

 NCAA NAMIBIA CIVIL AVIATION AUTHORITY	REPUBLIC OF NAMIBIA NAMIBIA CIVIL AVIATION AUTHORITY AERONAUTICAL INFORMATION CIRCULAR	Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK
		AIC Series A 16/25 19 December 2025
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OUTSTATION THEORETICAL KNOWLEDGE EXAMINATION

Effective date: 31 December 2025

Validity Period: 01 January 2026 to 31 December 2026

1. REASON FOR ISSUE/PURPOSE

This notice is intended to inform the Namibian aviation sector and the general public the dates on which examinations will be provided at the Erongo Region outstation in 2026.

2. VENUE

Swakopmund Flying School
Swakopmund Municipal Aerodrome
9000 Swakopmund
Namibia

3. APPLICABILITY

- a. The outstation examinations will only be administered if there is a minimum of 9 Examination bookings on the following dates for the year 2026.

EXAM DAYS	BOOKINGS CLOSING DATE
28 JAN – 30 JAN	MONDAY 19 JAN
18 FEB – 20 FEB	MONDAY 09 FEB
25 MAR – 27 MAR	MONDAY 16 MAR
22 APR – 24 APR	MONDAY 13 APR
20 MAY – 22 MAY	MONDAY 11 MAY
24 JUN – 26 JUN	MONDAY 15 JUNE
22 JUL – 24 JUL	MONDAY 13 JULY
19 AUG – 21 AUG	MONDAY 10 AUG
23 SEP – 25 SEP	MONDAY 14 SEP
21 OCT – 23 OCT	MONDAY 12 OCT
18 NOV – 20 NOV	MONDAY 09 NOV
07 DEC – 09 DEC	MONDAY 30 NOV

- b. There will be 3 examination sessions scheduled per day.

09:00 – 11:00

11:30 – 13:30

14:30 – 16:30

- c. The applicable fees will be as follows.

No	Type of Examination	Fees N\$
1.	PPL	500.00
2.	Night Rating	550.00
3.	CPL	950.00
4.	ATPL	1 100.00
5.	Flight Instructor	1 150.00
6.	AME	950.00
7.	Cabin Crew	950.00

4. EXAMINATION BOOKINGS

- a. Bookings for outstation examinations will close 7 days before the 1st day of the examination week at the outstation exams. Candidates are still free to enter for exams at the NCAA Test Center in Windhoek but in the event of an unsuccessful examination attempt they will not be allowed to attempt the same subject at any centre unless 72 hours have passed since the unsuccessful attempt in accordance with NAMCATS 61.01.18 (1) (1) (c).
- b. A full examination fee must be paid into the NCAA account by the time of booking and proof thereof submitted with the examination application form to examinations@ncaa.na
- Your Licence number/PPL Exam, CPL Exam, ATPL Exam or INST Exam must be put as reference when making the payment. (e.g., PA0007/CPL Exam for a person holding a PPL licence wishing to write a CPL subject.
- c. The examination schedule will be sent to the candidates on the Friday preceding the examination week.

5. EXAMINATION DAY PROCEDURES

- a. Candidates should be present at the examination centre at least 30 minutes before the schedule time for the commencement of each examination paper, with the following documents:
- i. Original pilot license, and
 - ii. Confirmation of booking form and payment
- b. All other examination rules as published on the NCAA website will be applicable.

For enquiries, please contact Tel +264 83 235 2494