempted this exam
-  **81AA: 081 Principles of Flight (A)**
A passing grade of 75% or more is required, you have not attempted this exam
-  **91AA: 091 VFR Communications**
A passing grade of 75% or more is required, you have not attempted this exam
-  **92AA: 092 IFR Communications**
A passing grade of 75% or more is required, you have not attempted this exam

If the pilot sat and passed exams in the UK, their results will populate here in green. You cannot submit the application if they have not passed all required exams.

If they sat their theoretical exams abroad, they will need to email confirmation of their exam results (from the competent authority) to FCLweb@caa.co.uk so that we can update their exam records.

Enter pilot's flying hours

Experience

-  **ATPL (A) Flying Experience**
Not yet verified, never expires. 
-  **Flight Radiotelephony Operator's Licence**
Last verified on 16 January 2018, 10:59:56 (UTC), never expires.
-  **English Language Proficiency**
Last verified on 16 January 2018, 10:59:56 (UTC), never expires.

Documents

-  **ATPL (A) Skill Test SRG2199**
No evidence available.
-  **ATPL (A) Flying Experience with PIC/US Letter**
No evidence available.
-  **Certified copy of licence for update rating(s) ATPL (A)**
No evidence available.
-  **ATPL (A) - Flying Hours Confirmation CAA5013**
No evidence available.

-  Skill Test = SRG2199 (+PBN declaration if applicable)
-  Flying Experience with PIC/US Letter = PICUS letter from operator + MPL restriction removal letter if applicable
-  A certified copy of licence
-  ATPL Flying Hours Confirmation = form CAA5013



ATPL (A) - ATO Declaration
No evidence available.

Submit Dec

Declaration:

Currently Loaded: Application submitted by the ATO

▼ Click here to select the Declaration

Application submitted by the Applicant

Application submitted by the ATO

Select Application submitted by the ATO.
Complete ATO declaration form, print and sign. Upload under ATO Declaration under Documents in the application

! One or more requirement for this licence have not been met. See application evidence for more details. (1.9)

Error messages will appear in Orange if something is incorrect or incomplete. An application cannot be submitted if error messages are present.

- A** : Evidence meeting the licence requirements was found.
- V** : Evidence has been verified by our staff as part of a previous application.

Once all requirements listed are in green and no other warning messages are visible the 'Submit Application' button will appear. If this button does not appear, please click 'Refresh'.

Once you have clicked submit, you will be asked to choose your chosen shipping method. This will allow you to choose between second class post or tracked courier.

 1. Summary	 2. Details	 3. Payment	 4. Complete
----------------	----------------	----------------	-----------------

Order Details

Customer: ASPEQ4047
Username: ASPEQ4047
Full Name: Mr Vincent Dittmer

Shipping

Shipping Option:

Please choose your chosen method from the drop-down menu under 'Shipping Option'. You will then have two items in your cart, the licence application and the postage option. Finally, you will be required to make payment.

8.5 Documentation for ATPL Applications

NAME IN E-LICENSING	DOCUMENT REQUIRED
Identification Document	Certified copy of photo ID or photo of pilot holding their ID up to their face
ATPL Skills Test SRG2199	Examiner report form SRG2199 (aeroplane) / SRG2138 (helicopter)
Flying Experience with PIC/US Letter	PICUS letter from airline +MPL restriction removal letter if applicable
ATPL Flying Hours Confirmation	Form CAA5013 Or form CAA5014 for military credits
Certified copy of licence for update rating(s)	Certified copy of licence

9. Ratings

You can view a pilot's ratings by finding the pilot (see section 6) and then clicking 'Show All & Apply' in the 'Licences & Ratings' box.

Click on the  next to the relevant licence to view the ratings on that licence. This will bring up a list of all of the current and expired ratings for that licence.



Licence Number: GBR.FCL.AT.ASPEQ4047.A

License: ATPL (Aeroplane)

Applied: 19 March 2019

Expires: Never

Licence Status: Active

Remarks: None

 Apply For Rating

Ratings(s)

Below are the ratings associated to this licence. You can drill down and obtain more information about a specific rating by clicking on the information icon next to the rating.

Rating	Applied	Expires	Status	
^ Night	19 March 2019		Active	
^ Flight Crew Licence Type Rating (SuperGuppy)	09 May 2019	31 May 2020	Active	 
^ FI	10 May 2019	31 May 2022	Active	 
^ Flight Crew Licence Type Rating (Piaggio180)	21 February 2020	22 February 2021	Active	 
^ IR(Restricted)	21 February 2020	22 February 2021	Active	 

The 'Applied' column lists the date the pilot's account was created in e-Licensing and then the date new ratings were issued going forwards.

The 'Expires' date shows the expiry date of each rating (see section 9.1 Revalidate a Rating).

The 'Status' column shows whether the rating is on the front or the back of the pilot's licence.

Ratings listed as 'Active' are both current and expired ratings on the *front* of the licence – as these can be endorsed by an examiner on the licence.

Ratings listed as 'Expired' are ratings on the *back* of the licence.

Ratings(s)

Below are the ratings associated to this licence. You can drill down and obtain more information about a specific rating by clicking on the information icon next to the rating.

Rating	Applied	Expires	Status	
▲ Night	19 March 2019		Active	
▲ Flight Crew Licence Type Rating (SuperGuppy)	09 May 2019	31 May 2020	Active	
▲ FI	10 May 2019	31 May 2022	Active	
▲ Flight Crew Licence Type Rating (Piaggio180)	21 February 2020	22 February 2021	Active	
▲ IR(Restricted)	21 February 2020	22 February 2021	Expired	

To apply for a brand new rating the pilot has not held on their UK licence before, click on the 'Apply for Rating' button at the top.

To amend an existing rating, click on the next to the relevant rating.

This will take you to a page about that specific rating.

Licence Rating Summary

Licence Rating: Flight Crew Licence Type Rating (SuperGuppy)
Parent Licence: ATPL (Aeroplane)
Applied: 09 May 2019
Expires: 31 May 2020
Rating Status: Active
Remarks: None

Revalidate this rating Apply To Amend Rating

Application(s)

Below are the applications associated to this licence rating. You can drill down and obtain more information about a specific application by clicking on the information icon next to the application.

Type	Description	Applied	Status	
Acquire	#10104: Flight Crew Licence Type Rating (SuperGuppy)	09 May 2019	Finalised	

Back

If the rating is on the front of the pilot's licence, you will have the option to 'Revalidate this rating'. This is where you can amend the expiry date of the rating after the pilot has done a proficiency check and had the rating endorsed. No licence will be issued, as this is simply keeping their records up to date.

You can also 'Apply to Amend Rating'. This may be to remove a restriction or extend the privileges of a rating.

If the rating has expired and is on the back of the licence, the only option you will have is to 'Reinstate Rating'. This is how you can apply to renew the rating and get it moved to the front of the licence.

Licence Rating Summary



Licence Rating: Flight Crew Licence Type Rating (Plaggio180)

Parent Licence: ATPL (Aeroplane)

Applied: 21 February 2020

Expires: 22 February 2020

Rating Status: Expired

Remarks: None

Apply To Reinstate Rating

Application(s)

Below are the applications associated to this licence rating. You can drill down and obtain more information about a specific application by clicking on the information icon next to the application.

No applications have been submitted yet.

Back

9.1 Revalidate a Rating

When a rating has been signed up in the field (both for revalidation and renewal of a rating on the front of the licence), the expiry date must be updated in e-Licensing to reflect this.

To do this, click on 'Show All & Apply' in the 'Licences & Ratings' box. Then click on the  next to the relevant licence. This will bring up a list of the ratings on that licence. Click on the  next to the relevant rating.

If the rating is on the front of the licence, you will have the option to 'Revalidate this rating'. This will allow you to enter the details from the proficiency check.

You cannot amend the expiry date for any ratings on the back of the licence. If you think you should be able to amend the rating as it is on the front of the licence but you don't have the option to 'Revalidate this rating', please call our support team on 0330 022 1972.

When you have selected 'Revalidate this rating', you will need to enter details from the proficiency check such as the date of test and Examiner number (all listed on the Certificate of Revalidation page of the licence).

Type Rating Aeroplane Revalidation/ Renewal

Update of Endorsement of Validity on Licence:
 Currently Loaded: Aircraft Type Rating test included Instrument Rating Renewal/Revalidation ★

Type Rating
 Aircraft Type Rating test included Instrument Rating Renewal/Revalidation
 No Instrument Rating Renewal or Revalidation

Revalidate /Renew Rating

Date of Test: ★

Expiry Date of Rating: ★

Examiners Name: ★

Examiner Authorisation Number: ★

Examiner authorised in the UK by the CAA
 If yes, choose United Kingdom in the list below, else please choose their State of Registration

State of Registration:

The following summarises the renewal or revalidation of this Flight Crew Licence Rating where this records the revalidation of the licence showing the updated validity, it will be necessary to submit a Rating Renewal Application.

I confirm that this records the rating validity entry record on the licence

False Representation Statement
 It is an offence under Art 171 of the Civil Aviation Act 1982 to make a false representation or to deceive or to induce or attempt to deceive or to procure the variation of any certificate or licence which is punishable on summary with an unlimited fine or imprisonment for a term not exceeding 3 months.

! You have not yet completed this form (1.12)

A : Evidence meeting the licence requirements
 V : Evidence has been verified

XII - CERTIFICATE OF REVALIDATION					
Rating Certificate Endorsement	Date of Rating Test	Date of IR Test	Valid Until	Examiner's Certificate Number	Examiner's Signature
TRI SK76	05/11/2013	N/A	30/09/2017	CAA0011	John Smith
AW189/MP/IR	18/03/2015	18/03/2015	30/04/2016	CAA0011	John Smith
TRI AW189	23/03/2015	N/A	31/03/2018	CAA0011	John Smith
AW189 MP/IR	3.02.16	3.02.16	30.04.17	123456B	John Smith
AW189/MP/IR	16.03.17	16.03.17	30.04.18	123456B	John Smith

Once saved, the expiry date of the rating will automatically update.

This information will then be verified by the UK CAA the next time the pilot makes a licencing application.

Please be aware that this will not trigger a new licence to be issued – it is simply keeping the pilot’s licencing records up to date.

Note: You can only update the validity of a rating that is listed as “Active”. Ratings listed as “Expired” are ratings on the back of the licence and cannot be updated in this manner (instead you will need to ‘Apply to Reinstate Rating’).

Note: You cannot update the validity of an instrument rating on its own. The IR should be attached to another rating and therefore should be updated with that type/class rating.

For example, if the pilot revalidated their IR with their MEP, you should select MEP from the drop-down menu. On the following page you’ll get the option to select it with Instrument Rating.

Important: The first time the pilot signs up for an e-Licensing account, the validity of the ratings listed in e-Licensing may not match their licence. You will need to go through and update the validity of any rating that has been signed up in the field so that it matches the licence.

Going forwards, you must ensure all ratings are kept up to date in e-Licensing by following the 'Revalidate a Rating' process every time the pilot has a rating signed up in the field.

9.2 Apply for a New Rating

This option should be used to apply for brand new ratings. Before you can apply for a rating, the pilot must have made a licence application or have been issued with a UK licence, but this does not need to have been issued by e-Licensing as their previous licence history will be available in the system.

Before you make an application: the validity of any ratings that have been signed up in the field must be updated manually (see section .1).

To apply for a new licence rating, click on 'Show All & Apply' in the 'Licences & Ratings' box.

Click on the  next to the relevant licence to view the ratings on that licence.

Click on the 'Apply for rating' button.

The application will now open. Select the 'Licence' (e.g. CPL (A)) and type of 'Rating' (e.g. Class Rating) from the drop-down menus. Click Next.



Licence Rating	
	Application Type: Acquire
Licence:	EASA CPL(A): Aeroplane
Rating:	Class Rating

Depending on the type of licence you are applying for, you will be asked to fulfil a number of requirements specific to that rating.

To fulfil application requirements, you may need to upload experience (see section [12 Add Experience Records](#)) or documentation (see section [11 Upload Documents](#)).

Please note that you can only upload one file per request, so if your document has multiple pages you will need to scan this as one PDF.

For information on what documents need to be uploaded, please visit our e-Licensing webpage at www.caa.co.uk/e-Licensing. Click on the 'Pilots' tab on the left-hand side. Then under 'Documentation', click on the type of application you are trying to make.

Once you have confirmed, uploaded or updated all the information requested for the licence application, click 'Refresh'. The system will crosscheck all documentation available to confirm eligibility.

Once confirmed (all requirements listed are in green and no other warning messages are visible), the 'Submit Application' button will appear.

Please see section [9.5 Example Type Rating Application](#) for more guidance.

9.3 Apply to Amend Rating

This option should be used if you wish to make an amendment to a rating your pilot already holds, such as removing a restriction or extending privileges.

You can also choose this option when the rating being renewed or revalidated is shown as a current rating on page 4 of the licence but you require the CAA to produce a re-printed licence.

Before you make an application: the validity of any ratings that have been signed up in the field must be updated manually (see section 9.1).

To make the application, click on 'Show All & Apply' in the 'Licences & Ratings' box.

Click on the  next to the relevant licence to view the ratings on that licence.

Click on the  next to the relevant rating. Then click 'Apply to Amend Rating'. This will take you to the application where you will need to make selections and upload supporting documents.

Once you have confirmed, uploaded or updated all the information requested for the rating application, click 'Refresh'. The 'Submit Application' button will appear.

Once you have clicked submit, you will be asked to choose your chosen shipping method. This will allow you to choose between second class post or tracked courier.

Finally, you will be required to make payment.

9.4 Apply to Reinstate Rating

This option should be used to renew an expired rating on the back of the licence.

Before you make an application: the validity of any ratings that have been signed up in the field must be updated manually (see section 9.1).

Click on 'Show All & Apply' in the 'Licences & Ratings' box.

Click on the  next to the relevant licence to view the ratings on that licence.

Click on the  next to the relevant rating. Then click “Apply to Reinstate Rating”. This will take you to the application where you will need to make selections and upload supporting documents.

Once you have confirmed, uploaded or updated all the information requested for the rating application, click ‘*Refresh*’. The system will crosscheck all documentation available to confirm eligibility.

Once confirmed (all requirements listed are in green and no other warning messages are visible), the ‘Submit Application’ button will appear.

Once you have clicked submit, you will be asked to choose your chosen shipping method. This will allow you to choose between second class post or tracked courier.

Finally, you will be required to make payment via a card payment.

9.5 Example Type Rating Application



Application Type: Acquire
Licence: EASA ATPL(A): ATPL (A)
Rating: Flight Crew Licence Type Rating



Type Rating Application

Type of Type Rating Application:
Currently Loaded: Type Rating with Instrument Rating (Existing IR Validity holders only)

- Type Rating Application
 - Type Rating without Instrument Rating
 - Type Rating with Instrument Rating (Existing IR Validity holders only)**

Aircraft Manufacturers

Aircraft Manufacturer:
Currently Loaded: C510
▶ [Click here to select the Aircraft Type](#)

Identification Check

Identification Check:
Currently Loaded: I will submit a certified document to verify my identification

- Click here to select the type of ID Check
 - I will have my ID checked by CAA or a CAA Certified ATO
 - I will submit a certified document to verify my identification**

Experience

 **English Language Proficiency**
Last verified on 03 January 2018, 14:53:01 (UTC), never expires.

Documents

-  **(Identification Document)**
Not yet verified, expires on 22 July 2019.
-  **Certified copy of licence for update rating(s) Type Rating (A)**
No evidence available that meets the minimum requirements.
• 'This application is for the type rating' must be 'C510'
-  **Type Rating ATO Course Certificate**
No evidence available that meets the minimum requirements.
• 'Manufacturers' must be 'C510'
-  **Type Rating Skill Test SRG2199**
No evidence available that meets the minimum requirements.
• 'Please select Aircraft Type used' must be 'C510'

- ← Identification Document = certified colour copy of photo ID or photo of pilot holding their ID up to their face
- ← Certified copy of licence for update ratings = a certified copy of licence
- ← Type Rating ATO Course Certificate = Course Completion Certificate
- ← Type Rating Skill Test = examiner report form SRG2199
+Examiner's licence, medical & examiner certificate if non-UK
+Sim approval if non-UK simulator used in skills test
+ATO approval if non-UK ATO
+PBN declaration if applicable

Aeroplane Type Rating Application

Please ensure you have chosen all extensions you wish to include, then click Refresh at the bottom of the page to ensure all document requirements show.

I confirm I currently hold a valid MP Rating

- Yes
- No

Pilot Role

- Single-Pilot
- Multi-Pilot
- Both(Single-Pilot/Multi-Pilot)
- Low Visibility (Cat II/III)
- Cruise Relief Pilot
- Co-Pilot Only

Total Flight Time on Aeroplanes as PIC:

hour(s)

Total Flying Experience:

hour(s)

-  Please confirm if you hold a valid MP Rating or not and click refresh to ensure all requirements show! (1.14)
-  Unable to process this application as some information has not been enter. Please check that all application sections are filled out correctly and try again (1.12)

 Refresh

← Once the form is complete, click Refresh and you will be able to "Submit Application"

Error messages will appear in Orange if something is incorrect or incomplete. An application cannot be submitted if error messages are present.

Once you have clicked submit, you will be asked to choose your chosen shipping method. This will allow you to choose between second class post or tracked courier.

 1. Summary	 2. Details	 3. Payment	 4. Complete
---	---	---	--

Order Details

	Customer: ASPEQ4047 Username: ASPEQ4047 Full Name: Mr Vincent Dittmer
---	--

Shipping

Shipping Option:
UK Courier - £15.00 GBP ▼

Please choose your chosen method from the drop-down menu under 'Shipping Option'.

You will then have two items in your cart, your licence application and your postage option.

Finally, you will be required to make payment.

8.5 Example MEP Rating Application

Licence Rating

 **Application Type:** Acquire
Licence: EASA PPL(A): PPL(A) ▼
Rating: FCL Class Rating ▼

 Refresh

Class Rating Application

Class Rating Application:

- ▼ Class Rating Application
 - ▶ Class Rating with Instrument Rating (Existing IR validity holders only)
 - ▶ Class Rating without Instrument Rating

Click on the arrow to expand and make your selection

Class Rating

Select aircraft/class from the list of manufacturers/classes:

- ▶ [Click here to select the Multi-Engine Aircraft or General Piston Class](#)

Identification Check

Identification Check:

- ▼ Click here to select the type of ID Check
 - I will have my ID checked by CAA or a CAA Certified ATO
 - I will submit a certified document to verify my identification

Click on the arrow to expand and select the class of aircraft you are applying for

Select the second option to say you will upload a certified copy of ID

Experience



English Language Proficiency

Last verified on 15 January 2020, 16:49:33 (UTC), never expires.

The ELP validity will automatically pull through from our records.

Documents



Certified Passport (Identification Document (must be certified))

Not yet verified, expires on 09 June 2021.

Upload a certified colour copy of photo ID or photo of pilot holding their ID up to their face



Class Rating Multi-Engine Course Completion Certificate

No evidence available that meets the minimum requirements.

Upload a copy of the Course Completion Certificate

- 'Please select Aircraft/Class' must be 'MEP (Land)'



Class Rating Multi-Engine Skill Test

No evidence available that meets the minimum requirements.

Upload a copy of the Examiner Report form + non-UK examiner docs

- 'Please select Aircraft/Class' must be 'MEP (Land)'



Multi-Engine Class Rating - Update Rating(s)

No evidence available that meets the minimum requirements.

Upload a certified copy of the licence

- 'This application is for the class of' must be 'MEP (Land)'

Class Rating Application

Please ensure you have chosen all extensions you wish to include, then click Refresh at the bottom of the page to ensure all document requirements show.

Pilot Role

- Single-Pilot
- Multi-Pilot
- Both(Single-Pilot/Multi-Pilot)

Fill in the requested fields. Once complete, click 'Refresh'. The 'Submit application' button will appear and allow you to make payment and submit the application.

Total Flight Time on Aeroplanes as PIC:

hour(s)

Total Flying Experience:

hour(s)

I confirm I currently hold a valid MP Rating

- Yes
- No

8.6 Example CBIR Rating Application


Application Type: Acquire
Licence: EASA PPL(A): PPL(A)
Rating: Instrument Rating (A)

Select 'Instrument rating' from the drop-down menu

Instrument Rating Type

Please select rating type and click Refresh

Instrument Rating Type:

- ▼ Click here to select the Rating Type
 - ▶ Instrument Rating (A) - Modular
 - ▶ Instrument Rating (A) Competency Based with Course
 - ▶ Instrument Rating (A) Competency Based ICAO without Course
 - ▶ Instrument Rating (A) ICAO with Course
 - ▶ Instrument Rating (A) with Military Credits

Expand the drop-down menu and select 'Instrument rating Competency Based with course'

Identification Check

Identification Check:

- ▼ Click here to select the type of ID Check
 - I will have my ID checked by CAA or a CAA Certified ATO
 - I will submit a certified document to verify my identification

Select the second option to say you will upload a certified copy of ID

Basis of Credit Against Course hours

Basis of Credit Against Course hours:
One of the Below Must be selected

- ▼ Click here and select Basis of Credit Against Course hours
 - Prior Experience PIC under IFR
 - Previous Course Hours Conducted by IRI(A) or FI(A) with IRI(A) privileges
 - Other Previous Course Hours
 - No Credit Claimed

Aircraft class used for IR Skill Test

Expand the drop-down menu and select the basis for the competency-based route

Select aircraft/class from the list of manufacturers/classes:

- ▶ Click here to select the Single-Engine Aircraft or General Piston Class

Expand the drop-down menu and select the aircraft class that the skills test was conducted in

If the pilot sat and passed exams in the UK, their results will populate here in green. You cannot submit the application if they have not passed all required exams.

If they sat their theoretical exams abroad, they will need to email confirmation of their exam results (from the competent authority) to FCLweb@caa.co.uk so that we can update their exam records.

Examination Results

-  **10IR: 010 Air Law**
A passing grade of 75% or more is required, you have not attempted this exam
-  **22IR: 022 Aircraft General Knowledge - Instrumentation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **33IR: 033 Flight Planning and Monitoring**
A passing grade of 75% or more is required, you have not attempted this exam
-  **40IR: 040 Human Performance**
A passing grade of 75% or more is required, you have not attempted this exam
Any of the following would also be accepted as a substitute to this requirement:
- or**  **40AC: 040 Human Performance**
A passing grade of 75% or more is required, you have not attempted this exam
-  **50IR: 050 Meteorology**
A passing grade of 75% or more is required, you have not attempted this exam
Any of the following would also be accepted as a substitute to this requirement:
- or**  **50AC: 050 Meteorology**
A passing grade of 75% or more is required, you have not attempted this exam
-  **62IR: 062 Radio Navigation**
A passing grade of 75% or more is required, you have not attempted this exam
-  **92IR: 092 IFR Communications**
A passing grade of 75% or more is required, you have not attempted this exam

Experience

-  **Instrument Rating (A) CB Single-Engine Experience - Prior Experience PIC under IFR**
No evidence available.
-  **Flight Radiotelephony Operator's Licence**
Last verified on 05 January 2020, 15:58:39 (UTC), never expires.
-  **English Language Proficiency**
Last verified on 05 January 2020, 15:58:39 (UTC), never expires.

You will need to enter the pilot's hours. 

The FRTOL and ELP will automatically pull through from our records.

Documents

-  **Passport Scan-Verified (Identification Document (must be certified))**
Last verified on 13 January 2020, 08:35:59 (UTC), never expires. Upload a certified colour copy of photo ID or photo of pilot holding their ID up to their face
-  **Competency Based Instrument Rating Course Certificate**
No evidence available. Upload form CAA5011
-  **Instrument Rating Theoretical Knowledge Course - (CB)**
No evidence available. Upload form CAA5004
-  **Certified copy of licence for update rating(s) Instrument Rating (A)**
No evidence available. Upload a certified copy of licence
-  **Instrument Rating (A) Skill Test - Single-Engine**
No evidence available that meets the minimum requirements. Upload examiner report form SRG2131 + non-UK examiner docs + PBN
 - 'Aircraft Type' must be 'Aircraft Class'

10. Verify applicant's identification

An applicant's identity must be verified before an application is considered complete. As part of the application process, the applicant must choose between two options for an Identification Check.

Identification Check

Identification Check:
Currently Loaded: I will submit a certified document to verify my identification

▼ Click here to select the type of ID Check

- I will have my ID checked by CAA or a CAA Certified ATO
- I will submit a certified document to verify my identification

The ID check can be done by a CAA certified training organisation (ATO), or an applicant can upload a certified copy of their ID.

10.1 “I will have my ID checked by CAA or CAA Certified ATO”

If the applicant chooses the first option quoted above, they must have entered their ID details (such as passport number) as part of the portal registration process. These details can be viewed by selecting “Show All” in the “Identities” box, then  next to the applicable row.

The applicant must present their original ID document in person to an appropriately qualified person at their ATO. If the document matches the details entered in e-Licensing, the ATO can validate that ID.

To validate/invalidate identity for a member:

- ✦ Select the ‘Details’ tab on the ‘Organisation’ page.
- ✦ In the ‘Candidate Memberships’ box, click *Show All*.
- ✦ To access a specific candidate profile, double click or click  on the applicable row. This will take you to the user Viewing Summary page.
- ✦ In the ‘Identities’ box, click *Show All*.
- ✦ To access a record, double click or click  on the applicable row.
- ✦ Click *Validate* or *Invalidate Identity*.
- ✦ Enter ‘Reason’ if applicable.
- ✦ Click ‘Continue’.

Passport



Number: 539324111

Given Names: Piers Jeffrey Drew

Family Name: Dudley

Nationality: British

Country of Issue: United Kingdom (GBR)

Date of Issue: 27 September 2016

Expiry Date: 27 September 2026



Note: Member's original identity records must be viewed by an ATO in person before the identity can be validated. You will see an alert at the top of the candidate's page if the identity has not been validated.

10.2 “I will submit a certified document to verify my identification”

Alternatively, you can upload a certified copy of your ID, or a photo of you holding your ID up to your face. You can find out more in our webpage [‘How to get copies of your documents certified’](#).

11. Upload documents

11.1 Viewing Documents

You can view the documents that have been uploaded as part of an application in the “Documents” section of a pilot’s account. Click on ‘Show All’ under ‘Documents’, then click the  button next to the document in question, then click on ‘View Document’.

You can see the date a pilot submitted a document by looking at the ‘Uploaded’ column. You can also see the status of the document in the ‘Status’ column. ‘Verified’ means we have accepted the document, ‘Unverified’ means it is awaiting assessment, ‘rejected’ means we have rejected the document and requested that the pilot take some corrective action.



Name	Size	Uploaded	Verified	Expires	Status	
Type Rating (A) Update Rating(s) (Certified licence original submission 23/12/17)	11,751.77 KB	17 January 2018	17 January 2018	-	Verified	
Type Rating (A) Update Rating(s) (SRG1119A excel card detail as uploaded 11/12/17 - Replaced)	497.52 KB	17 January 2018	-	19 January 2018	Unverified	
ATPL (A) Update Rating(s) (Replaced by TR Update rating upload)	785.10 KB	23 December 2017	-	19 January 2018	Unverified	
Identification Document (Richard Millard-Smith)	266.14 KB	13 December 2017	17 January 2018	21 April 2018	Verified	
Type Rating Skill Test (Form SRG 1158 & 2199)	5,575.34 KB	12 December 2017	12 December 2017	-	Verified	
Type Rating ATO Course Certificate (Richard Millard-Smith)	263.22 KB	11 December 2017	12 December 2017	-	Verified	

11.2 Uploading documents as part of an application

To add documents to support the licencing application, click 'Update' next to the document on the 'Submit Licence Application' page to upload your document.



Document Name	Verification Status	Expiration	Actions
Course Completion Certificate	No evidence available.	-	
Skill Test (CPL Skill Test)	Not yet verified, never expires.	-	
Flight Radiotelephony Operator's Licence	No evidence available.	-	
IR Course (IR (A) Skill Test)	Not yet verified, never expires.	-	

We can accept JPEG or PDF files up to 20MG in size.

You must ensure that all files are clear and legible otherwise they will not be accepted.

Please note that you can only upload one file per request, so if your document has multiple pages you will need to scan this as one PDF.

For information on what documents need to be uploaded, please visit our e-Licensing webpage at www.caa.co.uk/e-Licensing. Click on the 'Pilots' tab on the left-hand side. Then under 'Documentation', click on the type of application you are trying to make.

Forms beginning with a CAA reference (such as form CAA5013) are forms that have been designed specifically for e-Licensing. These forms can be downloaded from our website www.caa.co.uk/e-Licensing. Click on the 'e-Licensing course certificates' link and 'download course certificates'.

e-Licensing course certificates

Course completion certificates, together with other supporting documentation, must be used when making applications on e-Licensing.

Please see the [professional pilot licence](#) section of our website for application guidance and details of exceptions.

You can [download course certificates](#) from our website. Certificates specific to e-Licensing are shown below.

CAA5000	Course Completion Certificate - Integrated Course for issue of Commercial Pilot's Licence
CAA5003	Evidence of UK Examination and Test for Grant of Flight Radio Telephony Operator's Licence
CAA5004	Confirmation of Theoretical Knowledge Course Completion Certificate
CAA5005	MPL Course Completion Certificate
CAA5008	Course Completion Certificate - Modular Course
CAA5009	Course completion certificate for en route instrument rating (EIR)
CAA5010	Certificate of Training or Experience for Grant of Flight Radio Telephony Operator's Licence
CAA5011	IR Course Completion Certificate - Aeroplane/Helicopter/Airship Instrument Rating in a Part-FCL Pilot's Licence
CAA5012	Certificate of English Language Assessment
CAA5013	Hours Confirmation for the issue of an ATPL
CAA5014	Breakdown of Military Hours to be used for the issue of a Flight Crew Licence & or rating.
CAA5018	Instructor Training Course Completion Certificate

11.3 Replacing incorrect documents

You can view the documents you have uploaded as part of an application in the “Documents” section of a pilot’s account.

If you realise that you have uploaded the wrong document, or we will not accept the document, you can amend uploaded documents.

To find the document in question, you can view each document by clicking the  button.

Clicking the “Edit this document”  button will allow you to amend your text entries and replace the uploaded document.

Name	Size	Uploaded	Verified	Expires	Status	
Type Rating (H) Reinstatement Update Rating(s) (CPL)(H)	352.70 KB	12 February 2018	-	12 March 2018	Unverified	

If an application has been pended and you have been asked to change a document, you must then notify us by email to FCLWeb@caa.co.uk to say the change has been made.

Please note that you cannot amend submissions once they have been “verified” or “rejected” by us (see “status”).

11.4 Uploading additional documents

You can also upload additional supporting documents: click 'Upload New' in the applicant's 'Documents' box.



You will need to select the correct type of document from the drop-down list – please be aware that if you do not select the correct type the document you upload will not link to the application and we will not be able to view it.

We suggest you find the documents you have already provided as part of an application and upload the new document under the same name. Alternatively, you can load a new application and check the requested documents.

The document type is listed first and the name you have given the document appears in brackets.

For example, Type Rating (A) Update Ratings (copy of licence).

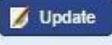
“Type Rating (A) Update Ratings” is the type of document and “copy of licence” is the file name you gave it.

Please note that we do not get a notification when you have uploaded new documents in this way. Therefore, if you use this method to upload documents that are needed for an application, you will need to email us at FCLweb@caa.co.uk to notify us.

12. Add experience records

Some fields in the application process request that you fill in records of

Experience. Click 'Update' next to an experience entry on the 'Submit Licence Application' page and fill in the requested fields.

Experience		A	V
	Class 1 Medical No evidence available.	✗	✗
	English Language Proficiency (FRTOL/Flight Examiner) No evidence available. Any of the following would also be accepted as a substitute to this requirement:	✗	✗ 
or	 English Language Proficiency No evidence available.	✗	✗ 
	CPL (A) Flying Experience Integrated with IR Not yet verified, never expires.	✓	✗ 

Any data entered in an Experience field in e-Licensing is saved in the 'Experience' box.

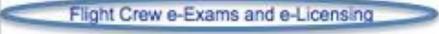
13. Changing personal details on a licence

Pilots can change their name, address and personal details themselves in their portal account.

Services Online	When they log in to their portal, they should click on 'Personal Details' on the left-hand side.
Your Services	
Personal Details	

They can now edit their personal information.

Once they have updated their information in their portal, they will need to log in to e-Licensing so that the changes pull through. To do this, they should click on 'Your Services' on the left-hand side and select 'Flight Crew e-Exams and e-Licensing' from the list.

Services Online	Your Services
Your Services	You can use the following services:
Personal Details	
	A

This will log them in to e-Licensing. Their personal information should now update.

If they do not do this step, CAA staff will not be able to see the changes they have made.

If they need their licence reprinting with the new information (and they do not already have an application in progress), they will need to make an application.

To make an application on their behalf, click on 'Licence Products' and 'Apply for New Licence product'. Select 'Change of Details' from the drop-down menu.

You will need to upload a certified copy of their licence and ID as part of the application.

14. Applying for a replacement licence

To request a replacement licence, click on 'Licence Products' and 'Apply for New Licence product'.

Select 'Lost or Stolen Licence' from the drop-down menu.

15. Saving applications

There is no central place in e-Licensing for saved applications. However, if you reload the same application type, the selections you last made and the documents you uploaded will be saved there until you submit the application

16. View application progress

To view application progress, select the candidate from your membership list. Click 'Show All & Apply' in the 'Licences & Ratings' box.

If the licence or rating shows as "unacquired" it means an application has been submitted. If the licence or rating does not appear in the list no application has been submitted.