

**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
0.1	01/04/2013	Initial version
1.0	05/06/2018	New layout Update of the requirements "Only once" conformity for the details asked to the applicant

When to use this application form?

In case of application for the extension of privileges of an instructor certificate.

How to use this application form?

Print and fill in the pages intituled "First page" and "Last page" and the in-between page(s) you need for the extension of privileges of one or more instructor certificates. The relevant requirements for getting a certificate extended are always gathered on one page. You don't have to print and send us all the pages. Only "First page", "Last page" and the in-between pages for the particular certificates are needed. E.g.: to extend your FI(H) certificate, you fill in and send us "First page", "Flight instructor" page and "Last page". To extend your CRI and IRI(A), you send us "First page", "Class rating instructor" page, "Instrument rating instructor" page and "Last page".

Which pages to fill in?

First page (Application – Details of the applicant – Address for correspondence) has to be filled in systematically.

- If you wish to inform us about your personal details or about 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".
- Address for correspondence – has to be filled in if the address for correspondence is different from your personal address.

Any in-between page(s) you need for the certificates to be extended.

Last page (Declaration of applicant) has to be filled in systematically.

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

Terms used and acronyms and their **corresponding references** in the regulation

FI	Unrestricted: FCL.910.FI(c) ; CPL: FCL.905.FI(d) ; FI(FI): FCL.905.FI(i) ; ME: FCL.905.FI(h) ; IR/SE: FCL.905.FI(g) ; IR/ME: FCL.905.FI(g) ; Night: FCL.905.FI(e) ; MPL: FCL.905.FI(j) ; Towing: FCL.905.FI(f) ; Aerobatic: FCL.905.FI(f) ; Cloud flying (FI(S) only) : FCL.905.FI(f)
TRI	LIFUS: FCL.910.TRI(a) ; In the A/C: FCL.935.TRI ; TRI(TRI): FCL.905.TRI(b) ; MPL: FCL.905.TRI (c)(1), (c)(2) and (d)(3) SPO to MPO (TRI(SPA) and TRI(H)): FCL.905.TRI(c)(1) and FCL.910.TRI(c)(2) ; SPH to MPH (TRI(H) only): FCL.915.TRI(d) Further type in same category: FCL.910.TRI(b) and (c)
CRI	SE: FCL.905.CRI(a)(1) ; ME: FCL.905.CRI(c) ; Towing: FCL.905.CRI(a)(2) ; Aerobatic: FCL.905.CRI(a)(2) Further type or class: FCL.905.CRI(b)
IRI	SE: FCL.905.IRI(a) and FCL.915.IRI(a)(1) ; ME: FCL.915.IRI(a)(2) ; MPL: FCL.905.IRI(b)
SFI	MPL: FCL.905.SFI(b)(2) and FCL.905.SFI(c)(3) ; SPO to MPO : FCL.905.SFI(b)(1) ; IR: FCL.905.SFI(a) Further type in same category: FCL.910.SFI
MCCI	MPL: FCL.905.MCCI(a)(2) Further type in same category: FCL.910.MCCI
STI	MPL: FCL.905.STI(b) Further type in same category: FCL.910.STI

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.

First page

1. Application

to be completed by the applicant

I am applying for extension of privileges of the following instructor certificate:

FI Unrestricted CPL FI(FI) ME IR/SE IR/ME Night MPL
 Towing Aerobatic Cloud flying (FI(S) only)

TRI LIFUS In the A/C TRI(TRI) MPL
 SPO to MPO (TRI(SPA) and TRI(H)) SPH to MPH (TRI(H) only)
 Further type in same category (please specify type):

CRI SE ME Towing Aerobatic
 Further type or class (please specify type or class):

IRI SE ME MPL

SFI MPL SPO to MPO (SFI(SPA)) IR
 Further type in same category (please specify type):

MCCI MPL
 Further type in same category (please specify type):

STI MPL
 Further type in same category (please specify type):

2.1 Applicant details

to be completed by the applicant

Belgian licence number: BE.FCL....., A or H or As or S or B

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:

Flight Instructor – Aeroplane/Helicopter/Sailplane/Balloon/Airship

1. Flight experience prerequisites to be completed by the applicant

Unrestricted	FI(A)	Flight time as instructor under supervision:	FI(H)	Flight time as instructor under supervision:	FI(S) FI(B) FI(As)	Flight time as instructor under supervision:
		Supervised solo flights:		Supervised solo exercises:		Take-offs as instructor under supervision:
CPL	Flight time on the relevant aircraft category:			Flight time as instructor on the relevant aircraft category:		
FI(FI)	Flight time as instructor on the relevant aircraft category:			FI(S)	Launches as instructor on sailplanes:	
				FI(B)	Take-offs as instructor on balloons:	
ME	FI(A) FI(H)	Flight time on the relevant aircraft category:	FI(A)	Flight time as PIC on relevant type or class applied for:	FI(H)	Flight time as PIC on single-pilot multi-engine helicopters:
Night	Total take-offs, approaches and landings at night (in the aircraft of the same type or class or an FFS representing that type or class) in the 90 days preceding the present application:					
IR	Flight time in IFR on aircraft:			Instrument ground time:		
MPL	Flight time on the aeroplane category:		Flight time as instructor on the aeroplane category:		Flight time in multi-crew operations:	

Supporting documentation required with the application:

Paper logbook (no scan, no copies)

2. Flight instructor additional training to be completed by the ATO having conducted the training

I certify that (applicant)

has satisfactorily completed a training in accordance with Part-FCL for *(Please detail the training hereunder)*

IR instruction (IRI training course) ME aeroplane class or type (CRI training course)

ME helicopter type (TRI(H) training course) MPL instruction

Date course started: Date course completed:

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)

3. Confirmation of assessment of competence**to be completed by the examiner**

I certify that (applicant)
 has satisfactorily completed an assessment of competence for extension of instruction privileges

for one multi-engine class or type for IR for FI(FI),

on (date): Aircraft type and registration:

I further certify that I have verified that the applicant complies with all the qualification, training and experience requirements for the grant of the extension of the certificate.

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 holding a Belgian licence)

4. Confirmation of instruction session under supervision**to be completed by the instructor**

I certify that (applicant)
 has satisfactorily demonstrated the ability to instruct for the

Night Towing Aerobatic Cloud flying rating,

on (date): Aircraft type and registration:

Name of instructor: Instructor N°

Authorising competent authority:

Signature (instructor): Date:

Supporting documentation required with the application: Copy of Part-FCL instructor's licence (if instructor is not holding a Belgian licence)

Type Rating Instructor – Aeroplane/Helicopter

1. Flight experience and prerequisites to be completed by the applicant

TRI(TRI)	Years' experience as TRI:	Number of type rating courses conducted:	
Extension to further type	TRI(A) Sectors on the applicable type within the last 12 months preceding the application	A/C:	TRI(H) Hours flight instruction under supervision:
		FFS:	
SPO to MPO (TRI(H))	Flight time in multi-pilot operations on the type:		
SPO to MPO (TRI(SPA))	Type(s) on which the privileges are sought:		
MPL	Flight time in multi-crew operations:		

Supporting documentation required with the application: Paper logbook (no scan, no copies)

2. Type Rating Instructor additional training to be completed by the ATO having conducted the training

I certify that (applicant)

has satisfactorily completed a training in accordance with Part-FCL for *(Please detail the training hereunder)*

extension to further type in same aircraft category: (please specify type)

LIFUS instruction instruction in the aircraft MPL instruction

Date course started: Date course completed:

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)

3. Confirmation of assessment of competence to be completed by the examiner

I certify that (applicant)

has satisfactorily completed an assessment of competence for extension of instruction privileges

to a further type in same aircraft category (please specify type):

from FFS only to instruction in the aircraft from SPH to MPH,

on (date):

Aircraft registration: or

FSTD identification number:

I further certify that I have verified that the applicant complies with all the qualification, training and experience requirements for the grant of the extension of the certificate.

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 holding a Belgian licence)

Class Rating Instructor

1. Flight experience prerequisites to be completed by the applicant

Extension to further type or class	Flight time within the last 12 months as PIC on relevant type or class applied for:	
SE	Flight time on the relevant aircraft category:	Flight time as PIC on relevant type or class applied for:
ME	Flight time on the relevant aircraft category:	Flight time as PIC on relevant type or class applied for:

Supporting documentation required with the application: Paper logbook (no scan, no copies)

2. Class rating instructor additional training to be completed by the ATO having conducted the training

I certify that (applicant)
has satisfactorily completed a training in accordance with Part-FCL for *(Please detail the training hereunder)*
 SE instruction ME instruction
Date course started: Date course completed:
Approved training organisation (ATO): ATO approval N°
Authorising competent authority:
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)

3. Confirmation of assessment of competence to be completed by the examiner

I certify that (applicant)
has satisfactorily completed an assessment of competence for extension of instruction privileges
 for one single-engine class or type for one multi-engine class or type,
on (date): Aircraft type and registration:
I further certify that I have verified that the applicant complies with all the qualification, training and experience requirements for the grant of the extension of the certificate.
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 holding a Belgian licence)

4. Confirmation of instruction session under supervision to be completed by the instructor

I certify that (applicant)
has satisfactorily demonstrated the ability to instruct for the
 Towing Aerobatic rating further class or type (please specify type or class):
on (date): Aircraft type and registration:
Name of instructor: Instructor N°
Authorising competent authority:
Signature (instructor): Date:

Supporting documentation required with the application: Copy of Part-FCL instructor's licence (if instructor is not holding a Belgian licence)

Instrument Rating Instructor – Aeroplane/Helicopter

1. Flight experience prerequisites to be completed by the applicant

SE	Flight time on the relevant aircraft category:	Flight time as PIC on relevant type or class applied for:
ME	Flight time on the relevant aircraft category:	Flight time as PIC on relevant type or class applied for:
MPL	Flight time in multi-crew operations:	

Supporting documentation required with the application: Paper logbook (no scan, no copies)

2. Instrument rating instructor additional training to be completed by the ATO having conducted the training

I certify that (applicant)

has satisfactorily completed a training in accordance with Part-FCL for *(Please detail the training hereunder)*

ME aeroplane class or type (CRI training course) ME helicopter type (TRI(H) training course)

MPL instruction

Date course started: Date course completed:

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)

3. Confirmation of assessment of competence to be completed by the examiner

I certify that (applicant)

has satisfactorily completed an assessment of competence for extension of instruction privileges

for one single-engine class or type, or

for one multi-engine class or type,

on (date): Aircraft type and registration:

I further certify that I have verified that the applicant complies with all the qualification, training and experience requirements for the grant of the extension of the certificate.

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 holding a Belgian licence)

Synthetic Flight Instructor – Aeroplane/Helicopter

1. Flight experience and prerequisites

to be completed by the applicant

Extension to further type	SFI(A)	Route sectors or LOFT on the applicable type, as a pilot or as an observer within the last 12 months preceding the application:	SFI(H)	Hours of flight time on the flight deck of the applicable type, as a pilot or as an observer within the last 12 months preceding the application: <hr/> Flight time on helicopters: <hr/> Flight time on multi-pilot helicopters: <hr/> Flight time as PIC on single-pilot multi-engine helicopters:
MPL	Total flight time in multi-crew operations:			

Supporting documentation required with the application:

Paper logbook (no scan, no copies)

2. Synthetic Flight Instructor additional training

to be completed by the ATO having conducted the training

I certify that (applicant)

has satisfactorily completed a training in accordance with Part-FCL for *(Please detail the training hereunder)*

extension to further type in same aircraft category: (please specify type)

MPL instruction IR instruction (IRI training course)

Date course started: Date course completed:

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)

3. Confirmation of assessment of competence

to be completed by the examiner

I certify that (applicant)

has satisfactorily completed an assessment of competence for extension of instruction privileges

to a further type in same aircraft category (please specify type):

for IR,

on (date):

FSTD identification number:

I further certify that I have verified that the applicant complies with all the qualification, training and experience requirements for the grant of the extension of the certificate.

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 holding a Belgian licence)

Multi-Crew Cooperation Instructor

1. Flight experience and prerequisites

to be completed by the applicant

MPL

Flight time in multi-crew operations:

Supporting documentation required with the application:

Paper logbook (no scan, no copies)

2. Multi-Crew Cooperation Instructor additional training

to be completed by the ATO having conducted the training

I certify that (applicant)

has satisfactorily completed a training in accordance with Part-FCL for *(Please detail the training hereunder)*

extension to further type of FSTD: (please specify type)

MPL instruction

Date course started: Date course completed:

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)

Synthetic Training Instructor

1. Flight experience and prerequisites

to be completed by the applicant

MPL	Flight time in multi-crew operations:
Extension to further type	Date of proficiency check for the specific aircraft type rating on an FFS of the applicable type, within the 12 months preceding the application:
Supporting documentation required with the application: Paper logbook (no scan, no copies)	

2. Synthetic Training Instructor additional training

to be completed by the ATO having conducted the training

I certify that (applicant)

has satisfactorily completed a training in accordance with Part-FCL for *(Please detail the training hereunder)*

extension to further type: (please specify type)

MPL instruction

Date course started: Date course completed:

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)

3. Confirmation of instruction session under supervision

to be completed by the instructor

I certify that (applicant)

has satisfactorily completed an assessment of competence for extension of instruction privileges to a further type in same aircraft category (please specify type):

on (date):

FSTD identification number:

Name of instructor: Instructor N°

Authorising competent authority:

Signature (instructor): Date:

Supporting documentation required with the application: Copy of Part-FCL instructor's licence (if instructor is not holding a Belgian licence)

Declaration of applicant

to be completed by the applicant

I declare that the information provided by me 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 sends my licence to my postal address. (this is not possible by a delivery service; by regular mail ONLY).

Signature (applicant): Date: