ITO Credit Report for the holder of a third country ATCO licence or a UK Military Certificate of Competence.

This form is to be completed by the Initial Training Organisation who has assessed the applicant for the issue of training credits towards the issue of a UK Student Air Traffic Controller (ATCO) Licence.

UK Civil Aviation Authority

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. UK Training Organisation Details

Name of Initial Training Organisation:

ITO Certificate Reference: | | | | | | | | | | |

ITO Contact Person:

Report Author: Report Date

2. APPLICANT DETAILS

Full Name:

Nationality Date of Birth

Email address

Originating ATC Licensing Authority:

UK CAA Reference Number: | | | | | | | | | | |

3. BASIS ON WHICH THE CERTIFICATE/LICENCE WAS ISSUED

Describe training that was undertaken to gain the applicants ATC Licence or Military Certificate of Competence.

Include State, Training Organisation(s), Date(s) of training received and Date of Licence/Certificate issue.

4.SCOPE OF PRIVILEGES HELD

What Rating(s) are held or UK Military Equivalence?

5.EVALUATION OF EQUIVALENCE

Describe the evaluation carried out and an indication of the results of examinations and assessment(s) undertaken based upon both UK and non-UK specific content.

6.RECOMENDATIONS ON TRAINING CREDIT(S) TO BE GRANTED

Indicate any recommendation for training credits associated with the candidate's evaluation.

On submission of this form attach any associated documentation that supports the recommendations

7.ORIGINATING COUNTRY NATIONAL ATC REQUIREMENTS AND PROCEDURES

Include reference to third country documents if appropriate

8. DECLARATION BY TRAINING ORGANISATION

I, the undersigned, declare that the recommendation for training credits indicated in Paragraph 6, has been determined by appropriate evaluation of previous training; relating to knowledge, skills and experience; acquired for the purpose of a third country licence or UK military certificate of competence as being equivalent to those for UK civilian ATCO training requirements.

Name: Position:

Signature: Date:

9. 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 and supporting documentation (if applicable). 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 provided the supporting documentation (if applicable).

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.