



GUIDANCE FOR THE CONVERSION OF A FOREIGN FLIGHT DISPATCHER LICENCE/ CERTIFICATE

Conversion - The action taken by the Authority in issuing its own licence on the basis of a licence issued by another Contracting State (country) for use on aircraft registered in The Bahamas.

All applicants for a conversion of a foreign licence/certificate must follow the six (6) phase process outlined below:

- Phase 1 - document submission
- Phase 2- 2a) interview 2b) English Language Proficiency (ELP) Assessment
- Phase 3 - issuance of Serial (PEL) number
- Phase 4- CAA-B Air Law Examination
- Phase 5 - evaluation and approval process
- Phase 6 - payment and collection

PHASE 1

DOCUMENT SUBMISSION

Applicants for the conversion of a Flight Dispatcher licence/certificate must complete form No. **PEL004-00** and submit the supporting documents from the listing below and email all documents to pelinfo@caabahamas.com.

Supporting Documents

- Completed application form No. **PEL004-00** (see back of application form for guidance)
- Valid passport (colour copy, photo page)
- Proof of address (utility bill or voters' card)
- Photo (passport sized, plain background)
- Employment letter (if applicable)
- Valid Foreign licence (colour copy front and back)
- Evidence of Language Proficiency Evaluation
- Training Records (Training Records, (Knowledge Test Report & Skill Test Report and Certificate of Completion)
- Evidence of currency - (Proficiency Check conducted within the last twelve **(12) months**)
- Evidence of the satisfactory completion of the CAA-B Air Law Examination

Please note that images taken with a personal digital device will be rejected. Please note that each document must be scanned in colour and submitted in separate attachments, and the files named as per the attachment as shown by this example: - (Last name, First name Middle name PEL number-Licence type, document type) Doe, John Sam 00000-FD passport.

Photo Requirements

Upload a jpg. digital file colour photo

- Taken within the last six (6) months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Eyeglasses are not allowed except in rare circumstances when eyeglasses cannot be removed for medical reasons, e.g., the applicant has recently had ocular surgery, and the eyeglasses are necessary to protect the applicant's eyes. A medical statement signed by a Medical Professional/health practitioner must be provided in these cases. If the eyeglasses are accepted for medical reasons

Photos copied or digitally scanned from driver's licences or other official documents are not acceptable. In addition, snapshots, low quality or mobile phone photos, and full-length photographs are not acceptable.

If all documents are not attached as required (valid, signed, legible or scanned clearly) or fields not completed correctly, you will receive a "Letter of Rejection, and your application package returned in full as submitted advising that the package is not acceptable for further processing due to the missing or incomplete document(s) that are required for submission.

The CAA-B will confirm the validity of all foreign medical (where applicable) and licence prior to issuing a Validation Authorisation.

The processing of a satisfactory application package for conversion will commence upon receipt of satisfactory verification from the foreign Civil Aviation Authority (CAA). If the verification was not satisfactory, you will receive an email correspondence, with a "Letter of Rejection", stating specifics as per the issuing State.

PHASE 2

INTERVIEW AND ENGLISH LANGUAGE PROFICIENCY ASSESSMENT AND SIGNATURE

Interview

The applicant must present themselves to the CAA-B for an in-person interview, which will include an English Language assessment.

Applicant's Signature

Applicants will be required to present themselves in person to the CAA-B, where an electronic signature will be captured for affixing to the licence.

PHASE 3

ISSUANCE OF A CAA-B SERIAL (PEL) NUMBER

Upon the successful completion of the aforementioned requirements, the applicant will be issued a Serial (PEL) number, which is assigned to all licence holders for the duration of their aviation careers.

PHASE 4

CAA-B AIR LAW EXAMINATION

The applicant for conversion will be required to demonstrate knowledge of the Bahamas Civil Aviation Regulations (CARs) by submitting to an Air Law examination, administered by the CAA-B. You are required to register for the Air Law examination by visiting the CAA-B website at caabahamas.com. Select the "Air Law Examination Learn More" tab at the top of the home page which will direct you to the Examination page and select the Candidate portal link under the Booking and Scheduling Exams heading to register. For any further information or any clarification on testing, please contact testing@caabahamas.com.

The applicant for conversion will be required to demonstrate their proficiency by submitting to a skill test administered by a CAA-B Inspector or a CAA-B Designated Examiner.

PHASE 5

EVALUATION AND APPROVAL PROCESS

All applications are evaluated by CAA-B technical personnel to ensure that all applicants meet the international standards and regulatory requirements for the issuance of a CAA-B document, and upon satisfactory completion of the evaluation, applications are approved. The evaluation and approval process can take an average of twenty (20) business days. However, this is an estimated time and processing can go beyond this time frame due to extenuating circumstances such as verification of documents by a foreign CAA.

PHASE 6

PAYMENT AND COLLECTION

Payment

Upon approval, an invoice for payment will be initiated by the Finance Department and sent via email to the applicant. The preferred method of payment is done through the CAA-B website caabahamas.com payment portal or point of sale at the CAA-B's office.

I. USD International Wire Transfer

Intermediary Bank: **CHASUS33**
J.P. Morgan Chase Bank
New York
ABA: **021000021**
Beneficiary Bank: **ROYCBSNS**
Royal Bank (Bahamas) Limited Nassau, Bahamas
Beneficiary Account #: **056254121059**
Beneficiary Name: **Civil Aviation Authority Bahamas**

Alternative methods of payments are listed below:

II. Direct Deposit

Bank: **Royal Bank of Canada (Bahamas) Limited**
Branch Transit: **05625**
Code: **003**
Customer Name: **Civil Aviation Authority of The Bahamas**
Customer Account #: **2881423**

Collection

Notice of collection will be emailed to the applicant for collection upon approval, via pelinfo@caabahamas.com. If third-party collection is required on behalf of the applicant, the applicant must send an email to pelinfo@caabahamas.com, authorising the third-party collection. The individual collecting the licence must present a valid, government-issued photo identification. Proof of payment must be provided upon collection.