

CHECKLIST FOR FLIGHT INSTRUCTOR CERTIFICATE DOCUMENT (Initial/ Conversion)

Part I: Applicant's Information

Applicant's name		FIC type:
EMPIC REQUEST:		Submitted date:
FIC No.:	Type of submission	<input type="checkbox"/> Initial <input type="checkbox"/> Conversion
Item	Requirement (Mark "✓" if requirement is completed)	
0	Is This Practical Examination the First Attempt? (Yes/ No)	
1	Type of instructor certificate you would like to request. (e.g. FI(A), TRI(A))	
2	Please specify the rating you would like to request. (e.g. SEP/IR, A330/IR and PBN)	
3	Do you hold a valid license and rating with IR or IR/PBN? (Yes/ No)	
4	Current valid licence type (e.g. PPL-H, CPL-A, ATPL-H)-If Applicable.	
5	Current licence number (e.g. TH.FCL.0001234)-If Applicable.	
6	Have you successfully demonstrated knowledge of the TCAR PEL Part FCL Regulation Subpart J requirements?	
7	ATO / Company / Organisation Name.	
8	Phone number	
9	Please identify, which do you want to take the assessment with? (Simulator or an Actual Aircraft).	

Part II: Check submitted document (Mark "x" on check item)

Item	Document list	Check			Remark
		Yes	No	N/A	
10	Application form for conversion the existing instructor certificate to TCAR Part FCL Subpart J.				
11	[For FI, TRI, CRI, IRI, RPASI]: Certified true copy of valid licence (All Pages)				
12	[For SFI, MCCI, STI]: Certified true copy of licence hold or had held (All Pages).				
13	[For FI, TRI, CRI, IRI, RPASI]: Certified true copy of valid medical certificate appropriate for the type of licence.				
14	Organisation letter certifying flight instructor work experience.				
15	Certified true copy of logbook showing that applicant has the qualification in TCAR Part FCL Subpart J and CAAT requirements.				
16	Organisation letter certifying flight hrs. or experience in accordance with TCAR PEL FCL Subpart J and the CAAT requirements.				
17	Organisation letter request for instructor assessment accordance with TCAR Part FCL Subpart J and the CAAT requirements.				
18	Certified true copy of the valid instructor certificate or flight instructor endorsement.				
19	Certified document showing that applicant successfully demonstrated knowledge of the TCAR Part FCL Subpart J.				
20	Other documents, please specify.				

Document completed on:	Verified by:
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