

**This page is not part of the application and is for your information only.  
This page has not to be sent to the Belgian CAA.**

Record of versions

Version number	Date of revision	Topics
1.6	01/03/2017	Complementary details requested in section 2.2
1.7	01/06/2017	Total instrument time requested in place of dual instrument time in section 7

**When to use this application form?**

In case of applying for a Commercial Pilot Licence (CPL) or the first issuance of an Instrument rating (IR).

**Which sections to fill in?**

**Section 1 – Application – has to be filled in systematically.**

If you want to convert a valid ICAO licence or rating to a Belgian licence or rating, fill in the “1.2 Application” section

- In this case, you have to provide the details of your ICAO licence and provide us a copy of it.

Otherwise fill in the “1.1 Application” section only.

**Section 2 – Details of the applicant – has to be filled in systematically.**

If you wish to inform us of your personal details or of any changes in our personal details, please fill in the “2.2 Applicant details”.

Otherwise fill in your personal licence number only in the “2.1 Applicant details”.

**Section 3 – Address for correspondence – has to be filled in if the address for correspondence is different from your personal address.**

**Section 4 – Medical fitness**

You have to provide us with a copy of your medical certificate issued in conformity with Part-MED.

If you are not holding a Belgian issued medical certificate please contact the Belgian Aero-Medical Section at [info.ams@mobilit.fgov.be](mailto:info.ams@mobilit.fgov.be).

**Section 5 – Confirmation of theoretical knowledge examination – has to be filled in systematically.**

You have to provide us with a certified copy of your examination results when the examinations were not taken with the Belgian CAA.

**Section 6 – Description of the flying experience – has to be filled in in the case of CPL modular training, IR modular training and IR competency based.**

As some trainings require a minimum flying experience as prerequisites, you have to demonstrate that you meet these minima.

**Remark:** your logbooks have to be duly filled in, please read the instructions for use included in your Part-FCL logbook or consult the corresponding Acceptable Means of compliance (AMC1 FCL.050) or consult the corresponding information notice on our website.

**Sections 7, 8 and 9 – ATO certification and recommendation – has to be filled in systematically.**

You have to ask the Approved Training Organisation to fill in the adequate section when the training is completed.

This section will be verified by the examiner BEFORE the skill test.

**Section 10 – Confirmation of skill test – has to be filled in systematically.**

This section will be filled in by the examiner.

Remark: this section may also serve for the confirmation of an IR competency based for holders of a valid ICAO IR having demonstrated a minimum experience of at least 50 hours of flight time under IFR as PIC on aeroplanes. In this case, the examiner has to complete the addendum concerning the demonstration of theoretical knowledge during the skill test.

**Section 11 – Declaration of applicant – has to be filled in systematically.**

Please specify how you wish to receive your licence from BCAA.

**Remarks**

Within 10 days after receipt of a skill test/proficiency check result, an appealable decision about the test/check results may be requested in writing to the Belgian Civil Aviation Authority.

Any incorrect information could disqualify the applicant from taking any examination or being granted a personnel licence, certificate, rating, authorisation or attestation. Furthermore, in case of obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence, in spite of the penalties susceptible to be imposed on the pilot, the decision of acceptance will be the object of a decision of immediate withdrawal.

Instruction time must be certified in your logbook by the appropriately rated or authorised instructor from whom it was received.

Assessment of competence, skill test and proficiency check must be certified in your logbook by the appropriately rated or authorised examiner from whom it was taken.

**AEROPLANES - Application form**  
**Part-FCL Commercial pilot licence / Instrument rating**

**Date of reception:**

**1.1 Application** to be completed by the applicant

I am applying for the following aeroplane licence or rating:

**CPL**  **IR**

Aeroplane class/type rating (please specify): .....

Type of course(s) completed (if any):

CPL modular  IR modular

CPL integrated  CPL/IR integrated

ATP integrated  IR competency based

**1.2 Application**

**Conversion of a valid ICAO licence or rating (if applicable):**

ICAO CPL to CPL  ICAO CPL/IR to CPL/IR  ICAO IR to IR

Particulars of third country ICAO licence held

Issuing authority	Type/Class of licence	Licence number	Expiry date

Supporting documentation required with the application:

Authentication form of licence issued by the ICAO competent authority and copy of your valid ICAO licence

**2.1 Applicant details** to be completed by the applicant

Belgian licence number: BE.FCL.....A

**2.2 Applicant details** to be completed by the applicant

Belgian national register of natural persons number: .....

Title: ..... Name: ..... First name(s): .....

Date of birth (dd/mm/yyyy): ..... Nationality: .....

Town of birth: ..... Country of birth: .....

Permanent address: .....

Town/Country: ..... Postcode: .....

Telephone: ..... Alternative telephone number: .....

E-mail: .....

Supporting documentation required with the application:

Copy of your valid passport, EEA/EU national identity card or full EU photographic driving licence

**3. Address for correspondence (if different from above)** to be completed by the applicant

Postal address: .....

Town/Country: ..... Postcode: .....

4. Medical fitness	to be completed by the applicant
Note: Your medical certificate must be valid on the licence or rating issue date.	
Supporting documentation required with the application:	Copy of Part-MED medical certificate (Class 1 or 2)

5. Confirmation of theoretical knowledge examination	to be completed by the applicant
I have taken my theoretical examination with the following competent authority:	
.....	
.....	
Supporting documentation required with the application:	Certified copy of theoretical knowledge examination results (if not taken with the Belgian CAA)

6.1 CPL modular training – Flying experience		to be completed by the applicant	
	Hours claimed	Qualifying hours	CAA use only
Total hours flight time		200	
Flight time on aeroplanes as PIC		100	
Hours as PIC of other category of aircraft <b>Hours as PIC of other categories of aircraft may count partially towards the total hours flight time.</b>			
Cross-country flying on aeroplanes as PIC		20	
Date of solo cross-country flight no less than 540 km / 300 Nm during which full stop landing at two aerodromes different from the aerodrome of departure have been made			
Instrument flight instruction on aeroplanes & FSTD's		10	
Instrument ground time in a FNPT I, FNPT II or FFS			

6.2 IR modular training – Flying experience		to be completed by the applicant	
	Hours claimed	Qualifying hours	CAA use only
Cross-country flight time as PIC of aeroplanes		10	
Hours as PIC of other categories of aircraft <b>Hours as PIC of other categories of aircraft may count partially towards the total hours flight time.</b>			
Total hours Cross-country flight time as PIC		50	

6.3 IR Competency-based – Flying experience		to be completed by the applicant	
	Hours claimed	Qualifying hours	CAA use only
Flight time under IFR as PIC on aeroplanes			
Supporting documentation required with the application:	Original flying logbooks Copy of your licence in other category of aircraft (if you have flight time as PIC in other category of aircraft)		

7. Integrated courses to be completed by the approved training organisation

I certify that (applicant) ..... has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Commercial Pilot's Licence with  without  instrument rating in accordance with Part-FCL.

Date course started: ..... Date course completed: .....

The course consisted of: (refer to Part-FCL Appendix 3)

- ..... hours as PIC (including SPIC) (MNM: 70 h)
- ..... hours dual instruction (including ground time) (MNM: 95 h)
- ..... hours cross-country as PIC including a 300 NM cross-country flight on (date).....(MNM: 50 h)
- ..... hours flight instruction at night (MNM: 5 h)
- ..... hours dual flight instruction at night (MNM: 3 h)
- ..... hours cross-country flight instruction at night (MNM: 1 h)
- ..... solo take-offs and landings at night (MNM: 5)
- ..... hours dual flight instruction on a 4 persons – variable pitch – retractable landing gear aeroplane (MNM: 5 h)
- ..... hours instrument instruction (including ground time and SPIC) (MNM: 115 h)
- ..... hours instrument flight as SPIC (MNM: 20 h)
- ..... hours MCC training (MNM: 15 h)
- ..... hours instrument ground time in a FNPT II, FTD 2 or FFS (including MCC training)
- ..... hours instrument ground time in a FNPT I

Approved training organisation (ATO): ..... ATO approval N° .....

Competent authority issuing approval: .....

Name of person having the rights to engage the responsibility of the ATO:  
.....

Signature: ..... Date: .....

Supporting documentation required with the application:  
Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

8. CPL Modular course or reduced modular training course details

to be completed by the approved training organisation

I certify that (applicant) ..... has satisfactorily met the pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Commercial Pilot's Licence.

Date course started: ..... Date course completed: .....

The course consisted of: (refer to Part-FCL Appendix 3, Section E)

..... hours dual visual flight instruction (including any credits) (MNM: 15 h)

..... hours dual flight instruction on a 4 persons – variable pitch – retractable landing gear aeroplane (MNM: 5 h)

..... hours flight instruction at night (if applicable) (MNM: 5 h)

..... hours dual flight instruction at night (if applicable) (MNM: 3 h)

..... hours cross-country flight instruction at night (if applicable) (MNM: 1 h)

..... solo take-offs and landings at night (if applicable) (MNM: 5)

..... hours instrument instruction (Including ground time and any credits) (MNM: 10 h)

..... hours instrument ground time in a FSTD (if applicable)

..... hours credit

(applicable for pilots holding a valid IR(A), IR(H) or a BIF certificate or converting an ICAO licence)

Approved training organisation (ATO): ..... ATO approval N° .....

Competent authority issuing approval: .....

Name of person having the rights to engage the responsibility of the ATO:

Signature: ..... Date: .....

Supporting documentation required with the application:

Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

9. IR modular course or reduced modular training or competency-based course details  
to be completed by the approved training organisation

I certify that (applicant) ..... has satisfactorily met the pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of an instrument rating.

Date course started: ..... Date course completed: .....

Date of pre-entry assessment in the case of competency-based course: .....

The course consisted of: (refer to Part-FCL Appendix 6, Section A)

..... hours instrument time under instruction (including instrument ground time)

..... hours instrument ground time in a FNPT II or FFS

..... hours instrument ground time in a FNPT I

..... hours credit (applicable for pilots converting an ICAO licence)

Approved training organisation (ATO): ..... ATO approval N° .....

Competent authority issuing approval: .....

Name of person having the rights to engage the responsibility of the ATO:  
.....

Signature: ..... Date: .....

Supporting documentation required with the application:  
Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

**10. Confirmation of skill test** **to be completed by the examiner**

I certify that (applicant) ..... has satisfactorily completed a:

CPL(A) skill test pass date: ..... IR(A) skill test pass date: .....

I further certify that I have verified the identity of the applicant and that the applicant complies with all the qualification, training and experience requirements for the grant of the licence or rating for which the skill test is taken.

**CPL(A) skill test**

Name of examiner: ..... Examiner N° .....

Authorising competent authority: .....

Signature (examiner): ..... Date: .....

**IR(A) skill test**

Name of examiner: ..... Examiner N° .....

Authorising competent authority: .....

Signature (examiner): ..... Date: .....

**Addendum for IR(A) skill test for applicants for IR competency-based holding a valid ICAO IR(A)**

I further certify that the applicant has demonstrated during the IR skill test an adequate level of theoretical knowledge of air law, meteorology and flight planning and performance (IR).

Name of examiner: ..... Examiner N° .....

Authorising competent authority: .....

Signature (examiner): ..... Date: .....

**Supporting documentation required with the application:**  
Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)

Note - Examiners are reminded that they must complete the skill test report form and submit a copy of it to Licensing department, within 14 working days from the skill test.

Applicants are advised that the licence will not be issued until the corresponding skill test report form is received.

**11. Declaration of applicant** **to be completed by the applicant**

I declare that the information provided on this form is correct.

I have fully reviewed all applicable guidance material and have submitted all of the necessary paperwork for my application to be considered.

I wish to pick up my licence from the BCAA during the opening hours.

I wish that BCAA send my licence to my postal address.

Signature (applicant): ..... Date: .....