



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section – Theoretical Training Organization**  
**Theoretical Training Organization Approval Validation Application Form**

Submit at least 30 days before Approval certificate expiry date

**1. Applicant Details.**

• Organization Name			
• Address			
• Head of Training Contact Details	Name	Phone Number	E-Mail

**2. Approved Training Courses Details.**

No	Course Title	No	Course Title
1		6	
2		7	
3		8	
4		9	
5		10	

**3. Approved Management Structure Details.**

Post	Name	Phone No.	E-Mail
• Head of Training			
• Quality Manager			

**4. Training Staff Details.**

• Number of the employed ground instructors	
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**5. Number of Students Details. (by course)**

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**6. Approved Training Facilities Details.**

Type	Location	Size	Number
• Class Room			
• Rest Room			
• Staff office			

**7. Financial Details.**

Financial Requirements	
• Capital expenditure necessary to provide the planned facilities	
• Costs associated with running each of the courses for which approval is sought	
• Income forecasts for the period of approval	
• A forecast financial operating statement for the business for which approval is sought	
• Details of any other financial trading arrangement on which the viability of the approved organisation may be dependent	



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**8. Application Form Attachments.**

- |   |
|---|
| • A forecast financial operating statement for the business for which approval is sought                                  |
| • Details of any other financial trading arrangement on which the viability of the approved organisation may be dependent |

**8. Accountable Manager Declaration.**

I hereby apply for the Theoretical Training Organization approval revalidation in accordance with JCARS., and I certify that, the information contained in this application is true, corrected and completed
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<b>Name</b>	<b>Signature</b>	<b>Date</b>