



## Application For Examination - Instructor (all types) / Senior Coach / AEI

To be completed by the CFI or Chief Coach and returned to the BHPA. Instructor examination the fee is £50 for the first attempt, re-examinations £150. For AEI exams the fee is £150. For Senior Coach examinations there is no fee for the first attempt, re-examinations the fee is £50. Please enclose payment with this form or contact the office to arrange an alternative method of payment. Please note that some licences incur an insurance supplement. Before submitting a candidate for examination refer to the notes overleaf and ensure that the pre-requisites are satisfied and that the syllabuses have been covered.

School or Club Name : \_\_\_\_\_ BHPA Reg. No. \_\_\_\_\_  
Candidate's Name : \_\_\_\_\_ Individual M/ship No. \_\_\_\_\_  
Address : \_\_\_\_\_

Post code : \_\_\_\_\_ Tel. No. daytime: \_\_\_\_\_ evening: \_\_\_\_\_  
Pilot ratings : \_\_\_\_\_ Coach appointments held : \_\_\_\_\_ Instructor licences held : \_\_\_\_\_

State a preferred month for the examination: \_\_\_\_\_

Summarise the candidate's record relevant to the type of licence sought (eg - number of days instructing; number of tow launches as Operator; number of aerotows as tug pilot/HG pilot; etc. PA CFI's should indicate the class of canopy eg round/square)

On how many days / flights the candidate acted as : \_\_\_\_\_  
(please specify days / flights) a) Duty Instructor or \_\_\_\_\_  
b) Coach in Charge of Towing/Aerotowing \_\_\_\_\_  
c) Passenger \_\_\_\_\_  
d) Pilot in charge \_\_\_\_\_

At which clubs and under which CFI/CAC/CTC  
Clubs

CFI/CAC/CTC

What type of licence is being sought ? : AEI (Solo) AEI (Dual) Senior AEI Dual  
(circle as appropriate) Instructor Senior Instructor Senior Coach  
Development Instructor Senior Development Instructor  
In which discipline: HG PG PA  
In which environment: Hill Tow Aerotow Power Round Square

Please note any relevant experience or other air/adventure sports, especially any similar Instructor or Coach ratings held.

**Declaration by the CFI/STC:** In my opinion the candidate has the necessary aptitude, attitude and qualities required relevant to the licence applied for. His/her knowledge and competence, particularly as an Instructor or Coach are such that I would have confidence in allowing him/her to take sole charge of operations within my club.  
**I ENCLOSE COPIES OF THE CANDIDATE'S FULLY COMPLETED TI LOG, CURRENT 1st AID CERTIFICATE AND RELEVANT LOG BOOK ENTRIES - I HAVE CARRIED OUT A MOCK EXAMINATION (not required for AEI(D))AND INCLUDE MY APPRAISAL OVERLEAF.**

Signed: (CFI/CAC/CTC) \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Memb. No. \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Rec'd: \_\_\_\_\_ Ch/PO: \_\_\_\_\_ Examiner: \_\_\_\_\_ Exam date: \_\_\_\_\_ Result: \_\_\_\_\_

# NOTES FOR THE CFI/CHIEF TOW or AEROTOW COACH:

Examination arrangements:

Examiners will be appointed and mutually acceptable dates and venues arranged.

The question which the Examiners will ask themselves in assessing the overall ability of the candidate is:

CAN THIS PERSON TAKE SOLE CHARGE OF AN OPERATION UNDER VARIABLE WEATHER CONDITIONS AND REMAIN EFFECTIVE?

**Please give your appraisal of the candidate after conducting the mock examination:**

---

---

---

**The CFI/CTC/CAC's attention is drawn to the pre-requisites listed in the Technical Manual for any candidate to be accepted for examination. The following notes are to provide assistance.**

For any candidate to be accepted for examination, they:

**(A)**

1. Must have access to a current edition of the Technical Manual;
2. Must be aged 18 years or over;
3. Must be recommended by a CFI/CTC/CAC;
4. Must possess a current, relevant First Aid Certificate - (copy enclosed with application).
5. Hold, as appropriate, P rating.

In addition to (A) above, Instructor exam applicants must:

1. be registered as a Trainee Instructor and have satisfied the relevant requirements;
2. must possess a completed TI Log (copy enclosed with application). NOTE: make sure that the candidate has been 'signed off' as competent to brief students for all training Exercises up to CP;
3. have satisfied the training requirements for the relevant discipline;
4. for a Tow licence the appropriate Operator licence must be held;
5. enclose a copy of the Mock exam pro-forma, completed by the CFI or SI conducting the mock exam.

Note: part of the examination will be practical and part will be a verbal interview, and candidates may be required to present a 20 minute lecture to students.

In addition to **(A)** above, Senior Aerotow Coach exam applicants must:

1. have completed at least 100 aerotow launches as towed pilot (at least 50 of which must be hang glider launches);
2. have logged at least 200 hours on weight-shift, with at least 50 hours hang gliding;
3. hold Club Coach, Senior Coach or Instructor qualification;

The candidate will normally be an Aerotow Coach with at least ten days experience of being in charge of, and responsible for operations (as authorised on a day to day basis by his/her CAC).

Note: part of the examination will be practical and part will be a verbal interview, and candidates may be required to present a 20 minute lecture.