
CHAPTER 159 ISSUANCE OF GROUND INSTRUCTOR CERTIFICATE AND ADDED RATINGS

Section 1 Background

1. PTRS ACTIVITY CODE: 1530

3. OBJECTIVE. The objective of this task is to determine if an applicant is eligible for a Ground Instructor Certificate and associated ratings. Successful completion of this task results in the issuance or denial of a Ground Instructor Certificate.

5. GENERAL.

A. Eligibility. To be eligible for a ground instructor's certificate, a person must be at least 18 years old and must pass written tests on the subjects for which ratings are sought.

B. Application. Application for a Ground Instructor certificate or an additional ground instructor rating shall be made on FAA Form 8710-1.

C. Ground Instructor Ratings. The following Ground Instructor ratings are issued to qualified applicants:

- Basic Ground Instructor
- Instrument Ground Instructor
- Advanced Ground Instructor

7. ESTABLISHING ELIGIBILITY.

A. Verification of Applicant's Identity. Acceptable forms of identification include those which contain the applicant's signature and physical description as well as a photograph. See Chapter 1, Section 4, paragraph 5 of this handbook.

B. Age Verification. Acceptable forms of identification to verify the applicant's age include those in Chapter 1, Section 4, paragraph 5 of this handbook.

C. FOI Substitution. For applicants seeking to add a rating to a ground instructor certificate, previous ground instructor ratings or a flight instructor certificate can be accepted in lieu of an additional FOI written test. The FOI written test is

not required if the applicant meets one of the following criteria:

(1) holds a current teacher's certificate issued by a state, county, or city authorizing the applicant to teach in a junior or senior high school; or

(2) is regularly employed as an instructor in an accredited college or university.

9. PREPARATION OF CERTIFICATES. When an applicant has met all requirements for a ground instructor certificate, the inspector prepares and issues FAA Form 8060-4 based on the following considerations.

A. Exchange of Old Ratings. If an applicant for a new rating holds more of the old ratings than required for the new rating sought, surplus old ratings shall be retained on the new certificate.

B. Basic and Advanced Privileges. Because the Advanced Ground Instructor Rating conveys all privileges of the Basic rating, the latter need not be shown on the certificate when the instructor has qualified for both.

C. Advanced and Instrument Privileges. Because the combined requirements for the Basic and Instrument Ground Instructor Ratings adequately cover the requirements for the Advanced Ground Instructor Rating, the latter may be added to the certificate when the applicant has qualified for both the Basic and Instrument Ground Instructor ratings. However, only the Advanced and Instrument Ratings shall be placed on the certificate.

11. RECENCY OF EXPERIENCE. As per FAR § 143.19, a person may not act as a ground instructor unless within the preceding 12 calendar months, the instructor has served for at least three months as a ground instructor or unless an inspector determines that the instructor meets FAR Part 143 standards.

A. Ground Instructor also a CFI. When a ground instructor is also a flight instructor, the inspector

reviews the person's ground instruction experience with a FAR Part 141 school or equivalent FAR Part 61 experience (e.g., FAR Part 61 school, adult education class, high school or college level aviation course, etc.). The inspector issues a letter or endorses the instructor's logbook to indicate that the instructor meets the standards of FAR Part 143 (Figure 159-1). No letter or logbook endorsement is issued if the standards are not met.

B. *Ground Instructor not a CFI.* When a ground instructor is not also a flight instructor, the inspector reviews the person's ground instruction record with a FAR Part 141 school or equivalent FAR Part 61 work experience (e.g., a FAR Part 61 school, adult education classes, high school or college aviation course, etc.). The inspector issues a letter indicating that the instructor meets the standards of FAR Part 143 (Figure 159-2). No letter is issued if the standards are not met.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of FAR Part 143 and FAA policies and qualification as an Aviation Safety Inspector (Operations) or Aviation Safety Technician.

B. Coordination. This task may require coordination with the Operations Unit Supervisor.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, and 141
- PTRS Field Office Manual
- Order 8700.1, General Aviation Operations Inspector's Handbook

B. Forms.

- FAA Form 8000-36, PTRS Transmittal Form
- FAA Form 8060-4, Temporary Airman Certificate (Figure 159-5)
- FAA Form 8060-5, Notice of Disapproval (Figure 159-4)
- FAA Form 8710-1, Airman Certificate and/or Rating Application (Figure 159-3)

C. Job Aids.

- Table 1, Written Tests Required for Ground Instructor Certificate or Added Rating
- Table 2, Exchange of Old Certificates

5. PROCEDURES.

A. Schedule Appointment. Inform the applicant of the necessary documentation to bring to the appointment:

(1) A properly completed FAA Form 8710-1 (Figure 159-3)

(2) Written test reports

(3) If applicable, superseded ground instructor certificate

(4) Other documents required to establish eligibility, e.g., documentation for substitution of credit for FOI written test

B. Applicant Arrives for Appointment.

(1) Collect the documentation indicated above.

(2) Open PTRS file.

C. Review Application.

(1) In Section 1, ensure that the applicant has checked the box labelled "Ground Instructor."

(2) Check the application for accuracy, using the instructions on the top of the form attachment and any additional instructions found in Chapter 1, Section 4.

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

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

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

(3) If the applicant's identity appears to be different from the information supplied on FAA Form 8710-1 or it appears that an attempt at falsification has been made, do not continue with this task. See Chapter 182, Conduct an Investigation to Determine Compliance.

E. Determine Eligibility Based on Type of Written Test. Inspect the applicant's written test reports. Use Table 1 to determine the Ground Instructor certificate for which the applicant is eligible.

TABLE 1

Certificate or Rating Sought	Written Test Required				Ratings Usually Appearing on Certificate
	BGI	IGI	AGI	FOI	
BGI	x			x*	BGI
IGI		x		x*	IGI
AGI	x	x			AGI
AGI			x	x*	AGI

* The FOI written test does not have to be retaken, if previously passed.

F. Substitution of Credit. Determine if the FOI written test is not required by checking the applicant's documentation.

G. Discrepancies. If a discrepancy, which cannot be immediately corrected, exists in any of the items above, return the application and any documentation to the applicant and proceed as follows:

(1) Explain why the applicant is not eligible.

(2) Give an adequate explanation of how the applicant may correct the discrepancies.

(3) Issue FAA Form 8060-5 as per Chapter 1, Section 6 (Figure 159-4).

(4) Return the applicant's written test reports.

(5) Complete FAA Form 8710-1.

(a) Under "Inspector's Report" on the reverse side of FAA Form 8070-1, check the "Disapproved" Box.

(b) Below the box for the aircraft registration number, check "Instructor," "Ground," and "Disapproval."

(c) Under "Attachments" check "Notice of Disapproval."

(d) Date and sign the application and indicate the district office acronym.

(6) Forward a copy of FAA Forms 8060-5 and 8710-1 to AVN-460.

H. Applicant Meets Requirements. If an applicant meets all of the requirements for a Ground Instructor Certificate, issue FAA Form 8060-4 as per Chapter 1, Section 5 (Figure 159-5).

(1) Fill in Section III as follows:

(a) If the person already has a Ground Instructor Certificate, enter the number from the previous Ground Instructor Certificate.

(b) If this is an original issuance, enter the applicant's social security number or the word "Pending" if the applicant does not want the SSN used.

(2) Fill in the appropriate ratings in Section XII of FAA Form 8060-4.

(a) For a Basic Ground Instructor only, enter "Ground Instructor" in Section IX. Enter "Basic" in Section XII.

(b) For an Instrument Ground Instructor only, enter "Ground Instructor" in Section IX. Enter "Instrument" in Section XII.

(c) For an Advanced Ground Instructor only, enter "Ground Instructor" in Section IX. Enter "Advanced" in Section XII.

(d) For a Ground Instructor with Basic and Instrument ratings, enter "Ground Instructor" in Section IX. Enter "Instrument" and "Advanced" in Section XII.

(e) For a Ground Instructor with Basic and Advanced ratings, enter "Ground Instructor" in Section IX. Enter "Advanced" only in Section XII.

(2) Sign and have the applicant sign, in ink, both the original and the carbon copy.

(3) Complete the inspector certification section and sign the reverse side of FAA Form 8710-1.

(4) Forward the complete file to AVN-460:

(a) FAA Form 8710-1

(b) Superseded ground instructor certificate, if applicable

(c) AC Form 8080-1 (Written Test Report)

(d) FAA Form 8060-4

(e) Any additional, supporting documentation

I. Exchange of Old Ground Instructor Ratings.

(1) Use Table 2 to determine eligibility for exchange of old ratings for new ones.

TABLE 2

Combination of Old Ratings Required for Specific Ground Instructor Certificate

OLD RATINGS	BGI	IGI	AGI
Civil Air Regulations	x	x	x
Navigation	x	x	x
Meteorology	x	x	x
Aircraft	x		
Aircraft Engines	x		x
Radio Navigation		x	x
Link Trainer Operator		x	

(2) Issue FAA Form 8060-4 with the new ratings as above.

J. PTRS. Complete FAA Form 8000-36 in accordance with the PTRS field office manual.

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

A. Issuance of a temporary ground instructor certificate or addition of a ground instructor rating.

B. Issuance of a notice of disapproval

9. FUTURE ACTIVITIES.

A. Applicant may return for an additional rating.

B. Applicant may return for a recency of experience endorsement.

C. Possible enforcement investigation if the applicant has misrepresented any evidence of eligibility for the Ground Instructor Certificate or has exercised privileges beyond those granted by certification.

**FIGURE 159-1 REGENCY OF EXPERIENCE LOGBOOK ENDORSEMENT
FOR A GROUND INSTRUCTOR WHO IS ALSO A FLIGHT
INSTRUCTOR**

[ADAPT FOR USE AS A LETTER IF DESIRED]

I have reviewed the flight instruction records of [name of ground instructor and ground instructor certificate number] and certify that he/she meets the recent experience requirements of FAR § 143.19.

Inspector's signature and date

**FIGURE 159-2 REGENCY OF EXPERIENCE LETTER FOR A GROUND
INSTRUCTOR WHO IS NOT A FLIGHT INSTRUCTOR**

FAA Letterhead

date

Dear _____:

I have reviewed the ground instruction records of [name of ground instructor and ground instructor certificate number] and certify that he/she meets the recent experience requirements of FAR § 143.19.

[signed by inspector]

FIGURE 159-3 FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

TYPE OR PRINT ALL ENTRIES IN INK Form Approved OMB No: 2120-0021

Airman Certificate and/or Rating Application

U.S. Department of Transportation
Federal Aviation Administration

I Application Information

<input type="checkbox"/> Student	<input type="checkbox"/> Additional Aircraft Rating	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Reexamination
<input type="checkbox"/> Private	<input type="checkbox"/> Flight Instructor	<input type="checkbox"/> Glider	<input type="checkbox"/> Reissuance of _____ Certificate
<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Ground Instructor	<input type="checkbox"/> Lighter-Than-Air	<input type="checkbox"/> Renewal of _____ Certificate
<input type="checkbox"/> Instrument	<input type="checkbox"/> Airplane Single-Engine	<input type="checkbox"/> Additional Instructor Rating	<input type="checkbox"/> Renewal of Flight Instructor Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> Airplane Multiengine	<input type="checkbox"/> Medical Flight Test	<input type="checkbox"/> Reinstatement of Flight Instructor Certificate

A. Name (First, Middle, Last) Jane Simpson Dough	B. SSN 12345678	C. Date of Birth Mo. Day Year 04 30 50	D. Place of Birth Anywhere, US
E. Address 123 Main Street City, State, Zip Code Anywhere, US 12345		F. Nationality Specify <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other _____	
G. Do you read, speak and understand English? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		H. Height 67 in.	
I. Weight 125 Lbs.		J. Hair Blond	
K. Eyes Blue		L. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
M. Do you now hold, or have you ever held, an FAA Pilot Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, has certificate ever been Suspended or Revoked? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N. Grade	O. Certificate Number
P. Date issued	Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	R. Class of Certificate	S. Date issued
T. Name of Examiner			U. Have you ever been convicted for violation of any Federal or State statutes pertaining to narcotic drugs, Marijuana, and depressant or stimulant drugs or substances? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
V. Date of Final Conviction			W. Signature
X. Date		Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon	

II Certificate or Rating Applied For on Basis of:

<input type="checkbox"/> A. Completion of Required Test	1. Aircraft to be used (if flight test required)	2a Total time in this aircraft hours	2b Pilot in command hours
<input type="checkbox"/> B. Military Competence Obtained in	1 Service	2 Date Rated	3 Rank or Grade and Service Number
4 Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft.			
<input type="checkbox"/> C. Graduate of Approved Course	1 Name and Location of Training Agency		2 Agency School Number
3 Curriculum From Which Graduated			4 Date
<input type="checkbox"/> D. Holder of Foreign License Issued By	1 Country	2 Grade of License	3 Number
4 Ratings			

III Record of Pilot time (Do not write in the shaded areas.)

	Total	Instructor Rec'd	Solo	Pilot in Command	Second in Command	Cross Country Instruction Received	Cross Country Solo	Cross Country Pilot in Command	Instrument	Night Instr. Rec'd	Night Take-off/Landing	Night Pilot in Command	Night Takeoff/Landing Pilot in Command	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Towed Launches	Number of Free Flights	
Airplane																			
Auto-Craft																			
Glider																			
Lighter than Air																			
Instrument Ground Trainer																			

IV Have you failed a test for this certificate or rating within the past 30 days? Yes No

V Applicant's Certification
I certify that the statements made by me on this application are true.

A. Signature <i>Jane Simpson Dough</i>	B. Date 9/27/90
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FAA Use Only

EMP	REG	D.O.	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SRCH	#RTE	RATING (1)							

FAA Form 8710-1 (6-86) Supersedes Previous Edition

FIGURE 159-4 FAA FORM 8060-5, NOTICE OF DISAPPROVAL

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION--FEDERAL AVIATION ADMINISTRATION

NOTICE OF DISAPPROVAL OF APPLICATION

NOTE
PRESENT THIS FORM
UPON APPLICATION
FOR REEXAMINATION

NAME AND ADDRESS OF APPLICANT Jane Simpson Dough 123 Main Street Anywhere, US 12345	CERTIFICATE OR RATING SOUGHT Basic Ground Instructor
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On the date shown, you failed the examination indicated below:

FLIGHT n/a
 ORAL
 PRACTICAL

AIRCRAFT USED (Make and Model) n/a	FLT. TIME RECORDED IN LOGBOOK <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;"> PILOT-IN-COMM. OR SOLO n/a </td> <td style="width: 33%; padding: 2px;"> INSTRUMENT n/a </td> <td style="width: 33%; padding: 2px;"> DUAL n/a </td> </tr> </table>	PILOT-IN-COMM. OR SOLO n/a	INSTRUMENT n/a	DUAL n/a
PILOT-IN-COMM. OR SOLO n/a	INSTRUMENT n/a	DUAL n/a		

UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:

Applicant was found ineligible for a Basic Ground Instructor certificate because of (indicate reasons).

I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.

DATE OF EXAMINATION 9/30/90	SIGNATURE OF EXAMINER OR INSPECTOR 	DESIGNATION OR OFFICE NO. EA03
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FAA Form 8060-5 (4-70)

FIGURE 159-5 FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. Pending	
II. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT				IV. Jane Simpson Dough			
				V. 123 Main Street Anywhere, US 12345			
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.	
04/30/50	67 IN.	125	Blond	Blue	F	USA	
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Ground Instructor							
RATINGS AND LIMITATIONS							
XII. Basic							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OR INSPECTOR				EA03	
10/21/90						DATE DESIGNATION EXPIRES	

AIRMAN'S SIGNATURE


AA Form 8060-4 (4-69) Supersedes Previous Edition

