



IMPORTANT INFORMATION

- 1: This form is used for General English Language Proficiency (GELP) notification. GELP Assessment notices are made under CASA Application Form 61-9ELP.
 - 2: The following approved persons may use this form for the purpose of notifying CASA of General English Language Proficiency:
 - A CASA delegate authorised to conduct Aviation English Language Proficiency (AELP) assessments or GELP assessments
 - A Flight Examiner who holds an ELP testing endorsement
 - Head of Operations of a Part 141 or Part 142 operator or a Grade 1 instructor authorised by a Head of Operations
 - A person approved by CASA to conduct English language proficiency assessments
- This process involves verification of documentation and interview by one of the individuals listed above to confirm that the applicant meets the General English Language Proficiency requirement.**
- 3: For further details regarding AELP and GELP Assessments, see the relevant CASA Information Sheet on the [CASA website](#).
 - 4: Please ensure the proficiency notice is completed correctly and that all required supporting documentation is provided. Incomplete notices will not be accepted and may be returned to you for amendment. **Fields and sections marked with an * are mandatory.**
 - 5: If the applicant does not have an ARN, you must submit [Form 1162](#) (Aviation Reference Number (ARN) Application) including appropriate identification with THIS application. This will fulfil the mandatory requirement for the ARN.

Applicant Details as per Birth Certificate / Passport:

Title:* _____

Family Name:* _____

Given Names:* _____

Date of Birth:* _____

Applicant ARN:*

--	--	--	--	--	--	--	--

CONTACT DETAILS

Note: You are required to notify CASA of any changes to your name or address (refer to CASR 11.070). Permissions issued as a result of this application, will be sent by post to the current postal address according to CASA's records.

You should notify CASA of any changes using one of the following methods:

- Log onto the CASA Self Service Portal <https://portal.casa.gov.au/selfservice/>
- Submit Online Change of Details form <https://portal.casa.gov.au/casaforms/addrchange.htm>

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](#).

--	--	--	--	--	--	--	--

Section A: Assessor Declaration of Proficiency *

1. Declaration

I, _____ declare that I have interviewed
full name of Assessor

_____ and have found him/her to be competent
full name of Applicant

in communicating in English to the required standard in the CASR Part 61 Manual of Standards.

I have sighted and attached certified true copies of documents, as indicated below, as evidence. **(tick appropriate box)**

- Completed or still attending secondary school education in Australia/NZ or other country in English medium
(supporting documentation example: confirmation letter from school)
- Worked three of the last five years in Australia/NZ or specified country (supporting documentation example: letter of confirmation from employer, group certificates)
- Met general English test criteria as outlined in CASR Part 61 Manual of Standard (IELTS, TOEIC-SP or TOEFL)
- Sighted evidence they have completed a CASA approved General English Language Training Course

OR

- I have sighted and attached a statutory declaration which states the applicant is unable to provide acceptable documentary evidence and includes details on how the applicant meets the education or work history standard.

2. Assessor's Details

<input type="checkbox"/> CASA delegate	<input type="checkbox"/> Flight Examiner with an ELP endorsement
<input type="checkbox"/> Head of Operations (HOO)	<input type="checkbox"/> Grade 1 instructor authorised by HOO
<input type="checkbox"/> Person approved by CASA to conduct ELP assessments	

All statements in this Declaration must be correct. Making a false or misleading statement to CASA is an offence.

Signature of Assessor	Date ____ / ____ / ____	Printed Name	Assessor ARN <table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Contact Phone Number ()		Name of Organisation									

Note: The certified documentary evidence or statutory declaration must be attached to this application and submitted to CASA

Submit to CASA by:

Email: applications@casa.gov.au; or
 Mail: CASA Client Services Centre,
 GPO Box 2005,
 CANBERRA ACT 2601