	Form. No. PEL-FCL 930	HELLENIC CIVIL AVIATION AUTHORITY APPLICATION FORM FOR THEORETICAL KNOWLEDGE EXAMINATIONS PART-FCL ATPL (AEROPLANE & HELICOPTER)
	Revision 1	
	Page 1 of 4	
	Revision Date: 11/09/2023	

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

APPLICATION FOR (Please ✓)

☒ AEROPLANE

☐ HELICOPTER

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

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


State of Issue	Type of License (e.g. PPL, CPL, MPL, ATPL etc)	Category of License (e.g. Aeroplane, Helicopter etc)	License 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: 16/11/2023 Integrated/Module* INTEGRATED
 (*delete as applicable)

Sponsor (If any) GLOBAL AVIATION SA

Signed by ATO CGI or Authorized Signatory: 


Name: NIKOLAOS VARELAS 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

	Form. No. PEL-FCL 930 Revision 1 Page 3 of 4 Revision Date: 11/09/2023	HELLENIC CIVIL AVIATION AUTHORITY APPLICATION FORM FOR THEORETICAL KNOWLEDGE EXAMINATIONS PART-FCL ATPL (AEROPLANE & HELICOPTER)
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6. HCAA 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 licenses and for enforcement purposes. We will not disclose any of your information to any organization without your explicit consent, except where we are obliged to do so under relevant EU and Hellenic legislation, or to comply with law enforcement agencies.

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 understood the Information Notice LIC 02/2023 "HCAA Examination Instructions for Candidates" available at the HCAA website: <http://hcaa.gov.gr/en>.

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 3rd country professional license 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

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 license or the issue, renewal or revalidation of a rating, authorization or certificate, whether for that person or any other person.

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 Hellenic Civil Aviation Authority. (FCL.515 ATPL refers)


FCL.025 Theoretical knowledge examinations for the issue of licenses

(a) Responsibilities of the applicant

(1) Applicants shall take the entire set of examinations for a specific license or rating under the responsibility of one Member State.

(2) Applicants shall only take the examination when recommended by the approved training organization (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.

	Form. No. PEL-FCL 930 Revision 1 Page 4 of 4 Revision Date: 11/09/2023	HELLENIC CIVIL AVIATION AUTHORITY APPLICATION FORM FOR THEORETICAL KNOWLEDGE EXAMINATIONS PART-FCL ATPL (AEROPLANE & HELICOPTER)
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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 3rd country license conversion.

SUBMISSION INSTRUCTIONS

Please, send your application along with the following attachments to info@hcaa.gov.gr with the following

Subject: **PEL-TKE- (License Number if available & Last Name)**

- ☒ This completed Application Form
- ☒ A.T.O Certificate of Completion of Theoretical Knowledge
- ☒ Administrative Fee Code – eparavolo 8558 (Initial Examination) 8559 (Exam Resit)

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 21 days before the examination date. Late applications may be refused.