

# Aeronautical Information Circular

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AIC  
B No: 06/26  
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SUBJECT: Conversion of Air Traffic Controller License

## 1. General

- 1.1. In accordance with the Air Navigation Regulation of Macao (ANRM) Fourth Schedule paragraph 4, the AACM may grant an Air Traffic Controller License (ATC License) to an applicant who holds a valid ATC License issued by an ICAO contracting state. Before the Macao ATC License is issued, the AACM needs to be satisfied that the applicant is a fit person to hold the license and is qualified by reason of his knowledge, experience, competence, skill, physical and mental fitness so to act. For this purpose, the applicant shall furnish such evidence and undergo such examinations and tests as prescribed in the ANRM.
- 1.2. In order to meet the experience requirements for the grant of an ATC License laid down in the Fourth Schedule paragraph 9 (3) of the ANRM, the applicant shall have completed an approved training course, and not less than three months satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller. A valid Student ATC License issued in accordance with paragraph 62 of the ANRM is required for the person provides air traffic control service under supervision.
- 1.3. If a person wishes to convert his ATC License issued by an ICAO contracting state to Macao ATC License, he shall provide the information of his foreign license to the AACM when he applies for the Student ATC License. The AACM will contact the issuing ICAO contracting state to confirm the validity of the license to be converted. The AACM will not consider issuing a Student ATC License unless the confirmation from the issuing ICAO contracting state has been received.

*Note: Some ICAO contracting states may require payment of a fee or consent from the applicant for releasing his personal information to the AACM. It is the applicant's responsibility to meet such requirements for the issuing ICAO contracting state to send the license confirmation to the AACM.*

- 1.4. Application can be made by applicant in person at AACM office or through ALMS online application system with the link below:  
<http://licensing.aacm.gov.mo/alms-pub>

## 2. Application for Student ATC License pursuing license conversion

- 2.1. An applicant of the Student ATC License pursuing license conversion must:

- a) submit a completed form PEL/APP/003;
- b) submit one recent color photograph in accordance with the requirements specified in Attachment A of this AIC;

- c) submit a proof of nationality;
- d) submit a valid air traffic controller license issued by an ICAO contracting state;
- e) submit the documents certifying the successful completion of the approved training course;
- f) submit a proof of employment from the ATS provider;
- g) pass the required written examination;
- h) be assessed as fit for Class 3 aviation medical standards by a medical examiner designated by the AACM;
- h) by the AACM; pay the appropriate application fee.

2.2. The AACM may in a particular case require the applicant of Student ATC License to meet additional requirements.

### **3. Application for conversion of ATC License**

3.1. An applicant of the ATC License conversion must:

- a) submit a completed form PEL/APP/003;
- b) submit one recent color photograph in accordance with the requirements specified in Attachment A of this AIC;
- c) submit a proof of nationality;
- d) submit the documents certifying the successful completion of the approved training course, including the on-the-job training;
- e) submit a proof of employment from the ATS provider;
- f) pass the language proficiency test;
- g) pass a competence check conducted by an AACM authorized ATC Examiner;
- h) be assessed as fit for Class 3 aviation medical standards by a medical examiner designated by the AACM;
- i) pay the appropriate application fee.

3.2. The AACM may in a particular case require the applicant of ATC License to meet additional requirements.

### **4. Language proficiency requirements for conversion of an ATC License**

4.1. Language proficiency test is based on the language proficiency requirements in AC/PEL/002.

### **5. Written Examination for conversion of an ATC License**

5.1. Applicant of conversion of ATC License is required to pass a written examination conducted by the AACM. Details of the ATC written examination are contained in the corresponding Macao AIC B series.

### **6. AIC B 11/17 is hereby cancelled.**

## **Photograph Requirements**

1. A recent, color, bare-headed and full-faced photograph.
2. Dimensions of the photograph must be 45mm high by 35mm wide (1.5 inches). Photograph must be taken in plain white background without margin.
3. The photograph must be clear and well defined. No effect lenses are allowed.
4. The image in the photograph must not be altered to change the natural appearance of the applicant, such as moles or scar and so on.
5. The photograph must be full-faced and show the facial features of the applicant clearly.
6. Head coverings are not allowed and heavy make-up, camisoles or tube-tops should be avoided when taking photograph.
7. To show full face, exaggerated accessories should be avoided when taking photograph.

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