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TITLE: CHANGE OF COMPETENT AUTHORITY AND THE CONVERSION OF IRISH MILITARY AIR TRAFFIC CONTROLLER LICENCES

1 INTRODUCTION

1.1 Objective

The objective of this guidance is to describe the application process for:

- (a) the change of competent authority and the recognition of licences and certificates issued by:
 - (1) EU Member States,
 - (2) non-EU Member ECAC States,
 - (3) other States outside the EU,
 - (4) military licence holders outside the State of Ireland; and
- (b) the conversion of an Irish military ATC licence to a student ATC licence in accordance with the National Conversion Report - Ireland.

1.2 Scope

This procedure is applicable to:

- (a) Air Navigation Service Providers,
- (b) Air Traffic Controllers,
- (c) Student Air Traffic Controllers,
- (d) Irish Military 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.
- 2.5 National Conversion Report - Ireland

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 Commission Regulation (EU) 2015/340, the following procedure has been laid down in respect of the change of competent authority and the exchange of air traffic controller licences.

[end of section]

4 CHANGE OF COMPETENT AUTHORITY

Introduction

4.1.1 Commission Regulation (EU) 2015/340, ATCO.A.010(a) states,

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 ATCO.A.010(a), 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 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 competent authority before commencing OJT phase. The change of competent authority to the State of Ireland, must be completed before a unit endorsement can be issued. An applicant should allow sufficient time for a change of competent authority which includes the exchange of the ATC licence and Medical Certificate.

4.1.4 As the privileges of an air traffic controller licence include the privileges of a student licence, there is no requirement for an air traffic controller who intends to undergo unit training, to change competent authority before commencing unit training. 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) and request a change of competent authority to the State of Ireland. An applicant should allow sufficient time for a change of competent authority which includes the exchange of the ATC licence and Medical Certificate.

4.1.5 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.

4.1.6 In cases where the privileges of a licence 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 Exercising the privileges of a licence outside of Ireland

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 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 Change of competent authority - from Ireland to another member state.

4.3.1 If the holder of an ATC licence issued by the State of Ireland wishes to change competent authority to another Member State, they shall request the change in accordance with the published procedures of the other Member State.

4.3.2 A change of competent authority will require the other Member State to request verification of the licence from the IAA, along with copies of the licence holder's medical records held by the IAA. These medical records will be transferred confidentially in accordance with ATCO.MED.A.015 and will include a summary of the applicant's relevant medical history.

4.3.3 In addition to 4.3.1, and separate from the request to the other Member State, the IAA requires the licence holder to submit a consent Form No. [ECON.ATCO.F.180A](#) via email to ATC.Licensing@iaa.ie, including a short summary of the request. The verification of the licence and transfer of medical records may incur an associate licence fee.

4.3.4 The licence holder will be required to exchange the licence and medical certificate issued by the IAA, in accordance with the procedures of the other Member State. Upon completion of the exchange, the other Member State shall notify the IAA that the licence holder has surrendered their licence and medical certificate.

4.3.5 A licence holder is only permitted to hold a licence or medical certificate issued by one Member State. If the other Member State does not request the surrender of the licence or medical certificate issue by the IAA, the holder shall surrender the licence or medical certificate to the IAA.

4.4 Change of competent authority - to Ireland from another member state.

4.4.1 This procedure outlines the requirements for licence holders who requests to change competent authority to the State of Ireland.

4.4.2 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.

4.4.3 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.

4.4.4 Upon application for a change of competent authority, the IAA may, for oversight purposes, request information on whether the licence holder is undergoing approved unit training at a certified Air Navigation Service Provider in the State of Ireland.

4.4.5 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 and payment details are on the [application form](#), ECON.ATCO.F.180.

4.4.6 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 receipt of a completed application, to process the request. Delays may occur if the applicant submits an application which is incomplete or incorrect. It is essential that the applicant provides the contact details of the transferring competent authority (CA of the licence holder).

4.4.7 The necessary steps for requesting a change of competent authority are outlined in Sections 4.5 and 4.6.

4.5 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:

[end of section]

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

- 4.6.1 Upon receiving a licence holder's request for a change of competent authority to the State of Ireland, the IAA will 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.
- 4.6.2 The transferring competent authority shall keep the licence holder's original licensing and medical records.
- 4.6.3 The IAA will contact the applicant to arrange the exchange of the licence and medical certificate provided that it has received and processed all documents specified in Section 4.6.1.
- 4.6.4 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.
- 4.6.5 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.
- 4.6.6 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.
- 4.6.7 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]

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 for change of competent authority detailed in section 4, shall apply.
- 5.1.3 Where an ECAC State does not conform to Section 5.1.1, procedure in Section 7 shall apply.

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

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 outside the State of Ireland, 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 Commission Regulation (EU) 2015/340.
- 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 IAA resources, 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]

8 Conversion of Irish military air traffic controller licences

8.1 Introduction

8.1.1 In accordance with Commission Regulation (EU) 2015/340, Article 8a(1),

A holder of a national military air traffic controller licence issued by a Member State may apply for the conversion of that licence into a student air traffic controller licence referred to in point ATCO.B.001. The application for the licence conversion shall be submitted to the competent authority of the Member State in whose military forces the applicant has served.

8.1.2 This process applies exclusively to holders of an Irish military air traffic controller licence (not student) issued by the Irish Air Corps who wish to convert their licence into a student air traffic controller licence, as referred to in point ATCO.B.001. The application for the licence conversion shall be submitted to the Irish Aviation Authority as the competent authority for Ireland.

8.1.3 Upon application for conversion of a national military air traffic controller licence, a student air traffic controller licence can be issued provided that the military initial training experience of the applicant meets the initial training requirements set out in Commission Regulation (EU) 2015/340 based on the National Conversion Report - Ireland and after the completion of any additional training resulting from the gap analysis contained in that report.

8.1.4 The National Conversion Report – Ireland documents the national requirements for the issue of military licences. It compares the requirements for the training of military air traffic controllers and civil air traffic controllers. It contains the results of the gap analysis and the possible credits for the military training syllabi provided by the Irish military in accordance with the Letter of Agreement (LOA) with the Irish Aviation Authority.

8.2 Eligible Applicants

8.2.1 Applicants for the conversion of a military air traffic controller licence into a student air traffic controller licence in accordance with this National Conversion Report, shall:

- (a) have served in the Irish Defence Forces; and
- (b) hold an Irish Air Corps ATC licence/certificate; and
- (c) be at least 18 years old, and
- (d) hold a valid Class III medical certificate issued in accordance with Annex IV (Part ATCO.MED) to Commission Regulation (EU) 2015/340, and
- (e) have demonstrated an English language proficiency level 4 or higher in accordance with the requirements set out in point ATCO.B.030 to Commission Regulation (EU) 2015/340.

8.3 Required training

8.3.1 Applicants are required to achieve 100% credit for basic training.

8.3.2 Applicants are required to achieve 100% credit for at least one rating.

8.3.3 For additional ratings, applicants are required to achieve 100% credit for the rating(s).

8.4 Assessment of Previous Competence

- 8.4.1 The holder of a military air traffic controller licence who has not started exercising the privileges of a rating within 1 year from the date of successful completion of the rating training, shall complete an assessment of previous competence relevant to the rating.
- 8.4.2 The holder of a military air traffic controller licence who has interrupted exercising the privileges associated with that rating for a period of 4 or more years, shall complete an assessment of previous competence relevant to the rating.
- 8.4.3 An assessment of previous competence shall be conducted at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating in accordance with Commission Regulation (EU) 2015/340.
- 8.4.4 The assessment of previous competence shall determine if the holder of a military air traffic controller licence continues to satisfy the requirements relevant to that rating in accordance with Commission Regulation (EU) 2015/340.
- 8.4.5 The assessment of previous competence includes an assessment of the practical skills demonstrated by the person being assessed as well as an examination of the person's knowledge and understanding in accordance with Commission Regulation (EU) 2015/340. (GM1 ATCO.B.001(d))
- 8.4.6 A certificate demonstrating successful completion of an assessment of previous competence shall be provided by the applicant and subject to verification by the competent authority.

8.5 Application Process

- 8.5.1 Applicants who wish to apply for the conversion of an Irish military air traffic controller licence into a student air traffic controller licence in accordance with this National Conversion Report - Ireland, shall provide:

- (a) completed Military ATCO Licence Conversion Form - [ECON.F.180M1](#); and
- (b) copy of Military ATC Licence/Certificate; and
- (c) copy of passport or national identity card; and
- (d) copy of valid Class III medical certificate issued in accordance with Annex IV (Part ATCO.MED) to Commission Regulation (EU) 2015/340.
- (e) certificate demonstrating English language proficiency level 4 or higher in accordance with the requirements set out in point ATCO.B.030 to Commission Regulation (EU) 2015/340; and
- (f) copy of relevant training certificates if training was completed at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2;

Note – military ATC training completed in accordance with an approved military syllabus, is subject to verification by the Irish Air Corps.

- (g) copy of assessment of previous competence if applicable.

- 8.5.2 Upon receipt of application, the Irish Aviation Authority will seek verification of;
- (a) the military air traffic controller licence; and
 - (b) initial training requirements set out in Commission Regulation (EU) 2015/340 based on the National Conversion Report – Ireland.
- 8.5.3 The conversion of the military ATC licence ratings and rating endorsements, to a student ATC licence, shall include the date of their first issue, as documented on the military ATC licence/certificate.

9 True Copies of Original Document.

- 9.1.1 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'
- 9.1.2 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.

10 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.