

APPLICATION FOR ADMISSION TO QUALIFICATION (THEORETICAL) EXAMINATIONS

Surname, given name, patronymic (if any)	
Date of birth	
Individual identification number (IIN)	
Contact phone number	
E-mail address (if any)	
Aviation personnel licence number (if any)	
Purpose of examination / Type of licence (rating)	Issue of a licence / endorsement of a rating (Cat.A1/A2/A3/A4/B1.1/B1.2/B1.3/B1.4/B2)
Examination subject	Module:
Attempt	☐ 1st ☐ 2nd ☐ 3rd
Date of previous attempt (if applicable)	

CANDIDATE'S APPLICATION

I request admission to qualification (theoretical) examinations. I confirm that I have met the established qualification requirements and that the information and documents submitted are accurate.

Candidate's signature: _____

Date: _____

CANDIDATE COMPLIANCE CHECK AND DECISION ON ADMISSION TO THE EXAMINATION:

- | | |
|---|--|
| ☐ Candidate's identity verified | ☐ Candidate has reached the minimum age established by the qualification requirements |
| ☐ All training procedures required by the qualification requirements have been completed | ☐ Documents confirming compliance with the qualification requirements have been submitted (if applicable) |

EXAMINER'S DECISION:

- | | |
|--|---|
| ☐ Admit to qualification (theoretical) examinations | ☐ Refuse admission to qualification (theoretical) examinations |
|--|---|

GROUND FOR REFUSAL:

- | | |
|--|--|
| ☐ Required documents not submitted | ☐ Invalid documents |
| ☐ Documents containing inaccurate information submitted | ☐ Training procedures not completed |
| ☐ Qualification requirements not met | ☐ Other: _____ |

EXAMINER: _____ AUTHORIZATION No.: _____

Full name (patronymic, if any)

Examiner's signature: _____

Date: _____

REGISTRATION CARD

Examination subject: _____			
Date of examination: _____	Start time: _____	End time: _____	Attempt No.: _____
Result: _____ %	☐ Pass ☐ Fail	Result acknowledged by: _____	Date: _____
Remarks: _____			

Instructions for Completing the Application for Admission to Qualification (Theoretical) Examinations

General provisions

1. These Instructions establish the procedure for completing the form “Application for Admission to Qualification (Theoretical) Examinations”.
2. The form is intended for:
 - 1) formalising the candidate’s application for admission to qualification (theoretical) examinations;
 - 2) verifying the candidate’s compliance with the qualification requirements;
 - 3) making a decision to admit or refuse to admit the candidate to qualification (theoretical) examinations;
 - 4) recording the examination results.
3. The candidate’s compliance with the qualification requirements is verified by a designated theoretical knowledge examiner **before a decision is made on admission to qualification (theoretical) examinations**.

Completion of the application by the candidate

4. The candidate completes the following sections:
 - 1) “Candidate information”;
 - 2) “Candidate’s application”.
5. In the application, the candidate confirms:
 - 1) the accuracy of the information and documents submitted;
 - 2) compliance with the qualification requirements for obtaining an aviation personnel licence or endorsement of a rating.
6. The candidate signs the application and indicates the date of submission.

Verification of candidate compliance

7. Upon receipt of the application, the examiner verifies the candidate’s compliance with the qualification requirements. Verification of compliance with the qualification requirements is a mandatory condition for admission to qualification (theoretical) examinations.
8. The verification is carried out on the basis of documents submitted by the candidate confirming compliance with the qualification requirements established by the legislation of the Republic of Kazakhstan on the use of airspace and aviation activities.
9. During the verification, the examiner confirms:
 - the candidate’s identity;
 - that the candidate has reached the minimum age established by the qualification requirements;
 - that all training procedures required by the qualification requirements have been completed.
10. For each item being verified, the examiner places a mark in the corresponding field of the form.
11. A mark is entered in each field of the form as follows: “X” - does not comply; “√” - complies.

Decision on admission

12. Based on the results of the verification, the examiner makes one of the following decisions:
 - admit the candidate to qualification (theoretical) examinations;
 - refuse admission to qualification (theoretical) examinations.
13. In the event of refusal, the examiner indicates the grounds for refusal by marking the corresponding field of the form.
14. Where other grounds for refusal exist, the examiner specifies them in the “Other” field.

15. The decision is certified by the examiner's signature, indicating:

- surname, given name and patronymic (if any);
- examiner authorisation number;
- date of the decision.

Examination registration

16. After the candidate's application has been checked and a decision on admission to the examination has been made, the examiner completes the "Registration Card" in the form set out in Appendix 11 to this Manual.

17. The Registration Card contains:

- candidate's full name;
- candidate's IIN;
- examination subject;
- examination date;
- examination start time.

Upon arrival for the examination, the candidate presents the Registration Card and an identity document to the examiner.

18. After completion of the examination, the examiner fills in the following fields of the "Registration Card":

- examination end time;
- test result as a percentage;
- final result "Pass" or "Fail";
- remarks (if necessary).

19. After reviewing the examination result, the candidate signs and indicates the date of acknowledgement.

20. If the candidate disagrees with the test result, the candidate makes the appropriate entry in the "Remarks" field.

Document retention

21. The completed application is a document confirming verification of the candidate's compliance with the qualification requirements and the decision on admission to the qualification (theoretical) examination.

22. The application is retained as part of the qualification examination records in accordance with the procedure and retention periods established by the legislation of the Republic of Kazakhstan.