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**MIRATIMIN E “GUIDANCE MATERIAL FOR CONVERSION OF ALBANIAN
MILITARY AIR TRAFFIC CONTROLLER LICENSES”**

Në mbështetje të pikës ë, të nenit 14, të Ligjit Nr.53/2022 “Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil”:

V E N D O S A

1. Miratimin e Manualit Udhëzues ACAA-DTL-GM14-CMAL, “Guidance Material for Conversion of Albanian Military Air Traffic Controller Licenses”, Lëshimi 01, Rishikimi 00.
2. Ngarkohet Drejtoria e Trajnimit dhe Licencimit të sigurojë shpërndarjen dhe përdorimin e këtij materiali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

DREJTOR EKZEKUTIV

Maksim Et'hemaj





REPUBLIC OF ALBANIA



AUTORITETI AVIACIONIT CIVIL

CIVIL AVIATION AUTHORITY

**GUIDANCE MATERIAL
FOR
CONVERSION OF ALBANIAN MILITARY AIR TRAFFIC CONTROLLER LICENSES**

ACAA-DTL-GM14-CMAL

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Date: 26.01.2026

Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority



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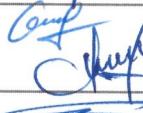
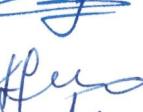
1. ADMINISTRATION

0.1 Records of Amendments

The table below describes the dates and reason for the different amendments of the current manual. A vertical black line on the left-hand side of the page identifies the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason
1	0	26.01.2026		Initial issue

0.2 Approval List

Action	Name and position	Date	Signature
Prepared by:	Mrs. Trevi Memetaj Mrs. Ilirian Ciko	15.01.2026 15.01.2026	 
Accepted by:	Mrs. Jonida Gjokuta Mrs. Aida Pipiko, Director of DTL	16.01.2026 16.01.2026	 
Reviewed by:	Mr. Elton Kacagjeli, Specialist in SQSC Mrs. Krista Garo, Head of SQSC Mrs. Edlira Kraja, Director of DLS	22.01.2026 22.01.2026 22.01.2026	  
Approved by:	Mr. Maksim Et'hemaj, Executive Director	26.01.2026	

0.3 Revision table

Page #	Issue No.	Revision No.	Date	Edited by



0.4 Distribution List

Control #	Responsible Person	Type of Document
Original	DTL/SSS	Hard Copy
Original (Electronic)	DTL	Electronic copy at DRMS

0.5 Definitions

In the scope of this manual the subsequent terms are defined as follows:

“credit” means the recognition of the training undertaken by an air traffic controller during their military service for the purpose of applying for a student air traffic controller license to be issued in accordance with this Regulation;

“national conversion report” means a report on the basis of which prior air traffic controller training may be given credit by the competent authority to which the application for the issue of a student air traffic controller license is submitted;

0.6 Abbreviations and Acronyms

ACAA	Albanian Civil Aviation Authority
ATC	Air Traffic Controller
GM	Guidance Material
OJTI	On-the-Job Training Instructor
OJT	On-the-Job Training
Part-ATCO	Annex I to Minister Order 171, dated 11.11.2025

1. PURPOSE

The objective of this guidance is to describe the application process for the conversion of an Albanian military ATC license to a student ATC license in accordance with the National Conversion Report - Albania.

2. LEGAL BASIS

This guidance material is based on:

- Law No. 96/2020 “Air Code of the Republic of Albania”;
- CMD No. 1095, date 24.12.2022 “On the approval of the Regulation on common rules in the field of civil aviation”, as amended aligned with Regulation (EU) 2018/1139;
- Minister Order No.171, date 11.11.2025 “On the approval of the regulation laying down technical requirements and administrative procedures relating to air traffic controllers' licenses and certificates”, transposing Regulation (EU) 2015/340;
- Executive Director's Decision No. 62, dated 23.12.2025 "For the acceptance of Applicable Means of Compliance (AMC) and Guidance Material (GM)" of Regulation (EU) 2015/340, for use of Minister Order NO. 171, dated 11.11.2025.

3. CONVERSION OF ALBANIAN MILITARY AIR TRAFFIC CONTROLLER LICENSES

3.1 Introduction

- 3.1.1. In accordance with Minister Order 171, date 11.11.2025, Article 8 a (1), a holder of a national military air traffic controller (not student) license issued by Albanian Military Air Force may apply for the conversion of that license into a student air traffic controller license referred to in point ATCO.B.001. The applicants for license conversion shall submit their application to the ACAA.
- 3.1.2. Upon application for the conversion of an Albanian military air traffic controller licence, a Student Air Traffic Controller licence may be issued, provided that the applicant's military initial training and experience meet the initial training requirements set out in Ministerial Order No. 171, dated 11.11.2025, as assessed in the National Conversion Report, and that any additional training identified through the gap analysis in that report has been successfully completed.
- 3.1.3. The National Conversion Report documents the national requirements for the issue of military licenses. It compares the requirements for the training of military air traffic controllers and civil air traffic controllers. It contains the results of the gap analysis and the possible credits for the military training syllabi provided by the Albanian Air Force in accordance with the Memorandum of Cooperation with the Albanian Civil Aviation Authority.

3.2 Eligible Applicants

- 3.2.1 Applicants for the conversion of a military air traffic controller license into a student air traffic controller license in accordance with this National Conversion Report, shall:
 - a. have served in the Albanian Air Forces;
 - b. hold an Albanian Air Force ATC license/certificate;
 - c. be at least 18 years old,
 - d. hold a valid Class III medical certificate issued in accordance with Annex IV (Part ATCO.MED) to Minister Order 171, date 11.11.2025, and
 - e. have demonstrated an English language proficiency level 4 or higher in accordance with the requirements set out in point ATCO.B.030 to Minister Order 171, date 11.11.2025.

3.3 Required training

- 3.3.1 Applicants are required to achieve 100% credit for basic training.
- 3.3.2 Applicants are required to achieve 100% credit for at least one rating.
- 3.3.3 For additional ratings, applicants are required to achieve 100% credit for the rating(s).

3.4 Assessment of Previous Experience

- 3.4.1 The holder of a military air traffic controller license who has not started exercising the privileges of a rating within 1 year from the date of successful completion of the rating training, shall complete an assessment of previous experience relevant to the rating.
- 3.4.2 The holder of a military air traffic controller license who has interrupted exercising the privileges associated with that rating for a period of 4 or more years, shall complete an assessment of previous experience relevant to the rating.
- 3.4.3 An assessment of previous experience shall be conducted at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating in accordance with Minister Order 171, date 11.11.2025.
- 3.4.4 The assessment of previous experience shall determine if the holder of a military air traffic controller license continues to satisfy the requirements relevant to that rating in accordance with Minister Order 171, date 11.11.2025.
- 3.4.5 The assessment of previous experience includes an assessment of the practical skills demonstrated by the person being assessed as well as an examination of the person's knowledge and understanding in accordance with Minister Order 171, date 11.11.2025. (GM1 ATCO.B.001(d)).
- 3.4.6 A certificate demonstrating successful completion of an assessment of previous experience shall be provided by the applicant and subject to verification by the competent authority.

3.5 Application Process

- 3.5.1 Applicants who wish to apply for the conversion of an Albanian military air traffic controller license into a student air traffic controller license in accordance with this National Conversion Report - Albania, shall provide to the ACAA through a formal request:
 - a. completed and signed application form: ACAA-DTL-ATCP-107 - Application form for the Conversion of an Albanian Military ATCO License to a Student ATCO License; and
 - b. copy of Military ATC License/Certificate; and
 - c. copy of passport or national identity card; and
 - d. copy of valid Class III medical certificate issued in accordance with Annex IV (Part ATCO.MED) to Minister Order 171, date 11.11.2025.
 - e. certificate demonstrating English language proficiency level 4 or higher in accordance with the requirements set out in point ATCO.B.030 to Minister Order 171, date 11.11.2025; and
 - f. copy of relevant training certificates if training was completed at a training organization satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2;
Note – military ATC training completed in accordance with an approved military syllabus, is subject to verification by the Albanian Air Force.
 - g. copy of assessment of previous experience if applicable.

- 3.5.2 Upon receipt of application, the Albanian Civil Aviation Authority will seek verification of:
 - a. the military air traffic controller license; and
 - b. initial training requirements set out in Minister Order 171, date 11.11.2025, based on the National Conversion Report – Albania.

- 3.5.3 The conversion of the military ATC license ratings and rating endorsements, to a student ATC license, shall include the date of their first issue, as documented on the military ATC license/certificate.