



APPLICATION TO BECOME A DfT CERTIFICATED INSTRUCTOR

This form should be used to apply to become a DfT certificated instructor, and to be issued a Certificated Instructor Number (CIN). Please use the checklist in section 6 to ensure you have all the required documentation, as incomplete applications will be subject to delay.

SECTION 1 – APPLICANT DETAILS

Name:
Linked Training Provider:
Contact email:
Alternate email:
Telephone:
Alternate telephone:

SECTION 2 – BACKGROUND CHECK DECLARATION

This section should be completed by an appropriate management or HR person, unless you are making a self-declaration.

I hereby confirm that(print name) has successfully completed a background check on..... (date) in line with EU Regulation 2015/1998 and will be working as an aviation security instructor.

Name: Please tick this box to verify your statement
Company Name:
Role in company:
Contact telephone number:

If you are self-employed and making a self-declaration please tick this box
Please note that if you are self-certificating we will require verification from either an accountant or another Certificated Instructor to corroborate 5 years continuous employment history.

SECTION 3 – COUNTER TERRORIST CHECK

*Please fill out the below carefully so your CTC application can be linked to your instructor application. If you have not yet applied for CTC, please write N/A. Please note, you will **not** be able to be issued a CIN without a valid CTC clearance. Clearance to SC level is also acceptable, should this already be held.*

Application reference number:
Sponsor organisation:
Sponsor name:
Date of application:

If you are an independent instructor who requires sponsorship from the CAA, please tick this box

If you have existing CTC or SC clearance, please tick this box and **enclose a copy of your confirmation of clearance**



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SECTION 4 – CERTIFICATION REQUIREMENT

Please indicate below which of the DfT approved syllabuses you wish to be certificated for:

Ground* (Operatives and/or Supervisors)		Cargo (Regulated Agent)	
Aircrew		Cargo (Known Consignor)	
Airport Supplies		Aviation Security Manager	
In-flight Supplies*		Recognition of Firearms and Explosives	
Hold Baggage Reconciliation		General Security Awareness Training	
Aircraft Search Training Package			

**For these syllabuses, evidence of occupational competence will have to be provided alongside the course certificate.*

SECTION 5 – INSTRUCTOR DECLARATION

I hereby confirm that the training I will be conducting under the UK National Aviation Security Programme (NASP) will be delivered in the UK, to persons or entities within scope of the UK NASP and that for any training to be conducted outside these parameters I will seek permission from the CAA beforehand (unless the training is conducted on behalf of the DfT).

I understand that I am required to inform the CAA as soon as possible of a) any change in my contact details (including my employer) and b) any disqualifying convictions incurred. I understand that it is my responsibility to notify UKSV of any change in personal circumstances if following the granting of my clearance I:

- Marry/ form a Civil Partnership/ divorce/ dissolve a civil partnership or have a new or change of partner (with whom I live as a couple)
- Receive a Police caution, reprimand, or final warning; am arrested or refused bail or are convicted of an offence (other than minor road traffic offences).

I consent to my personal information being retained by the CAA for the purposes of being a certificated aviation security instructor and understand that this will entail sharing this information with government partners and law enforcement agencies for the purpose of an enhanced background check, as per EU 2015/1998 11.5.1 (a) (as amended by EU 2019/103).

Please tick here to indicate your agreement with the above declaration.....

SECTION 6 – SUBMISSION CHECKLIST

I enclose the following documentation in support of my application:

- Aviation security training course certificates
- Level 3 Award in Education and Training (or equivalent)
- Relevant evidence for occupational competence (if applicable)
- Verification of continuous employment history (required only if making a self-declaration in section 2)
- CTC or SC clearance letter (if applicable)

Once complete and all relevant documentation is collated, please submit this application form along with your supporting evidence to avsec.training@avsec.caa.co.uk