

Checklist

Registration ATPL/CPL Theoretical Knowledge Training

☐ **Signed training contract**

If applicable, signing of the declaration regarding VAT exemption, provided the training is carried out as vocational training.

[Your training contract with your individual deadlines will be sent to you for signature after registration.]

☐ **Proof of sufficient knowledge of English, mathematics and physics ***

** This proof must be provided before the start of training*

At least a certificate of subject-related higher education entrance qualification (fachgebundene Hochschulreife). The minimum grade required as proof in the relevant subject is "sufficient". Alternatively, an assessment can be carried out at Cranfield Aviation. Proof of sufficient knowledge of English can also be provided by presenting ICAO Language Proficiency Level 4 or higher.

☐ **Valid Class 1 medical certificate (copy)**

The initial examination must be carried out at an approved Aeromedical Centre (AeMC). Further information:

https://www.lba.de/DE/Luftfahrtpersonal/Flugmedizin/Zentren_AMC/L5_LstFlugmedZentren.html?nn=2090166

☐ **Private pilot licence in accordance with ICAO (copy) ***

** This proof must be provided before the start of training*

☐ **Colour, clear and easily legible copy of passport or identity card ***

** This proof must be provided before the start of training*

The copy must be certified by the Head of Training. Alternatively, a certified copy must be submitted.

☐ **Submission of the declaration on pending criminal proceedings (see annex) ***

** This proof must be provided before the start of training*

☐ **Current extract from the Register of Driving Offences (Verkehrszentralregister)**

Application and further information at www.kba.de. The extract will be sent to you and must be forwarded to us.

☐ **Positive result of the background check in accordance with § 7 LuftSiG (ZÜP) ***

** This proof must be provided before the start of training*

The application must be submitted to the competent state aviation authority (Landesluftfahrtbehörde). An overview can be found at:

https://www.lba.de/DE/Presse/Landesluftfahrtbehoerden/Landesluftfahrtbehoerden_node.html

Persons residing abroad should contact the Niedersächsische Landesbehörde für Straßenbau und Verkehr, Sophienstraße 5, 38304 Wolfenbüttel, Germany.

☐ **Contact details**

- Emergency contact (name, number and relationship to the emergency contact)
- Student's mobile phone number

☐ **Special notes**

- Special information, e.g. allergies, medication, etc.
(voluntary information)

Declaration of the trainee

I declare that

- a) no judicial penalties have been imposed on me,
- b) no criminal proceedings are currently pending against me,
- c) I have not been involved in an aircraft accident to date.

An application for a **background check (Zuverlässigkeitsprüfung)** for aviation personnel pursuant to § 7 of the German Aviation Security Act (LuftSiG) has been submitted by me to my competent aviation authority.

I will apply for an extract from the Register of Driving Offences (Verkehrszentralregister) at the

Kraftfahrt-Bundesamt (Federal Motor Transport Authority)

24932 Flensburg, Germany

without delay and will forward it to the licensing authority immediately upon receipt (the extract will not be sent directly to the authority).

The signature on the application letter to the Kraftfahrt-Bundesamt must be certified by an authority holding an official seal.

Without this certification, the application – which must state, in addition to the family name and, if applicable, the birth name, all first names, date of birth and place of birth – will be returned unprocessed by the Kraftfahrt-Bundesamt.

Address:

(in block letters)

(first name and surname)

(street and no.)

_____, _____
(place) (date)

(postcode and place)

(signature)

VAT Exemption

Surname, first name	
Career objective	

I hereby confirm to Cranfield Aviation Training School (Deutschland) GmbH that the training I am pursuing serves the purpose of professional development.

This certificate is intended for submission to the tax office in order to obtain exemption from statutory VAT.

Place, date

Signature