

# Application for Certification as an Air Traffic Control Officer Training Organisation and to provide licence endorsement training and assessment (Regulation EU 2015/340)



Please complete this form online (preferred method) 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. 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: (Tick as appropriate)

**a)** For Certification as a Training Organisation (TO).

(To provide unit training leading to the grant of an air traffic controller's licence, the issue of rating endorsements and continuation training).

**b)** To provide training and assessment for Practical Instructors and Assessor leading to the grant and or renewal of one or more of the following licence endorsements:

On Job Training Instructor (OJTI)

Synthetic Training Device Instructor (STDI)

Assessor licence endorsements

## 2. APPLYING ORGANISATION DETAILS (Complete a) or b) as applicable)

a) Registered Company Name in Full and Companies House Registration Number.

b) Name of Unincorporated Association or Other Body.

## 3. ORGANISATION CONTACT DETAILS

Office Address: .....  
..... Postcode: .....  
Telephone: ..... E mail: .....

## 4. NAME OF TRAINING ORGANISATION AND LOCATION IF DIFFERENT FROM ABOVE

Trading Name: .....  
Address: .....  
..... Postcode: .....  
Telephone: ..... E mail: .....

## 5. PERSONNEL CONTACT DETAILS

### a) FOCAL POINT FOR COMMUNICATION WITH THE CAA

Title: ..... Forename: ..... Surname: .....  
Telephone: ..... E mail: .....

### b) ACCOUNTABLE MANAGER

Title: ..... Forename: ..... Surname: .....  
Telephone: ..... E mail: .....

### c) HEAD OF TRAINING ORGANISATION (if different from point b)

Title: ..... Forename: ..... Surname: .....  
Telephone: ..... E mail: .....

6. PROPOSED INITIAL TRAINING DETAILS						
Basic Training						
Rating	Rating Endorsement					
ADV	<i>No associated rating endorsement</i>					
APP	<i>No associated rating endorsement</i>					
APS	<i>No associated rating endorsement</i>					
ACP	<i>No associated rating endorsement</i>					
ACS	<i>No associated rating endorsement</i>					
ADI	AIR	GMC	TWR	GMS	RAD	
APS	PAR	SRA	TCL			
ACP	OCN					
ACS	TCL	OCN				

7. PROPOSED ATCO LICENCE ENDORSEMENT TRAINING AND ASSESSMENT	
Endorsement	
OJTI	Practical Instructional Techniques Course including assessment Refresher Course on Practical Instructional Skills Method of Assessing Practical Instructors for endorsement renewal
STDI	Practical Instructional Techniques Course including assessment Refresher Course on Practical Instructional Skills Method of Assessing Practical Instructors for endorsement renewal
ASSESSOR	Assessor Training Course including assessment Refresher Course on Assessment Skills Method for Assessing the Competence of Assessors for endorsement renewal

8. UNIT LOCATIONS WHERE TRAINING IS TO BE CARRIED OUT			
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	
Unit Name		ICAO Locator code	

9. REGULATION 2015/340 DECLARATION OF COMPLIANCE
The organisation shown in section 2 will comply with the applicable requirements of Regulation (EU) 2015/340.
Accountable Manager: .....
Signature: ..... Date: .....

**10.FEES**

The fees for application for Certification as a Training Organisation to provide unit training are included in the fee for Certification as an ANSP.

The fee(s) required for an application for Certification as an Initial Training Organisation, as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5, available at [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)) are to be paid on application.

NB: This application will not be processed until the applicable fees have been received.

Total fees included are: £ .....

**IMPORTANT NOTES:**

If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at [www.caa.co.uk/refunds](http://www.caa.co.uk/refunds) for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

**11. DECLARATION**

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose any charges payable on application in accordance with the Scheme of Charges.

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant: .....

Signature of Applicant: ..... Date: .....

**12. SUBMISSION INSTRUCTIONS**

When you have completed this form, please send it to:

Airspace, ATM and Aerodromes  
Safety and Airspace Regulation Group  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR  
Email: [anspcertification@caa.co.uk](mailto:anspcertification@caa.co.uk)

# Application for Certification as an Air Traffic Control Officer Training Organisation and/or to provide licence endorsement training and assessment (Regulation EU 2015/340)



## Guidance

### General

This form is used for the following:

- To make application for certification as a Training Organisation to provide unit training
- To make application to provide licence endorsement training and assessment

### Section 1 Application

Tick the box or boxes appropriate to the application.

Box 1(a) if you are applying for certification as a Training Organisation.

Box 1 (b) If you are applying to provide any type of Licence endorsement training ie OJTI, STDI or Assessor.

NOTE: If you are applying for a TO certificate and intend to provide licence endorsement training and assessment tick both 1 (a) and 1 (b).

If you already hold a TO certificate and wish to add licence endorsement training and assessment to your certificate, only select 1 (b).

### Section 2 Applying Organisation Details

Enter you company/organisation details.

### Section 3 Organisational Contact details

This is your company/organisation contact details.

### Section 4 Personal contact details.

Self-explanatory

### Section 5 Proposed ATCO Unit Endorsement Training

If you are applying for a TO certificate, tick the appropriate boxes to indicate they type of training your organisation intends to carry out. Note; this is all the training that your organisation intends to carry out across all units, if applicable. You will be contacted by us during the certification process to ascertain which training is provided at which unit.

### Section 6 Proposed ATCO Licence Endorsement Training and Assessment

Tick the appropriate boxes to indicate the type of licence endorsement training your organisation intends to carry out if applicable.

Note: The Practical Instructional Techniques Course, including assessment and Assessor Training Course, including assessments are for the initial issue of the relevant endorsement only.

The Refresher training courses are required for revalidation and renewal.

The Competence Assessments are required only for renewal.

### Section 7 Unit Locations Where Training is to be Carried Out

If you are applying for a Training Organisation Certificate enter the units where the certificate will apply, and their ICAO locator codes where known.

### Section 8 Regulation 2015/340 Declaration of Compliance

To be signed by the Accountable Manager as required by the regulation.

### Section 9 Fees

Enter the appropriate fee as indicated in the CAA Scheme of Charges.

### Section 10 Declaration

Self-explanatory.

### Section 11 Submission Instructions

Submit your application to the address shown.

### Additional Information.

On making an application for a training organisation certificate this form must be submitted along with the regulation 2015/340 Compliance Matrices and supporting documentation.

The compliance matrix and further information on the application process is available on the CAA web site at the link below.

[Air Traffic Control Officer Training Organisation Certification](#)

# Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

**1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)**

Application for:..... Dated: .....

Original Applicant's Name: .....

Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx) .....

Registered Company or Trading Name: (if applicable) .....

Contact Telephone Number: .....

**2. PAYMENT DETAILS**

**a) Payment type (please tick your chosen method of payment).**

Visa      Mastercard      Debit Card      Cheque/Banker's Draft      Bank Transfer      Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to '**Civil Aviation Authority**'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc  
Bloomsbury Parr's Branch  
PO Box 158  
214 High Holborn  
London  
WC1V 7BX

Account Name: Civil Aviation Authority  
Account Number: 36029769  
Sort Code: 60-30-06  
Swift Code: NWBK GB 2L  
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ ..... BACS/CHAPS/ASN Reference\*: .....

\*When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the individual's CAA reference number followed by the application date (i.e. 123456A ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: ..... Payers Email: ..... Date of Transfer: .....

**b) Card Details (for payment by Credit/Debit Card)**

Card number: .....

Expiry date:      /      Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:
Start date:      /      Amount: £ .....
Issue No:      (if applicable)

Name (as written on card): .....  
(BLOCK CAPS)

Full postal address of card holder: .....  
..... Postcode:.....

Card holder's signature: .....

Please tick box if paying with Company Card      Company Name: .....

**Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.**