

Application for Approval as an On-the-Job Training Instructor (OJTI) and Synthetic Training Device Instructor (STDI)

แบบคำขอรับการรับรองเป็นครูฝึกภาคปฏิบัติการควบคุมการจราจรทางอากาศ

Part 1 - Applicant Information				(Completed by the applicant)
1.1 Name - Surname	(ภาษาไทย) (English)			
1.2 ATCO Licence No.		Valid until		
1.3 Organization				
1.4 Telephone				
1.5 Email				
1.6 Type of Application	☐ Initial ☐ Amendment ☐ Revalidation ☐ Renewal ☐ Replacement ☐ Conversion			
Part 2. Identification of Activity				
2.1 Type of instructor	☐ OJTI ☐ STDI			
2.2 Rating/ Unit ATCO.B.010 ATCO.B.015 ATCO.B.020	Ratings		Unit Endorsement	
	☐ Aerodrome Control Visual (ADV)			
	☐ Aerodrome Control Instrument (ADI)		☐ Tower Control (TWR), ... ☐ Ground Movement Control (GMC), ... ☐ Ground Movement Surveillance (GMS), ... ☐ Air Control (AIR), ... ☐ Aerodrome Radar Control (RAD), ...	
	☐ Approach Control Procedural (APP)			
	☐ Approach Control Surveillance (APS)		☐ Precision Approach Radar (PAR), ... ☐ Surveillance Radar Approach (SRA), ... ☐ Terminal Control (TCL), ...	
	☐ Area Control Procedural (ACP)			
	☐ Area Control Surveillance (ACS)			
	2.3 Original Approval Ref.	OJTI-XXXX or STDI-XXXX		

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2.4 Supporting document to be submitted

2.4.1 List of documentation to be provided with initial request [ATCO.C.015, ATCO.C.035]

- ☐ (1) Application form.
- ☐ (2) [for OJTI] A certified copy of a valid ATCL with a valid unit endorsement/ [for STDI] A certified copy of an ATCL with an appropriate rating.
- ☐ (3) An official letter from the organisation nominating the applicant, confirming that the applicant meets the required experience requirements, and requesting an assessment of competence.
- ☐ (4) Evidence to support that an applicant, within the 12 months preceding the application, has successfully completed CAAT approved practical instructional techniques course.
- ☐ (5) Other document.....

2.4.2 List of documentation to be provided with amendment request

Amendment type	Documents
☐ Name or Surname change	☐ (1) Application form ☐ (2) A certified true copy of an ATCL (in case of OJTI certificate only) ☐ (3) A certified true copy of a valid OJTI/ STDI certificate ☐ (4) A Certified Copy of Official Certificate of Name-Surname Change
☐ Additional Rating	☐ (1) Application form ☐ (2) A certified true copy of an ATCL ☐ (3) A certified true copy of a valid OJTI/ STDI certificate
☐ Exchange of OJTI for STDI	☐ (1) Application form ☐ (2) A certified true copy of a OJTI certificate. Note: If the OJTI certificate has expired, please also submit items (3) and (4). ☐ (3) Evidence to support that an applicant, within the 12 months preceding the application, has successfully completed CAAT approved practical instructional techniques course. ☐ (4) An official letter from the organisation nominating the applicant, confirming that the applicant meets the required experience requirements, and requesting an assessment of competence.
☐ Typographical Error	☐ (1) Application form Please provide details of the typographical error and attach the relevant supporting document(s).
☐ Other, ...	☐ (1) Application form Please provide details and attach the relevant supporting document(s).

2.4.3 List of documentation to be provided with revalidation/ renewal request [ATCO.C.020, ATCTO.C.040]

(for revalidation submitted request within 90 days before certificate expired)

- ☐ (1) Application form
- ☐ (2) [for OJTI] A certified copy of a valid ATCL with a valid unit endorsement | [for STDI] A certified copy of an ATCL with an appropriate rating
- ☐ (3) [for revalidation] A certified true copy of valid OJTI/ STDI certificate | [for renewal] A certified true copy of OJTI/ STDI certificate
- ☐ (4) Evidence to support that an applicant, within the 12 months preceding the application, has successfully completed CAAT approved refresher practical instructional techniques course.
- ☐ (5) [for renewal] An official letter from the organisation nominating the applicant, confirming that the applicant meets the required experience requirements, and requesting an assessment of competence.
- ☐ (6) Other document.....

2.4.4 List of documentation to be provided with replacement request [ATCO.C.015 (h), ATCO.C.035 (h)]

- ☐ (1) Application form
- ☐ (2) Police report (in case the OJTI certificate is lost or damaged)
- ☐ (3) Other document

2.4.5 List of documentation to be provided with conversion request

[TCAR PEL Part ATCO, Conditions for the conversion of existing national licences, ratings and endorsements and certificates]

- ☐ (1) Application form
- ☐ (2) A certified copy of a valid ATCL and unit endorsement issued in accordance with TCAR PEL Part ATCO or has successfully converted into TCAR PEL Part ATCO licence
- ☐ (3) A certified true copy of valid OJTI certificate
- ☐ (4) Other document

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Part 3 Declaration by Applicant

I declare to the best of my knowledge and belief, that the information supplied in the form is complete and correct. I understand that any false representation made for the purpose of obligating the practical instructor authorization is an offence under the Thailand Civil Aviation Regulation – Personnel Licensing Part Air Traffic Controllers Licensing (TCAR PEL Part – ATCO) and I may be subject to the penalties stipulated there under and the authorization granted to the pursuant to the application will be revoked.

Date	Name of Applicant (Block letter)	Applicant's Signature

This application and the additional documents shall be submitted to CAAT via EMPIC or as directed.
For further information or inquiry, please contact E-mail: pel_to@caat.or.th

Data protection: Personal data included in this application is processed by CAAT in accordance with Thailand's Personal Data Protection Act (PDPA) B.E. 2562 (2019) on the protection of personal data. It will be processed solely for the purposes of managing, reviewing, and following up on this application, without prejudice to possible transmission to authorized regulatory or auditing authorities if required by law. The Applicant has the right to access their personal data, to rectify any data that is inaccurate or incomplete, and to request the erasure or restriction of processing of their data under applicable provisions of the PDPA. Should the Applicant have any queries concerning the processing of their personal data, they may contact CAAT. The Applicant may also seek recourse by contacting Thailand's Personal Data Protection Committee for further assistance regarding their data protection rights.

Completion Instructions - Application for Approval as an On-the-Job Training Instructor (OJTI) and Synthetic Training Device Instructor (STDI)

This Application Completion Instruction Sheet will provide you with any additional instructions and requirements necessary to complete the Application for Approval as an On-the-Job Training Instructor (OJTI) and Synthetic Training Device Instructor (STDI). It is strongly recommended to use the English language in completing the form. Please complete the form in a **clearly legible** way.

# - Field Name	Completion Instructions
1.1 Name - Surname	Please enter the full name of applicant in both Thai and English, without any title/ prefix.
1.2 ATC Licence No.	Please enter the ATC Licence number issued by CAAT.
1.3 Organization	Please enter the full name of the company as it appears on the Business Registration or similar legal document stating name of the company.
1.4 Telephone	Complete mobile number without additional characters. (e.g., no spaces, dashes)
1.5 Email	Email address <i>as registered in EMPIC</i> , if available, e.g. abcd@company.com
1.6 Type of application	Tick the appropriate box whether this is an application for initial, amendment, revalidate, renewal, replacement, additional rating or conversion.
2.1 Type of instructor	Tick the appropriate box to indicate whether this is an application for OJTI or STDI.
2.2 Rating/ Unit	Under Ratings, select the rating(s) relevant to your activity by checking the box(es). For ADI and APS, shall at least, select one of rating endorsement and write unit or sector designation in the blank space. (e.g. VTBS, VTCC, 1S)
2.3 Original Approval Ref.	Indicate the reference of the existing Approval Certificate. (e.g. CAAT approval number; OJTI-0000X or STDI-0000X)
2.4 Supporting document to be submitted	Tick the appropriate box and provide the requested documentation together with this application form.
Part 3 Declaration by Applicant	Please enter the date, full name of applicant (block letter), without any title/ prefix and signature.