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**TITLE: RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES NOT ISSUED
BY THE IRISH AVIATION AUTHORITY**

1 INTRODUCTION

1.1 Objective

The objective of this guidance is to describe the application process for change of competent authority and the recognition of licences and certificates issued by:

- (a) EU Member States,
- (b) Non-EU Member ECAC State,
- (c) Other States and Military licence holders.

1.2 Scope

This procedure applies to:

- (a) Air Navigation Service Providers,
- (b) Air Traffic Controllers,
- (c) Student Air Traffic Controllers.

2 REFERENCES

- 2.1 Regulation (EU) 2018/1139,
- 2.2 Commission Regulation (EU) 2015/340,
- 2.3 Commission Implementing Regulation (EU) 2023/893,
- 2.4 ICAO Annex 1 - Personnel Licensing.

3 MUTUAL RECOGNITION OF CIVILIAN ATC LICENCES ISSUED BY OTHER EU MEMBER STATES

3.1 Introduction

- 3.1.1 Regulation (EU) 2018/1139 Article 67 'Validity and recognition of certificates and declarations of states,

1. Certificates issued by the Agency or the national competent authorities, and declarations made by natural and legal persons in accordance with this Regulation and with the delegated and implementing acts adopted on the basis thereof shall be subject exclusively to the rules, conditions and procedures laid down in this Regulation and national administrative requirements and shall be valid and recognised in all Member States, without further requirements or evaluation.

3.1.2 Considering Article 67 of Regulation (EU) 2018/1139, mutual recognition applies to:

- (a) air traffic controller and student air traffic controller licences, including their ratings, rating endorsements, on-the-job training instructor (OJTI), synthetic training device instructor (STDI) and assessor endorsements, as well as language proficiency endorsements and associated medical certificates issued by Member States in accordance with this Regulation,
- (b) certificates of air traffic controller training organisations, aero-medical examiners and aero-medical centres issued by Member States in accordance with this Regulation; and
- (c) certificates of completion of training courses issued by training organisations approved by Member States leading to the grant of the ratings, endorsements and/or the student air traffic controller licence referred to in point (a).

3.1.3 In order to achieve one of the main objectives of Regulation (EU) 2018/1139 and its implementing rules, related to the free movement of persons, the certificates (under definition includes licences) issued in accordance with this Regulation and specifically implementing rule Commission Regulation (EU) 2015/340, the following procedure has been laid down in respect of the exchange of air traffic controller licences.

4 CHANGE OF COMPETENT AUTHORITY

4.1 Introduction (ATCO.A.010)

4.1.1 If the licence holder is to exercise the privileges of a unit endorsement in a Member State of which the competent authority is not the one that issued the licence, the licence holder shall request a change of the competent authority to the competent authority of the Member State where those privileges are to be exercised in accordance with the procedure established by that authority. For this purpose, the competent authorities involved shall share all the relevant information needed to carry out the change of competent authority and licence exchange according to the procedures referred to in point ATCO.AR.B.001(c) and point ATCO.AR.D.003.

4.1.2 In derogation to Section 4.1.1 above, a change of the competent authority is not required when only synthetic training device instructor or assessor privileges are exercised in a synthetic training device environment or when privileges of a student air traffic controller licence are exercised.

4.1.3 The privileges of a student air traffic controller licence are exercised when providing air traffic control services in live traffic under the supervision of an on-the-job training instructor. A student air traffic controller licence is required for on-the-job training phase of unit training.
GM1 ATCO.B.001(a);(d)

4.1.4 As the privileges of a student air traffic controller licence do not include those of a unit endorsement, there is no requirement for a student air traffic controller to change the competent authority before commencing OJT phase. However, before the issue of a unit endorsement in the State of Ireland, the licence holder shall fulfil the requirements of ATCO.A.010 (a), see Section 4.1.1.

4.1.5 As the privileges of a student air traffic controller licence may also be exercised by an air traffic controller that undertakes training for a new unit endorsement, there is no requirement for an air traffic controller who intends to undergo unit training, to change the competent authority before commencing unit training. However, before the issue of a unit endorsement in Ireland, the licence holder shall fulfil the requirements of ATCO.A.010(a) and Section 4 of this document.

- 4.1.6 In cases where privileges are exercised in two or more Member States, the agreement concluded amongst the Member States concerned should define the allocation of tasks and the responsibilities related to licensing.

4.2 Language requirements

- 4.2.1 For the purposes of exercising the privileges of the licence in a Member State other than that in which the licence was issued, the licence holder must fulfil the language proficiency requirements referred to in point ATCO.B.030 established by the Member State where the privileges are to be exercised.
- 4.2.2 According to point ATCO.B.030(a), air traffic controllers and student air traffic controllers should not exercise the privileges of their licence unless they have a valid language proficiency endorsement in the language(s) imposed by the Member State.
- 4.2.3 If such local language requirements are imposed, the change of competent authority and the resulting exchange of licence should take place before the start of the on-the-job training to enter the new language proficiency endorsement.
- 4.2.4 Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licence in the State of Ireland unless they have a valid English language proficiency endorsement level 4 or higher.
- 4.2.5 The exercise of synthetic training device instructor (STDI) and assessor privileges in a synthetic training device environment in a Member State whose competent authority is not the one that has issued the licence, should be limited to exercises and assessments conducted in the English language, unless the STDI or assessor holds a language proficiency endorsement in the language imposed by the Member State where the privileges are exercised.

4.3 Process for change of competent authority to Ireland

- 4.3.1 This process outlines the requirements for licence holders who request to change competent authority to the State of Ireland.
- 4.3.2 Student air traffic controllers or air traffic controllers required to change competent authority to other Member States shall follow the procedures established by those Member States.
- 4.3.3 In the State of Ireland, a request to change the competent authority is required only when the license holder is to exercise the privileges of a unit endorsement.
- 4.3.4 Since there are no local language requirements in the State of Ireland, Section 4.2.3 does not apply to student air traffic controllers or air traffic controllers undergoing unit training within the State of Ireland.
- 4.3.5 Upon application for change of competent authority, for oversight reasons, the Irish Aviation Authority (IAA) may request information if the licence holder is undergoing unit training with an approved training organisation that is also a certified Air Navigation Service Provider in the State of Ireland.
- 4.3.6 Subject to the transferring competent authority providing the documents specified in Section 4.5.1, the applicant should allow at least 30 working days from the Personnel Licensing Division's receipt of a completed application, to process the request. Delays may occur if the applicant submits forms which are incomplete or incorrect. It is essential that the applicant provides the contact details of the transferring competent authority (of the licence holder).
- 4.3.7 The necessary steps for requesting a change of competent authority are outlined in Sections 4.4 and 4.5.

4.4 Step 1 – For the applicant

To request a change of competent authority to the State of Ireland, the applicant shall submit the following:

(a)	Completed ATC Licence application form, ECON.ATCO.F.180, for the issuance of an air traffic controller licence. (Please indicate in Part B of the application form, request to change competent authority)
(b)	Completed form, ECON.ATCO.F.180A - verification of ATC Licence and request to transfer associated medical records.
(c)	Proof of identity (driving licence or passport or National ID)
(d)	Copy of ATC or Student ATC Licence
(e)	A valid Class 3 medical certificate
(f)	Copy of English Language Proficiency certificate level four or higher.
(g)	If required, evidence of an assessment of previous competence (APC).
(h)	By email, provide contact details of the competent authority of the licence holder: i. Country: ii. Competent Authority Name: iii. Email:

4.4.1 All requests for change of competent authority to the State of Ireland, shall be submitted to the Personnel Licensing Division of the Irish Aviation Authority (IAA), contact details are on the [application form](#), ECON.ATCO.F.180.

4.4.2 Subject to the transferring competent authority providing the IAA with all the documents specified in Section 4.5.1, the IAA will without delay, exchange the licence and associate medical certificate.

4.4.3 Upon the exchange of the licence and medical certificate, the IAA shall immediately request the licence holder to surrender to it the licence issued by the transferring competent authority and the associated medical certificate.

4.4.4 To facilitate the surrender of the license issued by the transferring competent authority, the IAA will invite the license holder to the IAA Times Building (see Section 9) to complete the exchange. Alternatively, if the license holder consents to using a certified ANSP in the State of Ireland as a third party, the exchange can be completed through the ANSP subject to agreement by all parties.

4.5 Step 2 – IAA receives a request to change competent authority to Ireland.

- 4.5.1 Upon receiving a licence holder's request for a change of competent authority to the State of Ireland, the IAA shall, without undue delay, request the competent authority of the licence holder to transfer all of the following:
- (a) a verification of the licence;
 - (b) copies of the licence holder's medical records kept by that competent authority. The medical records shall be transferred in a confidential manner in accordance with point ATCO.MED.A.015 of Annex IV (Part-ATCO.MED) and shall include a summary of the relevant medical history of the applicant, verified and signed or electronically authenticated by the medical assessor.
- 4.5.2 The transferring competent authority shall keep the licence holder's original licensing and medical records.
- 4.5.3 The IAA shall, without undue delay, exchange the licence and medical certificate provided that it has received and processed all documents specified in Section 4.5.1.
- 4.5.4 Upon the exchange of the licence and medical certificate, the IAA will immediately request the licence holder to surrender to it the licence issued by the transferring competent authority and the associated medical certificate.
- 4.5.5 To facilitate the surrender of the license issued by the transferring competent authority, the IAA will invite the license holder to the IAA Times Building (see Section 9) to complete the exchange. Alternatively, if the license holder consents to using a certified ANSP in the State of Ireland as a third party, the exchange can be completed through the ANSP subject to agreement by all parties.
- 4.5.6 The new licence shall include ratings, rating endorsements, licence endorsements and all valid unit endorsements in the licence, including the date of their first issue and expiry, if applicable.
- 4.5.7 The IAA shall immediately notify the transferring competent authority once it has exchanged the licence and medical certificate and the licence holder has surrendered the licence and medical certificate pursuant to Section 4.5.4. Until such a notification is received, the transferring competent authority remains responsible for the licence and the medical certificate originally issued to that licence holder.

[end of Section 4]

5 Recognition of a civilian air traffic controller licence issued by a Non-EU Member ECAC State.

5.1 Introduction

- 5.1.1 The competent authority may recognise a student air traffic controller, or an air traffic controller licence obtained in a non-EU member ECAC State, where that State issues licences in accordance with the requirements of Commission Regulation (EU) 2015/340.
- 5.1.2 Where an application for change of competent authority of an Air Traffic Controllers Licence obtained from a State conforming to Section 5.1.1 is received, the procedures detailed in 5.2 shall apply.
- 5.1.3 Where an ECAC State does not conform to Section 5.1.1, procedure in Section 6 shall apply.

5.2 Applications

- 5.2.1 Applications for recognition of air traffic controller licence shall only be considered from air traffic control licence holders who hold or have held within the previous four years, a valid rating in the ATC rating discipline in which they wish to undertake training
- 5.2.2 The training organisation shall ensure it conducts a training needs analysis (TNA), considering the applicant's acquired competencies and experience. This analysis should ensure that ICAO differences, as published in the IAIP, ICAO Regional Supplementary Procedures (ICAO Doc 7030), and national requirements are included. An equivalence comparison may be conducted to determine if any elements of the initial training need to be completed before issuing a student air traffic controller licence. The TNA results must be incorporated into a training plan and submitted to the CA for review and approval at least 30 days prior to the planned start date.
- 5.2.3 Upon successful completion of the training plan referred to Section 5.2.2, the training organisation shall make a declaration to the competent authority that the individual is ready to commence unit training.
- 5.2.4 Subject to Sections 5.2.1, 5.2.2 and 5.2.3, a student air traffic controller licence may be issued containing the relevant ratings and rating endorsements.
- 5.2.5 The application for the exchange of an air traffic controller licence to a student air traffic controller licence shall be completed using the same process for change of competent authority as outlined in Section 4. Before a licence is exchanged, the authenticity of the holder's Licence will be verified with the competent authority of the State who issued the licence to be exchanged.
- 5.2.6 Following the exchange, the previously issued licence shall be returned by the Irish competent authority to the competent authority that issued it.

5.3 Grant of a unit endorsement on the Licence

- 5.3.1 When establishing the unit training plan, the training provider shall take due account of the acquired competencies and the experience of the applicant. This shall be achieved by conducting a training needs analysis. The results of the training needs analysis shall be incorporated in the unit training plan and submitted by the training provider to the competent authority for approval.
- 5.3.2 Where approval is needed for the Unit course a submission will be made at least 30 days before the planned start date. Upon successful completion of the Unit course the ANSP will issue a certificate of successful completion to the student.

5.3.3 Applications for the grant of a unit endorsement shall be shall submit a completed application form ECON.ATCO.F.180 which is available on the [IAA website](#) or from the Personnel Licensing Office, address provided in Section 9.

5.3.4 Applications for the grant of a unit endorsement shall be accompanied by the following true copy documentation.

ATC Documentation	
1)	ATC Licence
2)	Evidence of successful completion of Unit Training.
3)	Evidence that the holder has been assessed as competent for the issuance of a Unit rating, and endorsement where warranted.
4)	Valid IAA Class 3 medical certificate
5)	English Language Proficiency certificate, level four or higher
6)	If required, evidence of an assessment of previous competence (APC).

6 Handling of an air traffic controller licence obtained in other jurisdictions i.e. Non-European Member States or issued by a military authority.

6.1 Introduction

6.1.1 The competent authority has no knowledge of the ATC training syllabi of courses undertaken in other non-European member States, or by Military organisations outside the State of Ireland, and how these compare with Commission Regulation (EU) 2015/340 Training Content. As a result, the competent authority is unable to recognise the ATC training undertaken in non-EU Member States or by Military organisations outside the State of Ireland.

6.1.2 Individuals who hold an air traffic controller licence from a non-EU Member State or military authority will be required to successfully complete initial training in its entirety to be eligible to apply for a student air traffic controller licence or follow the steps outlined hereafter at 6.2 for an alternative means of compliance.

6.2 Alternative means of compliance

6.2.1 An alternative means of compliance may be used to establish compliance with the delegated and implementing rules (ATCO.AR.A.015 (b) refers).

6.2.2 To do so organisations and/or persons must demonstrate the establishment of compliance equal to or exceeding the requirements of Commission Regulation (EU) 2018/1139 and its implementing rules.

6.2.3 *The competent authority shall evaluate all alternative means of compliance proposed by an organisation or person in accordance with ATCO.OR.B.005 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.*

6.2.4 *When the competent authority finds that the alternative means of compliance are in accordance with the implementing rules, it shall without undue delay:*

(1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly;

- (2) *notify the Agency of their content, including copies of all relevant documentation; and*
- (3) *inform other Member States about alternative means of compliance that were accepted. (ATCO.AR.A.015 (d) refers).*

6.2.5 Before any application or submission is made to the competent authority, initial consultation shall take place between the competent authority and organisations and/ or persons to agree the submission requirements and timelines as well as costs. The cost of the competent authority consultations, evaluations, potential audits and other auxiliary tasks, will be borne by the applicant and payment in full or part may be required prior to any work being undertaken by the competent authority.

6.2.6 The duration for conducting the full review and audits necessary will depend upon various factors (including SRD resource, maturity of documentation, the correction of non-conformities, formal requests being made and receipt of documentation from foreign organisations, verification of information etc.) and will therefore be a subjective estimate at the time of initial consultation. Depending on the maturity and compliance of the individual submissions the duration of the review process should take no longer than 3 months, but other unforeseen factors may arise, so applicants should be aware that the process could take up to 6 months.

7 Transitional provisions

Article 7 'Transitional provisions' of Commission Regulation (EU) 2015/340 states;

1. *Licences, ratings and endorsements issued in accordance with the relevant provisions of national legislation based on Directive 2006/23/EC and licences, ratings and endorsements issued in accordance with Regulation (EU) No 805/2011 shall be deemed to have been issued in accordance with this Regulation.*
2. *Holders of the Aerodrome Control Visual (ADV) rating, who do not hold an Aerodrome Control Instrument (ADI) rating, shall continue to be authorised to provide air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures, provided that the validity of the unit endorsement related to the ADV rating is maintained.*
3. *Medical certificates and certificates for training organisations, aero-medical examiners and aero-medical centres, approvals of unit competence schemes and training plans issued in accordance with the relevant provisions of national legislation based on Directive 2006/23/EC in accordance with Regulation (EU) No 805/2011 shall be deemed to have been issued in accordance with this Regulation.*

[end of Section 7]

8 True Copies of Original Document.

8.1.1 A true copy of an original document is defined as a photocopy of the original document that has been certified by an appropriate person as being 'A True Copy of the Original'. The signatory certifying the document must state on the copy 'this is a true copy of the original document sighted by me'

8.1.2 Documents that are not originals and are not signed may be submitted to support an application, as long as they are provided with the application and are from a known source.

9 Contact Information

The Irish Aviation Authority may be contacted by the following methods:

Email at: ATC.Licensing@iaa.ie. and ansd@iaa.ie

In writing to: Personnel Licensing Office:

The Times Building,
11 – 12 D'Olier Street,
Dublin 2,
Ireland.