

Air Traffic Controllers Licence - Notification of the Revalidation or Renewal of an English Language Proficiency Endorsement (Regulation UK (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

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.

GUIDANCE NOTES

This form is to be used to notify the CAA of the completion of an assessment of English Language Proficiency for the revalidation or renewal of an English Language Proficiency (ELP) endorsement contained in an Air Traffic Controller's Licence. **(NOTE: May also be used to apply for the initial issue of an ELP endorsement in some circumstances, as advised by the CAA)**

ELP endorsements are graded in accordance with the ICAO language proficiency rating scale and are valid for the following periods: Level four - 3 years, Level five - 6 years and Level six - 9 years. If assessment and application for revalidation is completed within the 3 months before the expiry date the new endorsement will be valid from the expiry date. For applications received prior to this 3 month period the new endorsement will be valid from the assessment date. Where an endorsement has been allowed to expire, an assessment will be required to renew the endorsement. The assessment can only be conducted by organisations and individuals specifically authorised to do so by the CAA.

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

Serial Number of ATCO Licence

Title..... Surname..... Forenames.....

Date of Birth (dd/mm/yyyy)..... Nationality.....

Place of Birth.....Country of Birth.....

Applicants Address:

 County.....Country.....Post Code.....

Telephone Numbers: Home Mobile

Email Address:

Unit Name

Unit Address

.....
 County.....Country.....Post Code.....

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.

2. ENGLISH LANGUAGE PROFICIENCY ENDORSEMENT - CURRENT DETAILS

Proficiency Level Indicated on current Licence

Expiry Date shown on current Licence

3. ASSESSMENT OF ENGLISH LANGUAGE PROFICIENCY

Date Assessment carried out

Assessment carried out by: Name.....

Name and Location of Organisation.....

Result of Assessment. (Proficiency level awarded in accordance with the ICAO Language Proficiency Scale.....)

4. DECLARATION

I confirm that the above Air Traffic Controller was assessed for English Language Proficiency in accordance with the process approved by the CAA and the above information is correct and complete.

Name Position

Signature Organisation.....

Date

5. FINANCIAL DECLARATION

I am applying for the initial issue, revalidation, or renewal of an English Language Proficiency (ELP) endorsement in an Air Traffic Controller (ATCO) Licence. [Please circle/delete as appropriate]

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 1):

Signature of Applicant (named in 1): Date:

6. PAYMENT BY A THIRD PARTY

Please provide payee details here (if different from above)

Email:

Mobile number:

HANDLED BY A THIRD PARTY

Is the applicant being handled by a third party?

Name of individual handling application

Email:

Mobile number:

7. 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.