

## **I wish to apply for the Commercial Aviation Diploma program, where do I start?**

Follow the steps in this order:

1. Complete the Transport Category 1 Commercial Aviation Medical. Consult our FAQ section for where to have a medical done. If Transport Canada deems you fit enough to hold the medical, you will usually receive the actual Medical Certificate 4 to 8 weeks after you have completed your medical appointment.

*NOTE: Even if the Medical Examiner states during the appointment that you meet the medical requirements, you do not actually know until you receive the Medical Certificate from Transport Canada, as they can veto the Examiner's decision once they review your file and medical history.*

2. This can be completed concurrently with step #1 above.

Apply to Okanagan College for the Commercial Aviation Diploma program.

*Applicants who will hold a Canadian Private Pilot Licence prior to the start of the first semester, must apply to the September intake.*

*Applicants who do not hold a Canadian Private Pilot Licence prior to the first semester must apply to the January intake to start their PPL as part of the program.*

3. When you receive your Commercial Aviation Medical Certificate, sign it where indicated, and forward it to the Office Administrator at SIFC using the email at the bottom of this list.
4. You will then be contacted by SIFC to complete a second application form, without charge, so we can parallel the application process with Okanagan College. This application requires that you complete a biography - instructions are on the form.

The Office Administrator will also forward a copy of the Pre-Interview question set, to be completed by you and returned for evaluation.

5. Upon receipt of the completed Application and Pre-Interview Question Set, the information will be reviewed for consideration and SIFC will then arrange for the interview and aptitude tests to be completed in Kelowna.
6. Throughout this process you will also be contacted by Okanagan College with requests for the various items listed in the Admission Requirements for the program (transcripts, etc.). You must monitor your MyOkanagan Account and keep checking your junk email folder as important items commonly end up there.

If you have applied to the September intake, you must now perform Steps 7 through 9, otherwise skip to step 10 for the January intake.

7. For candidates who have successfully completed all admission requirements, including a successful interview and aptitude testing, but still have the PPL outstanding, SIFC will now issue the Conditional Letter of Recommendation for acceptance to the program. This will be based on completing the PPL prior to the first day of class.
8. While working on your PPL, you must forward copies of the following items to SIFC as you complete them:
  - Restricted Radio Operator Certificate - Aeronautical
  - Student Pilot Permit (if not completed the PPL)
  - Temporary PPL Signed on the back of the Student Pilot Permit (when done the PPL), or a copy of the full PPL if already received from Transport Canada
9. Once the previously selected candidates (Step 8 above) have met all requirements of step 9, SIFC send the final Unconditional Letter of Recommendation for acceptance into the program.

Students who have applied for the January intake follow step 11.

10. For January intake applicants, candidates who have successfully completed all admission requirements, including a successful interview and aptitude testing, but not including a PPL, SIFC will now issue an Unconditional Letter of Recommendation for acceptance into the program.

Notes of Importance:

- A. The order provided above will be adhered to by SIFC
- B. Emails from Okanagan College and SIFC often end up in junk or spam filters - please check these regularly to make sure you don't miss any important correspondence.
- C. SIFC will only correspond to the applicant during the process, not parents or guardians.
- D. All costs for the application and assessment process are borne by the applicant.
- E. In extreme cases (ie. international applicants) the interview may be conducted using online video software and the aptitude tests may be arranged for conduct through an independent third party (paid for by the applicant), but preference is given to applicants who attend the interview and aptitude tests in-person in Kelowna.
- F. Fees are due and payable approximately two weeks before the start of each semester. Unpaid fees will result in revocation of the acceptance into the program.

### Common Questions and Answers:

1. Can I use a Private Pilot Licence from another country to qualify for entry?

No.

2. Can I use the *Canadian Private Pilot Licence issued on the basis of a foreign licence* for entry to the Commercial Aviation Diploma program?

No. Students who obtain a Canadian Private Pilot Licence issued on the basis of their foreign licence, are not required to complete the full Canadian written exam and flight tests, so they are at a significant disadvantage as they have not experienced the Transport Canada Written Exam and Flight Test processes.

3. Can I use the *Canadian Foreign Licence Validation Certificate* for entry to the Commercial Aviation Diploma program?

No.

4. Can I use a Transport Canada Private Pilot Medical (Category 3) to enter the program instead of the Transport Canada Commercial Pilot Medical (Category 1), as I would only be starting with my Private Pilot training at the beginning?

No. Without the Category 1 medical, which is assessed to higher standards than the Category 3, you will not be able to hold the Commercial Pilot Licence, so there is no point starting the program. The Category 1 also qualifies for the private pilot licence.

5. How long does it take to get the medical certificate from Transport Canada?

Domestic students wait 4 to 12 weeks to receive the actual medical certificate from Transport Canada if they have passed the exam, or a letter stating why they have been refused. International student wait times may be longer.

6. I have already completed some or all of the Business courses, can I only take the Aviation Courses?

No. The program is designed as a complete package that also demonstrates the ability to carry a heavy workload throughout the duration of the program. If you have completed the same Business courses as listed in the Commercial Aviation Diploma Program, please contact an Okanagan College Business Advisor to see if: 1. The courses are transferable for credits, and 2. If you can substitute other approved business courses in place of the scheduled courses with.

7. I have completed some aviation training at another College, University, or self-paced flight training unit, can I transfer those courses/credits for the Commercial Aviation Diploma Program?

No.

**Some other helpful links from our web site:**

[http://www.flysifc.ca/commercial\\_diploma.html](http://www.flysifc.ca/commercial_diploma.html)

<http://www.flysifc.ca/international.html>

<http://www.flysifc.ca/faq.html>