



GUIDANCE FOR THE VALIDATION OF A FOREIGN FLIGHT DECK CREW LICENCE /CERTIFICATE

Validation -The acceptance of a certificate, licence, approval, designation, or authorisation issued by another ICAO Contracting State as the primary basis for the Authority's issuance of a short-term authorisation containing the same or more restrictive privileges.

All applicants for a validation of a foreign licence/certificate must follow the five (5) phase processes outlined below:

- Phase 1 - document submission
- Phase 2 -a) interview b) English Language Proficiency (ELP) Assessment
- Phase 3 - Civil Aviation Authority Bahamas (CAA-B) Act 2021 and Civil Aviation regulations (CARs) Test
- Phase 4 - evaluation and approval process
- Phase 5 - payment and collection

PHASE 1

DOCUMENT SUBMISSION

Applicants for the conversion of a Flight Deck Crew licence/certificate must complete form No. **PEL001-00** and submit the supporting documents from the listing below and email all documents to pelinfo@caabahamas.com

Supporting Documents

- Completed application form No. PEL001-00 (see back of application form for guidance)
- Valid Passport (colour copy, photo page)
- Proof of address (if applicable)
- Photo (passport sized, plain white background)
- Employment letter
- Valid foreign licence (colour copy front and back)
- Valid foreign medical (front and back)
- Evidence of Language Proficiency Evaluation
- Training records (Training Records, Knowledge Test Report & Skill Test Report and Certificate of Completion)
- Evidence of recency - (Record of flight- last four pages totaled and signed)
- Evidence of currency- (Proficiency Check conducted within the last twelve (12) months)
- Evidence of satisfactory completion of Civil Aviation Authority Bahamas (CAA-B) Act 2021 and Civil Aviation Regulations (CARs) Test

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-License type, document type) Doe, John Sam 00000-ATPL 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 licenses 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. ENGLISH LANGUAGE PROFICIENCY ASSESSMENT AND SIGNATURE

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

PHASE 3

CAA-B TESTING

The applicant for validation will be required to demonstrate knowledge of the Bahamas Civil Aviation Act 2021 and the Civil Aviation Regulations (CARs) by submitting to a Regulations test, administered by the CAA-B. You are required to register for the test 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 validation 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 4

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.

PHASE 5

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.

Alternative methods of payments are listed on the following page:

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**

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.