

## CHAPTER 147. DESIGNATE AND/OR RENEW AN AIRMAN CERTIFICATION REPRESENTATIVE (ACR) FOR FEDERAL AVIATION REGULATIONS (FAR) PART 141 SCHOOLS ONLY

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1558

**3. OBJECTIVE.** The objective of this task is to evaluate the qualifications of an applicant for designation as an ACR for approved FAR Part 141 pilot schools that having examining authority or flight test examining authority. Successful completion of this task results in either the designation or the disapproval of an ACR.

**5. GENERAL.** ACR's issue pilot certificates and ratings to graduates of pilot schools that hold examining authority under FAR Part 141. Since the schools hold examining authority, graduates of those courses under the authority are not required to take Federal Aviation Administration (FAA) examinations in order to receive their certificates or ratings (see Volume 2, Chapter 146 of this Handbook). Authority to appoint ACR's is found in FAR 183.1, Subpart A.

#### 7. ACR TASKS.

*A. Duties.* An ACR for an FAA-approved school writes out the certificates after the chief flight instructor has determined that a student has successfully completed all required stage tests for a particular course.

*B. Limitations.* ACR's do not conduct practical tests of candidates. They must be employed by the pilot school requesting the ACR designation. They may not be employed by more than one pilot school. An ACR may not accept a FAR Part 141 graduation certificate and shall not issue a Temporary Pilot Certificate to an applicant who has a Statement of Demonstrated Ability (SODA), unless an inspector from the jurisdictional Flight Standards District Office (FSDO) has clearly determined that no operational limitations are required to be placed on that certificate.

**9. INITIATION.** Only holders of flight test examining authority under Subpart D of Part 141 may request an ACR designation. The pilot school may initiate designation for an owner, corporate officer,

partner, or other responsible employee of the company who meets the qualifications.

*A. Application.* The pilot school must submit FAA Form 8710-6, Examiner Designation/Qualification Record, when requesting an ACR. This form is the same as the form used for designating pilot examiners (DPE).

*B. ACR Qualifications.* From the application, the inspector examines the applicant's background for the applicant's history within the organization, personal history, and job experience. The applicant's qualifications should be carefully reviewed by a general aviation operations inspector. Particular attention should be paid to the applicant's background in pilot school administration or management and the employer's attitude regarding ACR responsibilities.

#### 11. DESIGNATION.

*A. Oral Examination.* The ACR applicant shall be given an oral examination to determine if the applicant's knowledge of pilot school certification requirements, general operating rules, examining authority privileges and limitations, pilot certification and rating requirements, and specific standards and requirements is adequate for the effective performance of the designation.

*B. Evaluation of Airmen.* If the applicant is qualified, and will be designated, the inspector shall train the ACR in the procedures used to evaluate airman applications and training records to determine the validity of the pilot school recommendation.

*C. Supplies.* After an ACR is designated, the inspector issues an initial supply of forms appropriate to the authorization and instructs the ACR on completion, checking, and disposition of certification files. The inspector makes certain that the ACR has the appropriate regulations and official guidance materials for designation and explains any items that are unclear to the ACR.

*D. Multiple Functions.* If the applicant performs more than one task for the school, this should be reflected on the Examiner Designation/Qualification Record. Separate designations and numbers must be issued for each function. For instance, if the applicant for ACR designation is a DPE, he or she must be issued another separate designation bearing the ACR number.

### **13. DESIGNATION MANAGEMENT.**

*A. Renewal of Designation.* An ACR certificate of authority will bear the same expiration date as the Pilot School Certificate against which it is issued. The designation is valid only as long as the ACR remains in the employ of that pilot school. An ACR designa-

tion is renewed by following the initial issuance procedures. It is the responsibility of the ACR to present the designation for renewal before its expiration.

*B. Cancellation of Designation.* When the designation for an ACR serving a school in another FSDO is cancelled (for example, school loses examining authority, the ACR leaves the employ of the school, the ACR consistently issues certificates incorrectly, and so forth.), the FSDO holding the cancelled designee's file shall notify any other affected FSDO's of the cancellation. An ACR may voluntarily surrender the designation for cancellation by submitting a written request accompanied by FAA Form 8430-9, Certificate of Authority. All manuals and related materials issued to the ACR must be returned to the FSDO.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the regulatory requirements of FAR Part 141, FAA policies, and qualification as an Aviation Safety Inspector Operations.

*B. Coordination.* This task will require coordination with the Principal Operations Inspector (POI).

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

#### *A. References.*

- FAR Parts 1, 61, 91, 141, 183, and other applicable FAR
- FAA Order 8710.3, Pilot Examiner's Handbook

#### *B. Forms.*

- FAA Form 8000-5, Certificate of Designation (Figure 147-4)
- FAA Form 8430-9, Certificate of Authority (Figure 147-5)
- FAA Form 8710-6, Examiner Designation and Qualification Record (used as an application for ACR) (Figure 147-1)

#### *C. Job Aids.*

- Sample letters and figures

### 5. PROCEDURES.

*A. Application.* Give the ACR applicant a copy of FAA Form 8710-6 (Figure 147-1).

(1) Inform the ACR applicant to fill out FAA Form 8710-6 and sign it.

(2) Schedule the ACR evaluation.

*B. PTRS.* Open PTRS file.

*C. Pre-Evaluation Activities.*

(1) Review the FSDO file on the pilot school for any history of problems -- either with the school or the individual for whom the designation is requested. If problems are detected, discuss them with the school. Determine if the school wants to offer another applicant.

(a) If the school wishes to offer another applicant, begin the task again.

(b) If the school wishes to continue with the same applicant, check the applicant's enforcement history.

(c) If the school wishes to withdraw its request for an ACR, terminate the task by closing PTRS. Confirm the action in writing. (Figure 147-2)

(2) Using office procedures, query EIS/AIDS for the applicant's enforcement and accident/incident history. Place the results in the school file.

(a) If enforcement action is pending against the applicant, inform the school that action on the ACR designation cannot proceed until the enforcement action is resolved.

(b) If the EIS/AIDS results are negative, proceed with the applicant's evaluation.

*D. Application Review.* Review FAA Form 8710-6 for completeness and accuracy.

(1) Ensure that the Pilot Examiner box under Type of Designation is marked with an "X" and that the letters "ACR" have been entered after Pilot Examiner.

(2) Determine that the corresponding box on the reverse side of the form has been used to indicate the type of designation as ACR.

(3) If the application is complete and correct, check the applicant's qualifications.

*E. ACR Qualifications.* From the application and any additional information, determine whether the applicant meets the requirements for designation.

(1) Ensure that the applicant is at least 21 years of age.

(2) Ensure that the applicant has a good record as a pilot and a good reputation in the industry and community for honesty and dependability.

(3) Determine whether the applicant holds a management or administrative position within the pilot school organization that is superior to the chief flight

instructor designated for each course of training conducted under the examining authority.

(4) Determine that the applicant holds at least a commercial pilot certificate with an instrument rating.

(5) Determine whether the applicant's flight history reflects compliance with the FAR and cooperation with the FAA.

(6) Determine that the applicant has been employed as a chief flight instructor at the pilot school or in similar managerial or supervisory positions for at least 12 months immediately preceding the request for designation. Acceptable alternative experience is the holding of DPE authorization.

(7) If the applicant meets the experience and qualifications requirements, schedule an oral examination.

(8) If any of the experience or qualification requirements are unsatisfactory, inform the applicant that he or she is not eligible for the ACR designation. Explain how to correct the problem, and notify the operator in writing. (Figure 147-3)

(a) If the school offers another applicant, begin the process again.

(b) If the problems have not been corrected within the time specified in the letter of denial, terminate the task by closing PTRS.

(9) A recommendation for the designation of an ACR who does not meet all of the requirements listed above shall be referred to the Regional Flight Standards Division manager for review and approval before any commitment is made or FAA Form 8430-9, Certificate of Authority, is issued. Recommendations for designation of an ACR who does not meet all requirements should include statements of all special circumstances affecting the designation.

#### F. Conduct the Oral Examination.

(1) After determining that the applicant meets all the experience and qualifications requirements, give the applicant an oral examination to determine the applicant's knowledge of:

- (a) the pilot school certification requirements
- (b) the pilot school general operating rules
- (c) the examining authority privileges and limitations
- (d) the pilot certification and rating requirements and procedures

(2) If the oral examination is satisfactory, issue ACR designation.

(3) If the oral evaluation is unsatisfactory, inform the applicant and explain how to correct the deficiency. Notify the school in writing. (Figure 147-3)

(a) If the school offers another applicant, begin the process again.

(b) If the problems have not been corrected within a time specified in the letter of denial, terminate the task by closing PTRS.

G. *Issue ACR Designation.* When all of the certification requirements have been met and the ACR has been properly briefed on procedures, do one of the following, as appropriate, on the reverse of FAA Form 8710-6:

(1) If the applicant for ACR designation is not already a DPE and is qualified to be an ACR, mark the Original Issuance box under Type of Action. Beside the Inspector's Recommendation/Action box, mark the Approve box, and include any justification in the space provided. In the Additional Qualifications/Limitations box, write "Airman Certification Representative for ( *name of pilot school* )." Sign and date in the spaces provided.

(2) If the applicant for ACR designation is already a DPE and is also found competent to perform the duties of an ACR, mark the Additional Authority box under Type of Action. Beside the Inspector's Recommendation/Action box, mark the Approve box, and include any justification in the space provided. In the Additional Qualifications/Limitations box, write "Airman Certification Representative for ( *name of pilot school* )." Sign and date in the spaces provided.

(3) If this is a renewal, check the Renewal box. Mark the Approve box; include any justification in the space provided. In the Additional Qualifications/Limitations box, write "Airman Certification Representative for ( *name of pilot school* )." Sign and date in the spaces provided.

(4) Obtain ACR number from AFS-620.

(5) Issue FAA Form 8000-5, Certificate of Designation. (Figure 147-4)

(6) Issue FAA Form 8430-9, Certificate of Authority. (Figure 147-5)

H. *Renewal of Designation.* If this is a renewal, determine whether the ACR meets all the requirements for original designation. Discuss any discrepancies found in the airman files submitted by the ACR. In addition:

(1) Have the ACR surrender his or her current FAA Form 8430-9.

(2) Have the ACR provide a record of all certificates or rating applications processed since the issuance or renewal of the designation.

(3) Review the FSDO file for discrepancies in the airman files submitted by the ACR.

(4) If all of the above is satisfactory, issue FAA Form 8430-9. If a new FAA Form 8430-9 is issued, the ACR surrenders the previously issued FAA Form 8430-9, and that form is placed in the FSDO file.

(5) (5)If the previous ACR designation has expired, reinstate it by following the initial issuance procedures. It may not be possible to retain the original number.

*I. FSDO File.* Establish a file for the ACR within the FSDO's file for the school.

*J. ACR Training.* Instruct the ACR on the proper procedures for filling out Temporary Airman Certificates and the reverse side of FAA Form 8710-1, Airman Certificate and/or Rating Application. Inform the ACR on the proper procedures for forwarding files to the FSDO.

*K. PTRS.* Close PTRS.

*L. Vital Information Subsystem (VIS).* Update VIS files.

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

A. Issuance of Designation of Authority; or

B. Denial of Designation of Authority.

**9. FUTURE ACTIVITIES.**

A. Designate additional ACR's for school.

B. Monitor the quality of the airman files submitted by the ACR.

C. Renew or reinstate an ACR.

D. Cancel an ACR designation in accordance with FAR 183.15.

E. Possibly take enforcement action against an ACR or school if airman files have been handled fraudulently.

F. Accept voluntary surrender (not related to any possible enforcement action) of ACR designation.

## FIGURE 147-1 FAA FORM 8710-6, EXAMINER DESIGNATION AND QUALIFICATION RECORD

Form Approved  
OMB NR 2120-0033

<b>EXAMINER DESIGNATION AND QUALIFICATION RECORD</b>		TYPE OF DESIGNATION	PRIVATE PILOT					
			COMMERCIAL PILOT EXAMINER					
Attach supplemental sheets if more space is required for any item		1. NAME (Last, first, middle)	Telephone No					
			2. ADDRESS (Number, street, city, state, and ZIP code)					
3. DATE OF BIRTH (Month, day, and year)		4. U.S. CITIZEN						
		<input type="checkbox"/> YES	<input type="checkbox"/> NO					
5. DO YOU NOW HOLD, OR HAVE YOU EVER HELD, AN EXAMINER DESIGNATION		<input type="checkbox"/> YES	TYPE AND NUMBER					
<input type="checkbox"/> NO								
6. HAS ANY CERTIFICATE OR RATING ISSUED YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE FEDERAL AVIATION REGULATIONS. (Complete for original designations only)								
<input type="checkbox"/> YES								
<input type="checkbox"/> NO								
7. CERTIFICATES HELD								
TYPE	CERTIFICATE NO	RATINGS	DATE ISSUED					
8. FLIGHT EXPERIENCE (in hours)								
	AIRPLANE		ROTORCRAFT		GLIDERS		INSTRUMENT FLIGHT (Actual or sim)	NIGHT FLIGHT
	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS		
PILOT-IN COMMAND								
FLIGHT INSTRUCTION GIVEN								
COPILOT								
FLIGHT NAVIGATOR								
FLIGHT ENGINEER								
9. EMPLOYMENT (indicate professional experience pertinent to this designation)								
EMPLOYER'S NAME	NATURE OF WORK			DATES		TITLE OF POSITION		
10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION								
CERTIFICATION: I certify that I am familiar with the requirements for this designation, its privileges and limitations, and that the information stated herein is true. It is understood that this designation may be terminated upon notice by the FAA for the reasons specified in section 183.15(c) of the Federal Aviation Regulations.								
DATE				SIGNATURE				

**FIGURE 147-1—Continued  
FAA FORM 8710-6, EXAMINER DESIGNATION/QUALIFICATION RECORD (REVERSE)**

FOR FAA USE							
TYPE OF ACTION		FLIGHT TEST ACTIVITIES-GENERAL AVIATION <i>(Complete for renewals and additional designations)</i>				DATE LAST REPORT SUBMITTED	
		CERTIFICATES RATINGS	TOTAL SUBMITTED	DISAPPROVED BY EXAMINER	ACCEPTED BY INSPECTOR	RECHECKED BY INSPECTOR	NO. RETURNED FOR CORRECTION
ORIGINAL ISSUANCE							
RENEWAL		PRIVATE PILOT					
		COMMERCIAL PILOT					
ADDITIONAL AUTHORITY		AIRLINE TRANSPORT PILOT					
		INSTRUMENT RATING					
SPOT CHECK ONLY - NO RENEWAL EFFECTED		PRIVATE					
		COMMERCIAL					
REINSTATEMENT		ATR					
Complete for original issuance and reinstatements only	CHARACTER AND REPUTATION <i>(Include industry and community reputation as well as personal knowledge possessed by FAA personnel)</i>						
	PROFESSIONAL ABILITY <i>(Brief narrative description of examiner indoctrination and training given and results expressed as "good," "excellent," or "unsatisfactory.")</i>						
INSPECTOR'S RECOMMENDATION/ACTION						APPROVE	
						DISAPPROVE	
JUSTIFICATION FOR APPROVAL REASONS FOR DISAPPROVAL							
The individual named has been flight tested, examined and deemed competent to perform the duties of the designation indicated below							
DESIGNATION	PRIVATE PILOT	CATEGORY		ADDITIONAL QUALIFICATIONS LIMITATIONS <i>(For pilot flight engineer examiner give aircraft category)</i>			
	COMMERCIAL PILOT EXAMINER	AIRPLANE					
	AIRLINE TRANSPORT PILOT EXAMINER	ROTCRAFT					
	PROFICIENCY PILOT EXAMINER	GLIDER					
	FLIGHT ENGINEER EXAMINER						
	FLIGHT INSTRUCTOR EXAMINER						
	OTHER <i>PCP for pilot school.</i>						
DATE		OFFICE NO		INSPECTOR'S SIGNATURE			
REGIONAL OFFICE ACTION							
CONCUR		DATE		SIGNATURE			
DISAPPROVE							
TYPE OF DESIGNATION				CERTIFICATE OF AUTHORITY ISSUED			
				NO.	DO TO SERVE UNDER	EXPIRATION DATE	

**FIGURE 147-2**  
**LETTER CONFIRMING APPLICANT'S WITHDRAWAL**

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[*School's name and address*]

Dear [*name*]:

Your request to withdraw [*name of person*] as an applicant for Airman Certification Representative is confirmed. All materials submitted concerning this request are enclosed with this letter.

If you have any questions concerning this matter or wish to offer another applicant, please contact this office at [*telephone number*].

If you have any questions concerning this matter or wish to offer another applicant, please contact this office at [*telephone number*].

[*POI's signature*]

**FIGURE 147-3**  
**LETTER REJECTING APPLICANT**

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[School's name and address]

Dear [name]:

[Name of person] [does not qualify or did not satisfactorily pass the required test] for designation as an Airman Certification Representative for your school.

The following items were unsatisfactory:

- *In the case of an unsatisfactory oral examination, indicate the areas failed.*
- *In the case of a failure to qualify, list the items that were deficient.*

If you have any questions concerning this matter, please notify this office at [telephone number].

[POI's signature]

FIGURE 147-4  
FAA FORM 8000-5, CERTIFICATE OF DESIGNATION



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

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# Certificate of Designation

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

Enter name of Airman Certification Representative (ACR).

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

Enter "an Airman Certification Representative for (Enter name of school) Pilot School."

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

*Issued at* Enter district office acronym, city, and state .

*Dated* Enter date of designation .

*Certificate No.* Enter ACR number obtained from AVN-120 .

*By Direction of the Administrator*

Have district office manager  
sign here

Enter district office manager's  
title here.

**FIGURE 147-5  
FAA FORM 8430-9, CERTIFICATE OF AUTHORITY**

<b>DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY</b>		DESIGNATION NO. SW-17-1234
<b>DESIGNEE'S SIGNATURE</b>	NAME Harry Daniel Calahan	DESIGNATION EXPIRES 9-30-94
	Is authorized to act in the capacity of a Airman Certification Representative	
	AT FIXED BASE OF OPERATION Bedrock Airways Intl., Inc.	
	for the Administrator	
	09-23-93 _____ (DATE)	_____ (DISTRICT OFFICE MANAGER'S SIGNATURE)
FAA FORM 8430-9 (1-70)		

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	9-23-93	
BTR FSDO	10-15-93	

