

4.13 Step 1 – ACP Accreditation Renewal Request

1. Transport Canada will not notify an ACP of an expiring ACP accreditation.
2. When requesting to renew an ACP accreditation, ACPs must continue to satisfy the following:
 - a. need
 - b. general ACP requirements;
 - c. ACP (recurrent) course requirements; and
 - d. ACP (recurrent) monitor requirements.
3. Renewal of an ACP accreditation must be requested in writing by the ACP at least ninety (90) days prior to the validity period's expiration date. The request must include the following:
 - a. copy of the ACP (recurrent) course's completion certificate;
 - b. list of aircraft types requested; and
 - c. the CARs Subparts and areas of ACP activity requested.

Note: Information provided should be written exactly as the ACP would like it displayed on their ACP accreditation.

4. Expired Validity Periods
 - a. Where the validity period for an ACP course has been expired for 24 months or more, the ACP shall re-qualify by attending the theory and practical portions of an ACP (initial) course.
5. When a new ACP accreditation is issued, the validity period will be based on the most recent ACP course completion date.