



## APPLICATION FOR COMMERCIAL PILOT LICENCE – AEROPLANE GUIDELINES

Note: If the applicant does not hold an Aviation Document Booklet, then an "Application for Aviation Document Booklet" form should accompany this application. [For more information on the Aviation Document Booklet please see the following website: http://www.tc.gc.ca/eng/civilaviation/opssvs/general-personnel-changes-1814.htm](http://www.tc.gc.ca/eng/civilaviation/opssvs/general-personnel-changes-1814.htm)

Use **black** or **blue** ink only.

Applicants shall meet the *Canadian Aviation Regulation* requirements in accordance with either Section [421.30](#) or Section [426.75](#) of the CARs Standard before submitting the application.

The applicant shall provide proof and/or original documentation to Transport Canada or its delegates of meeting the requirements for the issue of a licence indicated in Section [421.06](#) and the commercial licensing requirements specified in Section [421.30](#) at the time of application.

Applicants must pay a fee when submitting the application. This regulatory fee is payable in advance through the Online Payment System – <http://www.canada.ca/payments-air>.

The application and all applicable documentation should be reviewed and signed by an Authorized Person before submitting to Transport Canada. Applicants who make use of "Credits" for holding a foreign licence shall submit the application directly to the regional Transport Canada licensing office.

The application and all applicable documentation shall be submitted to the Transport Canada Civil Aviation (TCCA) regional office, as advertised on the TCCA website closest to where the applicant resides – <http://www.tc.gc.ca/eng/civilaviation/opssvs/regions-139.htm>.

**The following will assist when completing the application – Please see "Sample Application" or the [Advisory Circular - Application Procedures for Permits and Licences 401-002](#) for further clarification:**

<b>PART A – PERSONAL INFORMATION</b>
<ol style="list-style-type: none"> <li>1. <b>The applicant</b> must complete all the applicable fields in Part A.</li> <li>2. <b>Pilot File 5802 N°</b> – is the number that is provided when you are issued a Canadian medical certificate.</li> <li>3. <b>Surname and Given Name(s)</b> – names must be identical to the document submitted to Transport Canada as "Proof of Citizenship" pursuant to Section <a href="#">421.06</a> of the CARs Standard.</li> <li>4. <b>Citizenship</b> – citizenship must be identical to the document submitted to Transport Canada as "Proof of Citizenship" pursuant to Section <a href="#">421.06</a> of the CARs Standard.</li> <li>5. <b>Address</b> – as per the mailing address you would like Transport Canada to mail your licence and other aeronautical documents.</li> <li>6. <b>Postal Code</b> – could also be "Zip Code".</li> <li>7. <b>Province/territory</b> – could also be "State", "County", "District", etc.</li> </ol>
<b>PART B – LICENSING REQUIREMENTS</b>
<ol style="list-style-type: none"> <li>1. <b>The applicant</b> must complete all the applicable fields in Part B except for an applicant who is a graduate from an approved integrated course and holds a "Course Completion Certificate" only has to complete fields 1, 2, 3a, 3b, 4, 9 and 10 in this Part.</li> <li>2. The "<b>Language Proficiency</b>" requirement must be met in accordance with paragraph (b) of subsection <a href="#">401.06 (1.1)</a> of the CARs.</li> <li>3. "<b>Medical</b>" requirements must be met in accordance with CAR <a href="#">404.04</a>.</li> <li>4. "<b>Age</b>" – age must be identical to the document submitted to Transport Canada as "Proof of Age" pursuant to Section <a href="#">421.06</a> of the CARs Standard.</li> <li>5. All "<b>Commercial Written Exam</b>" requirements must be met within the 24 months preceding the date of application.</li> <li>6. Field 6b. "<b>Flight Training Experience from Pilot Training Record</b>" requirement must only include commercial flight training that was completed after the issuance of a Private Pilot Licence as per CAR 421.30 subsection (4), paragraph (ii).</li> <li>7. "<b>300NM Cross Country Trip</b>" requirements must be met in accordance with CAR <a href="#">421.30</a> subsection (4). Include aerodrome codes only, for example: CYOW.</li> <li>8. All "<b>Skill</b>" requirements must be met within the 12 months preceding the date of application.</li> <li>9. Transport Canada provides some exceptions to CAR <a href="#">421.30</a> in subsections (7) to (9) in the form of "CREDITS". When applying "Credits" to your application, provide proof that substantiates your claims.</li> </ol> <p><b>Note:</b> The applicant is required to sign the application. By signing the application, the applicant declares that all the information provided in Part A and Part B is accurate and true. Any false or inaccurate information could result in delays or a possible "Refusal to Issue".</p>
<b>PART C – DECLARATION OF AUTHORIZED PERSON</b> (not applicable to applicants who make use of "Credits" for holding foreign licence.)
<ol style="list-style-type: none"> <li>1. <b>The Authorized Person, as delegated by the Minister</b>, must complete all the fields in Part C.</li> <li>2. The Authorized Person is required to substantiate all claims by the applicant by reviewing original documentation from the applicant.</li> <li>3. If the applicant has met all the requirements of section 421.30 or 426.75 of the CARs Standard, the Authorized Person can then:             <ol style="list-style-type: none"> <li>(a) provide the required information for all fields in this Part; and</li> <li>(b) date and sign the application form.</li> </ol> </li> </ol> <p><b>Note:</b> The Authorized Person is required to sign the application. By signing the application, the Authorized Person declares that all the information provided in Part A and Part B has been reviewed, is accurate and true. Any false or inaccurate information could result in delays or a possible "Refusal to Issue".</p>

Transport Canada (TC) is committed to protecting the privacy rights of individuals and safeguarding the personal information under its control. Personal information collected by TC is protected from disclosure to unauthorized persons and/or agencies subject to the provisions of the *Privacy Act*. This information is used to administer the Canadian civil aviation flight crew and air traffic controller licensing program or activity and determine eligibility for the flight crew licenses and air traffic controller permits and licenses. The information is required by the Department for the issuance of Canadian Aviation Documents (licences and permits) to persons who pilot and control aircraft and will be used to validate, monitor and control the information pertaining to those documents. The personal information is collected pursuant to Section 4.9 of the *Aeronautics Act* and Part IV of the *Canadian Aviation Regulations - Personnel Licensing and Training - Subpart 1 - Flight Crew Permits, Licenses and Ratings*. Personal information will be protected under the provisions of the *Privacy Act* (PIB TC PPU 005). Your personal information may be used or disclosed for law enforcement and safety. Name, address and license status may also be shared with other Civil Aviation Authorities as part of TC's international commitments under the International Civil Aviation Organization (ICAO). By providing your personal information, you acknowledge that you have read and understood this statement and consent to the Department's collection, use and disclosure of your personal information.



## APPLICATION FOR COMMERCIAL PILOT LICENCE – AEROPLANE

PART A – PERSONAL INFORMATION										
Surname					Given Name(s)					
Pilot File Number			Citizenship			Date of Birth (yyyy-mm-dd)				
Address										
City		Province/Territory			Country		Postal code (A1A 1A1)			
Home (999-999-9999)		Office (999-999-9999)		Other (999-999-9999)		Email				
PART B – LICENSING REQUIREMENTS										
1. Language Proficiency <input type="radio"/> English <input type="radio"/> French <input type="radio"/> Both			2. Age		3a. Medical Category			3b. Date of Last Medical (yyyy-mm-dd)		
4a. Integrated CPL Course Details (if applicable) <input type="checkbox"/> I am applying for a Commercial Pilot Licence – Aeroplane based on my integrated course completion certificate. (only complete fields 1, 2, 3a, 3b, 4a, 4b, 4c, 9 and 10)										
4b. Date of Integrated Course Completion (yyyy-mm-dd)					4c. Course completed (attach certificate of completion) <input type="checkbox"/> CPL(A) <input type="checkbox"/> CPL(A)/IR <input type="checkbox"/> ATP(A)					
5a. Knowledge Requirements: <input type="checkbox"/> I have completed 80 hours of CPL ground school as per CAR 421.30(3)(a)										
5b. Date the Commercial Written Exam was Completed and any Supplementary Exams if Applicable (all dates must be within the previous 24 months from the date of application)										
CPAER Exam Completed (yyyy-mm-dd)			CALAW (yyyy-mm-dd)		CAMET (yyyy-mm-dd)		CANAV (yyyy-mm-dd)		CAGEN (yyyy-mm-dd)	
6a. Aeroplane Flight Experience From Personal Log Book										
Total Flight Time			Total PIC Flight Time			Total PIC Cross-Country Time				
6b. Aeroplane Flight Training Experience From Pilot Training Record										
<input type="checkbox"/> I have completed 65 hours of CPL flight training following the issuance of a private pilot licence as per CAR 421.30(4)(a)(ii)										
Dual Day	Solo Day	Dual Night	Solo Night	N° of Solo Takeoffs and Landings at night		Dual Day Cross Country	Dual Night Cross Country	Dual Instrument Flight Time	Dual Instrument Ground Time	
6c. 300 NM Cross Country Trip										
<input type="checkbox"/> I have completed a solo cross country flight of to a point a minimum of 300 NM radius from the point of departure as per CAR 421.30(4)(a)(ii)(B)(I)										
Date Completed (yyyy-mm-dd)		Departure Aerodrome		First Landing (Aerodrome)		Second Landing (Aerodrome)		Third Landing (Aerodrome)		
7. Skill (all dates must be within the previous 12 months from the date of application)										
Date of Flight Test (yyyy-mm-dd)					Date of Partial Flight Test if Applicable (yyyy-mm-dd)					
8. Credit Available (select credit and provide proof) <input type="checkbox"/> Knowledge <input type="checkbox"/> Experience <input type="checkbox"/> DND <input type="checkbox"/> Foreign				9. Licensing Fee (payment amount according to CAR 104 Schedule IV) Method of Payment: <input type="radio"/> Online (Credit Card) <input type="radio"/> Cheque (included)						Receipt/Order Number
10. Declaration of Applicant – <b>I hereby declare that</b> all the information provided in Part A and B above is true										
_____ Signature of Applicant					_____ Date of Application (yyyy-mm-dd)					
PART C – DECLARATION OF AUTHORIZED PERSON (not applicable to applicants who make use of "Credits" for holding foreign licence.)										
Aeroplane Class										
Ratings/Restrictions										
<input type="checkbox"/> I hereby declare that the above-mentioned applicant has met the requirements for licence issue in accordance with the Canadian Aviation Regulations – CAR 421.30					<input type="checkbox"/> I hereby declare that the above-mentioned applicant has met the requirements for licence issue in accordance with the Canadian Aviation Regulations – CAR 426.75					
<input type="checkbox"/> Temporary Privileges were granted to this applicant										
Date (yyyy-mm-dd)		Name of Authorized Person				File Number				
_____ Signature of Authorized Person					_____ Appointment Expiry Date (yyyy-mm-dd)					
PART D – FOR DEPARTMENT USE ONLY										
<input type="checkbox"/> Applicant meets CAR 421.30 requirements for a CPL-A										
<input type="checkbox"/> Applicant meets CAR 426.75 requirements for a CPL-A				Service Officer or Inspector			Date (yyyy-mm-dd)			
Document Issued: <input type="radio"/> Yes <input type="radio"/> No										