

Exam Guide & FAQ

Austro Control Exams at Orbit Groundschool

Since 2019, it has been possible to take the EASA-approved exams in collaboration with Austro Control at our own facility in Arnhem. This *Exam Guide & FAQ* is intended to provide information about the procedures at Orbit Groundschool and to answer the most frequently asked questions regarding the booking and examination process.

Exam dates 2026		
January	12/13/14/15	Registration deadline: December 21, 2025 at 12:00pm (UTC)
February	9/10/11/12	Registration deadline: January 21, 2026 at 12:00pm (UTC)
March	9/10/11/12	Registration deadline: February 18, 2026 at 12:00pm (UTC)
April	20/21/22/23	Registration deadline: April 01, 2026 at 12:00pm (UTC)
May	18/19/20/21	Registration deadline: April 26, 2026 at 12:00pm (UTC)
June	15/16/17/18	Registration deadline: May 27, 2026 at 12:00pm (UTC)
July	13/14/15/16	Registration deadline: June 24, 2026 at 12:00pm (UTC)
August	17/18/19	Registration deadline: July 24, 2026 at 12:00pm (UTC)
September	14/15/16/17	Registration deadline: August 26, 2026 at 12:00pm (UTC)
October	12/13/14/15	Registration deadline: September 23, 2026 at 12:00pm (UTC)
November	9/10/11/12	Registration deadline: October 21, 2026 at 12:00pm (UTC)
December	14/15/16/17	Registration deadline: November 20, 2026 at 12:00pm (UTC)

Time table exam days

Every month we facilitate an exam week consisting of 3 or 4 consecutive days. Exams are scheduled in either 90, 120 or 135 minutes per time window, see table below. The breaks from 11:30 to 12:00 and from 13:30 to 14:00 are mandatory for all examinees.

Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)
09:30 to 11:30 (120 minutes)	09:30 to 11:30 (120 minutes)	09:30 to 11:30 (120 minutes)	09:30 to 11:30 (120 minutes)
<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
12:00 to 13:30 (90 minutes)	12:00 to 13:30 (90 minutes)	12:00 to 13:30 (90 minutes)	12:00 to 13:30 (90 minutes)
<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
14:00 to 16:15 (135 minutes)	14:00 to 16:15 (135 minutes)	14:00 to 16:15 (135 minutes)	14:00 to 16:15 (120 minutes)

Exam fees as of April 1, 2025

The fees listed below apply to each exam subject you take (e.g. ATPL has 13 exam subjects)

ATPL	€83,00
CPL	€83,00
IR/CB-IR/BIR	€79,00
PPL	€61,50

How to register and book your Austro Control exams at Orbit Groundschool

For each sitting (i.e. exam week), you need to create a new booking in the Student portal. Additionally you are required to submit a new, fully completed, and signed application form for the exams you wish to take. Please upload your completed form to the relevant portal booking via the 'view' button. Your application form will be sent by Orbit Groundschool to Austro Control, as they require it to prepare your requested exams. If you have requested changes to either the type or number of subjects, and this has been approved by our Exam centre, you will be required to amend the Austro application form and re-upload it to the Student portal. Also a new booking must be made in the Student portal and we have to cancel your current booking in the portal. Please follow the steps below to ensure your booking is registered correctly:

1. Register with/log into our [Student portal](#).

The portal serves as a resource for our Exam centre's administration, and enables us to provide you with your schedule, invoice, exam invite, and eventually the certificate. Please indicate the correct ATO when you register for the first time. Only select Orbit Groundschool if you have taken the theory course with us and therefore are registered with our ATO. If you are affiliated with another training organisation, please enter the relevant ATO.

2. Upload a copy of your ID/passport to your account via the *My account* button at the top right.

Without your ID/passport copy, your application will not be processed by us, nor by Austro Control. You only need to upload a copy once, and there is no need to also attach it to your application form.

3. Book your exams via the *Book exam* button.

While booking, please indicate the correct sitting; each exam week (i.e. sitting) you attend counts as a used sitting. Once you have selected the exams you wish to take, the total price will be displayed. You do not need to pay these costs yet; the invoice will be sent approximately two weeks before the registration deadline. Once you have made your booking, the chosen exam week will be viewable on your personal portal Dashboard.

4. Download the Austro Control Application Form from your Portal Dashboard.

Download either [Aeroplane](#) (ATPLA, CPLA, IRA, PPLA, CB-IR, BIR) or [Helicopter](#) (ATPLH (VFR), ATPLH, CPLH, IRH, PPLH). We recommend that you download and save the form and then fill it out, rather than filling it out from your browser.

5. Consult our [Instructions](#) to ensure you complete the Austro application form correctly (also page 6-9).

It is important that your details are entered correctly, because both Austro and the Orbit Groundschool Exam centre will use your specified email and home address for correspondence. Make sure your name(s) correspond(s) with your ID/passport and ensure that your email and home address correspond to your current addresses. These should also match with your credentials in your Student portal account.

Please note: the form should be filled out digitally (typed), handwritten forms will not be accepted by Austro control.

Please note: if you have not taken your theory course at Orbit Groundschool, the training organisation you are affiliated with must sign box 4 (if applicable) and box 5.

Box number 4 must be signed when you are approved for KSA 100, and before you take the last theory exam. This confirmation only applies to CPL and ATPL. Box number 5 needs to be completed by the training organisation, at all times, to ensure your theoretical training was conducted in accordance with the requirements of Part-FCL and the approved training manual. If you have taken your theory course at ATO Orbit Groundschool, our HT/CTKI (or deputy) will sign these fields after you have uploaded the form to the Student portal.

Please note: if you are applying for PPL retake(s), please mark the 2nd sitting on page 1 (or 3rd/4th if you have already taken resits before) and fill in the rest of this page.

Then, on page 2, enter your name again and only tick the PPL box. We will ensure that the correct PPL retake(s) are ordered based on your exam booking in the Student portal. If you mark sitting 1 again, Austro will reset all 9 exams and assume that you want to start all over again.

Please note: you have to take all retakes at once in this sitting. Please also upload your last result report of the exams taken already taken before.

6. Upload the completed Austro application form to your student portal booking.

Once you have fully completed all the necessary fields of both pages 1 and 2 of the Austro application form, you must upload it to your student portal booking: [Log in](#) > [Dashboard](#) > [View booking](#) > [Select file\(s\)](#) > [Upload](#).

Please note: we cannot schedule your exams if the required document(s) are not uploaded.

Once you have submitted all the required documents in the Student portal, a member of staff will process your booking and send you a schedule, invoice and Exam invite in a timely manner. You will receive notification of each of these by email, so please check your inbox and spam folder regularly.

If you have any questions in the meantime, please first consult page 3 of the *Exam Guide & FAQ* for further information about the Student portal booking process, or check the 'Frequently Asked Questions' on page 4 to 5. Additionally, you are always welcome to email your question to: exams@orbit-groundschooll.nl

Further information booking process Student portal

Student portal

The Student portal serves as a platform for managing the administration of our Exam Centre and additionally for your own insight into your booking process. Make sure that the email address you provide is one that allows us to reach you easily; when your schedule, invoice, invite and certificate are ready for you, you will receive an automatically generated email via no-reply@orbit-groundschooll to the email address you provided.

Please check the Student portal regularly. If you still need to submit documents, it will show you what is missing. If, for example, your Austro application form is still missing, but you are in doubt how to fill it out correctly, please check our [Instructions for completing the Austro application form](#). Without a correctly filled-out application form, we cannot order your exams from Austro Control.

Please check your inbox and spam folder regularly so that you do not miss any important information. If certain actions, such as submitting requested documents, correctly filled out forms or timely payment, **are not completed, we will unfortunately be forced to cancel your booking** if we in addition do not hear from you in a reply to the email we sent.

Scheduling

Scheduling is conducted on a first-come, first-served basis, and **only upon receipt of all required documents**. As we have a limited number of seats available for each time slot, we strive to schedule candidates as efficiently as possible; only in consecutive time slots, unless this is not possible due to the duration of the requested exams. Please note that you will be scheduled over three or four exam days if you booked more than six exams (ATPL A/H), due to the duration of certain exams.

Booking your exams through the Student portal does not automatically mean that you reserved a slot on our schedule. Only once you have submitted all the required documents and they are filled out correctly you will be added to our scheduled list. You will receive an automated email notification via no-reply@orbit-groundschooll when your schedule is uploaded in the Student portal.

Invoice and Exam Invite

As soon as the invoice for your booked exam(s) is ready, you will receive an automated email notification via no-reply@orbit-groundschooll with the relevant invoice attached.

If we have received your payment well in time, you will be sent a formal Exam Invite via no-reply@orbit-groundschooll approximately 1 or 2 weeks before the exam week, containing all the important information and preparation for taking exams at our venue.

Cancellation policy

Please send an email to exams@orbit-groundschooll.nl if you wish to cancel your booking. This should be done before the registration deadline (see page 1 for deadlines). We will delete the booking on your behalf. If you then want to reschedule your booking to another month, please create a new booking through the Student portal.

Cancellation, no matter what reason is given, no exceptions can be made, after the registration deadline will be handled as a no show. No show results in no refund. Preparations have been made, costs have been incurred by us and by Austro control and we have to pay Austro control for each registration.

Effectively one should book again and will receive a new invoice. A cancellation does not count as a spent attempt or sitting. In such a case you will not be taking any exams, therefore you have not utilised that attempt or sitting. However, it does count as a used sitting if, for example, you have only taken one exam and do not attend other exams scheduled in the same examination week.

New exam booking and application form for each exam week (i.e. sitting)

Each time you would like to take exams at our venue, including retakes, **you are required to book your exam(s) through the Student portal and fill out and upload a new Austro Control application form with the correct subjects and sitting ticked.** If you are in any doubt about how to complete the form a second time, please check our [Instructions for completing the Austro application form](#) (or page 6-9) or the 'Frequently Asked Questions' on page 4 to 5. The deadline for completing, accepting and processing your application and booking, including timely payment, is listed on page 1 of this *Exam Guide & FAQ*.

Exam exemptions

Please send an email if you are exempted for certain subjects (clarify which subjects and why). Attach your filled-out Austro application form, a copy of your ID/passport and a copy of your current licence. Please email it to: exams@orbit-groundschooll.nl.

Frequently Asked Questions

Why does the Student portal not recognise my login details?

If you have taken the theory lessons at Orbit Groundschool, and you have an ATPdigital account, you have likely attempted to log in with those credentials. However, the Student portal serves as a separate platform and therefore does not acknowledge the login details for ATPdigital. So please first create an account for the Student portal and enter an email address that allows us to reach you easily.

What is a sitting?

A sitting is officially a period of 10 consecutive days in which exams can be taken. At our venue, a sitting consists of three or four consecutive days in one exam week (per month) in which we facilitate exams (check exam dates on page 1).

Each exam week you attend counts as a sitting used. You may use a maximum of 6 sittings and you may spread your exams over those sittings, this includes any retakes. PPL examinees are allowed to use a maximum of 4 sittings; during the first sitting you have to take all 9 exams and if you need to retake any exams, you must take them in the second sitting, and so on.

Which sitting do I need to indicate on the Austro application form?

When you take exams for the first time, please mark sitting 1 on the application form. In this sitting, you plan the exams as you see fit for your first exam week. If you then wish to plan exams for the following exam week, please mark sitting 2, and so on. It is your own responsibility to keep accurate records of the correct sitting, Orbit Groundschool and/or Austro Control could check whether the specified sitting has been entered correctly.

PPL examinees must take all 9 exams during sitting 1. If you have to book any retakes, please mark the 2nd sitting on page 1 of the application form (or 3rd/4th if you have already taken resits before) and fill out the rest of this page. Then, on page 2 of the application form, just enter your name, tick the PPL box and leave the rest of this page blank. We will ensure that the correct PPL retake(s) are ordered based on your exam booking in the Student portal. Please note: if you mark sitting 1 again, Austro will reset all 9 exams and will assume that you want to start all over again.

Within what time frame do I need to pass all my exams?

All exams must be passed within 18 months. Those 18 months start counting from the end of the month in which you took the first exam.

Can I take the PPL exams in separate exam weeks?

No, in accordance with the regulations of Austro Control you have to take all 9 PPL exams on one day. PPL retakes have to be scheduled in another exam week and you have to take all retakes at once.

How many times can I retake an exam?

You are allowed to take each exam a total of 4 times; the first attempt and 3 retakes.

Can I retake my exam(s) in the same exam week?

Retakes can't be scheduled in the same exam week and sitting. In the Student portal, a new booking and application form will have to be submitted for another exam week and thus for the next sitting.

Will a cancellation affect the number of attempts?

No, a cancellation will not affect the number of attempts. The total number of attempts per exam subject only decreases once you have actually taken the exam subject.

Will a cancellation affect the number of sittings?

No, a cancellation is not considered a used sitting. In such a case you will not be taking any exams, therefore you have not utilised that sitting. However, it does count as a used sitting if, for example, you have only taken one exam and do not attend other exams scheduled in the same examination week.

Will I receive a refund if I cancel my exams?

Cancellation, no matter what reason is given, no exceptions can be made, after the registration deadline will be handled as a no show. No show results in no refund. Preparations have been made, costs have been incurred by us and by Austro control and we have to pay Austro control for each registration. Effectively one should book again and will receive a new invoice.

What question bank will be used?

From the 31st of March 2026 all registered candidates must take their examinations with ECQB 2026. Until that date ECQB 2024 is in use. This does not apply to PPLA/H students.

What am I allowed to take to the exam?

Protractor, ruler, pencil, drafting compass, mechanical navigation computer (Pooleys CRP-5 or similar), Jeppesen manual and charts (not for PPL), CAA CAPs (not for PPL), dictionary, basic calculator (scientific or graphing calculators are not allowed).

We will provide you with: a calculator (casio fx-82ex), pen and scratch paper.

Am I allowed to use CAP-documents for my exam?

Yes, but these documents will be checked by the invigilator, if there are written notes in it. If so, you may not use them. You are allowed to use them for the following subjects:

ATPL	CPL	IR/CBIR
031, 032, 033, 034, 061	031, 032, 033, 034, 061	031, 032, 033, 034, 061

What should be in the locker?

(Smart)phones, smartwatches, iPads (of your own), electronically flight computers, hats/caps, everything that is not necessary to take to the exam.

How can I submit an appeal during the exam?

Appeals can be made during the exam only. After that, no further appeals can be made, and Austro Control will not accept any appeals sent by email. There is a comment area in the app which can be used for each particular question. Appeals will be answered by Austro Control by e-mail.

How long does it take to have my appeal evaluated?

That depends on the number of appeals and the subject(s). Various experts have to be involved in evaluating the appeal. This can take a considerable amount of time, varying from several days up to exceeding a few weeks. If you passed the exam, Austro Control could choose not to answer the appeal.

Why are some attachments printed and some of them are not?

Attachments are only provided on A3 sized paper if the question requires it according to Austro Control. All other attachments can be accessed on the iPad by clicking on the paperclip that appears with the question.

May I take any attachments and/or notes into or out of the exam room?

No, it is absolutely forbidden to take attachments and/or notes in any form into and out of the exam room.

How long does it take to receive the exam result(s)?

The result is shown on the iPad after finishing the exam. Your exam result will be uploaded to Austro Control at the end of the day, after which Austro Control will email a result report to the email address you provided on the Austro application form.

How long does it take to receive the formal certificate

Once you have passed all your exams, Austro will email us a pdf-version of the signed and stamped certificate in approximately 2 weeks following the exam week, after which we will upload it to the Student portal. You will be notified when your certificate is uploaded. Please note that the formal hard copy of the signed and stamped certificate may take several weeks to arrive; Austro Control will send the report to us by post mail from Vienna, after which we will forward it via post mail to the home address you provided in the Student portal.

How long is the theoretical document (certificate) valid?

The PPL certificate is valid for 24 months, while the validity of other certificates is 36 months. You must complete your practical exam within this time frame.

Can I switch exams to another EASA member state?

Yes, but this is only possible under the same responsible authority (i.e. Austro Control). It is not possible to switch from, for example, Dutch CBR to Austro Control in the Netherlands or from UK CAA exams to Austro Control in the Netherlands. You can however switch from exams done in, for example, the UK under Austro Control to the Netherlands and vice versa, as long as it regards an Austro Control facility.

INSTRUCTIONS FOR COMPLETING THE AUSTRO CONTROL APPLICATION FORM (AEROPLANES)

These instructions are intended to provide some guidance on how to complete the Austro application form correctly. The Austro application form can be downloaded from your Student portal dashboard, available under *Important documents*. If you are applying for exams for the issue of a licence/rating for helicopters, please refer to the instructions on pages 3 and 4.

Make sure to fill out the form digitally, handwritten forms will not be processed by Austro control. Please note: in addition, an exam booking through the Student portal needs to be submitted; the portal serves as a resource for our Exam centre's administration, and enables us to provide you with your schedule, invoice, exam invite, and eventually the certificate.

For each sitting (i.e. exam week), you are required to submit a new, fully completed, and signed application form for the exams you wish to take. Similarly, you need to create a new booking for each sitting in the portal, after which you upload the completed form for the relevant booking. Your application form will be sent by Orbit Groundschool to Austro Control, as they require it to prepare your requested exams. If you have requested changes to either the type or number of subjects, and this has been approved by our Exam centre, you will be required to amend the Austro application form and re-upload it to the Student portal.

*Please note: If your entries are incorrect or incomplete, this will result in a considerable amount of research and consultation for both the Exam centre and Austro Control, which may lead to a delay or possible cancellation of your application. Therefore, if you have any questions after reading these instructions, please feel free to email exams@orbit-groundschoo.nl

FILL OUT DIGITALLY

FILL OUT DIGITALLY
only for LAPL(A)/PPL(A)

FILL OUT DIGITALLY


FILL OUT DIGITALLY
not handwritten

UPLOAD TO PORTAL

TO BE COMPLETED
BY TRAINING
ORGANISATION
(ATO)

Registration for theoretical knowledge examination - aeroplanes

Registration for theoretical knowledge examination for the issue of a licence/rating for aeroplanes according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.025



Please fill in the framed fields of the form, sign it and send it together with attachments to examinations@austrocontrol.at, or via FAX to +43 (0) 51703 7086, or by post to:

AUSTRO CONTROL GmbH, Aviation Agency, Schnirchgasse 17, 1030 Vienna, Austria

We kindly ask you to fill in this form directly on the computer.

1 Type of application

Registration for theoretical knowledge examination to obtain following licence/privilege:

LAPL(A)*
 PPL(A)*
 CPL(A)
 ATPL(A)
 IR(A)
 CB IR(A)
 BIR

* Requested language:
 german
 english
 (only possible for LAPL(A) and PPL(A), all other exams are only held in English)

Indicate sitting**

1. sitting
 2. sitting
 3. sitting
 4. sitting
 5. sitting
 6. sitting

** sitting: a period of time within which a candidate can take an exam. This period must not exceed 10 consecutive days. Only one attempt at each examination paper is allowed in one sitting, otherwise a new sitting begins from the time of repetition.

2 Applicant

Form of address	Title	First Name(s)	Last Name(s)
Street	City	Postal code	Country
Telephone	E-Mail		
Date of Birth	Place of Birth	Citizenship	
Place	Date	Signature of Applicant	

For examination registrations in Vienna: Please note that the invoice for the registered examination subjects will already be sent after receipt of the examination registration. The invoice will be sent to the applicant's e-mail address. Should you wish the invoice to be sent by post, please inform us accordingly.

3 Attachments (Please attach, if not specified differently, copies of the listed documents to the application)

- official photo-ID

4 Confirmation of the completion of the Area KSA 100 assessment by the ATO

(only applicable for CPL(A), MPL(A) and ATPL(A))

It is hereby confirmed that the Area KSA 100 assessment was conducted in accordance with the requirements of Part-FCL.

Place	Date	Signature of HT/CTKI	Seal (if available)
-------	------	----------------------	---------------------

FO_LFA_ACW_102_EN_v_5_0

28.07.2022

1/2

Indicate which licence you are applying for.

Indicate which language.¹
Only possible for LAPL(A) and PPL(A).

Indicate which sitting.²
Each exam week you attend counts as a used sitting, this applies to all. So, if you are applying for PPL(A) retake(s), please also indicate your next sitting (2nd, 3rd or 4th).

Enter all personal details digitally.³
Make sure your name(s) correspond(s) with your ID/passport + ensure that your email and home address correspond to your current addresses. These should also match in your Student portal account.

Place your signature in the box.⁴
Without your signature, the application form is not valid.

Upload a copy of your ID/passport.⁵
Upload it to the Student Portal, via the *My account* button at the top right.

Leave these fields blank; the training organisation (ATO) you are affiliated with will sign them once the assessment has been completed.⁶
This confirmation only applies to CPL(A), MPL(A) and ATPL(A).

¹For LAPL(A) and PPL(A) exams it is possible to choose between German or English, all other exams are only held in English.

²Each exam week (i.e. sitting) you attend counts as a used sitting. Please carefully track which sitting you are applying for, as Austro will verify this. PPL(A): during your 1st sitting, you will take all 9 exams. If you need to apply for retakes, please also indicate your next sitting (2nd for the first time you take a resit, 3rd for the next, etc.) and please additionally tick the PPL(A) box on page 2, we will ensure that the correct exams will be ordered from Austro control based on your Student portal booking.

³It is important that your details are correct because both Austro and the Exam centre will use your specified email and home address for correspondence; your interim exam result(s) will be sent to your email address by Austro Control at the end of each exam day you have participated in. Once you have passed all your exams, Orbit Groundschool will upload your certificate (PDF) to the Student portal and the hard copy to your home address, after we have received the certificate from Austro Control.

⁴Without your signature, the application form is not valid. You can digitally sign the form using your PDF-reader. If you do not have this option, you will need to print the form, sign it with a pen, scan it, save it as a PDF, and then upload it to the Student portal.

⁵There is no need to add a copy of your ID/passport to this form, as you have already added a copy of your ID/passport to your Student portal account. Not uploaded a copy yet? Please upload it to the Student portal as soon as possible, via the *My account* button at the top right. Without your ID/passport copy, your application will not be processed by us, nor by Austro Control.


⁶Leave these fields blank; the training organisation (ATO) you are affiliated with will sign them once the assessment has been completed. This confirmation only applies to CPL(A), MPL(A) and ATPL(A). The training organisation (ATO) needs to fill in these fields when you successfully completed the Area KSA 100 assessment. If you have taken your theory course at ATO Orbit Groundschool, our HT/CTKI (or deputy) will sign these fields, when applicable, after submitting this application form.

FILL OUT DIGITALLY

TO BE COMPLETED BY TRAINING ORGANISATION (ATO/DTO)

FILL OUT DIGITALLY
only for LAPL(A), PPL(A) or BIR

FILL OUT DIGITALLY
only for CPL(A), ATPL(A), IR(A) or CB IR(A)



Registration for theoretical knowledge examination - aeroplanes

Registration for theoretical knowledge examination for the issue of a licence/rating for aeroplanes according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.025

First name(s)

Last name(s)

5 Recommendation for theoretical knowledge examination by the training organisation

It is hereby confirmed that the training was conducted in accordance with the requirements of Part-FCL and the approved training manual and that the applicant has all the necessary knowledge for the theoretical examination for the subjects in accordance with point 6.

From (Date)	Until (Date)	HT/CTKI (or deputy, if applicable) (Name)	ATO/DTO (Appr./Ded. No.)
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Place	Date	Signature of HT/CTKI	Seal (if available)
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

This recommendation is valid for 12 months (according to Commission Regulation (EU) No 1178/2011 Annex I (Part-FCL) FCL.025 (a) (3)).

6 Registration

Licence/Rating

LAPL(A) (all 9 subjects must be completed in one day)
 PPL(A) (all 9 subjects must be completed in one day)
 BIR (please mark the corresponding module)

M01
 M02
 M03

Subject	CPL(A)	ATPL(A)	IR(A)	CB IR(A)
010 Air Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
021 Aircraft General Knowledge Airframe, Systems and Powerplant	<input type="checkbox"/>	<input type="checkbox"/>		
022 Aircraft General Knowledge Instrumentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
031 Flight Performance and Planning Mass and Balance	<input type="checkbox"/>	<input type="checkbox"/>		
032 Flight Performance and Planning Performance	<input type="checkbox"/>	<input type="checkbox"/>		
033 Flight Performance and Planning Flight Planning and Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
040 Human Performance and Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
050 Meteorology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
061 Navigation General Navigation	<input type="checkbox"/>	<input type="checkbox"/>		
062 Navigation Radio Navigation (PBN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
071 Operational Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
081 Principles of Flight	<input type="checkbox"/>	<input type="checkbox"/>		
090 Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FO_LFA_ACW_102_EN_v 5_0 28.07.2022 2/2

Enter your name digitally again. Make sure your name(s) correspond with your ID/passport.

Leave these fields blank and ask the training organisation (ATO/DTO) you are affiliated with to sign them. If you have taken the theory course at ATO Orbit Groundschool, we will sign these fields after you have uploaded this form to the Student portal.⁷

Indicate which licence (+M0 for BIR).⁸ Only applicable for LAPL(A), PPL(A) or BIR. PPL(A): please only tick the PPL(A) box and no other boxes. BIR: indicate which BIR module you are applying for (M01, M02 or M03).

Indicate which licence + subjects.⁹ Only applicable for CPL(A), ATPL(A), IR(A) or CB IR(A). Tick the box for the exam(s) you are applying for, please tick it under the relevant licence column and ensure that these entries match your booking in the Student portal.

Once you have fully completed all the necessary fields of both pages 1 and 2 of the Austro application form, you are required to upload it to your student portal booking: Log in > Dashboard > View booking > Select file(s) > Upload

Once you have submitted all the required documents via the portal, a member of staff will process your booking and send you a schedule, invoice and Exam invite in a timely manner. You will receive notification of each of these by email, so please keep a close eye on your inbox and spam folder.

⁷Leave these fields blank and ask the training organisation (ATO/DTO) you are affiliated with to sign them. The training organisation needs to sign these fields to ensure your theoretical training was conducted in accordance with the requirements of Part-FCL and the approved training manual. If you have taken your theory course at ATO Orbit Groundschool, our HT/CTKI (or deputy) will sign these fields after you have uploaded the form to the Student portal.

⁸Only applicable for LAPL(A), PPL(A) or BIR: please tick the relevant box. PPL(A): only tick the PPL(A) box and do not tick any other boxes on this page. If your applying for PPL(A) retake(s), we will ensure that the correct exams will be ordered from Austro control based on your Student portal booking. BIR: indicate which BIR module you are applying for (M01, M02 or M03).

⁹Only applicable for CPL(A), ATPL(A), IR(A) or CB IR(A): tick the box for the exam(s) you are applying for, please tick it under the relevant licence column. Your Austro application form will be sent by Orbit Groundschool to Austro Control, as they require it to prepare your requested exams. Please ensure that these entries match your booking in the Student portal. If you have requested changes to either the type or number of subjects, and this has been approved by our Exam centre, you will be required to amend the Austro application form and re-upload it to the Student portal.

INSTRUCTIONS FOR COMPLETING THE AUSTRO CONTROL APPLICATION FORM (HELICOPTERS)

These instructions are intended to provide some guidance on how to complete the Austro application form correctly. The Austro application form can be downloaded from your Student portal dashboard, available under *Important documents*. If you are applying for exams for the issue of a licence/rating for aeroplanes, please refer to the instructions on pages 1 and 2.


Make sure to fill out the form digitally, handwritten forms will not be processed by Austro control. Please note: in addition, an exam booking through the Student portal needs to be submitted; the portal serves as a resource for our Exam centre's administration, and enables us to provide you with your schedule, invoice, exam invite, and eventually the certificate.

For each sitting (i.e. exam week), you are required to submit a new, fully completed, and signed application form for the exams you wish to take. Similarly, you need to create a new booking for each sitting in the portal, after which you upload the completed form for the relevant booking. Your application form will be sent by Orbit Groundschool to Austro Control, as they require it to prepare your requested exams. If you have requested changes to either the type or number of subjects, and this has been approved by our Exam centre, you will be required to amend the Austro application form and re-upload it to the Student portal.

*Please note: If your entries are incorrect or incomplete, this will result in a considerable amount of research and consultation for both the Exam centre and Austro Control, which may lead to a delay or possible cancellation of your application. Therefore, if you have any questions after reading these instructions, please feel free to email exams@orbit-groundschoo.nl

Registration for theoretical knowledge examination - helicopter

Registration for theoretical knowledge examination for the issue of a licence/rating for helicopters according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.025



Please fill in the framed fields of the form, sign it and send it together with attachments to examinations@austrocontrol.at, or via FAX to +43 (0) 51703 7086, or by post to:

AUSTRO CONTROL GmbH, Aviation Agency, Schnirchgasse 17, 1030 Vienna, Austria

We ask you to fill out this form directly on the computer.

1 Type of application

Registration for theoretical knowledge examination to obtain following licence/privilege:

LAPL(H)*
 PPL(H)*
 CPL(H)
 IR(H)
 ATPL(H) VFR
 ATPL(H)

* Requested language:
 german
 english
 (only possible for LAPL(H) and PPL(H), all other exams are only held in English)

Indicate sitting**

1. sitting
 2. sitting
 3. sitting
 4. sitting
 5. sitting
 6. sitting

** sitting: a period of time within which a candidate can take an exam. This period must not exceed 10 consecutive days. Only one attempt at each examination paper is allowed in one sitting, otherwise a new sitting begins from the time of repetition.

2 Applicant

Form of address	Title	First Name(s)	Last Name(s)
Street	City	Postal code	Country
Telephone		E-Mail	
Date of Birth	Place of Birth	Citizenship	
Place	Date	Signature of Applicant	

For examination registrations in Vienna: Please note that the invoice for the registered examination subjects will already be sent after receipt of the examination registration. The invoice will be sent to the applicant's e-mail address. Should you wish the invoice to be sent by post, please inform us accordingly.

3 Attachments (Please attach, if not specified differently, copies of the listed documents to the application)

- official photo-ID

4 Confirmation of the completion of the Area KSA 100 assessment by the ATO

(only applicable for CPL(H) and ATPL(H))

It is hereby confirmed that the Area KSA 100 assessment was conducted in accordance with the requirements of Part-FCL.

Place	Date	Signature of HT/CTKI	Seal (if available)
-------	------	----------------------	---------------------

FO_LFA_ACW_103_EN_v5_0
28.07.2022
1/2

FILL OUT DIGITALLY

FILL OUT DIGITALLY
only for LAPL(H)/PPL(H)

FILL OUT DIGITALLY

FILL OUT DIGITALLY
not handwritten

UPLOAD TO PORTAL

TO BE COMPLETED
BY TRAINING
ORGANISATION
(ATO)

Indicate which licence you are applying for.

Indicate which language.¹
Only possible for LAPL(H) and PPL(H).

Indicate which sitting.²
Each exam week you attend counts as a used sitting, this applies to all. So, if you are applying for PPL(H) retake(s), please also indicate your next sitting (2nd, 3rd or 4th).

Enter all personal details digitally.³
Make sure your name(s) correspond(s) with your ID/passport + ensure that your email and home address correspond to your current addresses. These should also match in your Student portal account.

Place your signature in the box.⁴
Without your signature, the application form is not valid.

Upload a copy of your ID/passport.⁵
Upload it to the Student portal, via the My account button at the top right.

Leave these fields blank; the training organisation (ATO) you are affiliated with will sign them once the assessment has been completed.⁶
This confirmation only applies to CPL(H) and ATPL(H).

¹For LAPL(H) and PPL(H) exams it is possible to choose between German or English, all other exams are only held in English.

²Each exam week (i.e. sitting) you attend counts as a used sitting. Please carefully track which sitting you are applying for, as Austro will verify this. PPL(H): during your 1st sitting, you will take all 9 exams. If you need to apply for retakes, please also indicate your next sitting (2nd for the first time you take a resit, 3rd for the next, etc.) and please additionally tick the PPL(H) box on page 2, we will ensure that the correct exams will be ordered from Austro control based on your Student portal booking.

³It is important that your details are correct because both Austro and the Exam centre will use your specified email and home address for correspondence; your interim exam result(s) will be sent to your email address by Austro Control at the end of each exam day you have participated in. Once you have passed all your exams, Orbit Groundschool will upload your certificate (PDF) to the Student portal and the hard copy to your home address, after we have received the certificate from Austro Control.

⁴Without your signature, the application form is not valid. You can digitally sign the form using your PDF-reader. If you do not have this option, you will need to print the form, sign it with a pen, scan it, save it as a PDF, and then upload it to the Student portal.

⁵There is no need to add a copy of your ID/passport to this form, as you have already added a copy of your ID/passport to your Student portal account. Not uploaded a copy yet? Please upload it to the Student portal as soon as possible, via the My account button at the top right. Without your ID/passport copy, your application will not be processed by us, nor by Austro Control.


⁶Leave these fields blank; the training organisation (ATO) you are affiliated with will sign them once the assessment has been completed. This confirmation only applies to CPL(H) and ATPL(H). The training organisation (ATO) needs to fill in these fields when you successfully completed the Area KSA 100 assessment. If you have taken your theory course at ATO Orbit Groundschool, our HT/CTKI (or deputy) will sign these fields, when applicable, after submitting this application form.

FILL OUT DIGITALLY

TO BE COMPLETED BY TRAINING ORGANISATION (ATO/DTO)

FILL OUT DIGITALLY
only for LAPL(H) or PPL(H)

FILL OUT DIGITALLY
only for CPL(H), IR(H), ATPL(H) VFR or ATPL(H)



Registration for theoretical knowledge examination - helicopter

Registration for theoretical knowledge examination for the issue of a licence/rating for helicopters according to Commission Regulation (EU) No 1178/2011 Appendix I (Part-FCL) FCL.025

First name(s)

Last name(s)

5 Recommendation for theoretical knowledge examination by the training organisation

It is hereby confirmed that the training was conducted in accordance with the requirements of Part-FCL and the approved training manual and that the applicant has all the necessary knowledge for the theoretical examination for the subjects in accordance with point 6.

From (Date)	Until (Date)	HT/CTKI (or deputy, if applicable) (Name)	ATO/DTO (Appr./Decl. No.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Place	Date	Signature of HT/CTKI	Seal (if available)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This recommendation is valid for 12 months (according to Commission Regulation (EU) No 1178/2011 Annex I (Part-FCL) FCL.025 (a) (3)).

6 Registration

Licence/Rating

LAPL(H) (all 9 subjects must be completed in one day)

PPL(H) (all 9 subjects must be completed in one day)

Subject	CPL(H)	IR(H)	ATPL(H) VFR	ATPL(H)
010 Air Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
021 Aircraft General Knowledge Airframe, Systems and Powerplant	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
022 Aircraft General Knowledge Instrumentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
031 Flight Performance and Planning Mass and Balance	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
033 Flight Performance and Planning Flight Planning and Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
034 Flight Performance and Planning Performance	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
040 Human Performance and Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
050 Meteorology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
061 Navigation General Navigation	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
062 Navigation Radio Navigation (PBN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
071 Operational Procedures	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
082 Principles of Flight	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
090 Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FO_LFA_ACW_103_EN_v 5_0
28.07.2022
2/2

Enter your name digitally again. Make sure your name(s) correspond with your ID/passport.

Leave these fields blank and ask the training organisation (ATO/DTO) you are affiliated with to sign them. If you have taken the theory course at ATO Orbit Groundschool, we will sign these fields after you have uploaded this form to the Student portal.⁷

Indicate which licence.⁸ Only applicable for LAPL(H) or PPL(H). Please only tick the relevant LAPL(H) or PPL(H) box and no other boxes.

Indicate which licence + subjects.⁹ Only applicable for CPL(H), IR(H), ATPL(H) VFR or ATPL(H). Tick the box for the exam(s) you are applying for, please tick it under the relevant licence column and ensure that these entries match your booking in the Student portal.

Once you have fully completed all the necessary fields of both pages 1 and 2 of the Austro application form, you are required to upload it to your student portal booking: **Log in > Dashboard > View booking > Select file(s) > Upload**

Once you have submitted all the required documents via the portal, a member of staff will process your booking and send you a schedule, invoice and Exam invite in a timely manner. You will receive notification of each of these by email, so please keep a close eye on your inbox and spam folder.

⁷Leave these fields blank and ask the training organisation (ATO/DTO) you are affiliated with to sign them. The training organisation needs to sign these fields to ensure your theoretical training was conducted in accordance with the requirements of Part-FCL and the approved training manual. If you have taken your theory course at ATO Orbit Groundschool, our HT/CTKI (or deputy) will sign these fields after you have uploaded the form to the Student portal.

⁸Only applicable for LAPL(H) or PPL(H): please only tick the relevant box and do not tick any other boxes on this page. If your applying for PPL(H) retake(s), we will ensure that the correct exams will be ordered from Austro control based on your Student portal booking.

⁹Only applicable for CPL(H), IR(H), ATPL(H) VFR or ATPL(H): tick the box for the exam(s) you are applying for, please tick it under the relevant licence column. Your Austro application form will be sent by Orbit Groundschool to Austro Control, as they require it to prepare your requested exams. Please ensure that these entries match your booking in the Student portal. If you have requested changes to either the type or number of subjects, and this has been approved by our Exam centre, you will be required to amend the Austro application form and re-upload it to the Student portal.