

Application for Certification as an Air Traffic Control Officer Training Organisation and to provide licence endorsement training and assessment (Regulation UK (EU) 2015/340)



Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

1. APPLICATION: (Tick as appropriate)

a) For Certification as a Training Organisation (TO).

(To provide unit training leading to the grant of an air traffic controller's licence, the issue of rating endorsements and continuation training).

b) To provide training and assessment for Practical Instructors and Assessor leading to the grant and or renewal of one or more of the following licence endorsements:

On Job Training Instructor (OJTI)

Synthetic Training Device Instructor (STDI)

Assessor licence endorsements

2. APPLYING ORGANISATION DETAILS (Complete a) or b) as applicable)

a) Registered Company Name in Full and Companies House Registration Number.

b) Name of Unincorporated Association or Other Body.

3. ORGANISATION CONTACT DETAILS

Office Address:
 Postcode:
 Telephone: E mail:

4. NAME OF TRAINING ORGANISATION AND LOCATION IF DIFFERENT FROM ABOVE

Trading Name:
 Address:
 Postcode:
 Telephone: E mail:

5. PERSONNEL CONTACT DETAILS

a) FOCAL POINT FOR COMMUNICATION WITH THE CAA

Title: Forename: Surname:
 Telephone: E mail:

b) ACCOUNTABLE MANAGER

Title: Forename: Surname:
 Telephone: E mail:

c) HEAD OF TRAINING ORGANISATION (if different from point b)

Title: Forename: Surname:
 Telephone: E mail:

6. PROPOSED UNIT TRAINING DETAILS

Tick the boxes against the ratings and rating endorsements for which unit training will be carried out

Rating	Rating Endorsement
ADV	<i>No associated rating endorsement</i>
APP	<i>No associated rating endorsement</i>
APS	<i>No associated rating endorsement</i>
ACP	<i>No associated rating endorsement</i>
ACS	<i>No associated rating endorsement</i>
ADI	AIR GMC TWR GMS RAD
APS	PAR SRA TCL
ACP	OCN
ACS	TCL OCN

7. PROPOSED ATCO LICENCE ENDORSEMENT TRAINING AND ASSESSMENT

Endorsement	
OJTI	Practical Instructional Techniques Course including assessment Refresher Course on Practical Instructional Skills Method of Assessing Practical Instructors for endorsement renewal
STDI	Practical Instructional Techniques Course including assessment Refresher Course on Practical Instructional Skills Method of Assessing Practical Instructors for endorsement renewal
ASSESSOR	Assessor Training Course including assessment Refresher Course on Assessment Skills Method for Assessing the Competence of Assessors for endorsement renewal

8. UNIT LOCATIONS WHERE TRAINING IS TO BE CARRIED OUT

Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	

9. REGULATION 2015/340 DECLARATION OF COMPLIANCE

The organisation shown in section 2 will comply with the applicable requirements of Regulation UK (EU) 2015/340.
 Accountable Manager:

Signature: Date:

10. IMPORTANT NOTES

If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

11. DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.
I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Changes.

Name of Applicant:

Signature of Applicant: Date:

12. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.

Application for Certification as an Air Traffic Control Officer Training Organisation and/or to provide licence endorsement training and assessment (Regulation EU 2015/340)



Guidance

General

This form is used for the following:

- To make application for certification as a Training Organisation to provide unit training
- To make application to provide licence endorsement training and assessment

Section 1 Application

Tick the box or boxes appropriate to the application.

Box 1(a) if you are applying for certification as a Training Organisation.

Box 1 (b) If you are applying to provide any type of Licence endorsement training ie OJTI, STDI or Assessor.

NOTE: If you are applying for a TO certificate and intend to provide licence endorsement training and assessment tick both 1 (a) and 1 (b).

If you already hold a TO certificate and wish to add licence endorsement training and assessment to your certificate, only select 1 (b).

Section 2 Applying Organisation Details

Enter you company/organisation details.

Section 3 Organisational Contact details

This is your company/organisation contact details.

Section 4 Personal contact details.

Self-explanatory

Section 5 Proposed ATCO Unit Endorsement Training

If you are applying for a TO certificate, tick the appropriate boxes to indicate they type of training your organisation intends to carry out. Note; this is all the training that your organisation intends to carry out across all units, if applicable. You will be contacted by us during the certification process to ascertain which training is provided at which unit.

Section 6 Proposed ATCO Licence Endorsement Training and Assessment

Tick the appropriate boxes to indicate the type of licence endorsement training your organisation intends to carry out if applicable.

Note: The Practical Instructional Techniques Course, including assessment and Assessor Training Course, including assessments are for the initial issue of the relevant endorsement only.

The Refresher training courses are required for revalidation and renewal.

The Competence Assessments are required only for renewal.

Section 7 Unit Locations Where Training is to be Carried Out

If you are applying for a Training Organisation Certificate enter the units where the certificate will apply, and their ICAO locator codes where known.

Section 8 Regulation 2015/340 Declaration of Compliance

To be signed by the Accountable Manager as required by the regulation.

Section 9 Declaration

Self-explanatory.

Section 10 Submission Instructions

Submit your application to the address shown.

Additional Information.

On making an application for a training organisation certificate this form must be submitted along with the regulation 2015/340 Compliance Matrices and supporting documentation.

The compliance matrix and further information on the application process is available on the CAA web site at the link below.

[Air Traffic Control Officer Training Organisation Certification](#)