

CHAPTER 15. DESIGNATE/RENEW A GENERAL AVIATION PILOT EXAMINER

SECTION 1. BACKGROUND

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

- For large/turbine aircraft: 1551
- For other aircraft: 1552

3. OBJECTIVE. The objective of this task is to determine if an individual meets the qualifications for designation or renewal as a designated pilot examiner (DPE). Completion of this task results in designation, renewal, reinstatement, termination, or nonrenewal of a pilot examiner.

5. GENERAL.

A. Purpose. This chapter provides procedures for the designation, renewal, reinstatement, termination, and nonrenewal of a pilot examiner designation.

B. Definitions.

(1) As used in this chapter, an applicant is a person being tested for a certificate or rating.

(2) As used in this chapter, a candidate is an individual being tested or considered for designation as a pilot examiner.

(3) A DPE is a designated representative of the Administrator who is authorized by Title 49 of the United States Code, chapter 447, § 44702, to perform those tasks described in Title 14 of the Code of Federal Regulations (14 CFR) part 183, § 183.23.

(4) An National Designated Pilot Examiner Registry (NDPER) examiner is a pilot examiner who is authorized to conduct airman certification and proficiency practical tests in vintage airplanes in accordance with the provisions of the NDPER Program.

(5) A high activity DPE is a pilot examiner who conducts at least 50 practical tests (aircraft or simulator) in a given quarter.

C. Privileges. A DPE is authorized to perform the following:

(1) Accept applications and conduct practical tests leading to the issuance of pilot and flight instructor certificates and/or ratings in the type of aircraft appropriate to the certificates and letters of authority held by the examiner.

(2) Issue temporary pilot/flight instructor certificates to applicants whom the examiner has tested and found qualified for a certificate or rating.

(3) Issue FAA Form 8060-5, Notice of Disapproval of Application, to applicants whose performance, during a practical test conducted by that examiner, did not meet the applicable Practical Test Standards (PTS) for a certificate or rating.

(4) Issue letters of discontinuance when the practical test is terminated because of situations such as unforecast weather, the applicant or examiner becomes physically incapacitated, the aircraft has mechanical difficulties after the test has begun, or other unanticipated situations.

(5) Accept applications and issue student pilot certificates. A DPE may accept an application when the airman has an FAA Form 8500-15, Statement of Demonstrated Ability (SODA). The examiner must verify the appropriate limitations relating to the SODA with the Flight Standards District Office (FSDO). Any appropriate limitations relating to operational privileges must be placed on the airman certificate. See volume 2, chapter 27 for examples of operational limitations.

(6) Charge each applicant a reasonable fee for services. The amount of the fee and the effect of passing or failing a practical test on the fee, should be clearly understood by the applicant before the examiner accepts an application.

D. Airman Certification Representative (ACR) Privileges for DPE's. A DPE may perform ACR duties and responsibilities without additional authorization.

E. Proficiency Pilot Examiner (PPE) Privileges for DPE's. A DPE may conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to conduct certification practical tests. This privilege is automatically conveyed with the DPE designation and need not be shown on the Certificate of Authority issued to the DPE; however, except for NDPER examiners, PPE privileges conveyed to a DPE are LIMITED to the designating FSDO's geographical area of responsibility. NDPER examiners' practical testing and pilot proficiency testing privileges in vintage airplanes ARE NOT restricted to the designating FSDO's geographical area.

(1) If a DPE needs PPE privileges for a more extensive area, the examiner should request a separate PPE designation from the FSDO.

(2) If an examiner holds BOTH DPE and PPE Certificates of Authority, the DPE authorization is limited to the FSDO's geographic area of responsibility. The PPE authorization is not limited to the FSDO's geographical area.

(3) In all cases, regular DPE testing privileges are limited to the area specified by the examiner's Certificate of Authority unless otherwise approved and coordinated by the designating FSDO.

(4) NDPER examiners are authorized to accept applications for practical tests to be conducted in vintage aircraft without regard to FSDO or regional boundaries. An NDPER examiner may conduct practical tests in any of the vintage aircraft within the aircraft grouping stated on the examiner's NDPER letter of authorization (LOA). NDPER examiners are responsible for all travel arrangements associated with the conduct of a practical test to be conducted in a vintage airplane. This provision applies ONLY to certification activities conducted under the provisions of the NDPER Program. The examiner's activities for all other DPE authorizations are bound by the geographical area of the designating FSDO.

F. Examiner Standards. An examiner must conduct all practical tests according to the applicable PTS.

(1) An examiner is expected to honor appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a practical test if the postponement is at the examiner's request. If an examiner cancels a practical test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact the FSDO. The FSDO should provide the names of other examiners, or may arrange to conduct the practical test at the applicant's request.

(2) The examiner must conduct the oral portion of the practical test in a private area free from distractions.

The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private unless, by mutual agreement, a person other than the applicant (such as the applicant's flight instructor) is present.

(3) An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.

(4) An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for demonstrating aviation safety at all times.

(5) If the performance of a pilot who has been certificated by an examiner is found unsatisfactory due to an accident, incident, or other significant event, or if other evidence reveals a deficient performance by an examiner, a flight check of that examiner may be required by an inspector.

7. PROGRAM ADMINISTRATION. The General Aviation and Commercial Division, AFS-800, at Federal Aviation Administration (FAA) headquarters in Washington, DC is responsible for the development of national policy regarding pilot examiners and the overall supervision and evaluation of the pilot examiner program.

A. Region. The regional Flight Standards division manager is responsible for the examiner program within that region. The region ensures that FSDO's conform to national policy with respect to examiner designation, geographic coverage, and other matters. The region reviews FSDO surveillance policies and activities and evaluates FSDO administration of the pilot examiner program.

(1) The NDPER Program is facilitated by the Experimental Aircraft Association (EAA) with FAA administrative oversight.

(2) The Great Lakes Region Flight Standards Division, Technical Programs Branch, AGL-230, has sole responsibility and oversight authority for NDPER examiners regarding the privileges on each examiner's letter of authorization for vintage aircraft.

(a) AGL-230 issues the examiner's letter of authorization for vintage aircraft, stating the aircraft grouping in which the examiner is authorized to conduct practical tests. NDPER examiners may accept applications for practical tests in any of the vintage aircraft within that stated grouping. Vintage/surplus military aircraft are those aircraft which are operated solely under 14 CFR part 91 and for which the FAA does not have sufficient qualified inspector staff to conduct either the initial qualification or proficiency tests required under the regulations.

(b) The NDPER Program does not preclude or limit the region/FSDO from authorizing other DPE's and/or inspectors, if qualified, to conduct practical tests and proficiency checks in vintage aircraft.

(c) NDPER examiners conducting functions as a DPE operate under the authority of the region/FSDO that holds that examiner's certificate of authority. However, when conducting functions as an NDPER examiner in vintage aircraft, the examiner operates solely under the direction and authority of AGL-230.

(d) AGL-230 is responsible for each NDPER examiner's activities relating to vintage aircraft, including renewal and certification pertaining to vintage aircraft.

(e) AGL-230 provides timely coordination with the FSDO in whose area an NDPER examiner conducts practical tests in vintage aircraft.

B. FSDO. A pilot examiner operates under the direct supervision of the FSDO that holds the examiner's designation file. The FSDO issues and maintains the DPE's certificate of authority and letter of authorization for all aircraft other than vintage aircraft.

C. Annual Meeting. Each FSDO shall hold at least one pilot examiner meeting every year to review problem areas, examiner performance, standards, and procedures. Attendance at this meeting shall be recorded in the examiner's file maintained by the supervising FSDO. This meeting is in addition to Biennial Recurrent Examiner Standardization Training and may not be used in lieu of Recurrent Standardization Training.

D. Program Management. Regional offices should establish procedures to ensure that FSDO's conform to national policy with respect to examiner designation, geographic coverage, and other matters; review FSDO surveillance policies and activities; and evaluate FSDO administration of the pilot examiner program.

E. Program Evaluation. During scheduled office evaluations, regional office personnel shall review FSDO administration of the examiner program. Special reviews should be performed as the need arises. Program evaluation is especially valuable in improving FSDO standardization and in maintaining effective oversight of the examiner program.

F. Pilot Examiner's Records. The FSDO shall keep a file on each examiner within its area. The file may contain photocopies of the information, or may be an electronic file from which data is easily retrieved. If an electronic file is maintained and is accessible to the region or division, the office does not need to maintain duplicate records. The pilot examiner's file will be reviewed annually, and must be in compliance with section 8000 of FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

(1) The following may be maintained in an electronic file:

(a) records of satisfactory completion (or failure to accomplish satisfactory completion) of initial and recurrent pilot examiner job function standardization courses;

(b) record of attendance at the annual FSDO examiner meeting;

(c) records of surveillance/inspection; and

(d) testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the Airmen Certification Branch (AFS-760) through the FSDO.

(2) Photocopies of the following must be retained:

(a) Certificates of Authority and Designation (FAA Forms 8430-9 and 8000-5) showing geographic area(s) authorized;

(b) copies of AC Form 8060-31, Airmen's Records Correction Notice, for the most recent 12 months;

(c) the valid pilot, medical (if required), and flight instructor certificates or current Integrated Safety Information Subsystem (ISIS) data verifying the same;

(d) the initial designation application form, FAA Form 8710-9, Designated Examiner Application/Qualification Record;

(e) the most recent designation renewal (FAA Form 8710-9);

(f) all correspondence from the public concerning the examiner; and

(g) multiengine airplane, helicopter, vintage airplane, and turbine-powered or large aircraft authorizations, if applicable.

9. TYPES OF DESIGNATIONS. Pilot examiners are designated for specific testing functions. Examiners may perform only the functions authorized by their designations. Pilot examiner designations have been realigned to conform with 14 CFR part 61 certificates and ratings. Except for those pilot examiners designated before January 28, 1978, all pilot examiners conducting commercial pilot practical tests in airplanes must hold a commercial and instrument rating examiner designation. Currently there are no provisions for commercial pilot examiner designations limited to visual flight rules (VFR) operations in airplanes. The following pilot examiner designations are issued.

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

B. 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.

C. Commercial Pilot Examiner (CE). A CE conducts practical tests for commercial pilot certification and additional ratings.

D. Airline Transport Pilot Examiner (ATPE). An ATPE conducts airline transport pilot (ATP) practical tests for the original issuance of an ATP certificate and additional ratings as specifically authorized/limited. ATPE's must hold category and class, and, if appropriate, type ratings on their pilot certificates for the tests to be conducted.

(1) ATPE's are not authorized to conduct instrument rating practical tests unless they hold a CIRE designation for that category and class of aircraft.

(2) Any limitation, such as "AIRLINE TRANSPORT PILOT EXAMINER - AIRPLANE (CE-500 ONLY)," should be placed on FAA Form 8430-9 and the LOA.

E. Flight Instructor Examiner (FIE). An FIE conducts practical tests for the original issuance (as authorized by the FSDO), renewal, and reinstatement of flight instructor certificates and ratings. An FIE is only authorized to issue flight instructor certificates based on practical tests.

F. NDBER Examiner. An NDBER examiner conducts certification practical tests and proficiency tests in vintage/surplus military airplanes that are identified and listed as vintage airplanes under the NDBER Program.

G. Military Competency/Foreign Pilot Examiner (MC/FPE). An MC/FPE issues private pilot and commercial pilot certificates on the basis of military competency and/or foreign pilot licenses. The MC/FPE reviews applicant records, verifies computer test reports for Military Competence and/or Foreign Pilot Instrument knowledge tests, and issues temporary certificates, as specifically authorized. The MC/FPE may issue and/or upgrade pilot certificates bearing type ratings based on military competence.

H. PPE. A PPE conducts the pilot-in-command (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 14 CFR parts 121, 125, 127, or 135. A PPE does not conduct certification practical tests.

I. ACR. An ACR accepts applications for airman certificates and/or ratings from the graduates of a pilot school that holds appropriate examining authority under 14 CFR 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 valid flight instructor certificate. An ACR does NOT conduct any knowledge or practical tests in connection with ACR duties.

J. Training Center Evaluator (TCE). A TCE conducts certification practical tests, proficiency checks, Category II and III authorizations, and competency checks in an aircraft, a simulator, or both, as authorized. The TCE performs authorized functions in conjunction with a training center under the provisions of 14 CFR part 142. (See volume 2, chapter 148.)

11. ELIGIBILITY. The FAA's objective is to provide prompt practical testing to applicants for pilot certification. The demand for practical tests at a specific location determines if the designation of an examiner is justified. Although there are no requirements for pilot examiners stated in the regulations, examiner qualifications are described in FAA Order 8710.3, Pilot Examiner's Handbook.

A. Designation Requirements. The following are requirements for specific pilot examiner designations. Consult FAA Order 8710.3 for additional information. Figures 15-2, 15-3, and 15-4 of this chapter include tables with the requirements for specific designations.

(1) An examiner must have at least 5 hours as PIC in each make and model of multiengine aircraft in which the DPE conducts tests.

(2) Glider examiners must show experience and demonstrate skill in motorized self-launch gliders and air and ground launch procedures, or their examining activity will be limited to the particular type of launch demonstrated.

(3) PE's and CE's with lighter-than-air free 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 free balloons with airborne heater or gas balloons only, that examiner may conduct practical tests only in that type of balloon.

(4) Except for NDPER examiners, an evaluation of competency as a pilot examiner and an LOA for each specific make and model of turbine-powered aircraft, multiengine airplane, or each make and basic model of helicopter are required for the authorization to conduct practical tests.

(5) The candidate may demonstrate competency in a Level C or D flight simulator if the simulator used is representative of the aircraft to be authorized by the candidate's designation. In order to conduct a test in a simulator, except in small helicopters at the ATP level, 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.

(6) NDPER examiner candidates must hold and maintain a current FAA certificate of authority as a DPE; have a recommendation from the EAA; hold at least one type rating in a vintage aircraft; have a proven background involving the operation of vintage aircraft; and be approved by AGL-230.

(a) For initial NDPER authorization, an NDPER examiner need complete only one evaluation of competency in a vintage airplane to show competency for all vintage airplanes authorized.

(b) An NDPER examiner must hold a current § 61.58 proficiency check in at least one vintage airplane.

B. Designation of Retired Aviation Safety Inspectors (ASI) as Pilot Examiners. Retired FAA operations inspectors applying for DPE authority are required to successfully complete initial pilot examiner standardization training conducted by AFS-642. Evidence of having satisfactorily completed this course of instruction is indicated by the issuance of a course completion certificate. This certificate will only be issued to individuals who have completed all phases of the training, including classroom exercises and the final knowledge examination. If more than

2 years have passed since a retired ASI has satisfactorily completed initial training, the supervising ASI will require the applicant to attend and satisfactorily complete a recurrent standardization course.

13. INITIAL DESIGNATION. Candidates for designation as pilot examiners must be highly qualified technically and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All pilot examiners must meet the requirements of §§ 61.56 and 61.57, as applicable. Except as specifically noted for NDPER examiners, all DPE's must meet the requirements of § 61.58, if applicable, and must be current and qualified to act as PIC of each aircraft for which authorized throughout the duration of the designation. For designations requiring a medical certificate, the designee must maintain at least a third class medical certificate throughout the duration of the designation. Any required flight instructor certificate must be kept current for the duration of the designation. A candidate for rotorcraft/helicopter designation must hold the appropriate category, class, and, if applicable, type ratings. Examiners' authorizations will be issued on the basis of each make and basic model of helicopter, regardless of the aircraft's size and power source.

A. General Criteria. In addition to meeting the professional standards in the preceding paragraph, an examiner candidate shall meet the following standards:

(1) be at least 21 years old;

(2) have a good record as a pilot and flight instructor in regard to accidents, incidents, and violations;

(3) have a reputation for integrity and dependability in the industry and the community;

(4) have a history of cooperation with the FAA;

(5) hold a valid second-class medical certificate for initial designation, except in the case of a designation limited to examining in free balloons, gliders, or simulators. No airman medical certificate is required for free balloons or gliders if the pilot certifies that he or she has no known physical defects that make him or her unable to pilot a free balloon or glider safely. Designation as pilot examiner for simulators only does not require a medical certificate.

(6) be a professional flight instructor or serve in another type of piloting service (for example, executive, air carrier, part 121 or 135 check airman). If the candidate is not employed as a flight instructor, the candidate's employment must include duties primarily

devoted to testing airmen or similar evaluation activities.

B. Examiner Applications. Applicants should send a completed FAA Form 8710-9, Designated Examiner Application/Qualification Record, to the National Examiner Board (NEB). Except as noted, the NEB accepts and evaluates applications from persons applying for initial designation. For applicants applying for designation as a PPE, ACR, MC/FPE, TCE, or NDPER examiner, see paragraphs (3) and (4) below. The NEB will advise the applicant by letter whether or not the applicant meets the criteria for the designation sought. If the applicant does not meet the applicable criteria, the NEB will advise the applicant how the deficiency may be corrected. The applicant should retain a copy of all documents submitted to the NEB for the applicant's personal records.

(1) The NEB applies the general qualification requirements, technical requirements, and experience criteria detailed in Order 8710.3 to determine whether applicants meet FAA requirements for the initial designation sought.

(2) If extenuating circumstances justify the exception, the NEB may approve a DPE applicant who does not meet all of the qualification requirements of Order 8710.3 for assignment to the national examiner pool. However, a statement explaining the deficiency and detailing the circumstances which justify approval of the application is made a part of the candidate's file.

(3) Candidates for designation as a PPE, ACR, MC/FPE, or TCE send their completed application forms directly to the designating FSDO for processing. (Candidates holding PPE, ACR, MC/FPE, or TCE designations and/or applying for additional designation as a DPE must submit applications for DPE authorization to the NEB.)

(4) Candidates for designation as an NDPER examiner should submit applications directly to the EAA for consideration. The EAA will recommend successful candidates to AGL-230 for selection and appointment.

(5) Applicants for renewal or reinstatement send applications directly to the jurisdictional FSDO; however, a relocating examiner whose designation is not current must apply for reinstatement at the new FSDO through the NEB. The application is processed as though it were an initial application.

C. Initial Screening and Knowledge Test. If the applicant meets the applicable criteria, the NEB will advise the applicant in writing that the application has been accepted and instruct the applicant to apply for a predesignation knowledge test. The applicant should not take the predesignation test until receiving a letter

of acceptance from the NEB. Upon receiving a letter of acceptance by the NEB, the applicant should take the appropriate predesignation knowledge test at any FAA computerized testing center. The applicant should request the Pilot Examiner Test - Airplane, Rotorcraft, Glider, or Balloon, appropriate to the designation sought. A separate predesignation test is required for each category sought. The cost of the predesignation test is borne by the applicant. The applicant must forward the test results to the NEB within 10 days of the test date. The applicant should retain a copy of the test report for the applicant's personal records.

(1) The applicant must obtain a grade of 80 percent or higher on the predesignation knowledge test in order to continue the application process. The candidate is placed in the candidate pool for each category for which the predesignation test is passed.

(2) An applicant who fails to obtain a grade of 80 percent or higher on the predesignation knowledge test or chooses to retake the test to obtain a higher score must wait 30 days from the date of taking the test before taking the test again.

(3) If the applicant fails a predesignation test, the applicant may not be placed in the candidate pool for the failed category until the test for the failed category is passed. The applicant has the option of correcting the failure or not seeking designation in the failed category.

(4) Applicants for designation as a PPE, ACR, MC/FPE, or TCE are not required to take the predesignation knowledge test.

D. National Candidate Pool. The NEB maintains a national examiner candidate pool which contains the application files of examiner applicants who meet the requirements for the designation sought. Applicants who are approved for assignment to the national examiner candidate pool will be categorized by the geographical area(s) which the applicant can serve and by the type(s) of designation sought. Approved applications are retained in the candidate pool for a period of 24 calendar-months or until the applicant is selected for designation by the FSDO. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process in order to apply for reassignment to the candidate pool.

(1) An applicant who is not approved for assignment to the candidate pool may request a review of the NEB's decision by the Flight Standards appeals board. The decision of the appeals board is final.

(2) At the request of the FSDO which has determined a need for an examiner, the NEB sends the FSDO applicant files for the three most highly quali-

fied candidates, appropriate to the designation needed and the geographic area to be served. The FSDO may decline or accept any candidate referred by the NEB.

(3) DPE applicants need not have a residence within the designating FSDO's geographical area of jurisdiction; however, a DPE applicant must be able to provide examiner service in the FSDO's area in order to be considered for designation by that FSDO.

(4) When the NEB forwards the file of a DPE candidate who does not meet all of the applicable requirements to a FSDO, the application shall be referred to the regional Flight Standards division manager for review and approval before an authorization is issued. The approval of the regional Flight Standards division manager is required in order for the FSDO to designate a DPE candidate who does not meet all of the qualification criteria stated in FAA Order 8710.3.

E. Practical Test. Each candidate selected for designation by the FSDO must pass a practical evaluation by an FAA inspector before an initial designation is issued. The practical evaluation assists the FAA to determine if the candidate is competent to apply current practical test requirements, procedures, and performance standards in the aircraft for which authorization is sought. The FSDO schedules the practical evaluation upon selecting a candidate for designation.

F. Training. Each examiner must successfully complete the initial pilot examiner standardization course (job functions training) conducted by the Pilot Examiner Standardization Section, AFS-642, in Oklahoma City within 3 calendar months of initial designation. Examiners who are designated before completion of the examiner standardization course will receive an LOA that includes an expiration date coinciding with the scheduled completion of the initial standardization course. Before issuing authorization to an examiner to conduct tests prior to completion of the standardization course, the FSDO should obtain concurrence from the regional Flight Standards division manager.

(1) In addition to general certification procedures and information pertinent to all designations, examiners may be instructed in procedures relating to all levels of pilot/flight instructor certification and all category and class ratings. Following this training, the candidate/examiner will be administered a comprehensive knowledge examination that may test the candidate/examiner on any or all subjects in which the class was instructed. Some of the test questions may require

knowledge beyond that encompassed by the authorizations indicated on an individual candidate/examiner's current or proposed Certificate of Authority or LOA.

(2) Successful completion of the standardization course is a prerequisite for designation as a pilot examiner. Under most circumstances, if an examiner candidate arrives after a course has started, that person will not be permitted to attend the remainder of the course. However, if the course manager determines that the examiner candidate has a legitimate reason for being tardy, and if he/she is not more than 1 hour late, that examiner candidate may be permitted to complete the training. After a late arrival is accepted by the course manager, the candidate will be required to make up the missed instruction with AFS-642 personnel outside of normal class hours. Once this has been accomplished, the examiner candidate will take the final examination with the class.

(3) If a DPE candidate or designated examiner fails to successfully complete the course, examining authority will be rescinded and the examiner/candidate is ineligible for designation as a pilot examiner for at least 12 calendar months thereafter. If the candidate reapplies after the 12-month period, the candidate must meet all prerequisites for designation and will receive no special consideration because of the previous denial.

(4) Any examiner who has held an air transportation authorization and has not attended the initial standardization course for general aviation examiners must satisfactorily complete the initial standardization course before exercising any authorization as a general aviation examiner.

(5) Authorization for an examiner to conduct tests prior to completion of the initial standardization course requires the approval of the regional Flight Standards division manager.

(6) Except for MC/FPE applicants, retired FAA operations inspectors must complete the same application procedures for DPE designation as all other applicants. However, a retired FAA inspector applying for designation who, prior to retirement and within 2 years of the date of designation, has satisfactorily completed the initial standardization course conducted by AFS-642 AND HAS RECEIVED A COURSE COMPLETION CERTIFICATE for the course may use that certificate to satisfy the requirement for satisfactory completion of the initial course. A course completion certificate will be given only to those persons who have completed all phases of the

training, including classroom exercises and the final written examination. If a retired inspector has satisfactorily completed the initial standardization training course but more than 2 years have passed since the completion date, the inspector must attend, and satisfactorily complete, a recurrent standardization course conducted by AFS-642 in order to meet the requirement for completion of the initial course.

15. LETTERS OF AUTHORIZATION. Examiners who are authorized to conduct practical tests in helicopters, multiengine airplanes, vintage airplanes, turbine-powered aircraft, and aircraft requiring a type rating will be issued a special authorization in the form of an LOA. The LOA is valid only as long as the examiner's Certificate of Authority is current and expires when the examiner's designation expires. The authorizations conferred by the LOA must be renewed annually by a demonstration of competency in at least one make and model of aircraft or simulator in each category in which the examiner is authorized to conduct tests.

A. Multiengine Airplanes and Turbine-Powered or Large Aircraft. The LOA lists each make and model of multiengine airplane, turbine-powered or large aircraft, and/or each FAA-qualified flight simulator in which the examiner may conduct tests.

B. Vintage Airplanes. A separate NDPER LOA, stating the aircraft grouping in which the NDPER examiner is authorized to conduct certification practical tests and proficiency tests under the provisions of the NDPER Program, will be issued to each NDPER examiner by AGL-230. There is no specific limit to the number of vintage airplanes for which an NDPER examiner may receive authorization. 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 NDPER examiners. (See figure 15-12.)

C. Helicopters. The LOA limits the examiner's authority to conduct tests to specific makes and basic models of helicopters, regardless of the aircraft's size and power source.

(1) Initial authorization for small helicopters requires a successful demonstration of competency in a small helicopter, either reciprocating or turbine-powered, as appropriate.

(2) Initial authorization for large helicopters requires a successful demonstration of competency in each large helicopter for which an authorization is sought.

D. Interim Authorization. If a DPE is qualified and current in a nonturbine-powered multiengine airplane

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 LOA authorizing one-time testing privileges in that airplane. The LOA should state the aircraft make and model, restrictions (if any), and the expiration date. The expiration date of the LOA is determined by the FSDO manager but should not exceed 30 days from the date of issuance.

E. Infrequently Requested Aircraft (Turbine-Powered). The FSDO may elect not to issue an LOA to a pilot examiner for a turbine-powered aircraft that requires a pilot type rating if the FSDO receives infrequent requests for certification practical tests in that aircraft. The FSDO may assign an inspector to conduct practical tests in that type of turbine-powered aircraft.

17. ADDITIONAL DESIGNATIONS. An additional designation may be issued to an examiner by completing the same procedures used for original designation. The DPE candidate must hold the certificate and rating(s), without limitation, appropriate to the designation sought.

A. Requirements. Except for placing an additional grouping of vintage airplanes on an existing NDPER authorization, each additional designation requires a demonstration of competency as a pilot examiner appropriate to the aircraft or simulator and the designation sought. The inspector uses the current designation number to issue a new FAA Form 8430-9 showing all designations. When a designation is added, the existing designation(s) may be renewed.

B. Qualifying for Additional Designations. Although all required maneuvers and procedures from the PTS must be tested for an initial designation, the same maneuvers and procedures for an additional designation do not need to be repeated. For example, a DPE candidate simultaneously tests for both PE and CIRE airplane designations. If the DPE candidate satisfactorily completes all of the maneuvers and procedures for the PE designation, then only those maneuvers that differ for the CIRE designation need to be tested. However, if 12 months or more have elapsed since a DPE candidate has qualified for the PE designation, the DPE candidate must be retested on all maneuvers and procedures for the CIRE designation.

19. RENEWAL CRITERIA. In addition to the general requirements outlined in paragraph 13 above, examiners must attend the annual examiner meeting held by the designating FSDO and meet the following specific criteria for renewal of examiner designations and authorizations.

A. Recurrent Standardization Training. Once every 2 years, an examiner must satisfactorily complete examiner recurrent standardization training. NDPER examiners may complete the regular DPE recurrent course or attend a special course scheduled for NDPER examiners. Completion of one recurrent standardization course meets the requirements for all examiner designations and authorizations.

(1) Examiner recurrent standardization courses are scheduled and presented by AFS-642. Course dates and locations are published for 3-year periods. When an examiner is due for recurrent training, the examiner may complete the recurrent training standardization course 3 calendar months before or after the anniversary month and the training will be considered to have been completed in the anniversary month. When an examiner elects to complete recurrent training in the 3-month period after the anniversary month, the examiner's testing privileges will be suspended until the examiner satisfactorily completes the training.

(2) If an examiner misses the course given nearest the examiner's home area, the examiner must successfully complete the missed course at another location within 3 calendar months. The examiner's testing privileges will be suspended until the examiner satisfactorily completes the training. The examiner may go to any location where the course is given.

(3) If an examiner fails the recurrent examiner standardization course, the examiner's authorization will be rescinded. The FSDO may, with the concurrence of the regional Flight Standards division manager, permit the examiner to attend another recurrent training class. In this event, the examiner will have 3 calendar months to successfully complete a second recurrent course. Testing privileges will not be reinstated until the examiner satisfactorily completes the training. If the examiner attends a second recurrent training course and fails that course, the FSDO terminates the examiner's authority. The examiner is eliminated from consideration for reinstatement for at least 12 calendar months from the date of the second failure. Examiners who are eliminated from the program under these circumstances may reapply for designation after 12 calendar months. They must meet all requirements necessary for initial designation.

B. Certification Activity. Specific amounts of certification activity are required to show need for the renewal of individual designations and authorizations. The NDPER authorization is the only designation for which no specific amount of certification activity is required to show need for renewal.

C. Reissuance of LOA. An examiner's LOA is valid only as long as the Certificate of Authority is

current and expires at the same time. It is reissued when the designation is renewed.

D. Practical Test. Examiners must demonstrate knowledge and skill appropriate to the designation and authorizations to be renewed or reinstated by the satisfactory completion of an annual practical test (demonstration of competency).

E. Designation Number. The original designation number should be used for renewal, unless a change in the supervising FSDO is involved or a general renumbering is directed by the region. In the event of a change in number, this information should be updated in the Vital Information Subsystem (VIS).

21. ACTIVITY REQUIRED. A certain amount of annual activity is generally required for renewal of examiner designations. If there are legitimate reasons why an examiner has been unable to accomplish any of the required levels of activity, the FSDO manager may modify the requirement to the extent justified by the extenuating circumstances and approve the renewal. Any ONE of the following levels of activity is acceptable.

A. General. The examiner has conducted during the previous 12 calendar months:

- (1) 10 certification or aircraft rating tests in airplanes;
- (2) five certification or rating tests in helicopters, gyroplanes, gliders, free balloons, or airships;
- (3) five instrument rating practical tests; or
- (4) five ATP practical tests.

B. Multiengine Airplane. For renewal of multiengine airplane authorizations, as shown on the examiner's LOA, the examiner should have conducted five multiengine rating tests in each make and model of airplane authorized during the previous year. The FSDO manager may authorize an exception in extenuating circumstances.

C. Vintage Airplanes. No specific amount of annual activity in any or all of the types of vintage airplanes authorized on an examiner's NDPER LOA is required for renewal of all of the vintage airplanes listed on the NDPER LOA. This provision applies only to NDPER authorizations.

(1) Continued renewal of an NDPER authorization is based on the examiner's experience and standing as a fully qualified and current DPE and approval/issuance of the renewal by AGL-230.

(2) The NDPER examiner's authorization for multiple types of vintage airplanes is designed to provide nationally available examiner services for rare airplanes. To require any set amount of certification activity to maintain the NDPER authorization would be contrary to the purpose of the program.

23. PRACTICAL TESTS FOR RENEWAL. A practical test (demonstration of competency) for renewal must consist of one of the testing procedures stated in paragraph 25 of this section. At the discretion of the FSDO, a practical test of the examiner, appropriate to the designations held, satisfactorily completed within 3 calendar months before the renewal of the designation, may be used to satisfy this requirement.

A. Multiengine Airplane. The examiner takes only one practical test annually for renewal in multiengine airplanes not requiring a pilot type rating or in nonturbine-powered multiengine airplanes that do require a type rating, including all vintage airplanes. If the examiner is authorized to conduct tests in vintage airplanes and/or more than one make and model of multiengine airplane, the annual demonstration of competency should be alternated between the airplanes authorized.

B. Helicopter. The examiner takes only one practical test annually for renewal in all small helicopters authorized. If authorization is held in more than one type of large helicopter, the renewal may be accomplished by alternating the annual demonstration of competency between the types authorized within a 24-month period.

C. Turbine-Powered Aircraft. For renewal of turbine-powered aircraft authorizations, at least one annual demonstration of competency is required in an appropriate turbine-powered aircraft.

(1) For an examiner holding multiple turbine-powered aircraft authorizations, one annual demonstration of competency in a turbine-powered aircraft is sufficient. However, if any of the aircraft requires a pilot type rating, the single annual demonstration of competency must be in that turbine-powered aircraft requiring a type rating.

(2) If an examiner holds multiple authorizations in turbine-powered aircraft requiring a pilot type rating, the annual demonstration should be alternated between those aircraft that require a type rating. The examiner may not conduct a practical test in any turbine-powered aircraft that requires a pilot type

rating unless the examiner has demonstrated competency in that aircraft within the preceding 24 months.

(3) If an examiner with turbine-powered aircraft authorizations is unable to complete a demonstration of competency due to lack of qualified applicants for a practical test or unavailability of a suitable aircraft, the examiner's authorization for these aircraft may not be renewed until a satisfactory demonstration of competency is accomplished.

D. Multiple Authorizations. For examiners holding authorizations in multiple categories of aircraft, an annual renewal demonstration shall be conducted in each category of aircraft for which the DPE holds an authorization.

25. CONDUCT OF THE PRACTICAL TEST.

The practical test for initial designation of an examiner or renewal/addition of examiner designations must contain both the appropriate oral questioning and flight/simulator performance in accordance with the PTS. A preflight briefing must be conducted prior to any practical test. This briefing must be given in accordance with the guidelines contained in volume 2, chapter 1, section 3. Additional information on the conduct of practical tests is found in volume 2, chapter 16.

A. Practical Test Roles. In regard to the practical test procedures described below, the term "candidate" refers to the person seeking the pilot examiner designation, and "applicant" refers to the person applying for an airman certificate or rating. An inspector may act in the role of an applicant for a practical test.

B. Scheduling. Since an applicant's schedule may be incompatible with an inspector's normal duty hours, the inspector should be flexible when scheduling tests with pilot examiner candidates.

C. Method. In order of preference, the inspector may choose one of the following three methods to test a candidate:

(1) The inspector observes the examiner candidate testing an actual applicant for a rating or certificate. The inspector evaluates the candidate's performance while the candidate evaluates the applicant. In this situation, any discussion between the DPE candidate and the inspector concerning the candidate's performance with the applicant should be held in private.

(2) The inspector plays the role of an applicant appropriate to the type of designation the DPE candidate is seeking. The inspector should not respond with trick replies to the DPE candidate's questions during the oral portion of the practical test. If an inspector

answers a question incorrectly to test whether the DPE candidate recognizes an incorrect answer, the incorrect response should be obviously wrong.

(3) The inspector tests the examiner candidate on selected maneuvers to assess the candidate's flight proficiency and ability to evaluate in accordance with the applicable test standards.

D. Authority to Issue Documentation After Practical Test.

(1) In the case of a practical test with an actual applicant and a successful DPE candidate, the successful DPE candidate does not yet have the authority to issue a certificate to the applicant.

(2) However, the inspector may allow the successful DPE candidate to fill out the appropriate documentation for the applicant while the inspector observes. The inspector must sign any certificate issued.

(3) In the case of a practical test with an actual applicant and an unsuccessful DPE candidate, the inspector will complete and sign the appropriate documentation.

27. DELEGATION/RECISSION OF AN EXAMINER AUTHORIZATION. Title 49 of the United States Code empowers the Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under this section and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. Also, the Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

A. Proposed Termination or Nonrenewal. The FSDO must coordinate with the region, obtain the concurrence of the regional office manager, and advise the Assistant Chief Counsel before any official notification is made to an examiner regarding the FAA's intent to terminate or to not renew a designation. The FAA's proposed action must be thoroughly documented in accordance with established policy. Sections 183.15 (b) and (d) contain the general conditions under which designations may be terminated.

B. Notification. The FSDO shall provide the examiner with written notice and an opportunity to respond to a proposed action to terminate or to not renew a designation. The written notice shall state the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable regulations and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, examples should be

stated. The reasons cited should be supported by documented surveillance or the results of other investigations; however, supporting documents shall not be included with the notification to the examiner.

C. Option to Respond. The written notification should give the designee the option to respond in writing or in person. The notification should advise the designee that he or she may elect to be accompanied by counsel if responding in person. The notification should also inform the designee that a record will be made of any meeting held.

(1) The FSDO shall make a record of any meeting with the examiner. The record may be in the form of notes taken by a secretary during the meeting, a summary written by the FSDO staff after the meeting, or another reliable method.

(2) The FSDO shall send a copy of the record to the examiner. The examiner may submit comments or propose corrections to the record.

D. FSDO Manager's Decision. The FSDO shall provide written notification of the FSDO manager's decision regarding the termination or nonrenewal of the designation to the examiner. The written notification to the examiner must indicate the reasons for the termination or nonrenewal. The examiner may request a review of the matter by the regional Flight Standards division manager. If the examiner wishes to have the regional Flight Standards division manager review the matter, the examiner must make the request for the review in writing or in person within 10 days of receipt of the written notification of the FSDO manager's decision.

E. Regional Office Manager's Decision. If the examiner requests a review by the regional office manager, the FSDO should advise the examiner that the regional office manager's decision is final. The examiner shall be notified in writing of the regional office manager's decision and the reasons for that decision.

29. TERMINATION. Termination of an examiner's designation for reasons other than insufficient need for the examiner's services or the examiner's inability to meet medical standards should be initiated when other means of ensuring the examiner's conformance to standards are unsuccessful, not feasible, or inappropriate.

A. Reasons for Termination. A designation is terminated by the Administrator for any of the following reasons:

(1) upon the written request of the examiner;

(2) when there is no longer a need for the examiner's services;

(3) upon a finding by the Administrator that the examiner has not properly performed the examiner's duties; and

(4) for any reason the Administrator considers appropriate.

B. Examples. The following are some examples of not properly performing an examiner's duties:

(1) unsatisfactory performance in any phase of examiner duties or responsibilities, including the inability to accept or carry out the supervising FSDO's instructions;

(2) any actions by the examiner that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;

(3) the inability of the examiner to work harmoniously with FSDO personnel or the public;

(4) evidence that the examiner's general and/or professional qualifications and requirements, including the continued ability to meet the medical requirements for the designation held, were not met at the time of the original designation or at any time thereafter;

(5) an examiner's inability to demonstrate satisfactory performance during a knowledge and/or skill evaluation or during an initial or recurrent examiner or job function course; or

(6) an examiner's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

C. Documentation. Deficiencies in an examiner's performance shall be documented by the FSDO. The FSDO should notify the examiner of these deficiencies and give the examiner an opportunity to correct the deficiencies within a 90-day period. The FSDO shall advise the examiner that continued poor performance constitutes grounds for termination of the examiner's designation. When termination of the examiner's designation is being considered, the region shall ensure that the FSDO follows the established procedures for termination and that regional personnel are directly involved in the action taken.

D. Emergency Action. In cases where a designee is suspected of fraud or any other activity for which emergency action is necessary to ensure safety, the FSDO may immediately direct the designee, in writing, to cease all further testing and certification activity pending further FAA investigation of the matter. Upon investigation of the circumstances in such cases, the FSDO should initiate termination or nonrenewal action if appropriate.

E. Voluntary Surrender. An examiner may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing and be accompanied by the examiner's Certificate of Authority. The examiner may retain the Certificate of Designation.

31. REINSTATEMENT. A former examiner whose authority has expired, and whose examiner privileges were not rescinded or revoked as a result of enforcement or legal action by the FAA, may apply for reinstatement. An expired examiner designation may be reinstated only if the requirements and procedures for an original issuance of the designation are met. (See paragraph 13B of this section for application procedures.)

A. Standardization Training. If reinstatement takes place within the 12 calendar month period after expiration, satisfactory completion of a recurrent training course within the previous 24 calendar months is acceptable. If the designation has been expired for more than 12 calendar months, the examiner must satisfactorily complete an initial standardization training class.

B. Demonstration of Competency. If the designation has been expired for less than 12 calendar months, a demonstration of competency in one of the aircraft previously authorized may be accepted by the FSDO for reinstatement of all previously authorized aircraft. If the designation has been expired for more than 12 calendar months, the FSDO shall test the examiner in each aircraft or simulator, as applicable, in which the examiner is seeking authorization.

C. Reissuance of an LOA. To qualify for the reissuance of an LOA, a reinstated examiner must demonstrate competency in at least one aircraft (the most complex aircraft) appropriate to the LOA sought. For the addition of other previously authorized aircraft, the examiner must have demonstrated competency in each aircraft within the preceding 24 calendar months. The following are examples of reinstatement requirements for previously held designations.

(1) The examiner held an LOA for BE-55 and PA-23 aircraft. The examiner's designation expired 2 years ago. The examiner must demonstrate competency in each aircraft for reissuance of the previously held authorizations.

(2) The examiner held an LOA for BE-55 and HS-125 aircraft. The examiner's designation expired 9 months ago. The examiner last demonstrated competency in the HS-125 21 months ago and in the BE-55 more than 24 months ago. The examiner must

demonstrate competency in both the HS-125 and the BE-55 for reissuance of the authorizations.

33. SPECIAL CONSIDERATIONS. Special considerations must be observed when the examiner serves as a required flight crewmember during a practical test. In such cases, the examiner, in addition to being appropriately rated, must also be current in accordance with §§ 61.55, 61.56, 61.57, 91.109(c), and/or 61.58, as applicable. The examiner must also hold at least a third class medical certificate. Examiners should exercise caution while serving as required crewmembers. FSDO's should ensure that all examiners are familiar with the guidance contained in volume 2, chapter 1, section 2.

35. GEOGRAPHIC LIMITS OF AUTHORITY.

FSDO's shall ensure an optimum geographic distribution of DPE's and should have sufficient examiners to serve the public's needs adequately. Designations in excess of this requirement should not be made, or should be canceled in accordance with FAA guidelines.

A. More Than One Area. If an examiner is authorized to serve more than one FSDO, the examiner's FAA Form 8430-9 must bear the name of each FSDO where the examiner is authorized to serve. An examiner's practical test files must not be accepted by a FSDO that is not listed on the examiner's FAA Form 8430-9. If an examiner serves in two or more areas, the FSDO holding the examiner's file should supervise the examiner's activity and renewals and arrange for the endorsement by the other FSDO's on the examiner's FAA Form 8430-9. The examiner's practical test files should be sent to the FSDO in the area where the test occurred.

B. Relocation. If an examiner relocates to an area where that examiner does not have an authorization, the designation is void and is canceled by the issuing office. The examiner must surrender the Certificate of Authority to the FSDO holding the examiner's file. A new FAA Form 8430-9 may be issued by the FSDO serving the examiner's new location if that office wishes to retain the DPE's services. This issuance depends solely upon the need for the examiner's services at the new location.

(1) If the relocating DPE holds a current designation, the DPE's application for initial designation at the new FSDO is processed by the new jurisdictional FSDO. It is not sent to the NEB.

(2) If a relocating DPE does not hold a current designation, the examiner's application for reinstatement

at the new jurisdictional FSDO must be sent to the NEB and processed as an initial application.

C. Designation Outside the United States. An examiner may be designated to serve outside the United States, provided that the examiner serves U.S. citizens abroad or operators of U.S.-registered aircraft, and his or her activities can be supervised by an appropriate FAA office. An examiner who is designated to serve outside the U.S. or its possessions need not be a U.S. citizen.

37. SUPERVISION.

A. Role of the Region. Regions shall review FSDO procedures to ensure that examiner supervision is adequate. FSDO practices may vary in this regard. In some offices, the examiners may be assigned to different inspectors. Regardless of the method of supervision, procedures must ensure that examiners meet all requirements, such as recurrent training and standardization.

B. Role of the FSDO. Examiners operate under the direct supervision of the FSDO that holds the designation file. Headquarters and regional offices normally do not have direct contact with the examiner. All inquiries or other communications from the DPE's will be sent through the FSDO to the regional office.

C. Certification Test Files. Within 5 days of conducting a practical test, an examiner must submit the certification files to the supervising FSDO.

D. Supervising Inspectors. Inspectors who supervise examiners should always welcome the opportunity to discuss procedures and standards and to fly with examiners at their request to resolve questions on techniques, procedures, and standards. New examiners who have not completed the pilot examiner standardization course will require increased surveillance from an inspector. Care should be taken to develop the examiner's evaluation skills and knowledge of flight and/or simulator testing of applicants, as appropriate, for airman certificates. Each examiner should be encouraged to attend safety meetings and flight clinics conducted within the area to keep informed of new developments and pilot training activities.

E. Review of Recommended Applicants. Any applicant recommended by an examiner for a certificate or rating may be requested to appear for a recheck by an inspector before a "permanent" certificate is issued. Inspectors should avoid requiring an arbitrary or an inordinate number of rechecks because of the economic hardship it places on the applicants. Rechecks should only be requested based on facts that clearly support the need for the recheck.

39. REVIEW OF AN EXAMINER'S DECISION.

A. Reason for Review. Any applicant who is not satisfied with an examiner's decision may obtain another practical test or appropriate reevaluation from an FAA inspector without prejudice. In such cases, the applicant shall be given the complete test, including any phases already approved by the examiner. A complete new application and certification test file must be prepared.

B. Inspector's Role. Following the retest, both the examiner's and inspector's certification files must be forwarded to the Airmen Certification Branch, AFS-760. The inspector's report determines if a certificate is issued. The inspector should discuss the results with the applicant and answer any questions relevant to the evaluation. If appropriate, the

inspector should also discuss the test results with the examiner.

41. DESIGNATION NUMBERING.

A. Numbering System. A system of designation numbers should be used to identify the region and FSDO where the examiner was designated. For example, SO-05-1395 could signify SO (region), 05 (FSDO), 1395 (examiner number).

B. Control of Examiner Numbers. Care should be taken to ensure that designation numbers are issued in the proper order and cannot be confused with those numbers issued by other regions or other previous numbering systems. Numbers assigned to canceled or expired examiners should not be reused, as a computer check of examiner records would call up records of more than one examiner.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61 requirements and FAA policies, and qualification as an ASI (operations).

B. Coordination. This task may require coordination with the airworthiness unit and requires coordination with the airman records section of the Airmen Certification Branch, AFS-760; the Pilot Examiner Standardization Section, AFS-642; the General Aviation and Commercial Division, AFS-800; Assistant Chief Counsel; and medical certification.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- 14 CFR parts 1, 61, 67, 91, 183, and 187 (appendix A, Fees)
- All applicable PTS
- FAA Order 8710.3, Pilot Examiner's Handbook
- Title 49, United States Code
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8710-9, Designated Examiner Application/Qualification Record
- FAA Form 8430-9 Certificate of Authority (figure 15-6)
- FAA Form 8000-5, Certificate of Designation (figure 15-8)
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Specific Eligibility Requirements for Designees (figures 15-2, 15-3, and 15-4)
- Job Aid for Practical Test Observation of a DPE Candidate (figures 15-5 and 15-10)
- Sample letters and figures

5. INITIAL DESIGNATION.

A. Selection. When the need for an examiner arises, the FSDO requests in writing qualified candidates' files from the National Examiner Board (NEB). An operations inspector reviews the files.

(1) For specific criteria based on the type of pilot examiner needed, the inspector should refer to figures 15-2, 15-3, and 15-4 and FAA Order 8710.3.

(2) For each prospective DPE candidate, the inspector queries the Enforcement Information Subsystem (EIS)/Accident Incident Data Subsystem (AIDS) or ISIS.

(3) The inspector assesses each DPE candidate's knowledge and experience through review of the application and consultation with others who are familiar with the DPE program and/or candidates.

B. Report Findings. The inspector submits the findings and recommendations to the office manager. The following information is given on each prospective DPE candidate:

(1) EIS/AIDS report;

(2) the DPE candidate's Form 8710-9; and

(3) any other pertinent information, references, or recommendations.

C. Notification. After the office manager decides upon a qualified DPE candidate, the inspector notifies the person in writing that he or she is being considered as a DPE candidate for authorization. The inspector requests a current FAA Form 8710-1.

D. Schedule Appointment. The inspector schedules an appointment for the DPE candidate to take a practical test. If the DPE candidate tests an actual applicant rather than an inspector/applicant, both the DPE candidate and the applicant must present positive identification prior to the practical test. The aircraft to be used must be able to carry the DPE candidate, the applicant, and the inspector. The inspector should advise the DPE candidate that the following documents must be presented upon arrival at the appointment to take the practical test:

- (1) DPE candidate's airman certificates;
- (2) DPE candidate's valid second class medical certificate (except for free balloons, gliders, or simulators);
- (3) DPE candidate's FAA Form 8710-1;
- (4) DPE candidate's logbooks;
- (5) applicant's airman certificate;
- (6) applicant's medical certificate appropriate to certificate or rating sought (if applicable);
- (7) applicant's airman knowledge test report (AC Form 8080-2), if applicable;
- (8) applicant's FAA Form 8710-1, if applicable;
- (9) applicant's approved school graduation certificate, if applicable;
- (10) a statement from FAA certificated flight or ground instructor showing satisfactory completion of the applicable flight and ground instruction required for the certificate or rating sought (as applicable);
- (11) applicant's logbook endorsements certified by an FAA certificated ground or flight instructor, showing satisfactory completion of the ground and flight instruction required for the certificate or rating sought (as applicable);
- (12) the maintenance records, airworthiness certificate, and registration of the aircraft to be used in the practical test; and
- (13) if applicable, evidence of FAA approval for the simulator used during the test.

E. Appointment. When the DPE candidate arrives for the scheduled appointment, the inspector accomplishes the following:

- (1) inspects acceptable forms of identification to establish the DPE candidate's identity;
- (2) inspects the DPE candidate's certificates and logbooks to verify the aeronautical experience indicated on FAA Form 8710-9; and
- (3) proceeds with the preflight briefing and the practical test.

F. Initial Flight Test Procedures. No testing methods other than those described in this paragraph shall be used for the initial DPE candidate flight evaluation. The test (knowledge and skill evaluation) will cover inspector-selected tasks from the certificated flight instructor (CFI) PTS with emphasis on evaluation in accordance with Area of Operation I, Task D, Evaluation. The inspector will place added emphasis

on the DPE candidate's knowledge of pilot applicant flight and oral testing procedures. The following FSDO activities shall take place prior to issuance of examiner authorizations.

(1) A principal operations inspector trains the DPE candidate in policies and testing procedures as explained in this handbook and the introductory chapters of all applicable PTS. After training, the following test procedures shall be used and are listed in order of preference:

(a) the inspector observes the DPE candidate administering a complete flight test to an applicant; or

(b) the inspector may act as an applicant during the administration of a practical test by the DPE candidate.

(2) For those DPE candidates who have satisfactorily completed the AFS-634 initial pilot examiner standardization course, the inspector uses one of the following test procedures in order of preference.

(a) The inspector observes the DPE candidate administering a complete flight test to an applicant.

(b) The inspector may act as an applicant during the administration of a practical test by the DPE candidate; or

(c) the inspector may test the DPE candidate on selected maneuvers to assess the candidate's flight proficiency and ability to evaluate in accordance with the applicable test standards.

G. Preflight Procedures. A preflight briefing must be held before any flight. The inspector may refer to volume 2, chapter 1, section 3, paragraph 3.

7. PRACTICAL TEST OF DPE CANDIDATE WITH ACTUAL APPLICANT (INSPECTOR OBSERVING).

A. Pretest Activities.

(1) The inspector informs both the DPE candidate and applicant that the inspector makes the final decision regarding the certification of the airman and the designation of the pilot examiner.

(2) The inspector conducting the practical test or an airworthiness inspector reviews the aircraft's maintenance records, logbooks, airworthiness certificate, and registration to determine if the aircraft is airworthy and suitable for use during the practical test. The inspector returns the documents after review.

(3) The inspector ensures that both the DPE candidate and the applicant have the required documents listed in paragraph 5D of this section. The DPE candidate should check all pertinent records to ensure

that the applicant meets the requirements for the certificate or the rating sought.

(4) If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, the inspector returns all submitted documents to the applicant. The inspector informs the applicant of the reasons for ineligibility and explains how the applicant may correct the discrepancies.

B. Observation of Practical Test. If the DPE candidate and applicant meet all prerequisites for the rating or certificate sought, the inspector has the DPE candidate conduct the practical test for the certificate or rating the applicant is seeking.

9. PRACTICAL TEST OUTCOMES FOR DPE CANDIDATE WITH AN ACTUAL APPLICANT. (See figure 15-10.) After observing the DPE candidate conduct the practical test, the inspector determines which of the following four outcomes applies and follows the appropriate instructions. In each case, the inspector conducts a debriefing with the DPE candidate, separate from the applicant, and determines whether the DPE candidate exercises proper judgment concerning the applicant's performance.

- Both the DPE candidate and the applicant perform satisfactorily
- The DPE candidate performs satisfactorily but the applicant is unsatisfactory
- The DPE candidate performs unsatisfactorily but the applicant performs satisfactorily
- Both the DPE candidate and the applicant perform unsatisfactorily

A. DPE Candidate and Applicant Satisfactory. If both the candidate and applicant perform satisfactorily, the inspector accomplishes the following:

(1) observes the DPE candidate debrief the applicant;

(2) issues a Temporary Airman Certificate to the applicant (see the chapter related to the certificate or rating involved);

(3) issues the DPE candidate's pilot examiner designation; and

(4) issues the supplies that are indicated in paragraph 11C(2)(f) of this section, according to the DPE candidate's need.

B. DPE Candidate Satisfactory/Applicant Unsatisfactory.

(1) The inspector observes the DPE candidate debrief the applicant on the unsatisfactory results of

the practical test, and the inspector then issues FAA Form 8060-5 to the applicant.

(2) For the DPE candidate, the inspector follows the procedures outlined in paragraph 9A of this section.

C. DPE Candidate Unsatisfactory/Applicant Satisfactory.

(1) The inspector debriefs the applicant and issues one of the following:

(a) a letter of discontinuance (figure 15-11), giving credit for all pilot operations completed satisfactorily; or

(b) if appropriate, a Temporary Airman Certificate.

(2) The inspector debriefs the DPE candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the designation will not be issued or renewed. If renewal of a designation is denied, refer to section 1, paragraph 27 for additional procedures.

(a) The inspector completes the FAA Form 8710-9 and files the form in the candidate's FSDO file.

(b) The inspector completes the reverse side of FAA Form 8710-1 and forwards the applicant's certification file to AFS-760.

(3) The inspector informs the office manager that the DPE candidate's performance was unsatisfactory and that the designation should not be issued or renewed.

(4) The inspector prepares a letter of denial for the FSDO manager's signature (figure 15-9). For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 19.

(5) Close PTRS.

D. DPE Candidate Unsatisfactory/Applicant Unsatisfactory.

(1) The inspector debriefs the applicant and issues FAA Form 8060-5, giving the applicant credit for satisfactory items.

(2) The inspector debriefs the DPE candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the designation will not be issued or renewed. If renewal of a designation is denied, refer to section 1, paragraph 27 for additional procedures.

(a) The inspector completes the FAA Form 8710-9 and files the form in the candidate's FSDO file.

(b) The inspector completes the reverse side of FAA Form 8710-1 and forwards the applicant's certification file to AFS-760.

(3) The inspector informs the office manager that the DPE candidate's performance was unsatisfactory and that the designation should not be issued or renewed.

(4) The inspector prepares and sends a letter of denial for the office manager's signature. (See figure 15-9.) For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 27.

(5) The inspector closes PTRS.

11. PRACTICAL TEST OF A DPE CANDIDATE WITH THE INSPECTOR ACTING AS AN APPLICANT. The inspector conducting the practical test or an airworthiness inspector should review aircraft maintenance records. The airworthiness inspector reviews the logbooks, the airworthiness certificate, and the registration to determine if the aircraft is airworthy and suitable for use in the practical test. After review, the inspector returns the documents. The operations inspector assumes the role of an applicant for a certificate or rating and instructs the DPE candidate to conduct the practical test as if the inspector were an applicant, including a preflight briefing, oral portion, a flight, and a postflight debriefing.

A. Oral Portion. During the oral portion of the practical test, the inspector accomplishes the following:

(1) determines whether the DPE candidate asks appropriate questions to test the applicant's knowledge;

(2) determines whether the DPE candidate asks questions that have only one correct answer; and

(3) determines whether the DPE candidate can recognize incorrect answers and take appropriate action; for example, termination of the practical test and issuance of a Notice of Disapproval of Application.

B. Flight and/or Simulator Portion. During the flight and/or simulator portion of the practical test, the inspector accomplish the following:

(1) determines whether the DPE candidate requests maneuvers from the appropriate PTS and applies the criteria from the PTS; and

(2) determines if the DPE candidate can recognize and correct the applicant's errors and take appropriate action; for example, termination of the practical

test and issuance of a Notice of Disapproval of Application.

C. Debriefing. During the postflight debriefing, the inspector asks the DPE candidate if the applicant passed or failed and on what the DPE candidate has based this decision. If the inspector has deliberately not performed to the standards and the DPE candidate did not recognize this, the inspector informs the DPE candidate that an examiner designation cannot be issued.

(1) If the DPE candidate is successful, the inspector has the DPE candidate fill out a dummy Temporary Airman Certificate or Notice of Disapproval of Application to ensure that the DPE candidate is aware of the proper procedures. Failure to fill out the forms is not disqualifying; the inspector should instruct the DPE candidate on the correct procedures. The inspector ensures that any dummy certificate is then destroyed.

(2) The inspector issues the DPE candidate's pilot examiner designation, as follows:

(a) completes FAA Form 8710-9;

(b) completes the reverse side of FAA Form 8710-1 and files it in the examiner's FSDO file; (Do not forward file to AFS-760.)

(c) issues FAA Form 8430-9 (figure 15-6) and types the appropriate designation on the certificate, signed by the FSDO manager;

(d) issues the LOA, if appropriate, signed by the FSDO manager (figure 15-9);

(e) issues FAA Form 8000-5 (figure 15-8), signed by the FSDO manager; and

(f) issues a supply of the following items to the DPE candidate:

i. FAA Form 8060-4;

ii. FAA Form 8060-5;

iii. FAA Form 8710-1;

iv. FAA Form 8710-2, Student Pilot Certificate; and

v. any aviation safety handouts that would be of assistance.

(3) If a designation is not issued based on the DPE candidate's performance, the inspector accomplishes the following:

(a) completes FAA Form 8710-9,

(b) completes the reverse side of FAA Form 8710-1 and files the application in FSDO file

established for the examiner; (The inspector does not forward it to AFS-760.)

(c) informs the office manager that the DPE candidate's performance was unsatisfactory and that the designation should not be issued or renewed; and

(d) prepares a letter of denial for the office manager's signature (figure 15-9) after the DPE candidate has left. For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 27.

(4) The inspector closes PTRS.

13. POSTFLIGHT PROCEDURES.

A. Disposition of the Applicant's File. The inspector should refer to the appropriate airman certification chapter in this handbook for instruction on the disposition of the applicant's certification file.

B. Forward File. The inspector retains the originals of all pertinent data in the FSDO files. If required by regional office policy, the inspector forwards a copy of the completed FAA Form 8710-9 and both sides of FAA Form 8430-9, along with a copy of the LOA, to the regional office. If the division has the capability to access the data in computer files, it will not be required to maintain actual paper records.

C. Notify NEB. The inspector notifies the NEB in writing that the candidate was satisfactory or unsatisfactory, as appropriate.

D. PTRS. The inspector completes FAA Form 8000-36 in accordance with the PPM.

15. ADDITIONAL DESIGNATIONS. An additional designation may be issued to an examiner by the same practical test procedures used for original designation.

A. Schedule Appointment. The inspector should refer to paragraph 5D of this section.

B. Evaluate the DPE Candidate. The inspector may evaluate the DPE candidate's suitability for additional designation by using one of the methods listed below. The methods are listed in order of preference.

(1) The inspector observes a complete practical test. For the initial issuance of an additional designation the practical test must be accomplished in an aircraft that can carry an FAA inspector. The inspector will observe a complete practical test in

which both oral and flight/simulator portions of the test are accomplished.

(2) The inspector may act in the role of an applicant for a practical test.

(3) The inspector may test the DPE examiner candidate on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate to the applicable test standards as a pilot examiner.

17. RENEWAL — INSPECTOR TECHNICAL ADMINISTRATION.

A. Application for Renewal. Examiners should apply for renewal at least 60 days before their certificate expires. If the examiner has not reapplied 45 days before the expiration date, the office should send the examiner a reminder letter. The examiner must provide a completed FAA Form 8710-9, along with a list of activities for the previous 12 months, to the FSDO.

B. Inspector's Action. When renewing a designation, the inspector should record any inspector actions on the reverse side of FAA Form 8710-9 previously prepared by the examiner. The inspector signs on the line provided. The inspector should prepare and issue a new Form 8430-9, listing the designations renewed. This form expires at the end of the 12th calendar month after the month of issue. A new display type certificate is not needed.

19. CANCELLATION. In cases when an examiner is suspected of activity for which emergency cancellation of the designation is necessary to ensure safety, FSDO's may direct the examiner, in writing, to immediately cease all testing and certification activity pending FAA investigation. Upon determination of the circumstances of such incidents, FSDO's should initiate termination or nonrenewal action, if indicated, in strict accordance with the procedures and actions stated in section 1, paragraph 27.

21. NONRENEWAL OR TERMINATION. It is preferable to terminate an examiner's services by not renewing the designation, rather than by cancellation of the designation during its 1 year duration. Such decisions should be coordinated with Regional Counsel. Additional guidance for terminating general aviation pilot examiner designations is contained in paragraphs 27 and 29 of section 1.

A. Coordination. FSDO personnel should coordinate all contemplated nonrenewals or terminations with the regional Flight Standards division manager and the regional assistant chief counsel before initiating such action. Regional Flight Standards divisions should monitor FSDO implementation of such actions.

B. Notification. Examiners should be notified in writing of the reasons for the proposed action. The reasons for nonrenewal or termination should be as specific as possible, cite applicable regulations and handbook guidance, and be supported by examples, especially in cases of unacceptable conduct.

C. Right to Redress. The written notification should give the examiner the option to respond in writing or in person. The notification should advise the examiner that he or she may be accompanied by legal counsel if responding in person. The notification should also inform the examiner that a record shall be made of any meeting held.

D. Record of Meeting. The record of any meeting with the examiner may be in the form of notes taken by a secretary, a summary composed by FSDO staff after the meeting, or a verbatim record taken by a court reporter. A copy of the record shall be sent to the examiner, and that examiner should be invited to submit any comments or proposed corrections.

E. Decision on Action. The FSDO manager's decision regarding nonrenewal or termination must be put in writing. If the decision is not to renew or to terminate a designation, the statement must indicate the reasons and provide justification. The office manager must also advise the examiner that a review by the regional Flight Standards division manager may be requested by the examiner within 10 days of receipt of the letter from the FSDO.

F. Flight Standard's Review. An examiner's request for review of termination of a designation by the regional Flight Standards division manager may be written or in person. If an examiner requests such review, the procedures set forth in this chapter must be followed by the regional division manager.

G. Division Manager's Decision. The regional Flight Standards division manager's decision shall be final, and the examiner shall be so advised. The examiner must be notified of the final decision in writing. When the decision is not to renew or to terminate a designation, the letter should restate the reasons and provide justification for the decision.

23. TASK OUTCOMES. Completion of this task results in issuance of one or more of the following:

- A. Temporary Airman Certificate
- B. Certificate of Designation
- C. Certificate of Authority
- D. LOA
- E. Notice of Disapproval of Application
- F. Letter of discontinuance
- G. Issuance of pilot examiner supplies

25. FUTURE ACTIVITIES.

- A. Recordkeeping of completed airman certificates and/or ratings as submitted by the designated pilot examiner. This recordkeeping will be maintained in accordance with current office procedures.
- B. Renewal of the pilot examiner before the annual expiration date.
- C. Surveillance of the pilot examiner.
- D. Investigation of a DPE in response to a complaint.

FIGURE 15-1
LETTER EXPLAINING WHY CANDIDATE FOR DESIGNATED PILOT EXAMINER
APPOINTMENT IS NOT BEING CONSIDERED

FAA Letterhead

[*date*]

[*DPE candidate's name and address*]

Dear [*candidate*]:

Thank you for submitting your application for consideration as a designated pilot examiner for [*FSDO's jurisdictional area*].

[*Indicate reasons why this candidate was not selected; e.g., no longer a need, someone else selected.*]

Your application will remain on file with the National Examiner Board. Thank you for your interest in the examiner program.

Sincerely,

[*FSDO manager's signature*]

**FIGURE 15-2
SPECIFIC ELIGIBILITY REQUIREMENTS FOR PRIVATE PILOT
EXAMINER (PE) DESIGNEES**

ELIGIBILITY REQUIREMENTS	AIRPLANE	ROTORCRAFT	GLIDERS	L-T-A AIRSHIPS	L-T-A FREE BALLOON
CERTIFICATES REQUIRED	Commercial pilot Flight instructor	Commercial pilot Flight instructor	Commercial pilot Flight instructor	Commercial pilot	Commercial pilot
CERTIFICATE CATEGORIES	Both with airplane category	Both with Rotorcraft category	Both with glider category	Lighter than air	Lighter than air
RATINGS	Appropriate class ratings Instrument-airplane	Helicopter or Gyroplane as appropriate		Airship class rating	Free balloon class rating
HOURS AS PIC	2,000 total • 1,000 in airplanes • 300 in past year • 300 in aircraft class sought • 100 night • 5 multiengine in make/model sought	1,000 total • 500 in rotorcraft • 100 in past year • 250 in helicopters or • 150 in gyroplanes, as appropriate	500 total • 200 in gliders • 10 in past year, including 10 flights	1,000 total • 500 in airships • 200 in past year • 50 night	200 total • 100 in free balloons • 20 in past year, including 10 flights each of 30 minutes duration
HOURS AS FLIGHT INSTRUCTOR	500 total • 100 in class of aircraft of aircraft sought; must be as CFI or MFI	• 200 in rotorcraft; helicopters or gyroplanes as appropriate	100 total • 50 in gliders	100 in total must be in airships	50 total; must be in free balloons • 10 in past year

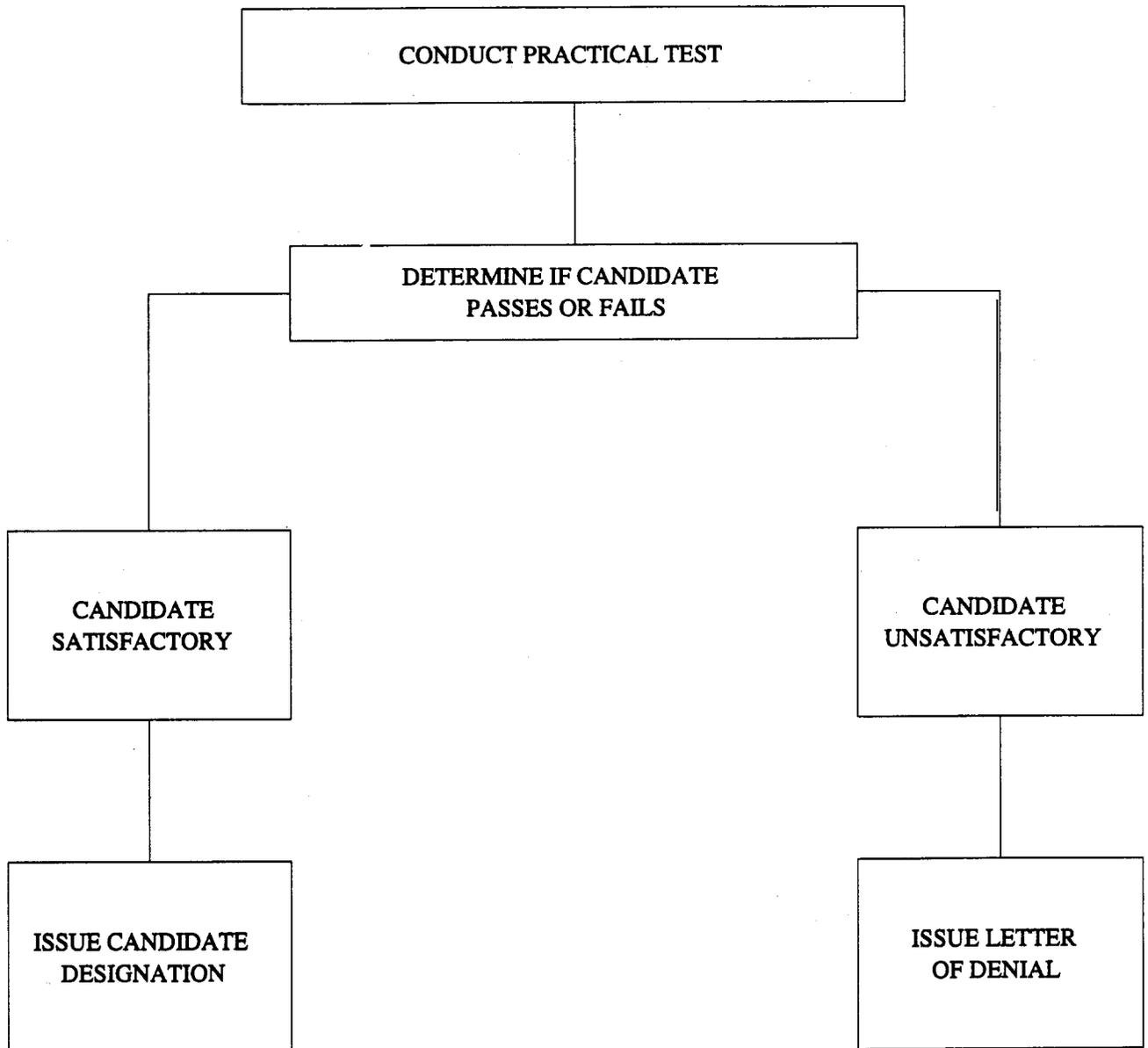
**FIGURE 15-3
SPECIFIC ELIGIBILITY REQUIREMENTS FOR COMMERCIAL PILOT
EXAMINER (CE) DESIGNEES**

ELIGIBILITY REQUIREMENTS	AIRPLANE	ROTORCRAFT (VFR ONLY)	GLIDERS	L-T-A AIRSHIPS	L-T-A FREE BALLOON
CERTIFICATES REQUIRED		Commercial pilot Flight instructor	Commercial pilot Flight instructor	Commercial pilot	Commercial pilot
CERTIFICATE CATEGORIES		Both with Rotorcraft category	Both with glider category	Lighter than air	Lighter than air
RATINGS		Helicopter or Gyroplane as appropriate		Airship class rating	Free balloon class rating
HOURS AS PIC		2,000 total • 500 in rotorcraft • 100 in past year • 250 in helicopter or • 150 in gyroplanes, as appropriate • 100 in large helicopters, if applicable • 50 in type, if large helicopters	500 total • 250 in gliders • 50 flights in past year	2,000 total • 250 in airships • 100 in past year • 50 at night	200 total in free balloons 1 year of experience
HOURS AS FLIGHT INSTRUCTOR		200 total in rotorcraft, including • 50 in rotorcraft preparing pilot for a commercial certificate (must be as CFI/MFI)	200 total • 100 in gliders	50 total in airships	50 total in free balloons

**FIGURE 15-4
SPECIFIC ELIGIBILITY REQUIREMENTS FOR COMMERCIAL AND INSTRUMENT
RATING EXAMINER (CIRE) AND AIRLINE TRANSPORT PILOT
EXAMINER (ATPE) DESIGNEES**

TYPE OF CIRE DESIGNATION			TYPE OF ATPE DESIGNATION	
ELIGIBILITY REQUIREMENTS	AIRPLANE & INSTRUMENT	HELICOPTER & INSTRUMENT	AIRPLANE	HELICOPTER
CERTIFICATES REQUIRED	Commercial pilot	Commercial pilot	Airline transport pilot	Airline transport pilot
	Flight instructor	Flight instructor	Flight instructor	Flight instructor
CERTIFICATE CATEGORIES	Both with airplane category	Both with rotorcraft category	Both with airplane category	Both with rotorcraft category
RATINGS	Appropriate airplane class ratings; instrument airplane	Helicopters class ratings; instrument helicopter	Both with appropriate airplanes class ratings; flight instructor with instrument-airplane	Both with helicopter ratings; flight instructor with instrument-helicopter
HOURS AS PIC	2,000 total <ul style="list-style-type: none"> • 1,000 in airplanes • 300 in past year • 500 in class of aircraft sought • 100 at night 200 complex airplanes • If applicable, 300 in turbine airplanes, incl. • 50 in turbine type sought (for additional types, 25 in each additional type sought) 	2,000 total <ul style="list-style-type: none"> • 500 in rotorcraft • 100 in past year • 250 in helicopters • If applicable, 100 in large helicopters, civil or military, incl. • 50 in type sought (for additional types, 25 in each additional type sought) 	2,000 total in airplanes <ul style="list-style-type: none"> • 300 in past year • 150 instrument time • 50 IMC 500 in airplane class sought • If applicable, 300 turbine-powered airplanes, incl. • 100 in turbine type sought (for additional types, 25 in each additional type sought) 	2,000 total <ul style="list-style-type: none"> • 1,500 in helicopters • 100 in past year • If applicable, 300 in turbine-powered helicopters, incl. • 100 in specific type if large turbine-powered helicopter authorization sought (for additional types, 25 in each additional type sought)
HOURS AS FLIGHT INSTRUCTOR	500 total <ul style="list-style-type: none"> • 100 in class of aircraft sought as CFI or MFI • 250 instrument, incl. • 200 in airplanes 	250 total, including <ul style="list-style-type: none"> • 150 in rotorcraft while preparing pilots for commercial cert. as CFI or MFI • 100 as an instrument instructor, including 50 in rotorcraft 	250 total in airplanes while preparing pilots for instrument rating, ATP cert. or type rating	250 total in helicopter while preparing pilot for instrument rating, ATP cert. or type rating
HOURS OF INSTRUMENT FLIGHT	100 (Actual or simulated)	100 (Actual or simulated)	(See PIC requirements)	50 (actual or simulated), including 25 hours in helicopters

**FIGURE 15-5
JOB AID FOR PRACTICAL TEST OBSERVATION OF A DPE CANDIDATE FOR
DESIGNATED PILOT EXAMINER WITH AN INSPECTOR ACTING AS APPLICANT**



**FIGURE 15-6
FAA FORM 8430-9, CERTIFICATE OF AUTHORITY**

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO. SW-11-1234
<i>Harry Daniel Callahan</i> DESIGNEE'S SIGNATURE	NAME HARRY DANIEL CALLAHAN	DESIGNATION EXPIRES 09-30-96
	Is authorized to act in the capacity of a PE, CIRE - AIRPLANE	
	AT FIXED BASE OF OPERATION LITTLE ROCK, ARKANSAS, DISTRICT	
	for the Administrator <i>John I. Hightower</i> JOHN I. HIGHTOWER	
	09-23-95 (DATE)	(SIGNATURE)

FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
LIT FSDO	09-23-95	<i>John H. Green</i>

GPO : 1980 O - 333-596

**FIGURE 15-7
SAMPLE LOA**

FAA Letterhead

[*date*]

[*examiner's name and address*]

Dear [*applicant's name*]:

This letter authorizes [*name of examiner*], Examiner Designation Number [*number*], to perform the duties as pilot examiner for the following aircraft:

- *Indicate all aircraft by make and model name (for example, Beechcraft Baron) and make and model number (for example, BE-55, BE-58).*

Enclosed is your FAA Form 8000-5, Certificate of Designation; and your FAA Form 8430-9,

Certificate of Authority.

This is a temporary appointment pending the satisfactory completion of the standardization course conducted in Oklahoma City, OK. We will contact you when you are to attend the course. If you have any questions or need further assistance, you may contact this office at [*telephone number*].

This letter expires on [*applicable date*].

Sincerely,

[*FSDO manager's signature*]

FIGURE 15-8
FAA FORM 8000-5, CERTIFICATE OF DESIGNATION



Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

HARRY DANIEL CALLAHAN

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

PILOT EXAMINER

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at

ASW-FSDO-11

Dated

SEPTEMBER 25, 1995

Certificate No.

SW-11-1234

By Direction of the Administrator

John I. Hightower

**JOHN I. HIGHTOWER, MANAGER
LITTLE ROCK FLIGHT STANDARDS
DISTRICT OFFICE**

FIGURE 15-9
LETTER EXPLAINING DENIAL OF EXAMINER DESIGNATION AS RESULT OF
UNSATISFACTORY PRACTICAL TEST

FAA Letterhead

[*date*]

[*candidate's name and address*]

Dear [*candidate*]:

This letter is to inform you that your application for designation as a practical test examiner in [*indicate area applied for; for example, private, commercial*] has been denied because of failure of the required practical test.

- *List the specific areas where the candidate was unsatisfactory.*
- *Thank the candidate for his or her interest in the program.*

Sincerely,

[*FSDO manager's signature*]

FIGURE 15-10
JOB AID FOR PRACTICAL TEST OBSERVATION OF A CANDIDATE FOR DESIGNATED PILOT EXAMINER WITH AN ACTUAL APPLICANT AND THE INSPECTOR OBSERVING

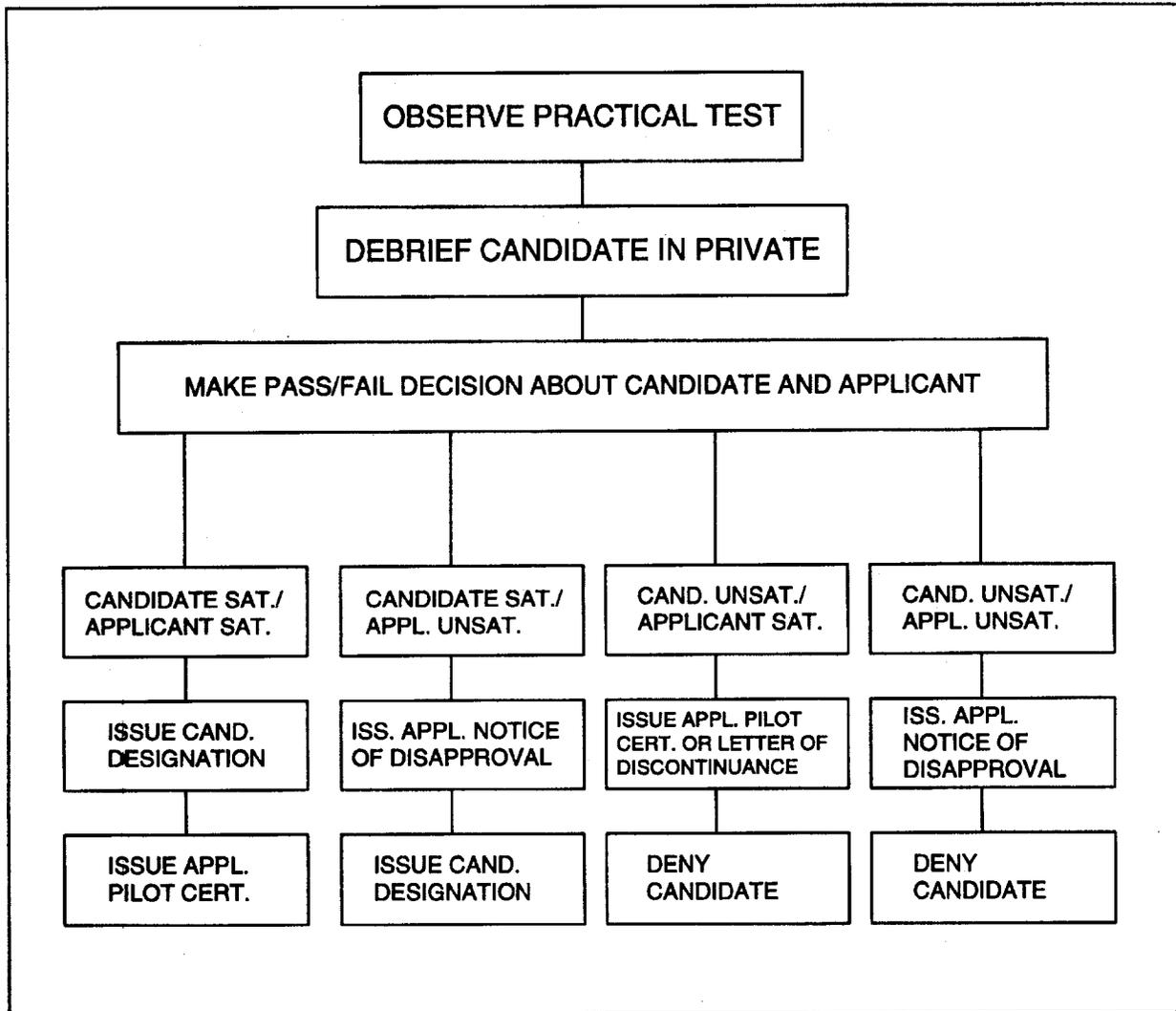


FIGURE 15-11
SAMPLE LETTER FOR DISCONTINUANCE OF PRACTICAL TESTS

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant*]:

On this date you successfully completed a 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 that have been completed satisfactorily.

- *Indicate pilot operations completed on the test.*

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

Sincerely,

[*signature of the inspector conducting practical test of examiner candidate*]

NOTE: This letter does not extend the expiration date shown on the Airman Computer Test Report (AC Form 8080-2).

**FIGURE 15-12
VINTAGE AIRPLANE GROUPS**

The following airplanes are identified as vintage airplanes under the provisions of the NDCER Program.

GROUP A	GROUP D	GROUP E	GROUP F - Land & Sea
AD-4N	C-46	C-82	SK-43
G-TBM	C-47	CV-240	SK-44
G-F3	DC-2	CV-340	CV-PBY
	DC-3	CV-440	G-111
GROUP B	DC-B18	DC-A20	G-73
B-17	DC-B23	DC-A24	SA-16
B-247	HW-500	DC-B26	
FO-5	L-14	DH-4	GROUP G
B-307	L-18	FA-119	VC-700
	LB-34	FA-C123	VC-800
GROUP C	PV-1	L-P38	
B-24	PV-2	M-202	
B-377		M-404	
CV-LB30		M-B26	
CV-P4Y		N-B25	
DC-4		NH-P61	
DC-6		L-P2V	
DC-7		CV-PBY (land only)	
L-1049		G-111 (land only)	
		G-73 (land only)	
		G-S2	
		G-52	
		G-F7F	