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BELIZE
DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION SERVICE



AIC
C018/23
10th Nov 2023

Acknowledgement of Training Organization from other ICAO Contracting States

1. Purpose

2.1 The purpose of this AIC is to notify the aviation industry of the revised requirements for recognition of flight training by foreign Approved Training Organization.

3. Background

3.1 **BCAR-APL 3.20 Commercial pilot aeronautical experience requirements** establishes that an applicant for a commercial pilot license, under BCAR-APL 3.16, shall have completed at least 200 flight hours aeronautical experience on an aeroplane with power-lift category. The BDCA has noted that several applicants wishing to convert commercial pilot licenses issued by another contracting state have presented evidence of experience that is not in compliance with provisions of BCR APL 3.20 stated above. In consideration of the fact that applicants have complied with requirements established by other contracting states, the BDCA considers it prudent to allow for the conversion of these licenses if and when the training received by these applicants is in compliance with the provisions of BCAR APL and ICAO annex 1. This circular establishes the conditions under which the BDCA will accept evidence of instruction provided by the applicant.

4. Applicability

4.1 The AIC is intended to provide guidance to those applicants who intend to convert their Commercial Pilot License from another contracting state but does not meet the 200-hour requirement stated in BCAR APL.

5. Prerequisite

5.1 Aviation license holders must adhere to the rules outlined in this AIC, if they have not yet completed the required hours stated in BCAR APL 3.20.1.

5.2 The applicant shall apply to the Department by submitting the following documents:

- a. Submit a completed BDCA -FORM – APL – 3000 applications.
- b. Present a Commercial Pilot License issued by an ICAO contracting state.
- c. Undergo a Medical Exam with a designated BDCA Medical Examiner (refer to AIC for the list of examiners).
- d. Show a valid passport or official identification document.
- e. Demonstrate that the Approved Training Organization is approved by the contracting state Local Civil Aviation Authority or Administration by providing a copy of their official certificate.
- f. Provide evidence of the approved training syllabus from the Training Organization that they attended.

*Note: Those seeking to commence training for the purpose of attaining a foreign Commercial Pilot's License with the intent of converting said license to a Belize Commercial Pilot's License are urged to attain a copy of the training syllabus from their selected training organization and consult with the BDCA before commencing said training. This will ensure that the course of training will meet the requirements established under BCAR APL.

** Note: Any training syllabus provided in a language other than the English language will need to be translated by the applicant. This translation shall be submitted accompanied by the syllabus in its original language.

5.3 After a thorough review of the Approved Training Organization's training syllabus, the BDCA will determine if mentioned syllabus aligns with the requirements outlined in BCAR APL.

5.4 If the BDCA determines that the syllabus aligns with the requirements of BCAR APL, The BDCA will communicate this outcome and arrange a time and date for the applicant to take the theoretical exam (\$25.00 per exam). Upon successfully passing this exam, the applicant will receive a letter of authorization that allows him/her to proceed with scheduling a skill test (\$200.00 per skill test) which will be administered by a BDCA Designated Examiner.

5.5 After passing the skill test, the applicant is then required to visit the BDCA Licensing Unit to complete the final steps for obtaining their license. A payment of \$50.00 is due for the issuance of the license. The Licensing Unit will then inform the applicant of when his /her license can be picked up.

6. **Conclusion**

6.1 This AIC provides guidance for those applicants who have not met the 200-hour requirement established in BCAR APL for acquiring a Belize License through conversion of their foreign license.

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