



## MEL Approval Process Map

1. Visit the CBAA website at [www.cbaa-aca.ca](http://www.cbaa-aca.ca) to download the MEL Approval Application Form and MEL Approval Application Checklist from our [MEL delegation page](#).
2. Make the [MEL application payment](#).
3. Once payment has been accepted, you will be sent an email with a link to upload all forms and documents to our secure file sharing site.
4. Complete the Application Form and Application Checklist and upload them to your file sharing site with all supporting documents.
5. The CBAA will review your MEL when we receive the fee and documents. If we require more information, we will contact you.
6. We are aiming for a six-week turn around time (TC approvals can take up to a year!) with one caveat: This is a pilot project and actual processing times may vary due to workload and unforeseen circumstances.
7. The CBAA will advise you when your MEL is either approved or rejected.
8. If your MEL is rejected, it did not meet the minimum requirements for approval. At that point, you may be entitled to a refund. Contact [MEL@cbaa.ca](mailto:MEL@cbaa.ca) for further information.
9. If your MEL is approved, the CBAA will send you the approval letter that you must attach to your MEL.
10. Any questions email [MEL@cbaa.ca](mailto:MEL@cbaa.ca) or call Aime O'Connor at 613-236-5611 ext. 228.