

## CHAPTER 11. CONDUCT A FLIGHT INSTRUCTOR INITIAL/ REINSTATEMENT/RENEWAL CERTIFICATION AND ADDITIONAL CATEGORY/CLASS RATINGS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- Original certification: 1525
- Reinstatement: 1529
- Additional rating: 1526
- Renewal: 1527 (Flight) and 1528 (No Flight)

**3. OBJECTIVE.** The objective of this task is to determine if an applicant is qualified for an initial flight instructor certificate, a reinstatement of a certificate, a renewal of a certificate, or to add to an additional category or class rating to an existing certificate. Completion of this task results in the issuance of a Temporary Airman Certificate with appropriate ratings, a Notice of Disapproval of Application, or a Letter of Discontinuance.

#### 5. GENERAL.

*A. Inspector Qualifications.* The inspector performing an airman certification test for flight instructor certification must possess pilot and flight instructor certificates and ratings in the same category and class as the test being conducted. The inspector must have completed a 4040.9 pilot-in-command (PIC) check in the applicable category and class, and must also have completed on-the-job training (OJT) in that task. Inspectors hired after January 1986 may not conduct practical tests for applicants prior to their successful completion of the Pilot Certification Testing Procedures Course.

*B. Airworthiness Coordination.* When the applicant submits a completed application and the other required documents for a practical flight test, the inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft 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.

*C. Knowledge Test.* The flight instructor knowledge examination consists of two tests: Fundamentals of Instructing (FOI) and the test for the appropriate rating.

(1) An applicant for an initial flight instructor certificate must present two knowledge test reports: one for the FOI (unless test credit is given per section 2, paragraph 5E(1)(g) of this chapter), and one for the appropriate flight instructor rating.

(2) In addition to the FOI, a second knowledge test must be passed for ONE of the following, appropriate to the instructor rating sought:

(a) FLIGHT INSTRUCTOR, AIRPLANE

(b) FLIGHT INSTRUCTOR, ROTORCRAFT --  
HELICOPTER

(c) FLIGHT INSTRUCTOR, ROTORCRAFT --  
GYROPLANE

(d) FLIGHT INSTRUCTOR, INSTRUMENT --  
AIRPLANE

(e) FLIGHT INSTRUCTOR, INSTRUMENT --  
HELICOPTER

(f) FLIGHT INSTRUCTOR, GLIDER

#### 7. FEDERAL AVIATION ADMINISTRATION (FAA) CONDUCT OF INSTRUCTOR PRACTICAL TESTS.

The FAA resumed responsibility for conducting practical tests for original issuance of flight instructor certificates because findings from the General Aviation Safety Audit and other sources indicated that the FAA needed closer contact with the flight instructor community. Flight Instructor Examiner (FIE) designations were withdrawn for the purpose of conducting these practical tests. However, FIE's are still authorized to conduct practical tests for the renewal, reinstatement, and the addition of a rating to a flight instructor certificate.

*A. Public Complaint.* After this policy was implemented, the FAA received complaints from the

public and some regional Flight Standards division managers that applicants for flight instructor practical tests were experiencing excessive delays in obtaining appointments at some Flight Standards District Offices (FSDO). Investigation of these complaints revealed that such delays had occurred.

(1) The FAA has reaffirmed its policy of conducting original flight instructor certifications, but recognizes that conditions sporadically occurring at some FSDO's may cause lengthy or unacceptable delays in administering flight instructor practical tests.

(2) Regional Flight Standards district managers may authorize individual FSDO's to redesignate selected FIE's to conduct practical tests for the original issuance of the flight instructor certificate according to the following procedures:

(a) FSDO's may designate FIE's to conduct flight instructor practical tests for the original issuance of the flight instructor certificate with regional Flight Standards district manager approval. When an appointment cannot be made with an FAA inspector within 30 calendar days, the FSDO may direct an applicant to a selected FIE in accordance with the following:

i. The FSDO shall review the qualifications of FIE's or other examiners whom it deems qualified, and create a pool of the most qualified examiners to administer original flight instructor practical tests. The examiner must consent to conduct such tests, and must be notified in advance that he or she is being considered for this designation. The examiner must be informed that such designation is subject to approval by the regional Flight Standards district manager and cancellation at any time without cause by the FSDO.

ii. When required, the FSDO shall direct applicants to the FIE nearest the applicant's location. When several examiners are available within a 50-mile radius of the applicant, the FSDO should select examiners on a rotating basis.

(b) Each FSDO must obtain advance approval from the regional Flight Standards district manager before designating examiners to conduct the original flight instructor practical test. FSDO's must submit justification for the initial request, including enough information on inspector resources and applicant demand, to enable the region to determine if applicants cannot be served within 30 days by that office. Before approving the request, the region should determine whether other FSDO's adjacent to that office are also unable to conduct the tests. Applicants should not be required to take the practical test at

another FSDO if this would require excessive travel by the applicant.

(c) When conditions indicate only a short-term excess demand for testing services, such as completion of a semester or training class, the region shall appropriately limit the period when FSDO's may refer applicants to FIE's.

(d) Regional Flight Standards districts shall maintain complete documentation on all such authorizations granted. In addition, they will review FSDO policies on this subject at least annually to determine if existing FIE designation procedures are appropriate.

*B. Exemptions.* Some pilot schools operating under Federal Aviation Regulations (FAR) Part 141 have been granted exemptions from FAR § 141.65 to recommend graduates of their approved flight instructor certification courses for flight instructor certificates without further testing. Regions and FSDO's are encouraged to identify pilot schools whose quality of instruction qualifies for such an approval, and encourage these schools to apply for an exemption.

(1) The procedures described above are not intended to permit FSDO's to appoint FIE's to conduct the initial flight instructor practical test on a routine basis. This alternative should only be used to alleviate situations that prevent timely service to the public.

(2) Questions regarding this policy may be directed to the Flight Standards National Field Office (FSNFO), Field Programs Branch, AFS-510.

## 9. ESTABLISHING ELIGIBILITY.

*A. Airmen Requirements for Original Issuance.* An applicant may satisfy the aeronautical knowledge requirements of FAR § 61.185(a) by showing evidence of ground instruction in the specified areas or by presenting a certified college transcript or teaching certificate. When test credit is given, a copy of the teacher's certificate should be obtained and submitted, along with the airman certification file, to AFS-760. Should this be impractical, for whatever reason, the inspector responsible for the certification file should include the following statement in lieu of a copy of the teacher's certificate: "This is to certify that I have examined the qualifications and credentials of this applicant for a (ground or flight instructor certificate) and find the credentials acceptable to meet the criteria stated in FAA Order 8700.1 and appropriate to the instructor certificate sought."

(1) A number of colleges and universities in the U.S. conduct courses in aviation technology and aviation science and require flight training as a part of the prerequisites for a degree program. However,

students attending such schools may not complete all the course requirements for the degree sought. Many of the students enrolled in aviation courses are well qualified in the required subject areas. An applicant's knowledge in these subject areas must be determined.

(2) A transcript should list the following items or their equivalents:

- (a) Educational Psychology;
- (b) General Psychology;
- (c) Tests and Measurement;
- (d) Aviation or Science Teaching Methods;
- (e) Secondary School Curriculum Development and Lesson Planning; and
- (f) Practice teaching in a classroom or on the flight line.

*B. Airmen Requirements for Additional Ratings.* All applicants for an added rating must complete any required knowledge test, except for an instructor adding a single or multiengine class rating to an instructor certificate.

*C. Statement of Endorsement.* In order to prove that FAR § 61.185(b) has been satisfied, an applicant may have either a flight or ground instructor's certified statement similar to the sample provided in Advisory Circular (AC) 61-65, Certification: Pilots and Flight Instructors. If the ground instruction received for the private, commercial, and airplane instrument ratings was endorsed by an authorized ground or flight instructor as provided in FAR §§ 61.65, 61.105, and 61.125, that endorsement may also be accepted.

## 11. PRACTICAL TEST.

### *A. Conducting the Practical Test.*

(1) Although the inspector judges an applicant's performance by the Flight Instructor Practical Test Standards (PTS), the inspector may also require an applicant to demonstrate skill and knowledge from other PTS, such as private pilot, commercial pilot, and instrument rating.

(2) When administering the practical test for renewal or reinstatement, an inspector may, at his or her discretion, recognize qualifications previously demonstrated by an applicant, provided the extent and the standards of the flight instructor's practical test are not compromised. For example, an inspector may accept all or part of any current and required flight check conducted under FAR Part 121, 125, or 135 as applicable.

### *B. Spin Training Requirement.*

(1) FAR § 61.183(e) provides, in part, that an applicant for a flight instructor-glider rating must present a logbook endorsement from an appropriately certificated and rated flight instructor who has provided the applicant with spin entry, spin, and spin recovery training in an aircraft of the appropriate category that is certificated for spins, and has found the applicant competent and proficient in those training areas.

(2) FAR § 61.187(a)(1) through (6) provides that an applicant for a flight instructor certificate must have received flight instruction in the performance and analysis of standard flight training procedures and maneuvers appropriate to the instructor rating sought, and an endorsement by the person who has given the instruction certifying that the applicant is competent to pass the practical test on the subjects listed.

**13. REINSTATEMENT.** The holder of an expired flight instructor certificate issued after November 1, 1975, may have all ratings on the certificate reinstated by satisfactorily completing a single practical test. The applicant need not provide a complex airplane for the practical test. No knowledge test is required.

*A. Conversion to New System.* The holder of a flight instructor certificate issued before November 1, 1975, that does not bear any of the new class or instrument ratings listed in FAR § 61.5(c)(2), (3), or (4), may not exercise the privileges of that certificate. Holders of those old flight instructor certificates were permitted to convert them to the new system of flight instructor certificates and ratings until November 1, 1975.

(1) Applicants who failed to convert old flight instructor certificates before November 1, 1975, may reinstate those certificates under the provisions of paragraph B.

(2) The holder of a flight instructor certificate with a glider rating need not convert that rating to a new class rating to exercise the privileges of that certificate and rating.

*B. Reinstatement of Old Instructor Certificates.* The revision of FAR Part 61 was not intended to rescind any privilege previously authorized. The holder of an old flight instructor certificate issued before November 1, 1975, authorizing FLIGHT INSTRUCTOR-AIRPLANES or FLIGHT INSTRUCTOR-INSTRUMENTS, may no longer exchange that certificate for a flight instructor certificate issued under revised FAR Part 61. However, the applicant may reinstate the old instructor certificate by satisfactorily passing the practical test prescribed by FAR

§ 61.183 for each aircraft class rating sought. No knowledge test is required.

(1) An applicant who holds an old instructor certificate for FLIGHT INSTRUCTOR-AIRPLANES and wants flight instructor privileges for single and multiengine aircraft must pass both practical tests. If only the single-engine test is completed, the applicant is issued a certificate noting FLIGHT INSTRUCTOR-AIRPLANE SINGLE-ENGINE.

(2) An applicant who holds an old instructor certificate for FLIGHT INSTRUCTOR-INSTRUMENTS may be issued a certificate authorizing FLIGHT INSTRUCTOR, INSTRUMENT-AIRPLANE and/or FLIGHT INSTRUCTOR, INSTRUMENT-HELICOPTER, depending on the category of aircraft in which the applicant passes the practical test.

(3) An applicant who holds an old instructor certificate which authorizes both AIRPLANES and INSTRUMENTS, may reinstate either or both privileges. The knowledge tests previously passed by the applicant are protected by a statement on the new certificate that notes the expired authorization. For example, the applicant satisfactorily completes the practical test for airplane instructor privileges, but does not take the test for instrument rating privileges. The new flight instructor certificate would state FLIGHT INSTRUCTOR-AIRPLANE SINGLE-ENGINE, INSTRUMENT INSTRUCTOR EXPIRED [date]. (The expired rating may be reinstated later if the applicant passes the appropriate practical test.)

*C. Old Flight Instructor Ratings on Pilot Certificates.* An old instructor rating ON A PILOT CERTIFICATE may not be reinstated, exchanged, or used for any current instructor privileges. 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. The holder of either of those ratings on a pilot certificate may be issued a flight instructor certificate only if the applicant passes the knowledge and practical tests prescribed by FAR 61.183 for the certificate and rating sought.

**15. REGULATORY REQUIREMENTS.** According to FAR § 61.195(b), a flight instructor may not conduct flight instruction in any aircraft for which he or she does not hold category, class, and type ratings, if appropriate, on the pilot and flight instructor certificates. The phrase “if appropriate” applies equally to and in combination with both certificates when instrument instructor ratings are involved.

*A. Single and/or Multiengine Ratings.* According to FAR Part 61, flight instructors who hold an

“instrument-airplane” rating only on their flight instructor certificate are authorized to give instrument flight instruction in single and/or multiengine airplanes for instrument certification, provided they hold single and/or multiengine ratings on their pilot certificate.

*B. Class Ratings.* Flight instructors who hold flight instructor certificates issued under FAR Part 61, which allow only instrument instructor privileges in airplanes, may give instrument flight instruction in any class airplane that is listed without restriction on their pilot certificate. Instructors holding only a helicopter instrument rating on their flight instructor certificate are limited to conducting instrument flight instruction in helicopters.

*C. Ratings Limited to Instrument.* Instructors with ratings limited to instrument may not give instrument flight instruction to students who do not hold category and class ratings in the aircraft used, since this would be instruction for the addition of a rating that conveys other than instrument privileges. These instructors may not certify logbooks or recommend applicants for any aircraft category or class rating.

## 17. RENEWAL OF FLIGHT INSTRUCTOR CERTIFICATES — SPECIAL CONSIDERATIONS.

*A. Timely Application and Handling of Renewals.* An individual who has applied for renewal of a flight instructor certificate may continue to exercise the privileges of that certificate until the FAA has acted on the application for renewal. Accordingly, it is important for inspectors to take prompt action on applications. Some holders of flight instructor certificates may present an application for renewal before successful completion of an approved flight instructor refresher course. This method is not acceptable as per FAR § 61.197, which requires the applicant to meet the provisions for a renewal within 90 days before applying. FAR § 61.197 applies only to renewal of certificates and is not applicable to reinstatement of expired certificates. FAR § 61.199 outlines the practical test requirements which must be met for reinstatement. Inspectors must not accept applications for renewal from flight instructors whose certificates will expire before anticipated completion of an approved flight instructor refresher course.

### *B. Methods of Renewal.*

(1) A practical test may be waived on the basis of a satisfactory flight instruction record, although the inspector has no personal knowledge of the applicant’s activities. Caution is recommended in this situation;

should there be any question, the inspector may wish to check with the applicant's base of activity.

(a) A record of at least 10 applicants recommended for pilot certificates or rating tests, or 20 student pilots endorsed for first solo or cross country flights (5 or 10, respectively, for glider instructors), or a combination of recommendations within the renewal period is the minimum acceptable level of activity, unless other special activities are reported.

(b) A record of flight instruction as a chief instructor, designated check pilot, or airline captain may be accepted, provided the applicant is found to have an adequate knowledge of current flight instructor responsibilities, training procedures, and pilot certification requirements.

(c) If more than 2 of every 10 recommendees have failed their first tests, or if a pattern of student accidents or deficient instruction is apparent or suspected, an appropriate demonstration of competency should be required.

(2) At the discretion of an inspector, a current flight instructor certificate may be renewed without taking a practical test when the inspector has personal knowledge of the applicant's knowledge and competency. An example of evidence that may be presented to support that personal knowledge would be a record of satisfactory completion of a pilot training course or related, aviation-oriented work experience.

(3) The requirements of FAR § 61.197(c) allow the renewal of flight instructor certificates upon successful completion of an approved flight instructor course. The approved course may be conducted by an organization authorized to conduct the Flight Instructor Refresher Course (FIRC) and must consist of ground or flight instruction or both. Proof of satisfactory completion of a FIRC is valid for a period of 90 days and should be accepted for renewal of a flight instructor certificate.

(4) An applicant for the renewal of a flight instructor certificate may be required to complete all or any part of the practical test outlined in the PTS. A demonstration of currency and competency should be required in every instance when the inspector has reason to suspect the applicant's competency, regardless of other qualifications. Practical tests for instructor renewals should be held to the testing necessary to demonstrate the applicant's qualifications and not used as an exploratory procedure. Inspectors are encouraged to fly with as many instructors as possible. Requests for flight checks do not imply incompetence, but are evidence of a sincere desire to assist instructors to improve their effectiveness. Such flights may be used by inspectors to introduce new instructing proce-

dures or pilot requirements instituted by regulatory changes. No flight instructor recommendation is required for the practical test for renewal of a flight instructor certificate.

*C. Denial of Renewal.* If an applicant for renewal is unable to demonstrate by record or practical test that he or she possesses the qualifications for renewal or reinstatement of the flight instructor certificate, the applicant should be issued an FAA Form 8060-5, Notice of Disapproval of Application, specifying exactly what demonstration of currency and competency will be required for the reinstatement of the instructor certificate or rating. If renewal is denied on the basis of the instructor's flying proficiency, consideration must be given to action against the instructor's pilot certificate. Except for a retest, no flight instructor recommendation is required for the renewal or reinstatement of a flight instructor certificate, but additional preparation may be recommended to the applicant.

## **19. WEATHER-RELATED ACCIDENTS AND THE NEED FOR FLIGHT INSTRUCTOR EMPHASIS ON CRITICAL WEATHER SITUATIONS.**

*A. Background.* Studies indicate that the most likely candidate for a fatal, weather-related aviation accident is a relatively inexperienced private pilot who receives a reasonably accurate weather briefing before departure. The pilot is usually informed of the existence or potential of a critical weather situation. Typically, the pilot takes one passenger and crashes in instrument flight rules (IFR) conditions during daylight hours. Private pilot applicants should be familiar with this profile and should receive the highest quality of meteorological instruction possible. Many applicants for pilot certificates, when asked to collect weather data while planning a cross-country flight, are unable to locate the meteorological information needed to make proper in-flight decisions.

*B. Flight Instructor Responsibilities.* Inspectors should ensure that flight instructors are aware of the record of private pilots' weather-related accidents. Inspectors should encourage the discussion of critical weather recognition and proper decision making when contacting flight instructors. Flight instructors should stress "the recognition of critical weather situations from the ground and in flight, and the procurement and use of aeronautical weather reports and forecasts" during instruction (FAR § 61.97(c)).

**21. DESIGNATED PRACTICE AREAS.** FAA Order 7420.1, Certificated Pilot School Practice Areas, describes procedures for the establishment of certificated pilot school practice areas. Designation of

specific practice areas was part of the agency's effort to reduce the potential for midair and near midair collisions. However, because most flight training in the U.S. is conducted by other than approved pilot schools by nonaffiliated flight instructors, it is necessary that additional steps be taken to reach those flight instructors. During routine surveillance and at flight instructor refresher clinics, inspectors should emphasize to flight instructors and flight instructor applicants that safety is enhanced by conducting student instruction and solo practice within designated areas known to air traffic control and FSDO's.

**23. AIRMAN MEDICAL AND FLIGHT INSTRUCTOR CERTIFICATES.** FSDO's continue to receive inquiries on these three particular areas:

- May a certificated flight instructor who does not hold a valid airman medical certificate conduct flight instruction?
- May a certificated pilot who does not hold a valid airman medical certificate renew a flight instructor certificate? and
- May a certificated pilot who does not hold a valid airman medical certificate be originally issued a flight instructor certificate?

*A. Required Flight Crewmember.* FAR § 61.3(c) states that no person may act as PIC or in any other capacity as a required flight crewmember of an aircraft under a certificate issued under FAR Part 61, unless that person has in his or her possession an appropriate current medical certificate issued under FAR Part 67. FAR § 61.19(d)(1) states that a flight instructor certificate is effective only while the holder has a current pilot certificate and a medical certificate appropriate to the pilot privileges being exercised. FAR 61.39(a)(3) requires, in part, that an applicant must hold a current medical certificate appropriate to the certificate being sought to be eligible for a practical test for a certificate issued under FAR Part 61.

*B. Not PIC or Required Crewmember.* A CFI who is on board an aircraft for the purpose of providing flight instruction, and who does not act as PIC or as a required flight crewmember, is not performing a function or exercising pilot privileges which would require him or her to possess an appropriate current

medical certificate in accordance with FAR Part 61. Therefore, a CFI who does not exercise pilot privileges as PIC or as a required crewmember while giving flight instruction is not required to have a valid medical certificate. Similarly, a certificated pilot who does not exercise privileges as a PIC or as a required crewmember during a practical test leading to the issuance or renewal of a flight instructor certificate is not required to have a valid medical certificate. FSDO managers are encouraged not to direct inspectors to act as PIC to permit an applicant to take the practical test for renewal or initial issuance of a flight instructor certificate if that applicant does not hold a valid medical certificate.

*C. Public Queries.* Inspectors receiving questions concerning the above should ensure that the following points are emphasized in discussion with pilots:

(1) A CFI who acts as safety pilot during simulated instrument flight, as required by FAR 91.109(b)(2), is a required pilot flight crewmember and must have an appropriate, current medical certificate.

(2) A CFI who conducts a flight review required by FAR § 61.56 after a pilot's currency has expired, must have the appropriate, current medical and pilot certificates.

(3) A CFI who gives flight instruction and acts in the capacity of a required pilot crewmember must have a current medical certificate.

(4) A CFI who does not hold a valid medical certificate may give, and charge a fee for, flight instruction given during any flight in which the certificated pilot being instructed (other than a student pilot) is the PIC, provided the flight instructor holds at least commercial pilot privileges on his or her pilot certificate and does not act as a required pilot flight crewmember.

(5) A CFI who contemplates the use of a flight instructor certificate when he or she does not hold an appropriate, current medical certificate should be fully aware of the various circumstances under which he or she may be required to assume responsibility for the safety of the aircraft during flight and remain in compliance with applicable regulations.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the requirements of FAR Part 61 and FAA policies, and qualification as an aviation safety inspector (ASI) (Operations).

*B. Coordination.* This task requires coordination with the airworthiness unit and with the Airmen Records Section of the Airmen Certification Branch, AFS-760.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- FAR Parts 1, 61, 91, 141, and 187 (Appendix A, Fees)
- Applicable Practical Test Standards (PTS)
- AC 61-21, Flight Training Handbook
- AC 61-65, Certification: Pilot and Flight Instructors
- PTRS Procedures Manual (PPM)

#### *B. Forms.*

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4 (figure 11-3)
- FAA Form 8060-5 (figure 11-1)
- FAA Form 8710-1, Airman Certificate and/or Rating Application

#### *C. Job Aids.*

- Sample letters and figures

### 5. PROCEDURES.

*A. Schedule Appointment.* Advise the applicant to bring the following documents to the appointment:

- (1) a commercial or airline transport pilot (ATP) certificate;
- (2) a flight instructor certificate (if applicable);
- (3) FAA Form 8500-9, Airman Medical Certificate and SODA, if applicable;
- (4) a knowledge test report;
- (5) a school graduation certificate (if required by FAR § 61.71);

(6) personal logbooks substantiating the flight experience shown on the application form;

(7) the aircraft maintenance records;

(8) the aircraft airworthiness certificate;

(9) the aircraft registration;

(10) an acceptable form of photo identification; and

(11) the Federal Communications Commission (FCC) aircraft station license documents, if applicable.

#### *B. Applicant Arrives for Appointment.*

(1) Collect the documents indicated above.

(2) Open PTRS file.

#### *C. Review Application.*

(1) In Section I, ensure that the applicant has checked "Flight Instructor-Initial." If the applicant is renewing a flight instructor certificate, ensure that "Renewal" is checked. Or if the applicant is having a flight instructor certificate reinstated, "Reinstatement" must be checked.

(2) Check the application for accuracy, using the instructions attached to FAA Form 8710-1.

(3) Check to make sure a flight instructor applicant has a logbook endorsement, a signed application, or a written statement signed by the recommending flight instructor no more than 60 days prior to application for certification.

*D. Verify Applicant's Identity.* Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on FAA Form 8710-1. (See volume 2, chapter 1, section 4, paragraph 5 of this handbook.)

(1) If the applicant's identity can be verified, proceed with the task.

(2) 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 the appropriate identification to reapply.

(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 falsifica-

tion has been made, do not continue with this task. (See volume 2, chapter 182 of this handbook.)

*E. Establish Eligibility.*

(1) Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a flight instructor. (See FAR §§ 61.183, 61.185, 61.187, and 61.191.)

(a) Ensure that the applicant holds either a commercial pilot or an ATP certificate with an aircraft rating appropriate to the instructor rating sought. If the applicant is applying for an airplane instructor rating or an instrument instructor rating, verify that the applicant has an instrument rating.

(b) Inspect the applicant's medical certificate and SODA, if applicable, to ensure that it is appropriate to the pilot privileges being exercised.

(c) Determine whether the applicant is able to read, write, and converse fluently in the English language.

(d) If the applicant graduated from an FAA-approved school, have the applicant present the appropriate graduation certificate. Verify that the date issued shows that the applicant graduated within the past 60 days.

(e) If the applicant is not a graduate of an FAA-approved school and is applying for a flight instructor certificate, have the applicant present evidence of satisfactory completion of a course of instruction in the subjects listed in FAR § 61.185.

(f) Determine if FAR § 61.185(a) requirements are met by having the applicant present evidence of ONE of the following:

*i.* satisfactory completion of a home study course or any of the alternatives outlined in the current issue of AC 61-65; or

*ii.* a certified college transcript listing subjects equivalent to the subjects listed in FAR § 61.185(a).

(g) Determine whether an applicant is required to take the FOI knowledge test by examining the following substitutes:

*i.* a current teacher's certificate issued by a state, county, or city authorizing the applicant to teach in a secondary school; or

*ii.* proof of regular employment as an instructor in an accredited college or university; or

*iii.* the applicant's ground instructor certificate with any rating.

(h) Determine if FAR § 61.185(b) may be satisfied by an endorsement from a flight or ground instructor, who meets the requirements of FAR § 61.185(b), certifying that the prescribed instruction was given.

(i) Request and examine any of the following documents as acceptable evidence of having passed the appropriate knowledge tests:

*i.* two knowledge test reports, one for the appropriate instructor rating and one for the FOI;

*ii.* test reports from an FAA-approved school with knowledge test examining authority;

*iii.* a computer test report from an approved computer testing center.

(j) If the applicant is not a graduate of an FAA-approved school, have the applicant present a logbook endorsement. Ensure that the instructor has signed it and certifies that the applicant is competent to pass a practical test on the subjects listed in FAR § 61.187(a).

(k) For initial flight instructor certification, the instructor who provides the training and the instructor who recommends the applicant must both meet the requirements of FAR § 61.187(b).

(l) Check Section IV on FAA Form 8710-1 to determine if the applicant has failed the Flight Instructor Practical Test within the past 30 days (first failure only). If so, check for the required CFI's signature verifying that the applicant has received additional instruction following the failure. After the second failure, an applicant is required to wait 30 days before reapplying for certification.

(2) Determine if the applicant for an additional flight instructor rating meets specific eligibility requirements as listed in FAR § 61.191. Ensure that the applicant meets the following requirements:

(a) holds at least a commercial pilot certificate with ratings appropriate to the instructor rating sought;

(b) holds a valid medical certificate and SODA, if applicable, appropriate to the pilot privileges being exercised;

(c) has passed the appropriate knowledge test for the instructor rating sought; and

(d) has at least 15 hours of PIC time in the category and class of aircraft appropriate to the rating sought. The record of flight time in Section III of the application must show at least the minimum flight experience required for the additional rating sought.

(3) Determine if the applicant for a flight instructor renewal or reinstatement meets specific eligibility requirements:

(a) a private pilot, commercial pilot, or ATP pilot certificate with appropriate ratings; and

(b) a valid medical certificate and SODA, if applicable, appropriate to the pilot privileges being exercised.

(4) The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft 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.

*F. Discrepancies.* If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

*G. Conduct Practical Test.* After determining if the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated ratings, conduct the practical test.

(1) Use the procedures and maneuvers outlined in the applicable Flight Instructor PTS, for either the category and class of aircraft, or for the instrument aircraft rating.

(2) Give credit to the applicant who is retesting for those pilot operations successfully completed on the previous practical examination (inspector's option).

(3) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance (figure 11-2). Return the application and all submitted documents to the applicant. Close PTRS.

*H. Unsatisfactory Performance.* Upon determining that an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons for the termination.

(1) Prepare in duplicate, FAA Form 8060-5 as per volume 2, chapter 1, section 6 of this handbook. (Figure 11-1 is an example.)

(a) Record any specific procedures or maneuvers that must be repeated by the applicant on FAA Form 8060-5.

(b) Record the number of practical test failures by the applicant for this certificate or rating on FAA Form 8060-5.

(2) Proceed with the following suspension action if an applicant fails a practical test for the renewal of a flight-instructor certificate that would normally remain valid for more than 30 days.

(a) Prepare three copies of FAA Form 8060-5 bearing the following statement: "Applicant must pass a practical test given by an FAA inspector within 15 days, or action will be taken to suspend the certificate."

(b) Give two copies of FAA Form 8060-5 to the applicant. File the original and the application form at the FSDO. Return all other submitted documents to the applicant.

(c) Open a PTRS file for airman certification technical assistance (PTRS Code 1595) with a date for initiating enforcement action in the event that the applicant does not pass the practical test.

(3) If the applicant's flying proficiency is seriously in doubt, begin re-examination action against the applicant's pilot certificate in accordance with Title 49 of the United States Code. (See volume 2, chapter 26 of this handbook.)

(4) Forward the certification file to AFS-760.

*I. Satisfactory Performance.* Issue a Temporary Airman Certificate to the applicant who meets all requirements for a flight instructor certificate.

(1) Prepare FAA Form 8060-4 in duplicate as indicated in volume 2, chapter 1, section 5 of this handbook. (Figure 11-3 is an example.)

(2) Enter the following ratings, when appropriate, on the certificate:

(a) AIRPLANE, SINGLE-ENGINE

(b) AIRPLANE, MULTIENGINE

(c) INSTRUMENT, AIRPLANE

(d) INSTRUMENT, HELICOPTER

(e) ROTORCRAFT, HELICOPTER

(f) ROTORCRAFT, GYROPLANE

(g) GLIDER

(3) Enter the expiration date on the certificate. Inform the applicant that the certificate expires at the end of the 24th calendar month after the month it is issued.

(4) Use the same certificate number on the temporary certificate that is on the superseded flight

instructor certificate, or in the case of an original certificate issuance, the certificate number on the applicant's pilot certificate, followed by the letters "CFI."

(5) If the applicant is eligible for a Gold Seal Certificate, see volume 2, chapter 13 of this handbook.

(6) Complete the Inspector's Report section and the Attachments section on FAA Form 8710-1. Sign the reverse side of FAA Form 8710-1.

(7) Forward the completed file to AFS-760.

(8) Return to the applicant all submitted documents not forwarded to AFS-760.

(9) Indicate satisfactory performance approval on one copy of FAA Form 8060-5 if a suspension action was pending on the applicant's flight instructor certificate at another FSDO. Forward one copy of FAA Form 8060-5 to the inspector at the other FSDO who issued the previous Notice of Disapproval of Application.

*J. Program Tracking and Reporting Subsystem.* Complete FAA Form 8000-36 in accordance with the PPM.

**7. TASK OUTCOMES.** Completion of this task results in the issuance of one of the following:

- A. Temporary Airman Certificate
- B. Notice of Disapproval of Application
- C. Letter of Discontinuance

**9. FUTURE ACTIVITIES.**

A. In the case of a suspension action pending because the applicant did not pass a practical test for the renewal of a flight instructor certificate, one of the following future activities will result.

(1) Suspension action must be initiated if the applicant HAS NOT PASSED the practical test in the allotted time. Use the call-up date on the applicant's PTRS Data Sheet to initiate enforcement action. (See FAA Order 2150.3, Compliance and Enforcement.)

(2) Close the PTRS entry if the applicant PASSES the practical test in the required time.

B. The applicant may return for a renewal or reinstatement.

C. The applicant may return for an additional flight instructor rating.

FIGURE 11-1

FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION - FLIGHT INSTRUCTOR

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION		<b>NOTE</b> PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
<b>NOTICE OF DISAPPROVAL OF APPLICATION</b>			
NAME AND ADDRESS OF APPLICANT JOHN RONALD DOE 751 SOUTH MAIN STREET KEYWANA, NM 80010		CERTIFICATE OR RATING SOUGHT FLIGHT INSTRUCTOR AIRPLANE - SINGLE ENGINE	
On the date shown, you failed the examination indicated below:			
<input type="checkbox"/> FLIGHT		<input type="checkbox"/> ORAL	
		<input checked="" type="checkbox"/> PRACTICAL	
AIRCRAFT USED (Make and Model)		FLY. TIME RECORDED IN LOGBOOK	
CESSNA 172RG		PILOT-IN-COMM. OR SOLO 250	INSTRUMENT 40
		DUAL 100	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:			
IX. EMERGENCY OPERATIONS			
TASK A. SYSTEMS AND EQUIPMENT MALFUNCTIONS			
TASK B. EMERGENCY EQUIPMENT AND SURVIVAL GEAR			
(First Failure)			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.			
DATE OF EXAMINATION 08/14/95	SIGNATURE OF EXAMINER OR INSPECTOR  RETT H. FORMAN		DESIGNATION OR OFFICE NO. ASW FSDO 01

FAA Form 8060-5 (8-80)

**FIGURE 11-2**  
**LETTER OF DISCONTINUANCE**

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FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

On this date you successfully completed the oral portion of the practical test for a [*indicate grade*] certificate with an [*indicate category*] category and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

- [*Indicate pilot operations completed on the test.*]

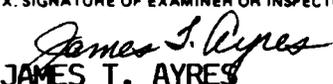
After [*indicate expiration date*] you must repeat the entire practical test.

This letter does not extend the expiration date as shown on the knowledge test results, medical certificate, or required endorsements.

Sincerely,

[*signature of the inspector conducting practical test*]

**FIGURE 11-3**  
**FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE - FLIGHT INSTRUCTOR**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. <b>987654300CFI</b>	
ii. <b>TEMPORARY AIRMAN CERTIFICATE</b>							
THIS CERTIFIES THAT		IV. <b>JOHN RYAN DOE</b> V. <b>5421 WEST BIRD DRIVE</b> <b>NEW YORK, NY 20002</b>					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
11/30/64	73 IN.	175	BROWN	BLUE	M	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 <p align="center"><b>FLIGHT INSTRUCTOR</b></p>							
RATINGS AND LIMITATIONS XII. <b>AIRPLANE SINGLE ENGINE</b>  <p align="center"><b>VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE</b>  <b>NO. 987654300      EXPIRES 09-30-96</b></p>							
XIII. THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE							
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE  09/01/94		X. SIGNATURE OF EXAMINER OR INSPECTOR  <b>JAMES T. AYRES</b>				<b>AEA FSDO 03</b>  DATE DESIGNATION EXPIRES --	

vii. AIRMAN'S SIGNATURE 

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

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