

Application for Conversion: Flight Instructor (FI) Rating to FI(A) Certificate (TCAR PEL Part FCL)

INSTRUCTION

- Please complete all relevant sections of this form, and fill in "N/A" or "-" where not applicable.
- The completed form must be [submitted via EMPIC](#), together with the required supporting documentation (EMPIC flow name: "(FCL) – Application for Conversion Existing Flight Instructor To TCAR PEL FCL Subpart J (FIC).").
- EMPIC Notification will be sent to your registered account once the application has been reviewed.

GENERAL INFORMATION

First Name	Last Name	Date of Birth	Place of Birth
Nationality	Personal Address	City, Country	
Telephone	E-mail	Applicant License No.	

REQUIREMENTS FOR THE CONVERSION TO FI(A) CERTIFICATE *(Items marked with (*) are mandatory)*

No.	Applicant Declaration			Supporting Document
1*	My license has been converted to a TCAR PEL Part FCL License	☐ Yes ☐ No <i>(If yes, skip to item 2)</i>		
	For non-converted applicants, or are in the process of conversion, pass License Proficiency Check (LPC)	LPC Date:		Completed LPC Result Form
2*	Valid Single Pilot Single Engine Piston Class Rating:	Valid Until:		A copy of a valid license and its associated ratings
3*	Hold a valid Flight instructor (FI) rating on aeroplane issued by the CAAT under the regulations in force before the entry into force of TCAR PEL Part FCL and TCAR PEL Parts	☐ Valid ☐ Invalid ⁽¹⁾ <i>(If valid, skip to item 4)</i>		
	If the FI rating is invalid , renewal in accordance with FCL.940.FI(b) (FI refresher training) has been completed	Date:		Certificate ⁽²⁾
4*	☐ Demonstrate knowledge of TCAR PEL Part FCL regulation Subpart J	Date:		Attendance Sheet ⁽³⁾
	OR			
	☐ Demonstration of knowledge of TCAR PEL Part FCL Subpart J is scheduled with the examiner prior to the Assessment of Competence (AoC)			Evidence to be submitted by the Examiner ⁽⁴⁾

⁽¹⁾ An FI rating under the previous regulation remains valid until 22 December 2026. After that date, the rating is not valid, and instructor privileges may not be exercised until conversion is approved.

⁽²⁾ Course Completion Certificate indicating the course name, applicant's name, and date of completion.

⁽³⁾ A copy of the attendance sheet (or certificate of attendance) issued by CAAT, confirming participation in training on TCAR PEL Part FCL Subpart J.

⁽⁴⁾ Prior to the Assessment of Competence (AoC), the applicant shall demonstrate knowledge of TCAR PEL Part FCL Subpart J to the examiner, and the examiner shall record on the AoC form that the applicant has satisfactorily demonstrated this knowledge.

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REQUIREMENTS FOR FI(A) EXTENSION OF PRIVILEGES *(Items marked with (*) required an additional Assessment (AoC))*

No.	Applicant Declaration			Supporting Document
1	To provide instruction for the CPL(A) Course: ☐ Yes ☐ No			
	☐	minimum of 200 hours of flight instruction on aeroplane	Hours:	A copy of pilot logbook ⁽¹⁾
	OR			
	☐	have trained students to proficiency during a full approved CPL(A) training course at least 70 flight instruction hours	Hours:	
2	To provide instruction for night rating, night phase in CPL Course: ☐ Yes ☐ No			
	☐	Hold a Valid Instrument Rating	Valid Until:	A copy of a valid license and its associated ratings
	OR			
	☐	hold valid Night Rating or qualified for night flying	Valid Until:	A copy of pilot logbook ⁽¹⁾
	☐	has carried out in the preceding 90 days at least 1 take-off, approach and landing at night as a pilot flying in an aircraft of the same type or class or an FFS representing that type or class:	Date of Flight:	
3*	To provide instruction for the Instrument Rating (Single-Engine): ☐ Yes ☐ No			
	☐	minimum of 200 hours of flight time under IFR	Hours:	A copy of pilot logbook ⁽¹⁾
	☐	which up to 50 hours can be instrument ground time	Hours:	
	OR			
	☐	have trained students to proficiency during a full approved IR(A) training course at least 80 flight instruction hours	Hours:	
4	To provide instruction for the Instrument Rating (Multi-Engine), compliance with items 3 and 5: ☐ Yes ☐ No			
5*	To provide instruction for Multi-Engine Class or Type Rating, except High Performance Complex Aeroplanes: ☐ Yes ☐ No			
		minimum total flying experience of 500 hours as pilot on aeroplanes	Hours:	A copy of a valid license and its associated ratings A copy of pilot logbook ⁽¹⁾
		class or type rating to provide instruction (e.g. MEP, Cessna SET)	Class/Type:	
		at least 30 hours as PIC on the Class or Type mentioned above	Hours:	
6*	To provide instruction for instructor certificate: ☐ Yes ☐ No			
		minimum of 500 hours of flight instruction on aeroplane	Hours:	A copy of pilot logbook ⁽¹⁾
7	To provide instruction for Class or Type Rating except for HPA complex in Multi-pilot Operation: ☐ Yes ☐ No			
		minimum total flying experience of 500 hours as pilot in multi-pilot operations	Hours:	A copy of a valid license and its associated ratings A copy of pilot logbook ⁽¹⁾
		class or type rating to provide MPO instruction (e.g. Cessna SET)	Class/Type:	

⁽¹⁾ Certified true copy of the pilot logbook demonstrating the relevant experience required for each item.

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ASSESSMENT OF COMPETENCE REQUEST

Proposed Examiner: ☐ Yes ☐ N/A

Name of Examiner Requested:			
Examiner Certificate No.:		Certificate Expiry Date:	
Proposed Date of Assessment:			

I am employed by: ☐ AOC ☐ ATO ☐ N/A

AOC/ATO	(To be completed by the employer) By signing this form, I declare on behalf of the AOC/ATO that: - the applicant's prerequisite instructor qualifications required by CAAT have been verified and are correct. - the information declared is consistent with the applicant's employment and operational records maintained by the AOC/ATO; - I understand that providing false or misleading information may result in enforcement action by the Authority.		
	AOC/ATO Name:		Certificate No.:
	Name of Head of Training:		License No.:
	Signed at (City, Country):		Date of Signature:
	Signature of AOC/ATO Head of Training:		

APPLICANT	By signing this form, I declare: - I am familiar with the relevant operational requirements and the TCAR PEL Part FCL regulation. - I have never possessed any personnel licence, certificate, rating, authorisation, or attestation with the same scope and in the same category which was revoked or suspended. - that the information provided are correct. I am aware of the consequences of providing false information, such as being denied a license, certificate, rating, authorisation, or having it revoked or cancelled.		
	Name:		
	Date of Signature:		
	Signed at (City, Country):		
	Signature of Applicant:		