PROCESS & APPLICATION:
VALIDATION & CONVERSION OF PEL LICENSES

SECTION 1   GENERAL

1.1   PURPOSE

This Advisory Circular (AC) provides general guidance to individuals desiring to make application to validate or convert a foreign PEL license for use in operations or maintenance of Philippine-registered aircraft.

1.2   STATUS OF THIS ADVISORY CIRCULAR

This is an original issuance of this AC.

1.3   BACKGROUND

A.   ICAO Standards in Annex 1, Personnel Licensing, allow the use of validation or conversion of foreign PEL licenses as a method of issusing PEL licenses in the State.

B.   PCAR Part 2 establishes the specific requirements regarding validation for foreign citizens and conversion for Philippine citizens for the issuance of a PEL license.

1.4   APPLICABILITY

This Advisory Circular is applicable to both Philippine citizens and foreign licence holders planning to operate Philippine-registered aircraft.

1.5   RELATED REGULATIONS

The following regulations are directly applicable to the guidance contained in this advisory circular—

- PCAR Part 2 , Validation
- PCAR Part 2, Personnel Licensing

1.6   RELATED PUBLICATIONS

For further information on this topic, individuals, instructors and examiners are invited to consult the following publications—

1)   CAAP-FSIS

♦   AC 02-006, Flight Testing

> Copies may be obtained from the Flight Standards Inspectorate Service.

- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where a regulation contains the words "prescribed by the Authority," the AC may be considered to "prescribe" a viable method of compliance, but status of that "prescription" is always "guidance" (never regulation).

2) International Civil Aviation
   Organization (ICAO)

   ♦ Annex, 1, Personnel Licensing

> Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

1.7   DEFINITIONS & ACRONYMS

A. The following definitions are used in this advisory circular—

1) **Rendering (a licence) valid, "Validation,"** The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.

2) **Converting (a licence), "Conversion,"** The action taken by a Contracting State, in accepting a licence issued by any other Contracting State as the basis for issuing its own licence, thereby taking responsibility for the oversight and competency of the license holder.

B. The following acronyms are used in this advisory circular—

1) **AC** – Advisory Circular

2) **PCAR** – Philippine Civil Aviation Regulations

3) **CAAP –** Civil Aviation Authority of the Philippines

4) **FSISS** – CAAP Flight Standards Inspectorate Service

5) **PEL** – Personnel Licensing

SECTION 2   METHODS OF AIRMAN LICENSE VALIDATIONS

A. There are three methods of validation of the licenses of other countries for the issuance of a license of the Philippine—

1) Conversion for a citizen of the Philippines

2) Validation of a non-citizen for private pilot privileges only; and

3) Validation of a non-citizen, with work permit for—

   ♦ Commercial Pilots
   ♦ Multi-Crew Pilots
   ♦ Airline Transport Pilots;
   ♦ Flight Engineers
   ♦ Flight Instructor
   ♦ Flight Dispatchers
   ♦ Aircraft Maintenance Technician

B.   All of these methods will lead to the issuance of a PEL license by the Inspectorate.

SECTION 3   SUMMARY OF PROCESS FOR ISSUANCE OF A LICENSE

A. The following steps are guidance for the accomplishment of this process—

1) Determine the requirements for the particular license or rating—

   ♦ Review PCAR Part 2 for the eligibility for the particular license or rating;
   ♦ Review PCAR Part 2, requirements regarding validation or conversion of foreign licenses

2) If required, complete and sign the front side of the medical form, and

3) If required, provide the medical form to the medical examiner at time of the medical evaluation.

4) If required, receive the required language proficiency evaluation;

5) Complete the front side of the PEL License application form;

> A copy of the PEL application were provided attached to this advisory circular.

6) Attach a copy of the items required to be submitted with the application

7) Contact the CAAP-FSISS to arrange an appointment for the application processing;

8) A technical inspector will conduct an interview for the purpose of—

    ♦ Assessing language proficiency and
    ♦ Confirming the required technical experience.

9) The CAAP-FSIS swill contact the Licensing Authority that issued the foreign license to confirm the current status of the PEL certificate.

10) Following the confirmation, the CAAP-FSIS will make a decision regarding the acceptability of the license—.

    ♦ If acceptable, the applicant will be contacted to sign and pick up license.
    ♦ If rejected, the applicant will be contacted to discuss.

SECTION 4   GENERAL MINIMUM REQUIREMENTS

4.1   MINIMUM QUALIFICATIONS

The minimum qualifications for issuance of a PEL license must be met—

4.1.1   MINIMUM AGE

There is a minimum age for the issuance of all licenses—

- 16 = Student Pilots
- 17 = Private Pilots
- 18 = Commercial Pilots; Flight Engineers; Flight Instructors; Ground Instructors; Aircraft Maintenance Technician, Aircraft Repair Specialists; Multi-Crew Pilots
- 21 = Air Traffic Controllers; Flight Dispatchers
- 23 = Airline Transport Pilots

4.1.2   MEDICAL CERTIFICATE

Some PEL licenses require a medical evaluation as evidenced by a medical certificate—

- Class 1 Certificate = Airline Transport Pilots; Commercial Pilots; Multi-Crew Pilots.
- Class 2 Certificate = Private Pilots; Cabin Crew Members; Flight Engineers; Flight Instructors
- Class 3 Certificate = Air Traffic Controllers

4.1.3   ENGLISH LANGUAGE PROFICIENCY

Some PEL licenses require that the applicant satisfactorily complete a language proficiency evaluation—

- All Pilots, Flight Engineers, Air Traffic Controllers

4.1.4   EVIDENCE OF MINIMUM EXPERIENCE/FLIGHT QUALIFICATION

There are minimum experience or prior qualfication requirements for most PEL licenses—

- Experience based on years: Flight Dispatchers & Aircraft Maintenance Technicians
- Experience based on work functions: Aircraft Maintenance Technicains & Parachute Riggers;
- Experience based on flight hours: Private Pilots, Commercial Pilots & Airline Transport Pilot
- Experience based on completed qualification: Air Traffic Controllers & Cabin Crew Members

SECTION 5   ACCEPTABLE APPLICATION PACKAGE

The applicant shall submit the following—

1) A completed application (FSIS-Form 040);

2) Two copies of a passport photo with a white background;

3) Copy of a valid PEL License from another ICAO Contracting State;

4) A current Medical Certificate (or equivalent)—

   ♦ Conversion: from a medical evaluation in the Philippines
   ♦ Validation: from a medical evaluation in the appropriate State

5) Current information for the PEL contact at the ICAO Contracting State that issued the license;

6) Proof of date of birth; and

7) Philippine Address—

   ♦ Conversion: Philippine permanent address information.
   ♦ Validation: Philippine domicle information

SECTION 6   INTERVIEW REFERENCE DOCUMENTS

The applicant shall bring the following documents for review and reference to the technical interview that will be conducted by the Flight Standards Inspectorate—

1) Minimum Experience

   ♦ Experience documentation;
   ♦ Pilot logbook, showing minimum flight experience for the particular rating

2) Actual PEL license that is to be considered by CAAP-FSIS;

3) Actual medical certificate (if applicable); and

4) Citizenship—

   ♦ Conversion: Proof of Philippine citizenship;
   ♦ Validation: Passport.

SECTION 7   APPLICATION FOR PEL VALIDATION & CONVERSION

7.1   SECTION A - SELECTION OF LICENSE REQUESTED

Section A of the application is where the applicant selects the license that he is requesting to be validated or converted.

● Check the appropriate license and/or ratings

● In this example, the applicant is selecting an original issuance of an Airline Transport pilot license.

7.2 SECTION B - APPLICANT'S PERSONAL INFORMATION

B. AIRMAN PERSONAL INFORMATION:									
1. NAME *(Last, First, Middle)*				2. PERMANENT ADDRESS *(Street or PO Box Number)*					
3. TELEPHONE AND FAX				4. CITY /STATE/PROVINCE MAIL CODE COUNTRY					
5. DATE OF BIRTH *(MONTH, DAY, YEAR)*		6. PLACE OF BIRTH		7. NATIONALITY *(CITIZENSHIP)*			8. LANGUAGE PROFICIENCY LEVEL 4?	☐ Yes ☐ No	
9. HEIGHT	10. WEIGHT	11. HAIR	12. EYES	13. SEX	14. E-MAIL ADDRESS			15. *For CAAP Use*	

Section B of the application is where the applicant enters his personal information—

● B1: Enter last name, followed by first name and middle name (not just middle initial).
● B3: Enter the telephone numbers beginning with the area or country code.
● B2 and B4: Enter complete and official mailing address..
● B5: Enter Note that the date of birth in B5 should be month/day/year.
● B6: Enter the place of birth. This should be simply the name of the country..
● B7: Enter the the nationality of the applicant (name of the country).
● B8: Enter the certification of competence in the English language. But a language proficiency evaluation will be conducted by the CAA.
● B9: Enter height in metres.
● B10: Enter weight in kgs.
● B11 and B12: Enter information in complete word (No abbreviation of color of hair or eyes).
● B13: Enter choice. It is acceptable use abbreviations (M=male, F=female).
● B14: Enter complete email address.
● B15; For FSIS use only.

7.3 PILOT SPECIFIC INFORMATION

C. PILOT INFORMATION:									
1. LICENSE NUMBER		2. STATE OF ISSUE		3. DATE ISSUED		4. RATING(S) REQUESTED			
5. TOTAL FLIGHT HRS		6. TOTAL PIC HRS	7. TOTAL X-C HRS	8. TOTAL NIGHT HRS		9. INSTRUMENT PIC		10. TOTAL HRS TYPE	
11. RATINGS AND LIMITATIONS TO BE ISSUED						12. ASSIGNED NUMBER AND EXPIRATION DATE			

Section C is for pilot-specific information—

● C-1: Enter the certificate number of the license issued by the other State;
● C-2: Enter is the proper name of that State;.
● C-3: Enter the date of issuance shown on the license.
● C-4: Enter the specific ratings requested;
● C5 through C10: Enter pilot flight hours information pertinent to making a decision regarding validation.
● C-11: For FSIS only. The shaded block of C11 is for the Licensing Officer to write in the ratings that should be authorised for the pilot.
● C-12: For FSIS only. The Licensing Officer enters number issued to the applicant.

> ● A 72-month expiration date indicates that this is a citizen on the Philippine.
> ● All others will be issued a 12-month expiration dates.)

7.4   OTHER LICENSE INFORMATION

C. PILOT INFORMATION:					
1. LICENSE NUMBER	2. STATE OF ISSUE		3. DATE ISSUED	4. RATING(S) REQUESTED	
5. TOTAL FLIGHT HRS	6. TOTAL PIC HRS	7. TOTAL X-C HRS	8. TOTAL NIGHT HRS	9. INSTRUMENT PIC	10. TOTAL HRS TYPE
11. RATINGS AND LIMITATIONS TO BE ISSUED				12. ASSIGNED NUMBER AND EXPIRATION DATE	

Section D is to allow application for licenses and certificates other than pilot licenses—

- D1: Enter the certificate number of the license issued by the other State.
- D2: Enter the proper name or abbreviation of the other State.
- D3: Enter the issuance date of the certificate or license used for validation.
- D4: Enter the Bahamian ratings requested.
- D5: For FSIS only. This is a shaded block for the Flight Standards Inspector to list the ratings that he recommends issuing to the applicant.
- C6: For FSIS only. The license number issued by the Licensing Officer.
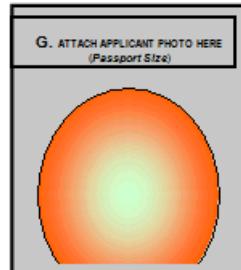
7.5   MEDICAL CERTIFICATE INFORMATION

C. PILOT INFORMATION:					
1. LICENSE NUMBER	2. STATE OF ISSUE		3. DATE ISSUED	4. RATING(S) REQUESTED	
5. TOTAL FLIGHT HRS	6. TOTAL PIC HRS	7. TOTAL X-C HRS	8. TOTAL NIGHT HRS	9. INSTRUMENT PIC	10. TOTAL HRS TYPE
11. RATINGS AND LIMITATIONS TO BE ISSUED				12. ASSIGNED NUMBER AND EXPIRATION DATE	

Sections E should be completed by applicants with pilot licenses or when requesting validation of another State's medical certificate—

- E1: Enter the class of the applicant's medical certificate. (Remember that the CAAP-FSIS will issue medical certificates using the ICAO numbering.
- E2: Enter the State of Issue of the medical certificate;
- E3: Enter the Date of Issue of the medical certificate;
- E4: Enger the name of the medical examiner
- E5: For FSIS use only, if a validation of another State's medical evaluation is to be accepted;
- E6: For FSIS use only.the PEL number of the medical number issued.

7.6   APPLICANT'S PHOTO

A.   The applicant's photo should be provided in passport size.

- Where possible, it should be a closeup face photo with good contrast.
- The photo will be returned if it is not satisfactory.

B.   The photo may be submitted as a digital file forwarded via email to the assigned Licensing Officer, prior to submitting the application.

C.   But the applicant will still be required to bring a photo identification, such as a passport or driver's license, in person to validate the photograph before it will be entered into the PEL database.

7.7 APPLICANT'S CERTIFICATION

F. APPLICANT'S CERTIFICATION— I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any Philippine license to me.		
A person shall not with intent to deceive: (c) make any false representation for the purpose of procuring for himself or any other person the grant, issue, renewal or variation of any such license...	1. DATE	2. APPLICANT SIGNATURE:

Section F provides for the certification by the applicant.

- The text of the certification is provided about the signature blocks;
- The possiblilty of penalty and a direct reference to the applicable penaltis for fraudulent certification
- F1: Enter the date of signing
- F2: Signature should be made without touching the edges of the block (e.g. the signature should be in the clear white space.

⚠️ Special attention is called to the legal penalties for fraudulent certification by an applicant.

A. E, F and G are specific information and certification by the pilot.

B. Section E allows applicants for pilot licenses to also apply for a medical.

C. But all applicants for validation of medicals in the Philippines must complete a medical application. The shaded areas are provided for Licensing notations.

D. Section F provides space for the airman signature certify as to completeness and truth of this application.

E. Section G provides space for attaching a passport size photo.

7.8 VALIDATION OF PRIVATE PILOT PRIVILEGES FOR NON-CITIZEN

A. In most situations where a foreign pilot would like to fly a Philippine-registered aircraft, the CAAP will consider the validation of a foreign pilot license of a non-citizen for private pilot privileges.

B. In this case, the license will be inserted in the database and issued. Regardless of the ratings and privileges on the foreign license, the Philippine validated license will only be issued as a Private Pilot license.

- It is very important the limitations listed below are contained in this validated license, including an expiration date of no more that 12 calendar months.

End of Advisory Circular

RAMON S. GUTIERREZ

Director General

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