



Flight Operations Standards Department
Flight Crew Licensing & Training Section - English Language Proficiency Centers
English Language Proficiency Assessor Authorization Issuance/Renewal Application Form

Assessor Authorization is Valid For 12 Calendar Month

A. FOR ENGLISH LANGUAGE PROFICIENCY CENTER USE ONLY

1. ELPAC Holder Details.

• Centre Name			
• Address			
• Head of Centre Contact Details	Name	E-Mail	Phone No.

2. English Language Assessor Details.

• Applicant Name			
• Date & Place of Birth			
• I am applying for English Language Assessor Authorization	<input type="checkbox"/> Authorization Issue	<input type="checkbox"/> Authorization Renewal	
• I hereby declare that the information given in this form is true, correct and completed.			• Applicant Signature

3. English Language Proficiency Assessor Authorization Issuance Requirements.

No	JCARs Requirements		
a	<input type="checkbox"/> The applicant is current or former aviation specialists - flight crew members or air traffic controllers; or	Yes; or	
	<input type="checkbox"/> The Applicant is a Language specialists with additional aviation-related training; or	Yes; or	
	<input type="checkbox"/> The Applicants are assessment team consisting of an operational expert and a language expert	Yes	
b	The applicant has completed the assessor initial training - approximately 40 hours	Completed	
c	The applicant shall be familiar with the relevant standards of JCAR FCL	Yes	
d	The applicant shall demonstrate language proficiency of at least ICAO Extended Level 5 in the language to be tested. If the test is designed to assess ICAO Level 6 proficiency, the assessor shall demonstrate language proficiency at ICAO Expert Level 6 under the supervision of flight crew licensing inspector		

4. English Language Assessor Authorization Renewal Requirements.

No	JCARs Requirements		
a	Applicant has completed assessor annual recurrent training - approximately 24 - 40 hours	Yes	

5. Head of Centre Recommendation.

• I hereby certify that, the applicant is an employee of our centre, and meets JCARs Requirements for English Language Assessor Authorization <input type="checkbox"/> Issuance <input type="checkbox"/> Renewal, I have checked the applicant record, this application attachments, and I am satisfied that the information contained in this application is true, correct and completed		
Name	Signature	Date

B. FOR CARC USE ONLY

1. Assessor Designation. (issuance only)

• The under signed, Chief of Flight Crew Licensing and training Section authorisesto interview and supervise the conduct of English language proficiency assessment for English Language Assessor Authorization		
Name	Signature	Date



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2. Assessor Recommendation. (issuance only)

• Assessment Date		• Assessment Result	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
• Remarks				
Assessor Name		Signature		Date

3. CARC English Language Assessor Authorization Approval.

• Authorisation application	<input type="checkbox"/> Authorization Issue	<input type="checkbox"/> Authorization Renewal
• Authorisation issue	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
• Authorization type	• English Language Assessor Authorization for ()	
<input type="checkbox"/> ICAO level 5 assessor privileges	• Exercise the privilege of conducting English language proficiency assessment including ICAO level 5 in accordance with JCAR FCL (Assessors should not test applicants to whom they have given language training)	
<input type="checkbox"/> ICAO level 6 assessor privileges	• Exercise the privilege of conducting English language proficiency assessment including ICAO level 6 in accordance with JCAR FCL (Assessors should not test applicants to whom they have given language training)	
• Authorization expiry date		
• Centre name		
• Remarks		
Approving Inspector Name		Signature
Date		

C. SUPPORTING DOCUMENTS.

- Cover Letter from the English language proficiency assessment centre for English language assessor authorization issue / renewal
- This application form
- Prove of current or former aviation specialists - flight crew members or air traffic controllers - issue only; or
- Prove of a Language specialists with additional aviation related training - issue only; or
- Prove of assessment team consisting of an operational expert and a language expert - issue only
- Prove of completion assessor annual recurrent training
- One photo