

## **ACP Manual Initial ACP Requirements**

### **4.6 Initial ACP Accreditation**

1. There are five basic steps to an initial ACP accreditation:
  - a) Step 1 – Initial ACP Accreditation Request & Candidate Pre-Assessment;
  - b) Step 2 – ACP (Initial) Course;
  - c) Step 3 – Knowledge Assessment;
  - d) Step 4 – ACP (Initial) Monitor; and
  - e) Step 5 – Transport Canada Brief.

### **4.7 Step 1 - Initial ACP Accreditation Request & Candidate Pre-Assessment**

1. Prior to enrolling in an ACP (initial) course, candidates seeking an ACP accreditation must first contact Transport Canada. ACP candidates will be asked to complete and forward an initial application.
2. Transport Canada will consider the following with respect to an ACP candidate:
  - a) need;
  - b) expectations and requirements;
  - c) professional suitability; and
  - d) other factor(s) unique to the ACP candidate.
3. Following this consideration, Transport Canada will respond to the ACP candidate with a decision as to whether an ACP accreditation can be pursued.
4. Transport Canada must be contacted no later than 30 days in advance of any proposed ACP monitoring and/or assessment activities by Transport Canada.

### **4.8 Step 2 – ACP (Initial) Course**

1. ACP candidates must successfully complete a Transport Canada approved ACP (initial) course (both academic and practical phases) prior to proceeding to the knowledge and skills assessment conducted by Transport Canada. The academic phase is provided in a classroom setting whereas the practical phase is conducted in a simulator or aircraft.

2. The curriculum for the ACP (initial) course is detailed in the document entitled *Approved Check Pilot Program - Course Training Standard* (RDIMS 5154456).
3. Additional Flight Check Exposures
  - a) To further enhance and develop their ACP competencies, ACP candidates should be scheduled to observe additional flight checks beyond the practical training prescribed in the *Approved Check Pilot Program - Course Training Standard* (RDIMS 5154456).
  - b) These additional exposures should be scheduled prior to the knowledge and skill assessment conducted by Transport Canada. They should also be relevant to their intended ACP authorization (i.e., CARs Subpart, IFR versus VFR, and ACPs (Type A) versus ACPs (Type B)).
  - c) Additional exposures should always be pursued with the consent of the pilot candidate(s) and operator involved.
4. Course Availability
  - a) Pilots who are sponsored by an operator will often attend an approved ACP (initial) course delivered by the operator itself. This training may also be outsourced.
  - b) Approved ACP (initial) courses available to ACP candidates not sponsored by an operator (i.e., public courses) are listed on the Transport Canada ACP/AQP website.
5. ACP (Initial) Course Validity Period
  - a. The validity period of the ACP (initial or recurrent) course is 36 months. The valid-to date is calculated as follows:
    - i. 23:59 local time on the first (1<sup>st</sup>) day of the thirty-seventh (37<sup>th</sup>) month following the completion date of the ACP (initial or recurrent) course.
  - b. An ACP (initial or recurrent) course may be renewed within the last 90 days of its validity period. In this case, the ensuing validity period is extended by 36 months based on the original valid-to date.
6. Course Variations
  - a) The most common and widely applicable ACP (initial) course is that designed for ACPs (Type A) who will conduct PPC/IFRs in a simulator.
  - b) Both the academic and practical phases of the ACP (initial) course may differ in order to accommodate:
    - i. ACPs (Type A, VFR Only);

- ii. ACPs (Type B);
- iii. ACPs who service CARs Subparts 702 and 703 operators; and
- iv. ACPs (Type A) who conduct helicopter PPCs.

c) ACP (Type A, VFR Only) Training

i. Academic Phase

- 1. ACP (Type A, VFR Only) candidates have the option of attending either an approved ACP (initial) course designed to address PPC/IFRs or a course specifically designed to address PPC/VFRs.
- 2. The academic phase of an approved ACP (initial) course may be delivered through an approved alternative ACP training program. An approved alternative ACP training program does not require candidates be present in a classroom but does require a self-study assignment (corrected to 100%) to be completed.

ii. Practical Phase

- 1. ACP (Type A, VFR Only) candidates are only required to be trained and assessed on how to conduct a PPC/VFR.
- 2. With written permission from Transport Canada, the practical phases of this training may be altered from what is detailed in the *Approved Check Pilot Program - Course Training Standard* (RDIMS 5154456).

d) ACP (Type B) Training

i. Academic Phase

- 1. ACPs (Type A) and ACPs (Type B) must possess a number of similar skills and competencies. The academic phase of an ACP (initial) course designed to address PPC/IFRs likely addresses the requirements of an ACP (Type B) candidate. An ACP course providers should be consulted.

ii. Practical Phase

- 1. ACP (Type B) candidates are only required to be trained and assessed in conducting a line check.
- iii. Additional information concerning ACP (Type B) training requirements is found in Advisory Circular (AC) 705-003.

e) Training For ACPs Who Service Subparts 702 and 703 of the CARs Operators

i. Academic Phase

1. The academic phase of an approved ACP (initial) course may be delivered under an approved alternative ACP training program. An approved alternative ACP training program does not require candidates be present in a classroom but does require a self-study assignment (corrected to 100%) to be completed.

ii. Practical Phase

1. With written permission from Transport Canada, the practical phases of this training may be altered from what is detailed in the *Approved Check Pilot Program - Course Training Standard* (RDIMS 5154456).

f) Training for ACPs (Type A) who conduct helicopter PPCs

i. Academic Phase

1. There are no changes to the policy concerning the academic phase of training.

ii. Practical Phase

1. With written permission from Transport Canada, the practical phases of this training may be altered from what is detailed in the *Approved Check Pilot Program - Course Training Standard* (RDIMS 5154456).