

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



FALSE REPRESENTATION STATEMENT
It is an offence under Article 256 of the Air Navigation Order 2016 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 up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

1. 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 Endorsement contained in an Air Traffic Controller's Licence.

English language proficiency 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

Assessment for revalidation must take place within the 3 months before the expiry 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.

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

Serial Number of ATCO Licence

Title: Surname: Forename(s)

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

Place of Birth: Country of Birth:

Applicants Address:

County: Country: Postcode:.....

Telephone Numbers: Home: Mobile:

Email Address:

Unit Address:

ICAO Location Indicator:

County: Country: Postcode:.....

3. ENGLISH LANGUAGE PROFICIENCY ENDORSEMENT - CURRENT DETAILS

Proficiency Level Indicated on current Licence

Expiry Date shown on current Licence

4. ASSESSMENT OF ENGLISH LANGUAGE PROFICIENCY

Date Assessment carried out

Assessment carried out by: Name..... Position

Name and Location of Organisation

Result of Assessment (indicate Proficiency Level awarded in accordance with the ICAO Language Proficiency Rating Scale)

5. DECLARATION (tick as appropriate)

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

6. SUBMISSION INSTRUCTIONS

Please check:

- All Sections relevant to the application have been completed;
- The declaration has been signed by the assessing individual or assessing organisation manager

when completed, return this form to:

ATCO Licensing Section, Licensing Assessment, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex RH6 0YR

Telephone Enquiries: +44 (0) 1293 573270

E-mail: ats.licensing@caa.co.uk