



CASA Stamp

IMPORTANT INFORMATION FOR APPLICANTS

1: This form is to be used by employees of a flying school/training organisation, with the exception of the CFI, to apply to be a PEXO Registrar and/or Invigilator.

2: A separate form is to be completed for each individual applying to be an additional Registrar or Invigilator with a flying school or training organisation.

3: If the new Registrar or Invigilator is replacing a previously approved person, the name and ARN of the retiring person must be provided.

4: If you are the CFI of a Flying School applying to be a PEXO Registrar and Invigilator, please complete [CASA Form 1354, Application for CFI of a Flying School to Conduct PEXO exams for RPL and PPL Theory \(including PIFR Exam\)](#).

5: The CFI of the flying school or training organisation is responsible for notifying CASA of any change to the contact details of the organisation or the individuals who are approved to administer PEXO exams. All correspondence regarding PEXO exams will be sent to the current contact details, according to CASA's records.

6: If you do not already have an ARN, then you must also complete [CASA form 1162](#).

Applicant Details as per Birth Certificate / Passport:

Title:* _____

Family Name:* _____

Given Names:* _____

Date of Birth:* _____

Applicant ARN:*

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CONTACT DETAILS

You are required to notify of any changes to your personal contact information (refer to [CASR 11.70](#)), information on how to change your contact details is available on CASA website <https://www.casa.gov.au/services/standard-page/changing-your-details>.

All correspondence, including permissions issued as a result of this application, will be sent by email or post to your current contact details according to CASA's records.

Privacy Statement: Any personal information you provide to CASA is protected by the *Privacy Act 1988* (Cth). CASA can only collect, use and disclose that information in accordance with that Act. CASA will use the information collected in this form for purposes associated with performing its functions under the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

Application Type:

Required PEXO role(s): A Registrar makes exam bookings, an Invigilator supervises the actual exam.

- I am applying to be a PEXO Registrar
- I am applying to be a PEXO Invigilator
- I am applying for both roles of Registrar and Invigilator
- I am replacing a retiring Registrar/Invigilator

Previous Registrar/Invigilator's Name: _____

Previous Registrar/Invigilator's ARN:

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Section A: Applicant Contact Details

Phone:		Mobile:	
Email:			

I wish to be a PEXO exam Registrar and/or Invigilator for the following flying school/training organisation:

Name of School / Organisation:						
Street Address:						
Suburb:		State:		Postcode:		
Postal Address: (if different to above)						
Suburb:		State:		Postcode:		
Phone:		Fax:				
Company Training AOC Number:				Date of Issue:		

ARN for Billing Purposes:

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To be provided by the CFI

Note: Invoices will be sent to the current postal address for the owner of the Billing according to CASA's records.

Approved Exams (*tick*): **RPLA** **RPLH** **RPLN** **PPLA** **PPLH** **PIFR**

Section B: Declaration

I agree to abide by the terms and conditions required by CASA in relation to the administration of PEXO exams. I realise that I am not permitted to be involved now, or in the foreseeable future, directly or indirectly engaged in aviation activities such as aeronautical knowledge training or flying training.

In the event that I become aware of any impropriety occurring during the conduct of an examination, I will immediately contact Flight Crew Licensing for advice.

Applicant Signature:	Date: ____ / ____ / ____
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Section C: CFI's Recommendation

I, _____ recommend _____, whose details are contained on this application, to be a CASA PEXO exam Registrar and/or Invigilator for my school, and certify to the best of my knowledge, that the applicant is:

- A fit and proper person*, and
* see *CASA web site for the definition of 'fit & proper person'*
- not teaching aeronautical knowledge (theory) subjects at the school or elsewhere.

I accept full responsibility for the conduct of the applicant in his/her duties in relation to administration of PEXO exams at my school. I undertake to inform CASA (Flight Crew Licensing Section) immediately of any change in status of the applicant e.g. taking up teaching of aeronautical knowledge subjects at the school or elsewhere, leaving employment of the school, or has demonstrated unsuitable behaviour as an examination supervisor. I undertake to inform CASA (Flight Crew Licensing Section) immediately when I leave the school, or am no longer serving the school as its CFI.

The following details the reasons for needing an additional PEXO Registrar and/or Invigilator.

(Attach separate page if necessary):

CFI Signature:

Date: ____ / ____ / ____

(When completed, forward to FCL.exams@casa.gov.au or by post to FCL-CASA, GPO Box 2005, Canberra City, ACT 2601)

Section D: FCL Exams Section Approval

- Application Recommended
- Application Not Recommended (State reason below)

CASA Officer Recommending:

Signature	Date ____ / ____ / ____	Printed Name	ARN <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

Section E: Flight Crew Licensing Actions

Details entered in PEXO data base: Yes No Date: _____

Previous Supervisor: _____ Active Inactive

Instructions forwarded to applicant: Yes No Date: _____

Signature of PEXO Administrator: _____ Date: _____