

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



Please complete this form online (preferred method) then print and sign the form.
Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink.
Post or scan and email the form in accordance with section 7.

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. 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 FOR (COMPLETE SECTIONS LISTED)

- Issue of an Assessor endorsement (Sections 2 & 3)
- Issue of an On-Job-Training Instructor (OJTI) or Synthetic Training Device Instructor (STDI) endorsement (Sections 2 & 4)
- Revalidation of an Assessor, OJTI or STDI endorsement (Sections 2 & 5)
- Renewal of an Assessor, OJTI or STDI endorsement (Sections 2 & 6)
- Exchange of OJTI for STDI endorsement (Sections 1 & 2)

2. PERSONAL DETAILS

Serial Number of Licence:

Title: Surname: Forenames:

Name of Unit: Post held:

Date of birth (dd/mm/yyyy): Country of birth:

Permanent Address:

..... Postcode:

Telephone: Mobile telephone:

E-mail:

3. APPLICATION FOR AN ASSESSOR ENDORSEMENT

Place and date of the applicant's Assessor 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 AN ON-JOB TRAINING INSTRUCTOR (OJTI) OR SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI) ENDORSEMENT

I am applying for an OJTI STDI endorsement.

Place and date of the applicant's practical instructional techniques 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 Licence:

Date Refresher Training completed:

I confirm that has satisfied the relevant requirements for the revalidation of their endorsement.

Name: Signature: Date:.....
(Unit manager or authorised representative)

Role:.....

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 Licence:

Date Refresher Training completed:

Date of assessor/practical instructor competence assessment:

Name of Assessor: Signature of Assessor:

Serial number of Assessor's licence : Date:.....

I confirm that has satisfied the relevant requirements for the renewal of their endorsement

Name: Signature: Date:.....
(Unit manager or authorised representative)

Role:.....

7. SUBMISSION INSTRUCTIONS

After completion this form should be to:
ATS Licensing, Licensing Assessment, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR. If preferred, you may scan and email the completed form to the email address below. If you have any questions or wish to enquire about your application please e-mail ats.licensing@caa.co.uk.

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GUIDANCE NOTES

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.

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.

Where the unit has an ICAO Locator Indicator code this must be included.

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.

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

See NOTE 2 and 3 below.

Section 5 to be endorsed by the Unit Manager.

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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, 2 and 3 below.

Section 6 to be endorsed by the Unit Manager.

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.

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.

Therefore it is 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.

Further Information:

Regulation 2015/340 allows for an OJTI to exchange their endorsement for an STDI endorsement in certain circumstances.

If such an exchange is contemplated the applicant should contact CAA ATS Licensing direct at the email address shown in Section 7.

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SRG Forms for ATCO Licensing

- SRG1411A Initial issue of an ATCO Licence
- SRG 1411B Issue/Cancellation/Renewal of Unit Endorsements
- SRG1411C Exchange of Licence between EU Member States
- SRG1411D Notification of the completion of a Unit Endorsement Assessment
- SRG1411E Change of personal details
- On Line Form
- [Application to replace lost or damaged licence](#)
- SRG1415 Application for the Issue, Revalidation and Renewal of Assessor, OJTI and STDI Endorsements
- SRG1416 Record of Revalidation of an ATCO Unit Endorsement
- SRG1421 Application for Student ATCO Licence
- SRG1426 Renewal of an English language proficiency endorsement