



Form No. RPPL.F.254E  
Version No. 3  
Issue Date: 27/09/2019

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

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

Open Examination Location (Please ✓)      Dublin

Restricted Examination Location (Please ✓)      Cork       Dublin       FIT       COV       SOU       NZ

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

**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

**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					
VFR Communications					
IFR Communications					

TOTAL NUMBER OF EXAMINATIONS APPLIED FOR:

Examination Number (if already known)

**5. 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.

**5. 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.

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.

**IAA USE ONLY**

Date

**6. 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. Cheques / Postal Orders etc. should be crossed and made payable to "The Irish Aviation Authority". Cash will be accepted from applicants attending The Personnel Licensing Office. If 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, or alternatively, applicants can pay by Credit Card by attending The Personnel Licensing Office.

Important: The Authority cannot accept liability for cash sent in the post.

**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.

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

Please return your completed Application Form with the appropriate fee to:

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

Application Forms should reach the Examination Unit at least 21 days before the examination date. Late applications may be refused or be subject to a late application fee supplement (see section 7).

**SUBMISSION INSTRUCTIONS**

Send your completed application form to:

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

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

## 7. FEES FOR AERONAUTICAL EXAMINATIONS

Examination applications, accompanied by the appropriate fees, should be submitted to The Personnel Licensing Office at least 21 days before the date of the examination.

Late application fee supplements:

Where, due to exceptional circumstances acceptable to the Authority, an examination application is received less than 14 days before the examination starting date, the fees for such application, if accepted, will be increased by 50%.

Note: The Authority reserves the right to refuse a late application

Withdrawal from or non-attendance at an examination.

- (i) Any withdrawal of an examination application must be notified to The Personnel Licensing Office in writing, and if made orally must be confirmed by the applicant in writing, within 5 days after such oral notification.
- (ii) Where an examination application is withdrawn more than 21 days before the examination starting date, a cancellation fee will not be levied on the applicant.
- (iii) Where an examination application is withdrawn within 21 days and not less than 14 days before the examination starting date, 20% of the examination fees payable shall be forfeited by the applicant.
- (iv) Where an examination application is withdrawn within 14 days before the examination starting date, 50% of the fees shall be forfeited by the applicant.
- (v) Where an examination applicant fails to attend at an examination, the fees in respect of that examination shall be forfeited by the applicant. Where such failure to attend is in respect of a subject(s), only the fees in respect of that subject(s) shall be forfeited by the applicant.
- (vi) Where a portion of the fees has been forfeited by the applicant under (iii) or (iv) above, the balance will be retained by The Personnel Licensing Office and will be set against the fees for future examination applications, unless the applicant requests a refund in writing.

## 8. PAYMENT FORM

Full details of fees charged and levied by the IAA are published in the [Irish Aviation Authority \(Fees\) Order](#).

I am paying by:-

**CREDIT CARD**  **DEBIT CARD**  **LASER**  **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 credit 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)