

**Purpose of this Operating Procedure**

1. This Operating Procedure defines the procedure for issuance of a Temporary Tandem Instructor Certification and Endorsement (TTICE) by the HPAC/ACVL.

**Temporary Tandem Instructor Certification and Endorsement**

2. A TTICE may be granted on a case-by-case basis to individuals who:
  - a. Are not permanent residents or citizens of Canada,
  - b. Hold current foreign instructor and tandem certifications determined to be at least equivalent to the requirements of the HPAC/ACVL Instructor Certification and T1 Endorsement for at least the previous 12 months, and
  - c. Have conducted a minimum of 100 instructional tandem flights within the previous 12 months.
3. TTICE Instructor is subject to the following limitations:
  - a. No privileges to sign off pilot ratings or endorsements,
  - b. No privileges to perform instruction other than tandem instructional flights, except as an apprentice or assistant instructor under the supervision of an HPAC/ACVL Certified Instructor, and
  - c. TTICE expires 90 days after the date of issue.
4. TTICE Instructor must at all times:
  - a. Be a full member in good standing of HPAC/ACVL,
  - b. Continue to qualify for and hold the foreign instructor and tandem certifications relied upon as the basis for the TTICE,
  - c. Follow the HPAC/ACVL Critical Prelaunch Checklist with each tandem instructional flight, and
  - d. Comply with all applicable Canadian Aviation Regulations (CARs).

## Application Procedure for TTICE

5. TTICE candidate shall provide copies of the following documentation (paper copy or electronic copy) to the HPAC office:
  - a. Evidence supporting equivalent foreign instructor certification, tandem instructor certification or other qualifications equivalent to HPAC/ACVL Instructor Certification and Tandem Endorsement,
  - b. Logs or other evidence of the number of tandem instruction flights within the previous 12 months,
  - c. Evidence of passing the Transport Canada HAGAR exam,
  - d. Endorsement letters from two individuals; one holding a current HPAC/ACVL Tandem 2 Endorsement and one holding a current HPAC/ACVL Senior Instructor Certification.
    - i. Each of the T2 and Senior Instructors shall review the information provided by the candidate in accordance with 5(a) through 5(d), and shall certify that the candidate meets the requirements herein, or refer the matter to the HPAC/ACVL office for further evaluation by the Council of Senior Instructors (CSI),
    - ii. The Senior Instructor shall require the candidate to write the HPAC/ACVL H4/P4 (as applicable) exam which may be administered by any HPAC/ACVL Instructor with results returned to the Senior Instructor, however the exam may be waived if the candidate provides sufficient documentation that they have passed a written exam equivalent to the HPAC/ACVL H4/P4 (as applicable) exam, and
    - iii. The T2 Instructor shall conduct a flight evaluation of the candidate consisting of solo and tandem flights sufficient to satisfy themselves that the candidate possesses adequate flight skills and demonstrates proper safety procedures.
6. Upon receipt of the required documentation, the HPAC/ACVL office shall review and make a final determination to approve or deny the application.
  - a. The applicant may specify a requested start date with their application. If no start date is specified or if the requested start date is prior to the date the review is complete, the 90 day TTICE starts the day the HPAC/ACVL office approves the application.
7. HPAC/ACVL reserves the right to deny a TTICE to any candidate for reasons of public safety or other concerns.
8. TTICE may be cancelled by the BoD for reasons of public safety or other concerns.