



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - English Language Proficiency Assessment Centers**  
**ELPACs Initial Approval Process Form**

When the proposed approval process has been accepted by CARC, it becomes the official schedule which will be used during the certification process

<b>• Center Name</b>			
<b>• Address</b>			
<b>• Contact Details</b>	<b>Name</b>	<b>Telephone Number</b>	<b>E-Mail</b>

1	PRE-APPLICATION PHASE	Proposed date	Accomplished date	Initial	Remarks
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a	Applicant making an initial inquiry by letter or personal visit to CARC				
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<b>b</b>	<b>Initial Orientation Meeting</b>				
(1)	Objective. advise the applicant to thoroughly review the CARC regulations, directives and advisory materials and provide guidance concerning personnel, facilities, equipment and technical data requirements and an explanation of the certification process				
(2)	Receive Certification Advisory Pamphlet				

<b>c</b>	<b>Forward the letter on intents</b>				
(1)	Certification Team members name				
(a)	Flight crew licensing Inspector - Project manager				
(b)	Flight crew licensing Inspector				
(2)	Certification team review of the applicant letter of intents				

<b>d</b>	<b>Pre-application Meeting</b>				
(1)	Objective. determine applicant has sufficient knowledge of the appropriate CARC regulations and requirements				
(2)	Attendees				
(a)	Certification team				
(b)	Organization Applicant and if possible Applicant management personnel				
(3)	Verify the applicant letter of intents				
(4)	Overview of certification process				
(5)	The reception of certification package:				
(a)	Formal application form				
(b)	Management acceptance form				
(c)	Approval process form				

2	FORMAL APPLICATION PHASE	Proposed date	Accomplished date	Initial	Remarks
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a	Approval issuance fees slip				
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b	Formal Application Form				
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2	FORMAL APPLICATION PHASE <i>Continue</i>	Proposed date	Accomplished date	Initial	Remarks
<b>c</b>	<b>Management Acceptance Forms</b>				
(1)	Head of center				
(2)	Test Design & Development Personnel				
(3)	Quality Manager				
<b>d</b>	<b>Formal Application Attachments</b>				
(1)	Approval process form				
(2)	Operations manual				
<b>e</b>	<b>Evaluation of CARC Resources Based on Approval Process Form</b>				
<b>f</b>	<b>Formal Application Meeting</b>				
(1)	Date _____ Time _____				
(2)	Objective. resolve any questions on the part of either CARC, or the applicant, to establish a common understanding on the future procedure for the application process				
(3)	Attendees:				
(a)	Certification team				
(b)	Applicant management personnel				
(4)	Formal application baggage review				
(5)	Approval process form				
(6)	Certification process review				
<b>g</b>	<b>Receive Letter for Acceptance or Rejection of the Application</b>				
3	DOCUMENT EVALUATION PHASE - FOR CARC USE ONLY	Proposed date	Accomplished date	Initial	Remarks
<b>a</b>	Operations manual				
<b>b</b>	Management Approval/Acceptance Forms				
(1)	Head of center				
	If accepted, interview Date _____ Time _____				
(2)	Test Design & Development Personnel				
	If accepted, interview Date _____ Time _____				
(3)	Quality Manager				
	If accepted, interview Date _____ Time _____				
4	DEMONSTRATION & INSPECTION PHASE	Proposed date	Accomplished date	Initial	Remarks
<b>a</b>	English Language Proficiency Center Inspection				
<b>Accountable Manager Name</b>		<b>Signature</b>		<b>Date</b>	



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**FOR CARC USE ONLY**

<b>5</b>	<b>CERTIFICATION PHASE</b>
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<b>a</b>	<b>Certification Report Contents</b>
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| (1) | Copy of formal application form              |
| (2) | Copy of approval process form                |
| (3) | Copy of approval issue study fees slip       |
| (5) | Copy of approval certificate issue fees slip |
| (6) | Certification audit report                   |

<b>b</b>	<b>Chief Commissioners approval for the issuance</b>
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| (1) | English language Proficiency check center approval certificate |
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