

Application for the issue/revalidation/renewal of an instructor certificate

This application can be used for the issue, extension, revalidation or renewal of a RFI, FI, IRI, CRI, TRI, SFI, MCCI, STI, FIT and MI



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www.kiwaregister.com

1 Explanation

- 1.1 Use this form for the issue, extension, revalidation or renewal of an instructor certificate.
- 1.2 The process time of your application will take approximately 15 working days from the moment your application has been submitted completely, correctly and paid in full.
- 1.3 Incomplete or incorrectly completed forms (including not submitting the required documents) will not be processed.

- 1.4 Kiwa Register reserves the right to request original documents (e.g. logbook) to verify.
- 1.5 Please send the application including the enclosures as separate PDF--files (see point 11) to Kiwa Register at the address stated above.
- 1.6 Fixes fees are charged to process applications which are not signed off by an examiner. Payment is made by means of crediting a Kiwa Register account, then the holder of the current account must complete section 2.
- 1.7 For additional information please visit our website: www.kiwaregister.com (only available in Dutch).

2 Details of applicant

2.1	Surname and initials	
2.2	Given name(s)	
2.3	Licence number	
2.4	Date and place of birth	
2.5	Nationality	
2.6	Permanent Address	
2.7	Postcode and town/city	
2.8	Correspondence address	
2.9	Postcode and town/city	
2.10	Telephone number	Private Mobile
2.11	E-mail address	

3 Application type

3.1	Select your application type	<input type="checkbox"/> First issue of an instructor certificate <input type="checkbox"/> Extension of an instructor certificate <input type="checkbox"/> Revalidation of an instructor certificate <input type="checkbox"/> Renewal of an instructor certificate
3.2	Rating has been signed off by the examiner on your licence	<input type="checkbox"/> Yes (please enclose a copy of your licence to this application form) <input type="checkbox"/> No (fill out paragraph 12 and 13)

4 Type of instructor certificate

4.1	Category	<input type="checkbox"/> Aircraft (A) <input type="checkbox"/> Helicopter (H) <input type="checkbox"/> Balloons (B) <input type="checkbox"/> Gyrocopter (GC)
4.2	Please select the instructor certificate you would like to apply for	<input type="checkbox"/> RFI <input type="checkbox"/> FI <input type="checkbox"/> IRI <input type="checkbox"/> CRI <input type="checkbox"/> TRI <input type="checkbox"/> SFI <input type="checkbox"/> MCCI <input type="checkbox"/> STI <input type="checkbox"/> FTI <input type="checkbox"/> MI
		Remark for extension of an instructor certificate: _____

5 RFI (revalidation/renewal)

5.1	Total hours	<input type="checkbox"/> Experience			
		Total instructor hours in the last 36 months preceding the expiry date		Total instructor hours in the 12 months preceding the expiry date	
		Hours (MLA)	SEP (land)	Hours (MLA)	SEP (land)
		Hours (MLA)	TMG	Hours (MLA)	TMG
		Hours (MLA)	MLA	Hours (MLA)	MLA
		Hours (MLA)	Gyrocopter	Hours (MLA)	Gyrocopter
5.2	Attachments	<input type="checkbox"/> Copy of the certificate of the seminar <input type="checkbox"/> Assessment of Competence			
5.3	New expiry date on the licence				
5.4	Details of the examiner	The examiner has to fill out this paragraph if he/she signed off the licence. Fill out paragraph 10			

6 FI/CRI/IRI (revalidation/renewal)

6.1	Type of instructor certificate	<input type="checkbox"/> FI <input type="checkbox"/> CRI <input type="checkbox"/> IRI			
6.2	Total hours	<input type="checkbox"/> Experience			
		Total instructor hours in the last 36 months preceding the expiry date (only applicable for FI)		Total instructor hours in the 12 months preceding the expiry date	
		Hours		Hours SE (SP)	
				Hours ME (SP)	
				Hours IR (SP)	
6.3	Attachments	<input type="checkbox"/> Copy of the seminar certificate <input type="checkbox"/> Assessment of Competence			
6.4	New expiry date on the licence				
6.5	Details of the examiner	The examiner has to fill out this paragraph if he/she signed off the licence. Fill out paragraph 10			

7 TRI/SFI (revalidation/renewal)

7.1	Total hours	<input type="checkbox"/> TRI (A/H) <input type="checkbox"/> SFI (A/H)			<input type="checkbox"/> TRI (H) <input type="checkbox"/> SFI (A/H)		
		Total instructor hours in the last 12 months preceding the expiry date			Total instructor hours in the last 36 months preceding the expiry date		
		Type	Hours in simulator	Total flight instruction	Type	Hours in simulator	Total flight instruction
7.2	Attachments	<input type="checkbox"/> Copy of the seminar certificate <input type="checkbox"/> Assessment of Competence					
7.3	New expiry date on the licence						
7.4	Details of the examiner	The examiner has to fill out this paragraph if he/she signed off the licence. Fill out paragraph 10					

8 MCCI (revalidation/renewal)

	Type simulator	Hours
8.1 Total flight training in the last 12 months preceding the expiry date		
8.2 Attachments	<input type="checkbox"/> Statement of flight training issued by the authorised MCCI who's been appointed by the ATO <input type="checkbox"/> Statement of the technical training issued by the ATO (required in case of a renewal)	
8.3 New expiry date on the licence		
8.4 Details of the examiner	The examiner has to fill out this paragraph if he/she signed off the licence. Fill out paragraph 10	

9 STI (revalidation/renewal)

	Type simulator	Hours
9.1 Total flight training in the last 12 months preceding the expiry date		
9.2 Attachments	<input type="checkbox"/> Examiner report - Required in case of a revalidation and renewal <input type="checkbox"/> Copy of the refresher certificate as an STI at an ATO - Required in case of a renewal <input type="checkbox"/> Statements of flight instruction under the supervision of an FI, CRI(A), IRI or TRI(H) - Required in case of a renewal	
9.3 New expiry date on the licence		
9.4 Details of the examiner	The examiner has to fill out this paragraph if he/she signed off the licence. Fill out paragraph 10	

10 Declaration of the authorised examiner

	I hereby declare that I, in accordance with FCL.1030(a)(2) or (if applicable) national regulations, identified that the candidate meets the requirements for the revalidation or renewal of the instructor certificate. I also declare that I signed off the new validity date of the instructor certificate on the candidate's licence in accordance with FCL.1030(b)(2).				
10.1 Date and Place					
10.2 Name and certificate number					
10.3 Certificate	<input type="checkbox"/> FE	<input type="checkbox"/> CRE	<input type="checkbox"/> TRE	<input type="checkbox"/> SFE	<input type="checkbox"/> RFE
10.4 Examiner's signature					

11.1 In case of an issue or extension of an instructor certificate

In order to assess your application, Kiwa Register requires you to attach the following documents (if relevant) to the application form. Select the documents that accompany your application.

Please send the documents as separate PDF-files. For example: A copy of your passport as one PDF, a copy of your medical as one PDF-file.

- ☐ Copy valid EASA medical (only applicable if your licence hasn't been signed off by your examiner)
- ☐ Copy of the course completion
- ☐ Copy of the ATO approval
- ☐ Assessment of Competence
- ☐ Copy of the examiner certificate and a copy of the examiner's licence (required if you have been examined by a non-Dutch EU examiner)
- ☐ Copies of the last three pages (left and right) of your logbook stating your signature

11.2 In case of a revalidation or renewal of an instructor certificate

- ☐ Copy valid EASA medical
- ☐ Copy of the seminar certificate/refresher certificate
- ☐ Copy of the ATO approval
- ☐ Assessment of Competence
- ☐ Copy of the examiner certificate and a copy of the examiner's licence (required if you have been examined by a non-Dutch EU examiner)
- ☐ If applicable and if your licence hasn't been signed off by an approved EASA examiner, you have to submit copies of the last three pages (left and right) of your logbook stating your signature. In case you have to demonstrate specific requirements, e.g. route sectors, you also have to submit these pages of your logbook.

12.1 Pay by invoice

Fixed fees are charged for processing applications. The respective amounts are listed at www.kiwaregister.nl.

- ☐ Current account of the ATO/flight school (fill out section 14.4, 14.5 and 14.6)

12.2 Correspondence

- ☐ Correspondence related to this application can be sent to the postal address of the ATO/flight school (fill out section 14.4, 14.5 and 14.6)

13.1 The Express Service offers you the issue of the required product on the third working day after receipt of a correct and complete application (including payment) at the latest

There are costs attached to the Express Service. For more information visit www.kiwaregister.nl

All products for aircrew personnel can be applied for in Express Service. Send your application for the Express Service by e-mail to express.service.luchtvaart@kiwa.nl.

Terms and conditions

The product application must include all the required supplementary documents and these must be correct and valid. The Express Service will only begin once payment for both the product and the Express Service has been received.

You can pay:

1. via bank transfer (payment is deemed received as soon as we have confirmation that the payment has been credited to our bank account)
2. at the Kiwa Register counter by appointment (payment is deemed received as soon as the debit card payment has been successfully completed)

13.2 Apply for the Express Service

- ☐ I will make use of the Express Service

13.3 Receive product

- ☐ Standard post (not included in the three working days delivery)
- ☐ Pick up at the Kiwa Register counter

14.1 Declaration	<p>By signing this form, I declare as an applicant for a National Pilot Licence that all the information has been entered truthfully and in full.</p> <p>By signing this form, I declare as an applicant for an EU Pilot Licence that all the information has been entered truthfully and in full, and that pursuant to AMC1 ARA.GEN.315(a):</p> <ol style="list-style-type: none">1. I do not possess a pilot licence, rating, permit, authorisation or certificate with the same purpose and the same category issued in another (EU) country.2. I have not applied for a pilot licence, rating, permit, authorisation or certificate with the same purpose and the same category in another (EU) country.3. I have never possessed a pilot licence, rating, permit, authorisation or attest with the same purpose and in the same category issued in another (EU) country that has been suspended.4. I am aware that any incorrect information in or accompanying the application form can result in rejection of the application.
14.2 Location and date	
14.3 Applicant's signature	
14.4 Name of the contact person at the ATO/flight school	
14.5 Signature of the contact person at the ATO/flight school	
14.6 Stamp of the ATO/flight school	