ISSUE, RENEWAL AND RE-ISSUE OF A STUDENT PILOT LICENCE

1.0 PURPOSE

This Order is issued to guide Personnel Licensing Officers in determining an applicant's eligibility for a Student Pilot Licence (SPL) the Civil Aviation (Personnel Licensing) Regulations. Successful Completion of this task results in the issue or denial of a Student Pilot Licence.

2.0 REFERENCES

2.1 Regulations 30 to 34 of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed application Forms

2.3 Student Pilot Licence Card; and

2.4 A Notice of Denial.

3.0 GUIDANCE AND PROCEDURES

3.1 Application Requirements

3.1.1 Advise the applicant to bring the following documents attached to the application form on applying for the licence:

a) A properly completed prescribed application Form;

b) a photo identification card or passport;

c) two recent passport size photographs (full face);

d) A Class 2 medical certificate from a designated medical examiner;
3.1.2 Applicant Arrives to Apply for the Licence

Collect the documents and records listed above in 3.1.1

3.1.3 Reviewing the Application – Check the Application Form for accuracy, using the instructions attached to the form.

3.1.4 Verify the Applicant’s Identity

a) Compare information on the applicant’s identification with the personal information provided on the prescribed application form.

b) Determine if the applicant’s physical presence agrees with the photo-identification submitted. Return the applicant’s identification, after making and certifying the photocopy.

c) If the applicant’s identity can be verified, proceed to issue the Licence.

d) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.

e) If the applicant’s identification appears to be different from the information supplied on the prescribed application form or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the Head of the Personnel Licensing Office for further action.

3.1.5 Establish eligibility for issue of the licence – Determine if the applicant meets the eligibility requirements under Regulation 30 of the Civil Aviation (Personnel Licensing) Regulations regarding –

a) Age: Ensure that the applicant is at least 17 years of age;

b) Medical fitness: Ensure that a Class 2 medical certificate is valid.

3.1.6 Aircraft Category - Confirm aircraft category and class the applicant intends to fly as required by Regulation 4 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.7 Issue and re-issue of the Licence – If the applicant meets all of the requirements for a student pilot licence –

a) Ensure the prescribed fees for the licence is paid;

b) Prepare the licence, allocate a number in sequence and record in the register for the issued licences;

c) Enter the operating limitations (when appropriate) on the space provided on the student pilot licence;

d) Make a copy of the licence for the file;
e) Alert the applicant of the expiry dates of the licence, as entered on the licence;

f) Release the original Licence to the applicant;

g) Forward the file to the flight crew records office;

### 3.1.8 Renewal requirements and the renewal process

Upon expiration of a Student Pilot licence, the applicant may apply for renewal.

a) The renewal process is the same as for the initial issue of the licence.

b) Ensure that the applicant has:-

   i) completed the renewal prescribed form;
   
   ii) the original licence bearing any endorsements that remain valid and a valid Class 2 medical certificate; and
   
   iii) paid the prescribed fees for the licence;

   iv) the allotted space for renewal and if it is full issue a second Student Pilot Licence following the same procedure as for initial issue.

### 3.1.9 Discrepancies and Ineligibility

a) If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

b) If the applicant is not eligible for the licence inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence.

### 4.0 RESULTS

4.1 Completion of this task results in one of the following:

4.1.1 Issue or renewal of a Student Pilot Licence;

4.1.2 Notice of denial.

### 5.0 FUTURE ACTIVITIES

5.1 A SPL holder may return for:

   5.1.1 an additional category or class rating;

   5.1.2 a Private Pilot Licence or

   5.1.3 Renewal or re-issue of the licence