



# Advisory Circular CAA-AC-PEL011

September 2022

## APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A GROUND INSTRUCTOR LICENCE INCLUDING ADDITIONAL RATINGS

### 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue of a Ground Instructor Licence

### 2.0 REFERENCES

- 2.1 Regulations 158 to 161 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- 2.2 The prescribed forms

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

The applicant should submit an application letter to the Authority for issue, re-issue or renewal of Ground Instructor licence including additional ratings.

#### 3.2 The Applicant's Identity

Present a National identity Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

3.3 **Ratings Issued** – A ground instructors licence shall be issued with either of one of the following ratings:

- 3.3.1 basic;
- 3.3.2 advanced; or
- 3.3.3 Instrument; or
- 3.3.4 A combination of (3.3.1) and (3.3.3) or (3.3.2) and (3.3.3)

### **3.4 Eligibility Requirements**

3.4.1 An applicant for issue of a Ground Instructor Licence must have completed the Licence requirements under Regulations 158 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.4.2 The applicant should –

- a) be 18 years old;
- b) have completed an approved course of instruction on aeronautical knowledge areas relevant for the rating sought
- c) have passed all the knowledge tests for the relevant rating sought as specified in Regulations 158 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- d) have demonstrated the ability to speak and understand the English language requirements contained in Schedule 3 to the Civil Aviation (Personnel Licensing) Regulations 2022;
- e) have completed a course of instruction on fundamentals of instructing
- f) pass knowledge and skill test on fundamentals of instructing

3.4.3 The knowledge test on the fundamentals of instructing is not required if the applicant holds a flight instructor rating issued by the Authority.

### **3.5 Application Requirements**

The applicant should bring the following documents attached to the application letter on applying for the licence:

- 1) An application letter;
- 2) Evidence of completion of an approved course of training in the relevant knowledge areas of the rating sought
- 3) Evidence of having passed the aeronautical knowledge areas applicable for the rating sought;
- 4) Evidence of having passed the knowledge test on fundamentals of instructing;
- 5) Evidence of completion of demonstration of skill of instructing;
- 6) Two (2) recent passport size photographs (full face);
- 7) A National identity card or Passport.
- 8) Fees applicable

### **3.6 Requirements for an Additional Rating**

An applicant should obtain the necessary additional training and pass the relevant knowledge test for the rating sought.

### 3.7 Requirements for renewal

The applicant should:

- 1) meet the specific requirements under Regulation 162 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- 2) complete the renewal prescribed application form;
- 3) present a certified record to substantiate the required experience; and
- 4) 3.7.4 Pay the prescribed renewal fees.

### 3.8 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified.

### 3.9 Issue and Renewal of the Licence.

When an applicant has satisfactorily met the requirements for the issue of the licence or rating and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the licence is issued or renewed.



Uganda Civil Aviation Authority