



MICROLIGHT INSTRUCTOR APPLICATION CHECKLIST

There are a number of forms and associated information required to review and process an application to become a microlight Instructor.

To streamline the process and avoid delays or repeated requests for information, please use this checklist to ensure you have all the necessary information before submitting.

Preferred submission is by scanning/emailing the documents but posted papers are also accepted.

Once ALL the data is received our OPS officer will review the supporting data and authorise the issuing of a Junior or Senior Microlight Pilot Certificate as appropriate.

Items required-

- Microlight Instructor Application**
Support from your local club committee is required- they know you better than we do. Please include a summary of flight experience and types flown.
Application form [here](#).
- Ministry of Justice criminal record check**
Apply online on the MOJ website [here](#).
- RAANZ Fit and Proper Person Declaration**
A refresher even if you have done one previously.
Online FPP form [here](#).
- Instruction Techniques Course completed**
An online course covering aspects of teaching and learning.
This course is available online [here](#).
Or provide evidence of having completed an aviation related ITC.
- Microlight Instructor Training Record**
Evidence of competency in briefing/flying/debriefing each element of the training syllabus.
Evidence of satisfactory completion of oral exam.
Training Record form [here](#).
- Extract from logbook showing instructor training flights**
Show dates, flight times, exercises flown.
- Record of Instructor flight test**
CMV form of flight test completed and signed off with ATO not responsible for or affiliated with the candidate or club.