Application for the Issue, Revalidation, Renewal of Assessor, OJTI and STDI ATCO Licence Endorsements and Exchange of OJTI for an STDI Endorsement (UK Regulation (EU) 2015/340)

Please complete this form online (preferred method) then print, sign and submit as instructed.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.
Post or scan and email in accordance with Section 11.

Civil Aviation Authority

Please read attached Guidance Notes before completing this 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, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

1. APPLICATION FOR **(Tick relevant box and complete sections listed)**

- ☐ Issue of an Assessor endorsement (Sections 2,3,7,8,9 & 10)
- ☐ Issue of an On-Job (OJTI) or Synthetic Training Device (STDI) Instructor endorsement (Sections 2,4,7,8,9 & 10)
- ☐ Revalidation of an Assessor, OJTI or STDI endorsement (Sections 2,5,7 8,9 & 10)
- ☐ Renewal of an Assessor, OJTI or STDI endorsement (Sections 2,6,7,8,9 & 10)
- ☐ Exchange of OJTI for STDI endorsement (Section 2,7 & 8) **Refer to Guidance Note 4**

2. PERSONAL DETAILS (Complete as shown on passport) **(Completed by the Applicant)**

Serial Number of Licence: ☐☐☐☐☐☐☐

Title: …… Surname: …… Forename(s): ……

Date of Birth (dd/mm/yyyy): …… Nationality: ……

Place of Birth: …… Country of Birth: ……

Applicants Address: ……

……

……

County: …… Postcode: …… Country: ……

Telephone Numbers: Home: …… Mobile: ……

Email Address: ……

Unit Name: ……

Unit Address: ……

……

County: …… Postcode: …… Country: ……

ICAO Location Indicator: ☐☐☐☐

The licence will be sent to the unit by default unless specified otherwise by the unit or individual with an explanation to: ats.licensing@caa.co.uk.

3. APPLICATION FOR THE INITIAL ISSUE OF AN ASSESSOR ENDORSEMENT

Location of Assessor course: ..... Date of Course: .....

Course Ref No: .....

I confirm that I have successfully completed the above course for the grant of an Assessor endorsement.

Name: ..... Signature: ..... Date: .....

4. APPLICATION FOR THE INITIAL ISSUE OF AN ON-JOB TRAINING INSTRUCTOR (OJTI) OR SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI) ENDORSEMENT

I am applying for an OJTI: ☐ STDI: ☐ endorsement.

Location of OJTI/STDI course: ..... Date of Course: .....

Course Ref No: .....

I confirm that I have successfully completed the above course for the grant of an OJTI/STDI endorsement (as applicable).

Name: ..... Signature: ..... Date: .....

5. APPLICATION FOR THE REVALIDATION OF AN ENDORSEMENT

I am applying for the Revalidation of an Assessor: ☐ OJTI: ☐ STDI: ☐ endorsement.

Assessor/Instructor Endorsement Expiry Date shown on the applicants licence: .....

I can confirm that the applicant has successfully completed the applicable refresher training on this date .....

and has satisfied the requirements for the revalidation of their endorsement as per the Unit Competence Scheme.

Name: ..... Signature: ..... Date: .....

6. APPLICATION FOR THE RENEWAL OF AN ENDORSEMENT

I am applying for the Renewal of an Assessor: ☐ OJTI: ☐ STDI: ☐ endorsement.

Assessor/Instructor Endorsement Expiry Date shown on applicants Licence: .....

Date Refresher Training completed: .....

Date of assessor/practical instructor competence assessment: .....

Name of Assessor: ..... Signature of Assessor: .....

Serial number of Assessors licence: ☐☐☐☐☐☐☐ Date: .....

7. DECLARATION BY UNIT (Completed by the Unit Manager)

I, the undersigned, hereby certify that:

☐ The applicant meets the relevant requirements UK Regulation (EU) 2015/340.

Date (dd/mm/yyyy): ..... Signature: .....

Surname: ..... Forenames: .....

Post held: .....

8. DECLARATION BY THE APPLICANT (Completed by the Applicant)

I hereby declare that I have carefully considered the statements made and that to best of my knowledge they are correct.

Signature: ..... Date: .....

9. FINANCIAL DECLARATION

I am applying for the initial issue, revalidation or renewal of an assessor, OJTI, STDI license endorsement.

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant : as shown in 2 .....

Signature of Applicant : as named in 2..... Date: .....

10. PAYMENT BY A THIRD PARTY	HANDLED BY A THIRD PARTY
Please provide payee details here (if different from above) Email: …… Mobile number: ……	Is the applicant being handled by a third party? ☐ Name of individual handling application ..... Email: …… Mobile number: ……

11. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

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.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

☐ **Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

☐ **SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Where payment is to be made via bank transfer, the payment reference must include the individual's CAA reference number and application form, e.g. 123456A1411A.

If a transfer is for multiple individuals/applications, please send an accompanying email to licence.applications@caa.co.uk detailing the fee for each CAA reference and application. This ensures accurate reconciliation of payments, and will reduce the time taken to process your application.

Delays will occur where the above guidance is not followed.

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 the Issue, Revalidation, Renewal of Assessor, OJTI and STDI ATCO Licence Endorsements and Exchange of OJTI for an STDI Endorsement

Guidance on completion of CAA Form SRG 1415

General
The applicant must ensure that this form is correctly and fully completed. Incomplete or incorrectly completed submissions can significantly delay the processing of an application and may require resubmission. This form is used to make application to the CAA ATS Licensing Assessment for the issue of the following endorsements to an ATCO's licence. • The issue, revalidation and renewal of Assessor Endorsements. • The issue, revalidation and renewal of On Job Training Instructor (OJTI) Endorsements. • The issue, revalidation and renewal of Synthetic Training Device Instructors (STDI) Endorsements. • Exchange of OJTI for STDI Endorsements. **(See NOTE 4 below)**

Section 1 Application For
Tick the appropriate box for the type of application being made and complete the relevant sections of the form as indicated

.

Section 2 Personal Details
To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport. The Applicants Permanent Address must be the applying ATCO's address not the unit's address. Fully complete the Unit Address and ICAO Locator Indicator code.

Section 3 Application for an Assessor Endorsement
Complete this section when applying for the initial issue of an assessor endorsement. Enter the Initial Training Organisation (Place) where the Assessor course that was carried out, the course completion date and the course reference. Section 3 to be endorsed by the Applicant.

Section 4 Application for an OJTI or STDI Endorsement
Complete this section if applying for the initial issue of an OJTI or STDI endorsement. Tick the appropriate box OJTI or STDI. Enter the Initial Training Organisation (Place) where the applicant's practical instructional techniques course was carried, the course completion date and the course reference. See NOTE1 below. Section 4 to be endorsed by the Applicant.

Section 5 Application for the Revalidation of an Endorsement
Complete this section if applying to revalidate an endorsement. Tick the appropriate box for an Assessor, OJTI or STDI endorsement. Enter the expiry date of the current endorsement shown on the applicants licence. Enter the date the required refresher training was completed. Unit Representative to sign to confirm training completed in accordance with UCS. See NOTE 1 and 2 below.

Section 6 Application for the Renewal of an endorsement

This section is to be completed when applying for the renewal of an OJTI or STDI endorsement.

Tick the appropriate box for an Assessor, OJTI or STDI endorsement.

Enter the expiry date of the current endorsement shown on the applicants licence.

Enter the date the required refresher training was completed.

Enter the date of the practical instructor competence assessment was completed.

The Assessor who carried out the assessor competence assessment is to enter their name and signature, licence number and date of signing.

Enter the applicants name to indicate that the relevant requirements for the renewal have been satisfied.

See NOTES 1 and 3 below.

Section 7 Declaration by Unit

Must be completed by the ATS Unit manager or other senior staff member.

Section 8 Declaration by the Applicant

This must be completed by the applicant.

Section 9 Financial Declaration

This must be completed by the applicant

Section 10 Payment by Third Party

If the payment is being made by a third party the third party (Payer) must compete this section.

NOTES

NOTE 1: When making an application for the issue, revalidation or renewal of an OJTI endorsement the applicant must have a **current unit endorsement on their licence and a valid medical.**

NOTE 2: REVALIDATIONS. Refresher training can take place anytime within the endorsements validity period.

Consideration should be given as to when applications for revalidation are submitted to the CAA.

If the application is made within 90 days of the endorsements expiry date the CAA Licensing Assessment will issue the revalidated endorsement to be valid from the expiry date with a validity period of three years.

If the application is made earlier in the validity period i.e. after the completion of the refresher training the CAA Licensing Assessment will issue the revalidated endorsement to be valid from the refresher training date with a validity period of three years.

It is therefore recommended that applications are submitted within the 90 days prior to the current endorsement expiry date to maximise the validity period.

NOTE 3: RENEWALS. For Assessor and OJTI/STDI endorsement renewals, regulation 2015/340 requires that the endorsement must have an issue date within 30 days of the competence assessment date.

If the application is received by CAA Licensing Assessment within 30 days of the competence assessment date the issue date will be set as the date the competence assessment was completed and the expiry date 3 years after this date.

If an application is received more than 30 days after the competence assessment date, the issue date will be set to 30 days after the competence assessment date and the expiry date 3 years after this date.

NOTE 4: Exchange of OJTI Licence Endorsement for STDI.

Holders of an OJTI endorsement can carry out the duties of an STDI without exchanging their OJTI endorsement for an STDI endorsement.

For an OJTI to carry out the duties of an STDI it is not necessary to be medically fit.

It should only be necessary for an OJTI, who wishes to carry out STDI duties, to exchange their endorsement for an STDI if they are unable to revalidate their OJTI licence endorsement.

The STDI endorsement will be issued with the same expiry date as the current OJTI endorsement.

Once exchanged it is not possible to exchange back, therefore the holder of an STDI endorsement whose OJTI endorsement has expired, must complete the OJTI renewal process to regain their OJTI endorsement .
To enable this, the OJTI endorsement, with its expiry date, will remain on the licence after exchange .

SRG Forms for ATCO Licensing

- SRG1411A: Application for the Issue of an Air Traffic Controller Licence
- SRG1411B: Application for the inclusion, renewal or cancellation of Unit Endorsements in an ATCO Licence
- SRG1411D: Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment
- SRG1411E: Application for the Notification of a Change to Personal Details to an ATCO or FISO licence or Radio Operator Certificate of Competence
- SRG1411F: Application for the reissue of a UK Regulation 2015/340 Air Traffic Control (ATCO) Licence
- On-Line Form: Replace a licence or certificate that has been lost, damaged or stolen
- SRG1415: Application for the issue, revalidation or renewal of an ATC Assessor, OJTI or STDI licence endorsement
- SRG1416: Notification and Record of Revalidation of an ATCO Unit Endorsement
- SRG1421: Application for the Issue of a Student Air Traffic Controller License or the inclusion of Additional Ratings
- SRG1426: Air Traffic Controller Licence - Revalidation or Renewal of an English Language Proficiency Endorsement