

Student pilots wishing to change to another Approved Training Organisation (ATO) or Declared Training Organisation (DTO) during a training course

This notice is for information only. It can be used as guidance and/or Awareness.

Applicability:

Licensing	Student pilots.
Medical	
Training organisation	All ATOs and DTOs.
FSTD	

Aircraft Category:

Airplane <input checked="" type="checkbox"/>	Helicopter <input checked="" type="checkbox"/>	Sailplane <input checked="" type="checkbox"/>	Balloon <input checked="" type="checkbox"/>	Airship <input checked="" type="checkbox"/>
Microlight <input type="checkbox"/>	Paramotor <input type="checkbox"/>	RPAS <input type="checkbox"/>		

1. Introduction

This Information Notice provides guidance to student pilots wishing to change to another ATO/DTO and guidance to ATOs/DTOs that receiving students from another ATO/DTO.

2. Guidance and/or Awareness

- a. A student pilot may decide to change to another ATO/DTO at his/her discretion. Not all courses can be transferred to the receiving ATO/DTO and possible transfers and credits are foreseen in the regulation.
- b. In the case of a LAPL or PPL training, theoretical knowledge instruction and flight instruction may be completed at a DTO or at an ATO different from the one where applicants have commenced their training. The ATO or DTO receiving the student will determine the remaining hours of training required. Before enrolling a student in an approved training programme, the ATO or DTO should make an assessment of the student's progress (e.g. a Progress Test (PT) for the acquired theoretical knowledge or a Progress Check (PC) for the acquired flying skills). This assessment should clearly indicate the credits and the remaining hours of training required of the theoretical subjects and/or the flying exercises. A copy will be joined in the student's training file. When proposing a student for a theoretical knowledge examination or a skill test, the Head of Training (HT) of the ATO or DTO should be able to demonstrate that the student has received sufficient theoretical knowledge instruction (e.g. 100 hours for PPL) and flight instruction in compliance with Part-FCL. A procedure explaining how the above will be performed and documented should be added to the LAPL and PPL Training Manual (TM) of the ATO or in the DTO Training Programme in the chapter 'Credits for previous experience'.

- c. In the case of training course contained in the Appendix 3 of the Part-FCL for the issue of a CPL or a ATPL with or without an IR, an applicant wishing to transfer to another ATO during a training course shall apply to the competent authority for a formal assessment of the further hours of training required.
- Transfer from one ATO to another is only possible within the **same** training course. Any change within the integrated courses (for example: from integrated ATP to integrated CPL/IR), or from integrated to modular and vice versa is **not allowed** and no crediting is foreseen. In this case, a new training course must be started from the beginning.
- In case of transfer, an application form ([DOC/L-TRA/0108-51E](#)) is available on the BCAA website, www.mobilit.belgium.be. After the student the resigning and the receiving ATOs have completed the form, it must be sent to BCAA.ATO@mobilit.fgov.be , in order to obtain credits for the received training. Based on the proposal of the receiving ATO, the BCAA will evaluate the remaining hours of training required.
- d. In the case of an IR training course, transfer of ATO is allowed between the “Basic Instrument Flight Module” and the “Procedural Instrument Flight Module”, provided the resigning ATO is able to issue the course completion certificate for the Basic Instrument Flight Module. Prior to commencing the Procedural Instrument Flight Module, the ATO shall ensure the competence of the applicant in basic instrument flying skills. Refresher training shall be given as required. Within the Procedural module, no transfer is allowed.
- e. In the case of a Competency based IR(A), crediting of previous flight instruction with an IRI(A) or a FI(A) holding the privileges to instruct for the IR and relevant PIC flight experience based on an ICAO rating is possible to a certain extent. After completing a pre-assessment flight, based on the experience of the candidate, the ATO will consider the amount of additional training required, using an approved procedure compliant with the appendix 6 of the Part-FCL.
- f. In all other cases, the transfer to another ATO is **not allowed** without restarting a new course from the beginning.
- g. It is the responsibility of the Head of Training to:
- i. Ensure that the training is in compliance with Part-FCL;
 - ii. Ensure the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; and
 - iii. supervise the progress of individual students

3. Entry into force and cancellation

This info notice replaces INFO_LIC_2014-001 and shall remain in force until repealed.

4. Reference in legislation

- a. FCL.115 LAPL – Training course
- b. FCL.210 PPL - Training course
- c. ORA.ATO.110 – Personnel requirements
- d. AMC1 DTO.GEN.230 DTO Training programme
- e. FCL Appendix 3 – Training courses for the issue of a CPL and a ATPL
- f. FCL Appendix 6 – Modular training courses for the IR

5. Questions

All questions related to the publication of this document can be sent to : baaa.ato@mobilit.fgov.be

For

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