



INFORMATION BULLETIN

PEL IB03/2015

Requirements for the Transfer of Training Records from one ATO to another ATO

A. Introduction

The purpose of this Information Bulletin (IB) is to describe the process of transfer of students training records, between Approved Training Organisations, concerning any approved undergoing training course.

In this IB 'Part-FCL' means Annex I to Regulation (EU) No.1178/2011 (as amended), which is commonly referred to as the 'EASA Aircrew Regulation'. The abbreviations used have the meanings set out in that regulation.

B. Requirements- Process

The HCAA will accept an applicant transferring from one ATO to another when partway through a course, in accordance with the following:

- The new ATO must have a copy of all relevant training records, or other acceptable information certifying the training and experience completed so far.
- Credit shall be given in full for all adequately documented solo, dual instruction or Pilot in Command (PIC) flight time completed as part of an approved course for the license, rating or certificate.
- The HT of the new ATO shall assess the student and determine the balance of training and experience required to complete the course and any additional training necessary to cover the transition from the previous partly completed course. The HT will then make a recommendation to HCAA Licensing & Training Standards and obtain confirmation of agreement.
- The applicant shall complete the balance of all training, examinations, flight time and shall complete any additional training necessary as specified in the determination by the HT of the new ATO that has been agreed with the HCAA.

NOTE:

It is the student's responsibility, to request from the originating ATO, the transfer of a copy of records to the new ATO. The copies must be certified as correct by the originating ATO and should be forwarded directly to the HT of the new ATO, with notification being sent to the HCAA Licensing Section.