

PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR DESIGNATED LANGUAGE PROFICIENCY EXAMINER

Name of Organisation:

Date:

Applicant Use Only

This compliance check form has been prepared by:

Signature

Name – Last-Name

Date performed: DD MONTH YYYY

Official Use Only

Verification Result: ☐ Accept ☐ Reject

This compliance check form has been verified by:

Signature

Name – LastName

Date performed: DD MONTH YYYY

Instructions

- 1) Applicant is to conduct a self-assessment as part of its compliance check by providing manual references into the 'Compliance checked by applicant'.

- 2) Each check list item shall be assessed and given a result either ‘**Satisfactory-(S)**’, ‘**Unsatisfactory- (U)**’ or ‘**N/A**’
- (a) ‘**Satisfactory**’ shall be given if the applicant is able to provide valid contents and details that comply with the requirements.
- (b) ‘**Unsatisfactory**’ shall be given if the applicant is comply with the requirement.
- (c) ‘**N/A**’ shall be given to indicate when information in a certain table cell is not provided, either because it does not apply to a particular case in question or because the answer is not available

No	Requirement	Compliance checked by applicant		Remarks	CAAT Officials Use only			
		Yes	No		S	U	N/A	Remark(s)
1	Copy of the citizen identification card							
2	2 photos of 1 inch in size, taken in full-face view with no head covering and taken within 6 months							
3	Documentary evidence exhibiting the educational qualifications, or a copy of Personnel Licence							
4	Document exhibiting the language proficiency test result							
	- The result of ICAO language proficiency Level 6 whereby the said test must have been administered by an LPTC, and the test result must be valid at the time of application <u>OR</u>							
	- The overall IELTS score of 7 or higher with the listening and speaking scores of at least 7.5, or the overall TOEFL score of 95 or higher with the listening and speaking scores of at least 96, whereby the test result must not exceed the validity period of two years at the time of application							

No	Requirement	Compliance checked by applicant		Remarks	CAAT Officials Use only			
		Yes	No		S	U	N/A	Remark(s)
5	Document substantiating that the Applicant has completed the ICAO Language Proficiency Interlocutor/Rater training course that has been approved by the Director General							
6	Certificate issued by the respective LPTC, certifying that the Applicant has performed duties as a/an Interlocutor/Rater							