



Form. No. RPPL-F-ICAO  
 AMDT No. 0  
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 Issue Date: 21/06/2021

**APPLICATION FORM AND COMPLIANCE LIST  
 CONVERSION OF AN ICAO ANNEX I COMPLIANT  
 LICENCE TO A PART-FCL LICENCE**

**PPL / CPL / ATPL**

**Part 1 - APPLICATION**

**NOTE 1:** It is an offence for a person to make, procure to be made, or assist in making any false representations for the purpose of procuring for any reason the issue, validation, extension or re-issue of a licence or the issue, renewal or revalidation of a rating, authorisation or certificate, whether for that person or any other person.

**NOTE 2:** Commission Regulation (EU) No. 1178/2011 (as amended), requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and FCL.015). **If your medical records are not held by the IAA, your application will be rejected.**

**DO NOT SUBMIT AN APPLICATION UNLESS YOU HOLD AN EU PART-MED CERTIFICATE OF THE APPROPRIATE CLASS AND YOUR MEDICAL RECORDS ARE HELD/TRANSFERED TO THE IAA. THEN ENSURE THAT YOU HAVE CONTACTED THE IAA TO TRANSFER YOUR EXAM RESULTS AND VERIFY YOUR ICAO LICENCE BEFORE SUBMITTING YOUR APPLICATION TO CONVERT YOUR ICAO LICENCE**

Please complete the form in **BLOCK CAPITALS** having read the guidance notes attached to this form.

**1. APPLICANT'S PERSONAL DETAILS**

To be completed by the applicant

Surname ..... First Name(s) .....

Title (Mr / Mrs / Ms etc) ..... Date of Birth (dd/mm/yyyy) .....

Nationality ..... Place of Birth (Town) ..... (Country) .....

Permanent address  
 .....  
 ..... Postcode .....

Contact Tel. No. .... Mobile Tel. No. ....

E-mail address ..... Fax Number .....

Address for correspondence (if different from above) .....  
 ..... Postcode .....

**2. DETAILS OF EXISTING FLIGHT CREW LICENCE(S) HELD**

To be completed by the applicant

State of Issue	Type of Licence (e.g. PPL, CPL, ATPL etc)	Category of Licence (e.g. Aeroplane, Helicopter etc)	Licence No.	Expiry Date

**3. MEDICAL CERTIFICATE - Part MED.A.030 and FCL.015**

To be completed by the applicant

EU27 Member State of Issue	Class	Date of Medical examination	Expiry Date of Class 2 privileges	AME Name, Medical Centre & Location	AME No.	Details of any Limitations / Endorsements	IAA use only	
							YES	NO
							Records held by the IAA	

If medical records not held by IAA Medical Section your application will be rejected and returned: Postage fees payable by the applicant



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PPL / CPL / ATPL

### 4. PPL CONVERSION

To be completed by the applicant

#### IAA SUMMARY PRIVACY NOTICE

How will we use your information?

The information you provide to us via this form will be used to enable us to carry out our regulatory duties including processing your application for the issuing of the licence being requested, the administration and maintenance of subsequent ratings and/or certificates and for enforcement purposes. We will not disclose any of your information to any organisation without your explicit consent, except where we are obliged to do so under relevant EU and Irish legislation, or to comply with law enforcement agencies.

Where can you find out more?

To find out more about how the IAA respects your privacy, please read our detailed privacy notice at <https://www.iaa.ie/home/footer-tools/privacy> or contact our Data Protection Officer at [dataprotection@iaa.ie](mailto:dataprotection@iaa.ie), or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.

**Note: See guidance notes for further information and ensure you have read the FAQ's on what is required**

**STEP 1, 2 & 3 shall be completed before submitting a full application.**

#### Step 1: Medical Certificate: - Submit for RPPL-F-100M if applicable.

Hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011

**YES** Details entered in Section 3. **Attach a copy of the medical certificate**

**NO DO NOT SUBMIT APPLICATION** Contact [Medical@iaa.ie](mailto:Medical@iaa.ie)

#### Step 2: Licence Verification: - Submit form RPPL.F.120

Verification of an ICAO Annex I compliant licence is to be made before an application can be made.

**YES** I have verified my ICAO licence with the IAA

**NO DO NOT SUBMIT APPLICATION** Contact the ICAO Annex I licence issuing State Authority and follow their process for releasing the information to the IAA and contact the IAA to verify your ICAO Annex I licence

#### Step 3: Theoretical Knowledge Requirements – See FAQ EUQ.20:

Pass a written examination in Air Law and Human Performance;

**YES** **Attach a copy of the ATO/DTO Approval and examination results**

**NO DO NOT SUBMIT APPLICATION** Complete the necessary examinations with an ATO/DTO and have the exams transferred to the IAA before application

#### Step 4: English Language Proficiency

Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011;

**YES** Attach a copy of the completed [RPPL-F-270 form](#) and attached a copy of the EASA approved ELAB certificate

**NO DO NOT SUBMIT APPLICATION** Contact an English Language Assessor / EASA ELAB

#### Step 5: Requirements for The Issue of The Relevant Class or Type Rating

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H

**YES** Attach a copy of course completion certificate or applicable log book pages.

**NO DO NOT SUBMIT APPLICATION** Contact an ATO/DTO for required training as applicable



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**Step 6: Experience Requirements**

Have completed at least 100 hours of flight time as a pilot.

- YES** Submit your original log book/s (all log books shall be submitted)
- NO DO NOT SUBMIT APPLICATION** Complete the required flight hours

**Step 7: PPL, BPL or SPL Skill Test as Applicable**

Pass the PPL, BPL or SPL skill test, as relevant, in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, Annex III (Part-BFCL) to Regulation (EU) 2018/395 or Annex III (Part-SFCL) to Implementing Regulation (EU) 2018/1976;

- YES** Attach a copy of the completed [RPPL-F-105-205A](#), [RPPL-F-105-205H](#) or [RPPL-F-SFCL.145.SPL](#)
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test

**Applicant declaration:**

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name

Signed:

Date:

**4.a PPL CONVERSION CHECKLIST**

To be completed by the applicant

Once all the following are completed your application is ready for submission.

- Medical Certificate attached.
- Licence Verification requested - prior to application being made
- Copy of all the pages of the ICAO Annex I licence you wish to convert attached.
- ICAO Annex I licence issuing State Authority contacted to release information to IAA
- Theoretical Knowledge Requirements - copy of the ATO/DTO approval and examination results attached. Verification requested prior to application being made (see FAQ EUQ.20)
- English Language Proficiency - copy of the completed [RPPL-F-270 form](#) attached and EASA approved ELAB certificate
- Requirements for The Issue of The Relevant Class or Type Rating - ATO/DTO approval and a copy of course completion certificate or applicable log book pages attached
- Experience Requirements – minimum of 100 hours of flight time as a pilot – Original log book/s (all log books attached)
- PPL, BPL or SPL Skill Test as Applicable completed - Attach a copy of the completed form as applicable
- [RPPL-F-105-205A](#)
- [RPPL-F-105-205H](#)
- [RPPL-F-SFCL.145.SPL](#)
- Attach a copy of your valid passport photo page
- Provided valid payment details on the payment form



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PPL / CPL / ATPL

### 5. CPL CONVERSION

To be completed by the applicant

#### IAA SUMMARY PRIVACY NOTICE

How will we use your information?

The information you provide to us via this form will be used to enable us to carry out our regulatory duties including processing your application for the issuing of the licence being requested, the administration and maintenance of subsequent ratings and/or certificates and for enforcement purposes. We will not disclose any of your information to any organisation without your explicit consent, except where we are obliged to do so under relevant EU and Irish legislation, or to comply with law enforcement agencies.

Where can you find out more?

To find out more about how the IAA respects your privacy, please read our detailed privacy notice at <https://www.iaa.ie/home/footer-tools/privacy> or contact our Data Protection Officer at [dataprotection@iaa.ie](mailto:dataprotection@iaa.ie), or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.

**Note: See guidance notes for further information and ensure you have read the FAQ's on what is required**

**STEP 1, 2 & 3 shall be completed before submitting a full application.**

#### Step 1: Medical Certificate: - Submit for RPPL-F-100M if applicable.

Hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011

**YES** Details entered in Section 3. **Attach a copy of the medical certificate**

**NO DO NOT SUBMIT APPLICATION** Contact [Medical@iaa.ie](mailto:Medical@iaa.ie)

#### Step 2: Licence Verification: - Submit form RPPL.F.120

Verification of an ICAO Annex I compliant licence is to be made before an application can be made.

**YES** **I have verified my ICAO licence with the IAA**

**NO DO NOT SUBMIT APPLICATION** Contact the ICAO Annex I licence issuing State Authority and follow their process for releasing the information to the IAA and contact the IAA to verify your ICAO Annex I licence

#### Step 3: Theoretical Knowledge Requirements – See FAQ EUQ.20:

Pass all written examination in accordance with FCL.310 CPL or FCL.515 ATPL as applicable;

**YES** **Examination results have been verified and transferred into the IAA**

**NO DO NOT SUBMIT APPLICATION** Complete the necessary examinations and transfer the exams to the IAA before application

#### Step 4: English Language Proficiency

Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011;

**YES** **Attach a copy of the completed [RPPL-F-270 form](#) and attached a copy of the EASA approved ELAB certificate**

**NO DO NOT SUBMIT APPLICATION** Contact an English Language Assessor / EASA ELAB

#### Step 5: Requirements for The Issue of The Relevant Class or Type Rating / UPRT

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H

**YES** **Attach a copy of course completion certificate.**

**NO DO NOT SUBMIT APPLICATION** Contact an ATO for required training as applicable



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### Step 6: Experience Requirements

Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – see Annex 1, Appendix 3, Section E, para. 12, as amended.

- YES** **Submit your original log book/s (all log books shall be submitted)**
- NO DO NOT SUBMIT APPLICATION** Complete the required flight hours

### Step 7: Instrument Rating / PBN

To convert an ME/IR, it is for the Head of Training of an ATO to determine any credit against an IR modular flying course.

Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

- the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

- YES** **Attach a copy of course completion certificate, copy of course completion certificate for PBN training and [completed form RPPL.F.159](#) if applicable.**
- NO DO NOT SUBMIT APPLICATION** Contact an ATO for required training as applicable

### Step 8: Multi-Crew Co-operation (MCC)

You will have to complete an MCC course if you intend to add a multi-pilot aircraft type rating to a CPL in the future. This is a standalone modular course that can be completed at your leisure provided you hold a ME/IR on the part-FCL CPL. No recognition is available of your ICAO MCC course completed.

- YES** **Attach a copy of course completion certificate**
- NO I understand I will have to complete MCC training before I can apply for an MPA type rating**

### Step 9: CPL Skill Test

An applicant for a CPL shall pass a skill test in accordance with Appendix 4 to Annex I of Regulation (EU) No 1178/2011

- YES** **Attach a copy of the completed [RPPL-F-105E](#) or [RPPL-F-104E](#) as applicable**
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test

### Step 10: Instrument Rating Skill Test

Applicants for an IR shall pass a skill test in accordance with Appendix 7 to Annex I of Regulation (EU) No 1178/2011

- YES** **Attach a copy of the completed [RPPL-F-121E](#) or [RPPL-F-148](#) as applicable**
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test

### Applicant declaration:

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name



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Signed:

Date:

**5.a CPL CONVERSION CHECKLIST**

To be completed by the applicant

Once all the following are completed your application is ready for submission.

- Medical Certificate attached.
- Licence Verification requested - prior to application being made
- Copy of all the pages of the ICAO Annex I licence you wish to convert attached.
- ICAO Annex I licence issuing State Authority contacted to release information to IAA
- Theoretical Knowledge Requirements - copy of the ATO approval and examination results attached. Verification requested prior to application being made (see FAQ EUQ.20)
- English Language Proficiency - copy of the completed [RPPL-F-270 form](#) attached and EASA approved ELAB certificate
- Requirements for The Issue of The Relevant Class or Type Rating - ATO/DTO approval and a copy of course completion certificate or applicable log book pages attached
- Experience Requirements – I meet the experience requirements set out in the ‘Aircrew Regulation’ – see Annex 1, Appendix 3, Section E, para. 12, as amended – Original log book/s (all log books attached)
- Instrument Rating / PBN – Attach a copy of course completion certificate, copy of course completion certificate for PBN training and completed form [RPPL.F.159](#) if applicable.
- Multi-Crew Co-operation (MCC)
  - Completed – Course completion certificate attached
  - Not completed – I understand I will have to complete MCC training before I can apply for an MPA type rating
- CPL Skill Test as Applicable completed - Attach a copy of the completed form as applicable
  - [RPPL-F-104E](#)
  - [RPPL-F-105E](#)
- IR Skill Test as Applicable completed - Attach a copy of the completed form as applicable
  - [RPPL-F-121E](#)
  - [RPPL-F-148](#)
- and
  - [RPPL.F.159](#) if applicable
- Attach a copy of your valid passport photo page
- Provided valid payment details on the payment form



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**6. ATPL CONVERSION**

To be completed by the applicant

**IAA SUMMARY PRIVACY NOTICE**

How will we use your information?

The information you provide to us via this form will be used to enable us to carry out our regulatory duties including processing your application for the issuing of the licence being requested, the administration and maintenance of subsequent ratings and/or certificates and for enforcement purposes. We will not disclose any of your information to any organisation without your explicit consent, except where we are obliged to do so under relevant EU and Irish legislation, or to comply with law enforcement agencies.

Where can you find out more?

To find out more about how the IAA respects your privacy, please read our detailed privacy notice at <https://www.iaa.ie/home/footer-tools/privacy> or contact our Data Protection Officer at [dataprotection@iaa.ie](mailto:dataprotection@iaa.ie), or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.

**Note: See guidance notes for further information and ensure you have read the FAQ's on what is required**

**STEP 1, 2 & 3 shall be completed before submitting a full application.**

**Step 1: Medical Certificate: - Submit for RPPL-F-100M if applicable.**

Hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011

**YES** Details entered in Section 3. **Attach a copy of the medical certificate**

**NO DO NOT SUBMIT APPLICATION** Contact [Medical@iaa.ie](mailto:Medical@iaa.ie)

**Step 2: Licence Verification: - Submit form RPPL.F.120**

Verification of an ICAO Annex I compliant licence is to be made before an application can be made.

**YES** **I have verified my ICAO licence with the IAA**

**NO DO NOT SUBMIT APPLICATION** Contact the ICAO Annex I licence issuing State Authority and follow their process for releasing the information to the IAA and contact the IAA to verify your ICAO Annex I licence

**Step 3: Theoretical Knowledge Requirements – See FAQ EUQ.20:**

If you have in excess of 1500 hours total pilot time and have a current multi type rating, you are exempt from attending a ground course at an EASA approved ATO.

Pass all written examination in accordance with FCL.515 ATPL;

**YES** **Examination results have been verified and transferred into the IAA**

**NO DO NOT SUBMIT APPLICATION** Complete the necessary examinations and transfer the exams to the IAA before application. Any theoretical knowledge credits claimed shall be within the 36 months period from when the examinations were all passed.

**Step 4: English Language Proficiency**

Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011;

**YES** **Attach a copy of the completed [RPPL-F-270 form](#) and attached a copy of the EASA approved ELAB certificate**

**NO DO NOT SUBMIT APPLICATION** Contact an English Language Assessor / EASA ELAB



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### Step 5: Requirements for The Issue of The Relevant Class or Type Rating / UPRT

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H

- YES** You must hold a valid type rating for the type on your ICAO ATPL(A).
- NO DO NOT SUBMIT APPLICATION** Renew your ICAO Annex I type rating

### Step 6: Experience Requirements

Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – Subpart F of Annex I to Regulation (EU) No 1178/2011, as amended.

- YES** Submit your original log book/s (all log books shall be submitted)
- NO DO NOT SUBMIT APPLICATION** Complete the required flight hours

### Step 7: Instrument Rating / PBN

Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

- d) the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- e) the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- f) the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

- YES** Attach a copy of course completion certificate for PBN training and [completed form RPPL.F.159](#) if applicable.
- NO DO NOT SUBMIT APPLICATION** Contact an ATO for required training as applicable

### Step 8: ATPL Skill Test

Applicants for an ATPL(A) shall pass a skill test in accordance with Appendix 9 to Annex I of Regulation (EU) No 1178/2011 as amended. In accordance with Article 3 of Commission Delegated Regulation (EU) 2020/723 the third country licence shall contain a valid type rating for the aircraft to be used for the ATPL skill test

- YES** Attach a copy of the completed
- [RPPL-F-147](#)
  - [RPPL-F-148](#)
- and
- [RPPL.F.159](#) if applicable
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test



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**Step 9: ATPL Application**

You must submit the application form along with all the required documents listed above (and listed on the back of the application form).

**YES** Attach a copy of the completed [RPPL-F-106E](#) and ensure all items have been answered yes and all supporting information is attached

**NO DO NOT SUBMIT APPLICATION** Rectify/complete the non-compliant items

**Applicant declaration:**

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name

Signed:

Date:



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**6.a ATPL CONVERSION CHECKLIST**

To be completed by the applicant

Once all the following are completed your application is ready for submission.

- Medical Certificate attached.
- Licence Verification requested - prior to application being made
- Copy of all the pages of the ICAO Annex I licence you wish to convert attached.
- ICAO Annex I licence issuing State Authority contacted to release information to IAA
- Theoretical Knowledge Requirements - copy of the results attached. Verification requested prior to application being made (see FAQ EUQ.20)
- English Language Proficiency - copy of the completed [RPPL-F-270 form](#) attached and EASA approved ELAB certificate
- Requirements for The Issue of The Relevant Class or Type Rating – Attach evidence of a valid type rating for the type on your ICAO ATPL(A).
- Experience Requirements – I meet the experience requirements set out in the ‘Aircrew Regulation’ – Subpart F of Annex I to Regulation (EU) No 1178/2011, as amended – Original log book/s (all log books attached)
- Instrument Rating / PBN – Attach a copy of course completion certificate for PBN training and completed form [RPPL.F.159](#) if applicable.
- ATPL Skill Test as Applicable completed - Attach a copy of the completed form as applicable
  - YES** Attach a copy of the completed
    - [RPPL-F-147](#)
    - [RPPL-F-148](#)and
    - [RPPL.F.159](#) if applicable
  - NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test
- ATPL Application - Attach a copy of the completed [RPPL-F-106E](#) [all supporting information
- Attach a copy of your valid passport photo page
- Provided valid payment details on the payment form



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PPL / CPL / ATPL

### GUIDANCE NOTES, PAYMENT FORM & SUBMISSION INSTRUCTIONS

#### Guidance Notes

All sections of the application form as applicable, must be completed by the applicant personally.

In order for the IAA to process your application as quickly as possible, it is important that you complete the application form correctly. Follow the instructions related to the licence you wish to convert. Submitting an application which is incomplete or has not met the instructions will be rejected. Please complete the form in conjunction with the following guidance notes.

#### COMPLETE FOR ALL APPLICATIONS

##### 1. APPLICANT'S PERSONAL DETAILS

Please ensure that your First Name(s) are entered **exactly** as per the 'valid passport photo page' document that you submit with your application - see Conversion Checklist at the end of Section 4, 5 or 6 as applicable.

The permanent address will be entered on your Part-FCL licence and will also be the address to which the licence will be sent. If you want the licence sent to an alternative address, please enter the details under 'correspondence address'.

##### 2. DETAILS OF EXISTING FLIGHT CREW LICENCE(S) HELD

Enter the details of the licence/s you hold. Complete the details;

- State of Issue
- Type of Licence - (e.g. PPL, CPL, ATPL)
- Category of Licence - (e.g. Aeroplane, Helicopter etc)
- Licence No.
- Expiry Date – if applicable

##### 3. MEDICAL CERTIFICATE - Part MED.A.030 and FCL.015

Do not make an application if you do not hold an EU27 member State issued medical of the correct Class for the licence applied for;  
PPL = Class 2 medical  
CPL = Class 1 medical  
ATPL = Class 1 medical

If you have not been issued with an IAA medical certificate you shall transfer your medical records to the IAA medical section before making an application.

**If medical records are not held by IAA Medical Section your application will be rejected and returned: Postage fees payable by the applicant**

#### 4. PPL CONVERSION

**STEP 1, 2 & 3 shall be completed before submitting a full application.**

##### **Step 1: Medical Certificate: - Submit for RPPL-F-100M if applicable.**

Before making an application, you shall hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011 and your medical records shall be held by the IAA Medical Section.

##### **Step 2: Licence Verification: - Submit form RPPL.F.120**

As part of the conversion process your ICAO Annex I Compliant Licence needs to be verified. Submit the form RPPL.F.120 as soon as possible so that the verification process can be started. The fee for verification of an ICAO Annex I compliant licence is €75.00 payable to the IAA before verification is attempted and before an application can be made. You must also contact the ICAO Annex I licence issuing State Authority and follow their process for releasing the information to the IAA and contact the IAA to verify your ICAO Annex I licence

##### **Step 3: Theoretical Knowledge Requirements – See FAQ EUQ.20:**

You are required to pass a written examination in Air Law and Human Performance when converting a PPL licence. Complete the necessary examinations with an ATO/DTO and have the examination results transferred to the IAA before application



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### Step 4: English Language Proficiency

You shall demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011. This is mandatory regardless if you already hold an ELP level on your ICAO Annex I compliant licence. You must contact an English Language Assessor / EASA ELAB and submit the results of the English Language Assessment with your application using form RPPL-F-270 form.

### Step 5: Requirements for The Issue of The Relevant Class or Type Rating

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H. your chosen ATO/DTO will advise and provide any required training as applicable

### Step 6: Experience Requirements

You shall have completed at least 100 hours of flight time as a pilot. Submit your original log book/s (all log books shall be submitted. If you have not completed the minimum flight hours experience, then you shall complete the required flight hours before submission.

### Step 7: PPL, BPL or SPL Skill Test as Applicable

You shall pass the PPL, BPL or SPL skill test, as relevant, in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, Annex III (Part-BFCL) to Regulation (EU) 2018/395 or Annex III (Part-SFCL) to Implementing Regulation (EU) 2018/1976;

Attach a copy of the completed;

- PPL (A) = RPPL-F-105-205A
- PPL (H) = RPPL-F-105-205H
- SPL = RPPL-F-SFCL.145.SPL

## 5. CPL CONVERSION

**STEP 1, 2 & 3 shall be completed before submitting a full application.**

### Step 1: Medical Certificate: - Submit for RPPL-F-100M if applicable.

Before making an application, you shall hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011 and your medical records shall be held by the IAA Medical Section.

### Step 2: Licence Verification: - Submit form RPPL.F.120

As part of the conversion process your ICAO Annex I Compliant Licence needs to be verified. Submit the form RPPL.F.120 as soon as possible so that the verification process can be started. The fee for verification of an ICAO Annex I compliant licence is €75.00 payable to the IAA before verification is attempted and before an application can be made. You must also contact the ICAO Annex I licence issuing State Authority and follow their process for releasing the information to the IAA and contact the IAA to verify your ICAO Annex I licence

### Step 3: Theoretical Knowledge Requirements – See FAQ EUQ.20:

Pass all written examination in accordance with FCL.310 CPL or FCL.515 ATPL as applicable; Complete the necessary examinations with an ATO and have the examination results transferred to the IAA before application

### Step 4: English Language Proficiency

You shall demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011. This is mandatory regardless if you already hold an ELP level on your ICAO Annex I compliant licence. You must contact an English Language Assessor / EASA ELAB and submit the results of the English Language Assessment with your application using form RPPL-F-270 form.

### Step 5: Requirements for The Issue of The Relevant Class or Type Rating

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H. your chosen ATO/DTO will advise and provide any required training as applicable

### Step 6: Experience Requirements

Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – see Annex 1, Appendix 3, Section E, para. 12, as amended. Submit your original log book/s (all log books shall be submitted. If you have not completed the minimum flight hours experience, then you shall complete the required flight hours before submission.

### Step 7: Instrument Rating / PBN

To convert an ME/IR, it is for the Head of Training of an ATO to determine any credit against an IR modular flying course. Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

- a) the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- b) the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);



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c) the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

Upon completion of the required training attach a copy of course completion certificate, copy of course completion certificate for PBN training and completed form RPPL.F.159 if applicable.

### Step 8: Multi-Crew Co-operation (MCC)

You will have to complete an MCC course if you intend to add a multi-pilot aircraft type rating to a CPL in the future. This is a standalone modular course that can be completed at your leisure provided you hold a ME/IR on the part-FCL CPL. No recognition is available of your ICAO MCC course completed.

### Step 9: CPL Skill Test

An applicant for a CPL shall pass a skill test in accordance with Appendix 4 to Annex I of Regulation (EU) No 1178/2011; Attach a copy of the completed;

- CPL(A) = RPPL-F-104E
- CPL(H) = PPL-F-105E

### Step 10: Instrument Rating Skill Test

Applicants for an IR shall pass a skill test in accordance with Appendix 7 to Annex I of Regulation (EU) No 1178/2011: Attach a copy of the completed;

- IR (A) = RPPL-F-121E
- IR (H) = RPPL-F-148

## 6. ATPL CONVERSION

**STEP 1, 2 & 3 shall be completed before submitting a full application.**

### Step 1: Medical Certificate: - Submit for RPPL-F-100M if applicable.

Before making an application, you shall hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011 and your medical records shall be held by the IAA Medical Section.

### Step 2: Licence Verification: - Submit form RPPL.F.120

As part of the conversion process your ICAO Annex I Compliant Licence needs to be verified. Submit the form RPPL.F.120 as soon as possible so that the verification process can be started. The fee for verification of an ICAO Annex I compliant licence is €75.00 payable to the IAA before verification is attempted and before an application can be made. You must also contact the ICAO Annex I licence issuing State Authority and follow their process for releasing the information to the IAA and contact the IAA to verify your ICAO Annex I licence

### Step 3: Theoretical Knowledge Requirements – See FAQ EUQ.20:

Pass all written examination in accordance with FCL.515 ATPL as applicable; Complete the necessary examinations with an ATO and have the examination results transferred to the IAA before application

### Step 4: English Language Proficiency

You shall demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011. This is mandatory regardless if you already hold an ELP level on your ICAO Annex I compliant licence. You must contact an English Language Assessor / EASA ELAB and submit the results of the English Language Assessment with your application using form RPPL-F-270 form.

### Step 5: Requirements for The Issue of The Relevant Class or Type Rating / UPRT

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H. You must hold a valid type rating for the type on your ICAO ATPL(A). If you do not have a valid type rating on your ICAO Annex I compliant licence you must renew your ICAO Annex I type rating before applying for a skills test.

### Step 6: Experience Requirements

Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – Subpart F of Annex I to Regulation (EU) No 1178/2011, as amended. Submit your original log book/s (all log books shall be submitted. If you have not completed the minimum flight hours experience, then you shall complete the required flight hours before submission.

### Step 7: Instrument Rating / PBN

To convert an ME/IR, it is for the Head of Training of an ATO to determine any credit against an IR modular flying course. Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

- a) the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);



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- b) the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- c) the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

Upon completion of the required training attach a copy of course completion certificate, copy of course completion certificate for PBN training and completed form RPPL.F.159 if applicable.

**Step 8: ATPL Skill Test**

Applicants for an ATPL(A) shall pass a skill test in accordance with Appendix 9 to Annex I of Regulation (EU) No 1178/2011 as amended. In accordance with Article 3 of Commission Delegated Regulation (EU) 2020/723 the third country licence shall contain a valid type rating for the aircraft to be used for the ATPL skill test. Attach a copy of the completed;

- ATPL (A) = RPPL-F-147
- ATPL (H) = RPPL-F-148

and

- RPPL.F.159 if applicable

**Step 9: ATPL Application**

You must submit the application form along with all the required documents listed above (and listed on the back of the application form). Attach a copy of the completed RPPL-F-106E and ensure all items have been answered yes and all supporting information is attached



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**PAYMENT FORM**

The current PPL(A) issue fee can be found under '[Fees for Flight Crew Licensing](#)' on the IAA website ([www.iaa.ie](http://www.iaa.ie)). The issue fee includes the issue of one aeroplane class or type rating. Endorsement of additional rating(s) (e.g. Night rating or additional Class rating(s)) will incur an **additional** fee per rating.

Full details of fees charged and levied by the IAA are published in the [Irish Aviation Authority \(Fees\) \(No. 2\) Order](#).

I am paying by:-

CREDIT / DEBIT CARD  CHEQUE  POSTAL ORDER

**- PLEASE DO NOT SEND CASH -**

Please make cheques payable to 'Irish Aviation Authority'.

Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the information required below (in block capitals). **Note:** All card details are destroyed upon completion of the transaction.

Name of Card holder (as stated on the card) \_\_\_\_\_

Card Number

Valid from:  /  Expiry Date  /

Security Code (last 3 digits on signature strip on reverse of card)