## MTO Notification of training outcomes can now be submitted online in minutes.

Go to **myCASA**  >

You can now notify CASA of MTO training outcomes online in myCASA.

**OR**

### Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to ame.licensing@casa.gov.au.

## Purpose of this form

This form is to be completed by a Part 147 Maintenance Training Organisation (MTO) to notify successful completion of CASA approved Category, Category exclusion removal, Category Modular licence outcome, and or Aircraft Type Rating training.

This form is to be completed by a *Part 145/CAR 30 Approved Maintenance Organisation (AMO)* to notify of the completion of CASA approved Aircraft Type Rating training.

## Who is this form for?

This form is for a MTO or AMO approved by CASA to notify the completion of training for the purpose of a Part 66 licence outcome for a student.

## Information needed to complete this form

This form can be completed electronically and saved locally to your computer or online via myCASA.

CASA recommends that MTOs complete as much of the form electronically as possible.

### Note:

- Category Training must complete question 1 through to 6
- Category Exclusion Removal must complete questions 1 through to 5 and 7
- Type Training must complete questions 1 through to 5 and 8 through to 10
- Permitted Training must complete questions 1 through to 5 and 11 through to 12

myCASA can enable up to 12 students to be reported, and the records are automatically updated at the same time.

Please ensure your notification and the checklist are completed correctly and that all required supporting documentation is provided. Incomplete notifications will not be accepted and may be returned to you for amendment.

## Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, apply now.

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

## Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by changing your details on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

## For more information

Go to the CASA website or contact us.

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# Training organisation

**1** What are the **training organisation** details?

Organisation name

Organisation ARN

# Student

**2** What are the **student** details?

Student must hold an ARN and provide authority for this notification to be submitted on their behalf.

Full name

ARN

**3** Is this report based on an RPL assessment of the student's qualifications?

**No** ➡ **Go to 4**

**Yes** Attach details, such as RPL assessment documents and existing licence details

🔗 **Attach details**

**4** What is your organisation type?

Part 147 Maintenance Training Organisation

Part 145/CAR 30 Approved Maintenance Organisation ➡ **Go to 11**

**5** What type of training did the student complete?

Initial licence

Additional category/subcategory ➡ **Go to 6**

B1 Modular licence ➡ **Go to 6**

B2 Modular licence ➡ **Go to 6**

Category Exclusion Removal ➡ **Go to 7**

Aircraft type rating MTO ➡ **Go to 8**

Aircraft type rating AMO (Part 145/CAR 30) ➡ **Go to 11**

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# Category Training Report

**6**    What category/s or subcategory/s are you reporting?

| | | |
|---|---|---|
| A1 | B1.1 | B2 |
| A2 | B1.2 | |
| A3 | B1.3 | |
| A4 | B1.4 | |

---

### Category B1 modular licence

B1.1 Airframe (Aeroplanes) systems

B1.2 Airframe (Aeroplanes) systems

B1.3 Airframe (Helicopters) systems

B1.4 Airframe (Helicopters) systems

B1.2 Powerplant (Piston) systems

B1.4 Powerplant (Piston) systems

B1.1 Powerplant (Turbine) systems

B1.3 Powerplant (Turbine) systems

### Extension of Category B1 modular licence

Electrical and instrument systems

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### Category B2 modular licence

Electrical systems

Instrument systems

Radio systems

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### Optional Units of Competency (UOC)

Select appropriate UOC's completed:

Fabric surfaces (Exclusion E9)

Wooden structures (Exclusion E10) - *Applicable to B1.2 only*

Propellers (Exclusion E12) – *Applicable to B1.1 only*

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## Eligibility Criteria for Category

Applicant can read, write and converse in English to the acceptable level in accordance with AMC/GM Part 66.025

Applicant understands their role, as a licensed aircraft maintenance engineer, in airworthiness management in accordance with 66.025(3)(c)

Full name

Signature

Name and Signature must be of person verifying eligibility.

# 6 Continued

## Category Practical Maintenance Experience

Student has completed the required practical maintenance experience on operating aircraft relevant to the subcategory. (If initial Licence, 1 year recent experience has been accumulated immediately before making the application):

Select appropriate boxes:

### Completed training at an MTO

A Category 1 year

B1.2 and B1.4 1 year

B1.1 and B1.3 and B2 Category 2 years

### Skilled Worker in a technical trade

A Category 2 years

B1.2 and B1.4 2 years

B1.1 and B1.3 and B2 Category 3 years

### Modular

Initial Modular licence 2 years

Modular licence addition 1 year

Modular licence UOC's additional comments enter the partial completion of UOC's relevant to the reported outcome

Any exclusions to be added, for complete B1 Category (optional UOC's), for Modular add all exclusions as required based on the completion of UOC's iaw 66.A.25 (ec) requirements

Date requirements met (DD/MM/YYYY)

         /          /

Full name

Signature

## Removal of Exclusions/Limitation - Category Training Report

The student has completed **category removal of exclusion** via a *Part 147 MTO.*

**7** What is the category Exclusion/Limitation details?

**Subcategory**

B1.1

B1.2

B1.3

B1.4

B2

Exclusion/Limitation Codes to be removed

Attach details, such as RPL assessment documents and existing licence details

🔗 **Attach details**

Date requirements met (DD/MM/YYYY)

/             /

Full name

Signature

## Aircraft Type Ratings Initial and Removal of Exclusions/Limitation Report

**8** **Type of training provided**

Theoretical training        ➡ **Go to 9**

Practical experience / OJT   ➡ **Go to 10**

**9** **Theoretical training**

Aircraft Type Rating Course Name
(refer to AC 147-02 or certificate of approval)

CASA Course Code(s)

Date requirements met (DD/MM/YYYY)

/             /

Full name

Signature

**10** **Practical experience / On the Job training (OJT)**

**Acceptable Means of Compliance Utilised.**
The first rating in a category or subcategory requires on-the-job training (OJT) in addition to PCT/Practical.

PCT

Practical (POC)

25% of additional tasks in OJT Journal

100% of mandatory tasks in OJT Journal

Aircraft Type Rating Course Name
(refer to AC 147-02 or certificate of approval)

CASA Course Code(s)

Date requirements met (DD/MM/YYYY)

/             /

Full name

Signature

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# Part 145/CAR 30 AMO Aircraft Type Rating Theory Training Report

**11** Aircraft Type Training **Theory** training in accordance with *Part 145 MOS 145.A.37 (b)1(i) or CAO 104.0 Section 6.*

Aircraft Type Rating to be added and/or exclusion to be removed
Refer to Appendix IX of Part 66 MOS

CASA Course Code(s)

Date requirements met (DD/MM/YYYY)

    /          /

Full name

Signature

# Part 145/CAR 30 AMO Aircraft Type Rating Practical Training Report

**12** **Practical** experience / On the Job (OJT) training.

> **Acceptable Means of Compliance Utilised.**
>
> The first rating in a category or subcategory requires on-the-job training (OJT) in addition to PCT/Practical and 6 month company authorisation.

    PCT

    Practical (POC)

    25% of additional tasks in OJT Journal

    100% of mandatory tasks in OJT Journal

    6-month Company authorisation

Aircraft Type Rating to be added or exclusion to be removed
Refer to Appendix IX of Part 66 MOS

CASA Course Code(s)

Date requirements met (DD/MM/YYYY)

    /          /

Full name

Signature

## Notification checklist

**13** Are you attaching any documents to this notice?

**No**

**Yes**

Please specify:

> 🔗 **Attach additional pages if required**

## Declaration

**14** **I declare:**

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this notice:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my notice.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.
- I have attached all required documentation specified in the notification checklist.

**Privacy**

Any personal information you provide to CASA, as part of this notice, is protected by the *Privacy Act 1988.*

We will use the information provided to process this notice and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your notice.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our privacy statement and privacy policy.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this notice in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)

/            /

## Submitting this form to CASA

@   By email – send this form with all supporting documents attached to ame.licensing@casa.gov.au

✉   By post – return this form and all supporting documents to:

**CASA Client Services Centre**
**GPO Box 2005**
**Canberra ACT 2601**

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