Trafikstyrelsen
Danish Civil Aviation and Railway Authority

ATS/FCL: Language Proficiency Assessor (LPA) Authorisation for issue/revalidation/renewal

This application form is to be send to: license@trafikstyrelsen.dk

Part A: To be completed by the applicant	
Date of birth	Surname
Forename(s)	
Official address	
Postcode, city (country if not DK)	
Telephone number	E-mail address
c/o address for sending authorisation, if different from above	
Date of signature	Signature applicant

Part B: Application for LPA Authorisation			
	ATS application (BL 6-08 para 13.3)		
☐	Initial authorisation	ATS, FCL or GEN license no:	
☐	Revalidation	LPA Authorisation no:	Expiry date:
☐	Renewal*	LPA Authorisation no:	Expiry date:
	Applicant's affiliated Language Testing Organisation (LTO (LAB)):		No.:
	FCL application (BL 6-08 section 15)		
☐	Initial authorisation	FCL or GEN license no:	
☐	Revalidation	LPA Authorisation no:	Expiry date:
☐	Renewal*	LPA Authorisation no:	Expiry date:
	Applicant's affiliated Language Testing Organisation (LTO):		No.:

* If the renewal is done more than three years after the date of expiry, a new initial LPA course is required.

Part C: INITIAL authorisation - Requirements completed by LTO and LPA			
	ATS Language Proficiency Assessor initial application		
☐	Course completed and test passed. BL 6-08 para. 13.2.2		
☐	Course certificate issued for attachment of application		
☐	Government issued photo ID of applicant verified		
	FCL Language Proficiency Assessor initial application		
☐	Course completed. BL 6-08 para.14.2.1	☐	Course certificate attached the application
☐	Exam passed. BL 6-08 para. 14.3	Date of exam:	
☐	Applicant's affiliated Language Testing Organisation (LTO):		No.:
☐	Government issued photo ID of applicant verified		

By-, Land- og Transportministeriet

Part D: Revalidation/renewal of authorisation - Requirements completed by LTO and LPA		
	ATS Language Proficiency Assessor revalidation/renewal*	
☐	Course completed and test passed. BL 6-08 para. 13.2.4	
☐	Course certificate issued for attachment of the application	
☐	Government issued photo ID of applicant verified	
	FCL Language Proficiency Assessor revalidation/renewal*	
☐	Revalidation completed. BL 6-08, para. 15.2.1, sub-item 1, 2 and 3 as specified below:	
☐	Renewal completed. BL 6-08, para. 15.2.2, sub-item 2 and 3 as specified below:	
☐	**1.**: Minimum 12 language proficiency assessments performed. Documentation attached the application	
☐	**2.**: Standardisation seminar participated within the last 12 months. Documentation attached the application	
☐	**3.**: One assessment performed, and test passed.	**Date:**
☐	Government issued photo ID of applicant verified	

* If the renewal is done more than three years after the date of expiry, a new initial LPA course is required.

Part E: Language proficiency assessment of applicant - Completed by LTO and LPA												
Assessment of applicant	**Pronunciation**		**Structure**		**Vocabulary**		**Fluency**		**Comprehension**		**Interactions**	
	EN	DK	EN	DK	EN	DK	EN	DK	EN	DK	EN	DK
Level obtained												
Total score of final level			Date:		Remarks:							

Part F: Declaration by the Language Testing Organization	
I, the undersigned, hereby certify that the applicant met the requirements and was ready for the assessment completed according to:	
☐	**ATS** - BL 6-08 and (EU) 2015/340
☐	**FCL** - BL 6-08 (incl. »Informationstillæg til BL 6-08«) and (EU) 1178/2011
Name and no. of LTO:	
Name and no. of LPA:	
Date:	Signature LPA of LTO:

Carsten Niebuhrs Gade 43
1577 København V
Telefon 7221 8800
Fax 7262 6790
info@trafikstyrelsen.dk
www.trafikstyrelsen.dk

Personal Data Protection

According to the general data protection regulation (GDPR), we will inform you how we handle the personal data we receive and process about you.

We are the Data Controller - how to contact us
The Danish Civil Aviation and Railway Authority is the Data Controller for the personal data we receive on you. If you have any questions concerning processing of your personal data by the Authority, you are welcome to contact us or our independent data protection adviser via the contact details below:

Contact details for the Authority:
Carsten Niebuhrs Gade 43
1577 Copenhagen W
Tel.: 7221 8800
E-mail: info@trafikstyrelsen.dk
CBR no.: 27186386

Contact details for our data protection adviser:
E-mail: dpo@trafikstyrelsen.dk
Tel.: 41780131

The purpose of processing your personal data
The Authority processes personal data for the following purposes:

Application form. Applicant must be identifiable

The legal basis for processing your personal data
The legal basis for processing your personal data comes from:

Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licenses and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011

Categories of personal data
The Authority processes the following categories of personal data on you:

Name, date of birth, address, telephone, email and evidence of education. It may further be required for legal identification as e.g. passport, which then only is to be send by Digital Post.

Transfer to recipients in other countries, including to international organisations
Details of certificate may be shared with the competent authorities in other states

Storage of your personal data
At least 5 years, but in accordance with national data protection legislation

Your rights
According to the Data Protection Regulation, you have a number of rights regarding the processing of your personal data by us. If you want to exercise your rights, please contact us.

The right to see your data
You have the right to see the data we process on you (the right of access to documents), or to apply for access to documents.

The right of correction
You have the right to have incorrect data on you corrected.

The right of deletion
In special instances, you have the right to have data we hold on you deleted before the date on which we generally delete data. This only applies to data which we are not obliged to record.

You can read more about your rights in the Danish Data Protection Agency's guide to data subject rights at www.datatilsynet.dk.

Complaints to the Danish Data Protection Agency
You have the right to complain to the Danish Data Protection Agency if you are dissatisfied with the manner in which we process your personal data. You can find the Agency's contact details at www.datatilsynet.dk.