

CONVERSION OF AN OVERSEAS FLIGHT CREW LICENCE TO AN AUSTRALIAN CPL OR ATPL – General Guide

CPL

A holder of a valid foreign CPL licence that has been issued by an ICAO Contracting State, may convert this licence to an Australian CPL by passing the CPL Flight Rules & Air Law exam for the relevant aircraft category.

Either CLWA (fixed wing) or CLWH (Helicopter) and passing a flight test.

ATPL

A holder of a valid foreign ATPL licence that has been issued by an ICAO Contracting State, may convert this licence to an Australian ATPL. The conversion requires passes in both the CPL Flight Rules & Air Law exam for the relevant aircraft category (**either CLWA or CLWH**) and the ATPL Air Law exam (**AALW**). The candidate must pass the CPL exam before attempting the ATPL exam.

Note: It is also a requirement to hold a multi engine command instrument rating for the issue of an fixed wing ATPL. This requires a pass in the [IREX exam](#) and the instrument rating flight test.

STEPS FOR THE ISSUING OF AN OVERSEAS LICENCE

There are 4 processes that have to be completed before a licence can be issued. They are:

the overseas licence holder must submit an application for the issue of an Australian Flight Crew Licence on the basis of an overseas ICAO recognized Flight Crew Licence, an application for the issue of an a Aviation Reference Numbers (ARN) if he does not already hold an ARN and the appropriate licence application form, ie. CPL or ATPL

- the CASA Licensing Officer must assess the overseas licence, issue an Assessment Code and an ARN if required.
- the applicant must undertake and pass the theory exams (also passing a Flight or Instrument Rating test if required).
- the final processing of the Flight Crew Licence application take place.

COMPLETION OF FORMS

To be eligible to sit an exam, an applicant wanting to convert an overseas licence will need to submit the following forms to a CASA Area/Airline Office:

Application for Authorization On Basis of Overseas Licence;
<http://www.casa.gov.au/manuals/regulate/fcl/form213.pdf> = Application for Authorisation on the Basis of Overseas Qualifications

the appropriate licence application form, ie. CPL or ATPL:
<http://www.casa.gov.au/manuals/regulate/fcl/form090.pdf> = Application form a CPL (fixed wing)
<http://www.casa.gov.au/manuals/regulate/fcl/form190.pdf> = Application for a CPL (Helicopter)
<http://www.casa.gov.au/manuals/regulate/fcl/form196.pdf> = Application for an ATPL

Aviation Reference Number (ARN) application form will also be required if an ARN has not already been issued. <http://www.casa.gov.au/manuals/regulate/fcl/form1162.pdf> = Application for an ARN

pay the relevant fee; CPL - \$45.00 and ATPL - \$60.00

LICENCE ASSESSEMENT

The applicant must have his overseas licence assessed. He/she must meet the qualifications for the relevant licence and meet the aeronautical experience requirements for the licence issue. Should the applicant need to check on these requirements refer to the Civil Aviation Regulations 1988 Section 5 to reference the regulation relating to each licence, ie CP(A)L, CP(H)L, ATP(A)L & ATP(H)L in order to ascertain what is required for the issue of each licence. ie qualifications and aeronautical experience. The Civil Aviation Regulations can be referenced at the CASA web site www.casa.gov.au

In order to have the licence assessed the applicant must complete the application form for **Overseas Conversion for Certificate of Validation/Special Licence/Australian Licence**.

The applicant must also complete the relevant **Licence Application Form** eg: Commercial Pilot (Fixed Wing) Licence Application, Application for Commercial Pilot Licence - Helicopter or Application for Air Transport Pilot Licence (Fixed Wing or Helicopter).

The applicant must present the original of his/her licence, and log book.

NOTE 1:

The CASA Delegate will accept only original documents. Alternatively copies of the documents will be accepted but if being submitted from outside of Australia ie originals not being presented, must have been certified as true copies by the Australian High Commission or Australian Embassy.

NOTE 2:

Documents that are in a language other than English must have an official English translation. A written statement from the relevant regulatory authority certifying the authenticity of the documents must also be provided.

A registered translator must compile the translation. You should ask the Australian Embassy, High Commission or Consulate in the country where the translation is to be made if you need details of translators. If the translation is to be made in Australia, contact the [Australian National Accreditation Authority for Translators and Interpreters](#) (NAATI). Information on the services that NAATI provides is available on their website.

COMMAND MULTI-ENGINE INSTRUMENT RATING

Should an applicant be seeking the issue of an ATP(A)L (fixed wing) he/she is required to hold or have held an Australian Command Multi-Engine Instrument Rating.

This means an instrument rating **obtained in Australia** issued by a CASA delegate. There are no CASA delegates overseas. An equivalent overseas rating cannot be accepted. However, the holder of an overseas rating is exempt from the prescribed **training course** for the issue of a Command Instrument Rating, Multi Engine. If the applicant needs to acquire a Command Multi Engine Instrument Rating, he/she must complete and pass the following:

- Instrument Rating Exam (IREX) theory exam
- Flight test for the initial issue of a CIR (M/E)

The Instrument Rating Exam can be undertaken through Assessment Services Pty Ltd (ASL). See below for details.

The flight test can be undertaken with any approved flying school. CASA cannot recommend any particular flying school. It is suggested that the applicant look in the Yellow Pages telephone directory or visit flying schools at the General Aviation Airports

AVIATION REFERENCE NUMBER

Before any exams can be undertaken the applicant must be issued with an Aviation Reference Number (ARN) if he/she does not already hold an ARN. The applicant must complete an Aviation Reference Number - Individual Application form. Suitable identification must be supplied as per the application form.

Once the ARN has been issued and the CASA Licensing Data Base updated with an Assessment Code the applicant can apply to ASL for an exam. **If the correct documentation is not supplied an ARN will not be issued.**

The licence application will then be held at the office where the application was lodged until the applicant returns with his exam pass result, and if applicable flight test results.

APPLYING FOR THE EXAMS

The applicant is required to sit the relevant conversion exams through the ASL Cyber Exam system. The exams have been out-sourced by CASA to Assessment Services Pty Ltd (ASL). CASA sets the exam. It does not conduct the sitting of or taking payment for the exam. Any other information that the applicant requires about an exam (ie how to apply, where to sit the exam, the cost of an exam etc) is available on the ASL website. All queries about the exam must be directed to ASL. ASL can be contacted by the below means:

ASL CONTACT INFORMATION

Assessment Services Pty Limited

Website: www.aslexam.com

214 Northbourne Avenue

Braddon ACT

GPO Box 286

CANBERRA ACT 2601

Telephone 02 6262 8820

Facsimile 02 6262 8830

General Manager Mike Lynskey

Manager CyberExams Operations Glenn Chessell

Email: Glenn.Chessell@aslexam.com

Telephone 02 6262 8820 Facsimile 02 6262 8830

Administration Officer (WA,NT,QLD) Jennifer Dwyer

Email: Jennifer.Dwyer@aslexam.com

Telephone 02 6262 8820 Facsimile 02 6262 8830

Administration Officer (SA,NSW,VIC) Alice Smith

Email: Alice.Smith@aslexam.com

Telephone 02 6262 8820 Facsimile 02 6262 8830

PRACTICE EXAM

A CyberExams '[Practice Exam](#)' facility is available showing the CASA screen-based flight crew exam. Candidates are advised to utilize this facility to familiarize themselves with a typical CyberExams exam screen display format.

(The practice examination requires Internet Explorer 5.5 or later on Windows with full screen (800x600) mode. Use 'F11' to toggle between full screen and normal mode.)

WHAT TO DO AFTER PASSING THE EXAMS?

On passing the relevant exam(s), and if applicable, Flight or Instrument Rating Test. The applicant can either advise by phone that he/she has passed the exam(s). The theory exam results should be on the CASA database within one day of sitting the exam. Instrument Rating paperwork can either be submitted by the flying school or the applicant to CASA. The application cannot be processed until the Instrument Rating appears on the database. Please discuss with the flying school how the Instrument Rating paperwork is to be lodged with CASA. The final processing of the application will then take place.

NOTE:

CASA will make every effort to address your application as soon as possible. However there may be some delays due to workload and conflicting priorities. In some instances the applicant may have to make a return visit to the CASA office. If an applicant is considering applying for the conversion of an overseas Flight Crew Licence it would be most beneficial for all if he contacts the CASA office he/she is intending to lodge the application with, prior to actually presenting themselves at the office.

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