Chapter 7. Designated Pilot Examiner Program

Section 1. General

1. Additional Qualifications. Candidates for designation as a Designated Pilot Examiner (DPE) must be technically qualified and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All DPEs must meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61, §§ 61.56, 61.57, and 61.103, as appropriate.

   a. Section 61.58. Except as specifically noted for National Designated Pilot Examiners and Flight Engineer Examiners (NDPE/FEE) in chapter 7, section 2, paragraph 10d, all examiners must meet the requirements of § 61.58, if appropriate, and be current and qualified to act as pilot in command (PIC) of each aircraft for which they are authorized throughout the duration of the designation.

   b. Medical Certificate. For designations requiring a medical certificate, the examiner must maintain at least a third-class medical certificate throughout the duration of the designation, except in the case of a designation limited to examining in balloons, gliders, or simulators for which no medical certificate is required.

   c. Flight Instructor Certificate. Any required flight instructor certificate must be kept current for the duration of the designation.

   d. Sport Pilot Examiner. A Sport Pilot Examiner (SPE) must maintain a current Federal Aviation Administration (FAA) flight instructor certificate and a valid U.S. driver’s license or an airman medical certificate.

   e. Rotorcraft/Helicopter Designation. In order for a DPE to conduct a practical test in a specific make and model of helicopter, the DPE must have that make and model of helicopter listed on his or her certificate of authority (COA) letter. In order for a DPE to conduct a practical test in a helicopter that requires the PIC to hold the appropriate pilot type rating, the DPE must have that type of helicopter listed on his or her COA letter. Prior to being designated to administer a practical test in a specific make and model/type of helicopter, a DPE must have logged at least 5 hours of PIC flight time in that specific helicopter make and model/type.

   f. Additional Requirements. In addition to meeting the preceding technical qualifications (reviewed by the appointing FAA office) and the general designee eligibility requirements in chapter 2 (reviewed by the National Examiner Board (NEB)), a pilot examiner candidate must meet the following additional requirements, which will be reviewed by the appointing FAA office. The pilot examiner candidate must:

      (1) Have a good record as a pilot and flight instructor in regard to accidents, incidents, and violations. Candidates who have had an airman certificate (i.e., any pilot certificate, flight instructor certificate, ground instructor certificate, mechanic certificate, inspection airworthiness certificate, parachute rigger certificate, etc.) revoked are ineligible. However, as with any prerequisite eligibility requirement, a candidate may be granted a waiver provided that candidate has received a written recommendation from the managers of the
(2) Meet all eligibility and experience requirements for the specific designation sought.

(a) An examiner must have logged at least 5 hours as PIC in each make and model of multiengine airplane and helicopter, and all aircraft requiring a type rating, in which that examiner conducts tests.

(b) Glider examiners must show experience and demonstrate skill in aero tow, ground tow and self-launch procedures, or their examining activity will be limited to the launch privileges authorized.

(c) Private Pilot Examiners (PE) and Commercial Examiners (CE) with balloon designations may have flight time in gas balloons, hot air balloons, or a combination of the two in order to meet the flight time requirements for designation. If the examiner’s pilot certificate is restricted to balloons with airborne heater or gas balloons only, the examiner may conduct practical tests only in that kind of balloon (e.g., hot air or gas balloon).

g. Former Aviation Safety Inspectors. Former aviation safety inspectors (ASI) applying for DPE authority are required to successfully complete the same application procedures, training, and evaluations as is required for all other examiner candidates. However, the following exceptions are listed below as a former ASI may receive credit for the experiences stated in this paragraph in lieu of the annual PIC currency requirements.

(1) During the rating and evaluation process, the NEB may credit former ASIs (Operations) 5 hours of PIC currency for each practical test/proficiency check/stage check/end of course check administered toward the annual PIC currency requirement when administered in accordance with the below alternative criteria of this paragraph. For a former ASI (Operations) to receive credit for this alternative criterion, the former ASI (Operations) must show documentation from the FAA national Program Tracking and Reporting Subsystem (PTRS) that substantiates having met this following alternative criterion:

(a) For each proficiency check that was administered under 14 CFR part 121, 125, or 135, 5 hours of PIC currency within the preceding 12 calendar-months.

(b) For each proficiency check, 5 hours of PIC currency that was administered to a chief instructor, assistant chief instructor, or check instructor under part 141 within the preceding 12 calendar-months.

(c) For each stage check and end of course check, 5 hours of PIC currency that was administered under 14 CFR part 141 within the preceding 12 calendar-months.

(d) For each pilot certification/additional aircraft rating practical test, 5 hours of PIC currency that was administered in accordance with the practical test standards (PTS) under...
part 61 within the preceding 12 calendar-months.

(e) For each pilot certification/additional aircraft rating practical test, 5 hours of PIC currency that was administered in accordance with the PTS under part 141 within the preceding 12 calendar-months.

(f) For each pilot certification/additional aircraft rating practical test, 5 hours of PIC currency that was administered in accordance with the PTS under 14 CFR part 142 within the preceding 12 calendar-months.

(2) During the rating and evaluation process, the NEB may, in lieu of the annual PIC currency requirements or the alternative criteria stated in this paragraph (e.g., 5 hours of PIC currency credit for each practical test administered), permit former ASIs (Operations) to substitute the following alternative criteria of this paragraph. For a former ASI (Operations) to receive credit for this alternative criterion, the former ASI (Operations) must show documentation from the FAA’s national PTRS that substantiates having met this alternative criterion (i.e., Recurrent Training, Practical Test, and General Activity alternative criteria):

(a) Recurrent Training.

1. A former ASI (Operations) must have attended the annual designee meeting held by the appointing FAA office within the preceding 12 calendar-months.

2. Within the preceding 2 years, a former ASI (Operations) must have completed the Recurrent Pilot Examiner Standardization Seminar.

(b) Practical Test. Within the preceding 12 calendar-months, a former ASI (Operations) must have demonstrated knowledge and skill appropriate to the designation and authorizations to be renewed by satisfactory completion of an annual practical test (demonstration of competency) to a qualified ASI.

(c) General Activity. Within the preceding 12 calendar-months, a former ASI (Operations) must have met one of the following general practical test activity plus the multiengine airplane renewal requirement (if qualification in a multiengine airplane is appropriate for the designation):

1. Conducted at least 10 certification or aircraft rating practical tests in airplanes.

2. Conducted at least five certification or rating practical tests in helicopters, gyroplanes, gliders, free balloons, or airships, as appropriate.

3. Conducted at least five instrument rating practical tests.

4. Conducted at least five airline transport pilot (ATP) practical tests.

(3) Multiengine Airplane Authorizations. Within the preceding 12 calendar-months, the former ASI (Operations) must have conducted at least five multiengine airplane rating
practical tests in each make and model of airplane for the multiengine airplane designation sought.

2. **Specific Eligibility Requirements.** Examiners must meet all specific eligibility and experience requirements for the specific designation sought (Figure 7-1).

   **Note:** If an examiner candidate does not meet all of the appropriate eligibility requirements, as set forth in this order, the candidate must obtain a written recommendation from the managers of the managing FSDO and RFSD. The examiner candidate can contact the managing FSDO for additional information.

   **Note:** If adding Sport Pilot Examiner (SPE) or Sport Pilot Flight Instructor Examiner (SFIE) privileges in a category of aircraft for which the examiner already holds private examiner privileges, the examiner need not meet the requirements in Figure 7-1 below.

   **Figure 7-1, Specific Eligibility Requirements for Sport Pilot Examiners**

<table>
<thead>
<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>AIRPLANE</th>
<th>GYROPLANE</th>
<th>GLIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATES REQUIRED</td>
<td>Sport pilot or Private Pilot (or higher) or Recreational Pilot Flight Instructor</td>
<td>Sport pilot or Private Pilot (or higher) or Recreational Pilot Flight Instructor</td>
<td>Sport pilot or Private Pilot (or higher) Flight Instructor</td>
</tr>
<tr>
<td>CERTIFICATE CATEGORIES</td>
<td>Airplane privileges or SEL, as appropriate</td>
<td>Gyroplane category</td>
<td>Glider category</td>
</tr>
<tr>
<td>RATINGS</td>
<td>SEL, as appropriate, and meet § 61.101(c) requirements</td>
<td>Gyroplane privileges or rotorcraft-gyroplane rating, as appropriate, and meet § 61.101(c) requirements</td>
<td>Glider privileges or rating</td>
</tr>
<tr>
<td>HOURS AS PIC</td>
<td>500 250 in light sport airplanes, which includes 50 in past year</td>
<td>500 250 in gyroplanes, which includes 50 in past year</td>
<td>250 100 in gliders, which includes 10 hours and 10 flights in past year</td>
</tr>
<tr>
<td>HOURS AS FLIGHT INSTRUCTOR</td>
<td>200 at least 100 in light sport airplanes</td>
<td>200 in gyroplanes</td>
<td>100 at least 50 in gliders</td>
</tr>
</tbody>
</table>
Figure 7-1, Specific Eligibility Requirements for Sport Pilot Examiners (Continued)

<table>
<thead>
<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>BALLOON</th>
<th>WEIGHT SHIFT CONTROL</th>
<th>POWERED PARACHUTE</th>
<th>AIRSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATES REQUIRED</td>
<td>Sport pilot or Private Pilot (or higher) Flight Instructor or Commercial Pilot</td>
<td>Sport pilot or Private Pilot (or higher) Flight Instructor</td>
<td>Sport pilot or Private Pilot (or higher) Flight Instructor</td>
<td>Sport pilot or Private Pilot (or higher) Flight Instructor</td>
</tr>
<tr>
<td>CERTIFICATE CATEGORIES</td>
<td>Lighter-than-air</td>
<td></td>
<td></td>
<td>Lighter-than-air</td>
</tr>
<tr>
<td>RATINGS</td>
<td>Balloon privileges or rating</td>
<td>Weight Shift Control privileges or rating</td>
<td>Powered Parachute privileges or rating</td>
<td>Airship privileges or rating</td>
</tr>
<tr>
<td>HOURS AS PIC</td>
<td>200 100 in balloons, which includes at least 20 hours and 10 flights that were of at least 30 minutes duration in past year</td>
<td>500 250 in weight shift control, which includes 50 in past year</td>
<td>250 100 in powered parachute, which includes 25 in past year</td>
<td>200 100 in airships, which includes 20 in past year</td>
</tr>
<tr>
<td>HOURS AS FLIGHT INSTRUCTOR</td>
<td>100 in airships</td>
<td>200 at least 100 in weight shift control</td>
<td>100 at least 50 in powered parachute</td>
<td>100 in airships</td>
</tr>
</tbody>
</table>
## Figure 7-2 Specific Eligibility Requirements for Pilot Examiner Designees

<table>
<thead>
<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>AIRPLANE</th>
<th>ROTORCRAFT</th>
<th>GLIDERS</th>
<th>L-T-A AIRSHIPS</th>
<th>L-T-A BALLOON</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATES REQUIRED</td>
<td>Commercial pilot Flight instructor</td>
<td>Commercial pilot Flight instructor</td>
<td>Commercial pilot Flight instructor</td>
<td>Commercial pilot</td>
<td>Commercial pilot</td>
</tr>
<tr>
<td>CERTIFICATE CATEGORIES</td>
<td>Both with airplane category</td>
<td>Both with rotorcraft category</td>
<td>Both with glider category</td>
<td>Lighter-than-air</td>
<td>Lighter-than-air</td>
</tr>
<tr>
<td>RATINGS</td>
<td>Both with appropriate airplane class ratings Instrument—Airplane on pilot certificate only</td>
<td>Helicopter or gyroplane class ratings as appropriate</td>
<td></td>
<td>Airship class rating</td>
<td>Balloon class rating</td>
</tr>
<tr>
<td>HOURS AS PIC</td>
<td>2,000 1,000 in airplanes, which includes 300 in past year 300 in airplane class 100 at night</td>
<td>1,000 500 in rotorcraft, which includes at least 100 in past year 250 in helicopters or 150 in gyroplanes, as appropriate</td>
<td>500 200 in gliders, which includes at least 10 in past year of at least 10 flights</td>
<td>1,000 500 in airships, which includes at least 200 in past year 50 night</td>
<td>200 100 in balloons, which includes 20 in past year of at least 10 flights each of 30 minutes duration</td>
</tr>
<tr>
<td>HOURS AS FLIGHT INSTRUCTOR (as a CFI or MFI)</td>
<td>500 in airplanes 100 in class</td>
<td>200 in helicopters or gyroplanes as appropriate</td>
<td>100 in gliders</td>
<td>100 in airships</td>
<td>50 in balloons 10 in past year</td>
</tr>
</tbody>
</table>
Figure 7-3. Specific Eligibility Requirements for Commercial Pilot Examiner Designees

<table>
<thead>
<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>AIRPLANE</th>
<th>ROTORCRAFT (VFR ONLY)</th>
<th>GLIDERS</th>
<th>L-T-A AIRSHIPS</th>
<th>L-T-A BALLOON</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATES REQUIRED</td>
<td></td>
<td>Commercial pilot</td>
<td>Commercial</td>
<td>Flight instructor</td>
<td>Flight instructor</td>
</tr>
<tr>
<td>CERTIFICATE CATEGORIES</td>
<td></td>
<td>Both with rotorcraft</td>
<td>Both with</td>
<td>Lighter-than-air</td>
<td>Lighter-than-air</td>
</tr>
<tr>
<td>RATINGS</td>
<td></td>
<td>category</td>
<td>glider category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOURS AS PIC</td>
<td></td>
<td>2,000 500 in rotorcraft, which includes at least 100 in past year 250 in helicopter or 150 in gyroplanes, as appropriate If applicable, 100 in large helicopters, including 50 in type helicopter sought and 25 in each additional type sought</td>
<td>500 250 in gliders, which includes at least 20 in past year of at least 50 flights</td>
<td>2,000 500 in airships, which includes at least 200 in past year 50 at night</td>
<td>200 100 in balloons, which includes at least 20 in past year of at least 10 flights each of at least 30 minutes duration Held a Commercial Pilot Certificate—Balloon for at least 1 year</td>
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<tr>
<td>HOURS AS FLIGHT INSTRUCTOR (as CFI or MFI)</td>
<td></td>
<td>200 in helicopters or gyroplanes, as appropriate 50 in helicopters or gyroplanes, as appropriate, preparing pilot for a Commercial Pilot Certificate</td>
<td>200 100 in gliders</td>
<td>100 in airships</td>
<td>50 in balloons 10 past year</td>
</tr>
</tbody>
</table>
## Figure 7-4 Specific Eligibility Requirements for Commercial and Instrument Rating Examiner and Airline Transport Pilot Examiner Designees

<table>
<thead>
<tr>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>TYPE OF CIRE DESIGNATION</th>
<th>TYPE OF ATPE DESIGNATION</th>
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<tbody>
<tr>
<td></td>
<td>AIRPLANE &amp; INSTRUMENT</td>
<td>HELICOPTER &amp; INSTRUMENT</td>
</tr>
<tr>
<td>CERTIFICATES REQUIRED</td>
<td>Commercial pilot</td>
<td>Commercial pilot</td>
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<td></td>
<td>Flight instructor</td>
<td>Flight instructor</td>
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<tr>
<td>CERTIFICATE CATEGORIES</td>
<td>Both with airplane</td>
<td>Both with rotorcraft</td>
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<td>category</td>
<td>category</td>
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<tr>
<td>RATINGS</td>
<td>Both with appropriate</td>
<td>Helicopters class</td>
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<td>airplane class ratings</td>
<td>ratings; instrument</td>
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<td>and instrument-airplane</td>
<td>helicopter</td>
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<td>HOURS AS PIC</td>
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<td>1,000 in airplanes,</td>
<td>500 in helicopters,</td>
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<td>which includes 300 in</td>
<td>which includes 100 in</td>
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<td>airplanes past year</td>
<td>helicopter past year</td>
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<td>500 in class of aircraft</td>
<td>100 instrument flight</td>
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<td></td>
<td>100 at night in</td>
<td>(actual or simulator)</td>
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<td></td>
<td>airplanes</td>
<td>If applicable, 100 in</td>
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<td>200 complex airplanes</td>
<td>large helicopters,</td>
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<td></td>
<td>100 instrument flight</td>
<td>including 50 in type</td>
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<td>(actual or simulator)</td>
<td>sought and 25 in each</td>
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<td></td>
<td>If applicable, 300 in</td>
<td>additional type sought</td>
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<td>large turbine-power</td>
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<td>airplanes, including</td>
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<td></td>
<td>50 in type sought</td>
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<td>and 25 in each additional</td>
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<td>type sought</td>
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<tr>
<td>HOURS AS FLIGHT INSTRUCTOR (as a CFI or MFI)</td>
<td>500 in airplanes</td>
<td>250 in helicopters</td>
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<tr>
<td>100 in class of airplane</td>
<td>50 instrument flight instruction time</td>
<td>100 preparing pilots for</td>
</tr>
<tr>
<td>250 instrument flight instruction time including 200 in airplanes</td>
<td>instruction time in helicopters</td>
<td>Commercial Pilot-Helicopter</td>
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<tr>
<td></td>
<td>100 preparing pilots for</td>
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<tr>
<td></td>
<td>Commercial Pilot-Helicopter</td>
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</table>

3. **Types of Designation.** Pilot examiners are designated for specific testing functions. Examiners may perform only the functions authorized by their designations. Pilot examiner designations have been aligned to conform with part 61 certificates and ratings.

   a. **Sport Pilot Examiner/Sport Pilot Flight Instructor Examiner (SPE/SFIE).** Examiners may perform testing only in aircraft that meet the definition of light sport aircraft. An examiner may issue a sport pilot certificate or flight instructor certificate with a sport pilot rating, as applicable. The FAA Light Sport Aviation Branch (AFS-610) will authorize which functions an examiner can conduct.

   b. **Private Pilot Examiner (PE).** A PE conducts private and recreational pilot certification tests and additional aircraft rating tests as specifically authorized.

   c. **Commercial and Instrument Rating Examiner (CIRE).** A CIRE conducts commercial pilot certification tests, instrument rating practical tests, and additional aircraft rating tests as specifically authorized for airplanes, powered-lifts, and rotorcraft-helicopters.

   d. **Commercial Pilot Examiner (CE).** A CE conducts commercial pilot certification tests in rotorcraft, gliders, lighter-than-air aircraft, and additional ratings as specifically authorized.

   e. **Air Transport Pilot Examiner (ATPE).** An ATPE conducts ATP practical tests for the original issuance of an ATP certificate and additional ratings as specifically authorized. ATPEs must hold category and class, and, if appropriate, type ratings on their pilot certificates pertinent to the tests to be conducted.

   f. **Flight Instructor Examiner (FIE).** An FIE, as authorized by the managing FSDO, conducts practical tests for the original issuance, renewal, and reinstatement of flight instructor certificates and ratings. An FIE is authorized to issue flight instructor renewals or reinstatements on the basis of practical tests only.

   g. **Flight Instructor Renewal Examiner (FIRE).** An FIRE is authorized by the managing FSDO to accept applications for renewal of a flight instructor certificate that is still current and where the renewal process is merely administrative (meaning, a practical test is not required for renewal of the applicant’s flight instructor certificates). The examiner must identify
himself/herself as an FIRE on the FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing certified flight instructor (CFI) renewals.

h. National Designated Pilot Examiner and Flight Engineer Examiner (NDPE/FEE). An NDPE/FEE conducts airman certification practical tests and proficiency tests in vintage/former military airplanes that are identified and listed as vintage airplanes under the NDPE/FEE program.

i. Flight Engineer Examiner (FEE). A person authorized to conduct flight engineer certificates and ratings (for other than part 121 or 125 purposes) to applicants who qualify in accordance with 14 CFR part 63.

j. Pilot Proficiency Examiner (PPE). A PPE conducts the PIC proficiency checks required by § 61.58 for airmen who act as PIC of aircraft that require two or more pilots and are operated under other than parts 121, 125, 127, or 135. A PPE does not conduct certification practical tests.

k. Airman Certification Representative (ACR). An ACR accepts applications for airman certificates and/or ratings from the graduates of a pilot school that holds appropriate examining authority under part 141. An ACR employed solely by a flight instructor refresher clinic (FIRC) reviews applicants’ attendance/training records and determines applicants’ eligibility for the renewal of a current flight instructor certificate. A current DPE is authorized to perform ACR duties and responsibilities for any airman certificate or rating. A DPE who performs ACR duties and responsibilities is not required to have his or her COA letter revised in order to perform ACR duties and responsibilities. The eligibility and experience requirements for the ACR position are covered in chapter 7, section 18. The examiner must identify himself/herself as an ACR on the FAA Form 8710-1 application when processing CFI renewals.

l. Military Competency Examiner (MCE). The MCE reviews a military pilot’s records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized (e.g., § 61.73). The MCE may issue/upgrade pilot certificates bearing type ratings based on the applicant’s military pilot qualifications. The eligibility and experience requirements for the MCE position are covered in chapter 7, section 20.

m. Foreign Pilot Examiner (FPE). An FPE may issue private pilot certificates and ratings at the private pilot certification level on the basis of an applicant’s foreign license qualifications. The FPE reviews applicants’ records, verifies computer test reports for the Foreign Pilot Instrument knowledge tests, and issues private pilot certificates to qualified foreign applicants in accordance with § 61.75. The eligibility and experience requirements for the FPE position are covered in chapter 7, section 20.

Note: Refer to chapter 7, section 21 for guidance information on the issuance of the U.S. pilot certificate based on a person holding a foreign pilot license.

n. Military Competency/Foreign Pilot Examiner (MC/FPE). The eligibility and experience requirements for the MC/FPE position are covered in chapter 7, section 20.
(1) The MC function of the MC/FPE designation reviews a military pilot’s records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized (e.g., § 61.73). The MC function may issue/upgrade pilot certificates bearing type ratings based on the applicant’s military pilot qualifications.

(2) The foreign pilot function of the MC/FPE designation issues restricted private pilot certificates and instrument ratings based on an applicant’s foreign license qualifications (e.g., § 61.75).

o. Ground Instructor Examiner (GIE). A GIE reviews an applicant’s knowledge test report for the issuance of a Ground Instructor Certificate for the basic, advanced, or instrument ratings, as specifically authorized (as per §§ 61.213 and 61.215). The eligibility and experience requirements for this examiner candidate are covered in chapter 7, section 20.

Note: Except for NDPE/FEEs, an evaluation of competency as a pilot examiner and a COA letter for each specific make and model of multiengine airplane, helicopter, powered-lift, turbine powered airplane, and large aircraft are required for initial authorization to conduct practical tests in these aircraft. The examiner candidate may demonstrate competency in an aircraft or in a Level C or D flight simulator if the simulator used is representative of the aircraft to be authorized by the examiner candidate’s designation. In order to conduct a test in a simulator, the examiner must hold a type rating for the type of aircraft represented by the simulator if the represented aircraft requires a pilot type rating. For initial NDPE/FEE authorization, an examiner holding a current COA letter need complete only one evaluation of competency in a vintage airplane to show competency for all vintage airplanes within that airplane grouping. An NDPE/FEE must hold a current § 61.58 proficiency check in at least one vintage airplane.

4. Practical Test. The practical test for initial examiner designations, issuance of additional designations, and renewal of examiner designations must contain both the appropriate oral questioning and aircraft/flight simulator performance in accordance with the PTS. A complete pretest, preflight, and postflight briefing must be completed for any practical test.

5. Additional Designations. The examiner must hold the certificate and rating(s), without limitation, appropriate to the additional designation sought. Additionally, the examiner must meet the appropriate flight experience required for initial designation of the examining authority desired.

Note: If adding SPE or SFIE privileges in a category of aircraft for which the examiner already holds private examiner privileges, the examiner need not meet the requirements in Figure 7-1.

a. Requirements. Except for placing an additional grouping of vintage airplanes on an existing NDPE/FEE authorization, each additional designation requires a demonstration of competency appropriate to the aircraft or simulator and the designation sought.
(1) When a designation is added, a new certificate of authority showing all
designations held will be issued to the examiner. The examiner’s current designation number will
be used.

(2) At the time a new designation is added, the examiner’s existing designation(s)
may be renewed.

(3) The Experimental Aircraft Association (EAA) may request that an additional
grouping of vintage airplanes be placed on an existing NDPE/FEE authorization at any time the
EAA deems the addition(s) necessary to provide adequate national resources for the NDPE/FEE
program.

(a) The EAA will make the request in writing to the General Aviation and
Commercial Division (AFS-800).

(b) AFS-800 will approve or disapprove the request.

b. Test Criteria for Additional Designations. Although all required maneuvers and
procedures from the appropriate PTS must be tested for an initial designation, testing on the
same maneuvers and procedures for an additional designation need not be repeated if the new
designation is to be added within 12 months of the initial evaluation. For example, if an examiner
candidate is evaluated simultaneously for both PE and CIRE—Airplane designations and the
examiner candidate satisfactorily completes all of the maneuvers and procedures for the PE
designation, then only those maneuvers and procedures which differ for the CIRE designation
need be evaluated. However, if 12 calendar-months or more have elapsed since the examiner
candidate was evaluated for a PE designation, then the examiner candidate must be tested on all
maneuvers and procedures appropriate to a CIRE designation in order to qualify for the
additional designation.

6. Examiner COA Letters. Examiners who are authorized to conduct practical tests in
multiengine airplanes, helicopters, powered-lifts, turbine-powered airplanes, large aircraft,
vintage airplanes, and each FAA qualified flight simulator will be issued a special authorization
in the form of a COA letter.

a. Helicopters, Type rated Aircraft, Flight Simulators, Multiengine Airplanes, and
Single-Engine Airplanes.

(1) For DPEs who are authorized to administer practical tests in helicopters that do
not require the PIC to hold a type rating, the COA letter must list each make and model of
helicopter. Prior to being designated to administer a practical test in a specific make and model
of helicopter, a DPE must have logged at least 5 hours as PIC flight time in that helicopter make
and model.

(2) For DPEs who are authorized to administer practical tests in aircraft that require
the PIC to hold a pilot type rating, the COA letter must list that type of aircraft. Prior to being
designated to administer a practical test in an aircraft that requires the PIC to hold the appropriate
pilot type rating, the DPE must have logged at least 5 hours of PIC flight time in that aircraft
type. However, in the case of an examiner on the National Designated Pilot Examiner Registry
(NDPER), that examiner, when performing NDPER privileges, need only hold authorization in that group of experimental aircraft.

(3) For DPEs who are authorized to administer practical tests in a flight simulator that is representative of an aircraft that requires the PIC to hold a pilot type rating, the phrase “Flight Simulator-[Aircraft type]” should be listed on the DPE’s COA letter.

(4) For DPEs who are authorized to administer practical tests in a piston-powered multiengine airplanes or turbo propeller multiengine airplanes that do not require the PIC to hold a pilot type rating, the phrase “Small Multiengine Airplanes” must be listed on the DPE’s COA letter. Prior to being designated to administer a practical test in a small multiengine airplane, the DPE must have logged at least 5 hours of PIC flight time in that multiengine airplane make and model.

(5) For DPEs who are authorized to administer practical tests in single-engine airplanes that do not require the PIC to hold a pilot type rating, the phrase “Airplane Single Engine [Land or Sea (as appropriate)]” must be listed on the DPE’s COA letter. Prior to being designated to administer a practical test in a single engine airplane that is turbine powered, the DPE must have logged at least 5 hours of PIC flight time in that single-engine airplane make and model (emphasis added: turbine-powered single-engine airplanes).

b. Vintage Airplanes. A separate NDPE/FEE COA letter, stating the aircraft grouping in which the NDPE/FEE is authorized to conduct certification practical tests and proficiency checks under the provisions of the NDPE/FEE program, will be issued to each NDPE/FEE by AFS-800.

(1) There is no specific limit to the number of vintage airplanes for which an NDPE/FEE may receive authorization.

(2) Due to the nature of vintage airplanes, some of which are rarely flown, the EAA may request that an examiner be authorized in numerous types of vintage aircraft to ensure sufficient national availability of NDPE/FEEs (Figure 7-5).
Figure 7-5, Vintage Airplane Groups

The following airplanes are identified as vintage airplanes under the provisions of the NDPER program:

<table>
<thead>
<tr>
<th>GROUP A</th>
<th>GROUP D</th>
<th>GROUP E</th>
<th>GROUP F – Land &amp; Sea</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD-4N</td>
<td>C-46</td>
<td>C-82</td>
<td>SK-43</td>
</tr>
<tr>
<td>G-TBM</td>
<td>C-47</td>
<td>CV-240</td>
<td>SK-44</td>
</tr>
<tr>
<td>G-F3</td>
<td>DC-2</td>
<td>CV-340</td>
<td>CV-PBY</td>
</tr>
<tr>
<td></td>
<td>DC-3</td>
<td>CV-440</td>
<td>G-111</td>
</tr>
<tr>
<td>GROUP B</td>
<td>DC-B18</td>
<td>DC-A20</td>
<td>G-73</td>
</tr>
<tr>
<td>B-17</td>
<td>DC-B23</td>
<td>DC-A24</td>
<td>SA-16</td>
</tr>
<tr>
<td>B-247</td>
<td>HW-500</td>
<td>DC-B26</td>
<td></td>
</tr>
<tr>
<td>FO-5</td>
<td>L-14</td>
<td>DH-4</td>
<td></td>
</tr>
<tr>
<td>B-307</td>
<td>L-18</td>
<td>FA-119</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LB-34</td>
<td>FA-C123</td>
<td></td>
</tr>
<tr>
<td>GROUP C</td>
<td>PV-1</td>
<td>L-P38</td>
<td></td>
</tr>
<tr>
<td>B-24</td>
<td>PV-2</td>
<td>M-202</td>
<td></td>
</tr>
<tr>
<td>B-377</td>
<td></td>
<td>M-404</td>
<td></td>
</tr>
<tr>
<td>CV-LB30</td>
<td></td>
<td>M-B26</td>
<td></td>
</tr>
<tr>
<td>CV-P4Y</td>
<td></td>
<td>N-B25</td>
<td></td>
</tr>
<tr>
<td>DC-4</td>
<td></td>
<td>NH-P61</td>
<td></td>
</tr>
<tr>
<td>DC-6</td>
<td></td>
<td>L-P2V</td>
<td></td>
</tr>
<tr>
<td>DC-7</td>
<td></td>
<td>CV-PBY (land only)</td>
<td></td>
</tr>
<tr>
<td>L-1049</td>
<td></td>
<td>G-111 (land only)</td>
<td></td>
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<td></td>
<td></td>
<td>G-73 (land only)</td>
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<td></td>
<td></td>
<td>G-S2</td>
<td></td>
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<td></td>
<td></td>
<td>G-52</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>G-F7F</td>
<td></td>
</tr>
</tbody>
</table>
| c. Interim Authorization. If a pilot examiner is qualified and current in a specific make and model of aircraft for which examiner services are rarely requested and the examiner holds a current examiner authorization for a comparable type of multiengine airplane, the FSDO may issue the examiner an interim COA letter authorizing onetime testing privileges in that airplane. The COA letter must state the aircraft make and model, restrictions (if any), and the expiration date. The expiration date of the COA letter is determined by the FSDO manager but must not exceed 30 days from the date of issuance.

d. Infrequently Requested Aircraft. The FSDO may elect not to issue a COA letter to a pilot examiner for a specific make and model of aircraft that the FSDO has received infrequent requests for certification practical tests in that particular type of aircraft. In the case of an infrequently requested aircraft, the FSDO may assign an ASI to conduct certification practical tests in that aircraft.
Section 2. Conduct Practical Test/Certification Functions

7. General. Examiners must conduct the entire practical test in English using a written plan of action developed from the Examiner Test Guide (Figure 7-8A to 7-8G) and appropriate PTS. The plan of action includes a scenario. The examiner must develop a scenario that allows the evaluation of most of the Areas of Operations and Tasks required in the practical tests with minimum disruptions. Some maneuvers (stalls, steep turns, performance maneuvers) are not normally done during routine flight operations. These maneuvers still must be demonstrated. It is preferable that these maneuvers be demonstrated after the scenario is completed. But, practical test scenario can be suspended to do maneuvers, and then resumed, if the situation, due to time and efficiency of the practical test dictates so. The examiner must conduct the practical test in accordance with the appropriate regulations, PTS, operating limitations of the aircraft, and procedures prescribed in the Aircraft Flight Manual (AFM). Examiners must not use, or ask the applicant to use, procedures contrary to those specified by the AFM. Under no circumstances may an examiner intentionally allow an applicant to violate a regulation, fail to comply with an air traffic control (ATC) clearance, or create a potentially hazardous situation. Practical tests not conducted in accordance with the applicable PTS, regulations, and safe operating practices may be invalid and may be grounds for termination of the examiner’s designation. If an examiner becomes aware of a procedure in any AFM that is potentially hazardous or contrary to FAA policies, the examiner should notify the managing FAA office.

a. Personal Prejudices. An examiner must not allow personal prejudices to interfere with the objective evaluation of an applicant. If a personality conflict or disagreement develops between the examiner and the applicant before any unsatisfactory performance by the applicant, the examiner or the applicant may discontinue the practical test. In this case, the examiner issues a letter of discontinuance.

b. Appointments. An examiner is expected to honor appointments unless special circumstances warrant cancellation or postponement. If the cancellation or postponement is at the examiner’s request, it is the examiner’s responsibility to reschedule the practical test. If an examiner cancels a practical test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact the managing FAA office. The managing FAA office will provide the names of other examiners in the district or may arrange to conduct the practical test if the applicant requests it.

c. Test Environment. The examiner must conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant his/her undivided attention during the test and ensure that any discussion of test results with the applicant is in private. However, by mutual agreement from both the applicant and the examiner [emphasis added: both the applicant and the examiner must agree], the applicant’s flight instructor or the school’s chief instructor or assistant chief may be allowed to be present during the practical test.

d. English Language Skill Standards. All practical tests will be conducted in English. The examiner must comply with the current edition of Advisory Circular (AC) 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65, and International Civil Aviation Organization (ICAO) Level 4 Language Proficiency Criteria (Figure 7-6) to ensure that applicants meet regulatory requirements. If the applicant is unable to read, speak, write, and
understand the English language in accordance with the criteria listed in this paragraph, the examiner must terminate the practical test and refer the applicant to the managing FAA office.

e. **Evaluating Single Pilot Resource Management (SRM) Skills.** Emphasis must be placed on evaluating SRM skills including judgment and aeronautical decision-making skills. New flight training and evaluation methods have been developed to enhance these skills in order to reduce general aviation accidents. New techniques and methods for measuring the applicant’s SRM skills are also needed to ensure the SRM skills are being mastered. Scenarios are the recommended method for both training and evaluating SRM skills. Developing a scenario that will effectively evaluate all required tasks of an appropriate PTS may present a challenge to the examiner, for that reason this section is added.

(1) What is a scenario? Air Carriers call them Line-Oriented Flight Training (LOFT); the military call them sorties. There are at least two requirements for a scenario. The mission must have a purpose (reason to go) and consequences if the mission is not completed. Scenarios, as typically used in flight training, is setting up a set of circumstances that can be used to teach a specific (canned) response to a in-flight event. For example, an engine failure—pitch for best glide, etc. The method may be effective in teaching a critical response to the single-engine engine failure but it does not promote the development of critical thinking skills and would not be useful in evaluating them. This example may be effective in evaluating a response to an emergency situation but is would not allow an examiner to observe the SRM skills of an applicant. For a practical test, a scenario is a single mission that it planned and carried out. That mission, plus trigger events that the examiner implements during the flight, should allow the applicant to demonstrate most of the Areas of Operations and Tasks required in the practical tests with minimum disruptions.

(2) For the purpose of training and evaluating SRM skills:

(a) A scenario is a flight that the applicant can and may do with the certificate or rating he/she is seeking. For example, the Private Pilot applicant is planning a flight to an airport 50 miles away to pick up his mother-in-law and fly her to another town to attend his wife’s graduation and then fly them both back to the original departure airport for a celebration. The scenario described above has a purpose; that is, to take the applicant and his mother-in-law to his wife’s graduation and the celebration following. It will also very likely have consequences if the flights are not accomplished; that is, the wife and mother-in-law will never forgive the applicant.

(b) The scenario should be something that the applicant may want to do and it should provide opportunities to complete the various tasks required in the appropriate PTS. If the scenario is something the applicant is likely to do, it is likely that the applicant will take a real interest in making the flight and will not simply treat it as a training exercise.

(c) The scenario should be a complete flight that includes the planning, the flight, and the post-flight phases appropriate for the certificate or rating being sought.

(3) The scenario should allow the evaluation of the appropriate required Area of Operations, Tasks, and SRM skills during the course of the scenario with minimum disruptions. In other words, develop a scenario that incorporates as many of the required tasks as you can within a realistic setting. This statement is not meant to limit or restrict the examiner’s plan of
action, but rather it should be considered a goal for the examiner to strive for. Fewer interruptions will enhance the quality of the evaluation and provide a better testing environment for the applicant to demonstrate his/her aeronautical skills (both SRM and psychomotor). Many factors may cause a need to suspend the scenario to accomplish required tasks. For example, the scenario calls for a flight over a duck pond to count the number of ducks (turns around a point). The examiner may suspend the scenario to accomplish other maneuvers, such as the climb to altitude and demonstrate stalls, while they are at a place where the other tasks or maneuvers can be done safely and efficiently. Many required tasks are not normally conducted during a normal flight mission (i.e., steep turns); therefore, these tasks are more appropriately done during a break in the scenario. It is desirable to include situations within the basic scenario that would accommodate most tasks and maneuvers. Keep in mind that trigger events will likely alter the flight planned by the applicant and several required Areas of Operation may fit in the altered flight. For example, a trigger event prompts the applicant to divert to a short strip with an obstacle. In this case, a trigger event that leads to a diversion; would be built into the examiner’s plan of action but not provided to the applicant for flight planning if the applicant is to be evaluated on the aeronautical decision-making (ADM) skills to respond to a problem and take appropriate actions. Because there are numerous possible responses to a given situation, the examiner will need to consider the possible responses the applicant may apply to an event. For example, the examiner has given the applicant an alternator failure and the applicant has decided to divert to the nearest airport. The airport the applicant has decided to use is not an airport that allows the examiner to accomplish the type of approach or type of landing the examiner wanted to accomplish next. The plan of action must allow the applicant to make a decision on an event or situation that has occurred, the trigger event, and then carry that decision to a logical conclusion. Since malfunctioning equipment, typically, does not repair itself, the airplane must land. For the sake of this discussion, the decision to divert was good and the choice of airports was okay, but not necessarily the best choice. The applicant’s decision should be graded on the whether or not the applicant achieved an appropriate safe outcome and that the outcome was never in doubt, not on whether the applicant chose to do what the examiner would have chosen.

(4) Whether or not the aircraft should land, where it should land, and how quickly the aircraft should land are often matters of judgment. Judgment assessment matrices are being incorporated into each PTS to assist the examiner in evaluating the applicant’s SRM skills as objectively as possible. The judgment assessment matrix is called a rubric. A rubric is simply a method of evaluating a complex task as objectively as possible. In addition, Appendix C contains a judgment assessment matrix for each PTS. The matrices in Appendix C also include a reverse side that examiners can reference for minimum performance standards for the task and use to take notes. The examiner should make copies of this matrix and use it during each practical test. It is designed to be folded and held on a clipboard for ease of use.

(5) The Judgment Assessment Matrix is to be used as a checklist where the examiner circles or marks one of two courses of action an applicant may take for each of the six SRM tenets within each of the Areas of Operation.

(a) The possible courses of action are “unacceptable” or “acceptable.” “Unacceptable course of action” is defined as the action that the applicant made is unacceptable given the dynamics of the flight environment. An unacceptable course of action could put the safety of the flight in jeopardy. “Acceptable course of action” is defined as the action of the
applicant is satisfactory and best given the dynamics of the flight environment.

(b) The six SRM tenets are:

- Task management (TM),
- Risk management (RM),
- Automation management (AM),
- Aeronautical decision-making (ADM),
- Controlled flight into terrain (CFIT) awareness, and
- Situational awareness (SA).

(c) For each Area of Operation in the PTS, the applicant can take either an unacceptable or acceptable course of action for the task being evaluated. The examiner should judge use of resource management for each of the resource management areas. For each Area of Operation, mark the column for the course of action that best describes the applicant’s decision during that phase of the evaluation. In order to pass, all decisions made by the applicant must be acceptable. The definitions of the SRM tenets are provided on the judgment assessment matrix. All appropriate Areas of Operation and subtasks, as well as space for the written discussion of the appropriate courses of action, are provided on the reverse side.

(6) Develop a plan of action that, as much as practical, covers all required Areas of Operation and Tasks, and provide the examiner the opportunity to evaluate the applicant’s SRM skills. The technique for evaluating SRM skills is to introduce an event or situation, called an event trigger, which requires the applicant to consider the event and/or take some action. One way the examiner can control the applicant’s range of options or choices is to present the event or situation at a position/time where the choice, decision to divert for example, the desired airport is the only reasonable choice. The examiner may need to create and provide additional circumstances that would limit the applicant’s choices. For example, an airport’s runway is closed for repair. This circumstance should be a part of the initial planning factors and should not be a surprise provided during the execution of the diversion. Failure by the applicant to consider these factors during the flight would be a factor the examiner considers in the evaluation. Note that advanced avionics may make it difficult for the examiner to provide realistic and consistent additional circumstances. For example, the examiner wants to eliminate one or more airports as potential diversion airports by providing weather that is below minimums; however, during the decision process the applicant obtains an updated weather report through the installed advanced avionics that gives good weather reports for the airports involved. On the other hand, the applicant’s SRM skills may not be satisfactory, if the applicant fails to use the advanced avionics or other sources of information during the decision process. Most likely this evaluation will depend on the how much time the applicant has to make the decision.

(7) How to develop a scenario for evaluating an applicant’s aeronautical skills. The discussion thus far has addressed the reasons and considerations of a scenario but now it is time to discuss how to develop a scenario. The process should begin with the development of a list of
the required tasks, including the SRM tasks, in accordance with the appropriate PTS. Next, create a scenario that will encompass as many of the required tasks as you can. The scenario should include the reason or purpose of the flight. If the purpose of the flight cannot be tailored to a specific applicant, it must be at least realistic. This is to entice the applicant to strive to complete the scenario, which should lead to a more realistic evaluation of the applicant’s SRM skills. The scenario will need to include the trigger events that will ensure that the pilot demonstrates the required Tasks and cause the applicant to take some action that will allow opportunities to evaluate SRM skills. Revise the scenario as needed to make this a workable plan of action. Finally, produce the written plan of action. Examiners should develop multiple scenarios for each practical test they are authorized to conduct. Instructors and applicants soon find out that an examiner gives the same test over and over. They will then prepare for that test, which defeats the purpose of the applicant making decisions and demonstrating SRM. PTS scenarios should be tweaked periodically to ensure that the applicant does not know exactly what will happen during the practical test, just like in real flight operations.

(8) Additional information and guidance on SRM training and evaluation may be found on the FAA/Industry Training Standards (FITS) Web site at http://www.faa.gov/education_research/training/fits/.

8. Testing Applicants Trained by the Examiner. Except as noted in paragraphs 8a, 8b, and 8c below, an examiner who trains an applicant for a certificate or rating may only test that applicant if another instructor has given the applicant at least 3 hours of flight instruction and is the recommending instructor (1.5 hours if the test is in a glider or balloon; 1.0 hours if the test is in a powered parachute; 2.0 hours if the test is in all other light sport aircraft categories). An examiner may also test an applicant trained by that examiner for an additional aircraft class rating if the applicant has obtained the written recommendation of another CFI who has personally checked the applicant and found the applicant prepared for the practical test.

a. FIE. An FIE may test an applicant trained by that examiner for a flight instructor certificate or rating if the examiner obtains written permission from the jurisdictional FSDO. In the case of a test to be conducted outside the United States, the examiner must obtain the permission of the managing FAA office/region.

b. ATPE. An ATPE may test an applicant trained by that examiner for an ATP certificate or rating if the examiner obtains the written permission of the jurisdictional FAA office. In the case of a test to be conducted outside the United States, the examiner must obtain the permission of the managing FAA office/region.

c. NDPE/FEE. In cases where an NDPE/FEE is the only readily available instructor qualified in a rare airplane, the NDPE/FEE may conduct a certification practical test for an applicant trained by that examiner if the examiner obtains permission from the NDPE/FEE manager, General Aviation and Commercial Division (AFS-800), 800 Independence Avenue SW., Washington, DC 20591, telephone number (202) 267-8212.
9. **Examiner Limitations.**

   a. **Altered/Amended Certificate.** An examiner must not alter or amend any pilot or instructor certificate. Applicants who have passed tests for additional ratings must be issued a new FAA Form 8060-4, Temporary Airman Certificate. Ratings, shown on a restricted pilot certificate (e.g., issued per § 61.75) must not be included on an issued FAA Form 8060-4 for a standard airman certificate unless the previously shown ratings include the notation “U.S. TEST PASSED.”

   b. **Authorized Aircraft.** An examiner must not conduct a practical test in any aircraft for which the examiner does not hold a category, class, and, if appropriate, aircraft type rating or authorization. An examiner must not conduct a practical test in any multiengine airplane, vintage airplane, helicopter, powered-lift, turbine-powered aircraft, or large aircraft other than those shown on a COA letter.

   c. **Medical Flight Tests.** Unless specifically authorized by the managing FAA office, an examiner must not accept an application for an airman certificate or rating from an applicant requiring a special medical flight test. Such applicants should be referred to a managing FAA office.

   d. **English Language Requirement.** An examiner is not authorized to issue an airman certificate with the limitations “NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH” or “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO.” A certificate with such limitations can only be issued by an FAA office when based on FAA Form 8500-15, Statement of Demonstrated Ability (SODA). If the deficiency is not due to a medical reason, the applicant is not eligible for the certificate. Only the FAA office may remove the English language limitation.

   e. **Restricted U.S. Airman Certificate Issued on the Basis of a Foreign License.** Unless specifically authorized by the managing FAA office, an examiner must not accept an application for the original issuance of a pilot certificate on the basis of a foreign pilot license. Refer to chapter 7, section 21 for guidance on the issuance of U.S. pilot certificates based on a foreign-pilot license.

   f. **Certificates Issued on the Basis of U.S. Military Competence.** Unless specifically authorized by the managing FAA office, an examiner must not accept an application for the original issuance of a pilot certificate on the basis of U.S. military competence.

   g. **Airman Knowledge Tests.** A DPE may not be involved in conducting or monitoring any portion of airman knowledge tests.

10. **Status of Examiners During Practical Tests.** An examiner conducts a practical test to observe and evaluate an applicant’s ability to perform the procedures and maneuvers required for the certificate or rating sought. The examiner is not PIC of the aircraft during a practical test unless the examiner agrees to act in that capacity by prior arrangement with the applicant. The FAA strongly recommends that an examiner not agree to act as PIC of a flight during a practical test.
a. Physical Location of the Examiner During a Practical Test.

(1) An examiner must accompany the applicant in the aircraft during all practical tests in accordance with § 61.45(b)(1)(iii). Except for conducting practical tests in an aircraft that requires a pilot flightcrew of two or more, as provided in paragraph 10c that follows, an examiner is expected to be physically located in the other pilot crewmember station when conducting a practical test in an aircraft that only requires one pilot crewmember. However, it is acceptable for an examiner to give the practical test from a designated jump seat or place in the cabin from which the applicant can be adequately observed, provided another pilot who is qualified to act as the PIC occupies the other pilot crewmember station. This kind of arrangement is permitted provided the examiner agrees. For an examiner to agree to such an arrangement, such factors as aircraft seating configuration; the examiner’s personal knowledge of the person proposing to occupy the other pilot crewmember station; and the examiner’s own skills, recent experience, and qualifications should be considered. However, it is normal procedure and expected that the examiner occupy the other pilot crewmember station.

(2) When an examiner agrees to give the practical test from a designated jump seat or place in the cabin from which the applicant can be adequately observed, the examiner must conduct a preflight briefing with the applicant and the other pilot about safety precautions, procedures, duties, and responsibilities of each crewmember before beginning the flight portion of the practical test.

(3) For sport pilot examinations, an SPE must accompany the applicant in the aircraft during all practical tests in accordance with § 61.45(b)(1)(iii) unless the aircraft only has one seat. If the applicant presents a single-seat aircraft, the examiner can proceed with the practical test. The pilot will have a limitation placed on his or her sport pilot certificate, which limits operation to a single-seat light sport aircraft; he or she will not be authorized to carry passengers. The examiner must refer to the appropriate PTS to ensure the required maneuvers are performed for single pilot aircraft.

b. Examiner Station in an Aircraft Requiring a Flightcrew of Two or More. During practical tests given on aircraft requiring a flightcrew of two or more, the examiner should give the practical test from a designated jump seat or place in the cabin from which the flight can be adequately observed. When an examiner conducts a practical test from a jump seat or station in the cabin, a pilot who is qualified to act as PIC in that aircraft must occupy a pilot seat.

(1) This arrangement allows the examiner to devote full attention to the practical test rather than being involved with performing the duties of a flight crewmember. It also allows the examiner to assess the command ability of the applicant and to observe crew coordination.

(2) This is not intended to preclude an examiner from electing to occupy a pilot seat during the practical test. Consideration should be given to such factors as aircraft seating configuration, the examiner’s personal knowledge of the person proposing to occupy the pilot seat, and the examiner’s skills, recent experience, and qualifications.

c. Examiner Elects to Serve as a Required Crewmember. Examiners must observe special considerations when electing to serve as a required flight crewmember during a practical test. In addition to being appropriately rated and holding a current medical certificate, the
examiner must also be current in accordance with §§ 61.55, 61.56, 61.57, 61.58, and 14 CFR part 91, § 91.109(c), as applicable. Due to liability considerations, the FAA strongly recommends that examiners not conduct practical tests in which they will serve as a required crewmember.

d. NDPE/FEE. An NDPE/FEE must meet the requirements of all applicable regulations, including § 61.58, to conduct a practical test from the pilot seat of a vintage airplane except in unusual circumstances where no qualified and current examiners are available for that aircraft.

(1) When there are no qualified and/or current examiners available for a vintage aircraft, the best qualified NDPE/FEE may apply to the NDPE/FEE manager, in AFS-800, for a COA letter to conduct the required tests.

(2) Except as stated in subparagraph (1), under no circumstances may an NDPE/FEE conduct a practical test from the pilot seat of a vintage airplane unless that examiner is qualified and current to act as PIC of that aircraft.

(3) An NDPE/FEE may conduct a practical test from the jump seat of a vintage airplane in which the examiner is qualified but not current if:

(a) The examiner is type rated in the airplane,

(b) The examiner is authorized as an NDPE/FEE to give practical tests in that airplane,

(c) The examiner holds the current § 61.58 proficiency check in any vintage airplane, and

(d) A qualified and current PIC occupies a pilot seat.

(4) The NDPE/FEE does not need a current § 61.58 proficiency check in the vintage airplane in which the test is to be conducted if the test is conducted from the jump seat and all conditions in subparagraph 10d(3) are met.

(a) The applicant and the qualified/current PIC must be thoroughly briefed by the NDPE/FEE regarding PIC responsibilities, the respective duties of each participant during the flight, and the procedures to be used during the test.

(b) All three pilots must understand the briefing and be in agreement regarding PIC responsibility and all of the points covered in the briefing.

(5) For single-seat vintage/former military airplane examinations, the examiner may observe the practical test from the ground. The examiner must refer to the appropriate PTS to ensure the required maneuvers are performed for single pilot aircraft.
e. **Other Commercial Flying.** If an examiner administers a practical test from a jump seat or cabin station of an aircraft requiring a flightcrew of two or more, or from a pilot seat of an aircraft requiring a flightcrew of only one pilot, flight time accrued as an examiner is not deemed to be other commercial flying with respect to the flight and duty time limitations stated in parts 121, 125, and 135. However, if an examiner serves as a required crewmember during a practical test on an aircraft requiring a flightcrew of two or more, that flight time is deemed to be other commercial flying.

11. **Carriage of Passengers During Practical Tests.** The practice of carrying persons other than those participating in the practical test must be limited to individuals who have a legitimate interest in the practical test.

   a. **Authorized Persons.** Persons who may be carried during a practical test include:

      (1) Persons preparing for a similar practical test.

      (2) Authorized instructors assigned to similar flight training activities.

      (3) The applicant’s instructor.

      (4) Examiners who are authorized to conduct similar practical tests or examiner candidates.

      (5) Chief pilots or instructors for flight schools and corporate operators.

      (6) Owner/operators of the aircraft.

      (7) ASIs.

   b. **Unauthorized Persons.** Examples of unauthorized persons are non-flying relatives of the applicant, persons not involved in a flight training program, non-flying employees, or friends of the owner/operator.

   c. **Consent for Passenger Carriage.** The carriage of authorized persons must have the consent of the applicant, the examiner, and the owner/operator.

   d. **Additional Crewmembers.** In some aircraft, tasks such as simulated equipment failures or emergency procedures may make it momentarily difficult for the flightcrew and the examiner to maintain good vigilance to situations outside the aircraft. In such cases, the examiner may request that a qualified observer be provided to assist in maintaining a constant watch for other air traffic.

12. **Aircraft Used for Practical Tests.** An applicant for an airman certificate or rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. At the examiner’s discretion, this includes U.S. military aircraft, certain experimental aircraft that can be identified as a category and class of aircraft (if class of aircraft is appropriate) under § 61.5, or properly certificated aircraft of foreign registry.
a. **Experimental Aircraft.** An applicant may request a practical test in an experimental aircraft. The aircraft may be certificated as amateur-built or for exhibition purposes. An examiner may conduct a practical test in such experimental aircraft provided that all the following conditions are met:

1. The examiner is willing to conduct the test.

2. The applicant is not prohibited from accomplishing the required tasks by the operating limitations issued for the experimental aircraft.

3. If the experimental aircraft is not capable of performing all required tasks, another aircraft of the same category, class, and type, as appropriate, must be provided for those tasks that cannot be accomplished in the experimental aircraft.

b. **Self-launching Gliders.** Aircraft that have been certificated as gliders with self-launching capability cannot be used for a practical test for an airplane category. There are no dual airplane/glider category designations. The examiner can determine the category of an aircraft by examining the aircraft airworthiness certificate or Type Certificate Data Sheet (TCDS).

c. **Aircraft Limitations.** A limitation will be placed on an applicant’s pilot certificate if the applicant provides an aircraft that has operating characteristics that preclude it from performing all the tasks required during the practical test (per § 61.45(b)(2)). However, this situation and the kind of aircraft to be used must be specifically identified and approved by the FAA, General Aviation and Commercial Division (AFS-800), at 800 Independence Avenue SW., Washington, DC 20591 (phone: (202) 267-8212) or the Light Sport Aviation Branch (AFS-610) in Oklahoma City, OK (phone: (405) 954-6400) for experimental light sport aircraft, on a case-by-case basis.

1. For the record, The FAA generally disapproves the use of such aircraft, but it may grant approval on a case-by-case basis. The approval is only given as a reasonable accommodation to an applicant with a disability requiring such accommodation.

**Note:** For example, in the past, AFS-800 has approved the Ercoupe for use in a practical test. Persons seeking to use an Ercoupe for a practical test would receive the limitation “Limited to Ercoupe Without Rudder Pedals.”

2. In accordance with § 61.45(f), a practical test may be conducted in a light sport aircraft that has a single-pilot station with certain limitations. The practical test for a sport pilot certificate can be conducted from the ground by an examiner, provided the examiner agrees to conduct the single-seat aircraft practical test, is in a position to observe the operation of the aircraft, and evaluate the proficiency of the applicant. Finally, the examiner must ensure that the practical test is conducted in accordance with the Sport Pilot PTS for single-seat aircraft. Upon successful completion of the practical test, the following limitation will be placed on the sport pilot certificate: “NO PASSENGER CARRIAGE AND FLIGHT IN A SINGLE-PILOT STATION AIRCRAFT ONLY.” Only an examiner or an ASI is authorized remove the limitation. This can be accomplished when the sport pilot takes a practical test in a two-place light sport aircraft and conducts additional tasks identified in the PTS. It can also be
accomplished if the sport pilot completes the certification requirements for a higher certificate, rating, or privilege in a two-place aircraft. A sport pilot who is issued a certificate with a single-seat limitation must complete a flight review, as required by § 61.56. If the flight review will be accomplished in an aircraft, it must be in an aircraft with a minimum of two seats, in which the pilot is rated, and with an authorized instructor that is current and qualified to act as PIC.

d. Public Aircraft. In accordance with Title 49 of the United States Code (49 U.S.C.) § 40102(a)(41), public aircraft are aircraft owned and operated by a state government, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of those governments, except as provided in 49 U.S.C. § 40125(b). Title 49 U.S.C. § 40125(b) provides, in pertinent part, that an aircraft described in 49 U.S.C. § 40102(a)(41)(A), (B), (C), or (D) does not qualify as a public aircraft under such section when the aircraft is used for commercial purposes or to carry an individual other than a crewmember or a qualified non-crewmember.

(1) Public aircraft that do not hold an FAA airworthiness certificate are not authorized for use in a practical test. A pilot may not use a public aircraft that does not hold an FAA airworthiness certificate for a practical test or for maintaining recency of experience under part 61.

(2) In accordance with Public Law (PL) 106-424, Sec. 14, Crediting of Law Enforcement Flight Time, if a pilot for a Federal, state, county, or municipality law enforcement agency is engaged in a law enforcement flight activity in a public aircraft, the pilot may log that flight time for the purposes of § 61.51(a)(1) and (2). However, in accordance with PL 103-411 and 49 U.S.C. § 40102, a public aircraft is not authorized to be used for the purposes of receiving pilot training for the furtherance of a certificate, rating, or recency of experience or for conducting a practical test for an airman certificate or rating.

(3) The prohibition on conducting a practical test in a public aircraft does not apply to military aircraft. An acceptable U.S. military aircraft is one that is under the direct operational control of the U.S. military (e.g., Regular, Reserve, National Guard, or U.S. Coast Guard) forces. Former U.S. military aircraft that are not under the direct operational control of the U.S. military forces may not be used for practical tests, unless the aircraft holds a U.S. airworthiness certificate and can be identified as a category and class of aircraft (if class of aircraft is appropriate) under § 61.5. U.S. military aircraft or former U.S. military aircraft used by an applicant for a practical test must be capable of performing all operations and tasks required by the PTS. The applicant must not be restricted from accomplishing the required maneuvers and procedures by military directives or aircraft limitations.

(a) The examiner must advise an individual who requests a practical test in a U.S. military aircraft that the applicant must provide a letter from the commanding officer or the operations officer of the U.S. military organization having jurisdiction over that aircraft. The letter must state that the applicant is authorized to use the aircraft for a practical test from the FAA and that all maneuvers required for the test are authorized to be conducted in the aircraft.
(b) Without the official, original letter accompanying the application, an examiner must not conduct any part of a practical test involving a U.S. military aircraft/simulator.

(c) A clear understanding of responsibility between the examiner and the U.S. military organization must be maintained so that no question of accident or injury claim liability exists.

(4) An area of concern is the administration of an ATP certification practical test in a large U.S. military aircraft for which there is no civil counterpart (for example, F-4, A-10, T-38, and UH-60). Tests may be given in such aircraft even though an aircraft type rating is not concurrently issued. The aircraft must be able to perform all flight maneuvers and all equipment must be functional before flight. Additionally, the aircraft must be properly equipped to accommodate an examiner. If an examiner receives a request for a practical test in a U.S. military aircraft for which there is no civil counterpart, the examiner must coordinate with the managing FAA office to ensure that all aircraft requirements are met and that the correct limitations for the certificate are determined. There are provisions for practical tests in vintage/former U.S. military aircraft under the NDPE/FEE program.

13. **Aircraft Equipment.** Except as provided by § 61.45(b)(2), an aircraft furnished for a practical test by an applicant must have the equipment required to accomplish each Area of Operation on the practical test. The applicant may need to use two or more aircraft to accomplish all of the practical test requirements (for simulated instrument flight, see the additional requirements of § 61.45(e)(2)).

   a. **Adequate Visibility.** The aircraft must have pilot seats with adequate visibility for safe operation and, when the examiner conducts the test from a jump seat, have cockpit and outside visibility adequate for the examiner to evaluate the applicant’s performance.

   b. **View Limiting Device.** During the practical test for an instrument rating or other certificates/ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the examiner, which prevents flight by visual reference.

   c. **Required Controls.** An aircraft (other than lighter-than-air) must have engine power and flight controls that are easily reached and operable in a conventional manner by both pilots, as provided by § 61.45(c), unless the examiner determines that the practical test can be conducted safely without them.

   d. **Aircraft with Single Controls.** At the discretion of the examiner, an aircraft furnished by the applicant may have a single set of controls. Tests for the addition of aircraft category, class, or aircraft type ratings to private and commercial pilot certificates may be conducted in single-control aircraft under the provisions of § 61.45(e).

   e. **Aircraft with Stability Control Augmentation Systems.** Some aircraft are equipped with stability and augmentation systems which are designed to operate at all times when the aircraft is in flight. Aircraft equipped with such devices may be used on practical tests if they are operated in accordance with the manufacturer’s recommendations and the appropriate operating limitations.

a. Flight Simulators/Flight Training Devices. All flight simulators and flight training devices (FTD) used for training or testing during a practical test must be qualified and approved in accordance with § 61.4(a).

b. Basic Aviation Training Devices and Advanced Aviation Training Devices. Qualification and Approval of basic aviation training devices (BATD) and advanced aviation training devices (AATD) are not authorized to be used for a practical test. BATDs or AATDs are only authorized for use for training and in accordance with the current edition of AC 61-136, FAA Approval of Basic Aviation Training Devices (BATD) and Advanced Aviation Training Devices (AATD).

15. Engine Shutdown on Multiengine Airplanes During the Practical Test.

a. Preflight Discussion Item. An examiner who conducts a practical test in a multiengine airplane must discuss methods of simulating engine failure with the applicant during the required preflight briefing. The examiner and the applicant must discuss and follow the aircraft manufacturer’s recommended procedures.

b. Feathering Propellers. An appropriately equipped airplane must be provided by the applicant.

   (1) The feathering of one propeller must be demonstrated in flight in multiengine airplanes equipped with propellers which can be feathered and unfeathered. However, as is the case for all practical tests, the PTS requires that the applicant bring an aircraft that is “capable of performing all appropriate tasks for the certificate or rating and have no operating limitations that prohibit the performance of those tasks.”

   (2) If due to environmental considerations the feathering demonstration cannot be safely performed, a letter of discontinuance must be issued.

   (3) A propeller that cannot be unfeathered during the practical test must be treated as an emergency.

   (4) Feathering and engine shutdown must be performed at altitudes, in areas, and from positions where safe landings on established airports can be readily accomplished.

c. Simulated Engine Failure. At altitudes lower than 3,000 feet above the surface, simulated engine failure must be performed by adjusting the throttle to simulate zero thrust. This safety provision does not negate the PTS that requires testing of the task “Maneuvering with One Engine Inoperative” 3,000 feet above the surface.

16. Structure of the Practical Test. The practical test consists of a demonstration of aeronautical knowledge and skill. The two demonstrations are not intended to be separate tests. They should be conducted concurrently.
a. **Number of Practical Tests Per Day.** A DPE may not conduct more than 2 practical tests in 1 calendar-day (i.e., midnight to midnight), unless that DPE has received specific written permission from the supervising FAA office. Initial tests, re-tests, discontinuances, or continuations of practical tests are all considered practical tests, and the DPE must have received specific written permission from the supervising FAA office to do more than 2 practical tests in any 1 calendar-day.

b. **Sport DPE.** A Sport DPE may conduct 2 sport pilot practical test or 1 CFI practical test in one calendar-day. In this context, a practical test means a certificate action that is completed (i.e., issuance of FAA Form 8060-4, FAA Form 8060-5, or a letter of discontinuance).

c. **Demonstration of Aeronautical Knowledge.** The demonstration of aeronautical knowledge consists of a question and answer exchange between the examiner and the applicant. The knowledge which should be tested is identified in the applicable PTS and part 61. It is required that the oral portion of the practical test precede the flight/simulator portion of the practical test.

   (1) Trick questions should be avoided. The correct answers to all questions must be available in the regulations, AFM, or other references listed in the applicable PTS.

   (2) The examiner should maintain a relaxed atmosphere. The examiner must not give an applicant training during the practical test. If the applicant consistently gives incorrect, confused, or unrelated answers to the examiner’s questions, a notice of disapproval of application must be issued. An applicant must meet the acceptable standards of knowledge on each task.

   (3) It is not uncommon for only one or two incorrect answers to require the issuance of a notice of disapproval during the oral portion of a practical test. For example, an applicant may be asked a scenario kind of question to explain his/her actions on a cross-country flight. If the applicant were to state that an ATC clearance is not required for operation in Class B airspace then it may be appropriate for an Examiner to allow the applicant to complete his/her explanation. The examiner should then follow up with another scenario kind of question about operations into Class B airspace to determine whether the applicant’s knowledge was satisfactory or unsatisfactory. If after that question the examiner is certain that the applicant’s knowledge is unsatisfactory or incomplete, then the practical test would be terminated and a notice of disapproval should be issued. This same example could apply to scenario based questions that produce incorrect responses about visual flight rules (VFR) weather minimums, aircraft limitations, etc.

d. **Airman Knowledge Test Report.** An examiner conducting a practical test must note the failed areas coded on the applicant’s knowledge test report to identify possible deficiencies which may affect the applicant’s flight performance. Examiners should have a current copy of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing. The instructor must endorse the applicant’s logbook or training record attesting that the applicant has received the required training. In accordance with chapter 5, paragraph 2, applicants will be tested individually and separately.
**Note:** An example where simultaneous testing may be permitted is a practical test for an aircraft type rating for a Learjet 35 type rating (meaning an aircraft that requires two pilot crewmembers) that involves two applicants graduating from an FAA-approved course.

e. **Demonstration of Aeronautical Skill.** The demonstration of aeronautical skill is the flight/simulator portion of the practical test where the applicant demonstrates flight proficiency for the certificate or rating sought.

   (1) The PTS details the Areas of Operation and tasks required for the certificate or rating. If the applicant does not meet the standards of performance of any task performed, the Area of Operation is failed and, therefore, the practical test is failed. The applicant is not eligible for the certificate or rating until the failed Area of Operation is passed on a subsequent test.

   (2) The examiner or the applicant may discontinue the test at any time when the failure of a required Area of Operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant must receive credit for only those Areas of Operations which were successfully performed. With the consent of the examiner, the applicant may also elect to continue the test after failing a required task. The applicant must receive credit only for those Areas of Operations which are satisfactorily completed.

   (3) The examiner will evaluate the applicant’s ability throughout the practical test to use good ADM procedures in order to evaluate risks. The examiner will accomplish this requirement by developing scenarios that incorporate as many PTS tasks as possible to evaluate the applicants risk management in making safe aeronautical decisions. For example, the examiner may develop a scenario that incorporates weather decisions and performance planning.

17. **Practical Test Discontinuance.** Environmental, mechanical, or personal situations can occur which could cause the test to be discontinued. In such cases, the examiner should assure the applicant that he/she has not failed the practical test and should attempt to reschedule the test as soon as possible. Some of the reasons for discontinuance of a practical test are weather, mechanical problems, or incapacitation of the applicant or examiner after the test has begun.

   a. **Incomplete Practical Test.** On the day of the practical test, if extenuating circumstances occur, the examiner may elect, with the applicant’s concurrence, to begin the test anyway with the intention of completing the test at a later date. However, when the test is discontinued, the applicant must be issued a letter of discontinuance.

   b. **Letter of Discontinuance.** When a practical test is discontinued for reasons other than unsatisfactory performance, FAA Form 8710-1 or Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot, and the knowledge test report (if applicable) should be returned to the applicant. At that time, the examiner signs and issues a letter of discontinuance identifying the portions of the practical test that the applicant successfully completed. The examiner should retain a copy of the letter (Figures 7-9A and 7-9B).

      (1) Within 60 calendar-days of the original date of application, the applicant may use the letter to show an examiner which portion of the practical test was successfully completed. The letter must be included in the applicant’s certification file.
(2) When more than 60 calendar-days have elapsed since the original date of application, the examiner must test the applicant on all Areas of Operation required for that certificate or rating.

**Note:** A letter of discontinuance does not extend the validity of a knowledge test.

c. **Examiner Authority to Reexamine.** Whenever the examiner has reason to doubt the applicant’s competence in areas for which the applicant received credit during a previous practical test, the examiner must reexamine the applicant on all Areas of Operation required for that certificate or rating.

18. **Repeating Maneuvers on Practical Tests.** A completed unsatisfactory maneuver may not be repeated. The criteria for allowing the repeat of a maneuver are contained in the applicable PTS.

19. **Practical Test Briefings.** The examiner must conduct a pretest, preflight and post-flight briefing in accordance with the Examiner Test Guide (Figure 7-8A to 7-8G). These briefings must be accomplished regardless of the experience and abilities of the participants. The preflight briefing must include a discussion of the methods to be used to simulate an engine failure if a multiengine aircraft is to be used for the test. The manufacturer’s recommendations must be discussed and used.

a. **Pilot in Command.** During the preflight briefing, the examiner must ensure that the applicant understands that he or she will be evaluated on his or her ability to exercise PIC authority.

b. **Safety Pilot.** When an examiner conducts a practical test from a station other than a pilot seat, a qualified pilot must be designated as the safety pilot for the practical test and must occupy a pilot station during the test. When the examiner occupies a pilot station, he or she may perform the role of safety pilot.

(1) The safety pilot protects the overall safety of the flight to whatever extent necessary and ensures that all maneuvers, procedures, and/or alternate courses of action are performed safely.

(2) The examiner, when not occupying a pilot station, must rely on the safety pilot to override any decision by the examiner, the applicant, or other person, if safety requirements demand that action.

c. **Performance Criteria.** The pretest briefing must include a discussion of the applicable PTS which the examiner will use to determine satisfactory performance.

d. **Repetition of Maneuvers.** The preflight briefing must also include a discussion of the circumstances under which a maneuver may be repeated on the test.

e. **ADM and Risk Management.** During the preflight briefing, the examiner must ensure that the applicant understands that he or she will be evaluated on his or her ability to apply ADM and risk management principles.
20. **Segmented Practical Tests (Planned).** An examiner may be asked to conduct a practical test as a planned, segmented practical test.

   a. **Preferred Method.** A segmented practical test normally involves conducting a practical test when an aircraft and a flight simulator (FS)/FTD are used. The recommended and preferred method of conducting a segmented practical test is for the applicant to be administered the oral portion of the practical test first. After the applicant has satisfactorily completed the oral portion of the practical test, the applicant should be administered the FS/FTD portion of the practical test. After the applicant satisfactorily completes the FS/FTD portion of the practical test, the applicant should be administered the flight/aircraft portion of the practical test. However, the FAA recognizes that there may be times when inclement weather or aircraft maintenance discrepancies may cause the order of testing to be altered from the recommended and preferred method.

   b. **FS/FTD and Flight Portions of Practical Test.** The applicant has 60 calendar-days from the date the oral portion of the practical test was passed to satisfactorily accomplish the FS/FTD and flight portions of the practical test. The examiner may use oral questioning at any time during the practical test. The applicant is required to present an airman application with the appropriate endorsements to substantiate that portion of the test was satisfactory.

   c. **Perform Maneuvers.** Examiners may request that the applicant perform maneuvers in the aircraft which were completed satisfactorily during the FS/FTD portion of the test if they desire or need to further test the applicant’s competency and proficiency on those maneuvers.

21. **Retest in Event of Failure.** An applicant who fails a practical test may apply for retesting after receiving the necessary training from an authorized instructor. The applicant must present a logbook or training record endorsement by an authorized instructor who has given the applicant the necessary additional training. On FAA Form 8710-1 or Form 8710-11, as appropriate, the authorized instructor must legibly complete the “INSTRUCTOR’S RECOMMENDATION” block indicating that the applicant is proficient to pass the test. These requirements apply to all retesting after failure, including ATP certificate and aircraft type rating applicants.

22. **Accidents and Incidents During Practical Tests.** If an accident or incident occurs during a practical test, the examiner should ensure that the PIC follows the prescribed procedures for reporting the occurrence. The safeguarding of lives and property is the highest priority. As soon as possible, the examiner must notify the managing FAA office of the accident or incident. SPEs must notify AFS-610 in the event of an accident during a practical test.

23. **PTS.** The regulations specify the areas in which an applicant must demonstrate knowledge and skill before a certificate can be issued. The PTS contain the specific tasks in which knowledge and skill must be demonstrated.

   a. **Practical Test Correlation to Part 61.** The Areas of Operation specified by part 61 for each grade of certificate are encompassed by the Areas of Operation and tasks contained in the PTS. The flight proficiency required by the regulations is stated in terms of Areas of Operation. The specific tasks used to ensure competence in the required Areas of Operation are detailed in the applicable PTS.
b. **Public Availability.** The public may obtain copies of the PTS from the U.S. Government Printing Office (GPO), FAA Web site at http://www.faa.gov, or from several of the many commercial vendors that sell the PTS to the public.

c. **PTS Introduction.** The introductory section of the PTS gives detailed instructions on the use of the standards for conducting a practical test.

(1) The PTS is arranged into sections by specific Areas of Operation. Areas of Operation are phases of flight in a logical sequence, beginning with the preflight preparation and ending with post-flight.

(2) The oral portion of the practical test must be accomplished and satisfactorily completed before the aircraft/flight simulator portion of the practical test.

(3) Practical tests must be conducted in accordance with part 61 and the applicable PTS. In some cases, it may be necessary to use more than one PTS. For example, an aircraft type rating test for an applicant with no instrument rating requires the use of both the instrument rating PTS and the ATP/type rating PTS.

(4) The examiner must not allow the conduct of successive practical tests to degenerate into a predictable pattern that can be recognized by applicants or instructors.

(5) Evaluation of an applicant’s performance must be based on the applicant’s ability to satisfactorily meet the objectives of each required task.

24. **Prerequisites for Practical Tests.** To be eligible for a practical test, an applicant must meet all requirements of part 61 applicable to the certificate or rating sought and comply with the following prerequisites.

a. **Knowledge Test.** Except as provided by § 61.39(b), the applicant must have passed any required knowledge test within the 24 calendar-months preceding the practical test. An appropriate knowledge test report for the aircraft category and/or rating must be presented to the examiner at the time of application for the practical test (e.g., a private pilot applicant must present a satisfactory private pilot knowledge test report; a commercial pilot applicant must present a satisfactory commercial pilot knowledge test report) (Figures 7-10 and 7-10A).

(1) The FAA has designated industry entities to give airman knowledge tests through computer testing. These companies issue a computer test report to the applicant upon completion of the test. This report will have an embossed seal, similar to a notary public seal, on it which identifies the computer testing company. Examiners must accept this computer test report and ensure that the applicant’s name and identification appear on the aeronautical knowledge test results and the embossed seal is legible. Duplicate copies of the report (Figures 7-10 and 7-10A) are not acceptable.

(2) When a student has graduated from an approved pilot ground school with knowledge test examining authority, that student receives a graduation certificate or a ground school knowledge test report. The ground school knowledge test report or graduation certificate (Figure 7-11) is valid for 24 calendar-months from the date of graduation.


(3) When an applicant presents an approved school graduation certificate in lieu of a knowledge test report, the examiner giving the practical test checks the appropriate boxes in the FAA Form 8710-1 Designated Examiner’s Report section. The ground school graduation certificate is then returned to the applicant.

(4) When the holder of a ground school knowledge test report or an approved school graduation certificate completes flight training under part 61, the applicant must meet all the certification requirements of part 61. The ground school knowledge test report or graduation certificate is valid for 24 calendar-months from the date of ground school graduation.

(5) When the holder of a ground school knowledge test report or graduation certificate completes flight training in an approved pilot school flight course without practical test examining authority, the applicant must be tested in accordance with the appropriate PTS. The ground school knowledge test report or graduation certificate is valid for 24 calendar-months from the date of ground school graduation.

(6) When the holder of a ground school knowledge test report or graduation certificate completes training in a part 141 pilot school flight course with examining authority, the applicant, upon graduation from that course, is eligible to receive the airman certificate or rating sought without further testing by the FAA. Such applicants must apply for the certificate at a FSDO or with the school’s ACR in accordance with § 61.71, a graduate from such a course has 60 calendar-days to apply for the appropriate certificate or rating. After 60 calendar-days from the graduation date, the applicant must meet all the requirements of part 61. The ground school knowledge test report or graduation certificate is accepted for 24 calendar-months from the date of graduation.

(7) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant’s graduation certificate to ensure that the practical test can be passed within 60 calendar-days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

b. Medical Certificate. If any portion of the practical test is being performed in an aircraft, an applicant for original issuance of an airman certificate or a rating to be added to an existing certificate (except for a glider category rating or a balloon class rating) must hold at least a third-class medical certificate. An applicant for an original issuance, renewal, or reinstatement of an flight instructor certificate is not required to hold a medical certificate; however, the pilot examiner must be the PIC for such practical tests and for this reason may choose not to administer the test. Balloon and glider applicants are no longer required to certify their medical qualification on FAA Form 8710-1 to be PIC for a practical test. An applicant for sport pilot or sport pilot instructor certificate must hold at least a third-class airman medical certificate or a valid U.S. driver’s license.

c. Statement of Demonstrated Ability (SODA). If an examiner accepts an application from an airman who has FAA Form 8500-15, the examiner must verify the appropriate limitations relating to the SODA with the managing FAA office. Any appropriate limitations relating to operational privileges must be placed on any airman certificate issued.
d. FAA Forms.

(1) FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. The applicant must complete sections I, II, III, IV, and V. Section I must have Parts A-U completed in its entirety. If a flight test is administered, section II A(1) must indicate the aircraft used during the flight test and the “Total Time” in 2a. The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIIC must be completed when the applicant graduated from a FAA-approved course. Ensure the applicant has given the school name and location (city and state). Per § 61.39(a)(7), the applicant must complete section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought. Section IV must be answered “YES” or “NO” if a flight test was administered. If “YES,” ensure the airman’s pink slip is included with the approved application. If the applicant has lost the pink slip, attach a statement to that affect. Section V must be signed and dated by the applicant.

(a) In section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in section III even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airman certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(2) For practical tests which require an authorized instructor’s endorsement (per § 61.39(a)(6)), an appropriately rated and qualified instructor must complete and sign the Instructor’s Recommendation section. The examiner must verify that the required aeronautical experience/flight training has been logged within the 60 calendar-days preceding the date of application.

(3) For an applicant applying for an added aircraft type rating to be placed on a private, commercial, or ATP certificate or for the original issuance of an ATP certificate, the Instructor’s Recommendation section of the form need not be signed. However, the applicant must have the appropriate endorsements in the applicant’s logbook or training records from an authorized instructor. However, if the applicant previously failed a practical test for the type rating, a flight instructor recommendation is required.

(4) A sport pilot applicant must complete FAA Form 8710-11. The applicant must complete sections I, II, III, IV, and V. Section I must have Parts A-Z completed in its entirety.
a flight test is administered, section IIA1) must indicate the aircraft used during the flight test and the “Total Time” in 2a. The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIC must be completed when the applicant graduated from a FAA-approved course. Ensure the applicant has given the school name and location (city and state). The applicant must complete section III, Record of Pilot Time. Per § 61.39(a)(7), an applicant must have a completed and signed application that includes completion of section III. As a special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on the FAA Form 8710-11 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the sport pilot certificate. Section IV must be answered “YES” or “NO” if a flight test was administered. If “YES,” ensure the airman’s pink slip is included with the approved application. If the applicant has lost the pink slip, attach a statement to that affect. Section V must be signed and dated by the applicant.

**Note:** This requirement includes persons who are applying for a flight instructor certificate, renewal, or reinstatement of a flight instructor certificate.

(5) The FAA’s Integrated Airmen Certification and/or Rating Application (IACRA) system is authorized for use, and may be used by ASIs and examiners for processing applications at the request of the airman applicant. For instructions on the use of IACRA, use the following Internet site: http://iacra.faa.gov/. When an examiner uses IACRA, nothing will be mailed in to the managing FAA office. The process is completely electronic. The examiner destroys the superseded certificate by punching a hold in the FAA symbol with a hole punch. If a letter of discontinuance is involved, IACRA will print it out, the examiner completes it and gives it to the applicant. The applicant presents the knowledge test to the examiner, the examiner then checks in IACRA to see if it is valid and attests that he or she has verified the test. IACRA creates a written test document directly from the written test data and sends that to the Airmen Certification Branch (AFS-760) with the application and all other required electronically-generated documents. If extenuating circumstances do not allow the use of IACRA, contact the managing FAA office and follow the instructions in this section for completing FAA Form 8710-1 or 8710-11, as applicable. (See chapter 7, section 22 for additional information.)

**Note:** Pilot examiners and ASIs must have the capability to use IACRA if the airman applicant elects to use IACRA.

e. **Airman Records/Logbooks.** An applicant for a certificate or rating for which there are aeronautical training and experience requirements must present a reliable record to the examiner which clearly shows the accomplishment of those requirements. The examiner must verify that the applicant meets all eligibility and experience requirements for the certificate or rating sought.

(1) Where required by the rules in part 61, an authorized instructor’s endorsement is required in the applicant’s logbook or training record.

(2) An authorized instructor’s endorsement is required to show the training time accomplished for each session.
(3) Where required by the rules in part 61, the applicant applying for an added aircraft type rating or for the original issuance of an ATP certificate in an aircraft requiring an aircraft type rating must have the appropriate endorsement in the applicant’s logbook or training records from an authorized instructor.

(4) If the applicant presents reconstructed records, U.S. military records, or the examiner cannot positively determine the applicant’s eligibility, the examiner should contact the managing FAA office for guidance.

(5) The examiner should sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the outcome of the test, and the examiner’s designation number.

(6) Pilot Certificate Requirements and the Logging of Flight Time in Hang Gliders, Ultralights, Powered (Motorized) Gliders, and Other Vehicles. The following guidance is designed to clarify issues concerning the logging of flight time and minimum pilot certificate requirements for hang gliders, ultralights, and similar vehicles.

(a) Logging Time. Unless the vehicle is type-certificated (TC) as an aircraft in a category listed in § 61.5(b)(1) or as an experimental aircraft, or otherwise holds an airworthiness certificate, flight time acquired in such a vehicle may not be used to meet the requirements of part 61 for a certificate or rating or to meet the recency of experience requirements.

(b) Minimum Certificate Requirements. To operate a small aircraft with an experimental airworthiness certificate, at least a student pilot certificate is required. The certificate must be properly endorsed in accordance with § 61.87, except in the case of an aircraft operating limitation that requires the PIC to hold an appropriate category/class rating. In that case, the pilot must hold at least a private pilot certificate.

(c) Logging Time in Powered Gliders. Flight time in a powered glider cannot be logged as required airplane pilot flight time unless the aircraft is TC as an airplane. Flight time used to meet recency of experience requirements or the requirements for a certificate or rating may only be logged according to the category in which the aircraft is TC (airplane, glider, etc.). Powered gliders may be TC either as gliders or airplanes.

25. Verification of an Applicant’s Identity. The examiner must request positive identification from each person presenting FAA Form 8710-1 or Form 8710-11.

a. Deficiencies. The Drug Enforcement Assistance Act of 1988 identified the following deficiencies with regards to the issuance of airman certificates:

(1) The use of fictitious names and addresses by applicants for certification.

(2) The use of stolen or fraudulent identification in applying for certificates or ratings.

(3) The use of a post office box or mail drop as a return address for the purpose of evading identification of the applicant’s address.
(4) The use of counterfeit or stolen airman certificates.

(5) The absence of information concerning physical characteristics of holders of airman certificates.

b. Applicant Identification Procedures. To ensure proper identification of pilot certificate applicants, and so that the FAA may address deficiencies specified in the Drug Enforcement Assistance Act, the FAA has implemented the following procedures for field offices and DPEs:

(1) All applicants for airman certificates must apply in person and present positive identification at the time of application. Such identification must include an official photograph of the applicant, the applicant’s signature, and the applicant’s residential address, if different from the mailing address. This information may be presented in more than one form of identification.

(2) A post office box, rural route, flight school address, personal mail box, commercial, or other mail drop can be used as the applicants preferred mailing, however, the applicant must also furnish a physical residential address, a map or written directions to the applicant’s physical address. This information must be included with the application. In special cases where the applicant resides on a boat, the name of the boat and the dock number should be included. If the applicant resides in a RV, the tag #, VIN #, and registration # should be included.

(a) A temporary mailing address for delivery of the certificate may be indicated on a separate statement attached to the application. However, the address required for official record purposes as shown on an airman application for a certificate must represent the airman’s actual permanent residential street address, including apartment number, etc., as appropriate. An alternate mail delivery service address (commercial mail box provider), flight school, airport office, etc., is not acceptable.

(b) A post office box or rural route number is not acceptable as permanent residence on an application unless there are unavoidable circumstances that require such an address. An applicant residing on a rural route, in a boat or mobile (recreational) vehicle, or in some other manner that requires the use of a post office box or rural route number for an address must attest to the circumstances by signing a statement on a separate sheet of paper. The information provided must include sufficient details to ensure identification of the geographical location of the airman’s residence. If necessary to positively identify the place of residence, the applicant may be required to provide a hand-drawn map that clearly shows the location of the residence. When the residence is a boat or other mobile vehicle, the registration number, tag number, etc., and dock or park location must be provided. When applying for the practical test for an airman certificate, a post office address may be specified for use on the certificate issued. A signed request must be submitted with the application for this purpose. The permanent residence address must be shown in the manner specified above. The examiner attaches this paper to FAA Form 8710-1 or 8710-11, as applicable.

(3) FAA Form 8710-1 and Form 8710-11 provide a space for the examiner to record the type of identification submitted and its identifying number (e.g., Virginia Driver’s License number xxxx). In addition, the examiner should enter the applicant’s telephone number and
e-mail address on the back page of the application. (If a driver’s license is used, it must be a valid U.S. driver’s license.)

c. Acceptable Methods of Identification. Acceptable methods of identification include, but are not limited to, U.S. driver’s licenses, U.S. government identification cards, any passports, and other forms of identification that meet the requirements of paragraph 25b above. (All methods of identification must meet the criteria of being valid.)

d. Alternative Methods of Identification. Some applicants may not possess suitable identification as described above. In the case of an applicant under age 21, the applicant’s parent or guardian may have to accompany the applicant and identify themselves as described above. The parent or guardian may then attest to the applicant’s identity. For all other applicants, the identification procedures employed must be such that the examiner can positively identify the applicant in a manner acceptable to the examiner. In such cases, the identification procedures employed must be disclosed by the examiner on the application or, if necessary, in a separate statement. If necessary, applicants may need to apply in person at an FAA field office, complete the required identification procedures, and then obtain an authorization to appear before the examiner for the practical test.

26. Illegal Substance Conviction. FAA Form 8710-1(block U) and FAA Form 8710-11 (block Z), state the question, “Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?” The applicant must check “NO” or “YES” as appropriate.

a. “NO” Checked. If “NO” is checked, the examiner conducts the practical test. If it is later determined that the applicant should have checked “YES,” the FAA will take appropriate action.

b. “YES” Checked. If the applicant checks “YES,” the applicant must indicate the date of final conviction. The examiner must determine whether the date of final conviction was more or less than 1 year from the date of application and proceed as follows:

(1) If the date of final conviction is more than 1 year before the date of the application and has been previously indicated, the applicant should indicate “NO CHANGE” in the block. If the date of final conviction was not previously indicated, the applicant should enter the date of the final conviction in the block. The DPE may conduct the practical test and, if the practical test is satisfactorily accomplished, the applicant may be awarded the appropriate airman certificate and rating.

(2) If the date of final conviction is less than 1 year before the date of application, the examiner must decline the application, take no certificate action, and perform no testing of the applicant in accordance with the provisions of § 61.15(a)(1).

27. Completion of FAA Form 8710-1. Any airman certification activity which affects a pilot certificate or rating requires that the applicant requesting the action complete FAA Form 8710-1. The IACRA system is authorized for use, and may be used by ASIs and examiners for processing applications at the request of the airman applicant.
a. **Instructions.** Instructions for completing FAA Form 8710-1 are included on a perforated preface attached to the form. Figures 7-12 and 7-12A contain a sample of a correctly completed FAA Form 8710-1. AFS-760 may accept an approved computer-generated or photocopied FAA Form 8710-1. The form should be printed or copied on both sides of a single sheet of paper. If printed or copied on two separate sheets of paper, the applicant’s name, date of birth, and certificate number must be printed on both pages. If a computer-generated form is used, it must have the same formatting, font, density, and size and must be identical to the FAA form in current use. The form cannot be altered by any print process or computer system. The software program must be identified as a commercial form bearing the name and address of the company.

b. **Special Emphasis Items.** Examiners should pay particular attention to the following items:

   (1) An applicant must complete FAA Form 8710-1 for each airman certification activity which affects a pilot certificate or rating (e.g., a combined commercial pilot certification and instrument rating practical test requires completion of two FAA Forms 8710-1).

   (2) In section I, block B, the Social Security Number (SSN) is optional. If the SSN is unavailable for FAA use, the applicant enters “DO NOT USE.” If the applicant does not have an SSN, the applicant enters “NONE.” In these cases, the pilot certificate number is issued by AFS-760. In these cases, a unique number is assigned to the airman’s record by AFS-760 for tracking purposes only.

   **Note:** Do not leave this area blank.

   (3) In section I, block H, the applicant must indicate height in inches. No fractions of inches may be used. Foreign applicants must convert to U.S. measurements (1 inch = 2.54 centimeters; 1 centimeter = .3937 inches).

   (4) In section I, block I, the applicant must indicate weight in pounds. No fractions of a pound may be used. Foreign applicants must convert to U.S. measurements (1 pound = .4536 kilograms; 1 kilogram = 2.20 pounds).

   (5) In section I, block U, the applicant must check “YES” or “NO” in answer to the question regarding a conviction for violation of statutes relating to narcotic drugs or substances. If “YES” is checked, the applicant must supply the date of final conviction. If the applicant has been charged, but not convicted, the applicant should check “NO” in response to this question. (See paragraphs 26a and b above.)

   (6) Section IIA1 must indicate the type of aircraft used and 2a “Total Time” in that aircraft, if a flight test was administered. This aircraft must match the aircraft reflected in the designated examiners report. In addition to block A in section II, block B must be completed by an applicant who does not hold a standard U.S. commercial pilot certificate but satisfies the requirements for an ATP certificate on the basis of military competence. Block IIC must be completed if the applicant graduated from an FAA-approved school. Ensure the Name and Location (city and state) is included in IIC1.
(7) In addition to block A in section II, block D must be completed by an applicant who does not hold a standard U.S. commercial pilot certificate but satisfies the requirements for an ATP certificate on the basis of an unrestricted foreign commercial pilot license and instrument rating or foreign ATP license.

**Note:** Refer to chapter 7, section 21 for guidance information on the issuance of U.S. pilot certificates that are based on a person holding a foreign pilot license.

(8) In accordance with § 61.39(a)(7), an applicant must complete section III. Graduates of part 141 pilot schools or part 142 training centers must provide their flight time in this block. Section III, Record of Pilot Time, on FAA Form 8710-1 must be accurately and fully completed. Completion of section III on FAA Form 8710-1 is not required if the aeronautical experience has no bearing on the airman certification action being applied for.

(a) In section III on FAA Form 8710-1, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in section III even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airmen certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(c) In some instances, there may be a need for the applicant to make pen-and-ink changes in section III on FAA Form 8710-1, may be necessary in order to permit the applicant to enter the specific aeronautical experience required by the regulations. In other instances, it may be more appropriate to list the required aeronautical experience, certified by the applicant’s signature, on a separate sheet which is then attached to the application.

(d) AFS-760 will accept FAA Form 8710-1 either with clearly legible pen-and-ink changes to the boxes in section III on FAA Form 8710-1, showing the required pilot aeronautical experience or with a legible attachment to the form, certified by the applicant’s signature, showing the required aeronautical experience.

(9) In the “Designated Examiner’s Report” section on the reverse side of the form, the examiner must certify, by checking the appropriate box, that the examiner has personally reviewed the applicant’s pilot logbook and/or training record and certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate or rating sought. The term “logbook” means any reliable record. This box must be checked for graduates of part 141 pilot schools to show compliance with § 61.71.

(a) If applicable, the examiner also checks the box indicating that the examiner...
has reviewed the applicant’s graduation certificate, found it to be in order, and returned the certificate to the applicant.

(b) At the conclusion of the practical test, the examiner checks the box indicating that the examiner has personally tested and/or verified this applicant in accordance with the pertinent procedures and standards. The pertinent procedures and standards are those in the appropriate PTS.

(c) The examiner then checks the appropriate box to indicate approval or disapproval of the application.

(d) The examiner must complete all remaining applicable blocks in the “Designated Examiner’s Report” section. If more than one aircraft was used, the type/registration numbers of all aircraft used must be provided. Under “LOCATION OF TEST,” the term “FACILITY” refers to the name of the airport, city, and state from which the test originated or, in the case of a practical test in a balloon, the name of the town nearest to the launch site. The “DURATION OF TEST” must include the time of the ground and flight tests. The “CERTIFICATE OR RATING FOR WHICH TESTED” must indicate the Level, Category, and Class rating of the rating being applied for. Even if a test is not given this section should explain the reason for the application.

(10) The examiner must complete and sign the appropriate lines in the “Evaluator’s Record for the ATP/Rating Only” section for an applicant applying for an ATP certificate and/or an aircraft type rating, even if the aircraft type rating is applied for at the commercial or private level. An ATPE also completes the “Designated Examiner’s Report” section.

(11) Except for ACRs and FIREs, examiners do not normally mark any blocks/boxes in the “Aviation Safety Inspector or Technician Report” section of the FAA Form 8710-1. Where and when appropriate, ACRs and FIREs are authorized to complete the following areas in the “Aviation Safety Inspector or Technician Report” section of the FAA Form 8710-1: “Flight Instructor’s” box, “Renewal” box, “Instructor Renewal Based” area by completing either “Activity” box or “Training Course” box, as appropriate. The areas identified as “Training Course (FIRC) Name” block, “Graduation Certificate No.” block and “Date” block will be completed when the renewal is based on graduation from a FIRC.

(12) The examiner checks the appropriate boxes and enters the required information on each line for applicant identification in the Attachments section.

(13) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant’s graduation certificate to ensure that the practical test can be passed within 60 calendar-days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

c. Change of Name, Nationality, Gender, Date of Birth, and Dual Citizenship. An examiner must compare the applicant’s name, nationality, gender, date of birth, and dual citizenship on FAA Form 8710-1 and this same information on the person’s current certificate, if any. If the applicant’s personal data as shown above has changed since the current certificate was
issued, the examiner must refer the applicant to an FAA office. The FAA office will process the applicant’s request for a change to personal data and issue a temporary airman certificate bearing the applicant’s correct name. After this is accomplished, the examiner may accept the airman’s FAA Form 8710-1 for the practical test.

28. Completion of FAA Form 8710-11. Any airman certification activity, which affects a sport pilot certificate, requires that the applicant requesting the action complete FAA Form 8710-11.

   a. Instructions. Instructions for completing FAA Form 8710-11 are included on a perforated preface attached to the form. Figures 7-13 and 7-13A contain a sample of a correctly completed FAA Form 8710-11. AFS-760 may accept an approved computer-generated or photo copied FAA Form 8710-11. The form should be printed or copied on both sides of a single sheet of paper. If printed or copied on two separate sheets of paper, the applicant’s name, date of birth, and certificate number must be printed on both pages. If a computer-generated form is used, it must have the same formatting, font, density, and size and must be identical to the FAA form in current use. The form cannot be altered by any print process or computer system. The software program must be identified as a commercial form bearing the name and address of the company.

   b. Special Emphasis Items. Examiners should pay particular attention to the following items.

      (1) An applicant must complete FAA Form 8710-11 when applying for a sport pilot certificate.

      (2) In section I, block B, the SSN is optional. If the SSN is unavailable for FAA use, the applicant enters, “DO NOT USE.” If the applicant does not have an SSN, the applicant enters, “NONE.” In either case, AFS-760 will issue a unique pilot certificate number that is not the applicant’s SSN; however, DO NOT LEAVE THIS AREA BLANK.

      (3) In section I, block H, the applicant must indicate height in inches. No fractions of inches may be used. Foreign applicants must convert to U.S. measurements (1 inch = 2.54 centimeters; 1 centimeter = .3937 inches).

      (4) In section I, block I, the applicant must indicate weight in pounds. Fractions of a pound may be used. Foreign applicants must convert to U.S. measurements (1 pound = .4536 kilograms; 1 kilogram = 2.20 pounds).

      (5) Section IIA(1) must indicate the type of aircraft used and (2a) “Total Time” in that aircraft, if a flight test was administered. This aircraft must match the aircraft reflected in the designated examiners report.

      (6) In section I, block Z, the applicant must check “YES” or “NO” in answer to the question regarding a conviction for violation of statutes relating to narcotic drugs or substances. If “YES” is checked, the applicant must supply the date of final conviction. If the applicant has been charged, but not convicted, the applicant should check “NO” in response to this question.

      (7) In accordance with § 61.39(a)(7), the applicant is required to accurately and fully
complete section III, Record of Pilot Time, on FAA Form 8710-11. The completion of section III is required for all applications.

(a) In some instances, pen-and-ink changes in the top or bottom half of the boxes provided on FAA Form 8710-11 may be necessary in order to permit the applicant to enter the specific aeronautical experience required by the regulations. In other instances, it may be more appropriate to list the required aeronautical experience, certified by the applicant’s signature, on a separate sheet, which is then attached to the application.

(b) AFS-760 will accept FAA Form 8710-11 with either a clearly legible pen-and-ink changes to the boxes on the form showing the required pilot aeronautical experience or with a legible attachment to the form, certified by the applicant’s signature, showing the required aeronautical experience.

(8) In the “DESIGNATED EXAMINER OR AIRMAN CERTIFICATION REPRESENTATIVE REPORT” section on the reverse side of FAA Form 8710-11, the examiner must certify, by checking the appropriate box, that the he or she has personally reviewed the applicant’s pilot logbook and/or training record and certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate, rating, or privilege sought. The term “logbook” means any reliable record.

(a) At the conclusion of a sport pilot practical test, the examiner checks the box indicating that that he or she has personally tested and/or verified this applicant in accordance with the pertinent procedures and standards. The pertinent procedures and standards are those in the appropriate PTS.

(b) The examiner then checks the appropriate box to indicate approval or disapproval of the application.

(c) The examiner must complete all remaining applicable blocks in the “DESIGNATED EXAMINER OR AIRMAN CERTIFICATION REPRESENTATIVE REPORT” section on the reverse side of FAA Form 8710-11. Under “LOCATION OF TEST (FACILITY, CITY, STATE)” section, the term “FACILITY” refers to the name of the airport, city, and state from which the test originated or, the name of the town nearest to the test site. The “DURATION OF TEST” must include the time of the ground and flight tests. The “CERTIFICATE OR RATING FOR WHICH TESTED” must indicate the Level, Category, and Class rating of the rating being applied for. Even if a test is not given this section should explain the reason for the application.

(9) The examiner checks the appropriate boxes and enters the required information on each line for applicant identification in the “ATTACHMENTS” section (reverse side of FAA Form 8710-11).

c. Change of Name, Nationality, Gender, Date of Birth, and Dual Citizenship. An examiner must compare the applicant’s name, nationality, gender, date of birth or if adding dual citizenship on FAA Form 8710-11 and this same information on the applicant’s valid U.S. driver’s license. If the applicant’s personal data as shown above has changed since the valid U.S. driver’s license was issued, the examiner must not conduct the practical test until the name on
the valid U.S. driver’s license has been corrected. After this is accomplished, the examiner may accept the airman’s FAA Form 8710-11 for the practical test.

29. **Preparation of the Certification File.** The examiner who conducts a certification practical test is responsible for the completeness and accuracy of the certification file. The examiner must not accept FAA Form 8710-1 until the examiner has determined that the applicant is eligible for the certificate or rating sought. A practical test begins when the examiner accepts the airman’s application. At the conclusion of the practical test, the examiner must complete the certification file, indicating approval or disapproval of the application, as appropriate.

   a. **Approved Application Form.** The examiner must approve the FAA Form 8710-1 or Form 8710-11 application form for an airman certificate and/or rating and issue an FAA Form 8060-4 only after the examiner determines that:

      (1) The applicant meets all the prerequisite eligibility requirements and has satisfactorily met the applicable PTS;

      (2) The prepared temporary airman certificate bears the correct ratings and limitations; and

      (3) The certification file is accurate and complete.

   b. **Disapproved Application.** If the examiner disapproves an application, the examiner prepares FAA Form 8060-5, Notice of Disapproval of Application.

      (1) A legible original of FAA Form 8060-5 is made a part of the certification file.

      (2) The examiner ensures that the certification file is accurate and complete.

   c. **Disposition of File.** The examiner must mail the completed certification file to the managing FAA office within 7 calendar-days after completion of the practical test. If the certification is accomplished by the IACRA process, the file may be processed directly to AFS-760 instead of through the managing FAA office. In either case, the files must be processed within 7 calendar-days after completion of the practical test.

   d. **NDPE/FEEs.** An NDPE/FEE who conducts a practical test in a vintage airplane under the provisions of the NDPE/FEE program must mail the completed certification file to the FAA office holding the examiner’s COA, regardless of where the test was conducted, not later than 7 calendar-days after the completion of the practical test. NDPE/FEE who use IACRA may send the completed file directly to AFS-760.

30. **Review of an Examiner’s Decision.** An applicant who is not satisfied with an examiner’s decision may obtain another practical test or appropriate reevaluation from an ASI without prejudice. In such cases, the applicant must be given the complete test, including any Areas of Operation already approved by the examiner. The applicant must prepare a new FAA Form 8710-1 or FAA Form 8710-11, as appropriate, and the ASI must complete a new certification file. Following the test, both the examiner’s and the ASI’s certification files are forwarded to AFS-760. The ASI’s report determines if a certificate is issued. The ASI should
discuss the test results with the examiner.

31. **Issuance of FAA Form 8060-4.** An examiner must issue an FAA Form 8060-4 each time the examiner issues or reissues an airman certificate.

   a. **Preparation of FAA Form 8060-4.** Information entered on FAA Form 8060-4 must match the information contained on the applicant’s Airman Certificate and/or Rating Application, not the data on the superseded certificate. All entries made on FAA Form 8060-4 must be legible. It is acceptable to use capital letters. Because FAA Form 8060-4 is scanned and prepared in duplicate, a sharp, clear original is essential. Examiners must legibly enter their pilot certificate number in the “Examiner’s Designation No.” or “Inspector’s Reg. No.” block on the original copy of FAA Form 8060-4 that is submitted to AFS-760. The typed original becomes part of the certification file and the carbon copy is given to the applicant. If there are any entries that might be misunderstood, the examiner should write an explanation of the entries on a separate sheet of paper and attach it to the certification file.

   (1) When FAA Form 8060-4 changes an airman’s certificate to a higher grade all aircraft type ratings shown on the superseded certificate within category and class are brought forward to the higher grade of certificate. If an aircraft type rating on the superseded certificate is limited to VFR, that limitation is carried forward to the higher grade of certificate. (Aircraft type ratings limited to VFR may be upgraded to the ATP level without further testing.)

   (2) For U.S. military pilots applying under the provisions of § 61.157(d), an aircraft type rating may be upgraded to the ATP level, provided that person has met the requirements of § 61.73(g).

   (3) An aircraft type rating for a single-place (single-pilot station) airplane may not be upgraded to the ATP level.

   (4) If an applicant qualifies for more ratings and/or limitations than can be placed on one FAA Form 8060-4, additional temporary airman certificates should be used. Each certificate must fully identify and describe the holder and bear a notation to show how many forms comprise the complete certificate (Figures 7-14 and 7-14A) (e.g., Card 1 of 2).

   b. **Issuance of a Handwritten Temporary Airman Certificate.** An examiner in the field who has no access to a typewriter may issue a handwritten temporary airman certificate provided the examiner prints all necessary information legibly, in ink. The handwritten copy can be issued to the applicant, but a typed original, signed by the issuing examiner, must accompany the certification file. The applicant must sign the handwritten issued certificate.

   c. **Reissuance of a Certificate.** Applicants requesting reissuance of an airman certificate to correct or change personal data must be referred to an FAA office. A sport pilot applicant can request reissuance through the local FSDO or AFS-610.

32. **Limitations.** Limitations related to a specific grade of certificate are detailed in the chapter for that grade of certificate. The following limitations are general and may apply to more than one grade of certificate.
a. **Hearing- and/or Speech-Impaired Airmen.** If the applicant cannot read, speak, write, or understand English, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication. The certificates of hearing-impaired and/or speech-impaired airmen must bear the limitation “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO.” This limitation may be added or removed only by an ASI.

b. **Center Thrust.** A certificate issued for a multiengine class or aircraft type rating based on a practical test in a multiengine airplane which has no published minimum controllable airspeed \( V_{MC} \), as determined by the manufacturer, must bear the limitation “AIRPLANE MULTIENGINE LAND - LIMITED TO CENTER THRUST.” (See Figure 7-15.)

(1) To have a center thrust limitation removed from an airman certificate, an applicant must have logged the required training and performed a practical test in a multiengine airplane having a published \( V_{MC} \) as determined by the manufacturer.

(2) The civilian and U.S. military aircraft listed below have no \( V_{MC} \) established by the manufacturer. Other aircraft not listed, and for which there is no published data on \( V_{MC} \), are also restricted to center thrust only:

- C-336 Cessna Skymaster;
- C-337 Cessna Super Skymaster;
- T-2B/C Rockwell Buckeye;
- T-37 Cessna 318;
- T-38 Northrop Talon;
- F-4 McDonnell-Douglas Phantom;
- F-111 General Dynamics;
- F-18A Northrop/McDonnell-Douglas Hornet;
- A6-E Grumman American Intruder;
- A-10 Fairchild Republic Thunderbolt II; and
- F-15 McDonnell-Douglas Eagle.

(3) The center thrust restriction is not placed on the airman certificate when the airplane has a $V_{MC}$ established in its TCDS or published in its approved flight manual.

(4) If the holder of a certificate with the center thrust restriction can show that the limitation was issued in error, the limitation can be removed upon application by the airman. A new temporary airman certificate is issued without the center thrust limitation.

(5) The examiner must consult the managing FSDO if there is any question whether the airplane requires a center thrust limitation. If necessary, the FSDO may contact the FAA, General Aviation and Commercial Division (AFS-800), Certification and General Aviation Operations Branch (AFS-810), at 800 Independence Avenue SW, Washington, DC 20591 (phone: (202) 267-8196 or (202) 267-8212) to inquire whether a certain airplane requires a center thrust limitation.

33. **Issuance of FAA Form 8060-5.** In case of the disapproval of a practical test, the examiner completes FAA Form 8060-5. (See Figures 7-16 and 7-16A.)

a. **Preparation of FAA Form 8060-5.** An examiner in the field who has no access to a typewriter may issue a handwritten FAA Form 8060-5 provided the examiner prints all necessary information legibly, in ink. The handwritten copy can be issued to the applicant, but a typed original, signed by the issuing examiner, must accompany the certification file.

b. **Unsatisfactorily Performed or Not Completed Areas of Operation.** Tasks that were unsatisfactorily performed and those Areas of Operation not completed must be listed on FAA Form 8060-5.

   (1) The number of practical test failures by the applicant for the certificate or rating sought must be placed on FAA Form 8060-5 (FIRST FAILURE, SECOND FAILURE, etc.).

   (2) If an applicant fails the practical test because of deficiencies listed in § 61.43(a) or a PTS special emphasis item, it must be tied to a specific task and must be noted on FAA Form 8060-5.

c. **Credit Given for Satisfactorily Completed Areas of Operation or Tasks.** An applicant for retesting may receive credit for those Areas of Operation satisfactorily completed; however, an examiner may re-examine an applicant on any Area of Operation required for the certificate or rating sought. If an examiner has reason to doubt an applicant’s competence in Areas of Operation for which the applicant received credit during a previous test, or if more than 60 calendar-days have elapsed since the previous practical test, the examiner must re-examine the applicant on all Areas of Operation required for that certificate or rating. Applicants who do not have their FAA Form 8060-5 must take the entire practical test. The applicant may obtain a duplicate FAA Form 8060-5 from AFS-760 or the issuing pilot examiner.
34. **Part 141 Stage Checks.** Examiners may conduct part 141 stage checks. Students enrolled in part 141 pilot school courses are required to take stage checks to determine that the student has accomplished the objectives of the completed stages of training.

   a. **Syllabus and Course Standards.** Examiners who administer part 141 stage checks must review the pilot school’s syllabus and use the appropriate stage completion standards to determine that the student satisfactorily completes the stage check.

   b. **Application.** An applicant for a part 141 stage check must present FAA Form 8710-1. The examiner should verify that the form is marked to indicate application for a part 141 stage check and that it indicates the number of the stage to be checked.

   c. **Completion of the Form.** The examiner notes on the form the number of the stage check which has been accomplished, the pilot school’s name, and the outcome of the stage check (Figure 7-17). The examiner gives the completed form to the pilot school. If the pilot school is without the services of a chief flight instructor, the examiner makes an additional copy of the form and forwards it to the appropriate FAA office.

35. **Blue Seal Certificates.** If a pilot applicant, other than a light sport pilot applicant, applies to an examiner for the exchange of a pilot certificate with a black seal for a pilot certificate with a blue seal, the examiner should refer the person to the FSDO. This action can be accomplished only by an ASI.

   **Note:** Light sport pilots are not entitled to receive blue seal certificates.

36. **Flight and Duty Time as a DPE.** If a DPE administers a practical test from a jump seat or cabin station of an aircraft requiring a flightcrew of two or more, or from a pilot seat of an aircraft requiring a flightcrew of only one pilot, flight time accrued as a DPE is not deemed to be other commercial flying with respect to the flight and duty time limitations stated in parts 121, 125, and 135. However, if a DPE serves as a required crewmember during a practical test on an aircraft requiring a flightcrew of two or more, that flight time is deemed to be other commercial flying.

37. **Procedures.**

   a. **Verify Applicant’s Identity.** Inspect acceptable forms of identification that establish the applicant’s identity. Compare the applicant’s identification documents with the personal information on FAA Form 8710-1.

      (1) Check the airman’s identification box and enter the form of identification, the number, and the expiration date (if an expiration date exists) on the appropriate lines of the attachments section on FAA Form 8710-1. If a U.S. driver’s license is used, ensure the state listed and that it has not expired. In addition, the examiner should enter the applicant’s telephone number and e-mail address on the back page of the application.

      (2) An alternate mail delivery service address (commercial mail box provider, flight school, airport office, etc.), is not acceptable. A post office box or rural route number are not acceptable as permanent residence on an application unless there are unavoidable circumstances.
that require such an address. An applicant residing on a rural route, in a boat or mobile (recreational) vehicle, or in some other manner that requires the use of a post office box or rural route number for an address, must attest to the circumstances by signing a statement on a separate sheet of paper. The information provided must include sufficient details to ensure identification of the geographical location of the airman’s residence. If necessary to positively identify the place of residence, the applicant may be required to provide a hand-drawn map that clearly shows the location of the residence. When the residence is a boat or other mobile vehicle, the registration number, tag number, etc., and dock or park location must be provided.

(3) If an alternative method of identification must be used, disclose the procedures used on a separate sheet of paper and attach the sheet to the certification file.

(4) If identity cannot be verified due to lack of acceptable documents, explain to the applicant what types of identification are acceptable. Advise the applicant to return with appropriate identification or direct the applicant to the appropriate managing FAA office.

(5) If it appears that the applicant’s identity is different than that represented on FAA Form 8710-1 or that an attempt at falsification has been made, do not continue the process. Notify the managing FAA office.

b. Inspect FAA Form 8710-1. Check the applicant’s FAA Form 8710-1 for accuracy. Ensure that the applicant has completed the appropriate portions of the application correctly and signed and dated the form. (See chapter 7, section 2, paragraph 27b, Special Emphasis Items.)

(1) Verify that the data presented corresponds to the applicant’s logbook and/or other records.

(2) If an instructor endorsement is required for the certificate or rating sought, ensure that the flight instructor has printed his or her name and signed the instructor’s recommendation section of the form no more than 60 calendar-days before the application is submitted.

(3) Determine whether the applicant is eligible for the certificate/rating sought.

(4) If a discrepancy exists that cannot be immediately corrected, return the application to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(5) After determining that the applicant is eligible and meets all prerequisites for the certificate/rating sought, accept the application and conduct the practical test.

c. Issue Letter of Discontinuance. If the practical test is discontinued for reasons other than unsatisfactory performance by the applicant, prepare a letter of discontinuance (see chapter 7, section 1, paragraph 17b).

(1) Include the date of the test and all pertinent applicant, aircraft, and practical test information. (See Figures 7-9A and 7-9B.)

(2) Note the reason for the discontinuance and add a brief explanation.
(3) List the Areas of Operation of the practical test that were successfully completed.

(4) State that the letter of discontinuance does not extend the expiration date of the knowledge test report.

(5) State that the applicant may use the letter of discontinuance to show portions of the test that have been completed satisfactorily if application is made within 60 calendar-days from the date of the letter.

(6) State the date the entire practical test must be repeated.

(7) Return the application and all submitted documents to the applicant with the original copy of the letter of discontinuance.

(8) Retain one copy of the letter.

d. Issue a Temporary Airman Certificate. Issue FAA Form 8060-4 when the applicant has met all requirements for the certificate/rating sought.

(1) Prepare FAA Form 8060-4, making all entries in the appropriate blocks. Prepare a typed original and a typed duplicate or a handwritten copy.

(2) All original airman certificates will be issued with a unique certificate number. This unique number will be assigned by AFS-760 during processing of the airman file. The airman’s SSN will still be collected on FAA Form 8710-1. However, the word “PENDING” will be placed on the certificate number block of the temporary airman certificate. The airman will be told that the FAA will not use his/her SSN as a certificate number. If the airman still does not wish to provide his/her SSN to the FAA, the words “DO NOT USE” will be placed in the SSN block of the application.

(3) Airman certificates presently using the SSN as a certificate number will continue to be issued with that number unless the airman requests a unique number. If the airman requests a unique number when applying for a certificate and/or rating, the word “PENDING” will be placed in the certificate number block of the temporary airman certificate.

(4) On a reissued airman certificate, the previously assigned certificate number will continue to be shown below line III.

(5) Enter the applicant’s name as it appears on the application on line IV. However, when “NMN” is used on the application, omit the acronym on FAA Form 8060-4.

(6) Enter the applicant’s address as it is shown on line V of FAA Form 8060-4. If the applicant wants the permanent certificate mailed to a different address, have the applicant write a note showing the address to which the permanent certificate should be sent and attach the note to the file.

(7) Enter the applicant’s date of birth. Use eight-digit numbers in the following order: month, day, and year (MM/DD/YYYY).
(8) Enter the applicant’s height in inches rounded to the nearest inch.

(9) Enter the applicant’s weight in pounds rounded to the nearest pound.

(10) Enter the color of the applicant’s hair. Do not use abbreviations. Enter the color as black, red, brown, blond, or gray. If the applicant is bald, enter “bald.”

(11) Enter the color of the applicant’s eyes. Do not use abbreviations. Enter the color as blue, brown, black, hazel, green, or gray.

(12) Enter the applicant’s gender as M or F.

(13) If the applicant is a citizen of the United States, enter the applicant’s nationality as USA. If the applicant is a citizen of another country, enter the name of that country (e.g., Germany, not German).

(14) Enter the grade of certificate below line IX, e.g., recreational pilot, private pilot, commercial pilot, ATP, or flight instructor.

(15) Enter the ratings associated with the certificate on line XII.

(16) Enter the applicable limitations, if any, above line XIII. If there is insufficient room to include all ratings and limitations on one temporary airman certificate, use more than one certificate.

(17) Check the appropriate box to indicate whether this is an original issuance or a reissuance of this grade of certificate.

(18) Enter the date of the superseded airman certificate. This date is the date of issuance on the airman’s previous certificate. Use eight-digit numbers in the following order: month, day, year (MM/DD/YYYY).

(19) Enter the date of issuance below line X in the same format as explained in subparagraph (18) above. The date of issuance is the date of completion of the practical test.

(20) Type the examiner’s name, leaving room for the examiner’s signature above the typewritten name.

(21) Enter the examiner’s pilot certificate number. If the examiner’s pilot certificate number is the same as the examiner’s SSN, this number need only be shown on the typed original copy that is sent to AFS-760.

**Note:** The FAA has initiated a renumbering of all original FAA airman certificates which will negate the need for using SSNs as the airman certificate number in the future.

(22) Enter the date the examiner’s designation expires. Use eight-digit numbers in the following order: month, day, year (MM/DD/YYYY).
(23) Ensure that all entered information is correct and corresponds to information on the application.

(24) Ask the applicant to verify that all data on the certificate is correct and sign the temporary airman certificate on line VII in ink.

(25) Sign the temporary airman certificate below line X in ink and give the applicant the duplicate copy.

(26) Give the applicant the typed duplicate or a handwritten copy of the temporary airman certificate and attach the typed original copy to the certification file.

e. **Issue FAA Form 8060-5.** When the applicant’s performance is unsatisfactory in the demonstration of knowledge and/or skill, inform the applicant of the reasons for the disapproval and issue FAA Form 8060-5.

(1) Prepare FAA Form 8060-5, making all entries in the indicated blocks. Prepare a typed original and a typed duplicate or a handwritten copy.

(2) Enter the applicant’s name and address as they appear on the application.

(3) Indicate the certificate or rating sought.

(4) Check the box marked “PRACTICAL” if there were unsatisfactory items on the test. Oral and flight blocks are not used.

(5) Enter the make and model of the aircraft used for the test.

(6) Enter the applicant’s PIC or solo, instrument, and dual flight times as recorded in the applicant’s logbook.

(7) Enter all Areas of Operation and tasks that were performed unsatisfactorily, to include the specific tasks and those Areas of Operation not completed during the practical test. Enter the date the practical test was first discontinued, in accordance with § 61.43(f)(1) (emphasis on the start of “the 60-day period after the date the practical test was discontinued” provision). That date will be maintained on FAA Form 8060-5 for all subsequent discontinuances. For example, if an applicant fails the oral portion of the practical test, that date will be entered on FAA Form 8060-5 in the section noted as “Upon Reapplication You Will be Reexamined on the Following” and will be maintained on the FAA Form 8060-5 for all subsequent discontinuances.

(8) Enter the number of practical test failures by the applicant for the certificate or rating sought.

(9) Enter the date of the practical test.

(10) Sign FAA Form 8060-5 in ink.

(11) Enter the examiner’s designation number.
(12) Give the applicant the typed duplicate or a handwritten copy of FAA Form 8060-5 and attach the typed original copy to the certification file.

f. Prepare Certification File. At the conclusion of the practical test, or if no practical test takes place, at the conclusion of the certification function, complete the certification file.

(1) Complete the “Designated Examiner’s Report” section of FAA Form 8710-1, entering the required information.

(a) Check the box indicating that the examiner has personally reviewed the applicant’s logbook/training record that certifies that the individual meets the pertinent requirements of part 61 for the pilot certificate or rating sought.

(b) Check all other appropriate boxes and enter the required information in all applicable blocks in the “Designated Examiner’s Report” section. Ensure that the ground, simulator, and flight times, as applicable, are noted.

(c) If more than one aircraft was used for the practical test, provide the type/registration numbers of all aircraft used.

(d) Enter the date of the practical test and sign the Designated Examiner’s Report section.

Note: This must be the date the practical test was concluded and must be the same date shown on Form 8060-4 or Form 8060-5.

(2) If the applicant is applying for an ATP certificate and/or an aircraft type rating, complete and sign the appropriate lines in the “Evaluator’s Record” section.

(3) Verify that the airman identification information entered in the Attachments section is complete.

(4) Check all of the appropriate boxes in the “Attachments” section and add the attachments to the completed FAA Form 8710-1.

(5) Forward the completed certification file to the managing FAA office no later than 7 calendar-days after the completion of the practical test.

(a) If the examiner is designated by more than one FSDO, send the certification file to the FSDO in whose area the test originated.

(b) If the examiner is on an itinerary, the managing FSDO will coordinate with the field office where the practical tests are given and advise the examiner which FSDO will process the certification file.

(c) If the test was conducted under the provisions of the NDPE/FEE program, send the certification file to the managing FAA office regardless of the location where the test originated.
g. **Prepare Record of a Part 141 Stage Check.** Accept FAA Form 8710-1 from the applicant before the stage check. Ensure that the “OTHER” box in section I has been checked and “141 STAGE CHECK” has been entered on the adjacent line.

(1) Verify the applicant’s identity and ensure that the applicant has completed the appropriate blocks of FAA Form 8710-1 correctly. (No entry is made in section II of the FAA Form 8710-1 for a part 141 stage check.)

(2) Enter the airman identification information in the Attachments section of the form.

(3) After conducting the stage check, mark the box in the “Designated Examiner’s Report” section indicating that the examiner has personally tested and/or verified the applicant in accordance with pertinent procedures and standards.

(4) Check the “APPROVED” or “DISAPPROVED” box, as appropriate.

(5) Enter the name of the pilot school on page 2 of FAA Form 8710-1 in the block noted as “LOCATION OF TEST (FACILITY, CITY, STATE),” and indicate the stage number of the check conducted on page 2 in the block noted as “CERTIFICATE OR RATING FOR WHICH TESTED.”

(6) Enter “141 STAGE CHECK (STAGE X)” on page 2 of FAA Form 8710-1 in the block noted as “CERTIFICATE OR RATING FOR WHICH TESTED.”

(7) Enter the remaining information indicated in the “Examiner’s Report” section and sign the “Examiner’s Signature” block.

(8) Give the applicant’s FAA Form 8710-1 to the pilot school. If the pilot school is without the services of a chief pilot, send an additional copy of the form to the FAA office.

**Section 3. Issue a Student Pilot Certificate**

38. **General.** There are two types of student pilot certificates. An Aviation Medical Examiner (AME) issues an FAA Form 8420-2, “Medical Certificate _____ Class and Student Pilot Certificate” (Figure 7-18), to an applicant who meets the requirements of part 61 subpart C, for a student pilot certificate. FAA Form 8420-2 serves as both a medical certificate and a student pilot certificate. DPEs issue FAA Form 8710-2, “Student Pilot Certificate” (Figure 7-19), to qualified student pilot applicants. FAA Form 8710-2 serves only as a student pilot certificate.

a. **Applicants with Medical Certificates.** An applicant may hold FAA Form 8500-9, Medical Certificate _____ Class (white copy). This certificate does not impart student pilot privileges. The applicant must obtain a student pilot certificate from an examiner or the FSDO in order to exercise privileges as a student pilot.

b. **Applicants Who Need Medical Certificates.** For aircraft that require medical certificates, the applicant must hold at least a valid third class medical.
c. **Gliders and Balloons.** An applicant who intends to pilot only balloons or gliders, including self-launch gliders, need not have an airman medical certificate. The applicant is issued FAA Form 8710-2.

d. **Examiner Authorization.** An examiner may issue a student pilot certificate to a qualified applicant without regard to the category or class of aircraft the applicant intends to pilot. Any examiner may issue an FAA Form 8710-2 (Figure 7-19) regardless of the category and class of aircraft or grade of pilot certification authorized by the examiner’s COA. However, if the student pilot has medical limitations that need to be shown on the medical portion of the student pilot certificate then only a medical examiner or an FAA office may issue the student pilot certificate.

39. **Nonrenewable.** Student pilot certificates are not renewable. Upon expiration of a student pilot certificate, the airman may apply for a new student pilot certificate, using the same process as for the original issuance.

   a. **Endorsements.** The student pilot should keep the original certificate bearing all of the endorsements that remain valid. The holder of an expired student pilot certificate must meet the same requirements as for the original certificate.

   b. **Additional Aircraft Endorsements.** If the space for instructor endorsements is full, and the student is seeking endorsements for additional types of aircraft, a DPE may issue a second student pilot certificate clearly marked “FOR RECORD PURPOSES ONLY.” The second student pilot certificate will have the same expiration date as the original. The original is issued to the student and the duplicate copy destroyed (Figure 7-19). There is no requirement for FAA Form 8710-1.

40. **Procedures.**

   a. **Review Application.** Verify that the information on the FAA Form 8710-1 is presented accurately and legibly and is complete.

      1. In section I, ensure that the applicant has checked the box labeled “Student.”

      2. Ensure that the remainder of the application is filled out according to the guidance in chapter 7, section 2, paragraph 27.

      **Note:** Sections II and III of FAA Form 8710-1 do not have to be completed for issuance of an original student pilot certificate.

   b. **Verify Applicant’s Identity.** Ensure acceptable forms of identification establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

      1. Compare the forms of identification with the personal information provided by the applicant on FAA Form 8710-1.

      2. When the applicant’s identity is verified, continue.
(3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification.

(4) If the applicant’s identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, immediately report the matter to the managing FAA office and discontinue the task.

c. Establish Eligibility. Determine that the applicant meets the eligibility requirements for a student pilot certificate (see § 61.83).

(1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

(2) Determine which category of aircraft the applicant intends to fly.

(a) If the applicant intends to fly gliders or balloons, the applicant must be at least 14 years of age and complete section I.

(b) If the applicant intends to fly light sport aircraft, the applicant must be at least 16 years of age and hold a current airman medical certificate or valid U.S. driver’s license.

(c) If the applicant intends to fly airplanes or rotorcraft, the applicant must be at least 16 years of age and hold a current medical certificate and complete section I.

(3) If a medical certificate is required and the applicant does not have one, advise the applicant to obtain an airman medical certificate or a student medical certificate from an AME.

(4) If the applicant is ineligible, inform the applicant how the discrepancies may be corrected. An FAA Form 8060-5 is not required and need not be issued.

d. Applicant Meets Requirements. If the applicant meets all of the requirements for a student pilot certificate, prepare an FAA Form 8710-2, sign, and have the applicant sign, in ink, both the original and the copy.

(1) The FAA Form 8710-2 should be typewritten, but may be handwritten.
Note: The examiner should advise the applicant that an airman medical certificate or valid U.S. driver’s license is required to solo airplanes, airships, weight shift control, powered parachutes, and/or gyroplanes.

(2) The examiner should inform a student pilot seeking a sport pilot certificate that he or she will not act as pilot in command:

(a) Of an aircraft other than a light sport aircraft;

(b) At night;

(c) At an altitude of more than 10,000 feet mean sea level (MSL);

(d) In Class B, C, and D airspace, at an airport located in Class B, C, or D airspace, and to, from, through, or on an airport having an operational control tower without having received the ground and flight training specified in § 61.94 and an endorsement from an authorized instructor; and

(e) Must comply with the provisions of § 61.89(a) and 61.89(b).

(3) The examiner should issue the original to the applicant and inform the applicant that the certificate expires 24 or 36 calendar-months after the date it was issued, as appropriate.

e. Complete Certification File. Complete and sign the “Designated Examiner’s Report” section of FAA Form 8710-1 or FAA Form 8710-11, as appropriate. Attach the duplicate copy of the student pilot certificate to the form and forward the certification file to the managing FAA office within 7 calendar-days. Unless otherwise directed by the FAA office, IACRA certification files may be sent directly to AFS-760.

f. Subsequent Issuance. If a student pilot certificate has expired, issue a new certificate, following the same procedures as for an original issuance. The flight instructor’s endorsements on the expired certificate may not be transferred to the new certificate. The student pilot retains the expired certificate as a record of the endorsements.

g. Second Certificate. If there is insufficient space for instructor endorsements for additional types of aircraft on a valid student pilot certificate, issue a second student pilot certificate and clearly mark on the front of the second certificate “For Record Purposes Only.”

(1) Enter the same expiration date on the second certificate as that shown on the original certificate.

(2) Cross out the certificate number on the second certificate.

(3) Issue the original of the second certificate to the student and destroy the duplicate copy.

(4) An FAA Form 8710-1 is not required for a second certificate, and a certification file is not sent forward to the FAA office.
Section 4. Special Emphasis Items

41. **Special Emphasis Items.** This section discusses additional areas of consideration when conducting a practical test. Many of these special emphasis items are the result of accident investigation findings and statistical analysis of pilot operational errors.

42. **Dangers Associated with Simulation of Power Failure in Single-Engine Airplanes by the Interruption of Fuel Flow.** Although not a widespread practice, flight instructors occasionally simulate engine failure in single-engine airplanes by turning the fuel selector valve “off” or by placing the mixture control in the “idle cutoff” position.

   a. **Accident History.** A recent study of fuel starvation accidents showed that most accidents in which simulated engine failure was a factor involved single-engine airplanes. Use of the above procedures can result in an actual emergency depending on factors such as engine wind-milling characteristics, fuel quantity remaining, and fuel selector and mixture control system design.

   b. **Alternatives.** ASIs or Examiners should ensure that the subject of simulated engine failure in single-engine airplanes is given special emphasis during appropriate contacts with pilot schools and flight instructors. Alternative means of engine-out simulation should be discussed; for example, retarding the engine throttle control or power/thrust lever.

43. **Pilot External Vigilance (Scan Program).** The occurrence of midair collisions highlights a need to place special emphasis on the importance of cockpit external vigilance. While some operators have taken action to train crews in effective scan techniques, all pilots need to make a more conscious effort to search outside the cockpit for conflicting traffic.

   a. **Scanning Technique.** The probability of spotting a potential collision threat increases with the time spent looking outside, but certain techniques may be used to increase the effectiveness of the scan time. The human eye tends to focus somewhere, even in a featureless sky. To be most effective, the pilot should shift glances and refocus at intervals. Most pilots do this in the process of scanning the instrument panel, but it is also important to focus outside to set up the visual system for effective target acquisition.

   b. **Head Movement.** Pilots should be reminded that it is necessary to move the head to search around the physical obstructions, such as door and window posts. The doorpost can cover a considerable amount of sky, but a small head movement can reveal a threat these areas could be concealing.

   c. **Peripheral Vision.** Peripheral vision can be most useful in spotting collision threats from other aircraft. Each time a scan is stopped and the eyes are refocused, the peripheral vision takes on more importance because it is through this element that movement is detected. Apparent movement is almost always the first perception of collision threat and probably the most important because it is the discovery of a threat that triggers the events leading to proper evasive action and safe operation.

   d. **Scanning Emphasis.** Examiners and ASIs should ensure that the subject of scanning and cockpit vigilance is included in training programs and is emphasized on all practical tests.
Special emphasis should be given during contacts with pilot schools, flight instructors, during practical examinations, and while conducting flight reviews. Inspectors should be keenly aware of flight operations near navigational aids, high-density traffic areas, visual traffic patterns, and during simulated instrument practice where a tendency to “look inside” is common among pilots.

44. Accurate Position Reporting and Collision Avoidance.

a. Accident History. A fatal midair collision between a helicopter and a light twin engine airplane, inbound to the same airport, demonstrated the importance of accurate position reporting by pilots when communicating with ATC facilities. The events contributing to this accident are as follows:

(1) Because of radio frequency congestion, the airplane, which was on an instrument flight rules (IFR) flight plan, was unable to communicate with the control tower upon arriving at the requested report fix. When the pilot of the airplane was able to contact the tower, he gave his position as inside the requested fix. The controller, based on this report, was convinced that the airplane was within 5 miles of the final approach fix. The helicopter pilot contacted the same control tower and reported “coming up on” a known visual fix approximately 2 miles from the airport.

(2) The controller, having received these two indefinite position reports, believed that there was no conflict of traffic and did not issue a traffic advisory to either aircraft.

(3) If the pilots of both aircraft had reported their positions more accurately, this accident may not have occurred.

b. Importance of Accurate Position Reporting. Examiners and ASIs should ensure that the subject of accurate position reporting and collision avoidance is discussed frequently and that relevant information is given the widest possible dissemination during contact with flight instructor, pilot examiners, approved schools, and the aviation community. Examiners and ASIs should make clear that pilots are responsible for exercising diligent scanning and accurately reporting procedures during aircraft operations.

c. Consideration of Military Training Routes (MTR) During Flight Planning. Federal Aviation Administration records for near midair collisions (NMAC) indicates several incidents involving military aircraft operating within MTR and civilian aircraft traversing these routes. The reports indicated that in a majority of these cases, a collision was avoided when the military flightcrews observed maneuvered to avoid general aviation aircraft. ASIs should emphasize the importance of determining locations and times of activity of MTR during flight planning, to pilots, flight instructors, pilot schools, and pilot examiners.


a. Partial Panel Training. Data gathered during accident investigations show a need for emphasis on the skills required for control of aircraft in instrument conditions without the use of the attitude indicator. Partial panel operations involving control of an airplane by the use of the primary flight instruments develops skills that are needed if the attitude indicator fails during flight in instrument conditions. These skills apply to all pilot certificates.
b. **Ensuring Basic Instrument Skills in Partial Panel Operations.** Inspectors are directed to reemphasize to pilot examiners and flight instructors the need for the following:

1. On all pilot proficiency and competency checks in which instrument flying skill is a requirement, the pilot’s competency in partial panel instrument flying skills must be evaluated.

2. Pilots must demonstrate competency levels in basic aircraft control with partial panel using “turn coordinator, ball, and airspeed” appropriate to the certificate and ratings held, with pilot privileges authorized for the check, to be fully satisfactory.

**Note:** The above procedures are to be reemphasized, by inspectors, to the extent possible, to ensure that all pilot examiners and flight instructors are kept aware of this requirement.

### Section 5. Flight Reviews and Competency Checks

46. **Flight Reviews and Competency Checks.** This section contains guidance on the background and conduct of various flight reviews and competency checks required by part 61. These reviews are in addition to airman certification tasks and include:

- Flight review,
- High performance airplane competency check,
- Instrument proficiency check, and
- Pilot-in-command proficiency check for aircraft requiring more than one pilot.

47. **Examiner or Inspector Participation.** The flight reviews and competency checks listed above are required by part 61 and are usually conducted by certificated flight instructors, DPEs, or pilot proficiency examiners. If, however, a pilot has obtained a flight review or competency check and, in that pilot’s opinion, the outcome of the check was not satisfactory, the pilot may request a flight review or competency check from another instructor, an examiner, or an FAA inspector. If an inspector conducts the flight review or competency check and finds the pilot does not meet the standards for the original issuance of the pilot certificate or ratings that the pilot holds, the inspector should request the pilot to appear for a subsequent reexamination practical test. In this event, the inspector should follow the guidelines in the current edition of FAA Order 8900.1, Volume 5, Chapter 7, Section 1.

48. **Application for a Flight Review or Competency Check.** Examiners or ASIs will require airman applying for any proficiency review or competency check to complete the top portion of FAA Form 8410-1 (Figure 7-7). Maneuvers listed on the form that are not applicable to the review given (e.g., a flight review for a VFR-only pilot would not include “instrument procedures”) would not be graded; the boxes would be left blank. The FAA Form 8410-1 should be kept in the appropriate district office file. Copies can be provided to employers, if applicable, or to the airman.
49. Combining Flight Reviews and Competency Checks. A pilot may elect to combine required flight reviews and checks. For example, a pilot who satisfactorily demonstrates competency in an aircraft requiring more than one pilot (§ 61.58) may also use this demonstration to meet the flight review requirement of § 61.56. For the purposes of the flight review, a single showing of competency in any aircraft will suffice for all other categories or classes of aircraft for which the pilot is rated. Demonstrations of competency may also be associated with proficiency checks required by part 121 or 135, or when the airman is applying for an additional category or class of pilot certificate or for a type rating.

50. Evaluating the Flight Review. The word “satisfactory” is used under § 61.56, even though a flight review is not considered to be a practical test. The term is used only to provide the person giving the flight review a minimum standard on which to base judgment and comment as described in the regulation. If a pilot is denied a satisfactory endorsement for flight review, the pilot may continue to exercise certificate privileges, provided the time period prescribed by the regulation has not elapsed since the last flight review. However, if the review has been conducted by an inspector, the pilot would not be able to exercise the certificate privileges until successfully completing a reexamination practical test under 49 U.S.C. § 44709.

51. Length of Review. A flight review consists of the general operating and flight rules of part 91 and those maneuvers and procedures that are necessary for the pilot to demonstrate the safe exercise of the privileges of the pilot certificate. There are no specific requirements for the particular items or maneuvers to be reviewed. These matters are left to the discretion of the person giving the flight review.

   a. Minimum Training Time. The flight review consists of a minimum of 1 hour of ground instruction and 1 hour of flight instruction, except as provided for in § 61.56(d) and (e). A flight review may require more than 1 hour of ground instruction and 1 hour of flight instruction to complete a flight review. The regulations do not restrict the review to the minimum hour requirement. The person conducting the review determines whether more than 1 hour of flight and 1 hour of ground instruction are required for the review, depending on the experience and skills of the applicant.

   b. Current Flight Instructor. Section 61.197(a)(2)(iii) states in pertinent part that “the person has successfully completed an approved flight instructor refresher course consisting of ground training or flight training, or both.” Thus, flight instructor applicants who have successfully completed an approved FIRC do not need to have accomplished the 1 hour of ground training as required by § 61.56 for the flight review. Additionally, if the approved FIRC required at least 1 hour of flight training and the flight instructor applicant successfully completed that flight training, then the applicant does not need to complete the 1 hour of flight training as required by § 61.56 for the flight review. Otherwise, the applicant would be required to complete the 1 hour of flight training as required by § 61.56 for the flight review.
52. **Logbook Endorsements.**

   a. **Logbook Endorsement When Satisfactory.** When a pilot has satisfactorily accomplished a flight review or competency check, the pilot’s logbook or personal record must be endorsed by the person who gave the review. That endorsement should read substantively as follows: MR./MS. [insert name of airman as it appears on airman certificate], HOLDER OF PILOT CERTIFICATE NO. [insert number as it appears on the airman certificate], HAS Satisfactorily COMPLETED A [insert type of review or competency check] ON [insert date] IN A [insert type of aircraft].

   b. **Logbook Endorsement When Unsatisfactory.** If, in the opinion of the person conducting the flight, the pilot has not accomplished a flight review satisfactorily, that person will endorse the pilot’s logbook only to indicate the training received. There is no provision in the regulation for the failure of a flight review; therefore, there should be no logbook endorsement reflecting a failure.

53. **Recent Instrument Experience, § 61.57.** Section 61.57 requires a pilot to perform certain instrument tasks (in lieu of the old rule that required performance of minimum recurrency time requirements). The tasks required are six instrument approaches, holding procedures, and intercepting and tracking courses through the use of navigation systems. Section 61.57 specifically does not identify the kinds of approaches or navigation systems to be used. To maintain instrument currency for glider rated pilots, the rule remains unchanged. In accordance with § 61.57(c)(2), glider rated pilots are required to have performed and logged under actual or simulated instrument conditions at least 3 hours of instrument time in-flight, of which 1-1/2 hours may be acquired in an airplane or a glider if no passengers are to be carried. If passengers are to be carried, the rule requires 3 hours of instrument time in-flight in a glider.

   a. **Failure to Meet Instrument Currency.** A pilot not meeting the instrument recency of experience requirement may not exercise the privileges of the instrument rating until the requirements are met. If the pilot fails to meet this recency of instrument experience for a period of 1 year, the pilot must pass an instrument proficiency check in the category of aircraft involved.

   b. **Instrument Proficiency Check.** An instrument proficiency check must be accomplished in a category of aircraft in which the pilot is rated and will consist of one or all of the procedures and maneuvers from the instrument pilot PTS. (See the Rating Task Table on page 16 of the current edition of FAA-S-8081-4, under the column labeled Instrument Proficiency Check in the Instrument Rating PTS.) The instrument proficiency check must be given by:

     - An FAA inspector,
     - An instrument pilot examiner,
     - A certificated instrument flight instructor, or
     - An authorized U.S. Armed Forces instrument examiner when conducted as an instrument proficiency check.
c. **Proficiency Check Unsatisfactory.** If, in the opinion of the person conducting the instrument proficiency check, the pilot has not performed satisfactorily, no logbook endorsement is required. Flight instructors should be aware that the regulations do not provide for the failure of an instrument proficiency check; therefore, persons conducting instrument proficiency checks should not endorse a pilot’s logbook to reflect failure. If the instrument proficiency check is overdue, the pilot will not conduct IFR operations until an instrument check is satisfactorily accomplished.

d. **FTD or Simulators.** Any FAA inspector may, at the request of the pilot involved, authorize the use, or partial use, of an FTD or simulator that meets the requirements of § 61.4, for all or part of the instrument proficiency check only, provided the device is authorized by the FAA for such use.

### 54. High Performance Airplane Check, § 61.31(f).
If a person has not logged flight time as PIC of a high-performance airplane (an airplane with an engine of more than 200 horsepower) before August 4, 1997, the pilot must have received and logged ground and flight training from an authorized instructor in a high-performance airplane, or in a flight simulator or FTD that is representative of a high-performance airplane, and have been found proficient in the operation and systems of the airplane. Additionally, the person must have received a one-time endorsement in the pilot’s logbook from an authorized instructor who certifies the person is proficient to operate a high-performance airplane.

### 55. Complex Airplane Check, § 61.31(e).
If a person has not logged flight time as PIC of a complex airplane (an airplane that has a retractable landing gear, flaps, and a controllable pitch propeller; or, in the case of a seaplane, flaps and a controllable pitch propeller), before August 4, 1997, the pilot must have received and logged ground and flight training from an authorized instructor in a complex airplane, or in a flight simulator or FTD that is representative of a complex airplane, and have been found proficient in the operation and systems of the airplane. Additionally, the person must have received a one-time endorsement in the pilot’s logbook from an authorized instructor who certifies the person is proficient to operate a complex airplane.

### 56. Self-Launching or Powered Sailplane Flight Checks.
Self-launching sailplanes, powered sailplanes, motorized sailplanes, or motor gliders have become an increasingly common and popular type of aircraft for use in aviation sport flying. As a result of the revision to § 61.31(j), the glider rating will no longer contain limitations on the person’s pilot certificate. In place of the limitations, the new § 61.31(j) requires a person to receive training and a logbook endorsement to perform a certain kind of launch operation. For example, if a person seeks ground launch privileges, that person will be required to receive training from an authorized instructor and receive a logbook endorsement authorizing ground launch privileges. When that person seeks aero tow launch privileges, again that person will be required to receive training from an authorized instructor and receive a logbook endorsement authorizing aero tow launch privileges. The same procedure applies for the self-launching privileges. However, persons currently holding those limitations will continue to hold those limitations until that person upgrades their launch privileges and then the person may surrender his/her certificate and receive a new certificate without the limitations.

a. **Pilots Policy for NVG Operations.** Per § 61.73(k), this new rule requires ground and flight training and a one-time instructor endorsement for a pilot to act as PIC during NVG operations. This final rule “grandfathers” PICs previously qualified as a PIC for NVG operations under § 61.31(k). Under new subparagraph (k)(3) a pilot will not need the “one-time” NVG training and endorsement, provided the pilot can document satisfactorily accomplishing any of the following pilot checks for using NVG in an aircraft:

1. A U.S. Armed Forces-conducted pilot proficiency check on NVG operations.

2. An examiner- or check airman-conducted pilot proficiency check on NVG operations under 14 CFR part 135.

3. An NVG manufacturer- or authorized instructor-conducted pilot proficiency check on NVG operations, when the pilot:

   (a) Is employed by a Federal, State, county, or municipal law enforcement agency; and
   
   (b) Has logged at least 20 hours as PIC in NVG operations.

b. **Pilots’ Recency of Experience Requirements for NVG Operations.** The new § 61.57(f) establishes, as a recent flight experience requirement, that pilots remain PIC qualified for NVG operations. For a pilot to act as PIC using NVG with passengers onboard, the pilot, within the preceding 2 calendar-months, will have to perform and document the tasks under new § 61.57(f) as the sole manipulator of the controls during the time period beginning 1 hour after sunset and ending 1 hour before sunrise. If the pilot did not perform and log the tasks under § 61.57(f), then the FAA will allow the pilot an additional 2 calendar-months to perform and log the tasks under § 61.57(f). However, the FAA will not allow the pilot to carry passengers during this second 2-month period. If the pilot still did not perform and log the NVG tasks in revised § 61.57(f), during those additional 3 calendar-months, then the FAA will require the pilot to pass an NVG proficiency check to act as PIC using NVG. Section 61.57(f) lists the recent flight experience requirements for maintaining PIC qualifications for NVG operation. Those recent flight experience requirements are:

1. NVG Operating Experience. An individual may act as PIC in an NVG operation with passengers onboard only if, within 2 calendar-months preceding the month of the flight, that individual performs and logs the following tasks as the sole manipulator of the controls on a flight during an NVG operation:

   (a) Three takeoffs and three landings, with each takeoff and landing including a climb-out, cruise, descent, and approach phase of flight (only required if the pilot wants to use NVG during the takeoff and landing phases of the flight).
(b) Three hovering tasks (only required if the pilot wants to use NVG when operating helicopters or powered-lifts during the hovering phase of flight).

(c) Three area departure and area arrival tasks.

(d) Three tasks of transitioning from aided night flight (i.e., the pilot uses NVG to maintain visual surface reference) to unaided night flight (i.e., the pilot does not use NVG) and back to aided night flight.

(e) Three NVG operations, or when operating helicopters or powered-lifts, six NVG operations.

(f) An individual may act as PIC using NVG only if, within the 4 calendar-months preceding the month of the flight, that pilot performs and logs the tasks listed in § 61.57(f)(1)(i) through (v) as the sole manipulator of the controls during an NVG operation.

(2) NVG Proficiency Check. A pilot must either meet the NVG experience requirements of § 61.57(f)(1) or (f)(2) or pass an NVG proficiency check to act as PIC using NVG. The pilot must perform the proficiency check in the category of aircraft that is appropriate to the NVG operation for which the individual is seeking the NVG privilege or in a flight simulator (SIM) or FTD that is representative of that category of aircraft. The check must consist of the tasks listed in § 61.31(k) and one of the following people must perform the check:

(a) An examiner qualified to perform NVG operations in that same aircraft category and class;

(b) An individual authorized by the U.S. Armed Forces to perform NVG proficiency checks, provided the person being administered the check is also a member of the U.S. Armed Forces;

(c) A company check pilot authorized to perform NVG proficiency checks under parts 121, 125, or 135, provided that both the check pilot and the pilot being tested are employees of that operator;

(d) An authorized flight instructor qualified to perform NVG operations in that same aircraft category and class;

(e) An individual qualified as PIC for NVG operations in accordance with paragraph (f); or

(f) An individual who is FAA-approved to perform NVG proficiency checks.

c. Policy for Flight Instructor Requirements for NVG Qualifications. Per the new § 61.195(k), a flight instructor authorized to conduct NVG training and endorsements must:

(1) Hold the appropriate pilot and flight instructor certificate with the applicable category and class rating;
(2) If appropriate, hold a type rating on his or her pilot certificate for the aircraft that the NVG training is given in;

(3) Be PIC qualified for NVG operations, in accordance with § 61.31(k);

(4) Have logged 100 NVG operations as the sole manipulator of the controls;

(5) Have logged 20 NVG operations as the sole manipulator of the controls in the category and class, and type of aircraft, if aircraft class and type is appropriate, that the training will be given in;

(6) Be qualified to act as PIC in NVG operations under § 61.57(f) or (g); and

(7) Have a logbook endorsement from an FAA ASI, or an FAA-authorized individual to provide that logbook endorsement, that states the FAA authorizes the flight instructor to perform the NVG PIC qualification and recent flight experience requirements under § 61.31(k) and § 61.57(f) and (g).

(a) Per § 61.195(k)(7), an FAA ASI or an FAA authorized individual is permitted to sign the logbook of a flight instructor to authorize a flight instructor to conduct NVG PIC qualification and recent flight experience training. It is expected that the FAA ASI and FAA-authorized individual have met the requirements of § 61.31(k)(3) and are NVG current in accordance with § 61.57(f) or (g).

(b) However, depending on the qualifications and experience levels of our ASIs in the FSDOs and Regional Offices, we may have to consider “best qualified” criteria in selecting ASIs to perform this endorsement job assignment. Since this is a new program, AFS-810 is available for consultations with our FSDOs and Regional Offices on this subject matter.

Section 6. Conduct a Recreational Pilot Certification, Including Additional Category/Class Ratings at the Recreational Pilot Certification Level

58. General. The recreational pilot certificate was established in 1989 for persons seeking a lower cost alternative to the private pilot certificate. The recreational pilot certificate is intended for those persons interested in flying basic, experimental, or amateur-built airplanes and rotorcraft. Recreational pilots must operate in proximity to a home airport and in airspace that does not require communication with air traffic control facilities.

a. Fifty Nautical Mile Limitation. The recreational pilot may not operate beyond 50 nautical miles (NM) of an airport at which the pilot has received ground and flight instruction from an authorized flight instructor. If a recreational pilot wishes to conduct flight(s) more than 50 NM from the original point of departure, that person must:

(1) Receive the cross-country ground and flight training of part 61 subpart E that applies to aircraft rating held.

(2) Be found proficient and receive from an authorized instructor a logbook
endorsement, which is carried in the person’s possession in the aircraft.

b. Eligibility Requirements.

(1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

(2) To be eligible for a recreational pilot certificate, an applicant must be at least 17 years of age, hold at least a current third-class medical certificate, hold a student pilot certificate, and meet the applicable requirements of part 61 subpart D. The medical certificate may be FAA Form 8420-2 or FAA Form 8500-9. If the medical certificate bears any limitation which would require a special medical flight test, refer the applicant to the applicable FAA office.

c. Logbook Endorsements.

(1) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged 3 hours of flight training within the 60 calendar-days preceding the date of FAA Form 8710-1 in preparation for the practical test.

(2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1 with the authorized instructor’s signature.

(3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a recreational pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.98(b) that is appropriate for the recreational pilot rating sought.

d. Aeronautical Knowledge. The applicant must meet the aeronautical knowledge requirements of § 61.97.

(1) The applicant must present a recreational pilot knowledge test report. However, a
private pilot knowledge test report may be used in lieu of the recreational pilot knowledge test.

**Note:** For the record, this is the only situation where the FAA has specifically allowed for a higher pilot certification level knowledge test to be used instead of the appropriate knowledge test. The reason for this policy is because the FAA made a determination that people who seek the recreational pilot certificate normally wait further on into their training to decide whether to seek a recreational pilot certificate or a private pilot certificate. Furthermore, the FAA determined that the private pilot knowledge test covers all of the recreational pilot knowledge test subject areas.

(2) The holder of a recreational pilot certificate is not required to take a knowledge test in order to add a category rating to a recreational pilot certificate.

e. **Aeronautical Experience.** The applicant must present acceptable evidence of meeting the minimum aeronautical experience requirements of §§ 61.99 or 61.100, as applicable.

f. **Training.** The applicant must have met the applicable pre-solo training criteria required by § 61.87 and have received instruction in the flight proficiency requirements of § 61.98. The examiner must ensure that all required instruction is documented and all instructor logbook endorsements are present.

g. **Aeronautical Skill.** The applicant must demonstrate aeronautical skill by satisfactorily completing the practical test prescribed by § 61.96(b)(7). The test will be conducted in accordance with the appropriate recreational pilot PTS.

h. **Category and Class Ratings.** The category and class of aircraft used for the practical test is placed on a recreational pilot certificate. The following category and class ratings may be originally issued or added to recreational pilot certificates.

   (1) Airplane class ratings:

   (a) SINGLE-ENGINE LAND.

   (b) SINGLE-ENGINE SEA.

   (2) Rotorcraft class ratings:

   (a) HELICOPTER.

   (b) GYROPLANE.

i. **Limitations.** The DPE will enter the notation “HOLDER DOES NOT MEET ICAO REQUIREMENTS” on all recreational pilot certificates issued (Figure 7-20). Other possible limitations may include “Passenger carrying prohibited on flights more than 10 NM from [enter name of appropriate island]” on the certificate of an applicant whose aeronautical experience qualifies the applicant under § 61.100. This limitation may be removed by a DPE upon presentation of satisfactory evidence of compliance with the requirements of § 61.99(a)(1).
59. **Additional Category and Class Ratings.** A recreational pilot seeking an additional category/class rating must meet the appropriate aeronautical knowledge, experience, and instruction requirements, carry a logbook that has been endorsed by an authorized instructor for each solo flight in an aircraft for which the pilot is not rated, and satisfactorily complete the appropriate practical test. An additional knowledge test is not required.

60. **Upgrading to a Private Pilot Certificate.** A recreational pilot who desires certification as a private pilot must meet all the eligibility requirements for the private pilot certificate, appropriate to the category and class rating sought.

   a. **Knowledge Test.** The applicant must present an appropriate knowledge test report for the private pilot certificate and rating sought.

   b. **Flight Instructor Endorsements.** In order to complete all of the additional aeronautical experience required for the private pilot certificate, the recreational pilot must have a logbook endorsement from an authorized instructor for each flight conducted that was not allowed under recreational pilot privileges and limitations.

   c. **Upgrading to a Different Category.** If an applicant holds a recreational pilot certificate in one category of aircraft and satisfactorily completes a practical test for a private pilot certificate in another category of aircraft, the recreational pilot certificate is superseded. The new private pilot certificate notes the category and class of the aircraft used for the private pilot practical test and indicates recreational pilot privileges in the category and class of aircraft that was on the superseded certificate.

      **Note:** For those aircraft category and class ratings that remain at the recreational pilot certification level, the certificate will continue to show the limitation “HOLDER DOES NOT MEET ICAO REQUIREMENTS.”

61. **Procedures.**

   a. **Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

      (1) FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. Per § 61.39(a)(7), the applicant must complete section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought.

      (a) In section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in section III even though the graduation certificate is evidence of having completed the course of training.
(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airmen certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(2) A student pilot certificate, or an airman certificate if for an additional category/class rating;

(3) FAA Form 8420-2 or FAA Form 8500-9;

(4) A recreational pilot or private pilot knowledge test report, if applicable;

(5) A logbook or other records substantiating the aeronautical experience shown on the applicant’s FAA Form 8710-1;

(6) The aircraft maintenance records;

(7) The aircraft airworthiness certificate;

(8) The aircraft registration; and

(9) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the applicant’s FAA Form 8710-1 and logbook/training record. If the applicant has not brought all of the necessary documents, explain what is needed and return the documents to the applicant. Reschedule the appointment, if the applicant requests you to do so.

(1) If the applicant has not brought all of the necessary documents, explain what is needed and return the documents to the applicant.

(2) Reschedule the appointment if requested to do so.

c. Review Application. Verify that the information on FAA Form 8710-1 is accurate, legible, and complete.

(1) In section I, ensure that the applicant has checked “Recreational.” If the applicant is seeking an additional aircraft rating, ensure that the applicant has checked “Additional Aircraft Rating” and the appropriate aircraft category.

(2) Ensure that the remainder of FAA Form 8710-1 is completed in accordance with the instructions attached to the form and the information in chapter 7, section 2, paragraph 27.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 calendar-days before FAA Form 8710-1 was submitted. This endorsement should be on the
signed FAA Form 8710-1. Review the applicant’s training record or logbook to ensure the applicant has received at least 3 hours of training within the 60 calendar-days before the practical test.

d. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant’s identity is verified, continue with the practical test.

(3) If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report this to the FAA office.

e. Establish Eligibility. Determine that the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a recreational pilot. (See §§ 61.96, 61.97, 61.98, 61.99, and 61.100, as applicable.)

(1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

(2) Ensure that the applicant holds at least a third-class medical certificate.

(3) Inspect the applicant’s medical certificate to ensure that it does not bear any limitation that would make a special medical flight test necessary.

(4) Inspect the applicant’s student pilot certificate for current solo and solo cross-country endorsements.

(5) Check the record of flight time in section III of FAA Form 8710-1 to determine that the applicant has the minimum aeronautical experience required for the certificate and rating sought.
(6) Examine the applicant’s logbook and/or other reliable record(s)/training record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded.

(7) Examine the knowledge test report.

(8) If the applicant has checked the “YES” box of section IV of FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49.

(9) If the applicant is located on an island from which the required flights cannot be accomplished without flying over water, refer to § 61.100.

(10) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant’s graduation certificate to verify that the applicant is in compliance with the requirements of § 61.71.

(11) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant’s graduation certificate to ensure that the applicant will be able to pass the practical test within 60 calendar-days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

f. **Requirements for an Additional Category/Class Rating.** The requirements are the same as in subparagraph 60e above except that the knowledge test is not required.

g. **Aircraft Requirements.** Ensure the applicant has the proper aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine that the aircraft is airworthy and suitable for the practical test. After review, return the documents to the applicant.

h. **Discrepancies.** If a discrepancy that cannot be immediately corrected exists in any of the documents, return FAA Form 8710-1 and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

i. **Conduct Practical Test.** After determining that the applicant is eligible and meets all prerequisites for the certificate sought, accept FAA Form 8710-1 and conduct the practical test in accordance with the guidance in the recreational pilot PTS. If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant (see chapter 7, section 2, paragraph 17b).

j. **Unsatisfactory Performance.** If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.
(1) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval of Application and retain the original for the certification file.

(3) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

(4) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner’s designation number.

k. **Satisfactory Performance.** When the applicant has met all requirements for the certificate sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.

   (1) Enter the notation “HOLDER DOES NOT MEET ICAO REQUIREMENTS” and enter all appropriate limitations.

   (2) Verify that all information on FAA Form 8060-4 is correct. Sign the temporary airman certificate and direct the applicant to sign line VII.

   (3) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

   (4) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner’s designation number.

l. **Complete the Certification File.** Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

   (1) Mail the completed certification file to the managing FAA office not later than 7 calendar-days after the completion of the practical test.

   (2) IACRA certification files may be sent directly to AFS-760.

**Section 7. Conduct a Sport Pilot Certification**

62. **General.** The sport pilot certificate was established in 2004 for persons seeking a certificate to fly aircraft that meet the definition of light sport aircraft as defined in 14 CFR part 1, § 1.1.

   a. **Eligibility Requirements.** To be eligible for a sport pilot certificate for airplane, gyroplane, weight shift control, powered parachute, and airship, an applicant must be at least 17 years of age, hold at least a current third-class airman medical certificate or a valid U.S. driver’s license, student pilot certificate, and meet the applicable requirements of part 61
subpart J. The airman medical certificate may be an FAA Form 8420-2 or FAA Form 8500-9. If the airman medical certificate bears any limitation, which would make a special medical flight test necessary, refer the applicant to the FSDO.

**Note:** If you are applying to operate a balloon or glider, you must be 16 years of age, and a valid U.S. driver’s license or airman medical certificate is not required.

b. Logbook Endorsements.

(1) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged 3 hours of flight training within the 60 calendar-days preceding the date of an FAA Form 8710-11, in preparation for the practical test.

(2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-11 with the authorized instructor’s signature.

(3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a sport pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by part 61 subpart J that is appropriate for the sport pilot privilege sought.

c. Aeronautical Knowledge. The applicant must meet the aeronautical knowledge requirements of part 61 subpart J.

(1) The applicant must present a sport pilot airmen knowledge test report, if required.

(2) The holder of a sport pilot certificate is not required to take a knowledge test in order to receive a logbook entry for a category/class privilege.

d. Aeronautical Experience. The applicant must present acceptable evidence of meeting the minimum aeronautical experience requirements of § 61.313 or § 61.329, as applicable.

e. Training. The applicant must have met the applicable presolo training criteria required by § 61.87 and have received instruction in the flight proficiency requirements of § 61.313. The examiner must ensure that all required instruction is documented and all instructor logbook endorsements are present.

f. Aeronautical Skill. The applicant must demonstrate aeronautical skill by satisfactorily completing the practical test prescribed by § 61.307(b). The test will be conducted in accordance with the appropriate Sport Pilot PTS.

g. Category and Class Privileges. The category and class of aircraft used for the
practical test will not be placed on a sport pilot certificate. A logbook entry will be required for each category/class and make and model privilege.

63. Procedures.

a. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

   (1) FAA Form 8710-11 may be completed using IACRA. The applicant will complete section III, Record of Pilot Time. A special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on the FAA Form 8710-11 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or privilege sought. The completion of section III, Record of Pilot Time, is required to be accurately and fully completed by the applicant. Per § 61.39(a)(7), an applicant must have a completed application and that includes completion of section III, Record of Pilot Time.

   (2) A student pilot certificate.

   (3) An FAA Form 8420-2, FAA Form 8500-9, or a valid U.S. driver’s license.

   (4) A sport pilot or sport pilot instructor knowledge test report, if applicable.

   (5) A logbook or other records substantiating the aeronautical experience shown on the applicant’s FAA Form 8710-11.

   (6) The aircraft maintenance records.

   (7) The aircraft airworthiness certificate.

   (8) The aircraft registration.

   (9) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraph 62a.

   (1) If the applicant has not brought all of the necessary documents, explain what is needed and return the documents to the applicant.

   (2) Reschedule the appointment, if requested to do so.

c. Review Application. Verify that the information on the FAA Form 8710-11 is presented accurately and is complete.

   (1) In section I, ensure that the applicant has checked “SPORT PILOT.”

   (2) Ensure that the remainder of the FAA Form 8710-11 is completed in accordance with the instructions attached to the form and the information in chapter 7, section 2,
paragraph 28.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 calendar-days before the FAA Form 8710-11 was submitted. Review the applicant’s logbook or training record to ensure the applicant has received at least 3 hours of training within the preceding 60 calendar-days before the practical test.

d. **Verify Applicant’s Identity.** Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

(1) Compare the identification with the personal information provided on the FAA Form 8710-11.

(2) When the applicant’s identity is verified, continue with the practical test.

(3) If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-11 or it appears that an attempt at falsification has been made, immediately report this to AFS-610 and discontinue the task.

e. **Establish Eligibility.** Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a sport pilot. (See §§ 61.305, 61.307, 61.309, 61.311, and 61.313, as applicable.)

(1) Ensure that the applicant holds at least a third-class airman medical certificate or valid U.S. driver’s license.

(2) Inspect the applicant’s airman medical certificate, if appropriate, to ensure that it does not bear any limitation that would make a special airman medical flight test necessary.

(3) Inspect the applicant’s student pilot certificate for current solo and solo cross-country endorsements.

(4) Check the record of flight time in section III of FAA Form 8710-11 to determine if the applicant has the minimum aeronautical experience required for the certificate and privileges sought.

(5) Examine the applicant’s logbook and/or training record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded (see chapter 7, section 2, paragraph 24e).

(6) Examine the knowledge test report.

(7) If the applicant has checked the “YES” box of section IV of FAA Form 8710-11, verify that the applicant meets the requirements of § 61.49.
(8) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant’s graduation certificate to verify that the applicant is in compliance with the requirements of § 61.71.

(9) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant’s graduation certificate to ensure that the practical test will be able to be passed within 60 calendar-days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or privilege under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or privilege sought.

f. Aircraft Requirements. Ensure the applicant has the proper aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

g. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment, if requested to do so.

h. Conduct Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate sought, accept the FAA Form 8710-11 and conduct the practical test in accordance with the guidance in the Sport Pilot PTS and this section.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant (see chapter 7, section 2, paragraph 17b).

(2) Return all submitted documents to the applicant with the original of the letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date and reschedule the test if requested to do so.

i. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

(2) Sign, date, and check the appropriate boxes on the FAA Form 8060-5. Give the applicant a copy of the FAA Form 8060-5.

(3) Keep FAA Form 8710-11 and send FAA Form 8060-5 to AFS-610. Return all other submitted documents to the applicant.
The examiner should sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner’s designation number.

j. **Satisfactory Performance.** When the applicant has met all requirements for the certificate sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.

   (1) Verify that all information on FAA Form 8060-4 is correct. Sign the FAA Form 8060-4 and direct the applicant to sign line VII of FAA Form 8060-4.

   (2) Give the applicant the copy of the FAA Form 8060-4. Ensure that the limitation: “HOLDER DOES NOT MEET ICAO REQUIREMENTS” is noted on the temporary airman certificate.

   (3) The examiner should sign an entry in the applicant’s logbook or training records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner’s designation number.

k. **Complete the Certification File.** Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

### Section 8. Conduct a Private Pilot Certification, Including Additional Category/Class Ratings at the Private Pilot Certification Level

64. **General.** The examiner conducting the practical test reviews the applicant’s aircraft maintenance records, aircraft logbooks, airworthiness certificate, Federal Communications Commission (FCC) aircraft station license (if applicable), and aircraft registration to determine that the aircraft is airworthy and suitable for the practical test.

65. **Eligibility Requirements.** The applicant must meet all the applicable requirements of part 61 subpart E.

   a. **Graduate of an Approved Training Program.** Under the provisions of § 61.71(a), an applicant who presents an appropriate graduation certificate within 60 calendar-days after graduating from an approved training program certificated under part 141 and who passed the appropriate practical test is considered to have met the prerequisite aeronautical experience requirements of § 61.109.

   b. **Graduate of an Approved School with Examining Authority.** Under the provisions of § 61.71(a), an applicant who graduated from an approved pilot school that holds examining authority is considered to have met the prerequisite eligibility requirements for the private pilot certificate if the applicant applies within 60 calendar-days of graduation and passed the appropriate practical test from the school that holds the appropriate examining authority.
c. **Not a Graduate of an Approved School.** If the applicant is not a graduate of an approved pilot school, or has not applied and passed the practical test for the private pilot certificate within the times specified for approved school graduates, the applicant must meet all the applicable prerequisite eligibility requirements of part 61 subpart E.

d. **Aeronautical Knowledge.** A private pilot knowledge test report or private pilot test report from an approved school with knowledge test examining authority is the only acceptable form of evidence to verify the applicant has passed the private pilot knowledge test for a private pilot certificate.

   (1) The format of the knowledge test report from an approved school or Computer Test Provider must include an embossed seal in the lower right corner and the testing facility’s name and air agency designation number.

   (2) The holder of a category rating for powered aircraft is not required to take a knowledge test for the addition of another category rating to a private pilot certificate.

e. **Aeronautical Experience.** The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1.

   (1) Military pilot flight time records may be used to show the required flight time if the records meet the requirements of § 61.51.

   (2) If the examiner is unable to determine whether the records presented show clear evidence of the required aeronautical experience, the applicant must be referred to the FSDO.

   (3) In accordance with § 61.109, an applicant for a private pilot certificate must have received at least 3 hours of flight training in the control and maneuvering of an airplane solely by reference to instruments.

   (4) An applicant for a private pilot certificate must have received at least 3 hours of night flight training (except for the glider and balloon ratings) and an instructor endorsement in accordance with the appropriate provisions of § 61.109. Except as provided in § 61.110, the applicant’s records must indicate that all required night flight training has been received.

f. **Logbook Endorsements.**

   (1) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of flight training within the 60 calendar-days preceding the date of the application in preparation for the practical test.

   (2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1 with the authorized instructor’s signature.
(3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a private pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.107(b) that is appropriate for the private pilot rating sought.

(5) The applicant’s student pilot certificate and logbook must contain the appropriate solo flight endorsement(s).

(6) The applicant’s student pilot certificate and logbook must contain the appropriate solo cross-country endorsement(s).

66. Limitations.

a. Night Flying Limitations. In accordance with § 61.110, a person who receives flight training in and resides in the state of Alaska:

(1) May be issued a pilot certificate with the limitation “NIGHT FLYING PROHIBITED.”

(2) Must comply with the appropriate night flight training requirements of this subpart within 12 calendar-months after the issuance of the pilot certificate.

b. Cross Country Limitations. The limitations “PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NM FROM [the appropriate island]” and “HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO” will be entered on the certificate of an applicant whose cross country experience qualifies under the provisions of § 61.111(c). Cross-country limitations may be removed by an examiner when the certificate holder has complied with the applicable solo cross-country requirements and has passed a practical test on cross-country flying.

c. English Language. If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.
d. **Lighter-than-Air Limitations.** If appropriate, the examiner places one of the following limitations on a certificate with lighter-than-air category and balloon class ratings:

(1) LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER.
(2) LIMITED TO HOT AIR BALLOONS WITHOUT AIRBORNE HEATER.

67. **Categories and Classes.** The category of aircraft used for the practical test is placed on a private pilot certificate. With the exception of private pilot glider and powered-lift certificates, the class rating is also placed on the certificate.

a. **Airplane Class Ratings.** The following class ratings are originally issued or added to private pilot airplane certificates:

(1) SINGLE-ENGINE LAND.
(2) MULTIENGINE LAND.
(3) SINGLE-ENGINE SEA.
(4) MULTIENGINE SEA.

b. **Rotorcraft Class Ratings.** The following class ratings are originally issued or added to private pilot rotorcraft certificates:

(1) HELICOPTER.
(2) GYROPLANE.

c. **Lighter-than-Air Class Ratings.** The following class ratings are originally issued or added to private pilot lighter-than-air certificates:

(1) AIRSHIP.
(2) BALLOON.

d. **Powered Lift Category Rating.** Only the powered lift category rating is added to a private pilot certificate to read: POWERED-LIFT.

e. **Glider Category Rating.** Only the glider category rating is added to a private pilot certificate to read: GLIDER.

68. **Recreational Pilot Upgrades.** A recreational pilot who desires certification as a private pilot must meet all the prerequisite eligibility requirements appropriate to the category and class sought for the private pilot certificate. Since a recreational pilot is limited to flight within 50 NM of the departure airport, the recreational pilot’s logbook must be endorsed by a flight instructor for each operation not allowed by the recreational pilot certificate.
a. **Knowledge Test.** The applicant for an upgrade to a private pilot certificate must pass the appropriate private pilot knowledge test, unless the applicant previously passed the appropriate private pilot knowledge test when the applicant obtained his or her recreational pilot certificate. In the case of an applicant who claims to have previously passed the private pilot knowledge test, that applicant must obtain documentation from AFS-760 [FAA, Airmen Certification Branch (AFS-760), PO Box 25082, Oklahoma City, OK 73125-0082; FAX number: (405) 954-9922] that shows satisfactory completion of that private pilot knowledge test. That documentation must accompany the applicant’s submitted FAA Form 8710-1 application. There are short private pilot knowledge tests authorized for holders of recreational pilot certificates with airplane, helicopter, and gyroplane privileges who wish to upgrade to a private pilot certificate for the same category of aircraft.

b. **Certificate.** The private pilot certificate supersedes the recreational pilot certificate. If a different category of aircraft is used for the practical test, the recreational pilot privileges from the superseded certificate are shown on the private pilot certificate under recreational pilot privileges. (See Figure 7-21.)

### Section 9. Conduct a Commercial Pilot Certification, Including Additional Category/Class Ratings at the Commercial Pilot Certification Level

69. **General.** The examiner will determine whether the applicant’s aircraft is airworthy and suitable for the practical test after the review of the aircraft’s maintenance records, aircraft logbooks, airworthiness certificate, FCC aircraft station license (if applicable), and aircraft registration.

a. **Commercial Pilot Privileges.** The provisions of § 61.133 allow a commercial pilot to act as PIC of an aircraft for compensation or hire. During the practical test, the examiner should determine whether the applicant is aware of the types of flight operations and regulatory requirements found in 14 CFR parts 91, 119, 133, 135, and 137 that affect these privileges.

b. **Limitations.** An airman must observe any operating limitation that is placed on a pilot certificate until the limitation is removed from the certificate. Any limitations on the applicant’s private pilot certificate that were not removed before the commercial certificate is issued must be placed on the commercial certificate unless the applicant presents evidence that the limitations no longer apply.

70. **Eligibility Requirements.** The applicant must meet all the applicable prerequisite requirements of part 61 subpart F. Except for glider or balloon pilots, the applicant must hold at least a third-class medical certificate to be eligible for the original issuance of a commercial pilot certificate.

a. **English Requirement.** If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require
an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

b. **Graduate of an Approved Training Program.** Under the provisions of § 61.71(a), an applicant who presents an appropriate graduation certificate within 60 calendar-days after graduating from an approved training program certificated under part 141 or 142 is considered to have met the prerequisite aeronautical experience requirements of § 61.129.

c. **Graduate of an Approved School with Examining Authority.** Under the provisions of § 61.71(a), an applicant who graduated from an approved pilot school that holds examining authority is considered to have met the prerequisite eligibility requirements for the commercial pilot certificate if the applicant applies within 60 calendar-days of graduation and the school holds the appropriate examining authority.

d. **Not a Graduate of an Approved School.** If the applicant is not a graduate of an approved pilot school, or has not applied for a commercial pilot certificate within the times specified for approved school graduates, the applicant must meet all the applicable prerequisite eligibility requirements of part 61 subpart F.

e. **Second-in-Command (SIC) Time.** The examiner will ensure that SIC time credited toward the commercial pilot certification requirements was accrued in an aircraft that required more than one pilot (per § 61.51(f)).

f. **Added Category Ratings to a Commercial Certificate.** The holder of a commercial certificate with a category rating for powered aircraft need not take an additional knowledge test for the addition of another aircraft category rating to that commercial certificate. The applicant must present at least a third-class medical certificate to take a practical test for an additional category/class rating in a powered aircraft.

g. **Logbook Endorsements.**

(1) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of flight training within the 60 calendar-days preceding the date of the practical test.

(2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1 with the authorized instructor’s signature.

(3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.
(4) An applicant for a commercial pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.127(b) that is appropriate for the commercial pilot rating sought.

(5) The applicant’s logbook must contain the appropriate solo flight endorsement(s), if applicable.

71. Categories and Classes. The category of aircraft used for the practical test is placed on a commercial pilot certificate. With the exception of commercial pilot glider or powered-lift certificates, the class rating is also placed on the certificate.

a. Airplane Class Ratings. The following class ratings are originally issued or added to commercial pilot airplane certificates:

(1) SINGLE-ENGINE LAND.
(2) MULTIENGINE LAND.
(3) SINGLE-ENGINE SEA.
(4) MULTIENGINE SEA.

b. Rotorcraft Class Ratings. The following class ratings are originally issued or added to commercial pilot rotorcraft certificates:

(1) HELICOPTER.
(2) GYROPLANE.

c. Lighter-than-Air Class Ratings. The following class ratings are originally issued or added to commercial pilot lighter-than-air certificates:

(1) AIRSHIP.
(2) BALLOON.

d. Lighter-than-Air Limitations. If appropriate, the examiner places one of the following limitations on a certificate with lighter-than-air category and balloon class ratings:

(1) LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER.
(2) LIMITED TO HOT AIR BALLOONS WITHOUT AIRBORNE HEATER.

e. Powered Lift Category Rating. Only the powered lift category rating is added to a commercial pilot certificate to read: POWERED-LIFT.

f. Glider Category Rating. Only the glider category rating is added to a commercial pilot certificate to read: GLIDER.
g. Private Pilot Privileges. The commercial pilot certificate supersedes the private pilot certificate. If a different category of aircraft is used for the practical test, the private pilot privileges from the superseded certificate are shown on the commercial pilot certificate under private privileges.

72. Instructor Privileges in Lighter-Than-Air Aircraft. A commercial pilot with a lighter-than-air category rating on the airman’s pilot certificate may give instruction in balloons or airships as appropriate to the rating held.

   a. Test Requirements. The Commercial Pilot PTS for the Lighter-than-Air Category—Balloon Class contains Areas of Operations that specifically test flight instructor responsibilities for lighter-than-air applicants.

   b. Holders of Instructor Certificates. Examiners may omit Area of Operations I, fundamentals of instructing (FOI), when conducting a practical test for an airman who already holds a current flight instructor certificate and is applying for a commercial pilot certificate with a lighter-than-air category rating and a balloon class rating.

73. Complex Airplane Requirements. A complex airplane for the airplane single-engine land or airplane multiengine land rating is one that has retractable landing gear, flaps, and controllable propeller. A complex airplane for the airplane single-engine sea or airplane multiengine sea rating is one having flaps, floats, and a controllable propeller. A controllable propeller may be controlled manually by the pilot or automatically controlled by a full-authority digital electronic control (FADEC) system.

74. Procedures.

   a. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

      (1) FAA Form 8710-1, which must be completed in ink or typewritten and signed by the applicant. The applicant must complete sections I, II, III, IV, and V. Section I must have Parts A-U completed in its entirety. If a flight test is administered, section IIA(1) must indicate the aircraft used during the flight test and the “Total Time” in 2a. The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIC must be completed when the applicant graduated from a FAA-approved course. Ensure the applicant has given the school name and location (city and state). Section IID must also be completed if the Commercial application is based off the airman’s foreign license. Also the airman must have had his/her foreign license verified for validity prior to making application. The Verification letter must be attached to the commercial application. Per § 61.39(a)(7), the applicant must complete section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought. Section IV must be answered “YES” or “NO” if a practical test was administered. If “YES,” ensure the airman’s pink slip is included with the approved application. If the applicant has lost the pink slip, attach a statement to that effect. Section V must be signed and dated by the applicant.
(a) In section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in section III even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airmen certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(2) An appropriate airman certificate per § 61.123(h).

(3) At least a current third-class medical certificate (FAA Form 8500-9), if applicable.

(4) A commercial pilot knowledge test report, if applicable.

(5) An FAA-approved pilot school graduation certificate, if applicable.

(6) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1.

(7) The aircraft maintenance records.

(8) The aircraft airworthiness certificate.

(9) The aircraft registration.

(10) The FCC aircraft station license, if applicable.

(11) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraph 73a(1) through (11).

c. Review Application. Verify that the information on FAA Form 8710-1 is accurate, legible, and complete.

(1) In section I on the form, ensure that the applicant has checked “COMMERCIAL.” If the applicant is seeking an additional airplane rating, ensure that the applicant has checked “ADDITIONAL AIRCRAFT RATING” and the appropriate aircraft category/class.
(2) Ensure that the remainder of the form is completed in accordance with the instructions attached to the form and the information in chapter 7, section 2, paragraph 27.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 calendar-days before FAA Form 8710-1 was submitted.

d. **Verify Applicant’s Identity.** Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

   (1) Compare the identification with the personal information provided on FAA Form 8710-1.

   (2) When the applicant’s identity is verified, continue with the practical test.

   (3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

   (4) If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

e. **Establish Eligibility.** Determine that the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for certification as a commercial pilot.

   (1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

   (2) If the applicant is applying for a powered aircraft rating, ensure that the applicant holds at least a current third-class medical certificate.

   (3) If the applicant’s medical certificate or SODA, if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to the FSDO.
(4) Check the record of aeronautical experience in section III of FAA Form 8710-1 to determine that the applicant has the minimum flight experience required for the certificate and rating sought (§ 61.129).

(5) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant’s graduation certificate to verify that the applicant is in compliance with the requirements of § 61.71.

(6) If the applicant is a graduate of an approved pilot school, check the applicant’s graduation certificate to ensure that the practical test will be passed within 60 calendar-days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements for the pilot certificate or rating sought.

(7) Examine the applicant’s logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded.

(8) If the applicant has checked the “YES” box of section IV on FAA Form 8710-1, verify that the applicant has the necessary instruction and appropriate endorsement.

(9) Examine the commercial pilot knowledge test report or test report from an approved school with knowledge test authority, as applicable.

f. Requirements for an Additional Category/Class Rating. The requirements are the same as in subparagraph 73e above except that the knowledge test is not required if the applicant already has a powered aircraft rating. The applicant must hold at least a current third-class medical certificate when applying for an additional category/class rating in a powered aircraft.

g. Aircraft Requirements. In the presence of the examiner, the applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, FCC aircraft station license (if applicable), and aircraft registration to determine that the aircraft is airworthy and suitable for this practical test. After the review, the examiner will return the documents to the applicant.

h. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return FAA Form 8710-1 and all submitted documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

i. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate and/or rating sought, accept FAA Form 8710-1 and conduct the practical test in accordance with the guidance in the Commercial Pilot PTS and this section.
(1) Practical Test Not Completed for Reasons Other Than Unsatisfactory Performance. Issue a letter of discontinuance to the applicant (see chapter 7, section 2, paragraph 17b).

(2) Unsatisfactory Performance. If the applicant does not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

   (a) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

   (b) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

   (c) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

   (d) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner’s designation number.

(3) Satisfactory Performance. When the applicant has satisfactorily met all requirements for the certificate and/or rating sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.

   (a) Enter the correct limitations, if appropriate.

      1. Enter “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO” if the applicant is hearing-impaired and/or speech impaired. (Only an inspector may remove this limitation.)

      2. Enter “NOT VALID FOR CARRIAGE OF PASSENGERS FOR HIRE IN AIRPLANES ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NM, OR AT NIGHT” if the airman has no instrument rating. (See Figure 7-22.)

      3. Enter any limitations carried forward from the private pilot certificate if the applicant has not met the requirements for removal of those limitations.

   (b) Verify that all information on the temporary airman certificate is correct. Sign the temporary airman certificate and direct the applicant to sign line VII of the temporary airman certificate.

   (c) Retain the original for the certification file and give the applicant the copy of the temporary airman certificate.

   (d) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner’s designation number.
j. **Complete the Certification File.** Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

   (1) Mail the completed certification file to the managing FSDO no later than 7 calendar-days after the completion of the test.

   (2) IACRA files may be sent directly to AFS-760.

Section 10. Conduct an Airline Transport Pilot Certification, Including Additional Category/Class Ratings at the Airline Transport Certification Level

75. **General.** An applicant for an ATP certificate must meet all applicable requirements of part 61 subpart G.

   a. **Pilot Logbooks/Records.** The examiner reviews the applicant’s pilot logbook and/or reliable and acceptable records to determine that the applicant possesses the appropriate aeronautical experience required by part 61 subpart G. If the applicant does not meet the ICAO requirement, the examiner will place the endorsement “HOLDER DOES NOT MEET THE PILOT-IN-COMMAND AERONAUTICAL EXPERIENCE REQUIREMENTS OF ICAO” on FAA Form 8060-4 (see § 61.159(d)). Official military flight time records may be used if the records meet the criteria of § 61.73(h) and the examiner can determine the applicant’s flight time meets the appropriate aeronautical experience requirements of part 61 subpart G.

   b. **SIC Time.** The examiner will ensure that SIC time credited toward the ATP certification requirements was accrued in an aircraft that required more than one pilot per § 61.51(f).

   c. **Approved School Graduate.** An applicant who applies for the ATP certificate on the basis of graduation from an approved part 141 pilot school must present an appropriate graduation certificate issued within the preceding 60 calendar-days.

   d. **Expired Knowledge Test Report.** An applicant who is applying for an aircraft type rating to be added to an ATP certificate or an aircraft type rating concurrently with an ATP certificate may take the practical test with an expired knowledge test report, provided the applicant is employed as a flight crewmember:

      (1) By a certificate holder under parts 121, 125, or 135 at the time of the practical test and has satisfactorily accomplished the operator’s approved PIC aircraft qualification training program that is appropriate to the certificate or rating sought; or

      (2) In U.S. military air transport operations at the time of the practical test, and has accomplished the PIC aircraft qualification training program that is appropriate to the certificate and rating sought.

   e. **Practical Test.** The Airline Transport Pilot and Aircraft Type Rating PTS requires an applicant to be tested on four instrument approaches, two precision and two nonprecision approaches. The precision approaches may be an instrument landing system (ILS) approach, a Global Navigation Satellite System (GNSS) Landing System (GLS) approach, or a microwave
landing system (MLS) approach. A precision approach radar (PAR) is not authorized as a precision approach on the practical test. Additionally, although a lateral approach procedure with vertical guidance (LPV) is technically not considered a precision approach, it can be used as a one of the precision approaches. The global positioning system (GPS) equipment must be instrument certified and contain the current database. Although LPV and lateral navigation (LNAV)/vertical navigation (VNAV) approaches are technically a nonprecision approaches, because of the availability of a glide path, they may not be used to demonstrate nonprecision approaches.

76. **Instructor Endorsement and Recommendation.**

    a. **Flight Instructor Endorsement.** An applicant for a type rating to be added to an existing ATP certificate or for the original issuance of an ATP certificate in an airplane requiring a type rating must have an endorsement in his or her logbook or training record (per § 61.157(b)(2)) from an authorized instructor certifying completion of the training required by § 61.157(e).

        **Note:** FAA Form 8710-1 does not require instructor endorsement or instructor recommendation.

        (1) The training required by § 61.157(e) may be conducted by instructors in an approved training program under parts 121 or 135 for pilot employees of those air carriers.

        (2) Under the provisions of § 61.167, the holder of an ATP certificate may train other pilots in air transportation service. The ATP certificate holder must hold the appropriate aircraft category, class, and type rating, if applicable. The ATP certificate holder need not hold a flight instructor certificate. However, to provide training under the provisions of § 61.167, both the holder of the ATP certificate and the applicant must be pilot employees of that air carrier and the training must be conducted in an approved training program under parts 121 or 135, as appropriate.

    b. **Instructor Recommendation.** The “Instructor’s Recommendation” section on the FAA Form 8710-1 application need not be signed for the original issuance of an ATP certificate; however, in the case of a failure of the practical test, the applicant must obtain an instructor’s recommendation. (See § 61.49(a).)

        (1) The recommending instructor for a retest must hold an instrument instructor rating and the appropriate aircraft category and class ratings for the aircraft to be used for the test.

        (2) The instructor does not have to hold an ATP certificate.

        (3) An instrument instructor rating is not necessary if the practical test is for VFR privileges only. (See § 61.157(b)(3).)

        (4) The instructor who provides the training is not required to hold a flight instructor certificate if the training was conducted in an approved training program under parts 121 or 135, as appropriate, and both the instructor and the applicant are employed by the same air carrier in air transportation service. (See § 61.167(b)(1).)
(5) The instructor endorsement required to show completion of the training, required by § 61.157(e), for a type rating to be added to an existing ATP certificate or for the original issuance of an ATP certificate in an airplane category requiring a type rating may be in the form of a logbook endorsement or an endorsement in the applicant’s training record. (See § 61.157(b)(2).)

(6) Evaluator’s Record. On FAA Form 8710-1, the section noted as “Evaluator’s Record (Use for ATP Certificate and/or Type Ratings)” must be signed and dated by the examiner on the appropriate lines for each test segment conducted. The examiner must also complete the “Designated Examiner or Airman Representative Report” section.

(7) Logbook Endorsements. An applicant for a type rating to be added to an existing ATP certificate or for the original issuance of an ATP certificate in an aircraft requiring a type rating must have an endorsement in his or her logbook or training record from an authorized instructor certifying completion of the training required by § 61.157(e).

(8) An applicant who fails a practical test may reapply after receiving the necessary training and logbook endorsement from an authorized instructor.

77. Category, Class, and Type Ratings. The category and class rating(s) for which the applicant has qualified on the original or subsequent ATP practical tests are entered on the ATP certificate. Recreational, private, and commercial category and class ratings may not be upgraded to the ATP level without a practical test.

a. Type Ratings. Type rating tests are conducted to a single standard (i.e., at the ATP certification level) for all grades of pilot certificate. Therefore, except as noted in subparagraphs (2) and (3) below, all of the type ratings shown on the superseded certificate within category and class are brought forward to the higher grade of certificate. If a type rating on the superseded certificate is limited to VFR, that limitation is carried forward to the new certificate. (Type ratings limited to VFR may be upgraded to the ATP level.)

(1) Military pilots or former military pilots applying under the provisions of § 61.73(g) who hold an ATP certificate may request that an aircraft type rating be placed on their ATP certificate provided the pilot holds an aircraft category and class rating at the ATP certification level that is appropriate to the type rating sought.

(2) A type rating for a single-place (single pilot station) airplane may not be upgraded to the ATP certificate level.

(3) Except for type ratings and, under some circumstances, the instrument rating, other ratings indicated on the superseded pilot certificate are carried forward at the commercial, private, or recreational level.

(4) Instrument rating privileges are shown on the ATP certificate only when the applicant retains instrument privileges that were held on the superseded certificate for a category of aircraft other than the one used for the ATP practical test. (See Figure 7-23.)

b. Airplane Class Ratings. With the exception of the powered-lift rating, a class rating
is placed on the ATP certificate. The following class ratings are issued or added to an ATP certificate:

(1) SINGLE-ENGINE LAND.
(2) MULTIENGINE LAND.
(3) SINGLE-ENGINE SEA.
(4) MULTIENGINE SEA.

c. Rotorcraft Class Ratings.

(1) An ATP certificate with a rotorcraft category rating is issued only with the helicopter class rating.

(2) A gyroplane class rating may be added to an ATP certificate at the recreational, private, or commercial pilot privileges only.

d. Powered Lift Category Rating. Only the powered lift category rating is added to an Airline Transport Pilot Certificate (ATPC) to read: "POWERED-LIFT."

e. Addition of Lighter-than-Air and Glider Class Ratings. When a lighter-than-air or glider category rating is being added to an existing ATP certificate, the rating may only be added at the private or commercial pilot certification level, as appropriate to the practical test accomplished. There is no provision for the original issuance of an ATP certificate with a lighter-than-air or glider category rating.

78. Procedures.

a. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) FAA Form 8710-1, which must be completed in ink or typewritten and signed by the applicant. The applicant must complete sections I, II, III, IV, and V. Section I must have Parts A-U completed in its entirety. If a flight test is administered, section IIA(1) must indicate the aircraft used during the flight test and the “Total Time” in 2a. (If tested in a simulator, since section can be omitted.) The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIC must be completed when the applicant graduated from an FAA-approved course. Ensure the applicant has given the school name and location (city and state). Section IID must also be completed if the ATP application is based off the airman’s foreign license. Also the airman must have had his/her foreign license verified for validity prior to making application. The Verification letter must be attached to the ATP application. Section IIE must be completed if the applicant applied through an Air Carrier Approved Training Program. Per § 61.39(a)(7), the applicant must complete section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or
rating sought. Section IV must be answered “YES” or “NO” if a practical test was administered. If “YES,” ensure the airman’s pink slip is included with the approved application. If the applicant has lost the pink slip, attach a statement to that affect. Section V must be signed and dated by the applicant.

(a) In section III on FAA Form 8710-1, Airman Certificate and/or Rating Application, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 Pilot Schools or part 142 Training Centers must provide their aeronautical experience in section III on FAA Form 8710-1 even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III on FAA Form 8710-1. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be applications where aeronautical experience would not have a bearing on the airman certification action and thus the applicant would not be required to complete section III of FAA Form 8710-1. However, all applicants are encouraged to complete section III on FAA Form 8710-1. FAA Form 8710-1 remains on file with the FAA and can be used to substantiate past aeronautical experience if a person were to lose their logbook.

(2) At least a commercial pilot certificate and an instrument rating, as permitted by § 61.153(d)(2) or (3).

(3) At least a current third-class medical certificate FAA Form 8500-9.

(4) The airline transport certificate knowledge test report, if applicable.

(5) An FAA-approved pilot school graduation certificate, if applicable.

(6) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1.

(7) The aircraft maintenance records.

(8) The aircraft airworthiness certificate.

(9) The aircraft registration.

(10) The FCC aircraft station license, if applicable.

(11) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in paragraph 77a(1) through (11).
c. **Review Application.** Verify that the information on FAA Form 8710-1 is accurate, legible, and complete.

(1) In section I on the form, ensure that the applicant has checked “AIRLINE TRANSPORT.” If the applicant is seeking an additional airplane rating, ensure that the applicant has checked “ADDITIONAL AIRCRAFT RATING.”

(2) Ensure that the remainder of the form is completed in accordance with the instructions attached to the form and the information provided in chapter 7, section 2, paragraph 27.

(3) If this is a retest, ensure that an instructor has signed the “Instructor’s Recommendation” section on the reverse side of the form.

d. **Verify Applicant’s Identity.** Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant’s identity is verified, continue with the practical test.

(3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

e. **Establish Eligibility.** Determine that the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and aeronautical skill requirements for certification as an ATP (§§ 61.153, 61.155, 61.157, 61.159, 61.161, 61.163, or 61.165).

(1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.
(2) Determine that the applicant meets one of the following requirements:

(a) Holds at least a commercial pilot certificate and an instrument rating;

(b) Holds a foreign ATP or commercial license and an instrument rating without limitations, issued by an ICAO member state; or

(c) Is a pilot in the Armed Forces of the United States whose military experience qualifies that pilot for a commercial pilot certificate and an instrument rating under § 61.73.

(3) If the applicant is applying for an additional rating, determine that the applicant holds the required ATP certificate.

(4) If the applicant’s medical certificate or SODA, if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to the FSDO.

(5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant’s graduation certificate to verify that the applicant is in compliance with the requirements of § 61.71.

(6) Examine the applicant’s logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements (chapter 7, section 2, paragraph 24e) are recorded. Review the applicant’s logbook or other records to determine whether an ICAO limitation will be necessary upon the satisfactory completion of the practical test. Ensure that the record of aeronautical experience in section III of FAA Form 8710-1 reflects the appropriate aeronautical experience. If necessary, pen-and-ink changes in the top or bottom half of the boxes provided on the form may be made. The applicant may also list the required flight experience, certified by the applicant’s signature, on a separate sheet of paper which is attached to FAA Form 8710-1.

(7) Ensure that the SIC pilot time credited by a commercial pilot under the provisions of § 61.159(c) was acquired in an aircraft with a type certificate that requires an SIC or during flight operations in which the regulations require an SIC.

(8) Review section IV (i.e., “Have you failed a test for this certificate or rating?”) on the applicant’s FAA Form 8710-1 to determine whether the applicant has previously failed the ATP practical test. If the oral, simulator, and/or flight portions of the test were separate, the test completion dates should not exceed a 60-day time period.

(9) Examine the applicant’s knowledge test report or the test report from an approved school with knowledge test examining authority.

f. Requirements for an Additional Category Rating. For an additional category rating, the applicant must present a logbook or other records showing that the applicant has received instruction in that category of aircraft and has met all of the requirements of § 61.165, as appropriate. A knowledge test is required for an additional category rating.
g. **Aircraft Requirements.** The applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration for the purpose of demonstrating aeronautical knowledge about how to determine whether an aircraft is airworthy and suitable for flight.

h. **Discrepancies.** If a discrepancy that cannot be immediately corrected exists in any of the documents, the examiner will return the FAA Form 8710-1 and all submitted documents to the applicant. The examiner will inform the applicant of discrepancy and explain how and what needs correcting. The examiner and applicant should agree to a mutually agreeable reschedule date for another appointment.

i. **Conduct the Practical Test.** After determining that the applicant is eligible and meets all prerequisites for the certificate and/or rating sought, accept FAA Form 8710-1 and conduct the practical test in accordance with the ATP and Type Rating PTS and this section. If a type rating is sought, refer to chapter 7, section 12.

   (1) Practical Test Not Completed for Reasons Other Than Unsatisfactory Performance. Issue a letter of discontinuance to the applicant (see chapter 7, section 2, paragraph 17b).

   (2) Unsatisfactory Performance. If the applicant does not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

      (a) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

      (b) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

      (c) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

      (d) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner’s designation number.

   (3) Satisfactory Performance. When the applicant has satisfactorily met all requirements for the certificate and/or rating sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.

      (a) Enter the correct limitations, if appropriate.

      1. Enter “HOLDER DOES NOT MEET THE PILOT-IN-COMMAND AERONAUTICAL EXPERIENCE REQUIREMENTS OF ICAO” provided the applicant meets the requirements of § 61.159(d).
2. A DPE may remove the limitations listed in subparagraph 3a1 when the applicant presents satisfactory evidence that the applicant has met the appropriate aeronautical experience requirements.

3. The limitation “NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH” may be placed on an ATP certificate if the applicant is unable to meet the requirements of § 61.153(b) due to medical reasons.

4. Type rating designators for airplanes and rotorcraft are listed at http://registry.faa.gov/TypeRatings/. The FAA Airmen Registry (AFS-760) maintains this registry.

(b) Verify that all information on the temporary airman certificate is correct. Sign the temporary airman certificate and direct the applicant to sign line VII of the form.

(c) Retain the original for the certification file and give the applicant the copy of the temporary airman certificate.

j. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

(1) Ensure that both the Designated Examiner’s or Airman Certification Representative Report and the Evaluator’s Record sections of FAA Form 8710-1 are completed.

(2) If the applicant qualified for the ATP practical test on the basis of military competence or a foreign-pilot license and did not have a U.S. commercial pilot certificate, ensure that block A and block B or block D, as appropriate, of section II on FAA Form 8710-1 are correctly completed to indicate why a commercial pilot certificate is not attached to the file.

(3) Mail the completed certification file to the managing FSDO no later than 7 calendar-days after the completion of the test.

(4) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner’s designation number.

(5) IACRA files may be sent directly to AFS-760.

Section 11. Conduct an Instrument Rating Certification

79. General. An applicant for an instrument rating must meet all applicable requirements of § 61.65(a).

a. Instrument Rating Practical Test. When taking the Instrument Rating practical test, the applicant must pass the required Areas of Operation listed in § 61.65(c). If a flight simulator or FTD is used for any portion of the instrument approach task on the practical test, the instrument approach tasks are limited to one precision and one nonprecision approach. At least one instrument approach must be performed in the aircraft in flight. At least one precision and
one nonprecision approach not selected for being performed during the actual flight portion of the practical test may be performed in an approved flight simulator or approved FTD that meet the requirements of appendix 1 of the Instrument Rating PTS.

b. Flight Simulators or Flight Training Devices. Instrument training conducted in a flight simulator or FTD may only be logged when given by an authorized instructor. (See § 61.1(b)(2) and (10).) The applicant may use a flight simulator or FTD for 20 hours of the required instrument training time if the training was not administered under part 142. The applicant may use a flight simulator or FTD for 30 hours of instrument training if the training was administered under part 142. Such time should be logged by the applicant as instrument training time received. The training must be received from an authorized instructor (See § 61.1(b)(2) and (10)). An applicant may use a BATD or AATD for a maximum of 10 hours of the required instrument training that is allowed to be performed in a flight simulator or FTD. (See the current edition of AC 61-126.)

c. Knowledge Test. The applicant must satisfactorily complete the instrument knowledge test for the category of aircraft to be used for the practical test (airplane, powered-lift, or helicopter). An applicant for the instrument rating knowledge test must have received “…a logbook or training record endorsement from an authorized instructor certifying that the person is prepared to take the required knowledge test…” (See § 61.65(a)(4).) Therefore, the knowledge test results report alone is not acceptable as meeting the requirements of § 61.65(a)(4) for the logbook or training record endorsement. An additional knowledge test is not required if the applicant already holds an unrestricted instrument rating on a U.S. pilot certificate.

d. Practical Test. The Instrument Rating PTS requires an applicant to be tested on three different kinds of instrument approaches, consisting of one precision approach and two nonprecision approaches. The precision approach may be an ILS approach, a GLS approach, or an MLS approach. A PAR is not authorized as a precision approach on the practical test. Additionally, although LPV is technically not considered a precision approach, it can be used as a precision approach. The GPS equipment must be instrument certified and contain the current database. Although LPV and LNAV/VNAV approaches are technically nonprecision approaches, because of the availability of a glide path they may not be used to demonstrate nonprecision approaches.

(1) For the selection of the nonprecision approaches, the examiner may choose to test on any two of the following nonprecision instrument approaches using different kinds of navigation systems:

- Non-directional radio beacon (NDB),
- Localizer-type directional aid (LDA),
- Very high frequency (VHF) omni-directional range station (VOR),
- Global positioning system (GPS),
- Simplified Directional Facility (SDF), and
- Localizer (LOC).
(2) Although LPV approaches are technically nonprecision, due to the precision of its glide path and its localizer-like lateral navigation characteristics, an LPV can be used to demonstrate precision approach during the instrument practical test. Consequently, ILS, GLS, MLS, or LPV can be used to demonstrate a precision approach.

(3) The required radio equipment that must be installed and operational on the aircraft must provide for communications with ATC, and for the performance of the required nonprecision approaches and precision approaches.

(4) If the practical test is conducted in the aircraft, and the aircraft has an operable and properly installed GPS, the examiner will require and the applicant must demonstrate GPS approach proficiency. If the applicant has contracted for training in an approved course that includes GPS training in the system that is installed in the aircraft/simulator/FTD, and the aircraft/simulator/FTD used for the checking/testing has the same system properly installed and operable, the applicant must demonstrate GPS approach proficiency.

**Note:** If any avionics/navigation unit, including GPS, in the aircraft used for the practical test is placarded inoperative, the examiner will review the maintenance log to verify that the discrepancy has been properly documented.

80. **Eligibility Requirements.** The applicant for an instrument rating must meet all the applicable requirements of § 61.65 and hold at least a private pilot certificate and a current third-class medical certificate.

**a. Graduate of an Approved School.** Under the provisions of § 61.71(a), an applicant who presents an appropriate graduation certificate within 60 calendar-days after graduating from an approved pilot school certificated under part 141 is considered to have met the prerequisite applicable aeronautical experience requirements of § 61.65. The applicant must hold at least a private or commercial pilot certificate.

**b. Not a Graduate of an Approved School.** If the applicant is not a graduate of an approved pilot school, or has not applied for an instrument rating within the times specified for approved school graduates, the applicant must meet all the applicable prerequisite eligibility requirements of § 61.65.

**c. Logbook Endorsements.**

(1) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of instrument training within the 60 calendar-days preceding the date of the application in preparation for the practical test.

(2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.
(3) The applicant must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.65(c) that is appropriate for the instrument rating sought.

(4) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1.

81. Types of Instrument Ratings Issued. Three types of instrument ratings are issued.

a. Airplane. An applicant who qualifies for an instrument rating in an airplane is issued an INSTRUMENT—AIRPLANE rating.

b. Helicopter. An applicant who qualifies for an instrument rating in a helicopter is issued an INSTRUMENT—HELICOPTER rating.

c. Powered-lift. An applicant who qualifies for an instrument rating in a powered-lift is issued an INSTRUMENT—POWERED-LIFT rating.

d. Additional Category. The holder of an instrument rating who applies for an instrument rating in another category of aircraft is not required to take another knowledge test, but is required to take the practical test for the category of aircraft to be added.

82. Flight Controls. An aircraft provided for an instrument rating practical test must have engine power controls and flight controls that are easily reached and operable in a conventional manner by both pilots. A throw over yoke is not acceptable for the practical test.

83. Use of Nonapproved Instrument Approach Procedures. The use of any instrument approach procedure (IAP) not approved under 14 CFR part 97 for a certification practical test is not authorized. Nonapproved approach procedures do not meet the instrument instruction requirements of § 61.65(d) and may not be used to satisfy the requirements of any portion of an instrument rating practical test. Examples of nonapproved approach procedures would be substituting a published approach procedure for one VOR at a different VOR location or using a published NDB approach procedure at a commercial radio station.

84. Limitations. If an applicant holds both single-engine and multiengine class ratings on a pilot certificate and takes the instrument rating practical test in a single-engine airplane, the certificate issued must bear the limitation “MULTIENGINE LIMITED TO VFR ONLY.” If the applicant takes the test in a multiengine airplane, the instrument privileges will be automatically conferred for the airplane single-engine rating.

a. Limited to Center Thrust. An applicant may accomplish an Instrument-Airplane rating practical test in a multiengine airplane that is limited to center thrust. There is no need to place the “LIMITED TO CENTER THRUST” limitation on the applicant’s pilot certificate provided the Airplane Multiengine Land rating is not limited to center thrust. If the applicant’s Airplane Multiengine Land rating is limited to center thrust then the limitation will already be on the pilot certificate.
b. **ATP Certificate.** An instrument rating may be added to an ATP certificate if it is associated with a category/class rating held at the commercial or private pilot level (e.g., AIRLINE TRANSPORT PILOT, AIRPLANE SINGLE- AND MULTIENGINE LAND, COMMERCIAL PRIVILEGES ROTORCRAFT—HELICOPTER, and INSTRUMENT—HELICOPTER).

85. **Procedures.**

a. **Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

   (1) FAA Form 8710-1, which must be completed in ink or typewritten and signed by the applicant. The applicant must complete sections I, II, III, IV, and V. Section I must have Parts A-U completed in its entirety. If a flight test is administered, section IIA(1) must indicate the aircraft used during the flight test and the “Total Time” in 2a. (If tested in a simulator, since section can be omitted.) The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIC must be completed when the applicant graduated from a FAA-approved course. Ensure the applicant has given the school name and location (city and state). If the application is a § 61.75 and the applicant is adding instrument US TEST PASSED, section IID must also be completed if the application is based off the airman’s foreign license. Also the airman must have had his/her foreign license verified for validity prior to making application. The verification letter must be attached to the application. The applicant must ensure he or she completes section III, Record of Pilot Time. A special emphasis item, the examiner must review the applicant’s aeronautical experience on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought. Section IV must be answered “YES” or “NO” if a practical test was administered. If “YES,” ensure the airman’s pink slip is included with the approved application. If the applicant has lost the pink slip, attach a statement to that effect. Section V must be signed and dated by the applicant.

   (a) In section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airman certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in section III even though the graduation certificate is evidence of having completed the course of training.

   (b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airman certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

   (2) The appropriate pilot certificate and aircraft rating per § 61.65(a)(1);
(3) A current FAA Form 8500-9, third-class Medical Certificate, and SODA, if applicable;

(4) An instrument knowledge test report for the applicable category of aircraft (initial instrument rating only);

(5) An FAA-approved pilot school graduation certificate, if applicable;

(6) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the instrument rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1;

(7) The aircraft maintenance records;

(8) The aircraft airworthiness certificate;

(9) The aircraft registration;

(10) A view limiting device (approved by the DPE); and

(11) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in paragraph 84a(1) through (11).

c. Review Application. Verify that the information on FAA Form 8710-1 is accurate, legible, and complete.

(1) In section I on the form, ensure that the applicant has checked “INSTRUMENT.”

(2) Ensure that the remainder of the form is completed in accordance with the instructions attached to the form and the information in chapter 7, section 2, paragraph 27.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 calendar-days before the practical test.

d. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant’s identity is verified, continue with the practical test.

(3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.
If the applicant’s identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

e. Establish Eligibility. Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and instrument training requirements for an instrument rating per § 61.65.

(1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

(2) Verify that the applicant holds at least a valid private pilot certificate with an aircraft rating appropriate to the instrument rating sought.

(3) Ensure that the applicant holds at least a current third-class medical certificate.

(4) Check the record of aeronautical experience in section III on FAA Form 8710-1 application to determine that the applicant has the minimum aeronautical experience required for the instrument rating sought. (See § 61.65(d).)

(5) Verify that the applicant has used no more than 20 hours of instrument training in a flight simulator or FTD (§ 61.65(e)(2)) to meet the aeronautical experience requirements and that the time has been certified by an authorized instructor. If the applicant has been trained under part 142, the applicant may use a maximum of 30 hours in a flight simulator or FTD (§ 61.65(e)(1)). Of the 20 or 30 hours, as appropriate, only 10 hours is authorized in a BATD or AATD.

(6) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant’s graduation certificate to ensure that it is dated within the previous 60 calendar-days.

(7) Examine the applicant’s logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements (see chapter 7, section 2, paragraph 24e) are recorded.

(8) Examine the applicant’s instrument knowledge test report or instrument test report from an approved school with knowledge test authority, as applicable. Verify that the applicant
has passed the instrument knowledge test appropriate to the category of aircraft for which the instrument rating is sought. If the applicant already holds an instrument rating, a knowledge test is not required.

(9) If the applicant has checked the “YES” box of section IV on FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49.

f. Aircraft Requirements. The applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration for the purpose of demonstrating aeronautical knowledge about how to determine whether an aircraft is airworthy and suitable for flight.

g. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return FAA Form 8710-1 and all submitted documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment, if requested to do so.

h. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the instrument rating sought, accept the FAA Form 8710-1 and conduct the practical test in accordance with the guidance in the Instrument Rating PTS and chapter 7, section 2.

(1) Practical Test Not Completed for Reasons Other Than Unsatisfactory Performance. Issue a letter of discontinuance to the applicant (see chapter 7, section 2, paragraph 17b).

(2) Unsatisfactory Performance. If the applicant does not meet the applicable standards for the instrument rating sought, inform the applicant of the reasons for the unsatisfactory performance.

(a) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

(b) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(c) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

(d) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner’s designation number.

(3) Satisfactory Performance. When the applicant has satisfactorily met all requirements for the instrument rating sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.
(a) Indicate the appropriate instrument rating, e.g., “INSTRUMENT—AIRPLANE,” “INSTRUMENT—HELICOPTER,” or “INSTRUMENT—POWERED-LIFT.”

(b) Enter any appropriate limitation(s) if the applicant holds an airplane multiengine class rating (land or sea) and completes the practical test in a single-engine airplane or in a multiengine airplane limited to center thrust.

(c) Sign the applicant’s FAA Form 8060-4 and direct the applicant to sign line VII of the form.

(d) Retain the original for the certification file and give the applicant the copy of the temporary airman certificate.

(e) Sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner’s designation number.

i. **Complete the Certification File.** Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

   (1) Mail the completed certification file to the managing FSDO no later than 7 calendar-days after the completion of the test.

   (2) IACRA files may be sent directly to AFS-760.

**Section 12. Conduct a Pilot Type Rating Certification**

86. **General.** An aircraft type rating may be added to a private, commercial pilot, or ATP certificate. However, type rating practical tests are conducted to a single standard for all certificate levels. Regardless of the grade of certificate held, an applicant must meet the standards for a type rating in the appropriate ATP and aircraft type rating PTS. All type ratings within category and class held on a superseded certificate or issued under the military competency provisions of § 61.73(d)(3) are carried forward to the new certificate level without further testing. Type ratings limited to VFR also may be upgraded to the ATP level without further testing. A type rating for a single-place (single pilot station) airplane may not be upgraded to the ATP level.

a. **Flight Instructor Recommendation.** The “Instructor’s Recommendation” section on FAA Form 8710-1 does not need to be signed for initial application for a type rating. However, an instructor’s recommendation is required for a retest.

b. **Flight Instructor Endorsement for Training Received.** An applicant for a type rating must have an endorsement certifying accomplishment of the required training.

   (1) If the applicant is applying for a type rating to be added to an ATP certificate or for the original issuance of an ATP certificate in an airplane requiring a type rating, that applicant must have an endorsement in their logbook or training records from an authorized instructor certifying satisfactory completion of the training required by § 61.157(b).
If the applicant is applying for a type rating to be placed on a private or commercial pilot certificate, the airman must have an endorsement in their logbook or training records from an authorized instructor certifying satisfactory completion of the training required by § 61.63(d).

c. Logbook Endorsements.

(1) If a type rating is to be added to an applicant’s existing private or commercial pilot certificate or original issued private or commercial pilot certificate in an aircraft requiring a type rating, that applicant must have an endorsement in the applicant’s logbook or training record from an authorized instructor certifying that the applicant has been found competent in the aeronautical knowledge areas appropriate to the pilot certificate (i.e., private pilot or commercial pilot certificate level, as appropriate) for the aircraft category, class, or type rating sought.

(2) An applicant for a type rating to be added to an existing private or commercial pilot certificate or for the original issuance of a private or commercial pilot certificate in an aircraft requiring a type rating must have an endorsement in the person’s logbook or training record from an authorized instructor that the applicant has been found proficient in the appropriate Areas of Operations (as listed in § 61.157(e)) required for the issuance of an ATP certificate for the aircraft category, class, or type rating sought.

(3) Review the applicant’s logbook/training record to ensure that it has the appropriate solo flight endorsement(s), if applicable.

(4) If an applicant fails a practical test, he or she may reapply after receiving the necessary training and logbook endorsement from an authorized instructor.

d. Evaluator’s Record. The section noted as “Evaluator’s Record” (Use for ATP Certificate and/or Type Ratings) on FAA Form 8710-1 must be signed and dated by the examiner on the appropriate lines for each test segment conducted. The examiner must complete the “Designated Examiner or Airman Representative Report” section on FAA Form 8710-1.

e. Medical Certificate. The applicant must hold at least a current third-class medical certificate if the practical test is being conducted in an aircraft.

f. Type Ratings Issued. The examiner will enter the appropriate type rating on the temporary certificate issued to the applicant. The type ratings are listed at http://registry.faa.gov/TypeRatings/. AFS-760 maintains this table.

g. Type Rating Limited to VFR. A type rating bearing the limitation “VFR ONLY” may be added to an existing ATP certificate under the provisions of § 61.63(d)(5). However, this option is available only for those aircraft, such as certain types of vintage airplanes, which require a pilot type rating and are not capable of demonstrating instrument procedures. This paragraph applies to type ratings being added to an ATP certificate only. There is no provision for taking an initial practical test for an ATP certificate in an airplane which would allow a VFR limitation.
h. Amphibian Aircraft. An amphibian type rating will bear the limitation “LIMITED TO LAND” or “LIMITED TO SEA,” as appropriate, unless the applicant demonstrates proficiency in both land and sea operations.

i. Additional Testing Requirements. Currently, all aircraft that require a type rating are subject to completing a Flight Standardization Board (FSB). The FSB’s primary responsibilities are to determine the requirements for pilot type ratings, to develop minimum training recommendations, and to ensure initial flight crewmember competency in accordance with the current edition of AC 120-53, Guidance for Conduction and Use of Flight Standardization Board Evaluations. The FSB issues a report which may include specific training and testing recommendations for the specific type of aircraft. FAA-S-8081-5F, Practical Test Concept section, states, “Adherence to provisions of the regulations and the PTS is mandatory for the evaluation of airline transport pilot and type rating applicants. For some aircraft types, however, provisions of FAA Flight Standardization Board (FSB) Reports may specify special details as to how 14 CFR part 61 and this PTS apply to certain maneuvers, tasks, procedures, or knowledge areas.” Consequently, the testing recommendations in this report must be integrated into the practical test.

j. Training Requirements. Some aircraft manufacturers have begun requiring stringent training programs via an AFM limitation. For example, the limitation section of the Eclipse Aviation Corporation’s EA500 AFM contains the following requirement: “All pilots operating the Eclipse EA500 must be trained and qualified in accordance with the FAA Accepted/Approved Eclipse Aviation training program or equivalent FAA Accepted/Approved training program.” The TCDS contains a similar limitation in the notes. Section 91.9(a) states, in part, that no person may operate a civil aircraft without complying with the operating limitations specified in the approved AFM or Rotorcraft Flight Manual (RFM). If the AFM or RFM contains a training requirement, the examiner or inspector must verify that the applicant has successfully completed the approved training before administering the practical test.

87. Pilot Type Rating That May Be Performed as Either a Single Pilot or With a SIC. Practical tests for pilot type ratings that may be performed as either a single pilot or with an SIC in accordance with § 61.43(b).

a. General. This policy guidance shows how to record whether the pilot type rating practical test was performed as a single pilot, or with an SIC crewmember.

   (1) In a previous version of this order, the FAA had established policy that clarified the intent of § 91.531(a) and (b) for allowing practical tests for some pilot type ratings to be performed as either a single pilot or with an SIC.

   (2) This policy addresses performing pilot type rating practical tests as a single-pilot crew composition or with an SIC pilot crewmember in certain large airplanes that were certificated under Special Federal Aviation Regulation (SFAR) 41, in which the airplane’s type certificate (TC) authorizes single-pilot operations. Although SFAR 41 expired on September 13, 1983, there are still many large airplanes that were certificated under SFAR 41 in active service (i.e., per § 91.531(a)(1)).

   (3) This policy also addresses performing pilot type rating practical tests as a
single-pilot crew composition or with an SIC pilot crewmember in certain turbojet airplanes where the airplane’s TC authorizes single-pilot operations (i.e., per § 91.531(a)(2)).

(4) This policy also addresses performing pilot type rating practical tests as a single-pilot crew composition or with an SIC pilot crewmember in certain commuter category airplanes that have a passenger seating configuration, excluding pilot seats, of nine seats or less where the airplane’s TC authorized single-pilot operations (i.e., per § 91.531(a)(3)).

(5) This policy addresses performing pilot type rating practical tests as a single-pilot crew composition or with an SIC pilot crewmember where the FAA may issue a COA letter for authorizing single-pilot operations if that airplane is designed for and type certificated with only one pilot station (i.e., per § 91.531(b)).

(6) To date, the FAA permits applicants to perform pilot type rating practical tests as a single pilot or with an SIC in the following airplanes:

(a) Cessna 501.

(b) Cessna 525.

(c) Cessna 551.

(d) Cessna 510 Series.

(e) Raytheon 390.

(f) Beech 300 that are certificated under SFAR 41 and the Beech B300 and B300C that are certificated in the commuter category.

(g) Beech 1900 and Beech 1900C that are certificated under SFAR 41 and the Beech 1900D that is certificated in the commuter category.

(h) Empresa Brasileira de Aeronautica EMB 110 that is certificated under SFAR 41.

(i) Beech 2000.

(j) Fairchild Aircraft Corporation SA-227CC, SA-227DC, and other Fairchild commuter category airplanes on that same TC.

(k) Eclipse 500.

(l) Phenom 100.

(m) Phenom 300.

(n) Sino Swearingen SJ30-2.

(o) Certain large airplanes that were certificated under SFAR 41 and have a TC
that authorizes single-pilot operations.

(p) Certain turbojet airplanes with a TC that authorizes single-pilot operations.

(q) Certain commuter category airplanes that have a TC that authorizes single-pilot operations.

(7) This policy addresses performing pilot type rating practical tests as a single-pilot crew composition or with an SIC pilot crewmember where the FAA has issued grants of exemption from §§ 91.9(a) and 91.531(a) to some training providers that give single-pilot training. If an applicant obtains a pilot type rating by accomplishing one of these approved single-pilot training programs and a pilot type rating practical test, that applicant will be issued a COA letter for single-pilot operations by the training provider. To date, the following training providers hold this kind of grant of exemption for the listed airplanes authorized under their grant of exemption:

(a) Cessna Aircraft Company for its Cessna 550, Cessna S550, Cessna 552, and Cessna 560;

(b) Fairchild Aircraft Corporation for its commuter category airplanes SA-227CC, SA-227DC, and other Fairchild commuter category airplanes on that same TC provided the airplane is configured with nine seats or fewer;

(c) Sierra Industries, Inc. for the Cessna 500 series airplanes for serial Nos. 0001 through 0349 only that are equipped with Supplemental Type Certificate (STC) No. SA-8176SW or STC No. SA-09377SC and either STC No. SA-2172NM or STC No. SA-645NW;

(d) M. Shannon and Associates for the Cessna 500, Cessna 550, and Cessna S550; and


(8) When the airplane’s TCDS specifically requires the crew composition to be a single pilot, an applicant for that pilot type rating must perform the practical test as a single pilot. The applicant must be tested on all of the applicable PTS’s Areas of Operation and tasks as a single pilot. This requires the pilot to demonstrate, without assistance, the required PTS’s Area of Operations and tasks as a single pilot.

(9) Where the FAA has provided for either a single-pilot crew composition or an SIC, the applicant may elect to either use an SIC or perform as a single pilot during the practical test. The FAA has several ways of noting whether the practical test was performed as a single pilot or with an SIC. This provision is provided for in accordance with §§ 61.43(b) and 91.531.

(10) Questions about what airplanes may be operated with a single-pilot crew composition or with an SIC pilot crew composition may be directed to the FAA’s General Aviation and Commercial Division (AFS-800), 800 Independence Avenue SW., Washington, DC 20591 (telephone: (202) 267-3844).
b. Cessna 500 Series Airplanes.

(1) Cessna 501 or Cessna 551. An applicant for a CE-500 pilot type rating who accomplishes the practical test in a Cessna 501 or Cessna 551 may elect to accomplish the practical test as a single pilot or with an SIC pilot crewmember.

(a) An applicant for a CE-500 pilot type rating who was tested as a single pilot in a Cessna 501 is entitled to act as a single PIC in the Cessna 501. After the applicant satisfactorily accomplishes the practical test as a single pilot in a Cessna 501, the examiner will issue the applicant a CE-500 pilot type rating on the pilot certificate, and record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the CE-500 pilot type rating as a single pilot in a Cessna 501.”

(b) An applicant for a CE-500 pilot type rating who was tested in a Cessna 501 where an SIC crewmember was used will be issued a CE-500 pilot type rating with the limitation “Second-in-Command Required” (Figure 7-24). The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the CE-500 pilot type rating in a Cessna 501 with an SIC pilot crewmember.”

(c) An applicant for a CE-500 pilot type rating who was tested as a single pilot in a Cessna 551 is entitled to act as a single pilot PIC in the Cessna 551. After the applicant satisfactorily accomplishes the practical test as a single pilot in the Cessna 551, the examiner will issue the applicant a CE-500 pilot type rating on the pilot certificate, and record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the CE-500 pilot type rating as a single pilot in a Cessna 551.”

(d) An applicant for a CE-500 pilot type rating who was tested in a Cessna 551 where an SIC crewmember was used will be issued a CE-500 pilot type rating with the limitation “Second-in-Command Required” (Figure 7-24). The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the CE-500 pilot type rating in a Cessna 551 with an SIC pilot crewmember.”

(e) A Cessna 501 or Cessna 551 where a PIC and SIC crewmember are used may be used to satisfy the requirements of a § 61.58 PIC proficiency check for any series of Cessna 500 (i.e., Cessna 500, Cessna 550, Cessna S550, Cessna 552, or Cessna 560) requiring an SIC.

(f) An applicant who obtains a pilot type rating as a single pilot in a Cessna 501 and 551 may serve as the PIC or SIC pilot crewmember in the Cessna 500, Cessna 550, Cessna S550, or Cessna 560, as appropriate.

(2) Cessna 500, Cessna 550, Cessna S550, Cessna 552, or Cessna 560. An applicant for a “CE-500” pilot type rating who accomplishes the practical test in a Cessna 500, Cessna 550, Cessna S550, Cessna 552, or Cessna 560, as appropriate, may elect to accomplish the practical test as a single pilot if the person accomplished an approved single-pilot training program that was given by a training provider under a grant of exemption. The applicant may instead use the services of an SIC pilot crewmember.
(a) An applicant who satisfactorily accomplishes an approved single-pilot training course, successfully completes the CE-500 pilot type rating practical test in the Cessna 500, Cessna 550, Cessna S550, Cessna 552, or Cessna 560 as a single pilot, and uses a training provider who holds a grant of exemption from § 91.531 may operate as a single-pilot PIC in the Cessna 500, Cessna 550, Cessna S550, Cessna 552, or Cessna 560, as appropriate. The examiner will issue the CE-500 pilot type rating on the applicant’s pilot certificate. The examiner will record the results of the practical test in the pilot’s logbook as “Satisfactorily accomplished the CE-500 pilot type rating training as a single pilot in an [appropriate Cessna model].” The applicant must receive a COA letter for single-pilot operations from the training provider. In accordance with the training provider’s grant of exemption, the pilot is also required to continue to receive the training provider’s recurrent single-pilot training and comply with the provisions of that training provider’s grant of exemption every 12 calendar-months to be reissued a COA letter for single-pilot operations.

(b) An applicant who satisfactorily accomplishes a CE-500 pilot type rating practical test in a Cessna 500, Cessna 550, Cessna S550, Cessna 552, or Cessna 560, as appropriate, and uses the services of an SIC pilot crewmember, will be issued a CE-500 pilot type rating. The examiner will record the results of the practical test in the applicant’s logbook as “Satisfactorily accomplished the CE-500 pilot type rating with an SIC crewmember in a [Cessna 500] [Cessna 550] [Cessna S550] [Cessna 552] [Cessna 560].” Since the Cessna 500, Cessna 550, Cessna S550, Cessna 552, and Cessna 560 type certification require an SIC crewmember, the applicant’s pilot certificate and CE-500 airplane type rating need not contain the limitation “Second-in-Command Required.”

Note: The successful completion of a certification practical test in any of the Cessna 500 models listed in subparagraph 86b will qualify the applicant for a CE-500 pilot type rating.

c. Cessna 525 Series Airplanes. An applicant who satisfactorily accomplishes the practical test in a Cessna 525 as a single pilot will receive a CE-525S pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the CE-525S pilot type rating as a single pilot in a Cessna 525.” The CE-525S pilot type rating indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with a CE-525S pilot type rating is entitled to operate the Cessna 525 as either a single-pilot PIC or with an SIC.

(1) An applicant who satisfactorily accomplishes the practical test in a Cessna 525 where an SIC crewmember was used will receive a CE-525 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the CE-525 pilot type rating with an SIC pilot crewmember in a Cessna 525.” The CE-525 pilot type rating on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

(2) A Cessna 525 series airplane may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the Cessna 525 series airplane.

(3) An applicant who holds a CE-525S pilot type rating may serve as either the PIC or SIC pilot crewmember in the Cessna 525 series of airplane.
d. **Beech 2000 Airplanes.** An applicant who satisfactorily accomplishes the practical test in a Beech 2000 as a single pilot will receive a BE-2000S pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-2000S pilot type rating as a single pilot in a Beech 2000.” The BE-2000S pilot type rating on a pilot certificate indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with a BE-2000S pilot type rating is entitled to operate the Beech 2000 as a single-pilot PIC or with an SIC.

1. An applicant who satisfactorily accomplishes the practical test in a Beech 2000 where an SIC crewmember was used will receive a BE-2000 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-2000 pilot type rating with an SIC pilot crewmember in a Beech 2000.” The BE-2000 pilot type rating on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

2. A Beech 2000 may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the Beech 2000.

3. An applicant who obtains a pilot type rating as a single pilot in a Beech 2000 may serve as either the PIC or the SIC in the Beech 2000 series of airplane.

e. **Raytheon 390 Airplanes.** An applicant who satisfactorily accomplishes the practical test in a Raytheon 390 as a single pilot will receive an RA-390S pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the RA-390S pilot type rating as a single pilot in a RA-390S.” The RA-390S pilot type rating on a pilot certificate indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with a RA-390S pilot type rating is entitled to operate the Raytheon 390 as a single-pilot PIC or with an SIC.

1. An applicant who satisfactorily accomplishes the practical test in a Raytheon 390 where an SIC crewmember was used will receive an RA-390 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the RA-390 pilot type rating with an SIC pilot crewmember in a Raytheon 390.” The RA-390 pilot type rating on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

2. A Raytheon 390 may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the Raytheon 390.

3. An applicant who obtains a pilot type rating as a single pilot in a Raytheon 390 may serve as either the PIC or the SIC in the Raytheon 390 series of airplane.

f. **Beech 1900 and 1900C Series of Airplane that was Certified Under SFAR 41.** An applicant who satisfactorily accomplishes a practical test in a Beech 1900 as a single pilot will receive a “BE-1900” pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-1900 pilot type rating as a single pilot in a Beech 1900.”
(1) An applicant who satisfactorily accomplishes a practical test in a Beech 1900 or 1900C with an SIC crewmember will receive a “BE-1900” pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-1900 pilot type rating with an SIC pilot crewmember in a Beech 1900C.” The applicant’s “BE-1900” pilot type rating will be issued with the limitation “BE-1900 Second-in-Command Required.”

(2) An applicant who satisfactorily accomplishes a practical test in a Beech 1900D as a single pilot will receive a BE-1900 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-1900 pilot type rating as a single pilot in a Beech 1900D.”

(3) An applicant who satisfactorily accomplishes a practical test in a Beech 1900D with an SIC crewmember will receive a “BE-1900” pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-1900 pilot type rating with an SIC pilot crewmember in a Beech 1900D.” The applicant’s “BE-1900” pilot type rating will be issued with the limitation “BE-1900 Second-in-Command Required.”

(4) Any Beech 1900C or D series of airplane may be used to satisfy the requirements of the § 61.58 PIC proficiency check for any series of Beech 1900 airplane that requires an SIC pilot crewmember.

(5) An applicant who obtains a “BE-1900” pilot type rating as a single pilot in any Beech 1900 series of airplane may serve as either the PIC or SIC in any Beech 1900C or D series of airplane.

g. **Beech 300 Airplane that was Certified Under SFAR 41.** An applicant who satisfactorily accomplishes a practical test in a Beech 300 as a single pilot will receive a BE-300 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-300 pilot type rating as a single pilot in a Beech 300.”

(1) An applicant who satisfactorily accomplishes a practical test in a Beech 300 with an SIC crewmember will receive a “BE-300” pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the BE-300 pilot type rating with an SIC pilot crewmember in a Beech 300.” The applicant’s “BE-300” pilot type rating will be issued with the limitation “BE-300 Second-in-Command Required.”

(2) A Beech 300 may be used to satisfy the requirements of the § 61.58 PIC proficiency check for any series of Beech 300 that requires an SIC pilot crewmember.

(3) An applicant who obtains a BE-300 pilot type rating as a single pilot may serve as either the PIC or SIC in the Beech 300 series of airplane.

h. **Fairchild Aircraft Corporation’s SA-227CC and SA-227DC.** This section also applies to other Fairchild commuter category airplanes on the same type certificate that have a
passenger seating configuration, excluding pilot seats, of nine seats or fewer, and have a TC that authorizes single-pilot operations.

(1) An applicant who satisfactorily accomplishes an approved single-pilot training program and a practical test as a single pilot in a Fairchild Aircraft Corporation SA-227CC, SA-227DC, or other Fairchild commuter category airplanes as detailed above, will receive an SA-227 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the SA-227 pilot type rating as a single pilot.” The applicant must receive a COA letter for single-pilot operations from the training provider. In accordance with the training provider’s grant of exemption, the pilot is also required to continue to receive the training provider’s recurrent single-pilot training and comply with the provisions of that training provider’s grant of exemption every 12 calendar-months in order to be reissued a COA letter for single-pilot operations.

(2) An applicant who satisfactorily accomplishes a practical test with an SIC crewmember in a Fairchild Aircraft Corporation SA-227 will receive an SA-227 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the SA-227 pilot type rating with an SIC pilot crewmember in a Fairchild Aircraft Corporation SA-227.” The SA-227CC, SA-227DC, and other Fairchild commuter category airplanes on the same TCDS require an SIC crewmember, so there is no need to list an SIC limitation on the applicant’s pilot certificate.

i. Large Airplanes that were Certificated Under SFAR 41. An applicant for a pilot type rating in an airplane certificated under SFAR 41 may elect to accomplish the practical test as a single pilot or with an SIC pilot crewmember. An applicant who holds a pilot type rating in a large airplane that was certificated under SFAR 41, and who was tested in that airplane as a single pilot, is entitled to act as a single pilot PIC in that airplane.

(1) Examples of some large airplanes that were certificated under SFAR 41 and where the pilot type rating practical test may be performed as either a single pilot or with an SIC are: Beech 300, Beech 1900C and 1900D, and Embraer 110.

(2) An applicant who satisfactorily accomplishes a practical test as a single pilot in a large airplane that was certificated under SFAR 41 will receive a pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as: “Satisfactorily accomplished the [appropriate pilot type rating] as a single pilot.” The applicant’s pilot certificate will be issued with the appropriate pilot type rating.

(3) An applicant who satisfactorily accomplishes a practical test with an SIC crewmember in a large airplane that was certificated under SFAR 41 will receive a pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as “Satisfactorily accomplished the [appropriate pilot type rating] with an SIC pilot crewmember.” The applicant’s pilot type rating will be issued with the limitation “Second-in-Command Required” (Figure 7-24).

(4) A large airplane certificated under SFAR 41 that requires an SIC pilot crewmember may be used to satisfy the requirements of the § 61.58 PIC proficiency check.
(5) An applicant who obtains a pilot type rating as a single pilot in a large airplane that was certificated under SFAR 41 may serve as either the PIC or SIC in that airplane.

j. **Cessna 510 Series Airplanes.** An applicant who satisfactorily accomplishes the practical test in a Cessna 510 as a single pilot will receive a CE-510S pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the CE-510S pilot type rating as a single pilot in a Cessna 510.” The CE-510S pilot type rating indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with a CE-510S pilot type rating is entitled to operate the Cessna 510 as either a single-pilot PIC or with an SIC.

(1) An applicant who satisfactorily accomplishes the practical test in a Cessna 510 where an SIC crewmember was used will receive a CE-510 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the CE-510 pilot type rating with an SIC pilot crewmember in a Cessna 510.” The CE-510 pilot type rating on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

(2) A Cessna 510 series airplane may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the Cessna 510 series airplane.

(3) An applicant who holds a CE-510S pilot type rating may serve as either the PIC or SIC pilot crewmember in the Cessna 510 series of airplane.

k. **Sino Swearingen SJ30-2 Airplanes.** An applicant who satisfactorily accomplishes the practical test in a Sino Swearingen SJ30-2 as a single pilot will receive an SJ30S pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the SJ30S pilot type rating as a single pilot in a Swearingen SJ30-2.” The SJ30S pilot type rating indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with an SJ30S pilot type rating is entitled to operate the Swearingen SJ30-2 as either a single-pilot PIC or with an SIC.

(1) An applicant who satisfactorily accomplishes the practical test in a Swearingen SJ30-2 where an SIC crewmember was used will receive an SJ30 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the SJ30 pilot type rating with an SIC pilot crewmember in a Swearingen SJ30-2.” The SJ30 pilot type rating on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

(2) A Swearingen SJ30-2 series airplane may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the Swearingen SJ30-2 series airplane.

(3) An applicant who holds an SJ30S pilot type rating may serve as either the PIC or SIC pilot crewmember in the Swearingen SJ30-2 series of airplane.

l. **Embraer - Empresa Brasileira De Aeronautica S.A.EMB-500 Airplanes.** An applicant who satisfactorily accomplishes the practical test in an Embraer EMB-500 where an SIC crewmember was used will receive an EMB-500 pilot type rating plus a limitation that states
“EMB-500 Second in Command required” issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the EMB-500 pilot type rating with an SIC pilot crewmember in an Embraer EMB-500.” The EMB-500 pilot type rating with the limitation on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

(1) An applicant who satisfactorily completes the practical test in an Embraer EMB-500 as a single pilot will receive an EMB-500 type rating by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the EMB-500 pilot type rating as a single pilot in an Embraer EMB-500.” The EMB-500 pilot type rating, without a limitation, indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with an EMB-500 pilot type rating is entitled to operate the Embraer EMB-500 as either a single-pilot PIC or with an SIC.

(2) An Embraer EMB-500 series airplane may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the Embraer EMB-500 series airplane.

(3) An applicant who holds an EMB-500 pilot type rating as a single pilot may serve as either the PIC or SIC pilot crewmember in the EMB-500 series of airplane.

m. Embraer - Empresa Brasileira De Aeronautica S.A.EMB-505 Airplanes. An applicant who satisfactorily accomplishes the practical test in an Embraer EMB-505 where an SIC crewmember was used will receive an EMB-505 pilot type rating plus a limitation that states “EMB-505 Second in Command required” issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the EMB-505 pilot type rating with an SIC pilot crewmember in an Embraer EMB-505.” The EMB-505 pilot type rating with the limitation on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

(1) An applicant who satisfactorily completes the practical test in an Embraer EMB-505 as a single pilot will receive an EMB-505 type rating by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the EMB-505 pilot type rating as a single pilot in an Embraer EMB-505.” The EMB-505 pilot type rating, without a limitation, indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with an EMB-505 pilot type rating is entitled to operate the Embraer EMB-505 as either a single-pilot PIC or with an SIC.

(2) An Embraer EMB-505 series airplane may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the EMB-505 series airplane.

(3) An applicant who holds an EMB-505 pilot type rating as a single pilot may serve as either the PIC or SIC pilot crewmember in the EMB-505 series of airplane.

n. Eclipse Aviation Corporation EA-500. An applicant who satisfactorily accomplishes the practical test in an Eclipse Aviation Corporation EA-500 as a single pilot will receive an EA-500S pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the EA-500S pilot type rating as a single pilot in an Eclipse Aviation Corporation EA-500.” The
EA-500S pilot type rating indicates that the person accomplished the pilot type rating practical test as a single pilot. An applicant with an EA-500S pilot type rating is entitled to operate the Eclipse Aviation Corporation EA-500 as either a single-pilot PIC or with an SIC.

(1) An applicant who satisfactorily accomplishes the practical test in an Eclipse Aviation Corporation EA-500 where an SIC crewmember was used will receive an EA-500 pilot type rating issued by the examiner. The examiner will record the results of the practical test in the applicant’s logbook as, “Satisfactorily accomplished the EA-500 pilot type rating with an SIC pilot crewmember in an Eclipse Aviation Corporation EA-500.” The EA-500 pilot type rating on a pilot certificate indicates that the person accomplished the practical test with the use of an SIC pilot crewmember.

(2) An Eclipse Aviation Corporation EA-500 series airplane may be used to satisfy the requirements of the § 61.58 PIC proficiency check for the EA-500 series airplane.

(3) An applicant who holds an EA-500S pilot type rating may serve as either the PIC or SIC pilot crewmember in the Eclipse Aviation Corporation EA-500 series of airplane.

**o. Removal of the “Second-In-Command Required” Limitation From a Pilot Type Rating on the Pilot Certificate.** To remove the limitation, it is not necessary to complete the entire practical test as a single pilot.

(1) All Areas of Operations/tasks approved for a flight simulator may be accomplished in that flight simulator for the purpose of removing the “Second-in-Command Required” limitation. However, this does not change any flight simulator requirements for the original issuance of the pilot type rating.

(2) Satisfactory completion of an approved single-pilot training program and end-of-course test of that approved single-pilot training program meet the requirements for removal of the “Second-in-Command Required” limitation.

(3) The following tasks must be accomplished on the practical test as a single pilot in order to remove the “Second-in-Command Required” limitation:

(a) Normal and crosswind takeoffs.

(b) Powerplant failure on takeoff.

(c) Maneuvering to a landing with a simulated powerplant failure.

(d) One precision or nonprecision approach with a landing.

(e) Specific flight characteristics.

(f) Normal and abnormal procedures.

(g) Emergency procedures.
88. **Procedures.**

a. **Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

(1) FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. The applicant must complete sections I, II, III, IV, and V. Section I must have Parts A-U completed in its entirety. If a flight test is administered, section IIA(1) must indicate the aircraft used during the flight test and the “Total Time” in 2a. (If tested in a simulator, since section can be omitted.) The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIC must be completed when the applicant graduated from an FAA-approved course. Ensure the applicant has given the school name and location (city and state). Section IIE must be completed if the applicant applied through an Air Carrier Training Program. Per § 61.39(a)(7), the applicant must complete section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on FAA Form 8710-1 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought. Section IV must be answered “YES” or “NO” if a practical test was administered. If “YES,” ensure the airman’s pink slip is included with the approved application. If the applicant has lost the pink slip, attach a statement to that effect. Section V must be signed and dated by the applicant.

(a) In section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in section III even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airmen certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(2) A private pilot, commercial pilot, or ATP certificate, appropriate to pilot certification and rating sought;

(3) At least a current third-class medical certificate and a SODA, if applicable;

(4) A knowledge test report for the pilot certification level and rating sought, if applicable;

(5) An FAA-approved pilot school graduation certificate, if applicable;

(6) The applicant must present a pilot logbook or other acceptable and reliable
record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought that substantiates the aeronautical experience shown on FAA Form 8710-1;

(7) The aircraft maintenance records;

(8) The aircraft airworthiness certificate;

(9) The aircraft registration;

(10) The FCC aircraft station license, if applicable; and

(11) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in paragraphs 87a(1) through (11).

c. Review Application. Verify that the information on FAA Form 8710-1 is accurate, legible, and complete.

(1) In section I, ensure that the applicant has checked “ADDITIONAL AIRCRAFT RATING” and “PRIVATE,” “COMMERCIAL,” or “ATP,” as appropriate to the pilot certification level and rating sought. Ensure that the applicant has checked any other applicable boxes.

(2) Ensure that the remainder of the applicant’s FAA Form 8710-1 is completed in accordance with the instructions attached to the application and the information in this order (see chapter 7, section 2, paragraph 27).

(3) If the applicant is applying for a private or commercial certificate in conjunction with the type rating, ensure that the flight instructor has signed an endorsement within 60 calendar-days preceding the date of the practical test.

d. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in this order (see chapter 7, section 2, paragraph 25).

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant’s identity is verified, continue with the practical test.

(3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant’s identity appears to be different from the information supplied on his or her FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the application process and immediately report the matter to the FSDO.
e. **Establish Eligibility.** Determine that the applicant meets the type rating requirements of § 61.63(d)(1) through (7).

(1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

(2) Determine that the applicant meets the required prerequisite eligibility, aeronautical knowledge, and aeronautical experience/training requirements for the pilot certification level and rating sought.

(3) Verify that the applicant holds at least a current third-class medical certificate.

(4) Inspect the medical certificate to ensure that it does not bear any limitation that would make a special medical flight test necessary.

(5) Check the record of flight time in section III on FAA Form 8710-1 to determine that the applicant has the minimum flight experience required for the type rating/grade of pilot certificate sought.

(6) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant’s graduation certificate to ensure that it is dated within the 60 calendar-days preceding the date of the practical test.

(7) Examine the applicant’s logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded per the instructions in this order (see chapter 7, section 2, paragraph 24e).

(8) If the applicant is upgrading a certificate or concurrently obtaining an instrument rating, examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

(9) If the applicant has checked the “YES” box of section IV on FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49.

f. **Aircraft Requirements.** The applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration for the purpose of demonstrating
aeronautical knowledge about how to determine whether an aircraft is airworthy and suitable for flight. Ensure that a type rating is required for the aircraft. Determine whether the aircraft’s TCDS establishes single pilot or has a provision for an SIC as the crew composition.

g. **Discrepancies.** If a discrepancy that cannot be immediately corrected exists in any of the documents, return the applicant’s FAA Form 8710-1 and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

h. **Conduct the Practical Test.** After determining that the applicant is eligible and meets all prerequisites for the type rating/certificate sought, accept the applicant’s FAA Form 8710-1 and conduct the practical test in accordance with the guidance in the appropriate ATP and Aircraft Type Rating PTS and chapter 7, section 2. If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant (see chapter 7, section 2, paragraph 17b).

i. **Unsatisfactory Performance.** If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5 in accordance with the guidance in this order (see chapter 7, section 2, paragraph 33).

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the applicant’s FAA Form 8710-1 and return all other submitted documents to the applicant.

(4) The examiner should sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner’s designation number.

j. **Satisfactory Performance.** When the applicant has satisfactorily met all requirements for the type rating/certificate sought, prepare FAA Form 8060-4 in accordance with the guidance in this order (see chapter 7, section 2, paragraph 31).

(1) Enter all previous category, class, and type ratings held by the applicant.

(2) Enter the type rating under the appropriate airman privileges.

(3) Enter any required operating limitations such as “CVPBY5 LIMITED TO SEA” or “NB25 VFR ONLY.”
(4) For type ratings in aircraft whose TCDS require single-pilot competency but allow for an SIC, if the test was demonstrated with an SIC, enter the limitation “SECOND-IN-COMMAND REQUIRED” (Figure 7-24).

(5) Verify that all information on the form is correct. Sign the certificate and direct the airman to sign line VII of the form.

(6) Retain the original for the file and give the applicant the copy of the temporary certificate.

(7) The examiner should sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner’s designation number.

k. Complete the Certification File. Complete the certification file in accordance with the guidance in this order (see chapter 7, section 2, paragraph 29).

   (1) Mail the completed certification file to the managing FSDO no later than 7 calendar-days after the completion of the test.

   (2) IACRA certification files may be sent directly to AFS-760.

Section 13. Procedures for Issuing a Second-in-Command Pilot Type Rating

89. General. This section explains and discusses the procedures for completing the applications for SIC pilot type ratings and issuing FAA Form 8060-4.

90. Background.

   a. Final Rule. The FAA issued the SIC pilot type rating final rule on August 4, 2005 (70 FR 45264). The rule establishes the issuance of a SIC pilot type rating on U.S. pilot certificates for flights in aircraft, where the aircraft’s type certification requires a minimum crew of at least two pilots, and the flight will occur outside U.S. airspace involving a landing in a foreign country.

   b. Requirements. The SIC pilot type rating requirement appears in § 61.5(b)(7)(iv) and in § 61.55(a)(3), (d), and (e), along with associated qualifying procedures. A pilot who serves as an SIC flight crewmember and holds the appropriate SIC pilot type rating for the aircraft being flown is in compliance with the ICAO pilot type rating standards.

91. Procedures.

   a. Application and Certification Process. AFS-760, in conjunction with AFS-810 and the Air Transportation Division (AFS-200), has developed procedures for the SIC pilot type rating application and certification process. Refer to the sample SIC pilot type rating temporary airman certificates/applications in Figures 7-25 and 7-26 for further guidance.
b. **Program Tracking and Reporting Subsystem (PTRS) Code.** The PTRS activity code 1517 is for an SIC pilot type rating.

c. **Examples.**

(1) Paragraph 91 below contains explanations about the issuance of the SIC pilot type rating. Figures 7-25 through 7-29 are examples of a temporary airman certificate and FAA Form 8710-1 applications.

(2) The following examples illustrate how the rule (i.e., § 61.55(d) and (e)) will apply to pilots who have completed SIC pilot training within 12 calendar-months before the month they apply and are now making applications for the SIC pilot type rating.

(a) Example 1. A pilot last completed a part 135 recurrent SIC training program in a Cessna 500 on October 6, 2006. It is now December 30, 2007, and the pilot wants to apply for the SIC pilot type rating for the CE-500. This applicant is not eligible to apply for the SIC pilot type rating for the CE-500 type rating, because the applicant did not complete a part 135 recurrent SIC training program in the Cessna 500 within the 12 calendar-months before the month he or she applied. If applying for the SIC pilot type rating on December 30, 2007, the applicant must have completed the recurrent SIC training between the months of November 1, 2006 and sometime during the month of December 2007. In order for the pilot to apply for the SIC pilot type rating, that pilot must have completed the SIC familiarization training in a CE-500 within the 12 calendar-months before the month of application.

(b) Example 2. A pilot last completed a part 121 SIC pilot recurrent proficiency check in a Boeing 737 on December 1, 2007. The date is now January 5, 2008, and the pilot applicant wants to apply for the SIC pilot type rating for the B-737. This applicant may apply for an SIC pilot type rating for the B-737, because the recurrent proficiency check was completed within the 12 calendar-months before the month the pilot applied.

(c) Example 3. The pilot last completed SIC pilot familiarization training, per § 61.55(b), in a Lear 60 on November 30, 2006. The date is now January 1, 2008, and the pilot applicant wants to apply for the SIC pilot type rating for the LR-60. This applicant may not apply for an SIC pilot type rating for the Lear 60, because the SIC familiarization training was not completed within the 12 calendar-months before the month the applicant applied. In order for the pilot to apply for the SIC pilot type rating, that pilot must have completed the SIC familiarization training within 12 calendar-months before the month of application.

92. **Questions About the Issuance of the SIC Pilot Type Rating.**

a. **Who Needs an SIC Pilot Type Rating?**

(1) **QUESTION:** Who is required to have a SIC pilot type rating?

(2) **ANSWER:** See § 61.5(b)(7)(iv) and § 61.55(a)(3). This rule requires that any pilot who plans to fly outside domestic U.S. airspace and land in a foreign country to obtain the appropriate pilot type rating (i.e., the appropriate pilot type rating for PIC privileges or SIC privileges). However, any pilot who applies and meets the requirements of § 61.55(d) or (e), as
appropriate, may be issued an SIC pilot type rating whether that pilot plans to fly outside U.S. airspace and land in a foreign country or not.

(3) QUESTION: Is a SIC pilot type rating required to serve as an SIC when an SIC is required by an operating rule? For example, an SIC pilot is flying a Beech 200 for a part 135 air carrier operator, because the autopilot is out of service and the aircraft is being flown under IFR with passengers under part 135. The Beech 200 is TC as a single-piloted airplane. The operating rule (part 135, § 135.101) requires two pilots. Does the SIC need an SIC pilot type rating to serve as an SIC in a Beech 200 when the operating rule (§ 135.101) requires an SIC pilot?

(4) ANSWER: No. See § 61.5(b)(7)(iv). Since the Beech 200 is an airplane that does not require the PIC to hold a pilot type rating to fly it (the pilot only needs to hold an Airplane Multiengine Land rating), then the SIC pilot would not need to hold an SIC pilot type rating for the Beech 200. As per § 61.5(b)(7)(iv), the rule states, “Second-in-command pilot type rating for aircraft that is certificated for operations with a minimum crew of at least two pilots.” Otherwise, an SIC pilot type rating is only required for an aircraft that is certificated for operations with a minimum crew of at least two pilots. Section 135.101 does not require the issuance of an SIC pilot type rating. That rule only states, “Except as provided in § 135.105, no person may operate an aircraft carrying passengers under IFR unless there is a second in command in the aircraft.” Therefore, the Beech 200 is a single-piloted airplane and no pilot type rating is required.

(5) QUESTION: If a person already holds a pilot type rating for a particular type of aircraft that authorizes PIC privileges, would that person also need to hold the same pilot type rating for that type of aircraft that authorizes SIC pilot privileges? For example, if a person holds a B-737 pilot type rating that authorizes PIC privileges, would that person also need to hold the same B-737 pilot type rating that authorizes SIC pilot privileges?

(6) ANSWER: No. See § 61.55(a)(3). The person only needs to hold the B-737 pilot type rating that authorizes PIC privileges, and that will suffice for SIC pilot privileges.

(7) QUESTION: Can you have more than one SIC pilot type rating on a pilot certificate?

(8) ANSWER: Yes. See § 61.55(d) or (e). It is permissible to hold more than one SIC pilot type rating on a pilot certificate. A pilot would need to meet the eligibility prerequisite requirements to qualify for the SIC pilot type ratings.

b. What are the Requirements for an SIC Pilot Type Rating?

(1) QUESTION: Who is eligible for the SIC pilot type rating under part 121 or part 135?

(2) ANSWER: See § 61.55(e). A pilot who has successfully accomplished either an initial SIC pilot qualification under part 121 or part 135 training, or a recurrent part 121 proficiency check, or part 135 competency check (or instrument proficiency test) in that type of aircraft within the preceding 12 calendar-months from the month of application for the SIC pilot type rating is eligible for the appropriate SIC pilot type rating.
(3) QUESTION: What are the application and certification procedures for a pilot applying for an SIC pilot type rating on the basis of having qualified for the rating using the completion of an air carrier training program to qualify?

(4) ANSWER: See § 61.55(e). An aircrew program designee (APD), chief pilot, director of training, director of operations, or another comparable management official within the air carrier must endorse the applicant’s training record. The endorsement should state “[Applicant’s Name and Pilot Certificate Number] has demonstrated the skill and knowledge required for the safe operation of the [Type of Aircraft], relevant to the duties and responsibilities of a second in command.” The applicant must complete and sign an FAA Form 8710-1 application and bring the completed application and a copy of his or her training record endorsement, in person, to an APD or FSDO. The APD or FAA official will complete FAA Form 8710-1 and will issue the applicant a Temporary Airman Certificate with the appropriate SIC pilot type rating (e.g., “B-777” and the limitation listed as “B-777 SIC Privileges Only”).

c. How Do I Apply for an SIC Pilot Type Rating?

(1) QUESTION: I fly as an SIC pilot for a part 91 operator. What is the process for obtaining an SIC pilot type rating?

(2) ANSWER: See § 61.55(d). As a pilot serving as an SIC for a part 91 operator, the process for you to obtain the SIC pilot type rating is established in § 61.55(d). You are required to have completed the SIC pilot familiarization training (see § 61.55(b)) within the preceding 12 calendar-months before the month of application, complete an FAA Form 8710-1 application, receive a logbook endorsement from the PIC who provided you the familiarization training, and then present your FAA Form 8710-1 application to a FSDO or to an examiner.

(3) QUESTION: Who can be the FAA certifying officer for issuing the SIC pilot type rating? May any of the following sign the Temporary Airman Certificate and FAA Form 8710-1 application for issuance of the SIC pilot type rating: an FAA aviation safety technician (AST), an FAA ASI (Operations), a DPE, an APD, or a Training Center Evaluator (TCE) at a part 142 training center?

(4) ANSWER: Yes, an AST, ASI, DPE, APD, or TCE may sign the Temporary Airman Certificate and FAA Form 8710-1 application for issuance of the SIC pilot type rating. However, see the next question for conditions under which a TCE at a part 142 training center may do this. Neither the COA letters issued to a DPE, nor the letters of authorization (LOA) issued to a TCE or APD need to be revised to issue this SIC pilot type rating. It was stated in the final rule, “…The Examiner must have the authority to conduct practical tests for pilot certification. However, because this process is purely an administrative action and no practical test is required, the Examiner need not hold authorization in the type of aircraft in which the pilot is applying for SIC pilot type rating privileges.” Therefore, examiners (meaning DPEs, TCEs, and APDs) do not need their COA letter or LOA (as applicable) reissued to permit them to issue the SIC pilot type rating.

Note: This note pertains to a part 121 or part 135 pilot type rating applicant (i.e., a SIC pilot type rating applicant who qualifies for the SIC pilot type rating by have complied with § 61.55(e)). The FAA’s policy regarding SIC pilot type rating

7-126
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applicants who complete an air carrier training program, as given in § 61.55(e)(3) and subsequent subparagraphs, appears to permit any examiner or APD to be the FAA certifying officer for signing an SIC pilot type rating certificate. However, the FAA’s position is to limit such signing privileges to examiners and APDs actively engaged in the training programs of an air carrier certificate holder and SIC pilot type rating applicants in those training programs. An APD’s authority extends only to those applicants employed by the specific air carrier certificate holder. Similarly, the FAA limits the signing authority of any other designee (other than an APD) such as a TCE, to designees or TCEs actively engaged as authorized Check Airmen in the training programs of an air carrier certificate holder, and to SIC pilot type rating applicants in those training programs, respectively.

(5) QUESTION: Does the Director of Training’s signature have to be an original or can it be copied for thousands of applicants?

(6) ANSWER: See § 61.55(e)(1). The rule is permissive in respect to who can sign the SIC pilot’s training record. It does not necessarily have to be the Director of Training. However, the signature appearing on the training record must be an original signature of one of the air carrier’s management officials who is eligible to sign, in accordance with the rule.

(7) QUESTION: How does an applicant complete the front page of the FAA Form 8710-1 application if he/she is not affiliated with a part 121, 125, or 135 operator? Looking at Section II, there does not appear to be any box to check that is appropriate for on what basis the applicant is applying for the SIC pilot type rating.

(8) ANSWER: See § 61.55(d)(4) and Figure 7-27. Figure 7-27 is a sample of an SIC pilot type rating application for § 61.55(d) applicants.

(9) QUESTION: On the FAA Form 8710-1 application, Section II, block E2 needs the date the applicant completed training. Should that be the date the applicant completed initial training or the date of the last recurrent within the 12-month period?

(10) ANSWER: See § 61.55(e)(6). If the applicant is applying for the SIC pilot type rating on the basis of completing the air carrier’s initial training curriculum, then the date shown in Section II, block E2 would be the date the applicant completed the initial training curriculum. However, that date must be within 12 calendar-months before the month of application. If the applicant is applying for the SIC pilot type rating on the basis of completing the air carrier’s recurrent training curriculum, then the date shown in Section II, block E2 would be the date the applicant completed the recurrent training curriculum. Again, that date must be within 12 calendar-months before the month of application.

d. How Do I Process an Application for an SIC Pilot Type Rating?

(1) QUESTION: On a pilot certificate, should the limitation of SIC pilot privileges be placed on line XII of the FAA Form 8060-4 with the SIC pilot type rating, or by itself on line XIII?
(2) ANSWER: The type rating should be listed in line XII on the FAA Form 8060-4, and the SIC pilot limitation should be on line XIII. For example:

<table>
<thead>
<tr>
<th>RATINGS AND LIMITATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>XII. Airplane Single Engine Land &amp; Multiengine</td>
</tr>
<tr>
<td>Engine Land</td>
</tr>
<tr>
<td>Instrument Airplane</td>
</tr>
<tr>
<td>B-777</td>
</tr>
<tr>
<td>XIII. B-777 SIC Privileges Only</td>
</tr>
</tbody>
</table>

(3) QUESTION: If an applicant completes an approved SIC pilot training program for initial qualification in a particular type of airplane and all training and the practical test was accomplished in a flight simulator, may the TCE issue the SIC pilot type rating to the applicant or must the applicant accomplish at least one takeoff and one landing in the airplane type before the type rating may be issued? Once an SIC applicant completes the approved part 142 training and practical test in a level C or D simulator at a part 142 training center, is the applicant considered to have met the requirements for the SIC pilot type rating? For example, when the PIC type rating is issued, a Supervised Operating Experience (SOE) limitation is placed on the applicant’s pilot certificate for the type of aircraft the applicant completed the training and practical test.

(4) ANSWER: See § 61.55(j). Before the SIC pilot type rating may be issued for the initial qualification in that type of aircraft for which all of the training was performed in a flight simulator, the pilot must have logged at least one takeoff and one landing in the actual aircraft. As a matter of discussion, an applicant could show up for training at the part 142 training center already having logged the one takeoff and landing in the actual aircraft. Then, once the training and practical test are completed at the training center, a TCE could issue the SIC pilot type rating. As a suggestion, a part 142 training center may want to consider having an enrollment eligibility requirement that requires applicants to have logged at least one takeoff and one landing in the actual aircraft type prior to beginning the approved course of training. While the PIC type rating may be issued with an SOE limitation, § 61.55 does not allow a similar limitation for the SIC pilot type rating.

Note: However, there is an exception in § 61.55(j) for those applicants who have completed a proficiency check under a part 121 or competency check under part 91 subpart K (91K), part 125, or part 135. Applicants who have completed a proficiency check under part 121 or competency check under part 91K, 125, or 135 are not required to have logged one takeoff and one landing in the actual aircraft. For those applicants, they may apply for and be issued the SIC pilot type rating on the basis of having completed a proficiency check under part 121 or competency check under part 91K, 125, or 135, even when all the training was accomplished in a flight simulator.

(5) QUESTION: A pilot completes B-757 first officer training and receives a B-757 type rating with the limitation “B-757 SIC Privileges only.” Two months later, the pilot changes aircraft and completes DC-9 first officer training. On the FAA Form 8060-4, does the pilot now have two limitations, “B-757 SIC Privileges only” and “DC-9 SIC Privileges only,” or is the
“B-757 SIC privileges only” removed and “DC-9 SIC Privileges” takes its place?

(6) ANSWER: See § 61.55(e). Unless there are legal reasons (or 49 U.S.C. § 44709 pilot reexamination action) to suspend or revoke a type rating, you would never delete a type rating/SIC privilege. Below is how the SIC privileges should be listed on a pilot certificate in the “Ratings and Limitations” section involving multiple type ratings for SIC pilot privileges:

```
RATINGS AND LIMITATIONS
XII. Airplane Multiengine Land
    Instrument Airplane
    B-757, DC-9
XIII. B-757 and DC-9 SIC Privileges Only
```

(7) QUESTION: How would the “Ratings and Limitations” section of a pilot certificate look if the person held PIC privileges for a B-757 and SIC privileges in a DC-9 and A320?

(8) ANSWER: See § 61.55(e). In this scenario, the “Ratings and Limitations” section of a pilot certificate would look like this:

```
RATINGS AND LIMITATIONS
XII. Airplane Multiengine Land
    Instrument Airplane
    B-757, DC-9, A320
XIII. DC-9 and A320 SIC Privileges Only
```

(9) QUESTION: I have just reviewed an SIC pilot type rating application file from an applicant who completed an air carrier SIC recurrent proficiency check. The proficiency check was not recorded in the person’s logbook, but was a computer-generated letter that merely shows the name of air carrier and the date the proficiency check was completed, and was signed by an air carrier management official. The applicant stated this is a copy of his training record. The letter/training record does not show how much time the proficiency check took or who conducted the proficiency check. The preamble discussion in the “Second-in-Command Pilot Type Rating” Final Rule (70 FR 45266, August 4, 2005) states “For instance, the logbook or training record must specify the type and amount of training given.” Is this letter/training record adequate for meeting the intent of § 61.55(e)(1)?

(10) ANSWER: See § 61.55(e)(1). Yes, that letter/training record would meet the intent of § 61.55(e)(1). The actual rule language (70 FR 45272, August 4, 2005), § 61.55(e)(1) states “In lieu of the trainer, it is permissible for a qualified management official within the organization to sign the applicant’s training records or logbook and make the required endorsement. The qualified management official must hold the position of chief pilot, director of training, director of operations, or another comparable management position within the organization that provided the training and must be in a position to verify the applicant’s training records and that the training was given.” Therefore, if a training record shows the name of the air carrier and date the proficiency check was completed, and is signed by an air carrier management official, the record meets the intent of § 61.55(e)(1). The proficiency check must have been
completed within the preceding 12 calendar-months before the month of application for the SIC pilot type rating.

(11) QUESTION: When a B-777 first officer upgrades to a captain, does the SIC pilot type rating limitation come off of his/her pilot certificate?

(12) ANSWER: See § 61.55(e). Yes, otherwise he/she would be limited to “SIC Privileges.” However, when the pilot upgrades to the PIC position on the same airplane, he/she must have accomplished the appropriate pilot type rating practical test for PIC privileges.

(13) QUESTION: When a first officer upgrades to a captain in a B-777 whose pilot certificate also had a “B-777 CIRC. APCH. VMC ONLY” limitation, does that circling approach limitation remain in section XIII on the pilot certificate?

(14) ANSWER: See § 61.55(e). The circling approach limitation would stay if the pilot remains limited on performing circling approaches.

(15) QUESTION: A foreign person holds a foreign pilot license and PIC type rating on that foreign pilot license. Currently, has this situation been approved to add an SIC type rating for this foreign PIC type rating to an unrestricted FAA pilot certificate, as long as he accomplishes the following items?

(a) The pilot would need his or her foreign pilot license verified through AFS-760.

(b) A qualified management official (Chief Pilot, Director of Training, Director of Operations, or another comparable management position within the company) would need to stipulate that he or she has accomplished the required items in § 61.55(d).

(c) The pilot would need to present him or herself to an FAA operations inspector or proper FAA designee who is authorized to add SIC type ratings.

(16) ANSWER: See § 61.55(d) or (e). Yes, a foreign pilot who holds an unrestricted FAA pilot certificate may apply for an SIC pilot type rating by meeting the requirements in § 61.55(d). The person must have pilot records to substantiate having met the requirements of § 61.55(b).

(a) If the foreign person is applying on the basis of being a pilot engaged in part 91K, 121, 125, or 135 operations, then § 61.55(e) applies.

(b) However, in both cases, the foreign person must hold that type rating on the foreign pilot license. See § 61.39(c)(1).

(17) QUESTION: A foreign person holds a foreign pilot license and SIC type rating on that foreign pilot license. Would it be approved to add this SIC type rating to his or her unrestricted FAA pilot certificate, as long as he or she accomplishes the following items?
(a) The pilot would need his or her foreign pilot license verified through Oklahoma City.

(b) A qualified management official (Chief Pilot, Director of Training, Director of Operations, or another comparable management position within the company) would need to stipulate that he or she has accomplished the required items in § 61.55(b).

(c) The pilot would need to present him or herself to an FAA operations inspector or proper FAA designee who is authorized to add SIC type ratings.

(18) ANSWER: See § 61.55(d) or (e). Yes, a foreign pilot who holds an unrestricted FAA pilot certificate may apply for an SIC pilot type rating by meeting the requirements in § 61.55(d). The person must have pilot records to substantiate having met the requirements of § 61.55(b).

(a) If the foreign person is applying on the basis of being a pilot engaged in part 91K, 121, 125, or 135 operations, then § 61.55(e) applies.

(b) However, in both cases, the foreign person must hold that type rating on the foreign pilot license. See § 61.39(c)(1).

(19) QUESTION: A foreign person holds an FAA pilot certificate and no foreign pilot license, and currently works for a foreign company. Currently, has this foreign person been approved to add an SIC type rating to an unrestricted FAA pilot certificate as long as he or she accomplishes the following items?

(a) A qualified management official (Chief Pilot, Director of Training, Director of Operations, or another comparable management position within the company) would need to stipulate that he or she has accomplished the required items in § 61.55(b).

(b) The pilot would need to present him or herself to an FAA operations inspector or proper FAA designee who is authorized to add SIC type ratings.

(20) ANSWER: See § 61.55(d) or (e). Yes, a foreign pilot who holds an unrestricted FAA pilot certificate may apply for an SIC pilot type rating by meeting the requirements in § 61.55(d).

(a) The person must have pilot records to substantiate having met the requirements of § 61.55(b).

(b) If the foreign person is applying on the basis of being a pilot engaged in part 91K, 121, 125, or 135 operations, then § 61.55(e) applies.

(21) QUESTION: In any of the above three scenarios, if the pilot only held a restricted FAA pilot certificate (§ 61.75), could he or she add an SIC type rating to this restricted FAA pilot certificate?
(22) ANSWER: See § 61.55(d). Yes, a foreign pilot who holds an restricted FAA pilot certificate may apply for an SIC pilot type rating by meeting the requirements in § 61.55(d).

(a) The person must have pilot records to substantiate having met the requirements of § 61.55(b).

(b) The foreign person must hold that type rating on the foreign pilot license. See § 61.75(c).

e. General Questions about the SIC Pilot Type Rating.

(1) QUESTION: Under a part 121 or part 135 air carrier training program, does an FAA Form 8060-5 (pink slip) get issued for an applicant who fails an SIC proficiency/competency check for the SIC pilot type rating?

(2) ANSWER: See § 61.55(d) and (e). Issuance of a pink slip is not appropriate for failure of a part 121 or part 135 SIC proficiency/competency check for the SIC pilot type rating. This answer would be the same for those applicants for the SIC pilot type rating who perform unsatisfactorily on the SIC familiarization training under § 61.55(b).

(3) QUESTION: Do the current circling approach limitations apply to this SIC pilot type rating? If the application was not noted with a “CIRC. APCH.” limitation, should the pilot certificate be issued with the CIRC. APCH. limitation?

(4) ANSWER: Yes. The circling approach limitation applies and must be shown on the applicant’s pilot certificate, unless the circling approach has been specifically trained and demonstrated during a rating ride, with the respective air carrier or apart from it. However, the air carrier’s operations specifications (OpSpecs) are the controlling factor as to whether a flightcrew can conduct circling approaches. This is how the circling approach limitation should be noted on the temporary airmen certificate, FAA Form 8060-4:

<table>
<thead>
<tr>
<th>RATINGS AND LIMITATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>XII. Airplane Single-engine Land &amp; Multiengine Land Instrument Airplane</td>
</tr>
<tr>
<td>B 737</td>
</tr>
<tr>
<td>XIII. B 737 SIC Privileges Only</td>
</tr>
<tr>
<td>B 737 CIRC. APCH. VMC only</td>
</tr>
</tbody>
</table>

(5) QUESTION: A pilot for a part 121 air carrier holds PIC type rating privileges in a particular type of airplane and is downgraded back to an SIC pilot position in that type of airplane. Does the pilot need to be reissued another pilot certificate to show that he no longer holds a PIC pilot position for that air carrier?

(6) ANSWER: See § 61.55(e). No, the pilot would not need to be reissued another pilot certificate. Unless there are legal reasons (or 49 U.S.C. § 44709 pilot reexamination action) to suspend or revoke a pilot type rating, you would never delete a pilot type rating for PIC privileges.
(7) QUESTION: When must the SIC pilot type rating limitation be removed from the pilot certificate?

(8) ANSWER: See § 61.55(e). It must be removed when the pilot accomplishes the appropriate type rating practical test for PIC privileges.

(9) QUESTION: How would a pilot who holds the appropriate SIC pilot type rating and is the sole manipulator of the controls log the flight time? The pilot holds a B-737 SIC pilot type rating. This SIC pilot is the flying pilot (the sole manipulator of the controls) for this leg of the flight. Does the pilot log the flight time as PIC or SIC?

(10) ANSWER: See § 61.51(f)(1). The SIC pilot may only log the time as SIC flight time. The pilot is not qualified as a PIC in the Boeing 737 and may not log the time as PIC flight time.

(11) QUESTION: I have approximately 400 hours of flight time as an SIC in the CE 500 and hold an SIC pilot type rating. I am scheduled for an initial PIC type rating training and practical test in the CE 500 at Flight Safety International in January. My question is, does the SIC pilot type meet the requirement of § 61.63(e)(4)(ii)(A) concerning “…Hold[ing] a type rating for a turbojet airplane of the same class of airplane for which the type rating is sought…” for qualifying for the CE 500 pilot type rating without the SOE limitation?

(12) ANSWER: See § 61.63(e)(4)(ii)(A) (this answer would also apply to § 61.157(g)(3)(ii)(A) for a pilot type rating at the ATP certification level). No, a holder of an SIC pilot type rating would not equate to holding “…a type rating for a turbojet airplane of the same class of airplane for which the type rating is sought…” Where the rule states “a type rating” in § 61.63(e)(4)(ii)(A), the intent is a type rating with PIC privileges. Also, where the rule states “a type rating” in § 61.157(g)(3)(ii)(A), the intent is a type rating with PIC privileges. When § 61.63(e)(4)(ii)(A) was originally adopted (61 FR 34551, issued on July 2, 1996), the SIC pilot type rating concept had not yet been issued or even considered. Section 61.63(e)(4)(ii)(A) was originally numbered as § 61.64(e)(4)(ii)(A) (61 FR 34551, issued on July 2, 1996) and § 61.157(g)(3)(ii)(A) was originally numbered as § 61.158(d)(2)(ii)(A) (61 FR 34557, issued on July 2, 1996) when the rules were originally issued. The SIC pilot type rating is an administrative action as no practical test is required (see § 61.55(d)(7) and (e)(7)) for the issuance of the “SIC Privileges Only” pilot type rating. The FAA never intended for the SIC pilot type rating to equate to a pilot type rating with PIC privileges. The FAA never intended for the SIC pilot type rating to be used for anything other than to meet the ICAO standards of Annex 1, paragraphs 2.1.3.2 and 2.1.4.1.A that requires a pilot to hold the appropriate pilot type rating when serving as a pilot flight crewmember aboard an aircraft certificated for operations with a minimum crew of at least two pilots.

Section 14. Conduct a Private Pilot Certification for Weight Shift Control and Powered Parachute, Including Additional Category/Class Ratings at the Private Pilot Certification Level

93. General. The examiner conducting the practical test ensures the applicant has the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test.
94. **Eligibility Requirements.** The applicant must meet the applicable requirements of part 61 subpart E.

   a. **Graduate of an Approved Training Program.** Under the provisions of § 61.71(a), an applicant who presents an appropriate graduation certificate within 60 calendar-days after the date of graduation from an approved pilot school, certificated under part 141, is considered to have met the prerequisite aeronautical experience requirements of § 61.109.

   b. **Graduate of an Approved School with Examining Authority.** Under the provisions of § 61.71(a), an applicant who graduated from an approved pilot school that holds examining authority is considered to have met the prerequisite eligibility requirements for the private pilot certificate if the applicant applies within 60 calendar-days of graduation and the school holds the appropriate examining authority. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

   c. **Not a Graduate of an Approved School.** If the applicant is not a graduate of an approved pilot school, or has not applied for a private pilot certificate within the times specified for approved school graduates, the applicant must meet all the applicable prerequisite eligibility requirements of part 61 subpart E.

   d. **Aeronautical Knowledge.** A private pilot knowledge test report or private pilot test report, from an approved school with knowledge test examining authority, is the only acceptable forms of evidence that the applicant has passed the private pilot knowledge test for a private pilot certificate.

      (1) The format of the knowledge test report from an approved school or computer testing designee must include an embossed seal in the lower right corner and the testing facility’s name and air agency designation number.

      (2) The holder of a category rating for powered aircraft is not required to take a knowledge test for the addition of another category rating to a private pilot certificate.

   e. **Aeronautical Experience.** The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought that substantiates the aeronautical experience shown on the FAA Form 8710-11.

      (1) If the examiner is unable to determine whether the records presented show clear evidence of the required aeronautical experience, the applicant must be referred to the FSDO or AFS-610.

      (2) An applicant for a private pilot certificate with a weight shift control or powered parachute rating must have received at least 3 hours of night flight training and an instructor endorsement in accordance with the appropriate provisions of § 61.109. Except as provided in § 61.110, the applicant’s records must indicate that all required night flight training has been received.
f. Logbook Endorsements.

(1) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged 3 hours of flight training within the 60 calendar-days preceding the date of the application in preparation for the practical test.

(2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant should have an FAA Form 8710-11 with the authorized instructor’s digital signature.

(3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a private pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.107(b) that is appropriate for the private pilot rating sought.

(5) Review the applicant’s student pilot certificate and logbook to ensure they have the appropriate solo flight endorsement(s).

(6) Review the applicant’s student pilot certificate and logbook to ensure they have the appropriate solo cross-country endorsement(s).

95. Limitations.

a. Night Flying Limitations.

(1) In accordance with § 61.110(a), a person who receives flight training in and resides in the State of Alaska:

(a) May be issued a pilot certificate with a limitation, “NIGHT FLYING PROHIBITED.”

(b) Must comply with the appropriate night flight training requirements of this subpart within 12 calendar-months after the issuance of the pilot certificate.

(2) In accordance with § 61.110(c) a person who does not meet the night flying requirements in § 61.109(d)(2), (i)(2), or (j)(2) is:

(a) Issued a private pilot certificate with the limit “NIGHT FLYING PROHIBITED.”

(b) Which may be removed by an examiner if the holder complies with the requirements of § 61.109(d)(2), (i)(2), or (j)(2), as appropriate.
b. Cross-Country Limitations. The limitation, “PA SSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NM FROM” [the appropriate island], will be entered on the certificate of an applicant whose cross-country experience qualifies under the provisions of § 61.111(c). The limitation, “HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO”, must be entered on the certificate of an applicant whose cross-country experience qualifies under the provisions of § 61.111(c). Cross-country limitations may be removed by an examiner when the certificate holder has complied with the applicable solo cross-country requirements and has passed a practical test on cross-country flying.

c. English Language. An applicant is required to read, speak write and understand the English language in accordance with chapter 7, section 2, paragraph 7d. Applicants who are unable to meet one of these requirements due to medical reasons must be referred to the FSDO.

96. Categories and Classes. The category of the aircraft used for the practical test is placed on a private pilot certificate.

a. Weight Shift Control Class Ratings. The following class ratings are originally issued or added to private pilot weight shift control certificates.

(1) WEIGHT SHIFT CONTROL LAND.

(2) WEIGHT SHIFT CONTROL SEA.

b. Powered Parachute Class Ratings. The following class ratings are originally issued or added to private pilot powered parachute certificates.

(1) POWERED PARACHUTE LAND.

(2) POWERED PARACHUTE SEA.

97. Procedures.

a. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) An FAA Form 8710-11 must be used. FAA Form 8710-11 may be filled out in IACRA. A special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on the FAA Form 8710-11 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought have been met. Per § 61.39(a)(7), the applicant is required to sign the FAA Form 8710-11 and accurately and fully complete section III, “Record of Pilot Time.”

(2) A student pilot certificate, or an airman certificate if for an additional category/class rating;

(3) At least a third-class FAA Form 8500-9 or FAA Form 8420-2 if applicable;
(4) A Private Pilot knowledge test report, if applicable;

(5) An FAA-approved pilot school graduation certificate, if applicable;

(6) The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought that substantiates the aeronautical experience shown on the FAA Form 8710-11;

(7) The aircraft maintenance records;

(8) The aircraft airworthiness certificate;

(9) The aircraft registration;

(10) The FCC aircraft station license, if applicable; and

(11) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 96a(1) through (11).

c. Review Application. Verify that the information on the FAA Form 8710-11 is complete and presented accurately and legibly.

(1) In section I on FAA Form 8710-11, ensure that the applicant has checked “PRIVATE.” If the applicant is seeking an additional aircraft rating, ensure that the applicant has checked “ADDITIONAL AIRCRAFT RATING” and the appropriate aircraft category/class.

(2) Ensure the remainder of the FAA Form 8710-11 is completed in accordance with the instructions attached to FAA Form 8710-11 and the information in chapter 7, section 2, paragraph 28.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 calendar-days before the FAA Form 8710-11 was submitted.

d. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

(1) Compare the identification with the personal information provided on the FAA Form 8710-11.

(2) When the applicant’s identity is verified, continue with the practical test.

(3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.
(4) If the applicant’s identity appears to be different from the information supplied on the FAA Form 8710-11, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO and AFS-610.

e. **Establish Eligibility.** Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for certification as a private pilot.

   (1) If the applicant is applying for a powered aircraft rating, ensure that the applicant holds at least a current third-class airman medical certificate.

   (2) If the airman medical certificate or a SODA, if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to AFS-610.

   (3) Inspect the applicant’s student pilot certificate for current solo and solo cross-country endorsements.

   (4) Check the record of aeronautical experience on FAA Form 8710-11, section III to determine if the applicant has the minimum aeronautical experience required for the certificate and rating sought (§ 61.109).

   (5) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant’s graduation certificate to verify that the applicant is in compliance with the requirements of § 61.71.

   (6) If the applicant is a graduate of an approved pilot school, the examiner should check the applicant’s graduation certificate to ensure that the practical test will be able to be passed within 60 calendar-days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements under part 61 for the pilot certificate or rating sought.

   (7) Examine the applicant’s logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded. (See chapter 7, section 2, paragraph 24e.)

   (8) If the applicant is located on an island from which the required flights cannot be accomplished without flying more than 10 NM over water, refer to § 61.111.

   (9) Examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

   (10) If the applicant has checked the “YES” box of section IV of FAA Form 8710-11, verify that the applicant meets the requirements of § 61.49.

f. **Requirements for an Additional Category/Class Rating.** The requirements are the same as in paragraph 96e above, except the knowledge test is not required if the applicant already has a powered aircraft rating.
g. **Aircraft Requirements.** Review the applicant’s aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test, and then return the documents to the applicant.

h. **Discrepancies.** If a discrepancy exists in any of the document and cannot be corrected immediately, return all documents to the applicant.

   (1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

   (2) Reschedule the appointment, if requested to do so.

i. **Conduct the Practical Test.** After determining that the applicant is eligible and meets all the prerequisites for the certificate sought, accept the FAA Form 8710-11 and conduct the practical test in accordance with the guidance in the Private Pilot PTS and in chapter 7, section 2.

   (1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 7, section 2, paragraph 17b.)

   (2) Return all submitted documents to the applicant with the original of the letter of discontinuance.

   (3) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

j. **Unsatisfactory Performance.** If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

   (1) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

   (2) Sign, date, and check the appropriate boxes on the FAA Form 8060-5. Give the applicant a copy of the FAA Form 8060-5 and retain the original for the certification file.

   (3) Send FAA Form 8710-11 and FAA Form 8060-5 to AFS-610 return all other documents to the applicant. The examiner may complete FAA Form 8710-11 using IACRA.

   (4) The examiner should sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory outcome of the test, and the examiner’s designation number.

k. **Satisfactory Performance.** When the applicant has satisfactorily met all requirements for the certificate sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.

   (1) Enter the correct limitations, if appropriate.
(a) Enter “NIGHT FLYING PROHIBITED,” if appropriate.

(b) Enter “PASSENGER CARRYING PROHIBITED ON FLIGHT MORE THAN 10 NM FROM [the appropriate island],” and “HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO,” for an applicant whose cross-country aeronautical experience qualifies under § 61.111(c).

(2) Verify that all information on the FAA Form 8060-4 is correct. Sign the FAA Form 8060-4 and direct the applicant to sign on line VII.

(3) Complete the FAA 8710-11 or use IACRA and give the applicant the copy of the FAA Form 8060-4.

(4) The examiner should sign an entry in the applicant’s records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner’s designation number.

1. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

Section 15. Conduct a Flight Instructor with a Sport Pilot Rating Practical Test for an Initial, Renewal, or Reinstatement

98. General. AFS-610 will authorize SFIEs to conduct practical tests for the original issuance, renewal or reinstatement of a flight instructor certificate. Field offices can add the authorization for existing DPEs within the jurisdiction of that field office.

a. Eligibility Requirements. To be eligible for a flight instructor certificate, an applicant must be at least 18 years of age, hold at least a current third-class airman medical certificate or a valid U.S. driver’s license, sport pilot certificate or higher, and meet the applicable requirements of part 61 subpart K.

b. Airman Medical Certification Requirements. An applicant for an initial flight instructor certificate with a sport pilot rating, renewal or reinstatement of an expired flight instructor certificate is required to hold at least a current third-class airman medical certificate FAA Form 8500-9 or a valid U.S. driver’s license, if the practical test is conducted in an aircraft in flight (e.g., in an airplane, airship, gyroplane, weight-shift, or powered parachute). If the practical test does not involve use of an aircraft in flight, the applicant is not required to hold an airman medical certificate or a valid U.S. driver’s license.

Note: If the airman medical certificate or valid U.S. driver’s license bears any limitation, which would make a special airman medical flight test necessary, refer the applicant to AFS-610.

c. Category and Class Privileges. A flight instructor certificate with a sport pilot rating does not list aircraft category ratings. When the practical test for a flight instructor certificate with a sport pilot rating is successfully passed, a logbook entry will be required for all category privileges authorized.
99. **General Procedures Initial Certification.**

   a. **Logbook Endorsements.** An applicant for a flight instructor certificate with a sport pilot rating must present a logbook with the following endorsements, as appropriate from an authorized flight instructor. The endorsement should be similar to the sample endorsement provided in AC 61-65, Certification: Pilots and Flight and Ground Instructors.

   (1) Except as provided in § 61.407(c), an applicant for a flight instructor certificate must have logged training and received a logbook endorsement on the fundamentals of instruction listed in § 61.407(a).

   (2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged some training within the 60 calendar-days preceding the date of the application in preparation for the practical test.

   (3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have an FAA Form 8710-11 with the authorized instructor’s signature.

   (4) The applicant’s logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test, as appropriate.

   (5) An applicant must have received flight instruction and a logbook endorsement by a flight instructor meeting the requirements of § 61.409 in the subjects appropriate to the flight instructor with a sport pilot rating.

   (6) An applicant for a flight instructor certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.411 that is appropriate to the flight instructor with a sport pilot rating.

   (7) An applicant for a sport pilot flight instructor-airplane privileges or sport pilot flight instructor-glider privileges must present a logbook endorsement from an authorized instructor indicating that the applicant is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures in an airplane or glider, as appropriate.

   (a) Except in the case of a retest after a failure for the deficiencies stated in § 61.49(b), the examiner may either accept the logbook endorsement or require the applicant to demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures.

   (b) If a notice of disapproval was issued due to deficiencies in competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures, the applicant is required to spin the aircraft and demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures on the retest.
(c) The examiner and the applicant are not required to wear parachutes for spin
task demonstration during a flight instructor practical test.

b. **Aeronautical Knowledge.** The applicant must meet the aeronautical knowledge
requirements of § 61.405(a). The flight instructor knowledge examination consists of two tests:
FOI and a test appropriate to the category privileges sought.

(1) FOI Test Alternate Criteria. An applicant for the original issuance of a flight
instructor certificate need not take the FOI test if the applicant meets certain alternate criteria.
However, the applicant must present appropriate documentation to the FSDO or AFS-610 and
obtain an authorization to use either of the following in lieu of the FOI test:

(a) A current teacher’s certificate issued by a state, county, or city authorizing the
applicant to teach at an educational level of the 7th grade or higher; or

(b) Evidence of regular employment as a teacher at an accredited college or
university.

(2) Test for Flight Instructor with Sport Pilot Rating. If the applicant seeks to provide
training in light-sport aircraft, the applicant must receive a logbook endorsement from the
authorized instructor who trained him or her on the applicable Areas of Operation specified in
§ 61.409 certifying the applicant has met the aeronautical knowledge for the category and class
flight instructor privilege sought.

(a) Aeronautical Experience. The applicant must present acceptable evidence of
meeting the minimum aeronautical experience requirements of § 61.411.

(b) Aeronautical Skill. The original issuance of a flight instructor certificate with
a sport pilot rating will be issued by an SFIE. The applicant must demonstrate aeronautical skill
by satisfactorily completing the practical test prescribed by § 61.405(b). The test will be
conducted in accordance with the appropriate Sport Pilot PTS. The examiner may also require
the applicant to demonstrate knowledge and skill from other PTSs that may include sport pilot
certificate or private pilot certificate, if appropriate.

100. **General Procedures for Renewal or Reinstatement.** An SFIE is authorized to conduct
the renewal or reinstatement of a flight instructor certificate with a sport pilot rating. However,
the basis for issuing the renewal or reinstatement of a flight instructor certificate will be based on
the applicant satisfactorily accomplishing a practical test (e.g., the oral and flight portions) as
required by § 61.197(a)(1). The examiner may require an applicant for the renewal or
reinstatement to complete all or any portion of the flight instructor practical test that the
examiner deems necessary to determine the applicant’s competence to hold a flight instructor
certificate. But as a minimum the examiner will evaluate the Areas of Operation and task
designated in the appropriate Sport Pilot PTS.

a. **Endorsement Not Required.** A flight instructor endorsement is not required for the
renewal or reinstatement of a flight instructor certificate except in accordance with the provisions
of § 61.49 for a retest.
b. **Expiration Date.** A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar-months after the date of the renewal or reinstatement.

c. **Examiner Qualifications for Renewal or Reinstatements of Applicants with Multiple Category Privileges.** In order to conduct a practical test for the renewal or reinstatement of a flight instructor certificate with more than one aircraft category privilege, an examiner must be designated in at least one of the categories of aircraft to be renewed and hold SFIE authority.

d. **Renewal of All Flight Instructor Privileges.** An applicant may renew all privileges for current flight instructor certificate by satisfactorily completing one practical test. The satisfactory completion of a practical test for an additional flight instructor privilege constitutes the renewal of all flight instructor privileges listed on the certificate.

101. **Denial of Renewal or Reinstatement.** If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate by satisfactorily completing the applicable practical test, the examiner issues the applicant FAA Form 8060-5. If renewal or reinstatement has been denied on the basis of the applicant’s piloting proficiency, the examiner should document the deficiencies and contact AFS-610. AFS-610 may consider the need for possible re-certification action.

102. **Gold Seal Flight Instructor Certificates.** A qualified flight instructor may request the issuance of a gold seal flight instructor certificate when renewing his or her flight instructor certificate or at any time the flight instructor makes application upon meeting the requirements. Only an ASI is authorized to issue the initial gold seal on a flight instructor certificate. A designee who is authorized to conduct flight instructor renewal/reinstatement practical tests or renewal of a flight instructor certificate (i.e., FIRE) may renew/reinstate a gold seal on a flight instructor certificate.

a. **Gold Seal Requirements.** A gold seal certificate may be issued to a flight instructor who holds a ground instructor certificate with a basic ground instructor rating; and has met one of the following criteria within the past 24 calendar-months:

   (1) Trained and recommended at least 10 applicants for an original certificate with at least 80 percent of those applicants recommended passing the practical test on his or her first attempt;

   (2) Conducted at least 20 certification practical tests as an examiner or conducted 20 certification graduation tests as a chief flight instructor for an approved pilot school course; or

   (3) A combination of the training and testing requirements listed in this section. (Two tests conducted equal one applicant trained and recommended.)

b. **Renewal of a Gold Seal Certificate.** The holder of a gold seal flight instructor certificate is not required to meet the criteria for the gold seal again. A flight instructor who qualifies for a gold seal certificate is entitled to receive another gold seal certificate on all flight instructor certificate renewals and/or reinstatements.
103. **Category and Class Privileges for a Flight Instructor Certificate with a Sport Pilot Rating.** The following privileges are by logbook endorsements for flight instructor certificate with sport pilot rating where applicable:

a. **Aircraft Categories.**

   (1) AIRPLANE.
   (2) GYROPLANE.
   (3) WEIGHT-SHIFT CONTROL.
   (4) POWERED PARACHUTE.
   (5) LIGHTER THAN AIR.
   (6) GLIDER.

b. **Airplane Classes.** SINGLE ENGINE.

104. **Procedures.**

a. **Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

   (1) An FAA Form 8710-11 must be completed. As a special emphasis item, the examiner must review the applicant’s aeronautical experience recorded on the FAA Form 8710-11 and in the applicant’s logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate, rating, or privilege sought have been met. Per § 61.39(a)(7), the applicant is required to sign the FAA Form 8710-11 and accurately and fully complete section III, “Record of Pilot Time.” If the applicant is retesting after a failure, the FAA Form 8710-11 must be endorsed on the back side of the form by the applicant’s flight instructor.

   (2) A pilot certificate;
   (3) A current or expired flight instructor certificate, if for renewal/reinstatement;
   (4) A current airman medical certificate or a valid U.S. driver’s license, if acting as PIC;
   (5) Knowledge test report(s) or authorization to use alternate criteria for the FOI test, if applicable;
   (6) An FAA-approved pilot school graduation certificate, if applicable;
   (7) The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate, rating, or privilege sought that substantiates the aeronautical experience shown on the FAA Form 8710-11;
(8) The aircraft maintenance records;

(9) The aircraft airworthiness certificate and operating limitations or approved flight manual for each aircraft to be used;

(10) The aircraft registration;

(11) The FCC license, if required; and

(12) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 103a(1) through (12).

c. Review Application. Verify that the information on the application is presented accurately and completely.

(1) On the FAA Form 8710-11, section I, ensure that the applicant has checked “SPORT PILOT FLIGHT INSTRUCTOR,” and noted “INITIAL,” “RENEWAL,” or “REINSTATEMENT,” as appropriate to the practical test being requested.

(2) Ensure that the remainder of the FAA Form 8710-11 is completed in accordance with the instructions attached to the form and the information provided in chapter 7, section 2, paragraph 27.

(3) If the applicant is applying for the original issuance of a flight instructor certificate with a sport pilot rating, ensure that an authorized flight instructor has signed an endorsement within 60 calendar-days before the practical test.

d. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

(1) Compare the identification with the personal information provided on the FAA Form 8710-11.

(2) When the applicant’s identity is verified, continue.

(3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant’s identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately and report the matter to the local FSDO and AFS-610.

e. Establish Eligibility. For the original issuance of a flight instructor certificate with a sport pilot rating, determine if the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate (§§ 61.403,
(1) Determine if the applicant holds at least a sport pilot certificate or higher with the appropriate category/class privilege or rating sought.

(2) Verify that the applicant holds at least a current third-class airman medical certificate or a valid U.S. driver’s license, if applicable.

(3) Determine whether the applicant is able to read, speak, write and understand the English language in accordance with chapter 7, section 2, paragraph 7d.

(4) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant’s graduation certificate to verify that the applicant meets the requirements of § 61.71(a) which requires the applicant’s graduation certificate is dated within 60 days of completion of the practical test.

(5) Examine the applicant’s logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify the required endorsements for ground and flight instruction have been certified by an authorized flight instructor.

(6) Have the applicant present evidence of satisfactory completion, of a course of instruction in the subjects listed in §§ 61.407 and 61.409 or an acceptable equivalent.

(7) As applicable to the flight instructor privilege sought, inspect the applicant’s knowledge test report(s), test report(s) from an approved school with knowledge test examining authority, or authorization to use acceptable alternative criteria in lieu of the FOI test.

(8) If a flight instructor is applying for renewal of his or her flight instructor certificate, determine whether the flight instructor certificate is still current. If the certificate is not current, advise the applicant that the flight instructor certificate is no longer current and that he or she must submit to a re-instatement practical test, in accordance with § 61.427.

(9) If the applicant has checked the “YES” box of section IV of FAA Form 8710-11 entitled “HAVE YOU FAILED A TEST FOR THIS CERTIFICATE OR RATING,” verify that the applicant meets the requirements of § 61.49, if appropriate.

f. Aircraft Requirements. Review the aircraft’s airworthiness certificate, aircraft registration, and aircraft maintenance records or logbooks for the last annual condition inspection, 100-hour inspection, if applicable, and compliance with applicable Airworthiness Directive (AD) and safety directives to determine if the aircraft is in a safe condition for flight and suitable for this practical test. Verify that the aircraft (airplane or glider) to be used is certificated for spins, if required. Aircraft used must meet the definition of light sport aircraft in accordance with § 1.1. After reviewing the documents, return them to the applicant.

g. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.
(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment, if requested to do so.

h. **Conduct the Practical Test.** After determining that the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated rating(s) or privilege(s) sought, accept the FAA Form 8710-11 and conduct the practical test in accordance with the guidance in the appropriate PTS and chapter 7, section 2.

   (1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See chapter 7, section 2, paragraph 17b.)

   (2) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

   (3) Explain how the applicant may complete the test at a later date.

i. **Unsatisfactory Performance.** If the applicant does not meet the applicable standards for the certificate or rating sought, inform the applicant of the reasons for the unsatisfactory performance.

   (1) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

   (2) Sign, date, and check the appropriate boxes on the FAA Form 8060-5. Give the applicant a copy of the FAA Form 8060-5.

   (3) Send FAA Form 8710-11 and FAA Form 8060-5 to AFS-610. The examiner may use IACRA.

j. **Satisfactory Performance.** When the applicant has satisfactorily met all requirements for the flight instructor certificate, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.

   (1) Endorse the appropriate flight instructor privilege in the applicant’s logbook.

   (2) Place the following notation on line XIII of the FAA Form 8060-4. “VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [enter number]. EXPIRES [enter date].”

   (3) If the applicant is eligible for a gold seal flight instructor certificate, enter the notation “GOLD SEAL CERTIFICATE” in the block containing the “Original Issuance/Reissuance” boxes on the FAA Form 8060-4. (See Figures 7-30 and 7-30A.)

Note: Only an ASI is authorized to issue the initial gold seal on a flight instructor certificate. A designee who is authorized to conduct flight instructor
renewal/reinstatement practical tests or renewal of a flight instructor certificate (i.e., FIRE) may renew/reinstate a gold seal on a flight instructor certificate.

(4) Verify that all information on the FAA Form 8060-4 is correct. Sign the FAA Form 8060-4 and direct the applicant to sign Line VII.

(5) Retain the original FAA Form 8060-4 for the certification file, and give the applicant a copy of the FAA Form 8060-4.

k. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

Section 16. Conduct a Flight Instructor Practical Test for an Initial, Renewal, Reinstatement Certification, or an Additional Category/Class Rating to a Flight Instructor Certificate

105. General. FSDOs authorize FIEs to conduct practical tests for the original issuance of a flight instructor certificate on a case-by-case basis only. However, if a FSDO is unable to schedule a flight instructor applicant who has completed training and is prepared to take the test with an ASI within two weeks from the date of the original request, then the Flight Standards Service (AFS) division and FSDO managers are encouraged to approve the designation of a local FIE to give initial flight instructor practical tests. Additionally, FSDOs authorize FIREs the authority to renew holders of a current flight instructor certificate provided that the renewal only involves an administrative process and no practical test is involved. (See chapter 7, section 20 for a detailed explanation of the eligibly and authority of a FIRE.)

a. Authorization to Conduct Renewals and Reinstatements.

(1) An FIE is authorized to conduct the renewal or reinstatement of a flight instructor certificate. However, the basis for issuing the renewal or reinstatement of a flight instructor certificate will be based on the applicant satisfactorily accomplishing a practical test (i.e., the oral and flight portions) as per § 61.197(a)(1).

(2) An examiner who holds a FIRE authority may renew holders of current flight instructor certificates provided that the renewal only involves an administrative process and no practical test is involved. A FIRE’s authority permits renewal of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii) or in accordance with a flight instructor’s participation as a flight instructor in the FAA’s Pilot Proficiency Awards Program (WINGS). Specifically, a FIRE’s authority to renew holders of current flight instructor certificates involves the following kinds of renewal procedures only:

(a) A FIRE may renew a holder of current flight instructor certificate who apply to renew their flight instructor certificate on the basis of having a record of training students that shows, during the preceding 24 calendar-months, that the flight instructor has endorsed at least five students for a practical test for a certificate or rating and at least 80 percent of those students passed that test on the first attempt (i.e., § 61.197(a)(2)(i)).
(b) A FIRE may renew a holder of current flight instructor certificate who apply
to renew their flight instructor certificate on the basis of having a graduation certificate that
shows, within the preceding 3 calendar-months before the date of application, the applicant has
successfully completed an approved flight instructor refresher course in accordance with
§ 61.197(a)(2)(iii).

(c) A FIRE may renew a holder of current flight instructor certificate who apply
to renew their flight instructor certificate on the basis of having participated as a flight instructor
in a phase of the FAA’s WINGS Program.

b. Medical Certification Requirements.

(1) An applicant for an initial, renewed, or reinstated flight instructor certificate or
additional ratings is required to hold at least a current third-class medical certificate if the
practical test is conducted in an aircraft in flight (meaning in an airplane, rotorcraft, or
powered-lift) with the applicant acting as PIC. If the practical test does not involve use of an
aircraft in flight, the applicant is not required to hold a medical certificate.

(2) If the applicant does not hold a medical certificate and the practical test will be
conducted in an aircraft (airplane, rotorcraft, or powered-lift), the examiner must agree to be the
PIC. However, an examiner is not required to accept PIC responsibility for an applicant just
because the applicant lacks the necessary medical certificate. The decision to conduct such a test
rests solely with the examiner. The FAA strongly discourages examiners from agreeing to
perform PIC duties during the practical test. Examiners who agree to perform PIC duties during a
practical test are advised to review § 61.47. Examiners must understand that there are possible
liability ramifications when agreeing to perform PIC duties during the practical test.

106. Knowledge Test. The flight instructor knowledge examination consists of two tests: FOI
and a test appropriate to the flight instructor rating sought. The FOI test is common to all flight
instructor ratings and does not need to be repeated for a subsequent flight instructor rating if the
applicant holds any flight instructor or ground instructor certificate.

a. FOI Test Alternate Criteria. An applicant for the original issuance of a flight
instructor certificate does not need to take the FOI test if the applicant meets certain alternate
criteria. However, the applicant must present appropriate documentation to the FSDO and obtain
an authorization to use either of the following in lieu of the FOI test:

(1) A current teacher’s certificate issued by a state, county, or city authorizing the
applicant to teach at an educational level of the seventh grade or higher; or

(2) Evidence of regular employment as a teacher at an accredited college or
university.

b. Test for Flight Instructor Rating Sought. Except when adding an Airplane—
Single-Engine rating or Airplane Multiengine rating to an existing Flight Instructor—Airplane
certificate, an applicant for a flight instructor certificate must pass the applicable knowledge test
for each flight instructor aircraft rating sought. A knowledge test is required for the following
ratings:
(1) Flight Instructor—Airplane.
(2) Flight Instructor—Rotorcraft Helicopter.
(3) Flight Instructor—Rotorcraft Gyroplane.
(4) Flight Instructor—Instrument Airplane.
(5) Flight Instructor—Instrument Helicopter.
(6) Flight Instructor—Instrument Powered-lift.
(7) Flight Instructor—Glider.
(8) Flight Instructor—Powered-lift.

107. Practical Test. The examiner will conduct the practical test for original issuance, additional ratings, renewal, and/or reinstatement of a flight instructor certificate in accordance with the appropriate flight instructor PTS. The examiner may also require the applicant to demonstrate knowledge and skill from other PTSs that may include private pilot certificate, commercial pilot certificate, or instrument rating PTS, appropriate to the rating sought.

Note: A turbojet or fan jet will not be used for the original issuance of a flight instructor certificate for an Airplane—Single-Engine rating or Airplane—Multiengine rating. They may be used for added Airplane—Single-Engine rating or Airplane—Multiengine rating.

108. Eligibility Requirements. A flight instructor applicant must hold either a commercial pilot certificate or an ATP airman certificate. A commercial certificate issued on the basis of a foreign-pilot license does not satisfy this requirement. If the applicant holds a commercial pilot certificate, that applicant must also hold an instrument—airplane rating if applying for a flight instructor—airplane or a flight instructor instrument—airplane rating.

a. English Requirement. If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.
b. **Medical Certificate.** An applicant for a flight instructor certificate is not required to hold a current medical certificate. If the applicant is the PIC, then a current third-class medical certificate is required.

c. **Logbook Endorsement.** An applicant for a Flight Instructor—Airplane or Flight Instructor—Glider rating must present a logbook endorsement from an authorized flight instructor who indicates the applicant is competent and proficient in stall awareness, spin entry, spin, and spin recovery procedures in an aircraft of the appropriate category.

(1) Except as provided in § 61.185(b), an applicant for a flight instructor certificate must have logged training and received a logbook endorsement on the fundamentals of instruction listed in § 61.185(a)(1).

(2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged some training within the 60 days preceding the date of the application in preparation for the practical test.

(3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1 with the authorized instructor’s signature.

(4) The applicant’s logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(5) An applicant for a flight instructor certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.187(b) that is appropriate for the flight instructor rating sought.

(6) An applicant for a Flight Instructor—Airplane or Flight Instructor—Glider rating must present a logbook endorsement from an authorized instructor indicating that the applicant is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures in an airplane or glider, as appropriate.

(a) Except in the case of a retest after a failure for the deficiencies stated in § 61.49(b), the examiner may either accept the logbook endorsement or require the applicant to demonstrate competency and instructional proficiency in stall awareness, spin entry, spin, and spin recovery procedures.

(b) If FAA Form 8060-5 was issued due to deficiencies in competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures, the applicant is required to spin the aircraft and demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures on the retest.

(c) The examiner and the applicant are not required to wear parachutes for spin task demonstration during a flight instructor practical test.
(7) For first-time flight instructor applicants, both the instructor who provided all the required training and the recommending instructor making the endorsements must have met the requirements of § 61.195(h). This requirement does not apply to flight instructor applicants seeking an additional rating because those applicants are not considered first-time flight instructor applicants.

d. Flight Proficiency Endorsement. An applicant must have received flight instruction by a flight instructor meeting the requirements of § 61.187(b) in the subjects appropriate to the flight instructor rating sought.

(1) The applicant’s logbook must contain an endorsement from that flight instructor certifying that the applicant is competent to pass a test on those subjects.

(2) Other flight instructors not necessarily meeting those requirements may have given the applicant instruction; however, some instruction in each subject and the appropriate logbook endorsement must have been given by a flight instructor meeting the requirements of § 61.187(b).

e. Aeronautical Knowledge. The applicant must present evidence of meeting the requirements of § 61.185(a) and (b). The applicant may use the following items to show compliance with § 61.185(a):

(1) A certificate of graduation from an appropriate pilot training course;

(2) A certificate of graduation from an appropriate ground school course;

(3) A certificate of graduation from an appropriate home study course;

(4) A statement by an authorized ground or flight instructor certifying that the applicant has satisfactorily completed an appropriate home study course;

(5) A statement by an authorized ground or flight instructor certifying that the applicant has satisfactorily completed an appropriate course of instruction given by an authorized ground or flight instructor; or

(6) A certified college transcript or teaching certificate that lists the following items or their equivalents:

(a) Educational psychology;

(b) General psychology;

(c) Tests and measurement;

(d) Teaching methods in aviation or science;

(e) Secondary school curriculum development and lesson planning; and

(f) Practice teaching in a classroom or on the flight line.
f. Flight Instructor Endorsements. An applicant may meet the requirements of § 61.185(b) without further instruction, provided the ground instruction required by §§ 61.105(a), 61.125(a), and 61.65(b), as applicable, was endorsed by an authorized ground and/or flight instructor.

   (1) The applicant may also present a flight or ground instructor’s endorsement certifying that the instruction required by § 61.185(a) has been accomplished. The endorsement should be similar to the sample endorsement provided in AC 61-65.

   (2) A graduate of an approved pilot school may present a record of training, certified by the approved school, which lists the subjects covered.

g. Knowledge Test Report. The applicant must present the required knowledge test report(s) except when adding a single or multiengine class rating to an existing flight instructor certificate.

109. General Procedures for Renewal or Reinstatement. The examiner may require an applicant for renewal or reinstatement to complete all or any portion of the flight instructor practical test that the examiner deems necessary to determine the applicant’s competence to hold a flight instructor certificate.

   a. Endorsement Not Required. A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except in accordance with the provisions of § 61.49 for a retest.

   b. Expiration Date. A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar-months after the month of renewal/reinstatement or the month of expiration of the current flight instructor certificate, provided the provisions of § 61.197(a) are accomplished within the 3 calendar-months preceding the expiration month of the current flight instructor certificate.

   c. Examiner Qualifications for Renewal Tests of Applicants with Multiple Category Ratings. In order to conduct a practical test for the renewal of a flight instructor certificate with more than one aircraft category rating, an examiner must hold FIRE authority or be designated in at least one of the categories of aircraft on the flight instructor certificate to be renewed.

   d. Renewal of All Ratings. An applicant may renew all ratings on a current flight instructor certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional flight instructor rating constitutes the renewal of a flight instructor certificate.

110. Denial of Renewal or Reinstatement. If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate or rating by satisfactorily completing the applicable practical test, the examiner issues the applicant a notice of disapproval of application. If renewal or reinstatement has been denied on the basis of the applicant’s piloting proficiency, the examiner should document the deficiencies and contact the FSDO so that the FSDO may consider the need for possible recertification action.
111. **Gold Seal Flight Instructor Certificates.** A qualified flight instructor may request the issuance of a gold seal flight instructor certificate when renewing his/her flight instructor certificate or at any time the flight instructor applies upon meeting the requirements. Only an ASI is authorized to issue the initial gold seal on a flight instructor certificate. A designee who is authorized to conduct flight instructor renewal/reinstatement practical tests or renewal of a flight instructor certificate (i.e., FIRE) may renew/reinstate a gold seal on a flight instructor certificate.

   a. **Gold Seal Requirements.** A gold seal certificate may be issued to a flight instructor who holds a flight instructor certificate and a commercial pilot certificate with an instrument rating; holds a ground instructor certificate with an advanced or an instrument ground instructor rating; and has met one of the following criteria within the past 24 calendar-months:

      (1) Trained and recommended at least 10 applicants for certificates or ratings with at least 80 percent of those applicants recommended passing the practical test on their first attempt.

      (2) Conducted at least 20 certification practical tests as an examiner or conducted 20 graduation tests as a chief flight instructor for an approved pilot school course.

      (3) Fulfills a combination of the training and testing requirements listed in subparagraphs 110a(1) and (2).

   Note: Two tests conducted equal one applicant trained and recommended.

      (4) Holds a master flight instructor certificate from the National Association of Flight Instructors (NAFI).

   b. **Renewal of a Gold Seal Flight Instructor Certificate.** The holder of a gold seal flight instructor certificate is not required to meet the criteria for the gold seal again. A flight instructor who qualifies for a gold seal is entitled to receive another gold seal on all flight instructor certificate renewals and/or reinstatements.

112. **Category, Class, and Instrument Ratings Placed on a Flight Instructor Certificate.** The following ratings are placed on flight instructor certificates where applicable:

   a. **Aircraft Category Ratings:**

      (1) AIRPLANE.

      (2) ROTORCRAFT.

      (3) POWERED-LIFT.

      (4) GLIDER.

   b. **Airplane Class Rating:**

      (1) SINGLE-ENGINE.

      (2) MULTIENGINE.
c. **Rotorcraft Class Ratings:**

   (1) HELICOPTER.

   (2) GYROPLANE.

d. **Instrument Ratings:**

   (1) INSTRUMENT—AIRPLANE.

   (2) INSTRUMENT—HELICOPTER.

   (3) INSTRUMENT—POWERED-LIFT.

113. **Limitations.** There is no provision for an examiner or an inspector to issue operating limitations on a flight instructor certificate.

114. **Procedures.**

   a. **Schedule Appointment.** Advise the applicant to bring the following documents and records to the appointment:

      (1) FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. The applicant must complete sections I, II, IV, and V. Section I must have Parts A-U completed in its entirety. If a flight test is administered, section IIA(1) must indicate the aircraft used during the flight test and the “Total Time” in 2a. The aircraft listed must match the aircraft listed in the designated examiner’s report. Section IIC must be completed when the applicant graduated from a FAA-approved course (this does not include FIRCs) Ensure the applicant has given the school name and location (city and state). The applicant is not required to complete section III, Record of Pilot Time, but it is recommended. However, if the application is for an added flight instructor rating, then the applicant must show 15 hours of PIC in the category and class of aircraft appropriate to the rating sought. Section IV must be answered “YES” or “NO” if a flight test was administered. If “YES,” ensure the airman’s pink slip is included with the approved application. If the applicant has lost the pink slip, attach a statement to that affect. Section V must be signed and dated by the applicant.

      (a) In section III on FAA Form 8710-1, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 Pilot Schools or part 142 Training Centers must provide their aeronautical experience in section III on FAA Form 8710-1 even though the graduation certificate is evidence of having completed the course of training.

      (b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III on FAA Form 8710-1. For example, flight instructor renewal applications, ground instructor qualification applications, and pilot type rating applications would be applications where aeronautical experience would not have a bearing on the airman certification action and thus the applicant would not be required to complete section III of FAA Form 8710-1. However, all applicants are encouraged to complete
section III on FAA Form 8710-1. FAA Form 8710-1 remains on file with the FAA and can be used to substantiate past aeronautical experience if a person were to lose their logbook.

(2) A commercial pilot certificate (with an instrument rating, if applicable) or an ATP airman certificate with instrument privileges (if instrument privileges are applicable);

(3) A current or expired flight instructor certificate, if for renewal/reinstatement;

(4) A current third-class airman medical certificate, if any;

(5) Knowledge test report(s) or authorization to use alternate criteria for the FOI test, if applicable;

(6) An FAA-approved pilot school graduation certificate, if applicable;

(7) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1;

(8) The aircraft maintenance records;

(9) The aircraft airworthiness certificate and operating limitations or approved flight manual for each aircraft to be used;

(10) The aircraft registration;

(11) The FCC aircraft station license; and

(12) An acceptable form of photo identification.

b. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 113a(1) through (12).

c. Review Application. Verify that the information on the application is accurate and complete.

(1) In section I on FAA Form 8710-1, ensure that the applicant has checked “FLIGHT INSTRUCTOR” and noted “INITIAL,” “RENEWAL,” “REINSTATEMENT,” or “ADDITIONAL RATING(S) ON A FLIGHT INSTRUCTOR CERTIFICATE,” as appropriate to the practical test being requested.

(2) Ensure that the remainder of FAA Form 8710-1 is completed in accordance with the instructions attached to the form and the information provided in chapter 7, section 2, paragraph 27.

(3) If the applicant is applying for the original issuance of a flight instructor certificate, ensure that an authorized flight instructor has signed an endorsement within 60 days before the practical test.
d. **Verify Applicant’s Identity.** Inspect acceptable forms of identification to establish the applicant’s identity in accordance with the procedures described in chapter 7, section 2, paragraph 25.

   (1) Compare the identification with the personal information provided on FAA Form 8710-1.

   (2) When the applicant’s identity is verified, continue.

   (3) If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

   (4) If the applicant’s identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

e. **Establish Eligibility.** If the applicant is applying for the original issuance of a flight instructor certificate, determine that the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate or rating sought (§§ 61.183, 61.185, and 61.187).

   (1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

   (2) Determine that the applicant holds at least a commercial pilot certificate or an ATP certificate with an aircraft rating appropriate to the flight instructor rating sought. If the applicant is seeking an airplane flight instructor or an instrument flight instructor rating, verify that the applicant has an instrument rating.

   (3) Verify that the applicant holds at least a current third-class airman medical certificate, if applicable. If the applicant does not hold a medical certificate and the test is to be conducted in an airplane or rotorcraft, decide whether to accept PIC responsibility in order to conduct the test.

   (4) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant’s graduation certificate to verify that the applicant meets the
requirements of § 61.71(a), which requires an applicant’s graduation certificate to be dated within 60 days of completion of the practical test.

(5) Examine the applicant’s logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify that the required endorsements for ground and flight instruction have been certified by an authorized flight instructor (§§ 61.185(a) and 61.187(a)).

(6) Have the applicant present evidence of satisfactory completion of a course of instruction in the subjects listed in § 61.185(a), or an acceptable equivalent.

(7) As applicable to the flight instructor rating sought, inspect the applicant’s knowledge test report(s), test report(s) from an approved school with knowledge test examining authority, or authorization to use acceptable alternative criteria in lieu of the FOI test.

(8) If a flight instructor is applying for renewal of his or her flight instructor certificate and rating(s), determine whether the certificate is current. If the certificate is no longer current, advise the applicant that he or she must submit a reinstatement practical test, in accordance with § 61.199(a). Per § 61.199(b)(1), a holder of a flight instructor rating or a limited flight instructor rating on a pilot certificate is no longer valid and may not be exchanged for a similar rating or a flight instructor certificate. Per § 61.199(b)(2), the holder of a flight instructor rating or a limited flight instructor rating on a pilot certificate may be issued a flight instructor certificate with the current ratings, but only if the person passes the required knowledge and practical tests prescribed in this subpart for the issuance of the current flight instructor certificate and rating.

(9) For an additional flight instructor rating, check the record of aeronautical experience in section III of FAA Form 8710-1 to determine that the applicant has the minimum aeronautical experience required for the additional flight instructor rating sought (§ 61.191). Ensure the applicant has passed the appropriate knowledge test for the additional rating, if applicable.

(10) If the applicant has checked the “YES” box of section IV of FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49, if appropriate.

f. Aircraft Requirements. The applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration for the purpose of demonstrating aeronautical knowledge about how to determine whether an aircraft is airworthy and suitable for flight. The examiner must verify that the aircraft (airplane or glider) to be used is certificated for spins.

g. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.
h. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated rating(s) sought, accept the application and conduct the practical test in accordance with the guidance in the appropriate PTS and chapter 7, section 2. If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant (see chapter 7, section 2, paragraph 17b).

i. Unsatisfactory Performance. If the applicant does not meet the applicable standards for the certificate or rating sought, inform the applicant of the reasons for the unsatisfactory performance.

   (1) Prepare FAA Form 8060-5 in accordance with the guidance in chapter 7, section 2, paragraph 33.

   (2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

   (3) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

j. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the flight instructor certificate and ratings sought, prepare FAA Form 8060-4 in accordance with the guidance in chapter 7, section 2, paragraph 31.

   (1) Enter the appropriate flight instructor ratings on line XII of the temporary airman certificate.

   (2) Place on the temporary certificate any flight instructor ratings not reinstated with the original date(s) of expiration from the superseded certificate.

   (3) Place the notation “VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [enter number]. EXPIRES [enter date]” on line XIII of the temporary certificate.

   (4) If the applicant is eligible for a gold seal flight instructor certificate, enter the notation “GOLD SEAL CERTIFICATE” in the block containing the Original Issuance/Reissuance boxes on the temporary certificate. (See Figures 7-30 and 7-30A.)

Note: Only an ASI is authorized to issue the initial gold seal on a flight instructor certificate. A designee who is authorized to conduct flight instructor renewal/reinstatement practical tests or renewal of a flight instructor certificate (i.e., FIRE) may renew/reinstate a gold seal on a flight instructor certificate.

   (5) Verify that all information on the form is correct. Sign the certificate and direct the airman to sign line VII of the form.

   (6) Retain the original for the certification file and give the applicant a copy of the temporary certificate.
k. Complete the Certification File. Complete the certification file in accordance with the guidance in chapter 7, section 2, paragraph 29.

    (1) Mail the completed certification file to the managing FSDO no later than 7 calendar-days after the completion of the test.

    (2) IACRA certification files may be sent directly to AFS-760.

Section 17. Conduct Pilot Proficiency Checks as a Pilot Proficiency Examiner

115. General. Where the FSDO determines need at a specific location, the FAA designates a PPE to conduct § 61.58 PIC proficiency checks in aircraft and/or simulators.

116. Limitations. All proficiency checks are conducted in compliance with the Airline Transport Pilot PTS [appropriate aircraft] and are subject to the following limitations:

    a. Category, Class, and Type Rating. A PPE will not conduct a proficiency check in any aircraft for which the examiner does not hold a category, class, and type rating.

    b. COA and/or COA Letter. A PPE will not conduct a proficiency check in a multiengine airplane, turboprop, or turbojet aircraft other than the make and model for which the PPE holds a COA and/or COA letter.

    c. Certification Practical Tests. A PPE will not conduct certification practical tests.

    d. Serve the Public. A PPE must be willing to serve the public outside the examiner’s organization upon reasonable request by an applicant.

    e. Certificates and Type Ratings. A PPE must hold an ATP certificate or a commercial pilot certificate with an instrument rating and, for PPEs authorized for aircraft, a type rating for the type of aircraft authorized.

    f. PIC Privileges. A PPE must hold PIC privileges for the type of aircraft authorized while acting in an official capacity as a PPE.

    g. Turbojet Simulator Authorization. A PPE who holds a turbojet simulator authorization must hold a turbojet rating on his/her pilot certificate. However, the rating does not need to be in the same type aircraft that the simulator represents.

    h. Turboprop Airplanes in Simulators. A PPE who holds an authorization for turboprop airplanes in simulators only does not need to hold a turboprop type rating on his/her pilot certificate.

    Note: A PPE’s testing privileges are not limited to the examiner’s base of operations or the managing FSDO’s geographical area of responsibility.

117. Experience Requirements for Designation as a PPE. To be eligible for designation as a PPE, a candidate must meet the following experience requirements, appropriate to the designation sought.
a. **PPE—Airplane.** The candidate must have at least:

1. PIC, 2,000 hours including 300 hours as PIC in large/turbine-powered airplanes, including 50 in each large/turbine-powered aircraft for which authorization is sought (for additional aircraft, 25 hours); and

2. Of instrument time, 150 hours including at least 50 hours in actual instrument conditions.

b. **PPE—Rotorcraft.** The candidate must have at least:

1. As PIC, 2,000 hours including 300 hours as PIC in large/turbine-powered helicopters, including 50 in each large/turbine-powered helicopter for which authorization is sought (for additional helicopters, 25 hours); and

2. Of instrument time, 100 hours (actual or simulated), including 25 hours in helicopters.

c. **PPE—Simulator.** The candidate must have at least:

1. As PIC, 2,000 hours including 150 hours of instrument time;

2. Of instructor time, 200 hours in the type simulator for which authorization is sought; and

3. Satisfactorily completed a formal ground school and simulator program on the aircraft type for which a simulator authorization is sought.

118. **Practical Test.** The check for an initial designation as PPE will consist of an oral element, an aircraft element, and/or FS/FTD element, if an FS/FTD element is appropriate to the designation sought. The testing elements will be to determine the candidate’s knowledge and flight proficiency regarding the requirements for PIC proficiency checks. Performance on the check will determine the candidate’s ability to effectively evaluate the proficiency of other pilots.

   a. **Method of Testing.** The ASI may elect to observe the examiner candidate conducting a proficiency check for an actual applicant. The inspector will evaluate the candidate’s performance while the candidate evaluates the applicant’s performance.

   b. **Practical Test Criteria.** Practical test criteria stated in chapter 7, section 1, paragraphs 3a through 3c should be applied to proficiency checks to the extent appropriate.

   c. **Training.** The inspector will provide training for the candidate on the procedures to be used in evaluating the performance of applicants for proficiency checks.

119. **COA Letter.** Upon the PPE candidate’s satisfactory completion of all the testing elements and designation requirements, the FSDO will issue the PPE a COA letter stating the types of aircraft and/or simulators for which the examiner is authorized to conduct proficiency checks. The COA letter is valid until the expiration date shown on the COA letter.
a. **Simulators Only.** The FSDO will substitute the word “simulator” for the word “airplane” on the examiner’s COA if the examiner is authorized to conduct proficiency checks in simulators only.

b. **Airplane and Simulator.** A COA noting “airplane” also authorizes the PPE to conduct proficiency checks in a simulator for the type of airplanes authorized.

**120. Additional Designations.** An additional designation may be issued to an examiner by completing the same procedures used for original designation.

a. **Demonstration of Competency.** Each additional designation requires a demonstration of competency appropriate to the authorization sought. Upon satisfactory completion of the demonstration of competency, the additional authorization will be shown on the examiner’s COA letter.

b. **PPE Holding DPE Authorization.** An examiner holding a COA for DPE privileges will be issued a second COA for the PPE designation only if the PPE privileges exceed those authorized by the DPE designation. Otherwise, the DPE designation automatically conveys PPE privileges for the aircraft authorized by the DPE COA letter.

**121. PIC Proficiency Check Procedures.** The PPE will conduct all pilot proficiency checks in compliance with the applicable regulations, appropriate PTS, and ATC procedures. The examiner should observe recommended clearing procedures and good operating practices at all times. The examiner should emphasize to applicants that cockpit vigilance for other traffic is an important part of total pilot proficiency. The examiner will use the procedures prescribed in the aircraft flight manual and observe the operating limitations of the aircraft used at all times.

a. **Pilot Proficiency Checks in Airplanes.** The PIC proficiency check in airplanes required for each 24-month period must be accomplished in the type of airplane in which the pilot acts as PIC. However, the pilot may elect to perform certain authorized maneuvers in a simulator or training device.

   (1) In alternate 12-month periods in airplanes, the pilot has the option of performing all required maneuvers or procedures in a simulator or a training device in lieu of an airplane.

   (2) Whether the pilot chooses to use an airplane, simulator/training device, or both, the required maneuvers and procedures are limited to those outlined in the schedule for the 12-month check.

b. **PIC Proficiency Checks in Other Aircraft.** Provision for the use of simulators and training devices has been limited to proficiency checks in airplanes because devices having the capability for determining pilot proficiency for other kinds of aircraft are not readily available. Therefore, the proficiency checks required for other kinds of aircraft must include the maneuvers and procedures specified for the issuance of an original type rating in the aircraft used for each 12-month proficiency check.

c. **Application Form.** An applicant for a PIC proficiency check applies by completing the top portion of FAA Form 8410-1, Airman Proficiency/Qualification Check. The PPE grades
the required maneuvers and procedures as satisfactory (S), unsatisfactory (U), or waived (W). At the conclusion of the check, the PPE indicates “Approved” or “Disapproved” on the form and gives the original and one copy to the pilot. The PPE should retain the second copy of the form for the PPE’s records.

122. Proficiency Check Records. A PPE will endorse the applicant’s logbook or flight record to show completion of the proficiency check or a portion of the check. The endorsement must contain the applicant’s name, the date, the type of aircraft or simulator used, the PPE’s designation number and signature, and the result of the check. The PPE will keep a record of each proficiency check conducted. A list of the proficiency checks conducted must accompany the PPE’s application for annual renewal of the designation.

**Section 18. Accomplish Designation/Issue Certificates as an ACR, Limited to Examining Authority under Part 141**

123. General. Approved pilot schools with examining authority under part 141 may request the designation of an ACR authorized to issue airman certificates to graduates after the school’s chief instructor determines that the applicants have satisfactorily completed the appropriate courses.

   a. ACR Privileges and Limitations. An ACR is authorized to accept applications for pilot certificates and/or ratings from the graduates of an approved pilot school holding appropriate examining authority under part 141. The ACR may accept applications only from eligible course graduates of the pilot school named on the examiner’s COA and Certificate of Designation.

      (1) The ACR is authorized, after review of the applicant’s training records and eligibility, to issue pilot certificates and ratings without further testing.

      (2) An ACR is not authorized to conduct any knowledge or practical tests in connection with ACR duties.

      (3) If an ACR also holds DPE authority, that person must be issued separate ACR and DPE designations/COA letters.

   b. Record of Applications. An ACR will maintain a record of all certificate and rating applications processed, including those denied and returned to the pilot school for further action.

      (1) If an application is denied, the ACR will return the application, training records, and all attachments to the appropriate pilot school authorities for action.

      (2) An ACR is not authorized to issue FAA Form 8060-5.

124. Selection of ACRs. The holder of an examining authority under part 141 subpart D, may request ACR designation for an owner, corporate officer, partner, or other responsible employee of that company. The pilot school requesting an ACR designation must hold examining authority for both flight and knowledge test privileges or flight test privileges only. Holders of knowledge test privileges only are not eligible for ACR designation.
**a. ACR Eligibility and Experience Requirements.** In addition to the selection criteria in chapter 2, paragraph 3, and chapter 7, section 1, paragraph 1, an ACR candidate:

(1) Must hold a management or administrative position in the pilot school organization that is superior to the chief flight instructor designated for each course of training conducted under examining authority.

(2) Must have been employed as the chief flight instructor of the pilot school or have held one of the other positions indicated in subparagraph (1) for at least 12 months immediately preceding the application for designation.

**b. Alternative Experience.** The holder of a current DPE designation meets all eligibility and experience requirements for designation as an ACR. A current DPE is authorized to perform ACR duties and responsibilities (for any airman certificate or rating) without further need for approval or authorization from the managing FSDO.

**c. Exceptions.** A recommendation for the designation of a candidate who does not meet all of the applicable eligibility and experience requirements is forwarded to the regional flight standards division manager for consideration. The recommendation should include a statement of all special circumstances affecting the designation. The division manager’s approval is required before any commitment is made or a COA is issued.

**d. Examination of the Candidate.** After determining that the applicant meets the eligibility and experience requirements, an inspector will conduct an oral examination to determine the candidate’s knowledge of:

(1) Pilot school certification requirements.

(2) Pilot school general operating rules.

(3) Examining authority privileges and limitations.

(4) Pilot certificate and rating requirements and procedures.

(5) The standards and requirements of the pilot school represented.

**e. Training.** If the inspector deems the candidate’s knowledge adequate for effective administration of the designation, the inspector will instruct the candidate on procedures to be used in evaluating airman applications and training records to determine the validity of the pilot school’s recommendations.

**f. Designation.** The FSDO issues the new ACR a Certificate of Designation, a COA, and an initial supply of official materials appropriate to the authorization.

(1) An inspector will instruct the ACR on how to correctly complete, check, and forward certification files to the FSDO.

(2) IACRA certification files may be sent directly to AFS-760.
125. Certification of Graduates. When the ACR issues a certificate and/or rating, the examiner will complete and certify the appropriate information on the reverse side of FAA Form 8710-1. (See Figure 7-31.)

a. Temporary Airman Certificate. The ACR will use the guidance in chapter 7, section 2, paragraph 31 to prepare FAA Form 8060-4.

b. Certification File. The ACR should use the guidance in chapter 7, section 2, paragraph 29, to complete the certification file. FAA Form 8710-1 will clearly indicate that the applicant has been certificated as a graduate of a pilot school with examining authority.

Section 19. Accomplish Designation/Issue Certificates as an ACR Employed Solely by a FIRC Sponsor

126. General. Sponsors of FAA-approved FIRCs may request the designation of an ACR authorized to issue flight instructor certificate renewals to eligible course graduates of the approved FIRC.

a. ACR Privileges and Limitations. An ACR is authorized to accept applications for the renewal of a valid flight instructor certificate from FAA-approved FIRC graduates. The ACR may only accept an application from a holder of a flight instructor certificate who graduated from a FIRC that is named on the ACR’s COA and Certificate of Designation.

   (1) After reviewing the applicant’s attendance/training record and eligibility, an ACR is authorized to renew the flight instructor certificate of a FIRC graduate who meets the requirements of § 61.197(a)(2)(iii).

   (2) An ACR is not authorized to conduct any knowledge or practical tests in connection with ACR duties.

b. Record of Applications. An ACR will maintain a record of all certificate renewal applications processed, including those not accepted and returned to the applicant.

   (1) If the ACR cannot act upon an application for the renewal of a flight instructor certificate, the ACR will return the application to the applicant and advise the applicant of the reasons for non-acceptance.

   (2) The ACR will maintain a record of all certificate renewal applications processed for at least the preceding 12 calendar-months.

127. Selection of ACRs. Only the holder of an FAA-approved FIRC training course outline (TCO) may sponsor an applicant for ACR designation. Final approval of the TCO is a prerequisite for an ACR designation. The sponsor of an FAA-approved FIRC may request ACR designation for one or more responsible members or employees of that organization by submitting a letter to the jurisdictional FSDO where the applicant’s principal business office is located. The ACR designation will be issued by the jurisdictional FSDO with the notification and
concurrence from the jurisdictional AFS regional office and AFS-800. If the jurisdictional flight standards regional office elects to deny the ACR candidate’s application, a letter of explanation will be sent to the jurisdictional FSDO and AFS-800.

**a. Prerequisites.** The sponsor requesting an ACR designation will provide the following information:

- The original date of FAA approval of the sponsor to conduct the FIRC;
- The number of programs given in the 12-month period immediately preceding the request for an ACR designation;
- The number of attendees issued graduation certificates, the number of graduation certificates denied, and the reasons for the denials; and
- The number and location of programs scheduled and the expected number of attendees for the 12-month period immediately following the date of request for designation.

**b. Specific Eligibility and Experience Requirements.** In addition to the general eligibility requirements in chapter 2, section 3 and the requirements in chapter 7, section 1, paragraph 1, a candidate employed only by a FIRC sponsor who applies for designation as an ACR:

(1) Must hold at least a commercial pilot certificate.

(2) Must hold a flight instructor certificate with at least one aircraft category rating, or hold a ground instructor certificate with an advanced and instrument rating.

(3) Must have been employed as a chief flight instructor, assistant chief flight instructor, or ground instructor of an FAA-approved FIRC, or have held a management or administrative position in a FIRC for at least 12 calendar-months immediately preceding application for designation as an ACR.

(4) Must have a written recommendation from the FIRC sponsor when the candidate is a person other than the sponsor.

**c. Alternative Experience.** The holder of a current DPE designation meets all eligibility and experience requirements for designation as an ACR. A current DPE is authorized to perform ACR duties and responsibilities (for any airman certificate or rating) without further need for approval or authorization from the managing FSDO.

**d. Exceptions.** A recommendation for the designation of an ACR who does not meet all of the applicable eligibility and experience requirements is forwarded to the jurisdictional FAA Flight Standards Division Regional Manager for approval before being sent to the AFS-800 Manager, for concurrence. The recommendation should include a statement of all special circumstances affecting the designation. The jurisdictional FAA Flight Standards Regional Division Manager’s approval and AFS-800 concurrence is required before a COA may be issued to the ACR candidate.
e. **Examination of the Candidate.** After determining that the applicant meets the eligibility and experience requirements, an inspector will conduct an oral examination to determine the candidate’s knowledge of:

   - Airman certification requirements; and
   - The standards for processing applications submitted by FIRC graduates for renewal of flight instructor certificates.

f. **Training.** If the inspector deems the candidate’s knowledge adequate for effective administration of the designation, the ASI will instruct the candidate on:

   - Procedures to be used in reviewing flight instructor renewal applications for proper completion; and
   - Procedures for evaluating the application and the applicant’s training attendance record to determine eligibility for renewal under the provisions of § 61.197(e).

g. **Designation.** The FSDO issues the new ACR a Certificate of Designation, a COA, and an initial supply of official materials appropriate to the authorization.

   - An inspector will instruct the ACR on how to correctly complete, check, and forward certification files to the FSDO; and
   - IACRA certification files may be sent directly to AFS-760.

128. **Flight Instructor Certificate and Ratings Issued on the Basis of Military Competence by an MCE and MC/FPE.** Per § 61.73(g), the FAA may accept applications for a flight instructor certificate and appropriate ratings from current and former U.S. military instructor pilots or U.S. military pilot examiners who meet the eligibility requirements as set forth in § 61.73(g). The requirement for a U.S. military instructor pilot or U.S. military pilot examiner is the passing of the Military Competency Flight Instructor aeronautical knowledge test (Military Comp-Instructor knowledge test) when applying for a flight instructor certificate and appropriate ratings on the basis of § 61.73(g). The FAA does not require a U.S. military instructor pilot or U.S. military pilot examiner who is applying for a flight instructor certificate and appropriate ratings on the basis of § 61.73(g) to take a practical test. The FAA does not require a U.S. military instructor pilot or U.S. military pilot examiner who already holds an FAA flight instructor certificate issued under part 61 subpart H to take the Military Comp-Instructor knowledge test. The FAA flight instructor certificate issued under part 61 subpart H suffices for the aeronautical knowledge test. Additionally, U.S. military instructor pilots or U.S. military pilot examiners may apply for renewal of a flight instructor certificate on the basis of the new § 61.197(a)(2)(iv).

   a. **FAA Flight Instructor Certificate Eligibility Requirements.** For a current U.S. military instructor pilot or pilot examiner or a former U.S. military instructor pilot or pilot examiner to apply for a flight instructor certificate under the provision in § 61.73(g), the applicant must provide the following documents to a FSDO or examiner:
(1) A knowledge test that shows:

(a) The applicant passed a Military Comp-Instructor knowledge test on the aeronautical knowledge areas listed under § 61.185(a) that are appropriate to the flight instructor rating sought, and

(b) The applicant passed the knowledge test within the 24 calendar-months preceding the month of application.

Note: If the U.S. military instructor pilot or pilot examiner already holds a flight instructor certificate, the FAA can accept that flight instructor certificate in lieu of the knowledge test report (see § 61.73(g)(3)(i)).

(2) An official U.S. Armed Forces record or order documenting the individual’s current or past qualification as a U.S. Armed Forces military instructor pilot or pilot examiner for the flight instructor rating sought.

(3) An official U.S. Armed Forces record or order documenting the individual’s completion of a U.S. Armed Forces instructor pilot or pilot examiner training course and receipt of an aircraft rating qualification as a military instructor pilot or pilot examiner that is appropriate to the flight instructor rating sought.

(4) An official U.S. Armed Forces record or order documenting that the individual passed a U.S. Armed Forces instructor pilot or pilot examiner proficiency check in an aircraft as a military instructor pilot or pilot examiner that is appropriate to the flight instructor rating sought.

b. FAA Flight Instructor Certificate Renewal Eligibility Requirements. A U.S. military instructor pilot or U.S. military pilot examiner who applies for renewal of a flight instructor certificate under the provisions of § 61.197(a)(2)(iv) must provide evidence of completion of an official U.S. Armed Forces military instructor pilot or military pilot examiner proficiency check within the 12 calendar-months preceding the month of application as an alternative method for renewing a flight instructor certificate and ratings. The FAA is offering this provision only to current U.S. military instructor pilots and current U.S. military pilot examiners. Former U.S. military instructor pilots and military pilot examiners who have left the military more than 12 calendar-months prior to the month of application would not have completed an official U.S. military instructor pilot/examiner proficiency check within the preceding 12 calendar-months. Therefore, the flight instructor renewal provision of § 61.197(a)(2)(iv) is only offered to U.S. military instructor pilots and military pilot examiners who can show evidence of having completed an official U.S. military instructor pilot/examiner proficiency check within the preceding 12 calendar-months prior to the month of application. The FAA will require former U.S. military instructor pilots and military pilot examiners who left the military more than 12 calendar-months ago to comply with the other renewal requirements of § 61.197(a).

c. Procedures for Conversion of U.S. Military Instructor Pilot Qualification to an FAA Flight Instructor Certificate. Per § 61.73(g), current U.S. military instructor pilots or U.S. military pilot examiners and former U.S. military instructor pilots or pilot examiners may
apply for and be issued a flight instructor certificate with the appropriate ratings.

(1) There is no time limit on being a “current” or “former” U.S. military instructor pilot or pilot examiner to apply for and be issued a flight instructor certificate with the appropriate ratings.

(2) The FAA requires a U.S. military instructor pilot to only pass the MCI knowledge test when applying for a flight instructor certificate and appropriate ratings on the basis of § 61.73(g).

(3) The FAA does not require a U.S. military instructor pilot to take a practical test when applying for a flight instructor certificate and appropriate ratings on the basis of § 61.73(g).

(4) The FAA does not require a U.S. military instructor pilot who already holds an FAA flight instructor certificate issued under part 61 subpart H to take the MCI knowledge test. The FAA will accept the flight instructor certificate issued under part 61 subpart H in lieu of the aeronautical knowledge test (see § 61.73(g)(3)(i)).

(5) DPEs, MCEs, and MC/FPEs, in addition to ASIs and ASTs, may accept applications for a flight instructor certificate from U.S. military instructor pilots and U.S. military pilot examiners who apply for an initial or renewal flight instructor certificate under the provisions of § 61.73(g) or § 61.197(a)(2)(iv), as appropriate. However, DPEs, MCEs, and MC/FPEs must receive § 61.73(g) training from the supervising FSDO prior to receiving authorization to issue flight instructor certificates to U.S. military instructor pilots and U.S. military pilot examiners.

d. MCI Knowledge Test. The MCI knowledge test consists of 125 questions that cover the following subject areas (see § 61.185(a)):

(1) The fundamentals of instructing, including:
   (a) The learning process,
   (b) Elements of effective teaching,
   (c) Student evaluation and testing,
   (d) Course development,
   (e) Lesson planning, and
   (f) Classroom training techniques.

(2) The aeronautical knowledge areas for a recreational, private, and commercial pilot certificate applicable to the aircraft category for which flight instructor privileges are sought.

(3) The aeronautical knowledge areas for the instrument rating applicable to the category for which instrument flight instructor privileges are sought.
(4) The number of questions and breakdown of the MCI knowledge test will consist of:

(a) Fundamentals of instructing (50 questions).

(b) Part 61 requirements as they apply to flight instructors, student pilots, and certificate/rating applicants (i.e., endorsements, training requirements, limitations, certificate/rating requirements, etc.) (60 questions).

(c) Attitude flying and basic flight instruments, from certified flight instructor-instrument (CFII) question bank (15 questions).

129. Certification of Graduates. When the ACR issues a flight instructor certificate renewal, the examiner will complete and certify the appropriate information on the reverse side of FAA Form 8710-1.

a. Temporary Airman Certificate. The ACR will use the guidance in chapter 7, section 2, paragraph 31, as applicable, to prepare FAA Form 8060-4.

b. Certification File. The ACR should use the guidance in chapter 7, section 2, paragraph 29 complete the certification file. The examiner will clearly indicate on FAA Form 8710-1 that the applicant has been certificated as a graduate of an FAA-approved FIRC.

c. A Special Emphasis Action for ACR’s Review. FAA Form 8710-1 must be completed in ink or typewritten and signed by the graduate. Per § 61.39(a)(7), the graduate must complete section III, Record of Pilot Time. As a special emphasis item, the examiner must review the aeronautical experience recorded on FAA Form 8710-1 and in the logbook/training record, including on applications for a renewal of a flight instructor certificate/rating(s).

(1) In section III on FAA Form 8710-1, Airman Certificate and/or Rating Application, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 Pilot Schools or part 142 Training Centers must provide their aeronautical experience in section III on FAA Form 8710-1 even though the graduation certificate is evidence of having completed the course of training.

(2) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete section III on FAA Form 8710-1. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be applications where aeronautical experience would not have a bearing on the airman certification action and thus the applicant would not be required to complete section III of FAA Form 8710-1. However, all applicants are encouraged to complete section III on FAA Form 8710-1. FAA Form 8710-1 remains on file with the FAA and can be used to substantiate past aeronautical experience if a person were to lose their logbook.
Section 20. Accomplish Designation/Conduct Functions as an MCE, FPE, MC/FPE, GIE, and FIRE

130. Background. This section explains designation as a DPE with special authorization to perform as a:

a. MCE. The MCE reviews a military pilot’s records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized per § 61.73. The MCE may issue and/or upgrade pilot certificates bearing type ratings based on the applicant’s military pilot qualifications.

b. FPE. An FPE may issue private pilot certificates on the basis of an applicant’s foreign license qualifications. The FPE reviews applicant records, verifies computer test reports for the Foreign Pilot Instrument knowledge tests, and issues private pilot certificates to qualified foreign applicants in accordance with § 61.75. The FPE may issue type ratings at the private pilot certificate level based on aircraft type ratings held on the applicant’s foreign-pilot license qualifications.

c. MC/FPE. The MC/FPE accomplishes the following functions:

   (1) The MCE function of the MC/FPE designation reviews a military pilot’s records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized (per § 61.73). The MCE function of the MC/FPE designation may issue and/or upgrade pilot certificates bearing type ratings based on the applicant’s military pilot qualifications.

   (2) The FPE function of the MC/FPE designation issues restricted private pilot certificates and instrument ratings on the basis of an applicant’s foreign license qualifications (per § 61.75).

d. FIRE. An FIRE may renew holders of current flight instructor certificates on three flight instructor renewal procedures, only if the renewal involves an administrative process and no practical test is involved. A FIRE’s authority will be to renew the holder of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii). Specifically, a FIRE’s authority to renew holders of current flight instructor certificates involves only the following kinds of renewal procedures:

   (1) For those flight instructors who apply to renew their flight instructor certificate on the basis of having a record of training students that shows, during the preceding 24 calendar-months, that the flight instructor has endorsed at least 5 students for a practical test for a certificate or rating and that at least 80 percent of those students passed that test on the first attempt (per § 61.197(a)(2)(i)).

   (2) For those flight instructors who apply to renew their flight instructor certificate on the basis of having a graduation certificate that shows, within the 3 calendar-months before the month of application, the applicant successfully completed an approved FIRC in accordance with § 61.197(a)(2)(iii).
(3) For those flight instructors who apply to renew their flight instructor certificate on the basis of having participated as a flight instructor in a phase of the FAA WINGS Program.

e. **GIE.** A GIE reviews a ground instructor applicant’s knowledge test report for a Ground Instructor Certificate with the appropriate ratings (basic, advanced, or instrument). The GIE may issue a Ground Instructor Certificate that bears the basic, advanced, or instrument rating to qualified ground instructor applicants, as specifically authorized (per §§ 61.213 and 61.215).

131. **General Information for MCE, FPE, and MC/FPE Designations.** The FAA may designate a person to serve as an MCE to issue commercial pilot certificates and ratings in accordance with § 61.73 to U.S. military pilots. The FAA may designate a person to serve as an FPE to issue U.S. Private Pilot Certificates and ratings under § 61.75 to foreign-pilot license holders whose foreign country is a member state to the convention on international civil aviation. The designation of an MCE, FPE, or MC/FPE is authorized where the FAA has determined there is a need to conduct pilot certification activities where a FSDO/International Field Office (IFO) may not be able to meet the demand for such pilot certification activities under § 61.73 or 61.75, as appropriate, in a timely manner.

a. **Designation as an MCE, FPE, or MC/FPE Examiner.** When deemed appropriate, a FSDO/IFO may designate a former FAA ASI (Operations) or DPE (current or former) as an MCE, FPE, or MC/FPE, in accordance with the following criteria:

   (1) The FSDO/IFO will adequately train each MCE, FPE, or MC/FPE designated in that office’s jurisdiction and record the training given to that MCE, FPE, or MC/FPE designee.

   (2) The FSDO/IFO will review and check all airman certification files submitted by the MCE, FPE, or MC/FPE for accuracy before the files are forwarded to AFS-760.

   (3) The FSDO/IFO will inspect the MCE, FPE, or MC/FPE in accordance with the guidelines established for DPEs. The RFSD that has jurisdiction over the FSDO/IFO that maintains MCE, FPE, or MC/FPE designations will ensure that a current list of DPEs holding this special authorization is forwarded to AFS-760.

   (4) Persons who are neither a former FAA ASI (Operations) or a DPE (current or former) may apply for waiver approval for an MCE, FPE, or MC/FPE designation through the managing FSDO/IFO to the managing Flight Standards regional office.

   (5) A predesignation knowledge test is not required to apply for an MCE, FPE, or MC/FPE designation.

   (6) The applicant for an MCE, FPE, or MC/FPE designation is not required to hold a medical certificate.

b. **Initial/Recurrent Standardization Training for an MCE, FPE, or MC/FPE Designation.**
(1) Because the managing FSDO/IFO trains the MCE, FPE, or MC/FPE and the
designee performs purely administrative functions, the training conducted by the FSDO/IFO
fulfills all standardization requirements for the MCE, FPE, or MC/FPE designation.

(2) MCE, FPE, or MC/FPEs are not required to attend the initial or recurrent pilot
examiner standardization training courses (applies only to the MCE, FPE, or MC/FPE
designation).

(3) An MCE, FPE, or MC/FPE who also holds other pilot examiner designations
must meet all pilot examiner standardization requirements in accordance with chapter 3 and
chapter 7, section 1.

c. Authorizations of an MCE, FPE, or MC/FPE. An MCE and MC/FPE may issue
commercial pilot certificates and ratings on the basis of military competency under the
provisions of § 61.73. An FPE and MC/FPE may issue private pilot certificates on the basis of
foreign-pilot licenses under the provisions of § 61.75.

(1) The MCE and MC/FPE must review an applicant’s records and verify knowledge
test report(s) for the military competence aeronautical knowledge test for persons applying for a
commercial pilot certificate and ratings on the basis of military competency under the provisions
of § 61.73 and as specifically authorized by the managing FSDO/IFO. The MCE and MC/FPE
may issue and/or upgrade pilot certificates bearing type ratings based on military competence.

(2) The FPE and MC/FPE must review an applicant’s records and verify knowledge
test report for the foreign-pilot instrument aeronautical knowledge test and issue a temporary
certificate under the provisions of § 61.75 and as specifically authorized by the managing
FSDO/IFO.

d. Limitations of the MCE, FPE, or MC/FPE. The holder of an MCE, FPE, or
MC/FPE designation may not administer practical tests for pilot certification under his or her
authority as an MCE, FPE, or MC/FPE.

(1) The MCE, FPE, or MC/FPE’s authorization is limited to the designating
FSDO/IFO’s geographical area of responsibility. However, an MCE, FPE, or MC/FPE may
obtain approval from the managing FSDO/IFO to accept applications at other locations.

(2) The MCE, FPE, or MC/FPE must maintain a record of all certification functions
conducted during the preceding 12 calendar-months. The record(s) will include the name of the
applicant, the date, the certificate applied for, and the action taken on the application. Those
records must be made available for review when requested by the managing FSDO/IFO.

132. Issuance of a U.S. Private Pilot Certificate and Ratings Based on Foreign Pilot
Licenses. The MC/FPE will comply with the guidance contained in chapter 7, section 21
regarding the issuance of a U.S. Private Pilot Certificate on the basis of a foreign-pilot license
under the provisions set forth in § 61.75.

a. Documents Required.
(1) The FPE and MC/FPE must review an applicant’s foreign pilot license to ensure that license has been issued by a member state to the Convention on International Civil Aviation. The FPE and MC/FPE must review the applicant’s Verification of Authenticity of Foreign License letter from AFS-760 and compare it to the information on the foreign pilot license. The FPE and MC/FPE must review the applicant’s foreign pilot license and ask whether his/her foreign pilot license is under an order of revocation or suspension by the foreign country that issued the foreign pilot license. The FPE and MC/FPE should discuss with the applicant the part 61 recency of experience and flight review requirements.

(2) The FPE and MC/FPE will review the applicant’s medical certificate to ensure the applicant holds a current medical certificate issued under part 67 or a current medical certificate issued by the country that issued the person’s foreign pilot license. The FPE and MC/FPE must discuss with the applicant the part 61 medical certification requirements.

(3) The foreign pilot license and medical certification used as a basis for issuing a U.S. private pilot certificate must be written in English or accompanied by an English-language transcription signed by an official or representative of the foreign aviation authority that issued the foreign pilot license. An English-language transcription that has been signed by an official or representative from the applicant’s official embassy is also acceptable.

(4) An FAA Form 8710-1 that has been completed in ink or typewritten and signed by the applicant. As a special emphasis item, the FPE and MC/FPE should ensure that the applicant completes section III on FAA Form 8710-1. Per § 61.39(a)(7), the requirement to complete section III includes foreign pilots who are applying for a private pilot certificate and ratings on the basis of § 61.75.

b. English Language Requirement. If a foreign pilot who is applying for a U.S. pilot certificate and rating under § 61.75 cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then the pilot certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person’s pilot certificate. A medical disability of this kind may require an operating limitation be placed on the person’s pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

c. Ratings and Limitations.

(1) The FPE and MC/FPE must inform the applicant who is being issued a U.S. private pilot certificate under § 61.75 that he/she is subject to the limitations and restrictions on his/her U.S. certificate and foreign pilot license when exercising the privileges of that U.S. pilot certificate in an aircraft of U.S. registry, whether operating within or outside the United States.
(2) The FPE and MC/FPE will inform the foreign pilot that any aircraft ratings listed on the person’s foreign pilot license, in addition to any issued after the applicant accomplishes the required knowledge and practical tests under the provisions of part 61, may be placed on that foreign pilot’s U.S. pilot certificate.

(3) The FPE and MC/FPE will inform the applicant that an aircraft and instrument rating(s) may be added to a pilot certificate issued on the basis of a foreign pilot license upon compliance with the appropriate pilot certification and rating requirements of part 61 (meaning accomplishment of the appropriate aeronautical knowledge and practical test(s)). Each rating added to the temporary airman certificate on the basis of that pilot having accomplished must have the notation “U.S. TEST PASSED” immediately following the rating to which the notation applies. The applicant is required to show his/her aeronautical experience on the submitted FAA Form 8710-1. If a person only accomplished the Instrument Foreign Pilot (IFP) aeronautical knowledge test for an instrument rating, it is not appropriate to list it as “INSTRUMENT AIRPLANE - U.S. TEST PASSED” on the pilot certificate. If a person only accomplished the IFP aeronautical knowledge test for an instrument rating, the rating would be listed on the person’s pilot certificate as “INSTRUMENT—[AIRPLANE/HELICOPTER/POWERED-LIFT],” as appropriate.

(4) The examiner should inform the applicant that it is permissible for an additional aircraft rating to be added to a pilot certificate on the basis of the applicant having complied with the appropriate pilot certification requirements of part 61 (i.e., “U.S. TEST PASSED” - completion of the required practical test and the knowledge test). Furthermore, an applicant may also apply for an additional aircraft rating to be added to his/her restricted § 61.75 U.S. pilot certificate if that applicant has subsequently received an additional aircraft rating on the foreign pilot license. As per § 61.75, no knowledge or practical test would be required in this scenario.

(5) The FPE and MC/FPE should inform the applicant that if he/she holds an instrument rating, and that instrument rating was issued by a member state to the Convention on International Civil Aviation, the instrument rating may be added to his/her U.S. pilot certificate if his/her foreign pilot license authorizes instrument privileges and the applicant has, within the preceding 24 calendar-months, passed the IFP aeronautical knowledge test.

d. FAA Policy on Flight Reviews, Recent Flight Experience, and Proficiency Check Requirements for Applicants Who are Issued U.S. Pilot Certificates on the Basis of § 61.75. The FPE and MC/FPE should inform the applicant who is being issued a U.S. private pilot certificate under § 61.75 that he/she is subject to the flight review, recent flight experience, and proficiency check requirements of part 61 when exercising the privileges of his/her U.S. pilot certificate. For example, a foreign pilot who is exercising his/her U.S. pilot certificate is subject to the flight review requirements of § 61.56 regardless of whether the flight is occurring inside or outside the United States. A foreign pilot who is exercising the privileges of his/her U.S. pilot certificate must have, within the preceding 24 calendar-months, accomplished a flight review and received a logbook endorsement from an FAA-authorized instructor (per § 61.183(a)) who gave the flight review certifying that the foreign pilot has satisfactorily completed a flight review.

133. Pilot Certificates and Ratings Issued on the Basis of Military Competence by an MCE and MC/FPE. A U.S. Commercial Pilot Certificate and/or Instrument Rating may be
issued to an applicant who meets the requirements of § 61.73. Aircraft category, class, type, and instrument ratings may be originally issued or added to a certificate based on military competency, if the applicant meets the appropriate requirements of § 61.73(d), (e), and (f), as appropriate.

a. Documents Required for an Applicant to be Issued a U.S. Commercial Pilot Certificate and/or Instrument Rating. An MCE and MC/FPE must have the applicant present the evidentiary documents required by § 61.73 before being issued a U.S. commercial pilot certificate and/or instrument rating.

b. FAA Policy on Completion of the Required Aeronautical Knowledge Test. An applicant for the original issuance of a commercial pilot certificate on the basis of military competence (per § 61.73) must satisfactorily complete the military competency aeronautical knowledge test for an airplane, powered-lift, or helicopter, as appropriate. Completion of the military competency aeronautical knowledge test is not required to add a rating on the basis of military competence to an existing U.S. pilot certificate. However, when an applicant who desires to add a powered aircraft rating (meaning either airplanes or helicopters) on the basis of military competence (per § 61.73), and the applicant already holds a U.S. pilot certificate with only a nonpowered aircraft rating (meaning either a glider or balloon rating or both), then that applicant must satisfactorily accomplish the military competence aeronautical knowledge test.

c. Limitations to be Placed on an Airman Certificate. An MCE and MC/FPE will use the guidance in chapter 5 to determine the limitations, if any, to place on a temporary airman certificate.

d. Applicants not Meeting the Requirements. An applicant who does not meet the requirements of § 61.73 must meet the requirements of §§ 61.65(a) (for an instrument rating) and 61.123 (for commercial pilot certification), as applicable, and take the appropriate aeronautical knowledge and practical tests.

e. A Special Emphasis Action for MCE and MC/FPE’s Review. FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. The MCE and MC/FPE should ensure that the applicant has completed section III of Form 8710-1 as required by § 61.39(a)(7). This requirement includes military pilots who are applying for airman certificates and ratings on the basis of § 61.73.

134. Compliance with Other Provisions. In addition to complying with the guidance in this chapter, an MCE, FPE, and MC/FPE will comply with the applicable provisions and procedures contained in chapter 7, sections 1 through 16, as appropriate to the pilot certification functions being conducted.

135. Designation of an FIRE.

a. FAA ASIs (Operations). The FAA recognizes the expertise that former FAA ASIs (Operations) possess relating to airmen certification procedures and policies. The FAA wishes to continue to use the expertise of these former FAA ASIs (Operations) where the FAA has a need an where a former FAA ASI voluntarily applies for an FIRE position. The offering of an FIRE position to only former FAA ASI (Operations) does not establish a precedent. This policy has
been previously authorized to former FAA ASIs (Operations) for positions as MCEs and foreign-pilot examiners.

b. **FIRE Position.** When selecting a former FAA ASI (Operations) for an FIRE position, the following criteria must be met:

1. The selecting FSDO/IFO must have a need for an FIRE position, and the person selected must have voluntarily applied for the position.

2. The FIRE applicant must show evidence of having been employed as an ASI (Operations) with the FAA in an FSDO or IFO.

3. The FIRE applicant must show evidence of having satisfactorily completed the FAA’s General Aviation Operations Indoctrination Course.

4. The managing FSDO/IFO is responsible for providing the initial training to their assigned FIRE candidates on their duties and responsibilities. Each FIRE candidate must attend recurrent examiner standardization training conducted by the managing FSDO/IFO or by the Designee Standardization Branch (AFS-640). The FIRE applicant need not attend the FAA’s Initial Pilot Examiner Standardization Seminar.

5. After selection, the managing FSDO/IFO will issue the person an FAA Form 8000-5, Certificate of Designation, and a COA letter. The description of the authority on the COA letter and Form 8000-5 will be stated as Flight Instructor Renewal Examiner. The COA letter will state:

   “Authority is limited to renewing a holder of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii).”

c. **FIRE’s Authority.** By establishing FIRE positions, the FAA will be extending authority to those selected to renew holders of current flight instructor certificates on three flight instructor renewal procedures, provided that the renewal only involves an administrative process and no practical test is involved. An FIRE’s authority will be to renew the holder of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii).

136. **Designation of a GIE.** The FAA may designate a former FAA ASI (Operations) or DPE (current or former) to serve as a GIE for the purpose of issuing a ground instructor certificate that bears the basic, advanced, or instrument rating to ground instructor applicants who qualify, in accordance with §§ 61.213 and 61.215.

a. **Designation as a GIE.** When deemed appropriate, an FSDO/IFO may add the GIE designation to a current DPE’s designation, give GIE designation to a former FAA ASI (Operations), or give GIE designation to a former DPE in accordance with the following criteria:

1. The jurisdictional FSDO/IFO will train the GIE and record the training given.
(2) The FSDO/IFO will review and check all airman certification files submitted by the GIE for accuracy before the files are forwarded to AFS-760.

(3) The FSDO/IFO will inspect the GIE in accordance with the guidelines established for DPEs.

(4) The jurisdictional FSDO/IFO must notify its RFSD when appointing a GIE, so the regional office can notify AFS-760 which is the responsible FAA office for maintaining the current listing of examiners.

(5) The RFSD that has jurisdiction over the FSDO/IFO that maintains GIE designations will ensure that a current list of DPEs holding this special authorization is on file with AFS-760.

(6) The applicant for a GIE designation is not required to hold a medical certificate.

b. **Initial/Recurrent Standardization Training for a GIE Designation.**

(1) Because the managing FSDO/IFO trains a GIE and the designee performs purely administrative functions, the training conducted by the FSDO/IFO fulfills all standardization requirements for the GIE designation.

(2) GIEs are not required to attend the initial or recurrent pilot examiner standardization training courses.

c. **Authorizations of a GIE.** A GIE may issue a ground instructor certificate that bears the basic, advanced, or instrument rating to qualified ground instructor applicants, as specifically authorized (per §§ 61.213 and 61.215).

d. **Limitations of a GIE.** The holder of a GIE designation may not administer practical tests for pilot certification under his or her authority as a GIE.

(1) The GIE’s authorization is limited to the designating FSDO/IFO’s geographical area of responsibility. However, a GIE may obtain approval from the managing FSDO/IFO to accept applications at other locations.

(2) The GIE must maintain a record of all certification functions conducted during the preceding 12 calendar-months. The record(s) will include the name of the applicant, the date, the certificate applied for, and the action taken on the application. Those records must be made available for review when requested by the managing FSDO/IFO.

(3) Using the procedures in chapter 5, the MCE, FPE, or MC/FPE is required to verify and review the applicant’s identification, application, airman records, aeronautical knowledge test score(s), and issue temporary certificates, as authorized by the MCE, FPE, or MC/FPE’s COA.
Section 21. Accomplish Issuance of a U.S. Pilot Certificate Based on a Foreign-Pilot License

137. General Information.

a. General Process. Section 61.75 allows a person to be issued a U.S. pilot certificate with private pilot privileges based on a foreign-pilot license that is at least equivalent to the U.S. private pilot certificate. The foreign-pilot license must have been issued by a foreign civil aviation authority (CAA) that is a member state to the ICAO and must be valid. The holder of a valid foreign-pilot license issued by an ICAO member state may use that foreign-pilot license as the basis for issuance of a U.S. pilot certificate even if the issuing country is now defunct (e.g., the Russian Federation). A list of ICAO member states may be found in the current edition of FAA Order 8900.1. Because of changes in world politics, situations, and previously established country boundaries, a country may be an ICAO member but not included on the list provided in the current edition of Order 8900.1. The most current listing of ICAO member states may be found at: http://www.icao.int/icao/en/members.htm. If there is a question about a country’s membership in ICAO, you may contact AFS-810 at (202) 267-8196 for clarification.

b. Applicability. This section applies to the issuance of U.S. pilot certificates and ratings to persons who apply based on their foreign-pilot licenses under the following rules within part 61:

1. Under § 61.29, for persons who request replacement of a certificate issued based on a foreign-pilot license under § 61.75.

2. Under § 61.39(c)(1), for persons who hold a foreign-pilot license issued by an ICAO member state, that authorizes at least the pilot privileges of the U.S. pilot certificate sought, and who apply for an equivalent U.S. pilot certificate.

3. Under § 61.65, for persons who apply for an instrument rating on a § 61.75 pilot certificate with the notation “U.S. TEST PASSED.”

4. Under § 61.75, for persons who apply for a § 61.75 private pilot certificate on the basis of holding a foreign-pilot license at least equivalent to the U.S. private pilot certificate issued by an ICAO member state.

5. Under § 61.75(c), for persons who apply for the addition of an aircraft rating to a § 61.75 pilot certificate with the notation “U.S. TEST PASSED.”

6. Under § 61.75(d), for persons who apply for an instrument rating to a § 61.75 pilot certificate by accomplishing the IFP knowledge test.

7. Under § 61.123(h), for persons who apply for an unrestricted U.S. commercial pilot certificate on the basis of holding a § 61.75 pilot certificate.

8. Under § 61.153(d)(3), for persons who hold either a foreign airline transport pilot license with the appropriate aircraft rating or a foreign commercial pilot license (CPL) and an instrument rating with the appropriate aircraft rating (without limitations) who apply for a U.S. ATPC.
c. **English Language Requirements.** Early in the process of issuing a private pilot certificate based on a foreign-pilot license, an examiner must determine whether the applicant can read, speak, write, and understand the English language. The current edition of AC 60-28 explains how to determine English language abilities required for pilot certification in accordance with chapter 7, section 2, paragraph 7d.

(1) If the applicant cannot read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, then an examiner may not issue the U.S. pilot certificate unless the reason is due to a medical disability. If the reason is due to a medical disability, the applicant must be referred to the jurisdictional FSDO, because only the jurisdictional FSDO may issue a pilot certificate with a medical operating limitation.

(2) If the reason for the applicant’s not being able to read, speak, write, or understand English is due to a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), only the jurisdictional FSDO may place an operating limitation on the pilot certificate. The operating limitation will require that the person be accompanied by another pilot who is qualified to serve as a PIC for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

(3) If a person is found not eligible for the U.S. pilot certificate because the person is unable to read, speak, write, or understand English in accordance with chapter 7, section 2, paragraph 7d, for other than medical disability reasons, issue FAA Form 8060-5. If the reason the person is unable to read, speak, write, or understand English is because of medical disability reasons, then refer the applicant to FSDO for further evaluation. Only an ASI or AST may place an operating limitation on the pilot certificate that is due to a medical disability.

**Note:** FAA Form 8060-5 needs to be issued so the failure will be recorded and on file with AFS-760. Properly recording the failure is needed when and if the person reapplyes for the U.S. pilot certificate (e.g., at another FAA FSDO or with FAA representatives who are located in a U.S. Embassy overseas).

d. **Obtaining a U.S. Pilot Certificate.** A person may apply for a U.S. pilot certificate and associated ratings based on their foreign-pilot license by one of the following methods:

(1) Under § 61.39(c)(1). Section 61.39(c)(1) permits a person who holds a foreign-pilot license issued by an ICAO member state which authorizes at least the pilot privileges of the U.S. pilot certificate sought to apply for an equivalent U.S. pilot certificate by accomplishing the required aeronautical experience and passing the appropriate knowledge test and practical test.

(2) Under § 61.75. Section 61.75 permits a person who holds a foreign-pilot license at least equivalent to the U.S. private pilot certificate issued by an ICAO member state to apply for a private pilot certificate by complying with the application and certification procedures contained in this chapter. A person may be issued a § 61.75 private pilot certificate based on a foreign-pilot license as follows:

(a) With no instrument privileges for which neither a knowledge nor a practical test is required.
(b) With instrument privileges, provided the applicant has passed the IFP knowledge test and the applicant’s foreign pilot license has the equivalent instrument [Aircraft] rating. The IFP knowledge test focuses on part 91 subpart B areas of knowledge which relate to IFR operational procedures that tests the applicant’s knowledge on operating safely in the National Airspace System (NAS). The Instrument Rating Airplane (IRA) and Instrument Rating Helicopter (IRH) knowledge tests are not acceptable in lieu of the IFP knowledge test.

(c) With an instrument airplane U.S. test passed rating for which the person meets the experience requirements, takes the standard instrument knowledge and practical tests for the appropriate instrument aircraft rating.

(3) Without Using Foreign-Pilot License. A person may obtain a U.S. pilot certificate without relying on his or her foreign-pilot license by accomplishing the required training, instructor endorsements, aeronautical experience, and passing the appropriate knowledge test and practical test as required by the pilot certification requirements contained in part 61. However, if a person holds a standard U.S. pilot certificate (other than a student pilot certificate or recreational pilot certificate), that person may not apply for a U.S. pilot certificate based on his/her foreign pilot license (see § 61.75(b)(3)).

Note: A person who applies for a U.S. pilot certificate by accomplishing the appropriate pilot certification requirements of part 61 and also holds a pilot certificate issued under § 61.75 does not need to surrender that § 61.75 U.S. pilot certificate. There have been isolated incidences where examiners have mistakenly required a person to surrender their § 61.75 pilot certificate when applying for a standard U.S. pilot certificate. In this instance, it is permissible for a person to hold both a pilot certificate issued under § 61.75 U.S. pilot certificate and a standard U.S. pilot certificate.

(4) A Commercial Pilot Certificate. A person who holds a commercial pilot certificate that was issued under § 61.75 before August 4, 1997, may continue to hold that pilot certificate; however, any additional ratings applied for on or after August 4, 1997, will be issued at the private pilot certification level only.

(5) Under § 61.75(c). Persons may apply for an additional aircraft rating to a § 61.75 pilot certificate with the notation “U.S. TEST PASSED.”

(6) Under § 61.75(d). Persons may apply for an instrument rating to a § 61.75 pilot certificate by accomplishing the IFP knowledge test.

(7) Under § 61.65. Persons may apply for an instrument rating on a § 61.75 pilot certificate with the notation “U.S. TEST PASSED.”

(8) Under § 61.123(h). Persons may apply for an unrestricted commercial pilot certificate based on a § 61.75 pilot certificate.

(9) Under § 61.153(d)(3). Section 61.153(d)(3) permits a person who holds either a foreign airline transport pilot license with the appropriate aircraft rating or a foreign CPL and instrument rating with the appropriate aircraft rating (without limitations) issued by an ICAO
member state to apply for a U.S. ATPC with the appropriate aircraft rating by accomplishing the required aeronautical experience, and passing the appropriate knowledge test and practical test.

(10) Under § 61.73(b)(3)(ii). In accordance with § 61.73(b)(3)(ii), “a rated military pilot of an armed force of a foreign contracting State to the Convention on International Civil Aviation, assigned to pilot duties (other than flight training) with an armed force of the United States and holds, at the time of application, a current civil pilot license issued by that contracting State authorizing at least the privileges of the pilot certificate sought,” may apply for:

- A commercial pilot certificate;
- An aircraft rating in the category and class of aircraft for which that foreign military pilot is qualified;
- An instrument rating with the appropriate aircraft rating for which that foreign military pilot is qualified; or
- A type rating, if appropriate.

e. Pilot Certificate Requirements.

(1) Section 61.3(b). Section 61.3(b) permits foreign-registered aircraft to be operated within the United States by a pilot holding a valid foreign-pilot license issued by the foreign country where the aircraft is registered.

(2) Section 61.3(a). Section 61.3(a) permits a U.S.-registered civil aircraft to be operated within a foreign country by a pilot holding a foreign-pilot license and with the appropriate aircraft rating issued by that foreign country. Or, a person who holds a U.S. pilot certificate with the appropriate aircraft rating may also operate a U.S.-registered civil aircraft in an ICAO member state. However, persons who operate a U.S.-registered civil aircraft in an ICAO member state country must be aware that some countries may have additional operational and pilot certification requirements. Each pilot must inquire with the foreign and practical tests for the appropriate instrument aircraft rating.

(3) Without Using Foreign-Pilot License. A person may obtain a U.S. pilot certificate without relying on his or her foreign-pilot license by accomplishing the required training, instructor endorsements, aeronautical experience, and passing the appropriate knowledge test and practical test as required by the pilot certification requirements contained in part 61. However, if a person holds a standard U.S. pilot certificate (other than a student pilot certificate or recreational pilot certificate), that person may not apply for a U.S. pilot certificate based on his/her foreign pilot license (see § 61.75(b)(3)).

Note: A person who applies for a U.S. pilot certificate by accomplishing the appropriate pilot certification requirements of part 61 and also holds a pilot certificate issued under § 61.75 does not need to surrender that § 61.75 U.S. pilot certificate. There have been isolated incidences where examiners have mistakenly required a person to surrender their § 61.75 pilot certificate when applying for a standard U.S. pilot certificate. In this instance, it is permissible for a person to

7-182
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hold both a pilot certificate issued under § 61.75 U.S. pilot certificate and a standard U.S. pilot certificate.

(4) A Commercial Pilot Certificate. A person who holds a commercial pilot certificate that was issued under § 61.75 before August 4, 1997, may continue to hold that pilot certificate; however, any additional ratings applied for on or after August 4, 1997, will be issued at the private pilot certification level only.

(5) Under § 61.75(c). Persons may apply for an additional aircraft rating to a § 61.75 pilot certificate with the notation “U.S. TEST PASSED.

(6) Under § 61.75(d). Persons may apply for an instrument rating to a § 61.75 pilot certificate by accomplishing the IFP knowledge test.

(7) Under § 61.65. Persons may apply for an instrument rating on a § 61.75 pilot certificate with the notation “U.S. TEST PASSED.

(8) Under § 61.123(h). Persons may apply for an unrestricted commercial pilot certificate based on a § 61.75 pilot certificate.

(9) Under § 61.153(d)(3). Section 61.153(d)(3) permits a person who holds either a foreign airline transport pilot license with the appropriate aircraft rating or a foreign CPL and instrument rating with the appropriate aircraft rating (without limitations) issued by an ICAO member state to apply for a U.S. ATPC with the appropriate aircraft rating by accomplishing the required aeronautical experience, and passing the appropriate knowledge test and practical test.

(10) Under § 61.73(b)(3)(ii). In accordance with § 61.73(b)(3)(ii), “a rated military pilot of an armed force of a foreign contracting State to the Convention on International Civil Aviation, assigned to pilot duties (other than flight training) with an armed force of the United States and holds, at the time of application, a current civil pilot license issued by that contracting State authorizing at least the privileges of the pilot certificate sought,” may apply for:

- A commercial pilot certificate;
- An aircraft rating in the category and class of aircraft for which that foreign military pilot is qualified;
- An instrument rating with the appropriate aircraft rating for which that foreign military pilot is qualified; or
- A type rating, if appropriate.


(1) Section 61.3(b) permits foreign-registered aircraft to be operated within the United States by a pilot holding a valid foreign-pilot license issued by the foreign country where the aircraft is registered.
(2) Section 61.3(a) permits a U.S.-registered civil aircraft to be operated within a foreign country by a pilot holding a foreign-pilot license and with the appropriate aircraft rating issued by that foreign country. Or, a person who holds a U.S. pilot certificate with the appropriate aircraft rating may also operate a U.S.-registered civil aircraft in an ICAO member state. However, persons who operate a U.S.-registered civil aircraft in an ICAO member state country must be aware that some countries may have additional operational and pilot certification requirements. Each pilot must inquire with the foreign knowledge test and instrument rating practical test (see § 61.65).

**Note:** If the applicant’s U.S. pilot certificate has not been issued with instrument privileges, then the examiner will advise the applicant that he or she may not serve as a required pilot crewmember of a U.S.-registered aircraft under IFR when exercising the privileges of that U.S. pilot certificate. When the applicant passes the IFP knowledge test, instrument privileges will be granted on the U.S. pilot certificate. Passage of the IFP knowledge test does not qualify a person for the notation “U.S. TEST PASSED” for the instrument rating.

(3) To qualify for the notation “U.S. TEST PASSED” for the addition of an aircraft or instrument rating to a U.S. pilot certificate, the person must accomplish the appropriate aeronautical experience, pass the knowledge test (if applicable), and pass the practical test as required under part 61. Each rating added to the temporary U.S. pilot certificate will have the notation “U.S. TEST PASSED” following the rating to which the notation applies. The required aeronautical experience must be shown on FAA Form 8710-1. Do not indicate “U.S. TEST PASSED” on the temporary pilot certificate if only the IFP knowledge test was passed. All “U.S. TEST PASSED” ratings reflected on the restricted § 61.75 certificate will automatically be transferred when the applicant applies for an unrestricted pilot certificate.

(4) When a type rating is shown on the U.S. pilot certificate (meaning a U.S. pilot certificate that was issued based on a foreign-pilot license), that aircraft type rating will be limited to “VFR Only” if the person has not passed either the IFP knowledge test or the standard instrument rating knowledge test and the standard instrument rating practical test (see § 61.65).

**Note:** Applicants who apply for a type rating with the notation “U.S. TEST PASSED” on their U.S. pilot certificate must have received the required training from the holder of an FAA flight instructor certificate with the appropriate ratings (see § 61.63(d) or § 61.157(b), as appropriate.) If the aircraft type rating is for an aircraft with a gross takeoff weight greater than 12,500 pounds, the applicant must also complete a Department of Justice Flight Training Candidate Checks Program form before beginning training for that type rating. However, the requirements on the Department of Justice Flight Training Candidate Checks Program are subject to change, so contact the FAA’s Certification Branch, Washington, D.C., at (202) 267-8196 for the most current requirements.

g. **Medical Endorsement or Certificate.** A person applying for a U.S. pilot certificate must submit evidence that he or she currently meets the medical standards for the foreign-pilot license on which the application for the pilot certificate is based (see § 61.75(f)). Some foreign CAAs enter periodic medical endorsements on their foreign-pilot licenses, which affect its currency. Therefore, if the foreign-pilot license must have a medical endorsement to make it
valid, an FAA medical certificate alone will not satisfy the regulations. In cases when a medical endorsement is not used, a current medical license from the person’s foreign medical examiner or a current part 67 medical certificate will satisfy the requirement. If the person’s foreign-pilot license shows a medical endorsement, the person should enter the word “endorsement” on FAA Form 8710-1, section I, block R, or the equivalent class of medical certificate. If using IACRA, enter the date of that endorsement in section S. If the name of the examiner who administered the medical endorsement is unknown to the applicant because the physical was administered by the foreign CAA, then simply state “CIVIL AVIATION AUTHORITY” in block T.

h. **Duration.** A § 61.75 pilot certificate issued on the basis of a foreign-pilot license remains in effect as long as the foreign-pilot license used to obtain the U.S. pilot certificate is valid.

**Note:** A prefix or suffix change in a foreign-pilot license does require the reissuance of a U.S. pilot certificate. Some examples of countries that issue prefixes and suffixes on their pilot licenses are Canada, Germany, and Great Britain. For example, with a foreign-pilot license issued by Great Britain, the prefix codes the grade level of the pilot license. In Germany, the suffix codes the grade level of the pilot license. In order for the U.S. pilot certificate to correctly identify the person’s foreign-pilot license, if the person’s foreign-pilot license has a change in its prefix/suffix code, it will require the U.S. pilot certificate to be reissued to reflect the person’s most current foreign-pilot license number.

i. **Renewal.** A § 61.75 pilot certificate issued based on a foreign-pilot license before November 1, 1973, may be reissued at any time upon compliance with the appropriate requirements of § 61.75.

j. **Flight Instructor Certificates.** A flight instructor certificate or an additional rating on a flight instructor certificate may not be issued based on any foreign flight instructor rating or certificate. A flight instructor certificate will only be issued to a person who meets the appropriate requirements of part 61 subpart H.

k. **Added Ratings.** If a person requests that a rating be added to his or her U.S. pilot certificate based on meeting the appropriate pilot certification requirements of part 61 (i.e., the practical test and the knowledge test, if a knowledge test is applicable to the rating sought), those requirements must be accomplished before the issuance of that additional rating. However, if the person requests that a rating be added to the U.S. pilot certificate based on that rating having been added to his or her foreign-pilot license, then no knowledge test or practical test is required.

l. **Flying Clubs.** A foreign-pilot license issued by a flying club under a specific delegation of the foreign CAA of an ICAO member state is acceptable for the issuance of a private pilot certificate under § 61.75. For example, several countries may delegate the authority to issue glider pilot certificates to members of their national gliding clubs.

m. **British Territories.** The British Territories listed in FAA Order 8900.1 are authorized by the British Colonial Air Navigation Order of 1961, as amended, to issue their own pilot licenses (not British National pilot licenses). British territory pilot licenses usually bear the name of the territory where they were issued, and the British Territories are identified in the
Colonial Air Navigation Order under the year of its most recent amendment. Pilot licenses issued by the British Territories are acceptable for the issuance of the U.S. pilot certificate based on a person holding a foreign-pilot license.

n. Joint Aviation Regulation (JAR)-Flight Crew Licensing (JAR-FCL). Since July 1, 1999, some member states of the European Joint Aviation Authorities (JAA) has begun issuing pilot licenses entitled JAR-flightcrew licenses. These pilot licenses are based upon new licensing regulations developed by JAA member states through the JAA and subsequently adopted by each JAA member state. JAR-flightcrew pilot licenses do meet ICAO pilot licensing standards, and these JAA member states are also member states of ICAO.

(1) It is important to note that a JAR-flightcrew license will be issued by a state’s CAA and not by the JAA itself.

(2) A listing of JAA member states is contained in FAA Order 8900.1. Current listings of JAA member states may be found at the JAA Web site at http://www.jaa.nl.

(3) The individual JAA member states are at varying levels of implementation of JAR-flightcrew license regulations, so some JAA member states may still be issuing their own national pilot licenses. Further, national pilot licenses issued by a JAA member state before a state’s implementation of JAR-flightcrew license may still be valid for use within that JAA member state and thus acceptable for issuance of a U.S. pilot certificate based on § 61.75, provided that such pilot licenses meet the appropriate FAA regulatory requirements for the pilot certificate being issued. Any questions concerning the JAR-flightcrew pilot license should be directed to the AFS International Programs and Policy Division (AFS-50).

(4) The format for a JAR-flightcrew pilot license is shown in FAA Order 8900.1.

o. British National Pilot Licenses. The British issue both JAR-flightcrew pilot licenses, described above in paragraph 135n, and British National pilot licenses. The section below describes British National pilot licenses or variations listed on the JAR-flightcrew pilot license.

(1) Both British National pilot licenses and JAR-flightcrew pilot licenses issued by the British CAA are all printed on white background security paper, but the color of the cover follows the ICAO Annex 1 convention. The private pilot license (PPL)(A) is light brown (tan), the CPL(A) is blue, and the Air Transportation Pilot License (ATPL)(A) is green. The British National CPL(A) has the same blue cover as the CPL(A) but has a different title. Helicopter pilot licenses are also variously colored with PPL(H) light gray, CPL(H) dark gray, and ATPL(H) white. A flight engineer license has a dark brown cover. The data contained on each British National pilot license is identified numerically. The Roman numeral II describes the pilot license held. If a FSDO is asked to issue a U.S. pilot certificate based on a British National pilot license and it is not possible to determine which privileges are applicable, the person will be required to provide the necessary information before completion of the pilot certification process.

(2) The British National CPL(A) and ATPL(A) issued before July 1, 1999, are the only British-issued CPLs equivalent to both the U.S. and ICAO pilot certification requirements. A private pilot certificate with the appropriate ratings may be issued on the basis of a British National CPL(A). With the implementation of JAR-FCL in the U.K., the British now issue a
JAR-flightcrew license CPL. Further, the British now issue a JAR-flightcrew license CPL(A) or (H) restricted to British-registered aircraft. This is an acceptable ICAO pilot license, but the holder must meet certain British pilot licensing requirements rather than JAR-flightcrew pilot licensing requirements for issuance of the pilot license.

(3) When issuing a private pilot certificate that is based on a British National CPL, a thorough examination of FAA Form 8710-1 must be made to determine the privileges and limitations on each pilot license. Those persons who hold a restricted or nonrestricted basic British National CPL(A) are qualified for the issuance of a U.S. private pilot certificate because both the restricted and nonrestricted British National CPL(A) licensing requirements meet or exceed the ICAO private pilot licensing standards. The restricted British National CPL(A) is no longer issued in the U.K. but may still be in use.

(a) The restricted basic British National CPL(A) is limited to private pilot privileges only. This pilot license was introduced to allow existing British flight instructors and assistant flight instructors holding only PPLs to continue to instruct for remuneration without having to obtain a full British National CPL(A). The restricted British National CPL(A) requirements meet or exceed the ICAO PPL standards.

(b) The non-restricted British National CPL(A) was issued to pilots who wished to conduct flight instruction or other types of aerial work, except for public transport, for remuneration. This pilot license does not meet the requirements of a full fledged British National CPL, a U.S. commercial pilot certificate, or ICAO pilot license standards. However, the British National CPL(A) requirement meets or exceeds the ICAO private pilot licensing standards.

(4) The British CAA may issue an instrument meteorological conditions (IMC) rating. Holders of the British IMC privilege are not qualified to receive a U.S. instrument rating for the following reasons:

(a) The IMC privilege is not as high a level of qualification as the instrument rating and confers no privileges for flights requiring compliance with IFR.

(b) IMC privileges can be used only within the U.K. Therefore, a holder of the IMC privilege is not eligible to take the IFP knowledge test or be issued a U.S. instrument rating.

(5) On August 1, 2002, the British CAA began issuing a PPL(A) for single-engine aeroplanes, motor gliders, and micro-light aircraft. This foreign-pilot license does not meet ICAO standards. It is the equivalent of the U.S. recreational license only and does not require an ICAO medical license; only a declaration of health signed by the holder’s general practitioner is needed.

(6) The British CAA issues JAR-flightcrew medical licenses for ATPL, CPL, and some PPL licenses. The British CAA issues a national medical license for commercial balloon pilot licenses and a declaration of health for its national PPL license, private level balloon license, and micro-lights. Both the JAR-flightcrew medical and the national medical licenses meet ICAO medical standards. The declaration of health does not meet ICAO medical standards. The duration period for the U.S. medical certificate is addressed in § 61.23. When a person is
exercising the privileges of his or her § 61.75 pilot certificate, that person must comply with the appropriate medical certification requirements of § 61.23.

p. Other Known Differences of Some Foreign-Pilot Licenses and Ratings.

(1) The German glider pilot license requires a person to hold a medical license/endorsement when exercising the privileges of their German glider pilot license. That person must also comply with the German medical license/endorsement requirements when exercising the privileges of their § 61.75 pilot certificate for the glider rating (see § 61.75(e)(3)).

(2) Holders of a Spanish IMC privilege are not qualified to receive a U.S. instrument rating because the Spanish IMC privilege does not meet the certification standards and qualification a U.S. instrument rating and confers no privileges for flights requiring compliance with IFR. The Spanish IMC privilege is only authorized for use within Spain. Therefore, the holder of the Spanish IMC privilege is not eligible to take the IFP knowledge test or be issued a U.S. instrument rating.

(3) Belgium issues some PPLs with the notation “Restricted.” This limitation restricts the person to Belgian airspace only. This pilot license parallels the U.S. recreational pilot certificate (i.e., the person has not met the cross-country aeronautical experience and training requirements of ICAO). Do not issue a § 61.75 private pilot certificate to a person who holds a Belgian PPL with the notation “Restricted” on it.

(4) Some foreign-pilot licenses contain a restriction that prohibits the person from operating an aircraft at night. As an example, some foreign CAAs require their citizens to hold an instrument rating and/or a night flying privilege in order to operate an aircraft at night. That person must also comply with that night operating restriction of their foreign-pilot license when exercising the privileges of their § 61.75 pilot certificate (see § 61.75(e)(3)). A point of clarification: the FAA may not remove the night flying restriction. It is permissible for a foreign pilot who receives a U.S. pilot certificate based on his or her foreign-pilot license to accomplish the required night flying training (for the appropriate grade level of U.S. pilot certificate held) from a holder of an FAA flight instructor certificate, and to receive a solo endorsement to exercise night flying privileges on his or her U.S. pilot certificate.

(5) Some foreign CAAs (e.g., New Zealand and Australia) issue PPLs which specifically limit the pilot to a specific make and model of aircraft or specifically limit the pilot from carrying any passengers. Those persons must also comply with the make and model aircraft and passenger carrying restriction of their foreign-pilot license when exercising the privileges of a § 61.75 pilot certificate (see § 61.75(e)(3)).

(6) Some foreign CAAs have issued pilot licenses that do not identify the grade of pilot license. In those instances, do not issue a U.S. pilot certificate based on that kind of foreign-pilot license. The holder of an SIC foreign-pilot license does not meet ICAO standards for pilot certification.

(7) Some foreign CAAs have issued pilot licenses which limit the person to SIC privileges only. Do not issue a U.S. pilot certificate based on that kind of foreign-pilot license.
The holder of that kind of foreign-pilot license does not meet ICAO standards for pilot certification.


(9) Mexico issues a type rating for each series of make and model of an aircraft. For example, they do not issue a DC-9 type rating that covers all the various series of DC-9. Mexico issues a specific rating, such as DC-915 or a Boeing 737-300. Therefore, when an examiner places a type rating on a U.S. pilot certificate based on a Mexican pilot license, he or she needs to specify the series as it appears on the Mexican license.

q. Regulatory Basis for Denying Certification. Since the terrorist attacks on the United States on September 11, 2001, the FAA is closely scrutinizing persons who are applying for a U.S. pilot certificate/rating and those who hold a U.S. pilot certificate/rating. However, the FAA has always had a regulatory basis for denying certification to foreign applicants, as per § 61.13(a)(2), which states, in part, a person “who is neither a citizen of the United States nor a resident alien of the United States—(ii) may be refused issuance of any U.S. airman certificate, rating, or authorization.” Additionally, per 49 U.S.C. § 44709(b), “the Administrator may issue an order amending, modifying, suspending, or revoking - (1) any part of a certificate issued under this chapter if - (A) the Administrator decides after conducting a reinspection, reexamination, or other investigation that safety in air commerce or air transportation and the public interest require that action.” The key language in 49 U.S.C. § 44709(b)(1)(A) is “other investigation that safety in air commerce or air transportation and the public interest require that action.”

(1) Holders of a Spanish IMC privilege are not qualified to receive a U.S. instrument rating because the Spanish IMC privilege does not meet the certification standards and qualification a U.S. instrument rating and confers no privileges for flights requiring compliance with IFR. The Spanish IMC privilege is only authorized for use within Spain. Therefore, the holder of the Spanish IMC privilege is not eligible to take the IFP knowledge test or be issued a U.S. instrument rating.

(2) Belgium issues some PPLs with the notation “Restricted.” This limitation restricts the person to Belgian airspace only. This pilot license parallels the U.S. recreational pilot certificate (i.e., the person has not met the cross-country aeronautical experience and training requirements of ICAO). Do not issue a § 61.75 private pilot certificate to a person who holds a Belgian PPL with the notation “Restricted” on it.

(3) Some foreign-pilot licenses contain a restriction that prohibits the person from operating an aircraft at night. As an example, some foreign CAAs require their citizens to hold an instrument rating and/or a night flying privilege in order to operate an aircraft at night. That person must also comply with that night operating restriction of their foreign-pilot license when exercising the privileges of their § 61.75 pilot certificate (see § 61.75(e)(3)). A point of clarification: the FAA may not remove the night flying restriction. It is permissible for a foreign
pilot who receives a U.S. pilot certificate based on his or her foreign-pilot license to accomplish the required night flying training (for the appropriate grade level of U.S. pilot certificate held) from a holder of an FAA flight instructor certificate, and to receive a solo endorsement to exercise night flying privileges on his or her U.S. pilot certificate.

(4) Some foreign CAAs (e.g., New Zealand and Australia) issue PPLs which specifically limit the pilot to a specific make and model of aircraft or specifically limit the pilot from carrying any passengers. Those persons must also comply with the make and model aircraft and passenger carrying restriction of their foreign-pilot license when exercising the privileges of a § 61.75 pilot certificate (see § 61.75(e)(3)).

(5) Some foreign CAAs have issued pilot licenses that do not identify the grade of pilot license. In those instances, do not issue a U.S. pilot certificate based on that kind of foreign-pilot license. The holder of an SIC foreign-pilot license does not meet ICAO standards for pilot certification.

(6) Some foreign CAAs have issued pilot licenses which limit the person to SIC privileges only. Do not issue a U.S. pilot certificate based on that kind of foreign-pilot license. The holder of that kind of foreign-pilot license does not meet ICAO standards for pilot certification.


(8) Mexico issues a type rating for each series of make and model of an aircraft. For example, they do not issue a DC-9 type rating that covers all the various series of DC-9. Mexico issues a specific rating, such as DC-915 or a Boeing 737-300. Therefore, when an examiner places a type rating on a U.S. pilot certificate based on a Mexican pilot license, he or she needs to specify the series as it appears on the Mexican license.

r. Regulatory Basis for Denying Certification. Since the terrorist attacks on the United States on September 11, 2001, the FAA is closely scrutinizing persons who are applying for a U.S. pilot certificate/rating and those who hold a U.S. pilot certificate/rating. However, the FAA has always had a regulatory basis for denying certification to foreign applicants, as per § 61.13(a)(2), which states, in part, a person “who is neither a citizen of the United States nor a resident alien of the United States—(ii) may be refused issuance of any U.S. airman certificate, rating, or authorization.” Additionally, per 49 U.S.C. § 44709(b), “the Administrator may issue an order amending, modifying, suspending, or revoking - (1) any part of a certificate issued under this chapter if - (A) the Administrator decides after conducting a reinspection, reexamination, or other investigation that safety in air commerce or air transportation and the public interest require that action.” The key language in 49 U.S.C. § 44709(b)(1)(A) is “other investigation that safety in air commerce or air transportation and the public interest require that action.”
(1) The applicant may submit the required information using the form developed by AFS-760 (the form may be downloaded at the Web site below; also see Figure 7-31). The applicant may download the instructions for the initial application process and the optional verification of authenticity form from AFS-760’s Web site at:
http://www.faa.gov/licenses_certificates/airmen_certification/foreign_license_verification/.

(2) The applicant may submit a legible hand or typewritten letter with the specific information shown in subparagraph (3) below (at this time, the preapplication documents cannot be sent electronically). The letter should be faxed to AFS-760 at (405) 954-9922 or mailed to: FAA, Airmen Certification Branch (AFS-760), P.O. Box 25082 Oklahoma City, OK 73125-0082.

(3) The information submitted to AFS-760 by the applicant must include the following information and documentation:

(a) The name and date of birth of the person.

(b) The certificate number and ratings on the foreign-pilot license.

(c) The address where the person wishes AFS-760 to mail the verification of authenticity letter.

(d) The country of issuance of the person’s foreign-pilot license.

(e) The location of the FAA FSDO where the person intends to apply for his or her U.S. pilot certificate. The applicants will only be able to obtain his or her U.S. pilot certificate from the FSDO he or she specifies.

(f) A statement that his or her foreign-pilot license is not under an order of suspension or revocation or make the statement on the Verification of Authenticity of Foreign, Rating, and Medical Certification form.

Note: AFS-760 requests a legible copy of the foreign-pilot license and medical license/certificate be included with all requests for verification of authenticity of the foreign-pilot license.

Duties and Responsibilities of AFS-760. AFS-760 is responsible for:

(1) Verifying the authenticity of the person’s foreign-pilot license and medical license with the foreign CAA.

(2) Ensuring the person’s foreign-pilot license and medical license has not been surrendered, suspended, revoked, or expired.

(3) Issuing the verification of authenticity letter to the designated FSDO and a copy to the applicant. (The verification of authenticity letter expires 6 calendar-months from the date on the letter.)
t. **Temporary Mailing Address.** A temporary mailing address for delivery of the pilot certificate may be indicated on a separate statement attached to the preapplication letter. However, the address required for official record purposes as shown on FAA Form 8710-1 must represent the person’s actual permanent residential street address, including apartment number, etc., when appropriate.

(1) A post office box, rural route, flight school address, personal mail box, commercial, or other mail drop can be used as the applicants preferred mailing, however, the applicant must also furnish a physical residential address, a map or written directions to the applicant’s physical address. This information must be included with the application. In special cases where the applicant resides on a boat, the name of the boat and the dock number should be included. If the applicant resides in a RV, the tag #, VIN#, and registration # should be included.

(2) A temporary mailing address for delivery of the certificate may be indicated on a separate statement attached to the application. However, the address required for official record purposes as shown on an airman application for a certificate must represent the airman’s actual permanent residential street address, including apartment number, etc., as appropriate. An alternate mail delivery service address (commercial mail box provider), flight school, airport office, etc., is not acceptable. A post office box or rural route number is not acceptable as permanent residence on an application unless there are unavoidable circumstances that require such an address. An applicant residing on a rural route, in a boat or mobile (recreational) vehicle, or in some other manner that requires the use of a post office box or rural route number for an address must attest to the circumstances by signing a statement on a separate sheet of paper. The information provided must include sufficient details to ensure identification of the geographical location of the airman’s residence. If necessary to positively identify the place of residence, the applicant may be required to provide a hand-drawn map that clearly shows the location of the residence. When the residence is a boat or other mobile vehicle, the registration number, tag number, etc., and dock or park location must be provided. When applying for the practical test for an airman certificate, a post office address may be specified for use on the certificate issued. A signed request must be submitted with the application for this purpose. The permanent residence address must be shown in the manner specified above. The examiner attaches this paper to FAA Form 8710-1.

138. **Procedures.**

a. **Applicant Arrives at the Examiner.** Determine whether the FSDO has received the verification of authenticity letter from AFS-760.

(1) If there is no verification of authenticity letter on file, advise the applicant of the preapplication process per paragraph 135 above. Do not process FAA Form 8710-1 at this time.

(2) If there is a verification of authenticity letter on file, proceed with the application process.

b. **Application Process of Person with Verification of Authenticity Letter.**

(1) Open PTRS.
(2) Verify that the authenticity letter is still valid (within 6 calendar-months of date on letter).

   (a) If the authenticity letter is still valid, review the applicant’s FAA Form 8710-1.

   (b) If the authenticity letter is no longer valid (more than 6 calendar-months from the date on the letter), advise the applicant that he or she must pre-apply again with AFS-760. Close PTRS.

c. Review the Completed FAA Form 8710-1.

   (1) Ensure it is filled out accurately and legibly in ink. (The instructions for completing FAA Form 8710-1 are attached to the application.)

   (2) In section I, Application Information, ensure that the applicant has checked “PRIVATE.” If the applicant desires instrument privileges on the U.S. pilot certificate, assure that the applicant has also checked “INSTRUMENT.”

   (3) Ensure that section II, blocks A through E have been completed. If a flight test is administered, section IIA(1) must show the aircraft used and (2a) “Total Time” in the aircraft. Section IIC must be completed if the applicant graduated from a FAA-approved school. Section IID must always be completed on applications based on a foreign license. The ratings reflected in section IID(4) must be FAA equivalent. (i.e., Airplane Single-Engine Land (ASEL), Airplane Multi-Engine Land (AMEL), Instrument Airplane (INSTA), CE-500) section IIE must be completed if the applicant applied through an Air Carrier Training Program.

   (4) Ensure the foreign-pilot license information in block D accurately reflects the information on the foreign-pilot license.

   (5) Ensure that sections IV and V have been completed. A foreign pilot applicant for a § 61.75 U.S. pilot certificate is not required to complete section III, Record of Pilot Time, on the FAA Form 8710-1 application when the basis of the application is the ratings held on the person’s foreign pilot license. If a foreign pilot applicant is applying for an additional aircraft rating that is being added to a § 61.75 U.S. pilot certificate on the basis of completion of a “U.S. TEST PASSED” (i.e., completion of the required aeronautical knowledge test and practical test, as appropriate), then it is required that the applicant complete section III, that shows at least the minimum aeronautical experience required for the pilot certification level and rating being applied for.

   (6) Have the applicant make any necessary corrections if any of the above items are not accurate or complete.

d. Verify that Applicant has Proper Documents. Verify that the applicant has the following documents with the completed FAA Form 8710-1:

   (1) The person’s foreign-pilot license. A legible English transcription of the foreign-pilot license, if the foreign-pilot license is not in English, is acceptable.
(2) The person’s permanent home of record.

(3) U.S. pilot certificate issued under § 61.75 (for re-issuance).

(4) Foreign medical endorsement/foreign medical license, as appropriate, or a part 67 medical certificate.

(5) Knowledge test results, if applicable.

(6) Verifiable and positive identification of the person (e.g., driver’s license, passport, or other acceptable means of identification with a photograph and physical description).

(7) Attach the original verification of authenticity letter issued by AFS-760.

e. **Determine ICAO Member State Status.**

(1) Note the country in section II, block D1, of FAA Form 8710-1.

(2) Compare the country listed with FAA Order 8900.1, to determine whether the country is an ICAO member state. If there is any question about a country’s status, check the listing of current ICAO member states located at: http://www.icao.int/icao/en/members.htm.

   (a) If the country is not an ICAO member state, inform the applicant that the U.S. pilot certificate cannot be issued and return all submitted documents to the applicant.

   (b) If the country is an ICAO member state, verify the applicant’s identity.

f. **Verify the Applicant’s Identity.**

(1) Establish the person’s identity with some form of government-issued photo identification (driver’s license, passport, etc.).

(2) Compare the identification with the information provided on FAA Form 8710-1.

   (a) If the person’s identity cannot be verified for lack of documentation or inadequate documentation, request that the person return with the appropriate identification.

   (b) If the person’s identity appears to be falsified, do not proceed.

(3) Review the verification of authenticity letter that was sent to the applicant by AFS-760 and compare it to the information provided by the applicant on FAA Form 8710-1. Although the instructions state that the applicant must furnish the original verification of authenticity letter when making application for a U.S. pilot certificate/rating(s), a facsimile of the verification of authenticity letter from an FAA FSDO or AFS-760 is considered an original verification of authenticity letter.

g. **Establish the Applicant’s Eligibility.**

(1) Review the applicant’s foreign-pilot license for the following:
(a) Ensure the information on the foreign-pilot license is the same as the information provided in the person’s identification and in FAA Form 8710-1, section II(D).

(b) Ensure the applicant holds the ratings he or she is applying for by comparing it to the ratings held on the foreign-pilot license.

(c) If the person is requesting an instrument rating, ensure that the applicant’s foreign-pilot license authorizes instrument privileges that are equivalent to the U.S. instrument rating. If the applicant needs to take the IFP knowledge test, refer the applicant to a computer testing center and explain that he or she will have to reapply for the instrument privileges once that test has been passed.

(d) Verify that the applicant has passed the IFP knowledge test.

(e) Review the person’s medical endorsement/certificate to determine that it is valid.

(2) If an applicant is not eligible for the U.S. pilot certificate and/or rating sought, or if a discrepancy exists in any of the items indicated above, return the FAA Form 8710-1 application and any submitted documents to the person. Inform the person why he or she is not eligible and explain how to obtain the pilot certificate and/or ratings sought.

(3) If a person is found not eligible for the U.S. pilot certificate because the person is unable to read, speak, write, or understand English, issue FAA Form 8060-5.

Note: FAA Form 8060-5 needs to be issued so the failure will be recorded and on file with AFS-760. Properly recording the failure is needed when and if the person reapplyes for the U.S. pilot certificate (e.g., at another FSDO or with FAA representatives who are located in a U.S. Embassy overseas).

(4) If the applicant is eligible for the U.S. pilot certificate, issue the pilot certificate.

(5) Issue the private pilot certificate as follows:

(a) Prepare FAA Form 8060-4 in duplicate, indicating the grade of pilot certificate in block IX.

(b) Enter the equivalent of the foreign-pilot license category, class, and type ratings (if applicable) in block XII (see § 61.5).

(c) If the person is eligible for instrument privileges, enter the appropriate instrument rating:

1. INSTRUMENT—AIRPLANE.

2. INSTRUMENT—HELICOPTER.

3. INSTRUMENT—POWERED LIFT.
(d) Under the ratings in block XII, enter “ISSUED ON THE BASIS OF AND VALID ONLY WHEN ACCOMPANIED BY [NAME OF COUNTRY] PILOT LICENSE NO. [NUMBER FROM FOREIGN PILOT LICENSE]. ALL LIMITATIONS AND RESTRICTIONS ON THE [NAME OF COUNTRY] LICENSE APPLY.”

(e) Enter the following operational limitations (when and if appropriate) in block XIII:

1. “NOT AUTHORIZED TO ACT AS A PILOT-IN-COMMAND” if the person does not read, speak, write, and understand English because of medical reasons, as permitted under § 61.75(b)(5).

2. For a U.S. § 61.75 Commercial Pilot Certificate (except for the glider or lighter-than-air ratings) that was issued before August 4, 1997, continue to enter “NOT VALID FOR THE CARRIAGE OF PERSONS OR PROPERTY FOR COMPENSATION OR HIRE OR FOR AGRICULTURAL AIRCRAFT OPERATIONS.”

3. Enter the limitation “VFR ONLY” following any type rating if the person has not passed either the IFP knowledge test or the standard instrument rating knowledge test and the standard instrument rating practical test (see § 61.65).

(f) Sign, and have the applicant sign (in ink), the original and duplicate copy of FAA Form 8060-4.

(g) Issue the duplicate copy to the applicant.

(h) Inform the applicant that a permanent certificate will be sent to the permanent address. If the applicant wants the certificate to be mailed to a different mailing address, have the applicant complete a written request containing the mailing address. Attach the request to FAA Form 8710-1.

(i) Return any submitted documents not needed for the certification package.

(6) Advise the applicant about the rules and requirements contained in part 61 and part 91 (e.g., flight review requirements, recency of experience requirements, required logbook entries). As a point emphasis, make clear to the applicant that a flight review (see § 61.56) must be administered by a holder of an FAA flight instructor certificate with the appropriate ratings before he or she may exercise the privileges of his or her U.S. pilot certificate. The proficiency checks administered by a foreign flight instructor do not count for meeting the flight review requirements of § 61.56.

(7) Complete the certification file as follows:

(a) Complete the reverse side of FAA Form 8710-1 in the area noted as the “Designated Examiner or Airman Certification Representative Report” or “Evaluator’s Record (Use for ATP Certificate and/or Type Ratings),” as appropriate.
(b) Check the boxes on the reverse side of FAA Form 8710-1 in the area noted as the “Designated Examiner or Airman Certification Representative Report” or “Evaluator’s Record (Use for ATP Certificate and/or Type Ratings),” as appropriate, and where applicable.

(c) Date and sign on the reverse side of FAA Form 8710-1 in the area noted as the “Designated Examiner or Airman Certification Representative Report” or “Evaluator’s Record (Use for ATP Certificate and/or Type Ratings),” as appropriate, and where applicable.

(d) Check the applicable boxes in the Attachments section.

(e) Complete the Airman’s ID area of FAA Form 8710-1.

(f) Attach the appropriate documents to FAA Form 8710-1, including the verification of authenticity letter.

(g) Forward the completed pilot certification file to the designated FAA FSDO or AFS-760, as appropriate.

Section 22. IACRA Process

139. General. IACRA is a Web-based program that automates the airman certification process and electronically captures and validates the information required to complete the application and temporary airman certificate. The application is accessible over the internet and integrates multiple FAA datamart data with IACRA. The IACRA process provides the following benefits to the examiner:

   a. FAA Tracking Number (FTN). Assigns FTN to all registered users.

   b. Immediate Validation Checks. Provides immediate validation checks of information entered on the application which eliminates errors and validates data.

   c. Electronic Application Sending. Speeds up the application process by sending applications electronically to the Civil Aviation Registry (AFS-700) in Oklahoma City.

   d. Digital Signature. Provides the ability to sign the application using digital signature, allowing the certification process to function in a paperless environment as mandated by the Government Paperwork Elimination Act.

   e. Continuous Access. Provides continuous access to the latest web-based version of IACRA for registered users. This eliminates the time and expense of distributing IACRA compact disks with updates.

140. Procedures.

b. **Instructor Review.** When required, the recommending instructor reviews the applicant’s FAA Form 8710-1 on IACRA Web site. The recommending instructor digitally signs application.

(1) The recommending instructor/applicant schedules an exam with the certifying officer.

**Note:** IACRA defines a certifying officer as a DPE, ASI, or AST.

(2) At appointment, the certifying officer checks the applicant’s ID to verify identity.

(3) The certifying officer logs on the IACRA Web site and selects applicant’s information. The certifying officer reviews the application.

(4) The applicant logs on the IACRA (through the certifying officer’s login) and digitally signs application.

(5) The applicant takes a practical test with the certifying officer.

(6) The certifying officer logs back onto IACRA, retrieves the application and reviews it for errors before digitally signing. A results document is generated.

(7) The signed, approved application and data are sent to AFS-700 electronically.
Figure 7-6, ICAO Level 4 English Language Proficiency Criteria

1. PRONUNCIATION. Assumes that English is not the applicant’s first language and that the applicant has a dialect or accent that is intelligible to the aeronautical community.

   a. Pronunciation, stress, rhythm, and intonation are influenced by the applicant’s first language, but only sometimes interfere with ease of understanding.

2. STRUCTURE. Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.

   a. Basic grammatical structures and sentence patterns are used creatively and are usually well controlled by the applicant. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.

3. VOCABULARY.

   a. The applicant’s vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. The applicant can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.

4. FLUENCY.

   a. The applicant produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. The applicant can make limited use of discourse markers or connectors. Fillers are not distracting.

5. COMPREHENSION.

   a. Comprehension by the applicant is mostly accurate on common, concrete, and work-related topics when the dialect, accent, or variety used is sufficiently intelligible. When the applicant is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.

6. INTERACTIONS.

   a. Responses by the applicant are usually immediate, appropriate, and informative. The applicant initiates and maintains exchanges even when dealing with an unexpected turn of events. The applicant deals adequately with apparent misunderstandings by checking, confirming, or clarifying.
Figure 7-7, Sample FAA Form 8410-1, Airman Proficiency/Qualification Check

<table>
<thead>
<tr>
<th>PILOT</th>
<th>FLIGHT ENGINEER</th>
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<table>
<thead>
<tr>
<th>ITEM</th>
<th>PILOT</th>
<th>FLIGHT ENGINEER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S - SATISFACTORY</td>
<td>U - UNSATISFACTORY</td>
<td>S - SATISFACTORY</td>
</tr>
<tr>
<td>W - WAIVER (See Accession L.F. to 12)</td>
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</tr>
<tr>
<td>1. EQUIPMENT EXAMINATION (Oral or written)</td>
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<tr>
<td>2. PREFLIGHT CHECK OF AIRCRAFT</td>
<td></td>
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<tr>
<td>3. PREFLIGHT INSPECTION</td>
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<td>4. TAKING</td>
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<tr>
<td>5. TAKING-OFFS</td>
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<tr>
<td>6. POWERPLANT CHECKS</td>
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<tr>
<td>7. NORMAL</td>
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<td>8. INSTRUMENT</td>
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<td>9. CROSSWINDS</td>
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<tr>
<td>10. WITH SIMULATED POWERPLANT FAILURE</td>
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<tr>
<td>11. JET ENGINE CHECKS</td>
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<td>12. IN-FLIGHT MANEUVERS</td>
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<td>13. TAKE-OFFS</td>
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<td>14. TAKING-OFFS</td>
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<td>15. POWERPLANT FAILURE</td>
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<tr>
<td>16. POWERPLANT Shut Down and Restart</td>
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<td>17. FUEL DUMPING PROCEDURE</td>
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<td>18. FUEL SYSTEM MANEUVERS</td>
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<td>19. TURBULENT FLIGHT CONDITIONS</td>
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<td>20. TEMPERATURE AND ATTEMPT</td>
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<td>21. SAFETY EMERGENCY CONTROL</td>
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<td>22. EMERGENCY INSTRUMENT PROCEDURES</td>
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<td>23. IN-FLIGHT MANEUVERS</td>
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<td>24. TAKING-OFFS</td>
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<td>25. TAKE-OFFS</td>
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<td>26. POWERPLANT FAILURE</td>
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<td>27. POWER PLANT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. POWERPLANT CHECKS</td>
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<td></td>
</tr>
<tr>
<td>29. NORMAL AND ABNORMAL PROCEDURES</td>
<td></td>
<td></td>
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<tr>
<td>30. EMERGENCY PROCEDURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. JUDGMENT</td>
<td></td>
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<tr>
<td>32. HOVERING MANEUVERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. RAPID DECELERATIONS (Quick stop)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. AUTOROTATIONS (Single engine, only)</td>
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<tr>
<th>CHECK AIRMAN'S PERFORMANCE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
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</table>

RESULT OF CHECK | APPROVED | CHECK AIRMAN'S PERFORMANCE | SATISFACTORY |
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<th></th>
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<tr>
<th>REGION</th>
<th>DISTRICT OFFICE</th>
<th>INSPECTOR'S SIGNATURE</th>
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<tr>
<td>GL</td>
<td>GL07</td>
<td>[Inspector's Signature]</td>
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FAA Form 8410-1 (4-67) SUPERSEDES FAA FORM 3111 WHICH IS OBSOLETE

7-200

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Figure 7-8A, Pilot Examiner Test Guide (First Page)

Pilot Examiners should use the Examiner Test Guide and the appropriate Practical Test Standard(s) to organize their plan of action. This guide is not a substitute for a plan of action. You may modify this material to meet your specific needs. Pilot Examiners should assure that they give three briefings to each applicant: Pretest, Preflight, and Postflight.

APPOTMENT

1. Applicant
   Name ____________________
   Telephone_________________
2. Instructor
   Name ____________________
   Telephone_________________
3. Practical Test
   Certificate and/or rating sought
   Retest (Yes/No) Yes - FAX copy
   Aircraft make and model _______________
   Location of test - time and date __________
4. Required Documentation
   Class of medical (if applicable) __
   Valid knowledge test results (if applicable) __
   Aircraft - certificates, logbooks, and equipment __________
   FAA Form 8710-1, Airman Certificate and/or Rating Application, completed and (if required) signed by instructor; IACRA - Applicant's FTN & Application ID No.
   Special considerations - drug convictions __
   Identification - Photo/signature I.D. __
   Flight time records and requirements __
   Required endorsements __
5. Practical Test Standards (PTSs)
   Are you familiar with the PTS__
   PTS checklist of required equipment __
6. Fee __

PRACTICAL TEST FLIGHT PLANNING
1. Cross-country to be planned (if applicable) __
2. Weight and balance computations __
3. Aircraft performance computations __
4. Flight planning facilities/FSS telephone numbers __

DPE - AM I PREPARED? __

SET THE ENVIRONMENT

1. Be on time
2. Physical testing environment
   Ensure privacy
   Eliminate possible interruptions / Have calls held, etc.
3. Psychological testing environment
   Show genuine interest in the applicant
   Be polite, courteous, receptive
   Manage your prejudices
   Keep personal or business problems to yourself

PRETEST BRIEFING
1. Put the applicant at ease (small talk, etc.)
2. Advise applicant of available comfort facilities
3. Confirm type of practical test or retest
4. Provide casual overview of the test
5. Collect/Verify the required docs specified during the aptt.
   FAA Form 8710-1, Airman Certificate and/or Rating Application __
   Pretest briefing (Cont'd)
   Medical (note limitations) __
   Knowledge test results (if appropriate) __
   Logbook or training records (Verify that the applicant meets all requirements and appropriate endorsements) __
   Aircraft documents (Verify location & scheduled availability) __
   6. Verify that required equipment (hood, etc.) is available
   7. Verify that applicant is aware of PTS requirements and tolerances
   8. Advise the applicant that:
      FAA Practical Test IAW the ____________ PTS
      Will be using a Plan of Action (Used to organize the Practical Test)
      Will be taking notes for the debrief
      Perfection is not the standard
      Oral questioning will continue throughout the test
      Three possible outcomes are:
      Temporary airman certificate
      Notice of disapproval of application
      Letter of Discontinuance
   9. Any Questions?
10. Collect Fee __
11. Announce "THE TEST HAS BEGUN!"

ORAL QUESTIONING
1. Access all levels of learning: Rote, Understanding, Application, Correlation. Correlation: Should be the objective of aviation instruction.
2. Scenario situations are one of the evaluator’s better tools for more comprehensive testing and will, to the greatest extent practicable, test the applicant’s correlative abilities. Scenarios also aid in evaluating pilot judgment, knowledge, and skill.
4. Oral questioning may continue throughout the test.

PREFLIGHT BRIEFING
1. Profile of flight test
2. Pilot in Command (14 CFR § 61.47)
3. Emergencies - actual and simulated
   Engine failure - takeoff and landing
   Other emergencies
   Feathering
4. Transfer of controls (if applicable)
5. Collision avoidance (CFI applicant required to instruct)
   Looking for reported traffic
   Clearing the area before maneuvers
6. First preflight - weight and balance - VFR/IFR option
7. Advise that oral questioning will continue - Perfection is not the standard
8. Testing with Plan of Action will continue IAW PTS
9. Will continue taking notes
10. Continue/discontinue if task is unsatisfactory
11. Answer any questions
Photo/signature I.D. (Note type on 8710-1 and return) __
Pilot Certificate (Verify against I.D. & FAA Form 8710-1 and return) __

12. Advise applicant to return aircraft documents to the aircraft
13. Begin flight evaluation
Figure 7-8B, Pilot Examiner Test Guide (Second Page)

FLIGHT TEST
1. Be sure to take plan of action with you to the aircraft
2. Conduct flight test according to the Practical Test Standards
3. No instruction
4. No second chance when maneuver is unsatisfactory
5. Continue testing if maneuver is incomplete or you need more information to make a decision
6. Unsatisfactory performance
Exceeding aircraft limitations
Examiner intervention
Inappropriate emergency procedures
Outcome of the maneuver being seriously in doubt
Poor judgment
Not within approved standards
Failure to apply aeronautical knowledge
Not being the master of the aircraft
Consistently exceeding tolerances stated in the objective
Failure to take prompt corrective action when tolerances are exceeded
7. Use realistic distractions during the flight test
8. Did the applicant meet the objective of the task?
9. Did the applicant complete the procedure described?
10. Did the applicant perform the maneuver within the tolerances?
11. Did the applicant meet all safety considerations?
If you can answer YES to each of these questions without reservation, the applicant has satisfactorily completed the task.

EMPHASIS AREAS: As a result of studies into the cause factors of incidents, accidents, and violations, it is imperative that pilot examiners give special consideration and exercise their most conservative judgment in evaluating the applicant's knowledge of the following areas:
1. Preflight
   Aircraft manuals and documentation
   Pilot and medical certificates
   Weather
   Airport area and surroundings
2. Preflight inspections
   Landing gear
   Engine(s)
   Adequacy of fuel supply & ATC communications and airspace considerations
3. Clearances
   Instructions
   Operations to/from/within/near Class A, B, C, D, and E airspace
4. Proper use of the flight controls/brakes on the ground
5. Landing flare
6. Avoidance of objects in the air and on the ground
7. Maintenance of adequate flying speed
9. Observance of minimum safe altitudes—congested and non congested areas
10. Use of stabilized approach/flight path procedures
11. Forced landings

POST - FLIGHT
1. General
   Reaffirm outcome
   Allow applicant some time to self
   Prepare temporary airmen cert/dischapproval notice/letter of discontinuance
   Offer to sign applicant's logbook
2. Temporary Airman Certificate
   Establish a positive atmosphere
   Highlight above average performance
   Debrief using the plan of action
   Have applicant review and sign temporary airman certificate
   Examiner signs and issues temporary airman certificate
   Advise of duration - 120 days
   Ensure applicant has proper documents
   Verify that you have the proper documents
   Brief flight instructor of applicant's performance
3. Disapproval Notice
   Establish a positive atmosphere
   Highlight above average performance as well as deficient tasks
   Debrief using the plan of action
   Use PTS to explain reasons for disapproval
   Do not criticize the flight instructor
   Be alert for Denial, Anger, Bargaining, or Depression
   Issue disapproval notice
   Advise re-test credit for satisfactorily completed items is 60 days
   Ensure applicant has proper documents
   Verify that you have the proper documents
   Brief flight instructor of applicant's performance

Examiner Test Guide (2001)
Figure 7-8C, Sport Pilot Examiner Test Guide (First Page)

DPE - AM I PREPARED? _____________________________

SET THE ENVIRONMENT
1. Be on time
2. Physical testing environment
   a. Ensure privacy
   b. Eliminate possible interruptions
   c. Have calls held, etc.
3. Psychological testing environment
   a. Show genuine interest in the applicant
   b. Be polite, courteous, receptive
   c. Manage your prejudices
   d. Keep personal or business problems to yourself

PRETEST BRIEFING
1. Put the applicant at ease (small talk, etc.)
2. Advise applicant of available comfort facilities
3. Confirm type of practical test or retest
4. Provide casual overview of the test
5. Collect/Verify the required documents specified during the appointment:
   a. FAA Form 8710-11, Airman Certificate and/or Rating Application – Sport Pilot _____________________________
   b. Photo/signature I.D. (Note type on FAA Form 8710-11 and return) _____________________________
   c. Pilot Certificate (verify against I.D. and FAA Form 8710-11 and return) _____________________________
   d. Airman Medical Certificate or Valid U.S. Driver’s License (note limitations) _____________________________
   e. Knowledge test results (if appropriate) _____________________________
   f. Logbook or training records (verify that the applicant meets all requirements and appropriate endorsements) _____________________________
   g. Aircraft documents (verify location and scheduled availability)
6. Verify that required equipment is available
7. Verify that applicant is aware of PTS requirements and tolerances
8. Advise the applicant that:
   a. FAA Practical Test IAW the Sport Pilot PTS
   b. Will be using a Plan of Action (used to organize the Practical Test)
   c. Will be taking notes for the debrief
   d. Perfection is not the standard
Figure 7-8D, Sport Pilot Examiner Test Guide (Second Page)

e. Oral questioning will continue throughout the test
f. Three possible outcomes are:
   (1) Temporary airman certificate
   (2) Notice of disapproval of application
   (3) Letter of Discontinuance

9. Any Questions?
10. Collect Fee __________________________
11. Announce “The test has begun!”

ORAL QUESTIONING

1. Access all levels of learning: Rote, Understanding, Application, and Correlation. Correlation should be the objective of aviation instruction.

2. Scenario situations are one of the evaluator’s better tools for more comprehensive testing and will, to the greatest extent practicable, test the applicant’s correlative abilities. Scenarios also aid in evaluating the pilot’s aeronautical decision making, knowledge, and skill.


4. Did the applicant meet the OBJECTIVE of the TASK?
   P Did the applicant complete the procedure described?
   T Did the applicant perform the maneuver within the tolerances?
   S Did the applicant meet all safety considerations?

If you can answer YES to each of these questions without reservation, the applicant has satisfactorily completed the Task.

5. Oral questioning may continue throughout the test.

PREFLIGHT BRIEFING

1. Profile of flight test
2. Pilot-in-Command, 14 CFR part 61 section 61.47
3. Emergencies - actual and simulated
   a. Engine failure - takeoff and landing.
   b. Other emergencies
4. Transfer of controls (if applicable)
5. Collision avoidance (CFI applicant required to instruct)
   a. Looking for reported traffic
   b. Clearing the area before maneuvers
6. First preflight – weight-and-balance - VFR option

7-205
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Figure 7-8E, Sport Pilot Examiner Test Guide (Third Page)

7. Advise that oral questioning will continue - Perfection is not the standard
8. Testing with Plan of Action will continue LAW PTS
9. Will continue taking notes
10. Continue/discontinue if task is unsatisfactory
11. Answer any questions
12. Advise applicant to return aircraft documents to the aircraft
13. Begin flight evaluation

FLIGHT TEST
1. Be sure to take plan of action with you to the aircraft
2. Conduct flight test according to the PTS
3. No instruction
4. No second chance when maneuver is unsatisfactory
5. Continue testing if maneuver is incomplete or you need more information to make a decision
6. Unsatisfactory performance:
   a. Exceeding aircraft limitations
   b. Examiner intervention
   c. Inappropriate emergency procedures
   d. Outcome of the maneuver being seriously in doubt
   e. Poor aeronautical decision making skills
   f. Not within practical test standards (PTS)
   g. Failure to apply aeronautical knowledge
   h. Not being the master of the aircraft
   i. Consistently exceeding tolerances
   j. Failure to take prompt corrective action when tolerances are exceeded
7. Use realistic distractions during the flight test

EMPHASIS AREAS
As a result of studies into the cause factors of incidents, accidents, and violations, it is imperative that a pilot examiner give special consideration and exercise his or her most conservative aeronautical decision making skills in evaluating the applicant’s knowledge of the following areas:
1. Preflight
   a. Aircraft manuals and documentation
   b. Pilot and airman medical certificates or valid U.S. driver’s license
   c. Weather
   d. Airport area and surroundings
Figure 7-8F, Sport Pilot Examiner Test Guide (Fourth Page)

2. Preflight inspections
   a. Landing gear
   b. Engine(s)
   c. Adequacy of fuel supply on board the aircraft,
   d. ATC communications and airspace considerations, if required
3. Proper use of the flight controls/brakes on the ground
4. Landing flare
5. Avoidance of objects in the air and on the ground
6. Maintenance of adequate flying speed
7. Operations to/from/on suitable terrain for takeoff/approach/landing configurations and procedures
8. Observance of minimum safe altitudes - congested and noncongested areas
9. Use of stabilized approach/flight path procedures
10. Forced landings

POSTFLIGHT

1. General
   a. Reaffirm outcome
   b. Allow applicant some time to self
   c. Prepare temporary airman certificate/disapproval notice/letter of discontinuance
   d. Offer to sign applicant’s logbook
2. Temporary Airman Certificate
   a. Establish a positive atmosphere
   b. Highlight above average performance
   c. Debrief using the plan of action
   d. Have applicant review and sign temporary airman certificate
   e. Examiner signs and issues temporary airman certificate
   f. Advise of duration - 120 days
   g. Ensure applicant has proper documents
   h. Verify that you have the proper documents
   i. Brief flight instructor of applicant’s performance
3. Disapproval Notice
   a. Establish a positive atmosphere
b. Highlight above average performance as well as deficient tasks  
c. Debrief using the plan of action  
d. Use PTS to explain reasons for disapproval  
e. Do not criticize the flight instructor  
f. Be alert for Denial, Anger, Bargaining, or Depression.  
g. Issue disapproval notice  
h. Advise retest credit for satisfactorily completed items is 60 days  
i. Ensure applicant has proper documents  
j. Verify that you have the proper documents  
k. Brief flight instructor of applicant’s performance
Figure 7-9A, Sample Letter of Discontinuance (Pilot)

[applicant’s name and address]

Dear XXXXXXXXXX:

On this date, [enter date], you successfully completed a portion of the practical test indicated below:

Certificate/Rating: Recreational Pilot Private Pilot Commercial Pilot Airline Transport Pilot

Additional Aircraft Category/Class Rating: ASEL ASES AMEL AMES Glider Rotorcraft-Helicopter Rotorcraft-Gyroplane LTA-Free Balloon LTA-Airship

Instrument Rating: Airplane Helicopter

Type Rating: Aircraft Type: [enter type]

Flight Instructor: Initial/Renewal/Reinstatement/Additional Instructor Rating [enter rating]

Aircraft Used: Registration #: Make/Model:

The practical test was discontinued because of: [indicate reason]

If application is made by [enter date 60 days from date of test], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

[list areas of operation satisfactorily completed]

AFTER [expiration date], YOU MUST REPEAT THE ENTIRE TEST.

NOTE: This letter does not extend the expiration date(s) for your knowledge test results, your graduation certificate, airman medical certificate, or the required instructor endorsements.

Sincerely,

[examiner's signature] Designation Number: XXXXXXXXXX
Figure 7-9B, Sample Letter of Discontinuance (Sport Pilot)

[applicant’s name and address]

Dear ____________:

On this date, [enter date], you successfully completed a portion of the practical test indicated below:

Certificate/Rating: Sport Pilot

Additional Aircraft Category Privilege: ASEL WSCL PPL Glider Rotorcraft-Gyroplane LTA-Free Balloon LTA-Airship

Flight Instructor: [Initial/Renewal/Reinstatement]

Aircraft Used: Registration #: Make/Model:

The practical test was discontinued because of [indicate reason]

If application is made by [enter date 60 days from date of test], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

[list areas of operation satisfactorily completed]

AFTER [expiration date], YOU MUST REPEAT THE ENTIRE TEST.

NOTE: This letter does not extend the expiration date(s) for your knowledge test results, your graduation certificate, airmen medical certificate, or the required instructor endorsements.

Sincerely,

[examiner’s signature]  Designation Number _______________
Figure 7-10, Sample Computer Test Report (Pilot)

Federal Aviation Administration

Airman Computer Test Report
EXAM TITLE: Private Pilot Airplane (PAR)
NAME: David John Jones
ID NUMBER: 123456789 TAKE: 1
DATE: 08/14/2005 SCORE: 82 GRADE: Pass

Subject areas in which questions were answered incorrectly
A20 B01 B03 H01 H04 121 122 J03 J05 K52 M92

EXPIRATION DATE: 08/31/2007
DO NOT LOSE THIS REPORT

Authorized Instructor’s statement. (If Applicable)
I have given Mr./Ms. ______________________ additional instruction in
each subject area shown to be deficient and consider the applicant
competent to pass the test.
Last ______ Initial ______ Cert. No. ___________ Type _______
(Print Clearly)
Signature ________________________________
CTD’s
Embossed
Seal
Figure 7-10A, Sample of Computer Test Report (Sport Pilot)

U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration

Computer Airman Knowledge Test Report

NAME: Doe, James David  APPLICANT ID: 123456789
EXAM: Sports Pilot (SPG)  EXAM ID: 50122020004612312
EXAM DATE: 03/04/2004  EXAM SITE: LAS12345

SCORE: 92%  GRADE: Pass  TAKE: 1

Below are subject matter knowledge codes in which questions were answered incorrectly. For code descriptions, see the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: http://afs600.faa.gov. A single code may represent more than one incorrect response.

A65, B09

EXPIRATION DATE: 3/31/2006

SAMPLE

Authorized instructor’s statement. (If Applicable)
I have given Mr./Ms. __________________ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test.

Last __________ Initial __________ Cert. No. __________ Type __________

(Print Clearly)

Signature __________________________

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.

ISSUED BY: ADMINISTRATOR
FEDERAL AVIATION ADMINISTRATION
Figure 7-11, Letter from Part 141 School with Knowledge Test Examining Authority

(SCHOOL LOGO)

Federal Aviation Air Agency Certificate Number: XXXX

This certifies that:

[Name]

[Address]

Has satisfactorily completed each required stage and the test for those stages in the program of study as prescribed in Title 14 of the Code of Federal Regulations (14 CFR) part 141, subpart D, Examining Authority. The applicant is issued this document as evidence of meeting the Federal Aviation Administration knowledge test requirements for pilot certification.

(If Applicable)

NOTE: Knowledge testing and grading for instructor certificates and ATP ratings was conducted in accordance with exemption number XXXX to 14 CFR § 141.65, dated XXXX.

FINAL EXAMINATION RESULTS:

Test: XXXXX

Date of Test: XXXXX

Expiration Date: XXXX

Take Number: XXXX

Grade: XXXX

Subject Areas Failed: XXXXXXX

XXXXXX

XXXXXX

[Signature]

[Printed Name],

Chief Instructor
Figure 7-12, FAA Form 8710-1, Airman Certificate and/or Rating Application (Front)

**Airman Certificate and/or Rating Application**

<table>
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<tr>
<th>Application Information</th>
<th>Student</th>
<th>Recreational</th>
<th>Private</th>
<th>Commercial</th>
<th>Airline Transport</th>
<th>Other</th>
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<td>Flight Instructor</td>
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<td>Renewal</td>
<td>Additional Instruction Rating</td>
<td>Ground Instructor</td>
<td>Other</td>
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<tr>
<td>Medical/Physical Test</td>
<td>Initial</td>
<td>Renewal</td>
<td>Additional Instruction Rating</td>
<td>Ground Instructor</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Medical/Physical Test</td>
<td>Initial</td>
<td>Renewal</td>
<td>Additional Instruction Rating</td>
<td>Ground Instructor</td>
<td>Other</td>
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</tr>
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</table>

**Name:** GRAY, MARK ALAN
**Address:** 111 INDEPENDENCE AVE
**City, State, Zip Code:** WASHINGTON, DC 20591

<table>
<thead>
<tr>
<th>A. SSN (USA Only)</th>
<th>B. Date of Birth</th>
<th>C. Date of Issue</th>
<th>D. Place of Birth</th>
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<td>123456789</td>
<td>12-01-2005</td>
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<table>
<thead>
<tr>
<th>E. Address</th>
<th>F. Citizenship</th>
<th>G. Do you speak, write, &amp; understand the English Language?</th>
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<tbody>
<tr>
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<td>USA</td>
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<th>H. Height</th>
<th>I. Weight</th>
<th>J. BIF</th>
<th>K. Eyes</th>
<th>L. Sex</th>
<th>M. Does the holder hold a medical certificate?</th>
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<td>BLUE</td>
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<th>N. Grade Pilot Certificate</th>
<th>O. Certificate Number</th>
<th>P. Date Issued</th>
<th>Q. Date of Birth</th>
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<table>
<thead>
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<th>R. Do you hold or have you ever held an FAA Pilot Certificate?</th>
<th>S. Date Issued</th>
<th>T. Name of Examiners</th>
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<td>Yes/No</td>
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<td>DR. JON MEDICAL</td>
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<table>
<thead>
<tr>
<th>U. Have you ever been convicted of violation of any Federal or State statute relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?</th>
</tr>
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<tbody>
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<td>Yes/No</td>
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<table>
<thead>
<tr>
<th>V. Date of Final Conviction</th>
</tr>
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<tbody>
<tr>
<td>12-01-2005</td>
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</table>

<table>
<thead>
<tr>
<th>W. Have you ever been convicted of violation of any Federal or State statute relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes/No</td>
</tr>
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<table>
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<tr>
<th>X. Certificate or Rating Applied For on Basis of:</th>
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<td>Service</td>
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<tr>
<td>Cessna 152</td>
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<td>3.50 Total time in airplanes / 5. Flight 100</td>
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<td>3b. Pilot in command</td>
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<td>20 hours</td>
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<table>
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<th>Y. Military Experience (if any):</th>
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<td>4. Followed 10 hours PIC in last 12 months in the following Military Aircraft:</td>
</tr>
<tr>
<td>4b. US Military PIC &amp; Instrument check in last 12 months (List Aircraft)</td>
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<table>
<thead>
<tr>
<th>Z. Record of Pilot Time (Do not write in the shaded area)</th>
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<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Airplane</td>
</tr>
<tr>
<td>Other</td>
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</table>

<table>
<thead>
<tr>
<th>AA. Have you attended a test for this certificate or rating?</th>
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</thead>
<tbody>
<tr>
<td>Yes/No</td>
</tr>
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</table>

**Signature of Applicant:**

Mark Alan Gray

**Date:** 12-30-2005

---

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### Figure 7-12A, FAA Form 8710-1, Airman Certificate and/or Rating Application (Back)

#### Instructor’s Recommendation

<table>
<thead>
<tr>
<th>Date</th>
<th>Instructor’s Signature</th>
<th>(Print Name &amp; Sign)</th>
<th>Certificate No.</th>
<th>Certificate Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-30-2005</td>
<td>DON CHAMBERLAIN</td>
<td>Don Chamberlain</td>
<td>55555CFI</td>
<td>12-31-2006</td>
</tr>
</tbody>
</table>

The applicant has successfully completed our ___________________________ course, and is recommended for certificate or rating without further ___________________________ test.

#### Date

<table>
<thead>
<tr>
<th>Agency Name and Number</th>
<th>Official Signature</th>
</tr>
</thead>
</table>

#### Air Agency’s Recommendation

<table>
<thead>
<tr>
<th>Student Pilot Certificate Issued (Copy attached)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have personally reviewed this applicant’s pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought.</td>
</tr>
<tr>
<td>I have personally reviewed this applicant’s graduation certificate, and found it to be appropriate and in order, and have returned the certificate.</td>
</tr>
<tr>
<td>I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.</td>
</tr>
<tr>
<td>Approved – Temporary Certificate Issued (Original Attached)</td>
</tr>
<tr>
<td>Disapproved – Disapproval Notice Issued (Original Attached)</td>
</tr>
</tbody>
</table>

#### Designated Examiner or Airman Certification Representative Report

<table>
<thead>
<tr>
<th>Location of Test (Facility, City, State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEROCLUB EASTON, MD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate or Rating for Which Tested</th>
<th>Type(s) of Aircraft Used</th>
<th>Registration No.(x)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVATE PILOT – ASEL</td>
<td>CESSNA 152</td>
<td>N16166</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Examiner’s Signature</th>
<th>(Print Name &amp; Sign)</th>
<th>Certificate No.</th>
<th>Designation No.</th>
<th>Designation Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-31-2005</td>
<td>J DON EXAMINER</td>
<td>J Don Examiner</td>
<td>121212</td>
<td>EA07-12</td>
<td>01-31-2006</td>
</tr>
</tbody>
</table>

#### Evaluator’s Record (Use For ATP Certificate and/or Type Rating)

<table>
<thead>
<tr>
<th>Inspector</th>
<th>Examiner</th>
<th>Signature and Certificate Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Aviation Safety Inspector or Technician Report

<table>
<thead>
<tr>
<th>Location of Test (Facility, City, State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEROCLUB EASTON, MD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate or Rating for Which Tested</th>
<th>Type(s) of Aircraft Used</th>
<th>Registration No.(x)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspector’s Signature</th>
<th>(Print Name &amp; Sign)</th>
<th>Certificate No.</th>
<th>FAA District Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-20-2006</td>
<td>JOHN HIGHTOWER</td>
<td>John Hightower</td>
<td>1111111</td>
<td>EAO7</td>
</tr>
</tbody>
</table>

### Attachments:

- Airmen’s Identification (ID)
- Student Pilot Certificate (Copy)
- Knowledge Test Report
- Temporary Airmen Certificate
- Notice of Disapproval
- Superseded Airmen Certificate

7-215
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Figure 7-13, Sample of FAA Form 8710-11, Airman Certificate and/or Rating Application—Sport Pilot (Front Side)

### Airman Certificate and/or Rating Application - Sport Pilot

<table>
<thead>
<tr>
<th>U.S. Department of Transportation</th>
<th>Federal Aviation Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Information</td>
<td></td>
</tr>
<tr>
<td>☐ Student</td>
<td>☐ Sport</td>
</tr>
<tr>
<td>☐ Airplane</td>
<td>☐ Gyroplane</td>
</tr>
<tr>
<td>☐ Private</td>
<td>☐ Proficiency Check</td>
</tr>
<tr>
<td>☐ Balloon</td>
<td>☐ Additional Rating</td>
</tr>
<tr>
<td>Flight Instructor</td>
<td>☐ Initial</td>
</tr>
<tr>
<td>Reexamination</td>
<td>Renewal</td>
</tr>
<tr>
<td>Reissue of certificate</td>
<td></td>
</tr>
</tbody>
</table>

| A. Name (Last, First Middle)    | B. SSN (US only):             |
|                                 | C. Date of Birth              |
|                                 | D. Place of Birth             |

| E. Address                      | F. Citizenship (Citizenship)  |
|                                 | Specify                       |
|                                 | ☐ Yes                          |
|                                 | ☐ No                           |

| G. Do you read, speak, write, & understand the English language? | ☐ Yes | ☐ No |

<table>
<thead>
<tr>
<th>H. Height</th>
<th>J. Hair</th>
<th>K. Eyes</th>
<th>L. Sex</th>
<th>M. Do you now hold, or have you ever held an FAA Pilot Certificate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>ft.</td>
<td></td>
<td>Male</td>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N. Grade Pilot Certificate</th>
<th>O. Certificate Number</th>
<th>P. Date Issued</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Q. Do you hold a Medical Certificate?</th>
<th>R. Class of Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S. Date Issued</th>
<th>T. Name of Examiner</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>U. Do you hold a US Driver’s License?</th>
<th>V. License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>W. State of Issuance</th>
<th>X. Date Issued</th>
<th>Y. Expiration Date</th>
</tr>
</thead>
</table>

| 2a. Have you ever been convicted for violation of any Federal or State statute relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? | Yes | No |

<table>
<thead>
<tr>
<th>2b. Date of Final Conviction</th>
</tr>
</thead>
</table>

### Certificate, Privilege or Rating Applied For on Basis of:

<table>
<thead>
<tr>
<th>A. Completion of Required Test</th>
<th>1. Aircraft to be used (if flight test required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2a. Total Time in this aircraft SIM/FTD</th>
<th>2b. Pilot in Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SIM</td>
<td>☐ FTD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Graduate of Approved Flight School</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1a. Certification Number</th>
<th>1b. Date of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1b. Name and Location of Training Agency or Training Center</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1. Country</th>
<th>2. Grade of License</th>
<th>3. Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. Curriculum From Which Graduated</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. Ratings</th>
</tr>
</thead>
</table>

### Record of Pilot Time (Do not write in the shaded areas)

<table>
<thead>
<tr>
<th>Total Instruction Received</th>
<th>Solo</th>
<th>Pilot in Command (PIC)</th>
<th>Cross Country Instruction Received</th>
<th>Cross Country Solo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airplanes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotorcraft (Gyroplane Only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gliders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighter Than Air</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight Shift Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powered Parachute</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| II. Have you failed a test for this certificate, privilege or rating? | ☐ Yes | ☐ No |

V. Applicant’s Certification - I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they shall be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant: __________________________
Date: ____________________

FAA Form 8710-11 (02-04)

7-216

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Figure 7-13A, Sample of FAA Form 8710-11, Airman Certificate and/or Rating Application—Sport Pilot (Reverse Side)

<table>
<thead>
<tr>
<th>Instructor’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Instructor’s Signature (Print Name &amp; Sign)</td>
</tr>
<tr>
<td>Certificate No.</td>
</tr>
<tr>
<td>Certificate Expires</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Air Agency’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Agency Name and Number</td>
</tr>
<tr>
<td>Official’s Signature</td>
</tr>
<tr>
<td>Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated Examiner or Airman Certification Representative Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Pilot Certificate Issued (Copy attached)</td>
</tr>
<tr>
<td>I have personally reviewed this applicant’s pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR part 61 for the pilot certificate, privilege or rating sought.</td>
</tr>
<tr>
<td>I have personally reviewed this applicant’s graduation certificate and found it to be appropriate and in order, and have returned the certificate.</td>
</tr>
<tr>
<td>I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.</td>
</tr>
<tr>
<td>Approved - Temporary Certificate Issued (Original Attached)</td>
</tr>
<tr>
<td>Disapproved - Disapproval Notice Issued (Original Attached)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Test (Facility, City, State)</th>
<th>Duration of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ground</td>
</tr>
<tr>
<td>Certificate or Rating for Which Tested</td>
<td>Type(s) of Aircraft Used</td>
</tr>
<tr>
<td></td>
<td>1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proficiency Check - Instructors Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have personally reviewed the applicant’s pilot logbook and/or training record and certify the individual meets the pertinent requirements of 14 CFR part 61 (Subparts K (61.149) or J (61.321)) for the proficiency check sought.</td>
</tr>
<tr>
<td>I have personally tested this applicant in accordance with the pertinent procedures and standards of 14 CFR part 61 (Subparts K or J), and find the applicant proficient in ________ .</td>
</tr>
<tr>
<td>Proficiency Check:</td>
</tr>
<tr>
<td>Satisfactory</td>
</tr>
<tr>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aviation Safety Inspector or Technician Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.</td>
</tr>
<tr>
<td>Approved - Temporary Certificate Issued (Original Attached)</td>
</tr>
<tr>
<td>Disapproved - Disapproval Notice Issued (Original Attached)</td>
</tr>
<tr>
<td>Proficiency Check:</td>
</tr>
<tr>
<td>Satisfactory</td>
</tr>
<tr>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Test (Facility, City, State)</th>
<th>Duration of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ground</td>
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<tr>
<td>Certificate or Rating for Which Tested</td>
<td>Type(s) of Aircraft Used</td>
</tr>
<tr>
<td></td>
<td>1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training Course (IRC) Name</th>
<th>Graduation Certificate No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certificate No.</td>
<td>FAA District Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Pilot Certificate (copy)</td>
</tr>
<tr>
<td>Knowledge Test Report</td>
</tr>
<tr>
<td>Temporary Airman Certificate</td>
</tr>
<tr>
<td>Notice of Disapproval</td>
</tr>
<tr>
<td>Superseded Airman Certificate</td>
</tr>
</tbody>
</table>

| FAA Form 8710-11 (02/04) |

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Check with FSIMS to verify current version before using
# Figure 7-14, Sample FAA Form 8060-4, Temporary Airman Certificate (Pilot)

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
<th>III. CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>II. TEMPORARY AIRMAN CERTIFICATE</td>
<td></td>
</tr>
</tbody>
</table>

**THIS CERTIFICATE**

<table>
<thead>
<tr>
<th>IV.</th>
<th>VI.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IX. *has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of*

**RATING AND LIMITATIONS**

<table>
<thead>
<tr>
<th>XII.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

XII.

<table>
<thead>
<tr>
<th>XIII.</th>
<th>AN ORIGINAL ISSUANCE</th>
<th>A REISSUANCE OF THIS</th>
<th>DATE OF SUPERSEDED AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BY DIRECTION OF THE ADMINISTRATOR**

<table>
<thead>
<tr>
<th>X. DATE OF ISSUANCE</th>
<th>X. SIGNATURE OF EXAMINER OR INSPECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXAMINER’S DESIGNATION NO. OR INSPECTOR’S REG. NO.</th>
<th>DATE DESIGNATION EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**XIV. CONDITIONS OF ISSUANCE**

This is an interim certificate issued subjects to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void—

1. Upon the receipt of a certificate of greater duration to replace it;

2. Upon a finding by the FAA that an error has been made in its issuance;

3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;

4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and

5. In any case, at the expiration of 120 days from date of issuance.
Figure 7-14A, Sample FAA Form 8060-4, Temporary Airman Certificate (Sport Pilot)

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
<th>III. CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. TEMPORARY AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIS CERTIFICATE IS ISSUED TO</td>
</tr>
<tr>
<td>JOHN ROBERT RIFFEY</td>
</tr>
<tr>
<td>25555 NW 56TH</td>
</tr>
<tr>
<td>OKLAHOMA CITY, OK 55555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/1962</td>
<td>72 IN.</td>
<td>180</td>
<td>BLOND</td>
<td>BLUE</td>
<td>M</td>
<td>USA</td>
</tr>
</tbody>
</table>

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of SPORT PILOT.

XII.

XIII.

HOLDER DOES NOT MEET ICAO REQUIREMENTS

X. DATE OF ISSUANCE | X. SIGNATURE OF EXAMINER OR INSPECTOR |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>03/03/2004</td>
<td>John Henry Jones</td>
</tr>
</tbody>
</table>

BY DIRECTION OF THE ADMINISTRATOR

EXAMINER’S DESIGNATION NO. OR INSPECTOR’S REG. NO.: SO-05-4621

DATE DESIGNATION EXPIRES: 03/31/2005

7-219
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Figure 7-15, Center Thrust Limitation

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
<th>III. CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

II. TEMPORARY AIRMAN CERTIFICATE

- **IV. DAVID JAMES JONES**
  - 2233 HIGH STREET
  - SAN LUIS OBISPO, CA 93449

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-16-1965</td>
<td>69</td>
<td>145</td>
<td>BLACK</td>
<td>BROWN</td>
<td>M</td>
<td>USA</td>
</tr>
</tbody>
</table>

V. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT

<table>
<thead>
<tr>
<th>XII. AIRPLANE SINGLE AND MULTIENGINE LAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRPLANE SINGLE ENGINE SEA</td>
</tr>
<tr>
<td>AIRPLANE MULTIENGINE – LIMITED TO CENTER THRUST</td>
</tr>
</tbody>
</table>

VI. This certificate that

<table>
<thead>
<tr>
<th>AN ORIGINAL ISSUANCE</th>
<th>A REISSUANCE OF THIS GRADE OF CERTIFICATE</th>
<th>DATE OF SUPERSEDED AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>07-17-2004</td>
</tr>
</tbody>
</table>

VII. By direction of the Administrator

<table>
<thead>
<tr>
<th>X. DATE OF ISSUANCE</th>
<th>X. SIGNATURE OF EXAMINER OR INSPECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-15-2005</td>
<td>Scott Smith</td>
</tr>
<tr>
<td></td>
<td>SCOTT SMITH</td>
</tr>
</tbody>
</table>

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
### Figure 7-16, Sample FAA Form 8060-5, Notice of Disapproval of Application (Pilot)

**NOTICE OF DISAPPROVAL OF APPLICATION**

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF APPLICANT</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAROLD JAMES DOE</td>
<td>CERTIFICATE OR RATING SOUGHT</td>
</tr>
<tr>
<td>4545 COLT PLACE SOUTH</td>
<td>PRIVATE PILOT ASEL</td>
</tr>
<tr>
<td>SAN FRANCISCO, CA 91754</td>
<td></td>
</tr>
</tbody>
</table>

On the date shown, you failed the examination indicated below:

- **FLIGHT**
- **ORAL**
- **X PRACTICAL**

<table>
<thead>
<tr>
<th>AIRCRAFT USED (Make and Model)</th>
<th>FLT. TIME RECORDED IN LOGBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>CESSNA 172</td>
<td>PILOT-IN-COMM. OR SOLO  INSTRUMENT DUAL</td>
</tr>
<tr>
<td></td>
<td>30 5 27</td>
</tr>
</tbody>
</table>

**UPON REAPPLICATION YOU WILL BE REEXAMINED IN THE FOLLOWING:**

- VII FLIGHT AT CRITICALLY SLOW AIRSPEEDS
  - TASK A, FULL STALLS-POWER OFF
  - TASK B, FULL STALLS-POWER ON
  - FIRST FAILURE

I have personally tested this applicant and deem his or her performance unsatisfactory for the issuance of the certificate or rating sought.

<table>
<thead>
<tr>
<th>DATE OF EXAMINATION</th>
<th>SIGNATURE OF EXAMINER OR INSPECTOR</th>
<th>DESIGNATION OR OFFICE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-14-2005</td>
<td>John L. Hightower</td>
<td>WP02</td>
</tr>
<tr>
<td></td>
<td>JOHN L. HIGHTOWER</td>
<td></td>
</tr>
</tbody>
</table>

FAA Form 8060-5 (4-82)
Figure 7-16A, Sample FAA Form 8060-5, Notice of Disapproval of Application (Sport Pilot)

<table>
<thead>
<tr>
<th>UNITED STATES OF AMERICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTICE OF DISAPPROVAL OF APPLICATION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF APPLICANT</th>
<th>CERTIFICATE OR RATING SOUGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAYVOR EUGENE COZEE</td>
<td>WSCL</td>
</tr>
<tr>
<td>5412 WILLS COURT</td>
<td></td>
</tr>
<tr>
<td>OKLAHOMA CITY, OK 55555</td>
<td>SAMPLE</td>
</tr>
</tbody>
</table>

On the date shown, you failed the examination indicated below:

**FLIGHT**  **ORAL**  **X PRACTICAL**

<table>
<thead>
<tr>
<th>AIRCRAFT USED (Make and Model)</th>
<th>FLT. TIME RECORDED IN LOGBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR CREATION GTE582S</td>
<td>PILOT-IN-COMM. OR SOLO  INSTRUMENT DUAL</td>
</tr>
<tr>
<td></td>
<td>25  0  20</td>
</tr>
</tbody>
</table>

Upon reapplication you will be reexamined in the following:

VII. AREAS OF OPERATION IV, V, VI, VII, VIII
APPLICANT LOST 200 FT WHILE PERFORMING STEEP TURNS
(FIRST FAILURE)

I have personally tested this applicant and deem his or her performance unsatisfactory for the issuance of the certificate or rating sought.

<table>
<thead>
<tr>
<th>DATE OF EXAMINATION</th>
<th>SIGNATURE OF EXAMINER OR INSPECTOR</th>
<th>DESIGNATION OR OFFICE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-10-2004</td>
<td>Ronald Y. Trottz</td>
<td>EA-05-8764</td>
</tr>
<tr>
<td></td>
<td>RONALD Y. TROTTZ</td>
<td></td>
</tr>
</tbody>
</table>

FAA Form 8060-5 (4-82)

7-222

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 7-17, Sample Application for a Part 141 Stage Check

Airman Certificate and/or Rating Application

1. Application Information
   - **Student**
   - **Private**
   - **Commercial**
   - **Airline Transport**
   - **Instrument**
   - **Flight Instructor**
   - **Reexamining**
   - **Additional Instructor Rating**
   - **Airline**
   - **Medical Flight Test**

2. Date of Birth (MM/DD/YY)
   - **8/16/10**

3. Sex
   - **Male**
   - **Female**

4. Other Certification
   - **141 stage check**

5. Name (Last, First, Middle)
   - **GRAY, MARK ALAN**

6. Address
   - **111 INDEPENDENCE AVE**
   - **WASHINGTON, DC 20591**

7. Height
   - **’73**

8. Weight
   - **211**

9. Hair
   - **GRAY**

10. Eyes
    - **BLUE**

11. Date of Issuance
    - **12-01-2005**

12. Name of Examiner
    - **DR. JON MEDICAL**

13. City, State, Zip Code
    - **WASHINGTON, DC 20591**

14. Do you now hold, or have you ever held an FAA Pilot Certificate?
    - **Yes**

15. Class of Certificate
    - **3**

16. Certificate Number
    - **000088**

17. USS Number
    - **11/01/2005**

18. Have you ever been convicted of violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?
    - **Yes**

19. U.S. Military Rank
    - **None**

20. Military Service
    - **None**

21. Do you have a Medical Certificate?
    - **Yes**

22. Date Issued
    - **12-01-2005**

23. Place of Birth
    - **WASHINGTON, DC**

24. Race
    - **White**

25. Certification on Record of Pilot Time

26. Have you failed a test for this certificate or rating?
    - **Yes**

27. Signature of Applicant
    - **MARK ALAN GRAY**

28. Date
    - **12-30-2005**

---

7-223

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 7-18, Sample FAA Form 8420-2, Medical Certificate _________ Class and Student Pilot Certificate

<table>
<thead>
<tr>
<th>MEDICAL CERTIFICATE</th>
<th>3RD CLASS AND STUDENT PILOT CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>This certifies that (Full name and address):</td>
<td></td>
</tr>
<tr>
<td>JIM ALLEN JONES</td>
<td></td>
</tr>
<tr>
<td>5435 N.W. 115TH</td>
<td></td>
</tr>
<tr>
<td>OKLAHOMA CITY, OK 73169</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Height</td>
</tr>
<tr>
<td>12/05/1972</td>
<td>72 IN</td>
</tr>
<tr>
<td>Has met the medical standards prescribed in part 67, Federal Aviation Regulations, for this class of Medical Certificate.</td>
<td></td>
</tr>
</tbody>
</table>

**Limitations**

VALID FOR STUDENT PILOT PURPOSES ONLY

<table>
<thead>
<tr>
<th>Date of Examination</th>
<th>Examiner's Designation No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/07/2004</td>
<td>SO07-12</td>
</tr>
</tbody>
</table>

**Signature**

Larry A. Smith M.D.

Typed Name

LARRY A. SMITH M.D.

AIRMAN'S SIGNATURE

Jim Allen Jones

FAA Form 8420-2 (3-99) Supersedes Previous Edition
Figure 7-19, Sample Student Pilot Certificate

<table>
<thead>
<tr>
<th>United States of America</th>
<th>CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION Federal Aviation Administration</td>
<td>ZZ-000090</td>
</tr>
</tbody>
</table>

STUDENT PILOT CERTIFICATE

This certifies that (Full name and address):

JAMES RONALD SMITH  
1234 SOUTH STREET  
BEACH TOWN, CA 93449

ZIP CODE

<table>
<thead>
<tr>
<th>BIRTH DATE</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-16-1940</td>
<td>76 IN</td>
<td>200</td>
<td>BLACK</td>
<td>BLUE</td>
<td>M</td>
</tr>
</tbody>
</table>

Has met the standards prescribed in Part 67 of the Federal Aviation Regulations, for this class of Medical Certificate.

LIMITATIONS

1. PASSENGER CARRYING IS PROHIBITED FOR RECORD PURPOSES ONLY

ISSUANCE DATE  
09-03-2005

EXPIRATION DATE  
05-31-2007

ISSUED BY  
SIGNATURE OF EXAMINER OR INSPECTOR  
Gerald R. Green  
GERALD R. GREEN

EXAM. DESIG. NO. OR INSPECTOR’S REG. NO.  
WP-09-8765

DATE EXAMINER’S DESIG. EXPIRES:  
03-31-2006

STUDENT PILOT’S SIGNATURE  
James Ronald Smith

FAA Form 8710-2 (2-77) FORMERLY FAA FORM 8420-1

7-225  
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Check with FSIMS to verify current version before using
Figure 7-20, Sample Recreational Pilot Certificate

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
<th>III. CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. TEMPORARY AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIS CERTIFICATE THAT</td>
</tr>
<tr>
<td>IV. BRIAN SCOTT DOE</td>
</tr>
<tr>
<td>V. 8578 BLUE GREY CIRCLE</td>
</tr>
<tr>
<td>BULL RUN, VA 21210</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>01/08/1963</td>
</tr>
</tbody>
</table>

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

RECREATIONAL PILOT

XII. AIRPLANE SINGLE-ENGINE LAND

XIII. HOLDER DOES NOT MEET ICAO REQUIREMENTS

| THIS IS AN ORIGINAL ISSUANCE A REISSUANCE OF THIS |
| DATE OF SUPERSEDED AIRMAN CERTIFICATE |
|--------------------------------------|------------------|
| GRADE OF CERTIFICATE                 | 10/05/2004       |

VII. AIRMAN'S SIGNATURE

BY DIRECTION OF THE ADMINISTRATOR

<table>
<thead>
<tr>
<th>X. DATE OF ISSUANCE</th>
<th>X. SIGNATURE OF EXAMINER OR INSPECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/03/2005</td>
<td>Jonathon H. Smith</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXAMINER’S DESIGNATION NO. OR INSPECTOR’S REG. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE-07-4321</td>
</tr>
</tbody>
</table>

DATE DESIGNATION EXPIRES

<table>
<thead>
<tr>
<th>JONATHON H. SMITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/2006</td>
</tr>
</tbody>
</table>

FAA Form 8060-4 (8-79)
Figure 7-21, Sample Private Pilot Certificate with Recreational Pilot Category Privileges

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. TEMPORARY AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI. CERTIFICATE NO.</td>
</tr>
<tr>
<td>PENDING</td>
</tr>
</tbody>
</table>

| THIS CERTIFICATE THAT |
| LINDA ANN JONES |
| v. 1234 MAIN STREET |
| ALLTOWN, PA 16236 |

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/27/1980</td>
<td>72</td>
<td>180</td>
<td>BROWN</td>
<td>BROWN</td>
<td>M</td>
<td>USA</td>
</tr>
</tbody>
</table>

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT

RATING AND LIMITATION

| XII. AIRPLANE SINGLE-ENGINE LAND |
| RECREATIONAL PILOT PRIVILEGES |
| ROTORCRAFT HELICOPTER |

| XIII. HOLDER DOES NOT MEET ICAO REQUIREMENTS FOR THE |
| ROTORCRAFT HELICOPTER RATING |

<table>
<thead>
<tr>
<th>THIS IS AN ORIGINAL ISSUANCE A REISSUANCE OF THIS Grade OF CERTIFICATE</th>
<th>DATE OF SUPERSEDED AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/16/2001</td>
</tr>
</tbody>
</table>

| BY DIRECTION OF THE ADMINISTRATOR |
| EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. |
|                                      | AE-09-5678                           |

<table>
<thead>
<tr>
<th>X. DATE OF ISSUANCE</th>
<th>X. SIGNATURE OF EXAMINER OR INSPECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/12/2004</td>
<td>JONATHON H. SMITH</td>
</tr>
</tbody>
</table>

FAA Form 8060-4 (8-79)
Figure 7-22, Sample Commercial Pilot Certificate

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
<th>III. CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

| II. TEMPORARY AIRMAN CERTIFICATE | |
|----------------------------------| |
| THIS CERTIFICATE IS FOR MARK THOMAS BROWN | |
| V. 1234 ELMWOOD DRIVE | |
| BRISTLEWOOD, MD 23010 | |

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/05/1969</td>
<td>72</td>
<td>165</td>
<td>BROWN</td>
<td>GREEN</td>
<td>M</td>
<td>USA</td>
</tr>
</tbody>
</table>

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT.

| XI. RATING AND LIMITATIONS | |
|---------------------------| |
| XII. AIRPLANE SINGLE-ENGINE LAND |

| XIII. NOT VALID FOR CARRIAGE OF PASSENGERS FOR HIRE IN AIRPLANES ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NM OR AT NIGHT | |
|----------------------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>THIS IS AN ORIGINAL ISSUANCE OR REISSUANCE OF THIS GRADE OF CERTIFICATE</th>
<th>DATE OF SUPERSEDED AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/24/2002</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BY DIRECTION OF THE ADMINISTRATOR</th>
<th>EXAMINER’S DESIGNATION NO. OR INSPECTOR’S REG. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X. DATE OF ISSUANCE</td>
<td>X. SIGNATURE OF EXAMINER OR INSPECTOR</td>
</tr>
<tr>
<td>05/15/2004</td>
<td>Ann A. Smith</td>
</tr>
<tr>
<td></td>
<td>ANN A. SMITH</td>
</tr>
<tr>
<td></td>
<td>EA-09-5678</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE DESIGNATION EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/31/2005</td>
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</tbody>
</table>

FAA Form 8060-4 (8-79)

7-228

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 7-23, Sample ATP Certificate with Instrument Privileges Shown

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. TEMPORARY AIRMAN CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIS CERTIFICATE THAT</td>
</tr>
<tr>
<td>THOMAS DAVID JONES</td>
</tr>
<tr>
<td>V. 135 NORTH STREET</td>
</tr>
<tr>
<td>PITTSBURGH, PA 16234</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/17/1966</td>
<td>70</td>
<td>160</td>
<td>BROWN</td>
<td>BROWN</td>
<td>M</td>
<td>USA</td>
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</table>

<table>
<thead>
<tr>
<th>III. CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. AIRLINE TRANSPORT PILOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATING AND LIMITATIONS</td>
</tr>
<tr>
<td>AIRPLANE MULTIENGINE LAND</td>
</tr>
<tr>
<td>COMMERCIAL PRIVILEGES</td>
</tr>
<tr>
<td>ROTORCRAFT-HELICOPTER</td>
</tr>
<tr>
<td>INSTRUMENT HELICOPTER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. AIRMAN’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas David Jones</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VI. AIRMAN’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas David Jones</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VII. AIRMAN’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas David Jones</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIII. AIRMAN’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas David Jones</td>
</tr>
</tbody>
</table>

| IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of   |
| AIRLINE TRANSPORT PILOT |

<table>
<thead>
<tr>
<th>X. DATE OF ISSUE</th>
</tr>
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<tbody>
<tr>
<td>03/18/2003</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>X. SIGNATURE OF EXAMINER OR INSPECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane A. Doe</td>
</tr>
<tr>
<td>JANE A. DOE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXAMINER’S DESIGNATION NO. OR INSPECTOR’S REG. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE-01-9876</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE DESIGNATION EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/2005</td>
</tr>
</tbody>
</table>
Figure 7-24, Sample Second-in-Command Limitation

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
<th>III. CERTIFICATE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. TEMPORARY AIRMAN CERTIFICATE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>THIS CERTIFICATE THAT</td>
<td>BRIAN SCOTT DOE</td>
</tr>
<tr>
<td>IV. BRIAN SCOTT DOE</td>
<td>8578 BLUE GREY CIRCLE</td>
</tr>
<tr>
<td>V. 8578 BLUE GREY CIRCLE</td>
<td>BULL RUN, VA 21210</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>HAIR</th>
<th>EYES</th>
<th>SEX</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/26/1965</td>
<td>72</td>
<td>180</td>
<td>BROWN</td>
<td>BROWN</td>
<td>M</td>
<td>USA</td>
</tr>
</tbody>
</table>

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

AIRLINE TRANSPORT PILOT

RATING AND LIMITATIONS

XII. AIRPLANE SINGLE & MULTIENGINE LAND
BE-300
COMMERCIAL PRIVILEGES

XIII. AIRPLANE SINGLE ENGINE SEA
BE-300 SECOND IN COMMAND REQUIRED

<table>
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<th>THIS IS AN ORIGINAL ISSUANCE A REISSUANCE OF THIS GRADE OF CERTIFICATE</th>
<th>DATE OF SUPERSEDED AIRMAN CERTIFICATE</th>
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BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE X. SIGNATURE OF EXAMINER OR INSPECTOR

05/31/2004 JONATHAN H. SMITH

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.

SW-05-1324

DATE DESIGNATION EXPIRES

05/31/2005 JONATHAN H. SMITH
Figure 7-25, Sample SIC Pilot Type Rating Temporary Airman Certificate

The following is a sample of a completed temporary airman certificate (FAA Form 8060 4) for the SIC pilot type rating:

XIV. CONDITIONS OF ISSUANCE

This is an interim certificate issued subject to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void:

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure of the holder to accomplish a flight check by a Flight Standards Inspector if so requested;
5. At any time, at the expiration of 120 days from date of issuance.
Figure 7-26, Sample SIC Pilot Type Rating Application

This is a sample of a completed FAA Form 8710-1, Airman Certificate and/or Rating Application (front page), for the SIC pilot type rating:

- **Complete Section I.**
- **Select “Other” and type “SIC Type Rating.”**
- **Complete Section II C for part 141 or 142 applicants.**
- **Complete Section II E for part 121 or 135 operators.**
- **Completion of Section III is recommended but not required.**
- **The applicant must complete Section V.**
This is a sample of a completed FAA Form 8710-1, Airman Certificate and/or Rating Application (front page), for the SIC pilot type rating:

![Image of the completed FAA Form 8710-1](image-url)

- **Complete Section I.**
- **Select “Other” and type “SIC Type Rating.”**
- **Complete Section II A for section 61.55(d) applicants.**
- **Completion of Section III is recommended but not required.**
- **The applicant must complete Section V.**
Figure 7-28, FAA Form 8710-1 Completed by an Authorized Designated Examiner or an APD

This is a sample of a completed FAA Form 8710-1, Airman Certificate and/or Rating Application (back page), for the SIC pilot type rating:

Instructor’s Recommendation must be completed.

NOTE: In lieu of the trainer, a qualified management official within the trainer’s organization can sign the applicant’s training records or logbook and make the required endorsement.

If the temporary certificate is issued by a designated examiner, APD, or other authorized individual, complete box 2, Approved, and the last two lines of the report.

Complete the identification verification.

7-234
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Figure 7-29, FAA Form 8710-1 Completed by an FAA Inspector

This is a sample of a completed FAA form 8710 1, Airman Certificate And/Or Rating Application (back page) for the SIC pilot type rating:

**Instructor’s Recommendation**

NOTE: In lieu of the trainer, a qualified management official within the trainer’s organization can sign the applicant’s training records or logbook and make the required endorsement.

If the temporary certificate is issued by an FAA inspector, check the Approved box, complete the Certificate or Rating for Which Tested block, check the Other Approved FAA Qualification Criteria box, and complete the last line of the report.

Complete the identification verification.
Figure 7-30, Sample Gold Seal Flight Instructor Certificate (Pilot)

<table>
<thead>
<tr>
<th>I. UNITED STATES OF AMERICA</th>
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<tbody>
<tr>
<td>DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION</td>
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<table>
<thead>
<tr>
<th>II. TEMPORARY AIRMAN CERTIFICATE</th>
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<tr>
<td>PENDING</td>
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<tr>
<th>IV. GLORIA ANN BROWN</th>
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</thead>
<tbody>
<tr>
<td>V. 1508 SOUTHWEST LANE</td>
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<tr>
<td>PRESCOTT, CA 95127</td>
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<th>EYES</th>
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<td>BROWN</td>
<td>F</td>
<td>USA</td>
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X. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

**FLIGHT INSTRUCTOR**

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<td>GRADE OR CERTIFICATE</td>
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**GOLD SEAL CERTIFICATE**

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<th>EXAMINER'S DESIGNATION NO. OR</th>
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<td>08/13/2002</td>
<td>EXAMINER'S RDE. NO.</td>
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<th>X. SIGNATURE OF EXAMINER OR INSPECTOR</th>
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<td>08/12/2004</td>
<td>TOM A. JONES</td>
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<td>01/31/2005</td>
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</tbody>
</table>

7-236

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Check with FSIMS to verify current version before using
Figure 7-30A, Sample Gold Seal Flight Instructor Certificate with a Sport Pilot Rating

| I. UNITED STATES OF AMERICA |
| DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION |
| II. TEMPORARY AIRMAN CERTIFICATE |
| III. CERTIFICATE NO. |
| 5562454CFI |

| THIS CERTIFICATE THAT |
| GLORIA ANN BROWN |
| V. 1508 SOUTHWEST LANE |
| PRESCOTT, CA 95127 |

| DATE OF BIRTH | HEIGHT | WEIGHT | HAIR | EYES | SEX | NATIONALITY |
| 01/08/1969 | 62 IN | 120 | BLACK | BROWN | F | USA |

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

FLIGHT INSTRUCTOR

RATING AND LIMITATIONS

XI. SPORT PILOT

XII. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NUMBER 5562454 EXPIRES 03/31/2002

THIS IS AN ORIGINAL ISSUANCE. A REISSUANCE OF THIS GRADE OF CERTIFICATE

GOLD SEAL CERTIFICATE

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE |
| 08/12/2004 |

X. SIGNATURE OF EXAMINER OR INSPECTOR |
| Tom A. Jones |

TOM A. JONES

EXAMINER’S DESIGNATION NO. OR INSPECTOR’S REG. NO. |
| WP-07-9810 |

DATE DESIGNATION EXPIRES |
| 01/31/2005 |

7-237
UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 7-31, Verification of Authenticity Form and Instructions

Verification of authenticity of foreign-pilot license, rating, and medical certification (application form can be downloaded at: http://registry.faa.gov/).

Note: This form is not displayed in this chapter. This form is subject to revision, so the most current version of this form may be downloaded at the above Web site.

Instructions for completing the form can also be downloaded at: http://registry.faa.gov/.

Note: The instructions for completing the form are not displayed in this chapter. Since this form is subject to revision, the most current version of the instructions for completing the form may be downloaded at the above Web site.
Chapter 8. Administrative Information

1. **Distribution.** Distribute this order to the division level in the Flight Standards Service (AFS) and regional AFS Divisions; to all Flight Standards District Offices (FSDO) and International Field Offices (IFO); and to all general aviation airman designees.

2. **Deviations.** It is necessary to adhere to procedures in this order to achieve uniform administration of this directive material. If a designee feels that a deviation is necessary, he or she should request the deviation in writing from the aviation safety inspector (ASI) at the managing Federal Aviation Administration (FAA) field office. The ASI should ensure the requested deviation is substantiated and documented before submitting it to the field office manager. If the field office manager concurs, then the deviation should be routed using the FAA automated document control process to the Designee Quality Assurance Branch (AFS-650) through the appropriate regional Flight Standards division (RFSD) and the Regulatory Support Division (AFS-600). AFS-650 will ensure that the request is routed to the responsible policy division. The policy division will approve, in writing, any deviations. (See page 1-1.)

3. **Suggestions or Comments.** AFS-650 welcomes and considers all of your suggestions or comments regarding this order.
   
   a. **Use FAA Form 1320-19.** For your convenience, use FAA Form 1320-19, Directive Feedback Information (appendix C), to submit suggestions or comments. Please use the “OTHER COMMENTS” block on FAA Form 1320-19 to provide a complete explanation of why the suggested change is necessary. You may correct, as necessary, a copy of the pertinent information, or provide a handwritten note for consideration.
   
   b. **Contact AFS-650.** You may address your suggestions or comments to FAA, Attn: AFS-650, P.O. Box 25082, Oklahoma City, OK 73125. If an interpretation is urgently needed, please contact the policy holder for guidance. (See page 1-1.) Please use the attached FAA Form 1320-19 (Appendix C) as a follow up to any verbal conversation.
## Appendix A. Acronyms and Abbreviations

This appendix contains acronyms and abbreviations for General Aviation terms that are used throughout this order. Inspectors and designees can refer to the following alphabetic listing of frequently used acronyms and abbreviations and their meanings when using this order.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>49 U.S.C.</td>
<td>Title 49 of the United States Code</td>
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<tr>
<td>A</td>
<td>Airframe</td>
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<tr>
<td>AATD</td>
<td>Advanced Aviation Training Device</td>
</tr>
<tr>
<td>AC</td>
<td>Advisory Circular</td>
</tr>
<tr>
<td>ACR</td>
<td>Airman Certification Representative</td>
</tr>
<tr>
<td>AD</td>
<td>Airworthiness Directive</td>
</tr>
<tr>
<td>ADE</td>
<td>Aircrew Designated Examiner</td>
</tr>
<tr>
<td>ADM</td>
<td>Aeronautical Decision-Making</td>
</tr>
<tr>
<td>AFM</td>
<td>Aircraft Flight Manual</td>
</tr>
<tr>
<td>AFS</td>
<td>Flight Standards Service</td>
</tr>
<tr>
<td>AM</td>
<td>Automation Management</td>
</tr>
<tr>
<td>AMA</td>
<td>Aviation Mechanic Airframe</td>
</tr>
<tr>
<td>AME</td>
<td>Aviation Medical Examiner</td>
</tr>
<tr>
<td>AMEL</td>
<td>Airplane Multi-Engine Land</td>
</tr>
<tr>
<td>AMP</td>
<td>Aviation Mechanic Powerplant</td>
</tr>
<tr>
<td>AMTS</td>
<td>Aviation Maintenance Technician School</td>
</tr>
<tr>
<td>APD</td>
<td>Aircrew Program Designee</td>
</tr>
<tr>
<td>APV</td>
<td>Approach Procedures with Vertical Guidance</td>
</tr>
<tr>
<td>ASEL</td>
<td>Airplane Single-Engine Land</td>
</tr>
<tr>
<td>ASI</td>
<td>Aviation Safety Inspector</td>
</tr>
<tr>
<td>AST</td>
<td>Aviation Safety Technician</td>
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<tr>
<td>ATC</td>
<td>Air Traffic Control</td>
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<tr>
<td>ATP</td>
<td>Airline Transport Pilot</td>
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<tr>
<td>ATPC</td>
<td>Airline Transport Pilot Certificate</td>
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<td>ATPE</td>
<td>Airline Transport Pilot Examiner</td>
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<tr>
<td>ATPL</td>
<td>Air Transportation Pilot License</td>
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<tr>
<td>BATD</td>
<td>Basic Aviation Training Device</td>
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<tr>
<td>CAA</td>
<td>Civil Aviation Authority</td>
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<tr>
<td>CE</td>
<td>Commercial Pilot Examiner</td>
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<tr>
<td>CFI</td>
<td>Certified Flight Instructor</td>
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<tr>
<td>CFIT</td>
<td>Controlled Flight into Terrain</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CIRE</td>
<td>Commercial and Instrument Rating Examiner</td>
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<td>COA</td>
<td>Certificate of Authority</td>
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<td>CPL</td>
<td>Commercial Pilot License</td>
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<td>Designated Mechanic Examiner</td>
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<td>D.O.B.</td>
<td>Date of Birth</td>
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<td>DPRE</td>
<td>Designated Parachute Rigger Examiner</td>
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<td>EAA</td>
<td>Experimental Aircraft Association</td>
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<td>FAA</td>
<td>Federal Aviation Administration</td>
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<td>FAAST</td>
<td>Federal Aviation Administration Safety Team</td>
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<td>FADEC</td>
<td>Full-Authority Digital Electronic Control</td>
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<td>FCC</td>
<td>Federal Communications Commission</td>
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<td>FEE</td>
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<td>FIRC</td>
<td>Flight Instructor Refresher Clinic</td>
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<td>FIRE</td>
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<tr>
<td>FITS</td>
<td>FAA/Industry Training Standards</td>
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<tr>
<td>FOI</td>
<td>Fundamentals of Instructing</td>
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<td>FP</td>
<td>Foreign Pilot</td>
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<td>FPE</td>
<td>Foreign Pilot Examiner</td>
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<tr>
<td>FS</td>
<td>Flight Simulator</td>
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<td>FSB</td>
<td>Flight Standardization Board</td>
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<tr>
<td>FSDO</td>
<td>Flight Standards District Office</td>
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<td>FSIMS</td>
<td>Flight Standards Information Management System</td>
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<td>FTD</td>
<td>Flight Training Device</td>
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<td>FTN</td>
<td>FAA Tracking Number</td>
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<td>GIE</td>
<td>Ground Instructor Examiner</td>
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<tr>
<td>GLS</td>
<td>GPS Landing System</td>
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<tr>
<td>GNSS</td>
<td>Global Navigation Satellite System</td>
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<td>GPO</td>
<td>Government Printing Office</td>
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<td>GPS</td>
<td>Global Positioning System</td>
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<td>GTS</td>
<td>Government Testing Service</td>
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<td>IA</td>
<td>Inspection Authorization</td>
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Check with FSIMS to verify current version before using.
### Acronyms and Abbreviations (continued)

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<td>IACRA</td>
<td>Integrated Airman Certification and/or Rating Application</td>
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<td>IAP</td>
<td>Instrument Approach Procedure</td>
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<td>ICAO</td>
<td>International Civil Aviation Organization</td>
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<td>IFO</td>
<td>International Field Office</td>
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<td>IFP</td>
<td>Instrument Foreign Pilot</td>
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<td>IFR</td>
<td>Instrument Flight Rules</td>
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<td>Instrument Landing System</td>
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<td>Instrument Meteorological Conditions</td>
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<td>Instrument Airplane</td>
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<td>Instrument Rating Airplane</td>
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<td>Mike Monroney Aeronautical Center</td>
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<td>MSL</td>
<td>Mean Sea Level</td>
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<td>Military Training Routes</td>
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<td>National Airspace System</td>
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<td>NDB</td>
<td>Non-Directional Radio Beacon</td>
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<td>National Designated Pilot Examiner</td>
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<td>NDPER</td>
<td>National Designated Pilot Examiner Registry</td>
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<td>Private Pilot Examiner</td>
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<td>Pilot in Command</td>
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<td>PL</td>
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<td>Pilot Proficiency Examiner</td>
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<td>Private Pilot License</td>
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<tr>
<td>PTRS</td>
<td>Program Tracking and Reporting Subsystem</td>
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<td>PTS</td>
<td>Practical Test Standards</td>
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<td>RFM</td>
<td>Rotorcraft Flight Manual</td>
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<td>Regional Flight Standards Division</td>
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<td>Rigger Computer Knowledge Test</td>
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<td>RM</td>
<td>Risk Management</td>
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<td>SA</td>
<td>Situational Awareness</td>
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<td>SBT</td>
<td>Scenario Based Training</td>
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<tr>
<td>SDF</td>
<td>Simplified Directional Facility</td>
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<td>SFIE</td>
<td>Sport Pilot Flight Instructor Examiner</td>
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<td>SIC</td>
<td>Second in Command</td>
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<td>SODA</td>
<td>Statement of Demonstrated Ability</td>
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<td>SOE</td>
<td>Supervised Operating Experience</td>
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<td>SPE</td>
<td>Sport Pilot Examiner</td>
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<td>SRM</td>
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<td>Social Security Number</td>
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<td>Type Certificate/Type-Certificated</td>
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<td>TCDS</td>
<td>Type Certificate Data Sheet</td>
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<td>TM</td>
<td>Task Management</td>
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<td>TPE</td>
<td>Technical Personnel Examiner</td>
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<td>Visual Flight Rules</td>
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<td>VHF</td>
<td>Very High Frequency</td>
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<td>VIS</td>
<td>Vital Information Subsystem</td>
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<td>VNAV</td>
<td>Vertical Navigation</td>
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<td>VOR</td>
<td>Very High Frequency</td>
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<td>WINGS</td>
<td>FAA’s Pilot Proficiency Awards Program</td>
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Check with FSIMS to verify current version before using
Appendix B. Practical Test Standards Judgment Assessment Matrices

Note: The matrices will be forthcoming. This appendix serves as a placeholder for the present time.

Note: Each of these tables are two pages. They need to be back-to-back on a page so the examiner can make two sided copies and fold them for use. This rubric is only the first of many that are being created. They will be implemented as each practical test standard is updated.
Appendix C. Directive Feedback Information

FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8900.2, General Aviation Airman Designee Handbook

To: FAA, Attn: Designee Quality Assurance Branch (AFS-650), P.O. Box 25082, Oklahoma City, OK 73125

(Check all appropriate line items.)

___ An error (procedural or typographical) has been noted in paragraph ______________ on page _____.

___ Recommend paragraph ______________ on page _____ be changed as follows: (Attach separate sheet if necessary.)

___ In a future change to this directive, please include coverage on the following subject: (Briefly describe what you want added.)

___ Other Comments:

___ I would like to discuss the above. Please contact me.

Submitted by: ___________________________ Date: ______________

FTS Telephone Number: ______________ Routing Symbol: ____