



Advisory Circular

CAA-AC-PEL010

September 2022

APPLICATION FOR ISSUE, RENEWAL, RE-ISSUE OR VALIDATION OF AN AIR TRAFFIC CONTROLLER LICENCE AND/OR RATING(S)

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue, re-issue, renewal or validation of an Air traffic Controller (ATC) licence and/or rating(s).

2.0 REFERENCES

- 2.1 Regulations 172 to 187 of the Civil Aviation (Personnel Licensing) Regulations 2022.
- 2.2 The prescribed application forms.

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The prescribed application forms for the issue, renewal, re-issue or validation of an Air traffic Controller (ATC) licence/rating(s) or additional rating to the Air Traffic Controller's licence may be obtained from the Authority's Personnel Licensing (PEL) Office.

3.1.2 Medical Requirements

a) Air Traffic Controller licences and ratings will not be issued unless the applicant holds a valid Class 3 medical certificate, issued by a Medical Examiner designated by the Authority. Prospective applicants for Air Traffic Controller licences and ratings are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.

b) Arrangements for the medical examination are made by the applicant direct to any designated Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the Personnel Licensing Office. The designated Medical Examiner will advise the applicant on the examination charges.

c) The applicant will be issued with the applicable medical certificate, a copy of which should be attached to the application form for the licence.

3.1.3 The Applicant's Identity

a) 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

b) If the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

3.1.4 Licence and Ratings Issued

a) The following ratings are issued –

- (i) aerodrome control;
- (ii) approach control;
- (iii) approach radar control;
- (iv) approach precision radar control;
- (v) area control; and
- (vi) Area radar control.

3.1.5 Eligibility Requirements for Issue of the Licence

a) The applicant is required to meet the specific eligibility, knowledge, competency and experience requirements for licensing as an air traffic controller under Regulations 172 to 187 of the Civil Aviation (Personnel Licensing) Regulations 2022.

b) The following list expands on the basic requirements. The applicant must:

- (i) Be at least 21 years of age;
- (ii) Comply with the knowledge and skill requirements specified in Regulations 174,176, 177, 178, 179, 181 and 182 of the Civil Aviation| (Personnel Licensing) Regulations 2022;
- (iii) Demonstrate the ability to speak and understand the English language in accordance with the Language proficiency requirements under Regulations 25 of the Civil aviation (Personnel Licensing) Regulations 2022; and
- (iv) Hold a current Class 3 medical certificate;

3.1.6 Other requirements

- (i) An ATO Certificate certifying that the applicant has received and passed an approved training course in air traffic control;

- (ii) The aeronautical experience requirements of Regulation 175 of the Civil aviation (Personnel Licensing) Regulations 2022

3.1.7 Application Requirements

- a) The applicant is required to submit the following documents;
 - (i) A properly completed prescribed Application Form;
 - (ii) An air traffic controller’s licence (if for an additional Rating);
 - (iii) A current Class 3 medical certificate;
 - (iv) Evidence of aeronautical experience requirements of Regulation 175 of the Civil aviation (Personnel Licensing) Regulations 2022 shown on the Application Form;
 - (v) Have passed the knowledge test applicable;
 - (vi) Have demonstrated the skill requirements for a specific Licence/rating.
 - (vii) Two current passport size photographs (full face); and
 - (viii) A national identity card or Passport; and
 - (ix) The prescribed fees.

3.1.8 Requirements for an Additional Rating

- a) The applicant shall present a record of completion of an approved course of training for the specific rating sought;
- b) The applicant has to satisfy the Authority that he has acquired the aeronautical knowledge, experience required for the rating sought;
- c) The applicant has to pass the knowledge and practical tests covering the subjects appropriate to the rating sought;
- d) Submit a properly filled application form;
- e) Holds a current class 3 medical certificate;

3.1.9 Requirements For The Rating Currency

Regulation 182 of the Civil Aviation (Personnel Licensing) Regulations 2022, specifies that an air traffic controller rating becomes invalid when the holder of the licence has ceased to exercise the privileges of the rating for a period of six months and shall remain invalid until the holder’s ability to exercise the privileges of the rating has been re-established as detailed under **3.1.10**.

3.1.10 Requirements for renewal and the renewal Process.-

- a) For the renewal of the rating(s), the applicant has to comply with the requirements of Regulation 187 of the Civil Aviation (Personnel Licensing) Regulations 2022.
- b) The applicant shall:

- (i) Complete the prescribed renewal application form;
- (ii) Hold a valid Class 3 medical certificate;
- (iii) Present a record of performance of the functions of the Rating(s) in the Licence on at least 2 operational shifts within 6 months preceding the date of application.
- (iv) The prescribed fees

3.1.11 Renewal Requirements for an invalid Air Traffic Controller Rating

To renew an invalid Air Traffic Controller rating for –

a) ONE YEAR OR LESS:

For an applicant who has not exercised the appropriate rating privileges during that period; S/he will be required to demonstrate competency on the ATC unit appropriate for the invalid rating using the privileges of a Student air traffic controller.

b) ABOVE ONE YEAR AND UP TO FIVE YEARS:

For an applicant who has not exercised the appropriate rating privileges during that period; S/he will be required to pass an Airlaw knowledge test on the appropriate unit applicable for the invalid rating, in addition to demonstration of competency on the ATC unit appropriate for the invalid rating using the privileges of a Student air traffic controller.

c) ABOVE FIVE YEARS:

For an applicant who has not exercised the privileges of a specific rating during that period; s/he will be required to undergo refresher training with an OJT Instructor in all areas of operation, including 30 hrs of actual control of live traffic on the ATC unit for which the rating is invalid. In addition, s/he will pass a knowledge test applicable for the rating and a practical test to demonstrate competency using the privileges of a Student air traffic controller.

3.1.12 Discrepancies or Ineligibility

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



Uganda Civil Aviation Authority