

ICAO Endorsed Government Aviation Personnel- Personnel Licensing

Course 18710

Description

This 15-day course is designed for CAA licensing office staff such as: flight crew licensing operations inspectors, maintenance licensing inspectors, and licensing officers or administrative licensing staff. This course is intended for CAA's involved in developing or upgrading its own state licensing or PEL system. The course is intended to be taken as a group composed of personnel assigned to a CAA's PEL office. Participants are taught how to establish and maintain a CAA PEL office, and factors to consider when obtaining services for the PEL system from an outside service provider. Participants will be instructed on how to develop knowledge tests for a licensing system and how to ensure the test's validity. Participants will learn the licensing process from application to issuance of a license, in addition to procedures for validation or conversion of a foreign license and suspension or revocation of a license. Classroom exercises will provide practice in how to determine if an applicant is eligible for the license sought, and if the license applicant successfully completed the demonstrations required for a license. The course is based on the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs), Model Civil Aviation Regulations (MCARs) and technical guidance.

Objectives

At the conclusion of the course, participants will be able to:

- Establish and maintain a CAA PEL system.
- Obtain knowledge testing services from an outside provider.
- Manage a knowledge testing system.
- Evaluate a license application for completeness and accuracy.
- Determine if an applicant is eligible for the license sought.
- Administer, grade and document the results of knowledge tests.
- Conduct flight crew license skill tests.
- Conduct maintenance technician skill tests.
- Determine the appropriate document to be issued based on the skill test results.
- Validate and convert foreign licenses.
- Suspend or revoke a license.

Who Should Attend

Operations inspectors and airworthiness inspector assigned to the CAA PEL office. Inspectors should hold the equivalent licenses that are issued by the PEL office. PEL office administrative staff or licensing officers who are responsible for administrative, non-technical functions of the PEL office should also attend with the CAA licensing inspectors.

Prerequisites: None.

Course Outline

- Establishing and maintaining a PEL office.
- Determining which licensing functions to obtain by outside service providers.
- Managing a knowledge testing system.
- Conducting the Application Phase of the licensing process.
- Conducting the Evaluation Phase of the licensing process.
- Conducting the Demonstration Phase of the licensing process - Administering knowledge tests.
- Conducting the Demonstration Phase of the licensing process - Conducting FCL skill tests.
- Conducting the Demonstration Phase of the licensing process - Conducting AMT skill tests.
- Conducting the Issuance Phase of the licensing process - Issuing a license, letter of discontinuance, or notice of denial.
- Issuing a validated or converted foreign license.