

## APPLICATION FOR ISSUE, RENEWAL OR RE-ISSUE OF A STUDENT PILOT LICENCE (SPL)

### 1.0 PURPOSE

- 1.1 The Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue of a Student Pilot Licence issued in compliance with the Civil Aviation (Personnel Licensing) Regulations.
- 1.2 This Advisory Circular supersedes CAA-AC-PEL001C dated August 2019.

### 2.0 REFERENCES

- 2.1 The Civil Aviation Act
- 2.2 Regulation 36 of the Civil Aviation (Personnel Licensing) Regulations;
- 2.3 The prescribed application forms.

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

- 3.1.1 In reference to various Civil Aviation Regulations, no person may act as a crew member of an aircraft registered in Kenya, unless he is a holder of a valid prescribed licence and rating issued in accordance with the Civil Aviation (Personnel Licensing) Regulation.
- 3.1.2 The types of Licences issued are detailed in Regulation 4 of the Civil Aviation (Personnel Licensing) Regulations.
- 3.1.3 The Ratings, Category ratings, Class ratings and aircraft type ratings are issued as prescribed in Regulation 5 of the Civil Aviation (Personnel Licensing) Regulations.

- 3.1.4 Nothing in this AC is intended to conflict with the Civil Aviation Regulations or other legislation, which in case of doubt, must be regarded as over-riding.
- 3.1.5 The prescribed application forms, Forms for assessment of the qualifying flying experience for a licence, or rating may be obtained from the Authority's Personnel Licensing (PEL) Office and the website.
- 3.1.6 The requirements for grant of a licence or rating are to be fulfilled before the application is made, and the prospective applicant should ensure that the results of an examination or test will be valid by the date all the other requirements are met before the application for the licence or rating is made. The knowledge test should be passed before the practical (skill) test is conducted as provided in Regulation 28 of the Civil Aviation (Personnel Licensing) Regulations.
- 3.1.7 When all the requirements have been met, the applicant should complete the appropriate prescribed application form and submit it to the Personnel Licensing (PEL) Office with the required supporting documents.
- 3.1.8 Licenses are issued after an applicant has undertaken the relevant training and passed the required knowledge examinations and practical (skill) tests.
- 3.1.9 All the knowledge examinations and the practical (skill) tests are booked at the PEL Office.
- 3.1.10 All applications for issue of licences must be accompanied by two copies of recent full-face photographs. These should be size 25mm by 30mm from the same negative.
- 3.1.11 Where an applicant has failed a knowledge test, he may appeal to the Authority, if he wishes to contest the fail result, by presenting the appeal case in writing to the Authority within 14 days from the date of the test result.

## **3.2 Medical Requirements**

- 3.2.1 Pilot licences and ratings will not be issued unless the applicant holds a valid medical certificate in the appropriate class, issued by the Authority's designated Medical Examiner. Prospective applicants for pilot licences and ratings are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.
- 3.2.2 Arrangements for the medical examination are made by the applicant direct to any Authority's authorized Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the PEL office or the Authority's website. The aviation medical examiner will advise the applicant on the medical examination charges.

- 3.2.3 On satisfactory completion of the medical examination and on payment of the appropriate doctor's fee, the applicant will be issued with the applicable medical certificate, a copy of which should be attached to the application form for the licence or rating sought.
- 3.2.4 An applicant for renewal of a pilot licence whose medical examination is conducted within 45 days before the licence current expiry date will use the licence expiry date as the start date of the new validity period. Applicants whose medical examinations are not conducted within 45 days of the licence expiry date will use the date of the medical examination as the start date of the new validity period.

### **3.3 Submission of the Application Form**

3.3.1 Before Submitting the Application Form the applicant should ensure that;

3.3.1.1 He is medically fit for the licence or rating sought,

3.3.1.2 He meets eligibility requirements of the licence or rating applied for concerning:

1. Age;
2. The English language in accordance with the language proficiency requirements prescribed in Regulation 8 of the Civil Aviation (Personnel Licensing) Regulations;
3. The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
4. The (approved or required) flight training;
5. Pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
6. Pass in the required practical test on the areas of operation listed in the relevant Civil Aviation (Personnel Licensing) Regulation for which a licence or rating is sought;
7. The prescribed knowledge and practical tests are completed and passed within the prescribed period;
8. The prescribed application form is duly completed, signed and dated; and
9. All the required certifications have been acquired and the supporting documents are all attached.

### **3.4 Evaluation of the Application Form**

3.4.1 This is done to ensure that the correct prescribed forms for applying for the licence, certificate or rating are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting it to the PEL Office. For all licences and for all aircraft type rating endorsements a certified personal logbook or an acceptable flying record **MUST** be availed to the Personnel Licensing Inspector on the submission of the application form.

3.4.2 Licence or Rating application fees will not be paid until the applicant has met all the prescribed requirements.

### **3.5 Validity of the Examinations Results**

3.5.1 All the knowledge and the practical test results valid as stipulated in the Civil Aviation (Personnel Licensing) Regulation 26 or for each licence.

### **3.6 Collection of the completed Licence.**

3.5.2 Unless otherwise requested by the applicant, completed licences are not released by mail, but are collected from the Personnel Licensing Office, by the applicant or a person authorized by the applicant to do so. The person collecting the licence from the Personnel Licensing office, whether it is the applicant or an authorized agent, MUST sign for the collection by giving their full names, date, and append their official signature on documents- release- register in the Personnel Licensing Office.

## **4.0 REQUIREMENTS FOR APPLICATION FOR A STUDENT PILOT LICENCE**

### **4.1 The Applicant's Identity**

4.1.1 Present a photo identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form. If the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

### **4.2 Eligibility Requirements**

4.2.1 The applicant must meet the SPL specific eligibility requirements of Regulation 36 of the Civil Aviation (Personnel Licensing) Regulations.

4.2.2 The applicant must

4.2.2.1 be not less than 16 years old, and

4.2.2.2 be holder of at least a Class 2 Medical Certificate from a Kenyan Approved Medical Examiner.

### **4.3 Application Requirements.**

4.3.1 The applicant should:

4.3.1.1 Complete the SPL application form;

4.3.1.2 Submit two photographs - full face (Size-25mm by 30mm);

4.3.1.3 Present a photo Identification Card or Passport, and attach a copy of the same on the application form and:

4.3.1.4 Pay the prescribed fees after being issued with an invoice.

#### **4.4 Renewal Requirements.**

4.4.1 To renew an SPL an applicant is required to:

4.4.1.1 Have at least a medical certificate Class 2;

4.4.1.2 Complete the application form for issue or renewal of a student pilot licence.

4.4.1.3 Present the original licence already held; and

4.4.1.4 Pay the prescribed fees.

4.4.2 The renewal is done by endorsing the medical date and the new validity dates on the already existing licence.

#### **4.5 Discrepancies or Ineligibility.**

4.5.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

#### **4.6 Issue or Renewal of the licence**

4.6.1 When all the conditions listed above have been met and have been satisfactorily certified by the Authority's Personnel Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.



Civil Aviation Authority

Appendix 1 - Application form for an SPL



# FORM

FORM: AC-PEL 001A

February, 2026



**APPLICATION FOR ISSUE OR RENEWAL OF STUDENT PILOT LICENCE**

<b>Application Type (Please tick the appropriate box)</b>	
I am applying for; Student Pilot Licence	
<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal
Licence No:	

<b>Applicant's details:</b>	
Name (as it appears on ID/Passport):	
Date of Birth:	Age (Min.16):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Postal Address:
Email address:	
ID/Passport No:	Nationality:
Licence held:	Phone Number:

<b>Medical Certificate Details:</b>			
Class of Medical:	Date of Medical:	Expiry date:	Name of AME:

<b>Attachments: Tick only if you have attached;</b>	
<input type="checkbox"/> For Initial Issue:	<input type="checkbox"/> For Renewal:
<input type="checkbox"/> A copy of <u>Medical</u> certificate	<input type="checkbox"/> A copy of <u>Medical</u> certificate
<input type="checkbox"/> Two Passport size photos (3cm*2.5cm)	<input type="checkbox"/> Original Student Pilots Licence
<input type="checkbox"/> A copy of ID/Passport	

<b>Declaration:</b>	
I hereby declare that the information contained in this application and the accompanying attachments is, to the best of my knowledge and belief, complete and accurate.	
Signature:	Date:

<b>For Official Use Only:</b>	
Fees:	Receipt No.:
Date:	<input type="checkbox"/> HQ <input type="checkbox"/> WAP <input type="checkbox"/> MSA
PEL Inspector's Name:	Signature: