



Form No. ECON.EXAM.F.254E  
 Version No. 8  
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 Issue Date: 30/10/2024

**IRISH AVIATION AUTHORITY  
 APPLICATION FORM FOR THEORETICAL  
 KNOWLEDGE EXAMINATIONS  
 PART-FCL CPL  
 (AEROPLANE & HELICOPTER)**

MySRS Reference Number: IAA -     -

Please register and setup an account at <https://iaa.mysrs.ie/auth/sign-in>

\*\*\* MySRS is being used for online payments only\*\*\*

**Please do not send application documents to MySRS, this is to be used for payment methods only at this time.**

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

Open Examination Location (Please ✓) IAA   
 Restricted Examination Location (Please ✓) Cork  Dublin  OTHER   
 APPLICATION FOR (Please ✓)  AEROPLANE  HELICOPTER

Tick if First Application

**1. PERSONAL DETAILS**

IAA Reference No. (if known)

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 .....

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

..... Postcode .....

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

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



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**3. APPROVED TRAINING ORGANISATION (ATO): THEORETICAL KNOWLEDGE COURSE CERTIFICATION**

Note – (An initial Examination Application will not be accepted unless the ATO providing the applicant's Theoretical Knowledge Instruction completes this section)

Course Number: \_\_\_\_\_ Integrated/Modular\* \_\_\_\_\_  
(\*delete as applicable)

% Residential \_\_\_\_\_ Sponsor (If any) \_\_\_\_\_

Signed by ATO Head of Training (Or Deputy): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED TRAINING ORGANISATION PROVIDING  
 THEORETICAL KNOWLEDGE INSTRUCTION**

OFFICIAL STAMP

NOTE: Refer to section 5 for verification of completion of the Area 100 KSA Assessment before final examination

**4. PART-FCL CPL (A) EXAMINATIONS**

Subject	ATTEMPT				*2 Passed
	1st	2nd	3rd	4th	
Air Law					
Aircraft General Knowledge — Airframe/Systems/Powerplant					
Aircraft General Knowledge — Instrumentation					
Mass and Balance					
Performance					
Flight Planning and Monitoring					
Human Performance and Limitations					
Meteorology					
General Navigation					
Radio Navigation					
Operational Procedures					
Principles of Flight					
Communications					

TOTAL NUMBER OF EXAMINATIONS APPLIED FOR:

Examination Number (if already known)



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**5. COMPLETION OF THE AREA 100 KSA ASSESSMENT BEFORE FINAL EXAMINATION**

Note – (Before being recommended by an ATO to sit the final examination paper at the first attempt, an applicant for a professional licence should have successfully completed the applicable Area 100 KSA summative assessments and mental maths test at the ATO - *AMC1 FCL.025(a)(2) Theoretical knowledge examinations for the issue of licences and ratings.*)

Course Number: \_\_\_\_\_ Integrated/Modular\* \_\_\_\_\_  
 (\*delete as applicable)

Completion date of Area 100 KSA summative assessments: \_\_\_\_\_

Completion date of Area 100 KSA mental maths test: \_\_\_\_\_

I confirm that the applicant has successfully completed the applicable Area 100 KSA summative assessments and mental maths test as detailed in AMC3 ORA.ATO.230(a) and in AMC4 ORA.ATO.230(a) and a record of same is retained in the training records for the applicant held by this ATO.

Signed by ATO CGI or Authorised Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED TRAINING ORGANISATION CONFIRMING  
 COMPLETION OF AREA 100 KSA ASSESSMENT  
 BEFORE FINAL EXAMINATION**

OFFICIAL STAMP

**6. 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 to sit examinations, the administration and maintenance of subsequent licences 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.

**7. DECLARATION**

I hereby declare that I have read this Application Form, including the guidance sections therein, and all the information given in this form is true and correct to the best of my knowledge and belief. I also declare that I have read and understand Personnel Licensing Advisory Memorandum 001 "Rules to be observed at examinations" available from the IAA website: [www.iaa.ie](http://www.iaa.ie).

I understand and accept that various security methods are used during the exams including video monitoring and recording.

For examinations offered in support of the learning objectives detailed in Executive Director (ED) Decision 2018/001/R ("New Format") and where I am not undertaking these examinations as part of an ICAO 3<sup>rd</sup> country professional licence conversion, I confirm that I am not applying for a first attempt for my final examination paper without successful completion of the Area 100 KSA Assessment.

Signature ..... Date .....

**Note:** 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.



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IAA USE ONLY	
Date	
Credit/Debit	

**8. GUIDANCE NOTES ON COMPLETION OF APPLICATION FORM**

Please complete the Application Form in BLOCK CAPITALS

Examinations (Part 4 Application Form)

\*1 Please enter "✓" in the "(1st 2nd, 3rd and 4th ATTEMPT)" box against the subject(s) you wish to take.

\*2 Enter the date if you passed the subject(s) on a previous attempt or write "Exempt" if you have been previously granted a written exemption(s) from a subject(s) by the Irish Aviation Authority. (FCL.310 CPL refers)

**FCL.025 Theoretical knowledge examinations for the issue of licences**

(a) Responsibilities of the applicant

- (1) Applicants shall take the entire set of examinations for a specific licence or rating under the responsibility of one Member State.
- (2) Applicants shall only take the examination when recommended by the approved training organisation (ATO) responsible for their training, once they have completed the appropriate elements of the training course of theoretical knowledge instruction to a satisfactory standard.
- (3) The recommendation by an ATO shall be valid for 12 months. If the applicant has failed to attempt at least one theoretical knowledge examination paper within this period of validity, the need for further training shall be determined by the ATO, based on the needs of the applicant.

Repeat examination subject(s) are charged at the respective cost per subject. When the applicant is paying by Credit Card, the Credit Card details should be entered in the 'Payment' section of Part 8 of this Application Form.

**THEORETICAL KNOWLEDGE COURSE CERTIFICATION**

This section is to be completed by the Head of Training of the ATO providing the applicant's Theoretical Knowledge Instruction and must be stamped with the ATO's official stamp.

If you are entitled, under Part-FCL.035(b), to sit the examinations without completing a course of ground studies, your application must be accompanied by a letter explaining how the necessary Theoretical Knowledge was acquired.

**COMPLETION OF THE AREA 100 KSA ASSESSMENT BEFORE FINAL EXAMINATION (PART 5 APPLICATION FORM)**

This section is to be completed by the ATO where the applicant completed the required Area 100 KSA Assessment.

This section is not required for those completing examinations as part of a ICAO 3<sup>rd</sup> country licence conversion.

**SUBMISSION INSTRUCTIONS**

Important: For correspondence purposes, please print in BLOCK CAPITALS your name and postal address.

Send your completed application form to:

Examination Unit, Personnel Licensing Office, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, Ireland.

Please enclose the following: -

- This completed Application Form
- Completed payment form
- If recommendation is from an ATO approved by another EASA Member State, a copy of the organisation approval certificate.



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**Please note that failure to submit all required documentation may result in the return of your application.**

Application Forms should reach the Examination Unit at least 14 days before the examination date. Late applications may be refused or be subject to a late application fee supplement (see section 9).

**9. FEES FOR AERONAUTICAL EXAMINATIONS**

Repeat examination subject(s) are charged at the respective cost per subject. Payment is by MySRS.  
 Ensure the subject annotated on the form is the one you intend to sit. No change of subject(s) applied for on the application form cannot be accommodated.  
 Withdrawal or non-attendance at examinations

- No refunds/credits are issued.

Note: Exam rechecks are charged at the same fee as the original exam

**PAYMENT**

**Submissions will not be processed unless you are registered on MySRS. Please ensure you have registered and setup your account at <https://iaa.mysrs.ie/auth/sign-in> before making any further applications.**

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The current fee can be found under in the Current IAA Fees Schedule' 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 [IAA Schedule of Fees](#)

MySRS Reference Number: IAA -     -

An invoice will be generated and sent to your MySRS account/email for secure online payment.

**- PLEASE DO NOT SEND CASH -**