Certified Professional Pilot Phase Checklist for Candidates

Eligibility criteria:

Candidates must

- *have a Master degree* and have no less than the equivalent to one year full-time working experience in a relevant field*

OR

- *have a Bachelor degree** and have no less than the equivalent to three years full-time working experience in a relevant field*

OR

- *have no higher education degree but have no less than the equivalent to seven years full-time working experience in a relevant field*

AND

- *be fluent in spoken and written English, satisfying the criteria for at least level C1 of the European Language Portfolio*

* or the equivalent to European Qualifications Framework Level 7
**or the equivalent to European Qualifications Framework Level 6

How to apply – a checklist:

- *Fulfil the eligibility criteria*
- *Complete the application form with personal data and information on education level and working experience*
- *Select 9 out of 13 competencies from the Competency Framework - at least one per main area*
- *Provide written evidence on their working experiences relevant to 9 out of 13 competencies from the framework*
- *Describe 1 working situation related to each area, detailing the context (main goals of the transition initiative, main stakeholders involved, duration of the initiative, etc.); the role (job title, a task description, relationship to other stakeholders, personal goals, etc.); the proof of competencies (how the candidate dealt with obstacles, how he/she learned from the practical experience, how he/she applied the theoretical knowledge, etc.)*
- *Provide up to 2 supporting documents (max. 3 pages each) for these competencies (e.g. project reports, summaries, reference letters, certificates, pictures, speeches, public interviews, articles, etc.)*
- *Provide a short summary in English if the documents are in a language other than English*

*The **completion of an application form** can take up to 5-7 hours, but candidates can interrupt the submission, save it, and finish it later.*

*Online Interviews will focus on the achievements and competencies of the participants and will last from **45 up to 75 minutes**.*

- *The interview starts with a statement of motivation from the candidate (3 minutes).*
- *The assessor will address some aspects of the candidate's working experience in a more detailed and interactive way, being directed by the candidate's choice of competencies and based on the evidence provided.*
- *The interview will be conducted in English; it will be recorded and may be used for internal training purposes.*
- *The final assessment takes into account the application form with dossier as well as the performance during the interview.*
- *Technical requirements: no use of mobile phone; use computer with webcam in a private space. Please ensure that the signal is sound, and that microphone and camera are working.*
- *Aspects of professionalism, such as a candidate's environment, clothing, etc. are taken into consideration.*
- *It is recommended to concentrate on the evidence given for each competence in the dossier you submitted.*