



Air Traffic Controller Licensing

Instruction to Applicants

Applications for licences

Applicants are required to submit the completed application form MCAA/ATS/001 to the Civil Aviation Authority (CAA), accompanied by all supporting documents as specified within the form.

The regulatory requirements for obtaining licences issued by the Maldives Civil Aviation Authority (MCAA) are outlined in the following documents:

- **MCAR 65 Air Traffic Controller Licensing**

This Regulation applies to the performance of functions in connection with providing air traffic services (ATS) (within the meaning of Annex 11 to the Chicago Convention) in the Maldives.

- **CAAP 65-1 CAAP 65-1 Manual of Standards for Air Traffic Controller Licensing**

This document expands the ATC licensing structure established by the Maldives Civil Aviation Authority under the regulation MCAR 65 Air Traffic Controller Licensing.

What to expect from us

Upon receipt of your application by the Civil Aviation Authority (CAA), it will be subject to a desk-based assessment conducted by either a Personal Licensing Inspector or an Air Traffic Management Inspector. If the assessment is satisfactory, your licence will proceed to processing, signature, and subsequent dispatch.

Should any queries arise regarding your application, we will contact you by writing or via telephone. Please be advised that your application may be placed on hold pending the submission of additional information. Applications will only remain pending for a maximum of 30 days; failure to respond within this timeframe will result in automatic cancellation.

Processing Time

We are currently operating within the established service standards of 10 working days for the processing of an initial licence, renewals, reinstatement of ATC license/Rating, and inclusion of ATC rating/qualification applications. In cases where an application is placed on hold (pending), the processing timeline will resume from the date on which the requested additional information is received.

Requesting an expedite

If your application is of an urgent nature, you may submit a request for expedited processing. Please note that such requests will only be considered under exceptional circumstances. All other applications will be processed strictly in the order of their receipt.

Requests for expedited processing must be submitted in writing by your employer (ANSP) to ans@caa.gov.mv. The CAA will not accept expedite requests made by applicants directly or via telephone.

Documents to be submitted***Initial license & rating***

1. Application form MCAA/ATS/001
2. Certificate of successful completion of a Basic ATC course (ICAO 051)
3. Certificate of successful completion of an ATC rating course (ICAO 052, ICAO 053, ICAO 054, ICAO 055)
4. Valid Aviation class 3 medical certificate
5. ELP Certificate of level 4 or above
6. Letter/email from ANSP confirming applicants have completed the required OJT hours and passed the theoretical exam
7. ATC rating proficiency check report from the ANSP
8. A copy of National Identity Card
9. A stamp size photo

Renewal of ATC license

1. Application form MCAA/ATS/001
2. Valid Aviation class 3 medical certificate
3. ELP Certificate of level 4 or above
4. ATC rating proficiency check report from the ANSP
5. Letter/email from ANSP confirming applicants have passed the required theoretical exam
6. A stamp size photo

Reinstatement of ATC license/rating

1. Application form MCAA/ATS/001
2. Valid Aviation class 3 medical certificate
3. ELP Certificate of level 4 or above
4. Documentation (including sim training, theoretical classes and exam) of reinstatement by the ANSP
5. ATC rating proficiency check report from the ANSP
6. A copy of National Identity Card
7. A stamp size photo

Inclusion of a new rating

1. Application form MCAA/ATS/001
2. Certificate of successful completion of the requested ATC rating course (ICAO 052, ICAO 053, ICAO 054, ICAO 055)
3. Valid Aviation class 3 medical certificate
4. ELP Certificate of level 4 or above
5. Letter/email from ANSP confirming applicants have completed the required OJT hours and passed the theoretical exam
6. ATC rating proficiency check report from the ANSP
7. A stamp size photo

Inclusion of a new ATC qualification

1. Application form MCAA/ATS/001
2. Certificate of successful completion of the requested ATC qualification course (OJTI, EXA, CRI)
3. Valid Aviation class 3 medical certificate
4. ELP Certificate of level 4 or above
5. Letter/email from ANSP confirming applicants have completed the required OJT for the qualification
6. A stamp size photo