



Form No.
ECON.EXAM.F.253C
Version No. 4
Page 1 of 5
Issue Date: 30/10/2024

**IRISH AVIATION AUTHORITY
APPLICATION FORM FOR THEORETICAL
KNOWLEDGE EXAMINATIONS
PART-FCL CB-IR(A)
(AEROPLANE)**

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 ✓)

Dublin

Restricted Examination Location (Please ✓)

AFTA

NFC

APPLICATION FOR (Please ✓)

AEROPLANE

Tick if First Application

1. PERSONAL DETAILS

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

4. PART-FCL CB-IR EXAMINATIONS

Subject	ATTEMPT				*2 Passed
	1st	2nd	3rd	4th	
010 – Air Law					
022 – Instrumentation					
033 – Flight Planning and Monitoring					
040 – Human Performance and Limitations					
050 – Meteorology					
062 – Radio Navigation					
090 – Communications					

TOTAL NUMBER OF EXAMINATIONS APPLIED FOR:

Examination Number (If already known)



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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 request to undertake CBIR examinations, the administration and maintenance said examinations and of subsequent licences/ 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, or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.

IAA USE ONLY

Date	
Credit/Debit	

7. 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.615 IR 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.



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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 14 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
- If recommendation is from an ATO approved by another EASA Member State, a copy of the organisation approval certificate.

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

8. 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



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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.

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

The current fee can be found under in the Current IAA Fees Schedule' on the IAA website (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 -