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BELIZE
DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION
SERVICE



AIC
C004/26
30th June 2026

PEL Licensing Process – Aircraft Maintenance Engineer License
(without type rating)

1. Purpose

1.1 This Aeronautical Information Circular (AIC) is issued to notify the aviation industry of the licensing process applicable to applicants seeking to obtain an Aircraft Maintenance Engineer (AME) License — Without Type Rating, and to licence holders seeking renewal of such license. This AIC is intended to provide clear and accessible guidance to assist applicants and license holders in understanding and navigating the applicable eligibility requirements, application procedures, examination process, and renewal requirements.

2. Background

2.1 This Aeronautical Information Circular (AIC) consolidates all procedural steps from initial eligibility assessment through examination, licence issuance, and renewal into a single reference to ensure consistent understanding and application of the licensing process by applicants and licence holders operating under BDCA-approved Aircraft Maintenance Organisations (AMOs).

3. Applicability

3.1. This AIC applies to:

- (a) Applicants seeking to obtain an Aircraft Maintenance Engineer Licence — Without Type Rating, who are employed or engaged within a BDCA-approved AMO; and
- (b) Existing holders of an Aircraft Maintenance Engineer Licence — Without Type Rating who are seeking renewal of such licence.

4. Licensing Process

4.1 Eligibility Requirements – Initial Issuance

- (a) Before applying, applicants shall ensure that they meet the experience requirements prescribed in BCAR APL 10.8 (a) through (f) for the specific license category they are

applying for. All required experience must have been obtained within a BDCA – approved aircraft maintenance organization (AMO).

4.2 Once the applicant has confirmed their eligibility, submit the following documents to the BDCA:

- (a) Submit a completed BDCA FORM APL 3010 (application form for AME License)
- (b) Present a valid Official Identification document i.e Passport or Social Security Card.
- (c) Present the required experience requirements outline in BCAR APL 10 (a) – (f) depends on the category applying for by presenting logbook entries showing experience requirements.
- (d) A letter from the BDCA Approved AMO shall be submitted on an official letter head and signed by AMO Director of Maintenance.

Note: Ensure all documents are complete and accurate before submission to avoid delays in the review process.

4.3 BDCA Review and Notification

- (a) Upon receipt of your application, the BDCA will review and evaluate your submitted documentation and experience records. You will be notified of the outcome via a formal letter sent to the email address provided on your application form. The letter will indicate one of the following:
 - (i) Satisfactory acceptance – your experience requirements have been accepted, and you may proceed to the examination phase.
 - (ii) Further information required - additional information/documentation or clarification may be requested before a determination is made.

4.4 Theoretical Examinations

- (a) Once the candidate has received the formal letter of acceptance from the BDCA, you are required to submit BDCA FORM APL 3030 to initiate the examination phase. In your submission, please indicate your proposed examination date and time. The BDCA will respond with a confirmation email specifying the confirmed date and time of your examination.

Note: A fee of BZ\$25.00 applies per theoretical examination attempt.

4.5 List of Theoretical Examinations:

All candidates are required to sit and pass the following examinations:

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Item	Examination	Type of Examination
(a)	BCAR Regulations	Multiple Choice Examination
(b)	Engineer Airframe	
(c)	Engineer Powerplant	
(d)	General Engineer	
(e)	Essay Question	Written Examination
(f)	Oral Exam	Oral Examination

Note: The minimum passing mark for all examinations is 70%.

4.6 Examination Validity Period

- (a) In accordance with BCAR APL Subpart C, Section 10.13(c), candidates should be aware of the following rules regarding examination pass validity:
 - (i) A pass in a multiple choice or essay paper is valid for one (1) year from the date the examination was taken.
 - (ii) All required examination components including the oral examination must be passed within that one-year period.
 - (iii) Any pass that falls outside the one-year limit will automatically lapse and the examination must be re-sat.

4.7 License Issuance

- (a) Upon successful completion of all required examinations, you will proceed to the licence issuance stage. Please note the following:
 - (i) A licence issuance fee of BZ\$50.00 is applicable.
 - (ii) You will be required to have your photograph and signature captured at the time of issuance for inclusion on your aircraft maintenance engineer licence – without type rating.

5. Renewal Requirements

- (a) License holders seeking to renew their Aircraft Maintenance Engineer License must meet the following requirements and submit the applicable documentation:
 - (i) Submit BDCA – FORM – APL – 3011 for license renewal.

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- (ii) provides evidence as stipulated in BCAR -APL 10.4 of having been engaged on the maintenance of operating aircraft for period totalling at least 6 months during the 24 months before the application for renewal.
- (iii) Provide a scanned copy of a Belizean Passport / Social Security Card.
- (iv) Pay the prescribed renewal fee of \$50.00.

4. Conclusion

This AIC has been issued to provide clear, practical guidance to applicants seeking to obtain an Aircraft Maintenance Engineer License – without type rating, as well as guidance for license holders seeking renewal, through a BDCA – approved AMO.

For further clarification, please contact BDCA office or email: info@civilaviation.gov.bz

****END****

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