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		AIC Series A 25/20 21 July 2020
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CHANGE IN PROCEDURE FOR CERTIFICATE OF PROFICIENCY IN ENGLISH LANGUAGE

Effective date: 21 July 2020

Validity Period: PERM

This AIC replaces AIC A 17/2020 dated 12th May 2020 and AIC A 24/2020 dated 21st July 2020.

1. BACKGROUND

The NCAA PEL department has recently become aware of the Government Gazette Notice, Notice Number 6096 of 18th August 2016, which came into operation on the 1st August 2016. The above-mentioned notice amended the technical standards associated with NAMCARS 61, 63 and 65, incorporating chapter 1.2.9 of Annex 1 of the Chicago Convention, pertaining to the requirement for certificate of proficiency in English Language.

The NCAA would like to inform affected license holders that as from 1st October 2020, the NCAA will fully implement the above amendment. The initial date of implementation was 1st May 2020 but due to Covid-19 State of Emergency Lockdown the date of implementation has been moved forward.

No license or rating will be issued or renewed under NAMCAR Part 61, 63 or 65, unless the applicant is in possession of a Certificate of proficiency as required under this notice.

2. REASON FOR ISSUE/PURPOSE

This Notice is intended to inform the Namibian Aviation Industry that there is a change of procedure and fees for the administration of the English Language Proficiency Test. The New Procedure and fees are given under section 3 below

3. APPLICABILITY

- a. The applicable fees will be as follows.

No	Type of Examination	Fees
1.	English Language Proficiency Booking Fee	200.00
2.	Examiner Fee	600.00

- b. The ELP booking fee must be paid into the NCAA account by the time of booking and proof thereof submitted with the examination application form (**form FSS PEL G20**) to the NCAA.
 - i. Your Licence number/ELP Exam must be put as reference when making the payment. (e.g. PA0007/ELP Exam for a person holding a PPL licence wishing to do the English Language Proficiency Exam).
- c. The applicant shall pay the examiner fee directly to the examiner at the completion of the test
- d. Once the application form and proof of payment of the booking fee is received, The NCAA PEL department will contact the applicant to inform them of the date and venue of their test. Applicants should be at the venue 15minutes before the test with their Licence or proof of Identity.
- e. For further information contact the Namibian Civil Aviation Authority, Personnel Licensing Department
- f. All exam applications should be sent via email to licence-sos.pel@ncaa.com.na. Application forms can be obtained on the NCAA website under the New PEL Forms section <http://www.ncaa.com.na/div/so/pel/sos-pel-forms.html>

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